

**OSMANIA GRADUATES' ASSOCIATION**

**&**

**EXHIBITION SOCIETY**

**GOVERNING RULES & REGULATIONS OF INSTITUTIONS**

**(HUMAN RESOURCE POLICY)**

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## A. INTRODUCTION

**The Osmania Graduates' Association & Exhibition Society are sponsoring and financing the following Educational Institutions in Telangana since over five decades:**

- 1) Sarojini Naidu Vanita Maha Vidyalaya, Hyderabad
- 2) Sardar Patel College, Secunderabad
- 3) Kastruba Gandhi PG & Degree College for Women, Secunderabad
- 4) Kastruba Gandhi Junior College for Women, Secunderabad
- 5) Sri Ramalingeshwara Junior & Degree College, Kulkacherla.
- 6) OGA & ES of Education, Pargi
- 7) Sri Lakshmi Narasmiha Degree College, Bhongir
- 8) Sri Bramarambika Mallikarjuna Swamy College of Education, Kalvakurthy
- 9) LalBahadur Junior & Degree College, Warangal
- 10) Sri Venkateshwara Degree College, Suryapet
- 11) LalBahadur College of Education, Warangal
- 12) LalBahadur College PG, Warangal
- 13) Sri Shankarji Memorial Girls High School, Hyderabad
- 14) Kamala Nehru Polytechnic for Women, Hyderabad
- 15) Sri Venkateshwara Engineering College, Suryapet
- 16) Rajiv Gandhi ITI, Nirmal
- 17) JV Narsing Rao High School, Nirmal
- 18) Sarojini Naidu Vanita Pharmacy Vidyalaya, Hyderabad
- 19) Central Institute of Commerce, Hyderabad

All our Educational Institutions are reputed and ranked in India. Our Institutions caters mostly to women education with an affordable fee structure thus largely helping the middle and low-income groups. Our Institutions offer various Basic Sciences, Arts, Commerce programs at Intermediate level, UG level, PG Level and Diploma, Degree & PG in Engineering and Pharmacy programs. All together there are over 30,000 students studying in our institutions and over 2500 teaching and Non-Teaching Staff working at our Institutions. We provide all the required Infrastructural facilities like the Infrastructure, Lab Equipment, Spacious Classrooms, well trained experienced staff, Highly digitalized Libraries, Games & Sports Facility etc. Over the years our Institutions have grown in terms of offering many courses, student strength, Latest Infrastructure, Conducting regular Curricular & co-curricular activities and placements. Earlier most of our Institutions were aided but due to change in the Government policy towards aided institutions and decrease in aided staff over the years, most of our Institutions have become unaided (private) while the aided staff being phased out as and when they retire. Since we are running 19 educational institutions at present with over 2500 teaching and non-teaching staff, there is an urgent need for a HR policy in all our institutions.

## **B. WORKING DAYS, WORKING HOURS, AND TEACHING WORK SCHEDULE:**

The institutions work for six days in a week (i.e. Monday to Saturday) except every second Saturday. The working hours are from 9:30 AM to 4:30 PM with a break of 1 hour. The working hour may vary marginally depending on exigencies. For some positions the job demands extra time, and the employees are required to discharge their duties and responsibilities and will be compensated at the discretion of the head of the institution which may vary from time to time and employee grade.

The teaching (Classroom + Lab) hours per week for faculty including Principal will be as per rules defined by UGC, AICTE and affiliated Universities.

## **C. PUBLIC HOLIDAYS:**

The institution will remain closed on Second Saturdays, Sundays and Public holidays as per the list of holidays declared by Govt. of Telangana

## **D. CADRES OF STAFF**

The staff comprises of following categories:

### 1) Teaching Staff

No.	Designation
1.	Director
2.	Principal
3.	Dean
4.	HOD
5.	Professor
6.	Associate Professor
7.	Asst Professor
8.	Additional Professor
9.	Sr Lecturer
10.	Lecturer
11.	Librarian
12.	Physical Director

### 2) Supporting Staff (Technical)

No.	Designation
1.	Computer Programmers
2.	System Administrators
3.	Lab Assistants
4.	Lab Technicians
5.	Website Management

6.	Workshop Instructors
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3) Supporting Staff (Administration/Non-Technical):

No.	Designation
1.	Accounts Officer
2.	Administrative Officer
3.	Superintendent
4.	Senior Assistant
5.	Junior Assistant
6.	Record Assistant
7.	P/A/Steno
8.	Supervisor Assets.

4) Other Supporting Staff

No.	Designation
1	Attenders
2	Aayas
3	Garderners
4.	Janitors /Scavengers

**E) RECRUITMENT POLICY:**

The Institutions periodically reviews the requirement of teaching and non-teaching staff keeping in view the Regulatory norms and recruitments are made accordingly. The teaching staff is normally recruited through a Selection Committee. The policy of the Institutions is to regularly fill all the vacancies and maintain the staff student ratio as it would ensure academic excellence. Furthermore, it is mandatorily required to provide training, orientation, subject updating and qualification improvement for all the faculty at regular intervals or whenever the need arises. While some of these programmes are sponsored by the institution, the faculty must takeup other. In case of vacancies arising out of resignations or terminations, ad-hoc appointments are made with the approval of the Governing Body.

**1. RECRUITMENT PROCESS:**

Normally vacancies arise whenever a new course is started or due to vacancies arising due to retirements, attrition or death. At times the Regulatory bodies stipulate different staff student's ratio. Once vacancies are identified in the institution, approval is obtained from Hon. Secretary to fill up the vacancy. Generally the recruitment process is made as hereunder:

**a) Advertisement:**

The advertisement is released specially for teaching positions at the beginning of academic year in the newspaper briefly and the detailed information is placed on institution website. The applications

received in time are scrutinized and selection is made based on their eligibility, marks obtained, experience and their performance during the time of interview before the recruitment committee. The recruitment committee consists of Chairman, Hon. Secretary, Principal, and Subject Expert from the University.

**b) Walk-in Applications:**

Some of the applicants may send their profiles /CVs in anticipation of positions in the college that are likely to arise. Such applications are kept in the data bank and as and when suitable positions arise, they are called depending upon suitability. The applications received in response to the advertisement are scrutinized and eligible candidates and the applicants in data bank are interviewed on the prescribed date. The suitable /selected candidates list prepared for appointment by the Chairman and shall be sent to Hon. Secretary for approval.

**2. RECRUITMENT COMMITTEE:**

The recruitment Committee is constituted depending on the nature of posts, designations and University/ Board norms. The Chairman, Hony. Secretary, Principal, Head of the Department, subject Experts, University nominees etc. will be the members. . The University norms shall be scrupulously followed in this regard. This committee shall scrutinize the applicant's qualifications, their proficiency and suitability for the job and select them. The committee issues the selection proceedings. The committee shall also decide the waiting list selected candidates for future use, if any, the Hony. Secretary shall release the appointment letter clearly mentioning the terms and conditions, probation period, terms of confirmation, salary/scale of pay, joining time and all other benefits.

**3. MINIMUM EDUCATIONAL QUALIFICATIONS:**

Educational qualifications and experience norms for teaching staff are as defined by the UGC as well as AICTE. The UGC and AICTE have defined minimum educational qualifications for teaching positions for under-graduate and post-graduate courses. All the regulations stipulated by these regulatory bodies including the affiliating University in terms of educational qualifications are followed for recruiting or promoting the faculty in our institution.

**4. JOB RESPONSIBILITY:**

The responsibility of various faculty positions are designed in line with the Vision and Mission of the Institution.

I. Academic:

- Classroom teaching with modern aids.
- Lab instruction and demonstration with master readings
- Student evaluation and all work pertaining to conduct of examinations.
- Development of laboratory, curriculum and resource material by using modern techniques
- Student guidance, counselling, personality and overall character development

- To prepare, provide, generate and disseminate knowledge in the interest of the students
  - Career development through Development Programme, Professional Association, Knowledge and Skills Development.
- II. R&D:
- R&D activities through projects and research guidance
  - Promotion of institute-industry interaction
- III. Administration/Management:
- Planning, designing and development of new programmes and promotional activities
  - Mobilizing resources for the institution
  - Administration both at departmental and institutional levels
  - Development, administration and management of institutional facilities
  - Monitoring and evaluation of academic and research activities
  - Participation in policy planning for development of technical education
  - Design, develop, update and maintain MIS implementation
  - Maintain accountability
  - Conduct performance appraisal
  - Make sound financial decisions and establish systems for long term sustainability of institution.
  - Ensure adherence to Risk, Audit and Compliance policies.
  - Development of Talent and planning for succession.
- IV. Extension:
- Extension services by interacting with Society/Community
  - Provide technical support in areas of social relevance
  - Promotion of entrepreneurship and job creation
  - Encourage students to take up live projects to cater societal needs/ Public welfare programmes by the Government.

**F) PROBATION:**

The selected candidates shall join the institution in time after submitting their original certificates and deposit them for Governing Body verification. The probation period is for all freshly recruited employees in all categories. The probation period is for one academic year from the date of joining of the employee. However, if the employee for some reason cannot be regular in completing one year of continuous service, the probation period will get extended proportionately.

The Management of the Institution reserves right of termination of the services of the employee without notice during the period of probation. During the period of probation, the employee cannot claim any regular employment and other benefits. The Principal will forward a performance and



recommendation note to the Management for approval and confirmation of services, after the probation period.

#### **G) CONFIRMATION OF SERVICES:**

The confirmation of services means an employee who has completed successfully the probation period and taken to rolls as regular employee on par with others. The Principal will prepare a performance appraisal with necessary indicators of work performance, grading his/her work, attitude and aptitude to work, behavior with co-workers etc. The performance appraisal shall give clear picture of the employee and specifically recommend for regularization of his services. The Management, Chairman and Hon. Secretary, is the authority for confirmation of services. And if necessary, the management shall formally interview the candidates for reassuring their commitment of excellent service thereafter.

##### **a) Benefits of Confirmation of Services:**

The employee is eligible for Annual increment, Leaves and other benefits as extended to the regular employees of the institution. In case of non-satisfactory performance, the probation period may be extended or terminated as per the decision of the Management/Principal.

#### **H) TERMINATION OF SERVICES**

##### **1) By Employee-**

- a) Resignation should be clear and unconditional. It should be submitted to at least two months in advance enclosing no dues and documentary proof in support of the reason for resignation to the Appointing Authority through proper channel. Resignations from service will generally be accepted if submitted at the end of the academic year.
- b) Resignations in between the academic year are discouraged. Employees specially, the teaching staff must give a prior notice of at least two months so that students classes are not affected, and management has sufficient time for finding suitable replacement.
- c) Resignations of employees against whom inquiry/investigation are pending should not be accepted until the enquiry is completed and all the departmental dues are fully adjusted, and no dues certificate is obtained.
- d) An employee quitting his/her post, without obtaining relieving orders from the Management/Principal shall be liable for legal and departmental actions. Withdrawal of resignation is permitted on approval from appointing authority by making written request.

- 2) **By Employer:** During probation period, the management reserves the right to terminate service of the employee without notice. For confirmed/regular employees, except where the employment is terminated on grounds of Gross Misconduct the employee is entitled to

minimum notice of 2 months from the management. The notice may be handed to employee personally or sent to last recorded address of the employee.

The management reserves the right to ask the employee to no longer attend the place of work for the duration of the notice period.

#### **I) TEACHING AND LEARNING PROCESS:**

All the faculty members must plan their academic teaching schedules well in advance before commencement of the semester/year. The following are some of the contents of learning modules irrespective of the subjects.

- Course files
- Lesson Plan and Micro Plan
- Additional Topics and Assignments
- Provision for Mid Tests and Distribution of scripts
- Delivery sheets and Tutorial Sheets
- PPTs and OHPs
- Lesson and Course Material
- Web Downloads
- Case studies
- Self-Learning Materials
- E-Learning Materials
- Guest/Expert Lectures
- Industrial Visits and Tours relevant to their respective specialization

#### **J) FEEDBACK EVALUATION:**

Twice in every semester, the students evaluate the teachers handling their respective subjects covering

various aspects of student-teacher interaction through a computerized structured format or a written format. The evaluation pertains to

- Teaching process dimensions viz: punctuality and regularity of teachers, teacher's control and conduct of the class, understandability of lectures, discussion of class tests, tutorials and assignments and syllabus coverage.
- Assessment of college environment, facilities, and management responsiveness measured on the following dimensions – College environment, Cleanliness/sanitation, Library facilities, canteen, water supply, Games/Sports, Transport, HOD/Principals response to grievance, support of management in general.

Absolute privacy and confidentiality is maintained to avoid the individual student assessors identify. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counselled, advised and trained to improve by the Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through letters of appreciation. The feedback evaluation by the student is a tool for assessing the faculty for remedial measures but not for any punitive measures.

#### **K) PERFORMANCE APPRAISAL:**

Performance appraisal is an objective assessment of the work and conduct of an employee. Appraisal is the main criteria for confirmation, promotion, review for premature termination or retirement etc. Writing and maintenance of appraisal assumes importance not only in the interest of service but also in the interest of the employee.

- Appraisals and personal development plans are to be written for all categories of employees (Refer to Appendix 2)
- Grading as 'Outstanding', 'Very Good', 'Good' are considered as favorable reports. Grading 'Average/Un-satisfactory', though not considered adverse, to be avoided as far as possible.
- A record of punishment imposed on the employee as a result of disciplinary proceedings should be recorded in his/her appraisal.
- Derogatory remarks on any staff should be substantiated with show cause notices and replies.

#### **L) FACULTY DEVELOPMENT PROGRAMMES (FDP) :**

Learning is ever ending experience and every faculty shall accept to learn the latest trends, technologies and adapt to implement. Faculty Development programmes are vital for the faculty without which Academic Excellence cannot be ensured. Mandatory periodic training, orientation, refresher programmes for the staff either have to be conducted at the institution or shall be attended elsewhere. Annual Appraisal of the faculty shall also include the FDP attended/ organized. To consider Career Advancement/ promotion of faculty they shall compulsorily attend FDPs. Other incentives for faculty shall also be extended. Apex Regulatory bodies/ Universities may be explored for financial assistance to conduct these programmes. Budgeting for the FDPs shall be taken up on priority. Timetables shall be so framed that at least a couple of faculties undergo FDPs at a given point of time. No faculty shall refuse to undergo trainings. Annual Faculty Development Plans must be prepared every year after taking the training proposals from each and every faculty. Non-teaching staff shall also undergo trainings periodically in various subjects viz., establishment, rules and regulations in appointments, service matters, different kind of leaves, disciplinary action, accounts, stores management etc.

The Faculty Development Plan (FDP) of the institution shall be prepared in advance basing on the the individual Faculty requirement. All the faculty shall submit their required FD Programmes in the stipulated format before and submit the impact assessment after implementing the knowledge gained

through those programmes. The FDP of the institution is a moderated compilation of individual faculty requirements for that academic year.

#### **M) ANNUAL INCREMENT:**

Annual increment (Refer Appendix – I) is not automatic and is subject to financial performance of the institution and performance of employees with regard to fulfilling the assessment criteria like percentage of remedial coaching passes, feedback from the students in various courses and recommendation from the Principal and other performance criteria laid out by the college from time to time.

The Annual increase in pay is drawn from 1<sup>st</sup> of July every year, except when withheld as a punishment. This new system of increments will be one time for all employees instead of giving on different dates presently in vogue. This policy will facilitate for easy implementation of increment to all the employees in the month of July of every year.

In case of an employee who reaches the maximum of his/her pay scale, he/she can be placed in the next higher pay scale after one year of reaching such a maximum subject to meeting the performance criteria already laid out.

#### **N) SPECIAL INCENTIVES:**

##### **a) Incentive for PhD**

Three advance increments will be admissible to those who hold Ph.D degree, at the time of recruitment as Lecturers. A Lecturer will be eligible for two advance increments as and he/ she acquires PhD in their career.

##### **b) Lump Sum incentive for acquiring higher qualifications:**

Post-Graduation in relevant discipline by non-teaching Staff: entitles an incentive of Rs 1,000/- per month. Incentive shall be considered only if higher qualifications will make the staff more effective in the present or next higher assignment. The incentive is admissible only for higher qualifications acquired after induction into service. The incentive shall be based on qualification without any relation to increment or level/grade of the employee. However, granting of incentive is subject matter of management.

##### **c) The incentives for paper publications and conferences to the teaching staff are:**

- Registration fee for attending Seminars and Conferences is borne by the institution (Maximum of 2 in a year)

- Paper published in referred Journals. Rs.1000/- per paper for International Journal with ISSN number (National Journals, Publication of Books and Journals, contribution of chapters in Books) .
- Paper should be on the faculty's name and should normally concern of his/her academic area.
- Under certain exigencies, the institution reserves the right to modify the rules and use discretionary powers in allowing for participation in Seminars/Conferences.
- The Principal's recommendation is necessary for payment of incentive.

#### **O) CODE OF CONDUCT, DISCIPLINARY PROCEDURE & ACTIONS:**

All the teaching and non-teaching staff shall maintain discipline and follow code of conduct not only in the institution but also in their personal life. The Fundamental Rules (FR) and the CCA Rules of the Government will be followed and in case of violation disciplinary action as per rules will be taken.

##### **a) Do's**

1. Maintain absolute Integrity
2. Always maintain devotion to duty.
3. Maintain political neutrality
4. Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
5. Act in accordance with rules of the institution and Government
6. Render prompt and courteous service to public.
7. Observe proper decorum during any of the meetings/conferences/functions of the institution.
8. Follow the job chart without any deviation.
9. Respect lady staff and cooperate with them.

##### **b) Don'ts**

1. Do not be discourteous, dishonest and partial.
2. Do not associate with any banned organizations.
3. Do not undertake private consultancy work without prior approval.
4. Do not consume any intoxicating drinks, drugs, tobacco while on duty
5. Do not indulge in any sexual or dowry harassment

##### **c) Acts of Misconduct**

- Usage of abusive language or threatening words to the employer
- Insulting and insubordination
- Habitually negligence in discharging duties
- Will full insubordination or disobedience
- Habitual late attendance
- Habitual absence
- Conviction by a court

- Infidelity, unfaithfulness, dishonesty, theft and fraud activities. Eve teasing or women harassment.

**d) PROCEDURE FOR TAKING DISCIPLINARY ACTION:**

The erring staff member will be served notices at all stages cautioning the indiscipline by him/her. The Management may initially warn the staff member for first time offence. Subsequently if they do not correct themselves disciplinary action taken after serving show cause notice and enquiry proceedings. It is the discretion of the Management to appoint the enquiry committee. The Management is at liberty to impose punishments based on the CCA Rules of the Government viz., withholding increment/s, censure, not considering for promotion, suspension or termination from service.

**P) EMPLOYEE STATE INSURANCE (ESI):**

Employees State Insurance is a social security scheme and the provisions of the Act are extended to all the employees of the institution where in the gross salary of the employee does not exceed Rs.21,000/- per month.

Contribution Rate:

The employee's contribution rate (w.e.f. 01.07. 2019) is 0.75% of the wages (gross salary) and that of employer's is 3.25% of the wages (gross salary) paid/payable in respect of the employees in every wage period

Contribution Period:

There are two contribution periods each of six months duration and two corresponding benefit periods also of six months duration as under.

Contribution Period	Cash Benefit Period
1st April to 30th Sept.	1st Jan of the following year to 30th June
1st Oct to 31st March of the year following.	1st July to 31st December.

Note: An employee whose gross salary crosses the prescribed ceiling limit of Rs21000 p.m. at any time after commencement of the contribution period, would continue to be under the purview of the Act till the end of that the contribution period. Prescribed rates on the total gross salary for the period will apply. The contribution can subsequently be stopped from the next contribution period.

**Q) EMPLOYEE PROVIDENT FUND (EPF):**

Provident Fund Contribution is applicable to the following:

- An employee who draws wages (Basic Pay+DA) less than or equal to Rs.15000 on joining college and does not already have PF membership at the time of joining.

- An employee who is an existing member of PF (i.e already holds a PF account from previous employment) at the time of joining the college.
- Contributions are payable to these employees at rates applicable on a maximum wage (Basic+DA) ceiling of Rs.15000

The employee has to fill the PF membership form with relevant details. The employee will be given PF Account Number in due course and all the correspondence is done by the employee with Regional Provident Fund Commissioner citing his account number for any references/information.

Employees who are already PF members in previous employment must produce certificate of membership from PF authorities, in case they are joining newly in the institution.

**PF Contribution Rate:**

By	Contribution Accounts			Administration Accounts	
	EPF	EPS	EDLI	EPF	EDLI
Employee	12%		0	0	0
Employer	3.67%	8.33%	0.5%	0.5% (w.e.f 01-06-2018)	0 (w.e.f 01-04-2017)

**Exclusions from PF Contribution:**

- An employee who draws wages (Basic+DA) of more than Rs15000 on joining and does not already hold PF membership at the time of joining college will not be under the purview of Provident Fund.
- An apprentice is not eligible for PF contribution.

**R) GRATUITY:**

Gratuity is paid to all employees who have put in a minimum of 5 years of continuous service in the college limited up to retirement age of 58 years. The Gratuity is calculated with the formula (Basic + DA ) X number of years of service X 15 /26 days of last drawn gross salary.

A provision for Gratuity Fund must be made by the employer at the rate of 4.81% of (Basic Pay and DA) p.m. for every employee. Employer may obtain an insurance for liability for payment towards the gratuity from the Life Insurance Corporation of India or any other Insurance Company incorporated under the Company's Act, 1950

**S) RETIREMENT POLICY:**

Though the retirement age for State Government employees is 58 years, the sponsoring body in 2016 took a resolution to enhance the retirement age to 60 years of the unaided staff in all the institutions sponsored and managed by OGA and Exhibition Society

For an employee who has attained the age of 58 and continues to be in service and when an EPS pensioner drawing reduced pension rejoins as an employee, EPF contribution is required to be paid as per rates applicable till the date of leaving service. However, contribution to EPS ceases on attaining 58 years of age and the Employer's pension contribution @ 8.33% is to be added to the Employer Share of PF instead. (Pension contribution is not to be diverted and total employer share goes to PF).

Gratuity will be paid at the time of retirement i.e., 60 years

## **T) LEAVE RULES & TYPES OF LEAVES:**

### **1. General Principles:**

- a) Leave cannot be claimed as a matter of right.
- b) The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for.
- c) Leave of one kind taken earlier cannot be converted into leave of different kind at a later date at the request of the employee.
- d) Willful absence from duty after the expiry of leave renders an employee for disciplinary action and Loss of pay including possible termination from duty.
- e) Absence without leave not in continuation of any authorized leave will constitute an interruption of service unless it is regularized.
- f) The Principal reserves the right to call back an employee from leave to report for duty during exigencies of work in the interest of institution.
- g) No leave application for any type of leave will be entertained by the sanctioned authority unless and until administrative office indicates the eligibility and endorsement thereon.
- h) Any leave must be applied in advance. In case of emergency, telephoning/email/sms intimation should be given to the office and on rejoining, proper leave application should be put up and regularized.
- i) Leave, though entitled, if availed without intimation/permission will be deemed as absence from duty resulting in loss of pay.
- j) Application for leave is submitted in prescribed format.
- k) All the leave applications will be filed in a separate file employee wise for the purpose of cross checking the leave register as and when required.
- l) The Leave register shall be initialed by the Administrative officer and the Principal at the time of crediting leave every time, so as to keep a control on the maintenance of the leave register.
- m) The leave register is subject to audit by the internal audit team or Statutory Auditors.
- n) Holidays/Sundays/Second Saturdays may be suffixed or prefixed to the leave.
- o) In case of employee on duty, outside headquarters, can apply for leave in advance. For such type of leave, all the expenses must be borne by the employee.



- p) When on probation, if leave availed more than entitlement, then the probation will be extended proportionately.
- q) Longer absence exceeding 30 days with loss of pay may affect annual increment.
- r) Generally, loss of pay will not be sanctioned except in urgent cases subject to discretion of the Management/Principal.

**2. Leaves are of 4 kinds:**

**a) Casual Leave (CL):**

- I. The object of casual leave is to enable an employee to attend to some urgent or sudden unforeseen contingencies and normally it is granted not exceeding one day and is applicable to both teaching and non-teaching staff
- II. Holidays or Sundays may be suffixed or prefixed or falling during intervening period will not be counted as leave.
- III. Casual leave can be availed for half day, if required with permission of Principal.
- IV. During probation period casual leave is restricted to one day per month and this will be credited every month.
- V. It is proposed that the casual leave be credited on calendar year basis.
- VI. Casual leave cannot be combined with any other leave.
- VII. The total leave per academic year on confirmation of services is 15 days. This will be credited at the rate of 7 days for the first half of the year and 8 days during second half.
- VIII. Three Late marks will be treated as one Casual Leave

**b) Special Casual Leave/Medical Leave / Sick Leave/Half-Pay Leave (SCL/SL/HPL)**

- I. This leave is sanctioned on confirmation of services for 7 days to both teaching and non-teaching employees. The leave must be sanctioned on submission of Medical certificate from a recognized Allopathic Medical Practitioner only.
- II. The leave will be credited on 1<sup>st</sup> Jan and 1<sup>st</sup> July of every year at 4 days and 3 days respectively.
- III. Sick leave can be availed subject to a minimum of 3 days.
- IV. Unutilized leave can be accumulated and gets carried forward. (Need to define cap for carryforward)
- V. If converted to half-pay leave, the employee may avail 14 days leave.

**e) Vacation Leave (VL):**

- I. All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to 6 week vacation leave. This six-week period may be split up as follows.
  - a. 04 weeks during summer
  - b. 01 week each during Dusserah and Sankranthi festivals

- II. The teaching staff (Vacation Staff) shall attend the duty on the last working day of academic year and first day of the reopening day after vacation. Otherwise the entire period of Vacation will be treated as Loss of pay and no salary is admissible.
- III. Unused vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Head of the Institution, the unused vacation leave is converted as EL in the ratio VI07:EL05 and can be carried forward to next academic year.

**f) Earned Leave (EL)**

- I. All regular teaching and non-teaching staff are credited with 5 ELs every year
- II. Earned Leave availed is calculated considering the intervening holidays
- III. Earned leave cannot be availed for half day.
- IV. Earned Leave cannot be combined with any other leave.
- V. The Earned Leave can be accumulated up to a maximum of 90 days.
- VI. Earned Leave can't be sanctioned/availed not exceeding 30 days at a stretch, once in a year.

**c) Maternity Leave:**

**General principles:**

- I. Admissible to female employees only.
- II. To be eligible for maternity benefit, a woman must have been working as an employee for a period of at least 70 days in the past 12 months.
- III. They are entitled for 26 weeks (8 weeks before the expected date of delivery and the remaining time to be availed post childbirth) leave with full salary.
- IV. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery)
- V. Maternity leave of 12 weeks to be available to mothers adopting a child below the age of three months from the date of adoption as well as to the commissioning mothers.
- VI. In case of miscarriage, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit for a period of 6 weeks immediately following the day of her miscarriage.
- VII. In case of tubectomy operation, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit for a period of two weeks immediately following the day of her tubectomy operation.
- VIII. A woman suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation shall, on production of such proof as may be prescribed, be entitled, in addition to the period of absence allowed to her under section 6 (of Maternity Benefit Act), or, as the case may be, under section 9 (of Maternity Benefit Act), to leave with wages at the rate of maternity benefit for a maximum period of one month.

- IX. The leave is not debited to any leave account
- X. Counts as service for increments and Gratuity.
- XI. Leave application for maternity supported by Medical Certificate be submitted for sanction of maternity leave.
- XII. Such maternity leave availed be recorded in the personal file of the employee for future reference.
- XIII. For insured employees covered under the ESI ACT- Maternity Benefit is covered under ESI benefits at the rate of full wage subject to contribution to ESI for a specified period.
- XIV. For employees not covered under the ESI ACT– Maternity Benefit is payable as per the Maternity Benefits ACT by the employer.

**d) Paternity Leave:**

- I. Admissible to male employees only.
- II. Male employees can avail 7 days of paid leave before 15 days or within 6 months from date of delivery.

**e) Study Leave:**

Study leave with/without pay may be granted to deserving employees for pursuing higher studies at the discretion of the management. The terms of the leave will be worked out on a case to case basis.

**U) PRIVACY:**

The institution expects that each employee should have inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation, R&D, course material, lab, human resource policy, training and workshop material developed, personnel data and any other financial compensation matters. Employees who disclose confidential information will be subject to disciplinary action, which may lead to dismissal and prosecution.

**V) ADMINISTRATION – MAINTENANCE OF PERSONNEL RECORD:**

The basic information of staff will be collected and maintained by PA-Head of the institution in separate staff personal files. Documents to be included are Resume with covering letter along with 2 photographs applying for the position in the institution, call letter if any, appointment letter, all original certificates along with photocopies in proof of age, qualification experience and last pay drawn; feedback, interim appraisals for confirmation, Probation Extension Letter if any, Confirmation Letter, annual appraisal, personal development plan, Incentives, promotions and increment letters given and any appreciation, commending letters, warning letters, letter of resignation, resignation acceptance and other relevant documents.

**(APPENDIX – I)**

**PAY FOR PERFORMANCE**

Based on ratings provided in the Performance Appraisal, the bell curve is used to identify “Top Performers”, “Average Performers”, “Low Performers”. It helps to:

- Reward top performing employees to boost their confidence and motivate them to achieve institution goals.
- Encourage mediocre performers to work harder and get into the square of highest performers
- Identify low performers to guide them right and get them back on track of better performance

**Bell Curve:**



Category	% Employees	% increment (Market/Inflation)	% increment (Performance)	Total increment%
Top Performers	20%	3%	up to 12%	up to 15%
Above Average Performers	10%	3%	up to 7%	up to 10%
Average Performers	50%	3%	up to 5%	up to 8%
Below Average Performers	10%	3%	up to 2%	up to 5%
Non-Performers	10%	3%	-	up to 3%

Increments are depended on the financial performance of the institution and is not guaranteed.

**(Appendix – II)**

**Part –I**

**SELF ASSESSMENT REPORT**

**FOR PERIOD \_\_\_\_\_ TO \_\_\_\_\_ (To be filled by Faculty)**

Name \_\_\_\_\_ Designation \_\_\_\_\_

DoJ: \_\_\_\_\_ Date of appointment to Present Post \_\_\_\_\_

1. Academic Qualifications (Mention if any additional qualification has been acquired during the year under review)
2. Name of the Courses taught during the year
3. Maximum no. of periods per course available in the Semester as per Time – Table (Lectures & Practical)
4. Teaching load mentioned in Time Table (Lectures & Practical)
5. No. of the Total Shortfall Practical Shortfall Lectures (including (from 4 & 5) periods (from 4 & 5) Tutorials) delivered taken
6. Reasons for shortfall, if any, in Lectures and practical taken.
7. Any specific problem of any student solved, or taken initiative to solve
8. Research Guidance (give brief description of each project and name the student (s) and Co-supervisor, if any. (Attach separates sheets, if needed).
9. Any project completed other than students' projects.
10. Any new Experiment added in the Practical course or any innovation introduced in College

11. Papers published (give the title, Co-author, if any, and details of the Journals. Attach separate sheet, if necessary).
12. Any contribution in Laboratory / Course Development, not mentioned above.
13. Contribution to Industrial Development in the form of Consultancy / sponsored R.D.
14. Contribution to Corporate life of the School / University (a) Curriculum development, (b) Cultural /Extra Curricular activities (c) Sports / Community and Extension services, (d) Administrative assignments (e) Any other
15. Contribution to Scientific / Technical education through publication of Textbooks and Laboratory Manual, Special Lectures and organization of Seminars, Symposium, Summer or Winter School etc.
16. Summer institute, Refresher or Orientation course attended, during the year, give details.
17. Membership or Fellowship of Professional / Academic bodies, societies etc. give details.
18. Additional Contributions which are not covered above and which are relevant for assessment of teacher's activities.
19. Any step taken for Resource/Revenue generation/Cost Reduction. Give a brief description. (Attach separate sheet, if needed).
20. Academic Results of Students : Overall Pass % \_\_\_\_\_, % Students Over 90% marks-----% Students Over 80% marks.....
21. Results from Feedback from Students – Survey, Verbal, Written, Complaints etc.

Signature of Faculty:

Name in Block letters

Designation

Place

Date:

**Part –2 a**

**PERFORMANCE APPRAISAL FOR FACULTY**

**(to be filled by Reviewer)**

**For the Period from .....to .....**

Name of Faculty:		
Designation:		
Date of Joining:		
Date of appointment to Present Post:		
<p>Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.                  In case the rating is unsatisfactory, please give reasons thereof separately.                  Outstanding – 5, Very Good – 4, Good – 3, Satisfactory – 2, Unsatisfactory - 1</p>		
Assessment of Goals	Weightage: 50%	
Particulars	Goal/Actual	Rating
(i)Teaching load and regularity in taking class	Goal: Actual:	
(ii) Academic Results Pass % , % over 90%, % over 80%	Goal: Actual:	
(iii)Results from Feedback Survey from Students	Goal: Actual:	
(iv) Innovations / experiments introduced in the course or projects completed other than students	Goal: Actual:	
(v) Contribution in Curriculum Development	Goal: Actual:	
(vi) Intellectual capital (Books / Articles/ Patents/ Talks/Publications in journals)	Goal: Actual:	
(vii) Organizing and participation in Seminars/ workshops, special lectures, FDP's, Summer institutes	Goal: Actual:	
(viii) Contribution to the corporate life of the school / University	Goal: Actual:	
(ix) Membership or Fellowship of Professional / Academic bodies	Goal: Actual:	
(x) Resource/Revenue Generation/Cost Reduction	Goal: Actual:	
Total (A) :		

**Part –2 b**

**PERFORMANCE APPRAISAL FOR FACULTY**

**(To be filled by Reviewer)**

**For the Period from .....to .....**

Name of Faculty:		
Designation:		
Date of Joining:		
Date of appointment to Present Post:		
Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter. In case the rating is unsatisfactory, please give reasons thereof separately. Outstanding – 5, Very Good – 4, Good – 3, Satisfactory – 2, Unsatisfactory - 1		
Assessment of Competencies		Weightage: 50%
Particulars		Rating
(i) Knowledge in sphere of work/Technical Know-how		
(ii) Communication Skills		
(iii) Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)		
(v) Ability to inspire and motivate		
(vi) Supervisory ability		
(vii) Interpersonal relations and teamwork		
(viii) Integrity and Trustworthiness		
(ix) Others		
(x) Gross Misconduct (Negative Marking of -10)		
Total (B)		

Overall Assessment: Total (A) + Total(B) = \_\_\_\_\_

Outstanding - 91to 100, Very Good - 71 to 90, Good - 51 to 70, Satisfactory - 40 to 50, Unsatisfactory - upto 40)

Signature of Faculty:

Name in Block letters

Place

Designation

Date:

Signature of Reviewer:

Name in Block Letters

Place

Designation

Date:



**Part –3**

**PERSONAL DEVELOPMENT PLAN**

**For the Period from .....to .....**

Name \_\_\_\_\_ Designation \_\_\_\_\_

DoJ: \_\_\_\_\_ Date of appointment to Present Post \_\_\_\_\_



Training/Learning and Development Needs	Priority	How will this be met? Short Course, Mentor-Mentee Program, e-learning, other)	Target Date	Cost/Source of Funding/Hours Required per Day/Week etc	Evaluation- What have you learnt?	Evaluation – How much difference has this made to your job?

Signature of Faculty:  
 Name in Block letters  
 Designation  
 Place  
 Date:

Signature of Reviewer:  
 Name in Block Letters  
 Designation  
 Place  
 Date:

