



Vidya International Charitable Trust

HR Policies and Procedures Manual

Vision

Progress through education.

Mission

- *To Provide state-of-the art higher education and training to our younger generation.*
- *To establish world-class educational and research centres.*
- *To obtain affiliations from outstanding universities and institutions.*
- *To attain and maintain world class stature with centres of most modern facilities and Quality Education.*

Updated on 15/01/2013



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INTRODUCTION

The purpose of this HR Policy Manual is to help the employees to understand policies, rules, benefits, and conditions of employment, which apply to all personnel working within Vidya International Charitable Trust (VICT).

For sustainable growth, institutional effectiveness and employee satisfaction, it is imperative to have personnel policies that are dynamic and accommodative to create conducive working environment where employees can do their best in conformance to the objectives of the institution.

The institution encourages its employees to think, express and share their views and concerns with the management to facilitate decisions and operations through collective wisdom and follows a prudent approach recognizing their contribution through recognition and rewards.

VICT remains committed to support the overall development of its human resources.

This policy replaces all earlier policies / practices on covered topics.

NOTES:

1. The terminology frequently used throughout this manual, has been explained below for the purpose of consistency.
2. 'Organisation' means VICT and/or other educational institution/ associate organization under the VICT Group.
3. An 'employee' means a person in employment under VICT or any educational institution or associate organisation under the VICT group and includes permanent employee as well as a probationer serving his or her period of training or probation. This does not include any temporary / contractual / defined employment staff, casual workers, or apprentice unless specifically stated otherwise.
4. Unless stated otherwise, the words imparting the masculine gender include feminine and words in singular include plural.
 - a. The word 'Approving Authority' (AA) used in this manual means a person with adequate authority to approve as per Delegation of Financial Power Policy (DFPP):

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CHAPTER - I

RECRUITMENT, SELECTION & APPOINTMENT

VICT aims to attract and retain the best talents to meet its current and future needs. Therefore, the recruitment and selection policy sets out below is of paramount importance to VICT to ensure that the best people are recruited on merit and that the recruitment process is free from bias and discrimination.

Objectives

1. To recruit and retain the right staff for the right job to meet VICT's current and future needs as well as ensuring high quality standards set by VICT for its institutions are met.
2. Ensure that the faculties appointed are meeting the minimum qualifications stipulated by AICTE/relevant authorities.
3. Ensure that the non-faculty and other categories appointed are meeting the minimum qualifications and standards stipulated by VICT.
4. To improve the public image of VICT, both as an employer and as a quality provider of educational and research facilities.

Policies

1. HoDs shall prepare a head count plan as part of the annual budget. Requests for new head count that was not included in the head count plan shall be referred to Secretary, VICT for approval. Reason for not including in the head count plan shall be included in the request.
2. Prior to the decision regarding the new appointment, a review shall be done as to confirm about the necessity for the position and its duties. This review shall be done even in the case of replacement vacancies.
3. Job description clearly specifying the duties and responsibilities of the job shall be set out prior to commencement of recruitment process.
4. Subsequent to the job description report a person specification analysis shall be prepared detailing the Knowledge and educational qualifications, skills and abilities, experience and aptitude of the person required for filling up the vacancy. In case of faculty recruitment, the candidates shall meet the minimum qualifications stipulated by AICTE.

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5. A vacancy created by the departure of an existing employee shall not be filled automatically. HoD shall perform an analysis of the current requirements and accordingly a new job description shall be prepared. A person specific analysis shall be prepared to ensure that knowledge, educational qualifications, skills, abilities, experience and aptitude of the new person recruited matches with the new requirements of the job. If the job requirement has not changed, HoD may request HR Manager to fill the vacancy with the same skill-set as the departed employee.
6. HRD shall advertise the position only if the position is included in the budget. Otherwise, prior approval from Secretary, VICT shall be obtained.
7. HRD shall advertise the open position in the leading newspapers and through all the electronic and print media of VICT. Candidates shall be given a time frame of 10 days on an average for sending in their applications.
8. Internal candidates, who seek career advancement opportunities and who possess the required qualification and experience, shall have to compete with the external candidates for the vacant positions.
9. Candidates shall be short-listed for interview only if they meet all the essential criteria defined in the person specification analysis. HR Manager shall be responsible for short-listing the candidates in consultation with the members of the interview board.
10. Call letters to the candidates shall be signed by the HR Manager from the approved list.
11. Candidates shall be asked to complete Form K (Annexure – 10) prior to attending the interview.
12. Interview shall be conducted by an Interview panel consisting of:
 - All Directors
 - Principals of College
 - HOD of the Department requiring the position
 - Available EC members or office bearers of VICT
13. If the candidate interviewed is a relative or familiar to someone in the Interview panel, then they shall inform the Chairman of the panel, i.e., the Executive Director (ED) and on his advice shall either abstain from the

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interview process or their relation shall be mentioned in the minutes of interview board.

14. Each member at the interview board shall be provided with a judgement sheet to record the marks awarded to the candidates.
15. HR Manager shall be responsible for tabulating and ranking the candidates based on the total marks received by them. The summary sheet shall be forward to ED.
16. ED or his designate shall be responsible for sending the minutes of the recruitment process and ranking list to Secretary, VICT for approval.
17. The Secretary, VICT shall approve all appointments prior to issuance of offer letters to the applicant.
18. ED shall sign formal employment offer (annexure - 4).
19. All the appointees shall join the duty within the stipulated period mentioned in the appointment letter.
20. Probation
 - 20.1. Every employee whether faculty or non-faculty shall serve a probation period. The probationary period shall be one year. Any exceptions must be approved by ED.
 - 20.2. In the case of a faculty, student feedback taken at the end of each semester apart from a feedback from the concerned HoD shall form part of the total score. (Annexure – 9)
 - 20.3. In the case of a non-faculty working under the educational institutions of VICT, the Principal shall, at the end of the probation period, quantify and average the marks obtained by the employee under the probation and shall send the report to the ED along with his/her comments.(Annexure - 6)
 - 20.4. In the case of an employee working directly under VICT, the Directors shall, at the end of the probation period quantify the marks obtained by the employee under probation and shall send the report to ED with their comments. (Annexure - 7)
 - 20.5. The total marks obtained by the employee whether faculty or non-faculty shall be equal to or greater than 70%.

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- 20.6. In case an employee obtains less than the required marks of 70% the ED with the prior approval of Secretary, VICT shall cancel the confirmation of his/her employment. Before, doing so, ED shall consider the opinion from the employees' peer group, immediate superiors, unit head and Principal, but the final decision shall be that of the ED.
- 20.7. In cases where the employee obtains less than the required marks of 70%, the ED shall have the authority to extend his/her probation period for a period of minimum one month to a maximum of 6 months, on the basis of a written recommendation from the concerned authorities stating clearly the reasons of such recommendation.
- 20.8. The probation period of an employee shall come to an end with a confirmation letter signed by the ED, prior to which the approval from Secretary, VICT shall be obtained.
- 20.9. HR Manager shall prepare a list of probationers due for confirmation within the next two months and submit to the Directors and Principal by the 5th of every month.
21. Contract employees
- 21.1. Temporary position shall be filled on a contract basis only and the principles followed for the appointment of normal employees shall be followed for filling up the vacancy of temporary employees.
- 21.2. In case of extension of the contract period, HoD shall perform an evaluation of the employee's performance and he/she shall score at least 70% marks for considering an extension. (Annexure – 8)
- 21.3. After considering the work requirements and based on such performance evaluation report the approving authority (AA), may issue a Reappointment Order to the contract staff for a further period which shall be clearly specified in the said order. A sample format for the same has been attached at the end of this chapter.
- 21.4. Such reappointment shall not be made for a period more than three months or in case of guest faculty for a semester and a contract staff shall not benefit from such reappointments for more than one time. In

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order to consider him/her as a temporary staff again there shall be a gap of minimum 6 months. Exceptions must be approved by AA.

Recruitment Procedures

A. Requisition for staff

a. HoD completes a requisition form for recruitment of staff and submits it to the AA. The requisition shall contain the following information. (Annexure -17 Non- Faculty and Annexure – 18 for Faculty).

- 1) Job description / job profile of the proposed staff
- 2) Minimum academic qualification required for the post (Annexure – 15)
- 3) Previous experience required, specifically stating the number of years and the preferred type of organisation
- 4) Name of the department where he/ she shall be absorbed
- 5) Designation to which he/she shall be posted
- 6) Period for which he/she shall be posted, in case of temporary vacancies
- 7) Reason for such recruitment
- 8) Any other relevant information justifying the recruitment

b. The AA, if approved, forwards the same along with his/her recommendations and signature to the HR department in order to initiate the recruitment. The AA, if not approved, returns the form to the originator with his/her reason for non-approval.

c. On receipt of the approved requisition, the HR department forwards the same to the Finance Director (FD).

d. FD after considering the extra financial implications if any, forwards the same to ED along with his comments and ensures inclusion of the same in the monthly budgets.

e. ED, if satisfied, approves the requisition and initiates the recruitment process and forwards copies of the approval to HR department and FD.

f. If the request is for a newly created position, prior approval shall be obtained from Secretary, VICT

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- g. HR Manager prepares matter for advertisement and submits for approval from AA. After obtaining approval, arranges to publish the same in the leading newspapers as per the instructions received from AA and upload it to the website and Wednesday news.

Short Listing & Tabulation of Applications

- h. The HR Department scrutinizes the applications and considered to be valid when:

- 1) The application is submitted or postmarked or sent by email on or before the deadline date.
- 2) The application is filled in the prescribed form.
- 3) The application is substantially complete.
- 4) The application reflects that the applicant possesses the required qualification and experience.
- 5) The application reflects that the candidate meets other valid and lawful employment requirements for the vacant position.
- 6) Applications are short-listed on the basis of the criteria set for each and every post. The criteria shall be in consistence with the competency mapping list attached at the end of this chapter. (Annexure)

- i. HR Department tabulates the short listed applications with the necessary details as given below:

- 1) Name
- 2) Date of Birth
- 3) Details of Qualification
- 4) Details of Experience
- 5) Marks obtained for the courses relevant to the vacant position.
- 6) Passing Year of the courses relevant to the vacant position.

- j. Initial short-listing as mentioned above is done by HR department under the supervision and guidance of:

- Principal - In the case of faculty and non faculty staff working under the educational institutions of VICT

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- Finance Director - In the case of staff working directly under VICT.
 - Project Director - In the case of construction staff
 - IT Centre Manager - In the case of staff working under IT centres
- k. Short-listed applications are tabulated by the HR department and submitted for further checking to the Principal / Finance Director / Project Director / IT centre manager as the case may be.
- l. Principal/Finance Director/Project Director/IT Centre manager further carry out a detailed check including the technical aspects and 'selects' or 'rejects' each candidate.
- m. Once this exercise is complete, the HR department forwards the selected list to the ED for further action.
- n. ED, upon receiving the selected list may instruct the HR Manager to add suitable candidates, if any, from pending applications received in the trust office since the last recruitment.

Selection

- o. Once the tabulation is completed, HR prepares final list and an interview schedule in consultation with the Interview board members.
- p. HR constitutes an interview board as per the policies in this manual.
- q. HR manager signs call letters to the candidates from the approved list and informs the candidates about the date and timing according to the interview schedule, either by post, telephone, email or any two of them.

Interview

- r. HR asks the candidates appearing for interview to complete "Form K" through which personal data of the candidates can be taken into records. A sample format of "Form-K" is attached at the end of this chapter. (Annexure -)
- s. HR department provides a judgement sheet to each member at the interview board to record the marks awarded to each candidate. The judgement of all the board members shall be given equal weight. Format of the Judgement Sheet is in (Annexure – 14)
- t. HR Manager summarizes the judgement sheets and a rank list based on the marks awarded and forwards the same to ED.

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- u. The ED sends the Minutes of the whole recruitment process to the Secretary, VICT including the complete rank list. Minutes include details of the whole process, from the calling for of the applications till selection of candidates in the final rank list.
- v. ED issues appointment orders to the selected candidates, after obtaining the approval from Secretary, VICT.

Appointment

- w. HR Manager or his/her arranges to send the appointment orders to the selected candidates by post or by email. HR Manager or his/her designate also calls the candidates to discuss with them the salary terms, joining dates, whether the candidate accepts or rejects the offer, if the offer is rejected the reason, if any, etc. The concerned person making the telephone call documents the details of the discussion with candidates mails a summary of the call to the members in the interview board.
- x. In an instance where the first candidate in the rank list does not accept the offer, the HR Manager picks the next candidate in the rank list and repeats the process as mentioned above. The salary and other perquisites shall be fixed according to their experience and qualification.
- y. Once the candidate consents to the appointment the HR department sends him/her a detailed list through email specifically mentioning all the necessary documents required to bring on the joining day.
- z. The HR manager shall forward a copy of the joining report of the selected candidate, his probable joining date etc. to the following persons to take further actions.
 - Head of the Department/Unit
 - Administrator
 - Principal/Executive Director/ IT Centre Manager

Joining

- aa. On the date of joining HR department gets the appointment letter signed by the candidate as a proof of his/her acceptance of the terms of appointment. A sample format of the appointment letter has been attached at the end of this chapter. (Annexure - 4)

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bb. The following documents shall be collected from the candidate and filed in the employee records of VICT.

- 1) Copies of the educational qualification certificates – from the school leaving certificate to the recent certificates, attested by AA.
- 2) Copies of the experience certificates from the previous employer(s).
- 3) Detailed bio data of the employee.
- 4) Passport size photos -6 numbers
- 5) Proof of Identity
- 6) Proof of Address
- 7) Copy of PAN card and Adhar Card
- 8) Medical Fitness certificate as certified by Vidya's In house Medical Consultant.

cc. In the case of a faculty, HR Manager collects the original certificate of the latest degree obtained by the candidate relevant to the post and arranges to safe keep it until he/she leaves the college for good.

dd. HR Manager provides a detailed to-do list to the candidate on the joining date so that he/she can be made aware of the norms and procedure of the institution. A sample format of the Joining Form is attached at the end of this chapter (Annexure - 12).

ee. HR Manager assigns a new employee number to the new employee. In the case of a temporary staff on contract basis the employee shall be provided with a new temporary number.

ff. HR department shall pass on the required information to the ID card processing section, presently the co-operative store, for the preparation of ID card and the new employee contacts the concerned department for collecting his/her ID card.

gg. HR department take steps to include his/her name and employee number in the punching rolls.

hh. HR department informs required details of the new employee to the IT department so that he/she can be entered into the campus automation in the web site of VICT. The employee contacts the IT department for his/her email ID and password.

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- ii. Employee contacts the Vehicle Supervisor (Administrative Office) in order to avail the transportation facilities, if needed.
- jj. Employee contacts the hostel warden to avail the hostel facilities, if needed.
- kk. Employee opens a bank account at the specified branch of the specified bank within a period of one week from the joining date and advises the account number to the HR, as instructed.
- ll. Employee submits a copy of the PAN card to the HR department. HR department also collects additional details required for the Provident Fund, transfer of PF account, registration under Gratuity Trust, nomination details for insurance etc.
- mm. Employee meets with the concerned Head of the Department to discuss and understand the duties and responsibilities entrusted to him.
- nn. HR circulates a joining report stating the joining of the newly recruited employee along with the details regarding his/her designation, department etc. to all staff through email.

Probation

- oo. HoD compiles the performance evaluation marks based on the matrix given below.

50 points	• Performance based on students' appraisal
30 points	• General characteristics- Comments by HOD
20 points	• HOD's appraisal

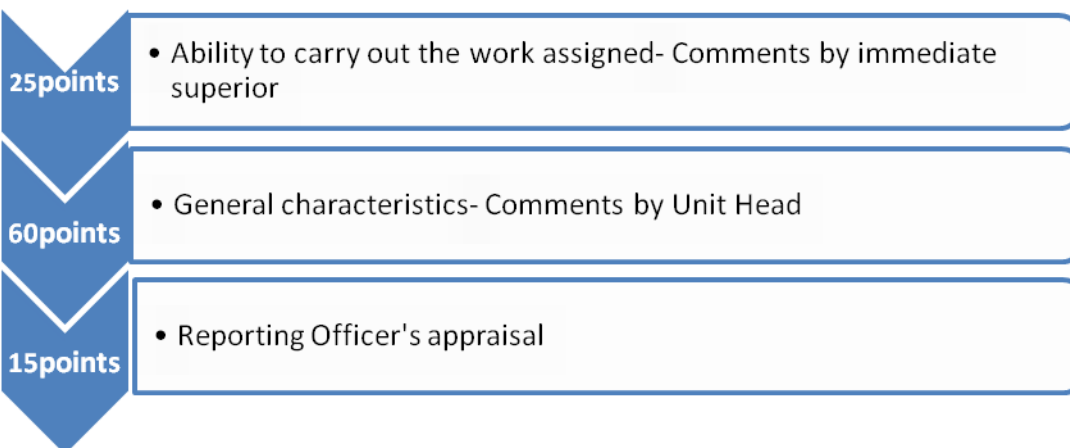
- pp. In case of a non faculty, the immediate superior as well as the unit head compiles marks based on the matrix given below.

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qq. The reports shall be prepared on the prescribed Probation Declaration Forms attached at the end of this chapter (Annexure -). Form-A has been devised for the faculty and Form-B has been devised for the non faculty.

rr. The concerned HoD/HoU initiates the performance evaluation process at least two weeks before the end of the probationary term.

ss. In case an employee obtains less than the required marks of 70%, the ED with the prior approval of Secretary, VICT cancels the confirmation of his/her employment or extends the probation period after obtaining opinion from the employees' peer group, immediate superiors, unit head and Principal.

Appointment of Temporary staff on contract basis

tt. HoD prepares a request with the following information and submits it to the AA. AA, if approved, forwards it to the HR. If rejected returns to the HoD stating the reasons.

- 1) Job description/job profile of the proposed temporary staff
- 2) Minimum academic qualification required for the post
- 3) Minimum experience required
- 4) Name of the department where he/she shall be posted
- 5) Designation to which he/she shall be posted
- 6) Amount of pay scale proposed

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- 7) Period for which he/she shall be posted temporarily on contract basis.
- 8) Chances of extension of contract Reason of such recruitment
- 9) Any other relevant matters
- uu. On receipt of the above requisition, the HR department shall forward the same to the FD.
- vv. FD after considering the extra financial implications if any, forwards the same to the ED along with his comments and ensures inclusion of the same in the monthly budgets.
- ww. ED, if satisfied, shall approve the requisition and shall initiate the recruitment process.
- xx. If the temporary vacancy arises due to the sudden leaving of a faculty which shall have a negative effect on the academic activities then the ED authorises HoD to appoint a person for the balance of semester/year if he is satisfied with the need for such appointment.
- yy. HR department, after confirming the non availability of any suitable application form in the in-house vacancy data bank, proceeds to issue advertisement in the leading newspapers and in the in-house journals and website specifying the requirements of the post.
- zz. HR department shall follow the same procedures of selection and appointment as in the case of a normal recruitment.

Reappointment of contract staff

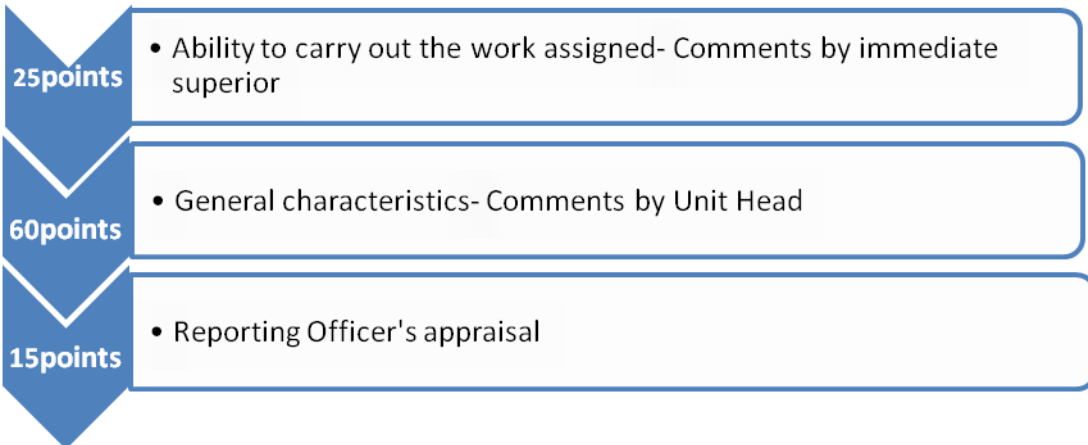
- aaa. HoD prepares a performance evaluation as per the matrix given below.

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- bbb. Principal or the Directors as the case may be, at the end of the probation period, quantifies the marks obtained by the employee under contract and send the report to the ED along with his/her comments.
- ccc. The candidate is expected to score 70% marks to qualify for the extension.
- ddd. If the re-appointment is necessary then approvals with proper justification for such re-appointment shall be documented.
- eee. HoD performs the evaluation exercise at least two weeks before the end of the contract period.
- fff. AA issues a reappointment order for a period less than three months, if satisfied with the requirement and based on the performance evaluation.
- ggg. HR Manager ensures that the reappointment is within the policies.

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CHAPTER - II

LEAVE ADMINISTRATION

VICT considers its employees as its main assets and would like to provide industry best practices to its employees. Leave administration policies aims to streamline the leave policies of the employees of VICT, so that the services provided by the VICT are least affected.

Policies

General

1. No leave shall be treated as a matter of right and concerned AA shall have the authority to deny any leave applications in the best interest of VICT.
2. An employee of VICT or any organization under the VICT shall be absent from duty only if it is absolutely necessary.
3. An employee shall take prior approval of the respective authorities before availing leave.
4. A leave register incorporating the details of the different types of leave of each employee shall be maintained with the HR department.
5. Employee shall periodically verify their leave particulars and discrepancies noted if any shall be corrected within a period of seven days from the end of the calendar year.
6. Where an employee is promoted during the period he is on leave (long leave like study leave, maternity leave etc.) the monetary benefit of promotion shall be given only from the date on which he/she assumes charge of the new post.
7. A temporary employee of VICT or any organization under the VICT shall be entitled only for casual leave.
8. An employee shall mark his attendance by means of biometric marking both in the morning and in the evening. He/she shall be considered as absent from duty if he/she has not properly registered in/out timing in the biometric system.

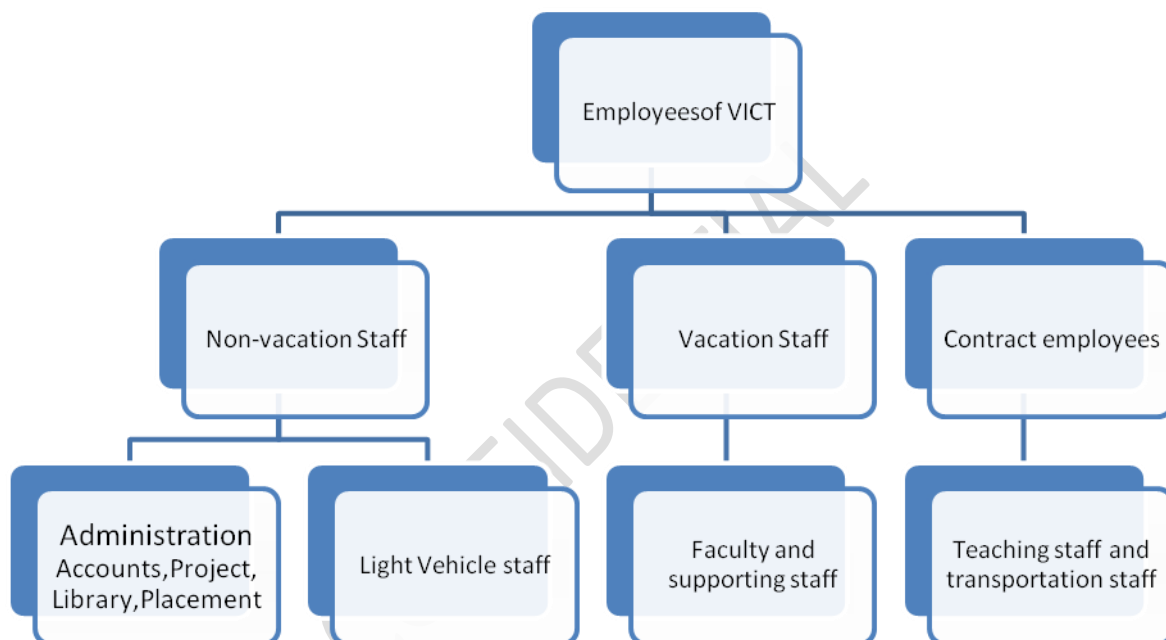
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9. All the employees of VAST shall be in the premises of VAST during working hours. Any person wishing to go out for a specified period shall obtain prior approval of the AA.
10. All vacation staff shall be present on the day on which the College closes for Onam, Christmas or long vacation or on the day on which the College opens after the said vacations. Otherwise the entire vacation period shall be counted as leave.
11. Different categories of employees at VICT



12. The different types of leave and the maximum leave which can be availed for different categories are as follows:-

S.No	Particulars	Vac. Staff	Non-Vac. Staff
1	Casual Leave	15 Days/ Calender year	20 Days/ Calender year
2	Half Pay Leave	14 Days acc. Every year	14 Days acc. Every year
3	Maternity Leave	120 Days (see section 12.3)	120 Days (see section 12.3)
4	Compensatory Leave- avail within 90 days	Max. 5 at a	Max. 5 at a

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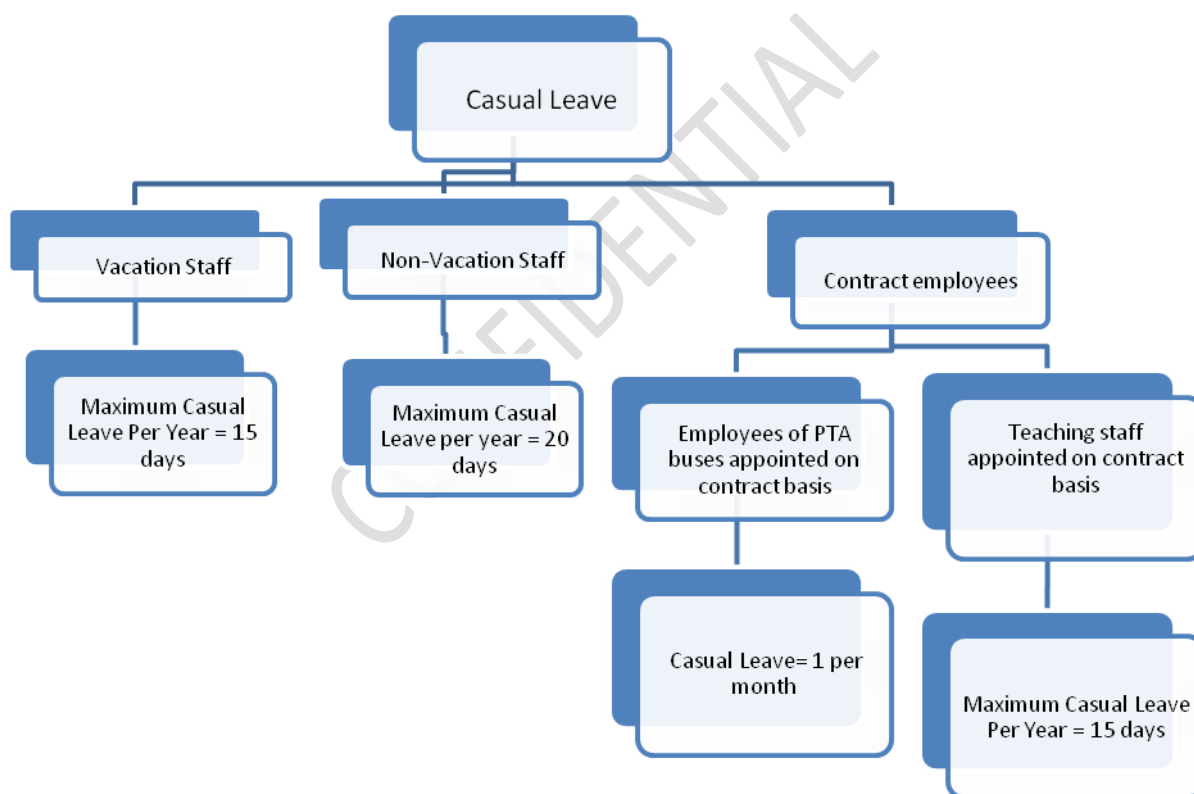


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		stretch	stretch
5	Earned Leave	N.A	30 days (see section 12.4)
6	Study Leave – Management Discretionary	3 Years	N.A
7	Duty Leave	Actual	Actual
8	Loss of Pay Leave	Discretionary	Discretionary
9	Special Leave	Discretionary	Discretionary

12.1. Casual Leave



- 12.1.1. All non vacation staff shall have casual leave at the rate of 20 days during a calendar year. Those who have put in less than a year's service shall be allowed casual leave on a pro rata basis.

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- 12.1.2. All vacation staff shall have casual leave at the rate of 15 days during a calendar year. Those who have put in less than a year's service shall be allowed casual leave on a pro rata basis.
- 12.1.3. Faculties requiring casual leave shall take the permission in advance from the heads of the respective department for such absence in the prescribed leave form. He/she shall make alternate arrangements for the classes that are to be engaged by them on the day on which they propose to be on leave. The leave form shall be approved along with a statement showing alternate arrangements for classes made by the HOD.
- 12.1.4. All staff requiring casual leave shall obtain prior approval from the appropriate AA. (Annexure – 13)
- 12.1.5. An employee shall not be eligible for casual leave in advance before it is due. In the month of January, a vacation and non-vacation staff shall be eligible for one and two days of casual leave, respectively.
- 12.1.6. Vacation Staff are eligible for one and a quarter casual leave in a month. If he/she does not avail of the leave in the month of January he/she can carry forward the leave to the next month thereby he can take three leaves in February (Rounding up to the next higher day). Casual leave can be carry forwarded in this manner until December of that year.
- 12.1.7. Non-vacation staff is eligible for one and three quarter's casual leave in a month. If he/she does not avail of the casual leave in the month of January he can carry forward the same to the next month thereby he can take four leaves (Rounding up to the next higher day) in the month of February. Casual leave can be carry forwarded in this manner until December of that year.
- 12.1.8. No employee shall take more than five days of casual leave at a stretch. Any exceptions to this rule shall be approved by AA with suitable justifications.

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- 12.1.9. The maximum period of absence combining casual leave with Sundays' and other authorised holidays including prefix and suffix holidays shall be 15 DAYS at a stretch for members of the teaching staff. If the period of continuous leave exceeds 15 days at a stretch, the entire leave shall be considered as loss of pay leave.
- 12.1.10. An employee may be allowed causal leave for half a day at his/her request. Morning half day shall be from 9 AM to 12.45 PM and evening half day shall be from 1 PM to 4.30 PM.
- 12.1.11. Casual leave cannot be taken in combination with any leave other than compensatory off.
- 12.1.12. Casual leave cannot be commuted into any other kind of leave. When an employee who proceeded on casual leave, but constrained to avail other kind of leave in continuation, such leave shall be considered to have commenced from the date on which he/she proceeded on casual leave.
- 12.1.13. Casual leave shall be considered for the calendar year from January to December of each year.
- 12.1.14. Any unused casual leave remaining in the account of an employee at the end of the calendar year shall not be allowed to be carried forward to the next calendar year.
- 12.1.15. A register for leave taken shall be maintained in the human resources department wherein the casual leave sanctioned of each employee is entered and the sanction letter shall be filed in a chronological manner, so as to enable easy verification.
- 12.1.16. The concerned HR official shall initial any entries in the register.

12.2. Half Pay Leave

- 12.2.1. Half pay leave denotes leave earned in respect of completed period of service. An employee who completes one year of service after the probation period is eligible for 14 half pay leave.

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Example:-Date of Joining of an employee: July 15, 2011

Probation Period: - One year

Date of Completion of probation period: July 15, 2012

Date of completion of 1 year after
the probation period: July 15 2013

Half Pay Leave entitlement

as on 1st January 2013= $\frac{14 \text{ days} \times 5}{12} = 5.83$

12

- 12.2.2. If the fraction is more than 0.5 it shall be rounded to next number as 6, else it shall be considered as 5.5 half pay. After January 1st 2013 the employee can avail the half pay leave that he/she is entitled to as on January 1st 2013.
- 12.2.3. Half pay leave is considered for the period from January to December.
- 12.2.4. Both vacation and non vacation staff are eligible for half pay leave.
- 12.2.5. An employee on half pay leave is entitled to leave salary equal to half of the pay admissible had he/she been on duty during the period of leave. Salary here means Basic pay +AGP (if applicable) + DA + HRA
- 12.2.6. Two half pay leaves shall be commuted into one commuted leave only on medical grounds.
- 12.2.7. For obtaining half pay leave prior sanction is a must. The procedures to be followed for obtaining the sanction are same as that of casual leave as mentioned in this chapter.
- 12.2.8. Half pay leave may be prefixed or suffixed with Saturdays, Sundays and with public holidays. For example if either Friday or Monday is taken as half pay leave then even if the Saturday & Sunday are holidays the leave on Friday or Monday shall be considered as one half pay leave. However if both Friday & Monday are taken as Half pay leave then the Saturday & Sunday in between shall also be clubbed and the total number of leaves taken shall be four Half pay leaves.

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12.2.9. Half pay leave may be prefixed or suffixed with vacation. Vacation here refers to Onam, Christmas and the summer vacations in the month of May/June.

12.2.10. If the employee is on half pay leave on the day the college closes for vacation and on the day the college re-opens after the vacation then he/she shall be considered to be on leave on the days of vacation in between also. Such leave days may be half pay leave if he/she has such leave to his credit. Else such leave shall be treated as Loss of pay leave.

Example:

College closes for Christmas vacation on December 21st and re opens on 2nd January. If a particular employee is on half pay leave on 21st December and on 2nd of January he shall be considered to be on leave from the 21st to the 2nd of January both days inclusive. Such leave may be either half pay leave if the employee has sufficient half pay leave to his/her credit. Else the short fall in days after considering half pay leave shall be considered as Loss of pay leave.

12.2.11. Half pay leave may be combined with any other kind of leave except casual leave. Half pay leave shall be combined with study leave if the person going on study leave has half pay leave to his credit.

12.2.12. Half pay leave may be carried forward and availed in the next years. A maximum of 240 days can be accumulated.

12.2.13. The half pay leave for which an employee is eligible shall be entered in the employees account in the half pay leave column in the leave register maintained with the HR Department at the end of each calendar year.

12.2.14. The HR Department shall keep the leave register updated by entering the half pay leaves taken by the employee and the half pay leave eligible for carry forward to the next years. The concerned HR official shall initial any entries in the register.

12.3. Maternity Leave

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- 12.3.1. Female employees who have completed their probation period are entitled for maternity leave with full pay for 120 days.
- 12.3.2. The number of times an employee can avail of the benefit of maternity leave with salary shall be restricted to two. An employee who avails maternity leave more than two times shall not be paid any salary for the period she is on such leave for her third and subsequent deliveries. The benefit of maternity leave is available only for two deliveries.
- 12.3.3. An employee going on maternity leave shall make an application in the prescribed form (Annexure.1). The employee shall also execute a bond on Rs 100 stamp paper stating that she is willing to rejoin and work continuously for two years after maternity leave. The format of the bond is included at the end of the chapter. (Annexure - 2)
- 12.3.4. The employee is bound to pay, the entire benefit of salary she had earned during the period of maternity leave back to the college in the following circumstances.
- 12.3.4.1. The employee does not rejoin after maternity leave
- 12.3.4.2. The employee rejoins, works for some period and leaves the College for good before completing two years of service as mentioned in the bond.
- 12.3.4.3. The employee avails temporary leave for higher studies before completing two years of service as mentioned in the bond.
- 12.3.4.4. The employee shall not withdraw her original certificate from the college during her maternity leave.
- 12.3.4.5. In case the employee rejoined the college after study leave and completes the mandatory two years of service then she shall be entitled to receive the maternity leave benefits she surrendered at the time of availing the study leave.

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- 12.3.5. The maternity leave availed by the employee shall be entered in the maternity leave column in the account of the employee in the leave register maintained with the HR Department.
- 12.3.6. HR department shall keep the register on an updated basis and any entry in the maternity column shall be initialled by the concerned staff of the HR department.
- 12.3.7. If an employee who is serving the bond period applies for maternity leave for the second time, then she shall have to serve the balance period of first maternity leave after she rejoins.

12.4. Earned Leave

- 12.4.1. Earned leave refers to leave earned in respect of periods spent on duty. As per VICT policy an employee is entitled to one earned leave for 12 days worked by him. In determining the 12 working days the days on which the employee is on casual leave and compensatory leave may also be included. All other leave shall be excluded.

- 12.4.2. All non vacation staff except staff employed on contract basis who have completed one year of service are eligible for earned leave.

For example an employee who joins on July 15 2011 shall complete his probation on July 15 2012. After his/her probation period he/she shall be eligible for one earned leave for every 12 days worked by him as specified in clause 12.4.1 above. The leave that he/she has earned for the period from July 15 2012 to December 31 2012 shall be entered in his/her credit on 1st January 2013. He/she can avail of such earned leave to his/her credit after 1st January 2013. Earned leave cannot be availed in advance.

- 12.4.3. Earned leave for an employee shall be calculated separately for each year. One third and two third leaves which can be availed and surrendered respectively shall be calculated on a yearly basis and shall not be considered cumulatively for the period of employment.

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- 12.4.4. The employee shall be eligible for surrender of earned leave only if the en-cashable portion of the earned leave to his credit is at least 20.
- 12.4.5. An employee on earned leave is entitled to leave salary equal to, full pay i.e., pay admissible had he been on duty during the period of leave. Pay here refers to Basic salary +AGP if any+ DA +HRA. No other allowances shall be included in the calculation of earned leave.
- 12.4.6. The maximum earned leave that can be accrued by an employee in a year is 30. Out of this an employee is free to surrender 20 days for monetary consideration. Balance 10 days shall be availed. The maximum number of earned leave that can be accumulated for an employee is 240 days at any point of time.
- 12.4.7. Out of the 10 earned leaves that shall be availed any balance that has not been availed can be carried forward indefinitely subject to a maximum of 240 days limit.
- 12.4.8. Out of 20 leaves that can be surrendered for monetary consideration the leave remaining after availing or surrender can be carried forward subject to 240 days limit.
- 12.4.9. Quantum of leave to the credit of an employee is calculated on the 31st of December every year. This leave is entered in the system in the respective employees account. Earned leave taken and earned leave surrendered shall be updated on a day to day basis.
- 12.4.10. The earned leave to the credit of an employee shall be updated at the end of each year in the employees account in the earned leave column of the leave register maintained with the HR department.
- 12.4.11. The employees shall be eligible to surrender their earned leave only once a year.
- 12.4.12. The concerned employee shall forward a leave surrender request to HOD who shall forward the letter to payroll processing department.

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- 12.4.13. Once The HR Director approves the leave surrender the payment shall be processed by the payroll processing department.
- 12.4.14. Once final approval is obtained the payment for the en-cashed leave shall be channelled through payroll.
- 12.4.15. An employee wishing to cash the earned leave to his/her credit shall apply for the same before the 15th of the month if he/she wishes to avail of the amount in the same month. Else it shall be paid along with the pay roll of the succeeding month.
- 12.4.16. A copy of the approved Leave surrender shall be forwarded to the Principal, HOD/HOU, The Secretary and Treasurer of VICT and to all directors.
- 12.5. Compensatory off
- 12.5.1. An employee who works on a holiday due to the requirements of his job is eligible for a compensatory leave.
- 12.5.2. Prior approval in a prescribed form shall be obtained from HOD/HOU for working on holidays. The said approval shall contain information about the nature of the work to be performed by the employee on that day and also it shall mention the fact that the employee shall be eligible for a compensatory off. The HOD/HOU shall forward the copy of the approval to the HR and Administrator.
- 12.5.3. The employee who is working on a holiday shall ensure that he has marked his attendance biometrically while entering and exiting the campus.
- 12.5.4. Compensatory off can be taken by vacation staff as well as non vacation staff.
- 12.5.5. Compensatory off shall be availed by the employee within 90 days from the day on which the employee is eligible for compensatory off otherwise it shall remain cancelled.
- 12.5.6. Compensatory off can be combined with all types of leaves. However the maximum leave in a stretch shall not be more than five. AA shall approve exceptions with the justifications.

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12.5.7. HR department shall keep the register on an updated basis and any addition/adjustment from the compensatory off any employee shall be done after initialling the same by the concerned staff of the HR department.

12.6. Study Leave

12.6.1. A faculty of any institution under VICT may go on study leave for acquiring PhD, which may either be sponsored or un-sponsored.

12.6.2. Study Leave shall be admissible to the faculty of the institute for research directly related to his/her work. In sanctioning study leave 'benefits' to VICT shall be an important consideration.

12.6.3. A maximum of only two faculty members per Department (one sponsored and another one with LOP leave) can proceed on study leave during a particular period, so as to cause minimum interference to the academic performance of engineering colleges coming under VICT. (B. Tech branches with two batches can allow four faculty members – two sponsored and two LOP). Selection criteria, first come, first served basis.

12.6.4. If more than two members (four in case of two batches) from the same department apply for study leave, then they will be relieved from their respective duties with the condition that they may be re-instated depending on the vacancy available at that time.

12.6.5. Two candidates from Applied Science & Humanities departments shall be considered for half-pay leave and additional two candidates can proceed on study leave on loss of pay leave. Only one candidate, at a time, shall be selected from each stream in applied science and humanities. (i.e. Physics, Chemistry, Maths, Physical Education and Humanities.).

12.6.6. Study leave applied for and granted to a faculty shall have to be taken in full. He/she shall not rejoin duty before the

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sanctioned period of study leave unless permitted on special grounds approved by AA.

- 12.6.7. For proceeding on a study leave, the concerned staff shall apply to the HoD, who shall scrutinize the application and if found in order shall forward it to the Principal.
- 12.6.8. Principal before forwarding it to the ED, shall ensure that the submission is within the policies of VICT.
- 12.6.9. The employees on study leave (sponsored or un-sponsored) shall not receive any annual increment during the period of their leave. They shall be considered for annual increments on April 1st following the date of resuming their duty.

Sponsored Leave

- 12.6.10. A maximum of only one faculty member per department (in case the department is comprised of two B. Tech matches, then two faculty members shall be allowed) can proceed on study leave during a particular period. Selection criteria first come, first served basis.
- 12.6.11. A faculty wishing to go for PhD program can apply for study leave only if he/she has completed three years of service as Post Graduate at the time of application.
- 12.6.12. Study Leave shall be approved for faculty pursuing full time PhD program for a maximum of three years and in case the faculty is pursuing part time PhD, then a maximum of one and half years will be allowed as study leave. Those who are doing part-time PhD are eligible for splitting the total allowable leave into three (six months each period) and avail the same within a period of three years.
- 12.6.13. In case the course period is extended over the study leave period they may avail half-pay leave if it is available or Loss of pay leave after obtaining prior permission from VICT.
- 12.6.14. The applicant shall submit a five years and three years bond, in a format acceptable to VICT, for full-time and part-time courses respectively. (Annexure – 21)

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12.6.15. The applicant shall refund the amount received from VICT with an interest at the rate 18 p.a. in case he/she fails to acquire the degree within four years of availing the leave.

12.6.16. In case a sponsored candidate for study leave decides to resign from VICT before the completion of the bond period, and then he/she shall reimburse the VICT the amount incurred by VICT for sponsoring the employee for higher studies along with an interest @ 18% p.a.

12.6.17. The final decision for sponsoring a candidate shall be with the Secretary VICT and the decision of the Secretary shall be final.

Un-sponsored leave

12.6.18. A maximum of only one faculty member per department (in case the department is comprised of two B. Tech batches, then two faculty members shall be allowed) can proceed on study leave during a particular period. Selection criteria first come, first served basis.

12.7. Duty Leave

12.7.1. An employee is considered to be on duty leave if he is absent from the premises of the Colleges under VICT for any specific purpose such as attending conferences, visiting university or other offices for carrying out any work of the VICT, for the valuation of university examination papers or for accompanying the students of the College on study tour.

12.7.2. Prior sanction is a must for an employee to be considered on duty leave. The employee shall submit an application for on duty leave to the Head of the concerned department. The HOD shall forward the application to the Principal along with his comments.

12.7.3. For sanctioning on duty leave for attending a conference participation certificate must be submitted to the Head of the Department. In case of University exam paper evaluation, evidence regarding the days spent for paper evaluation shall be submitted to the HOD.

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12.8. Loss of Pay Leave

- 12.8.1. Loss of pay leave refers to leave for which no salary shall be paid by the employer.
- 12.8.2. Loss of pay leave may be suffixed or prefixed with Saturdays, Sundays and public holidays. Any public holidays or week-ends during the loss of period shall be treated as loss of pay leave and not as holidays.

12.9. Attendance Management

- 12.9.1. Biometric information needs to be extracted from the biometric devices for attendance management.
- 12.9.2. The working hours shall be from 9AM to 4.30 PM for administration employees and faculties. For transportation, project staff, gardeners, drivers and staff under such category shall have to work according to their work requirements. Lunch break shall be for half an hour taken by each employee in such manner as not to disturb duty.
- 12.9.3. All employees shall mark their attendance biometrically before 9.05 AM.
- 12.9.4. An employee who punches in after 9.05 AM shall have to fill up a form and give to the HR department as permission to work on that day. An employee can avail of two such permissions in a month. More than two late marking after 9.05 AM and before 10.30 AM in the account of an employee shall be considered as a half day leave.
- 12.9.5. An employee who punches in after 10.30 AM shall be marked as absent from duty on that day if he has not marked his attendance till 1.00 PM on that day.
- 12.9.6. Employees shall not punch out earlier than 4.25 PM.
- 12.9.7. More than 2 markings after 3.30 PM and before 4.25 PM in the account of an employee shall be considered as half day leave.
- 12.9.8. An employee who punches his exit before 3.30 shall be marked as absent from duty for half day.

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12.9.9. It is the responsibility of the HR department to collect information extracted from the biometric devices. The late markings shall be tabulated at the end of each month and leave shall be calculated for the late arrival/early departure accordingly. Such leave calculated shall be entered in the leave register in the respective leave column initialled by the concerned HR official.

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CHAPTER -III

PAYROLL

VICT believes that the monthly remuneration of employees shall be paid on time and that the payroll system of the organisation shall be well equipped to ensure release of salary on time.

Policies

1. Salaries for the previous month shall be paid on the first day of the succeeding month.
2. Any compensation payment to employees shall be processed through payroll. Arrears due to pay revision shall be paid along with the salary or a specific date approved by AA. HR Manager shall ensure that the tax liabilities of the employees are calculated based on the total compensation paid to the employees for the financial year.
3. Leave details of regular employees shall be considered from 26th of previous month to 25th of the current month. For example for computing the salary of an employee for the month of February 1st to the 28th, details of his leave for the period from 26th of January to the 25th of February shall be considered.
4. HR department shall forward duly approved earned leave encashment order from the HR director permitting payment for earned leave surrendered by any employee shall be forwarded to the Payroll processing department.
5. All overtime details and other incentives details shall be furnished to the Payroll processing department by 25th of the month; otherwise the same shall be included in the subsequent month's salary.
6. Salary includes Basic Pay + Dearness Allowance + HRA+ other allowances if any. The rates of DA and HRA shall be as per the rates fixed by the management from time to time.
7. Deductions for tax, provident fund etc shall be made from the salary before payment and remitted to the respective authorities within the stipulated time period.

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8. Profession Tax shall be calculated as per the applicable laws and deducted twice a year in the months of August and February. The amount of profession tax deducted of each employee shall be included in the Form 16 furnished to the employee at the end of the financial year. No separate proof of profession tax deduction made shall be furnished to the employee.
9. Notice pay recovery, if any, shall be included in the final salary statement.
10. All staff members shall submit their provisional income tax calculation statement to the payroll processing department at the beginning of the year and their final income tax calculation statement before 20th of March.
11. If the employee fails to provide the necessary details the tax to be deducted from such employee shall be calculated and deducted based on the details available with the office. Proportionate tax shall be deducted on a monthly basis and paid to the authorities before its due date on the following month.
12. Before preparation of the payroll for each month the Payroll processing department shall check whether any of the employees are eligible for a pay revision.
13. In the case of pay revision arising from appraisal a hard copy of the order signed by the ED shall be forwarded to the HR department. Based on this the HR department shall update the list capturing the Pay revision of each employee prepared earlier.
14. Form 16 shall be issued to every employee before May 31st who is having gross salary above the tax exempted limit set by the Income Tax department.

Payroll Procedures:

Release of salary on the 1st of the succeeding month requires timely submission of all information to the Payroll department by at least two working days before the end of each month.

- A. As soon as an employee joins service, the Human resources department forwards a joining report of the employee specifically mentioning his/her joining date to the Payroll processing Department.
- B. Human resources department forwards a relieving report of the employee specifically mentioning his relieving date to the Payroll processing Department. If any notice pay is to be recovered details of the same along with supporting proof is forwarded to the Payroll processing department.

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- C. HR department staff other than a person making the entry in the leave register checks the leave details of each employee entered in the leave register with the supporting documents. After that a statement is prepared showing the joining date, relieving date, Loss of pay leave, half pay leave and Study leave of each employee. This statement along with the supporting documents is forwarded to the Payroll processing department.
- D. HR Manager forwards the Earned leave encashment order to the Payroll processing department.
- E. If the salary of a particular employee is to be withheld for some reason the fact along with supporting document shall be forwarded to the Payroll processing department.
- F. HR department prepares a detailed list capturing the payment increment of each employee before the 15th of April every year, after obtaining approval from AA. The list shall have the details like the name, designation and the month in which the employee is due for a pay increase.
- G. HR Department forwards hard copy of the order related to the pay revision signed by ED. Based on this, HR department update the list capturing the Pay revision of each employee.
- H. Arrange payment of arrears due to pay revision either by including it in the current month's salary disbursement or by a separate payment. If paid separately, ensures that the amount is included in the total annual payments to the employees for the calculation of the tax etc.
- I. Recovers notice pay recovery, if any, from the final salary payment.
- J. Deductions shall be made for the Provident fund contribution of the employee as per the applicable laws.
- K. Calculates Profession Tax as per the applicable laws and deduct it twice a year in the months of August and February. Ensures that the profession tax deducted is included in the Form 16 furnished to the employee at the end of the financial year.
- L. Tax deduction at source from salary shall be carried out in the following manner.
 - a. The payroll processing department device an IT declaration form for income tax calculation purposes incorporating the deductions to be made

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- from the income of an employee after considering any fresh amendments to the Income Tax Act brought each year.
- b. The payroll processing department forwards the IT declaration form to the HR department who circulates it to all the employees.
 - c. All staff members submit their provisional Income Tax Calculation statement for the subsequent year in the IT declaration form before the 20th of April each year to the HR department so as to facilitate monthly tax deduction if required.
 - d. The HR department prepares a list of employees showing the amount of TDS deducted from the employee each month and after obtaining signature from HR Manager forward them to the Payroll processing department.
 - e. All staff members submit once again the income tax calculation incorporating the tax saving investments they have already made or propose to make on or before the 20th day of January to the HR department. The HR department sends a reminder via mass mail to all the employees regarding this before January 10th and another mail on March 10th for final tax deduction. The photocopy of investment made in each financial year shall be provided to HR department not later than the 20th day of March.
 - f. The HR department, based on the revised IT declaration form, takes into account the investment details and determines the amount of tax to be deducted from salary of each employee in the months of January and February. A copy of the same signed by the HR Manager is forwarded to the Payroll processing department.
 - g. If an employee fails to provide the necessary details of the tax to be deducted from such employee, the pay roll department calculates and deducts the tax based on the details available with the office. The employees will be responsible for claiming any excess tax deducted directly from the tax department.
- M. HR department issues Form 16 to the employee at the end of the financial year showing the amount of tax deducted at source. Enter the details of the form 16 in the register maintained in the department and obtains signature from the employee evidencing receipt of the certificate by the employee.

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- N. Other allowances are also processed through the pay-roll. The Payroll processing department ensures that proper supporting documents for including such allowances in the payroll are in their possession.
- O. HR Manager verifies the salary worksheet received from the pay-roll processing department by comparing with the documents they have as well as by cross checking with other documents received from the Administration department. The HR manager initials his/her name in the salary sheet as proof that he/she has checked the salary sheet.
- P. HR Manager forwards the salary sheet after his/her review to the FD. The FD shall initial the same as proof of his having reviewed the salary sheet and forwards the same to the ED.
- Q. ED shall sign on the salary sheet and forwards it to the payroll processing department. Approval by the FD/ED shall be considered as permission for preparation of the cheque/bank transfer request by the payroll processing Department.
- R. Two authorized signatories to the bank account sign the statement in duplicate showing the Name, Account number with the Bank and the amount of salary payable to each employee. Obtain confirmation from the bank on the duplicate copy and pay-roll processing department files the same chronologically.

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CHAPTER - IV

PERFORMANCE EVALUATION AND APPRAISAL

Performance evaluation of staff members shall be conducted on an ongoing basis, at regular intervals on a yearly basis by all the institutions under VICT. This shall be carried out in a manner that provides the employees an opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

1. Annual Increments

1.1. Faculty: In the case of faculty members, an annual increment of 3% of the sum of basic pay plus AGP rounded up to the nearest multiple of Rs.10/- shall be awarded as annual increment. Such amount of annual increment shall be added to the basic pay. Annual increment shall be awarded on completion of the following:

1.1.1. In the case of existing employees on completion of one full year from the date of the last increment for existing employees or any other date as advised to them by the management.

1.1.2. In the case of new employees joining VICT, the annual increment shall be calculated as follows subject to their confirmation of probation.

1.1.2.1. Employees joining before September 30 of the year shall be entitled for annual increments in the next year April.

1.1.2.2. Employees joining between September 30 and March 31 following year shall be awarded their first annual increment only in April of the subsequent year.

E.g. for those who have joined until September 30, 2013 shall receive their first annual increment in April 2014 whereas those who have joined between October 1, 2013 and March 31, 2014 will only receive their first annual increment in April 2015.

1.1.2.3. If an employee has taken more than 30 Loss of Pay leaves in an academic year shall not be considered for

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the annual increment for that year. Study leave is exempted from this policy

1.2. Non-faculty: In the case of non faculty members the annual increment fixed as per the Pay scale shall be sanctioned in April. Such amount of annual increment shall be added to the basic pay.

1.2.1. Employees joining before September 30 of the year shall be entitled for annual increments in the next year April.

1.2.2. Employees joining between September 30 and March 31 following year shall be awarded their first annual increment only in April of the subsequent year.

E.g. for those who have joined until September 30, 2013 shall receive their first annual increment in April 2014 whereas those who have joined between October 1, 2013 and March 31, 2014 will only receive their first annual increment in April 2015.

1.2.3. If an employee has taken more than 30 Loss of Pay leaves in an academic year shall not be considered for the annual increment for that year.

2. Increments other than annual increments

Annual increments are affected automatically whereas all other increments are made as a result of internal promotions or performance appraisals. The faculty employees are promoted from one grade to another grade through an internal promotion only. Such internal promotions are granted after carrying out a detailed staff performance evaluation. VICT insists strict norms and procedures for staff performance appraisals; a sample format of the appraisal form has been attached at the end of this chapter. (Annexure – 3).

3. Internal promotions and staff performance appraisals

HR department shall, during the month of February, circulate an email to all the faculty members requesting them to fill in the staff performance appraisal form and apply for their internal promotion. The designation wise criteria fixed for the minimum eligibility to apply for the promotion as well as the latest date by which such applications shall be submitted to HR division shall be clearly stated in the circular.

Eligible faculty members who are interested shall apply in the specified format within the time allotted.

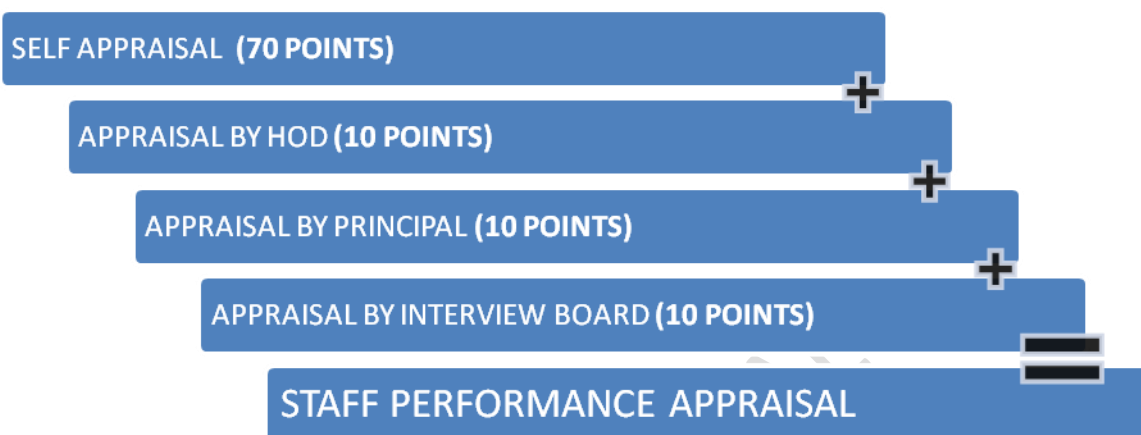
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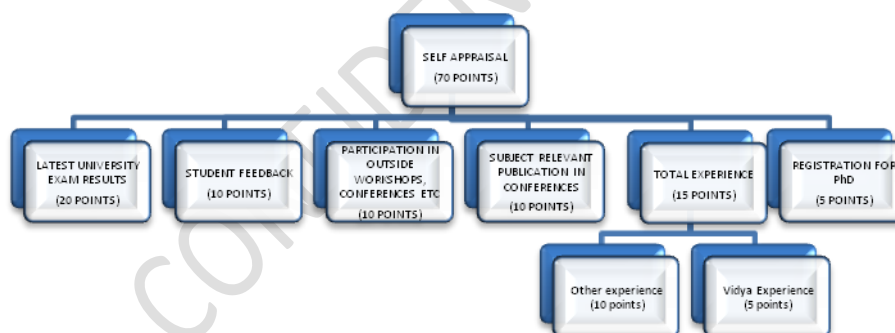
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The faculty performance appraisal is the cumulative result of multiple factors such as self appraisal, appraisal from HOD, Principal and the interview board. The criteria for each of them are illustrated below.



3.1. Self Appraisal



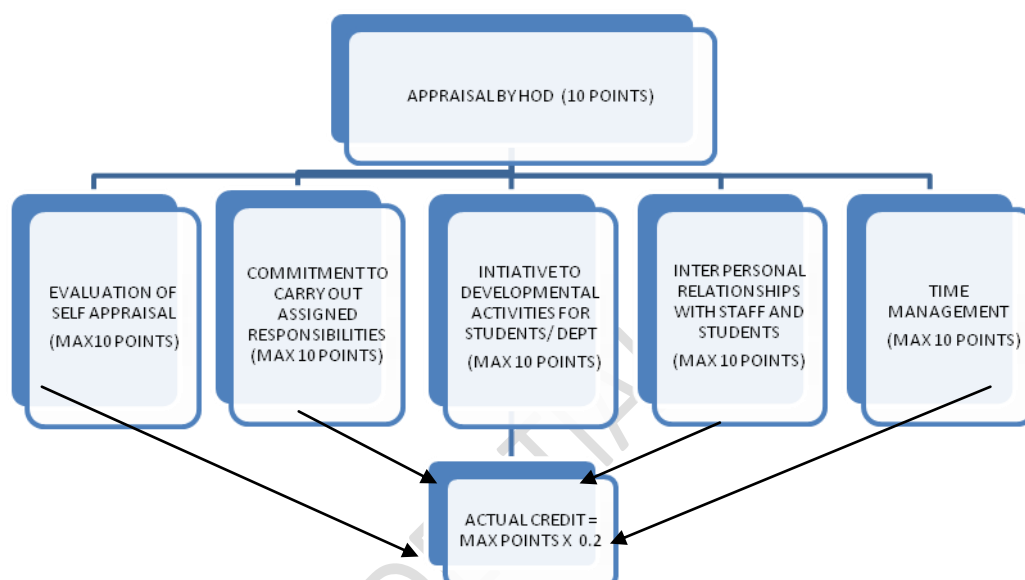
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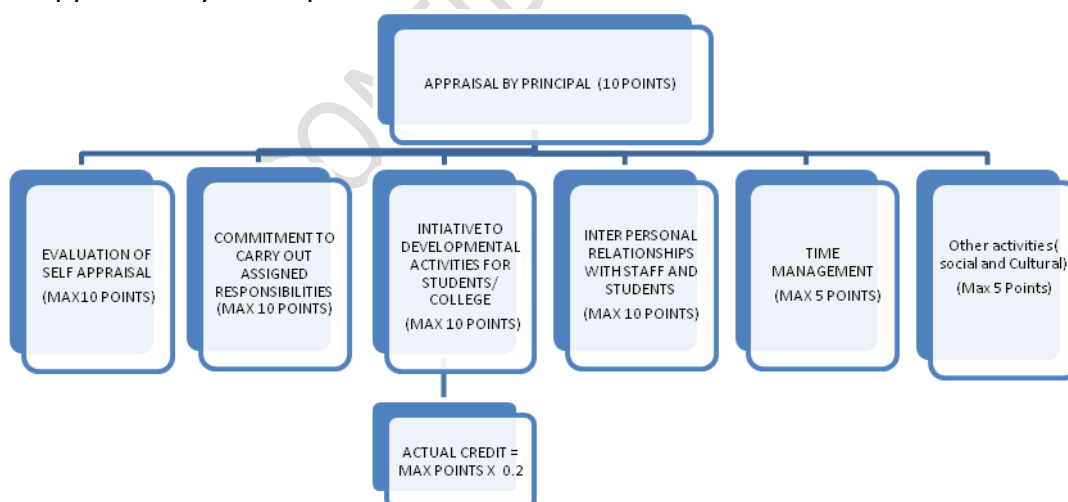
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3.2.Appraisal by HOD



3.3.Appraisal by Principal



3.5 Appraisal by Interview Board

The interview board shall necessarily consist of the HOD, Principal and Executive Director apart from other top management officials as may be

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decided from time to time. There shall be a chief member to the interview board; in case of faculty staff working under the Engineering colleges of VICT, the chief member shall be the Principal.

The interview board shall conduct personal interviews with each of the staff members who have applied for internal promotion. Maximum points for the interview session shall be 10 marks and the chief member shall award the credit in consultation with other members. The chief member shall also consider the general remarks of the students/ parents and overall contribution and commitment to the organization.

3.6 Consolidation

Points obtained for the self appraisal, appraisal from HOD, Principal and the interview board shall be consolidated to arrive at the final results. The total points obtained out of the maximum of 100 points shall be compared with the applicants of the same category. The outcome of the performance appraisal shall be based on the consolidated points so obtained and also the number of vacancies existing in the department.

3.7 Grievances Regarding Performance Appraisal

It is the policy of the VICT that the outcome of such staff performance appraisals shall be the final and that any complaints and grievances from the part of the staff members in relation to the promotions shall not be entertained.

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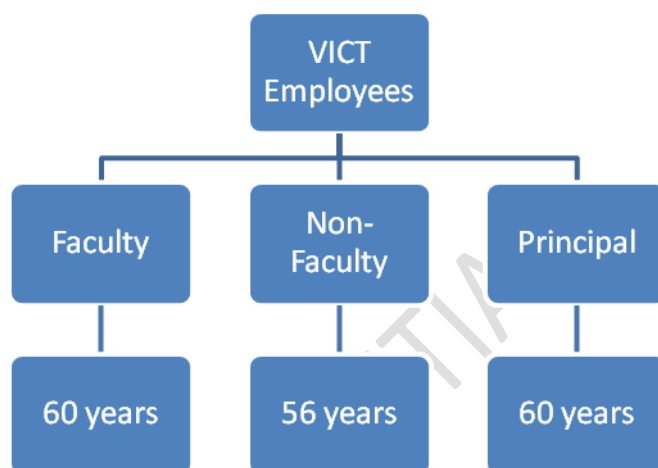
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CHAPTER – V

RETIREMENT AND RESIGNATION

Retirement Policy



As per the retirement policy of VICT, the service of an employee whether on regular pay or on consolidated pay shall be terminated upon attaining the age of retirement fixed for various categories of employees as follows:

Non Faculty – 56 years

Faculty – 60 years

Principal – 60 years

Policies

1. An employee cease to be a regular staff of VICT on attaining the above mentioned age.
2. Re-hiring on contract basis

2.1. If necessary, service of an outstanding employee can be extended on a contract basis at the discretion of VICT.

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- 2.2. The terms and conditions of such re-employment made on contract basis shall be fixed from time to time considering the prevailing conditions at that time.
- 2.3. Such contracts for re-employment at one time shall be entered for a period of maximum 3 years only.

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3. Resignation – Faculty

- 3.1. A teaching faculty working in any engineering college under VICT shall give a two months' notice before his/ her resignation from the post.
- 3.2. In case of any violation with respect to the requirement of notice period, the management reserves the right for forfeiture of one months' total salary of the person concerned.
- 3.3. Faculty shall submit his/her resignation letter to the concerned HOD with sufficient details about reason for resignation, date of leaving, the work that he/she would be leaving incomplete, alternate ways for the completion of work etc.
- 3.4. HOD shall forward the resignation letter to the Principal along with his/her comments. The final approval shall be given by the Principal after considering the relevant matters.
- 3.5. HoD shall submit his/her resignation letter to the Principal with sufficient details about reason for resignation, date of leaving, the work that he/she would be leaving incomplete, alternate ways for the completion of work etc.
- 3.6. Principal shall forward the resignation letter to the ED along with his/her comments. The final approval shall be given by the ED after considering the relevant matters.
- 3.7. Principal shall forward the resignation to ED with sufficient details about reasons for resignation, date of leaving etc. ED shall forward the same to the Secretary, VICT, who shall give the final approval after considering the relevant matters.

4. Resignation – Non-faculty

- 4.1. A non faculty working in any institution under VICT shall give two months' notice before his/ her resignation from the post.
- 4.2. In case of any violation with respect to the requirement of notice period, the management reserves the right for forfeiture of one months' total salary of the person concerned.

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- 4.3. The resignation letter of a non faculty working under VICT shall be first submitted to any of the directors with sufficient details about reason for resignation, date of leaving, the work that he/she would be leaving incomplete, alternate ways for the completion of work etc.
- 4.4. The Directors shall forward the resignation letter to the ED along with his comments. The final approval shall be given by the ED after considering the relevant matters.
- 4.5. The resignation letter of a non faculty working in any engineering college under VICT shall be first submitted to the HOD with sufficient details about reason for resignation, date of leaving, the work that he/she would be leaving incomplete, alternate ways for the completion of work etc.
- 4.6. The HOD shall forward the resignation letter to the Principal along with his comments. The final approval shall be given by the Principal after considering the relevant matters.

Procedures for Resignation/Retirement

- A. HR department shall ensure that the exact date of retirement of an employee shall be intimated to the concerned employee as well as the head of the unit, one month in advance of the retirement date so that appropriate actions can be initiated by them.
- B. Principal/Directors who receive the resignation/retirement shall forward a copy of the same to the Executive Director for his information. Another copy shall be forwarded to the HR department for the further procedures.
- C. ED shall conduct an Exit Interview of the retired/ resigned person anytime before the end of the notice period. A standard questionnaire (Annexure) shall be maintained for this purpose and the comments shall be recorded and duly filed in the personnel file. The results shall be discussed with the senior managers if appropriate.
- D. HR department shall issue a letter to the leaving employee detailing the formalities needs to be completed before they are formally relieved from the organization. (Annexure – 18).
- E. The HR department provides a 'clearance form' to the concerned departments who has to give liability or non-liability declaration to the HR department by the date of relieving.

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- F. The HR department shall inform the following departments about such resignation/retirement so that the clearance certificate shall be ready without delay. (Annexure – 5)
- Department Library
 - College Library
 - Canteen
 - HoDs
 - Lab-in-charge
 - Accounts Department
 - Office Superintendent/Administrator
 - Loan Outstanding/Guarantee Pending
 - IT Department
 - Stores
- G. Upon receiving the required confirmations HR initiates the final settlement processes.
- Calculate pro-rata leave entitlement and obtain approval of final dues from the HR Director.
 - HR Department shall initiate proceedings for informing the PF department about the relieving of the employee and also shall inform the Gratuity Trust regarding the termination of employment of the employee and shall take steps to collect the PF and Gratuity Cheque to hand over to the employee.
 - Discuss the final dues with the employee and make a bank transfer to the employee for his final dues which shall be paid within 10 days from the last date of his employment.
 - A certificate signed by the employee shall be obtained confirming the release of all his original documents as well as receipt of final dues.
 - Inform the concerned bank branch in case the employee had availed loan from the bank.

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- H. A relieving order shall be generated and a copy each shall be forwarded to the Principal, Directors, HOD, IT department, Administrator and the employee concerned. A copy of the same shall be filed in the concerned personnel file.
- I. IT department shall disable the email ID, password, and access to campus automation etc. immediately after relieving or within a maximum time of 24 hours.
- J. An Experience Certificate shall be generated and provided to the employee along with the relieving order at the same day.
- K. The pay roll shall be updated.

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CHAPTER VI

DISCIPLINARY PROCEDURES

General:

1. Discipline means voluntary and willing compliance of rules and regulations and instructions and also development of right habits of conduct at the work place. Discipline is essential:
 - 1.1. For improving employee morale, which in turn increase the productivity.
 - 1.2. For achieving VICT's objectives.
 - 1.3. Because it is the responsibility of the management not to allow the minority of undisciplined employees to affect the life of majority
2. The causes of indiscipline are:
 - 2.1. Lack of awareness of VICT's rules and regulations.
 - 2.2. False promises made by superiors
 - 2.3. Absence of any procedure to handle grievances
 - 2.4. No action taken when required.
 - 2.5. Personal frustrations and misunderstandings.
 - 2.6. Other - depending upon individual differences.
3. Corrective and punitive action:

Indiscipline is considered to be a behavioural problem and it is necessary that before taking any punitive action, all efforts shall be made to improve the behaviour of the employee by correcting him through education, counselling, persuasion and cautioning. However, if all the efforts to improve the employee fail, the controlling authority shall not hesitate to reprimand the employee and, if the misconduct is serious or has been repeated, to report the matter to the appointing authority for appropriate disciplinary action.

4. Acts of Misconduct:

Misconduct means improper conduct or wrongful behaviour. However, while dealing with employees of VICT, the term misconduct has to be seen with

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reference to the rules and regulations applicable to the various categories of employees working in the organisation. Such acts are listed below:-

- 4.1. Wilful disobedience of any lawful and reasonable order of a superior
- 4.2. Theft, fraud or dishonesty in connection with VICT's property or trade or theft of other person's property within the premises of VICT.
- 4.3. Frequent or habitual late attendance or habitual absence without prior sanction or absence without prior sanction of leave for more than 10 consecutive days or leaving work place earlier than completion of working hours, without proper sanction of the controlling authority.
- 4.4. Consuming intoxicating drinks or substances or being under the influence of drugs etc, riotous, disorderly, indecent or improper behaviour, use of abusive language, threatening, intimidating or coercing other employees or wrongfully interfering with the work of other employees, assault or threat of assault or the commission of any act subversive or good and proper behaviour during duty hours within the establishment or otherwise.
- 4.5. Negligence or wilful neglect of work or habitual negligence in duty.
 - 4.5.1. Habitual indiscipline.
 - 4.5.2. Smoking within the premises of VICT.
 - 4.5.3. Causing damage or instigation to damage any property owned or kept under the possession of VICT.
 - 4.5.4. Distributing or exhibiting within VICT's premises hand bills, pamphlets, posters or displaying them by means of signs or writing or other visible representations, writing any matter on walls of the buildings and/or structures or fittings of installations, including compound walls, hoisting flags, posters etc and use of loud speakers inside the premises of the establishment without prior sanction of the controlling authority of the premises of VICT.
 - 4.5.5. Gambling within the premises of VICT.
 - 4.5.6. Sleeping while on duty.
 - 4.5.7. Writing of anonymous or pseudonymous letters criticising VICT or any person working with VICT and/or publication of such

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things himself or through newspapers or other media or in pamphlets.

- 4.5.8. Spreading false rumours or giving false information, which shall bring disrepute to the VICT.
- 4.5.9. Engaging in any trade within the premises of establishment without the permission of the controlling authority.
- 4.5.10. Disclosing to any unauthorized person any confidential information which the employee may come to know during the course of his employment with VICT.
- 4.5.11. Knowingly or willingly make any false or malicious or misleading statements at any enquiry.
- 4.5.12. Wilful falsification, defacement or destruction of any record or information.
- 4.5.13. Impolite and discourteous behaviour towards visitors, colleagues etc.
- 4.5.14. Committing or aiding or abetting others to commit any act prejudicial to the reputation or which is subservient to the discipline of VICT.
- 4.5.15. Knowingly or wrongfully interfering with the record of attendance of himself or any other employee.
- 4.5.16. Applying for leave of any kind or seeking ratification of absence on fake or false grounds.
- 4.5.17. Giving false information regarding name, qualification, age or previous service or any other information connected with employment or false or dishonest declaration or statement at the time of employment or at any other time while in service.
- 4.5.18. Habitual breach of any of the standing orders or instruction for maintenance and cleanliness of work place or premises of VICT or VICT's property.
- 4.5.19. Wilful disobedience of any order expressly given or any rule expressly framed for the purpose of securing safety or failure to observe safety instructions, wilful removal or disregard of or interference with any safeguard or any other device provided for

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securing safety, or failure to observe instructions or disregard of safety equipments provided or interference with any safety device or equipment installed in the Establishment.

- 4.5.20. Deliberate abuse of any leave, privileges, concessions of benefits in force.
- 4.5.21. Loitering during working hours or being within the establishment without permission after authorised hours of work.
- 4.5.22. Refusal to receive charge sheet, order or other communications served by VICT.
- 4.5.23. Frequent over speeding of vehicles belonging to VICT and/or rash and negligent driving of vehicles resulting in injury or death to persons or damage of properties.
- 4.5.24. Commission of any act which endangers the life or safety of employees at work.
- 4.5.25. Failure to report any injuries sustained in the course of employment by an employee under VICT, to his superiors.
- 4.5.26. Declared and being carried in the registers of the police as a bad character or convicted by a Court of Law for any offence or being bound over by any Court of Law or by the police to keep peace and be on good behaviour.
- 4.5.27. Leaving his post or duty without prior sanction of the superiors.
- 4.5.28. The above list is only illustrative and not exhaustive and VICT has every authority to proceed against any employee on any other act which may amount to misconduct as viewed by VICT
- 4.5.29. Conviction in Civil Case

If an employee is convicted in a civil case for reasons other than those directly related to VICT, but if the conviction results in negative publicity or which shall have an effect on the goodwill and the reputation of VICT, then the management can take action against the said employee under these disciplinary procedures.

5. Disciplinary Authorities

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Without prejudice any of the penalties specified may be imposed on an employee of any institution under VICT by the appointing authority or by any other authority empowered in this behalf by a general or special order of The Secretary, VICT.

6. Appointing Authority:

Appointing Authority is the ED, VICT with approval from the Secretary, VICT.

7. Appellate Authority

All Appeals against the orders issued by the appointing authority shall be submitted To The Chairman, VICT who shall be the appellate authority.

8. Report of Misconduct:

Acts of misconduct noticed shall be reported to the controlling officer of the staff against whom action is required. Controlling officer shall make preliminary enquiry and forward his report to the head of unit/department along with records, if any, for substantiating the charge. Head of unit/department shall examine the gravity and forward the report to the appointing authority for initiating disciplinary actions. Heads of unit/department shall recommend whether the actions warrant major/minor punishments. Appointing authority on receipt of report shall make detailed analysis and if convinced shall issue memo of charges with statement of allegations to the delinquent employee. Three Copies shall be send to the controlling officer of the accused staff, original to be served and the duplicate to be returned to the appointing authority duly acknowledged by the delinquent and third copy shall be retained by the controlling authority.

Policies

1. Preliminary Enquiry (in case major punishment is proposed):

When an act of misconduct has been brought to the notice of the disciplinary authority, he/she shall conduct a preliminary enquiry either himself/herself or get it done by another officer (officer other than the one who has made the complaint or who is a witness to the incident). Preliminary enquiry is done with a view to decide whether there is adequate material for proceeding with domestic enquiry. Domestic enquiry starts the moment a charge-sheet is issued and preliminary enquiry ends with the issue of charge sheet. In all cases, preliminary enquiry is not essential. If the matter is obvious, the domestic enquiry can start with the issue of charge- sheet.

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2. Charge-sheet

Charge sheet is a memorandum of charges with statement of allegations levelled against the employee for the acts of misconduct as per the VICT's Policies and Procedures. Charge sheet shall essentially contain the following:

- 2.1. Date of charge sheet.
- 2.2. Full Name and Employee Number of delinquent employee.
- 2.3. Specify the date and description of the incident. The charge-sheet shall be specific and shall spell out all the relevant particulars of misconduct.
- 2.4. Reproduce the language in verbatim, if there are words of abuse, defamation or threat.
- 2.5. Give reference to relevant VICT policies.
- 2.6. Specify within how much time and to whom the reply shall be submitted. A reasonable time shall be given to the employee to submit his reply to the charge sheet which shall be normally seven days. The reply shall be routed in the same manner of serving the memo.
- 2.7. Charge- sheet shall be signed by the appointing authority.
- 2.8. Copies of charge-sheet shall be sent to the Directors of VICT, Head of Units and HR department.
- 2.9. Serving the charge-sheet to the delinquent employee plays a very important role in the disciplinary proceedings.
- 2.10. The Charge-sheet may be handed over to the employee in duplicate and his dated acknowledgement shall be obtained on the duplicate.
- 2.11. In case he/she refuses to accept the charge-sheet, an endorsement to the effect shall be made on the office copy in the presence of at least two witnesses whose signature shall be obtained.
- 2.12. If the employee refuses to accept or give acknowledgement of the charge-sheet or is not present within the organisation due to suspension or any other reason, the charge-sheet shall be sent to his last known and recorded address (both local as well as permanent) by registered post with acknowledgment due.

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2.13. In case of absence or refusal of employee to take the charge-sheet or refusal to give acknowledgement of its receipt, a copy of the same shall also be displayed on the notice board.

2.14. Once the memo of charges is issued, the accused shall be given a minimum of seven days to submit his statement of defence. The statement of defence shall be submitted to the Appointing Authority through controlling officer, who shall forward the same through proper channels. Appointing authority shall examine the charges and statement of defence and if he is convinced of the requirement of an enquiry, a detailed enquiry shall be ordered.

3. Suspension:

Suspension shall not be treated as a punishment. Suspension from duty means keeping an employee away from work-place temporarily for reasons of discipline.

Suspension of an employee arises under three different types of situations:-

- 3.1. Suspension pending Domestic enquiry- If an employee has committed serious acts of misconduct and his/her continual in office may adversely affect the enquiry to be initiated against him/her, he/she may be placed under suspension by an order from the appointing authority.
- 3.2. Suspension pending court's order – if an employee is accused in a court of law for any criminal offence, until the disposal of the trial the appointing authority shall keep him under suspension.
- 3.3. During the period of suspension, the suspended employee shall not enter the work premises without the permission of appointing authority.
- 3.4. The employee suspended pending enquiry shall be paid subsistence allowance which shall be at the rate of 50% of his basic pay. In addition, proportionate dearness allowance shall also be paid.
- 3.5. The suspended employee shall not be paid subsistence allowance if he is engaged in any other employment, business, profession or vocation. The suspended employee shall give a written declaration that he/she is not engaged in other employment or business or profession or vocation as well as his observance of the instruction/advice contained in the order of suspension issued to him to be eligible for subsistence allowance.

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3.6. Period of suspension shall be decided on completion of enquiry and final disposal of the case against the accused. Appointing authority shall issue the orders accordingly.

3.7. No employee shall be kept under suspension for more than six months normally unless he/she is involved in criminal cases and trial is pending in the Court of Law.

4. Domestic enquiry:

If the explanation submitted by the delinquent employee in reply to the charge-sheet is not found satisfactory, the appointing authority may order domestic enquiry by appointing an Enquiry Officer. Copy of the order initiating the enquiry shall be given to the delinquent employee. If required a presenting officer shall also be posted to present the case before the enquiry authority.

The persons concerned with domestic enquiry are:

4.1. Enquiry Officer - The enquiry officer shall be any HOD for enquiring charges against faculties, HoU's for enquiring charges against other employees. For charges against HoD's, Directors shall be the enquiry officers and for charges against Principal EC members of VICT shall be the Enquiry Officer. The enquiry officer shall conduct the enquiry in compliance with manual of disciplinary procedures applicable to Government employees as far as possible.

4.2. Presenting Officer - is the officer appointed to present the case of the management before the enquiry officer relating to the charges levelled against the accused employee.

4.3. Delinquent employee - If the employee failed to report for the enquiry at the appointed place, date and time, the enquiry officer may grant reasonable opportunities to him/her to be present for the enquiry. However, if the delinquent after giving reasonable opportunities for being present in the enquiry does not turn up, then the enquiry shall be continued ex-parte.

4.4. Enquiry officer selection criteria:-

4.4.1. Enquiry officer shall not be a witness in the case

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- 4.4.2. A person to be enquiry officer must be a responsible officer commanding respect from the employees. He shall not be a judge in his own case.
- 4.4.3. A person to be enquiry officer shall be open minded and unbiased.
- 4.5. Documents to be forwarded to Enquiry officer
- 4.5.1. Copy of the Charge- sheet
- 4.5.2. Copy of reply, if submitted by the charge-sheeted employee
- 4.5.3. List of witnesses, if available
- 4.5.4. List of documents to be produced in enquiry, if available.
- 4.5.5. Copy of order appointing the presenting officer.
- 4.5.6. Domestic enquiry procedure:
5. Principles of Natural Justice
- To hold an enquiry the following conditions are to be met
- 5.1. The employee proceeded against has been informed clearly of the charges levelled against him.
- 5.2. The witnesses are examined ordinarily in the presence of the employee in respect of the charges.
- 5.3. The employee shall be given a fair opportunity to cross-examine the witnesses
- 5.4. The employee shall be given a fair opportunity to examine his own witnesses, including himself in his defence, if he so wishes.
- 5.5. The enquiry officer shall record his findings with reasons for the same in his report.
6. Procedure for Formal Domestic Enquiry
- 6.1. A formal Domestic enquiry is necessary in disciplinary proceedings only when a major penalty is likely to be imposed.
- 6.2. A daily order sheet shall be maintained by the Inquiring authority wherein the business transacted on each day shall be recorded.

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- 6.3. When a formal enquiry is to be held a date for it shall be fixed and intimated to the delinquent employee in writing and his acknowledgement shall be obtained. The date shall be intimated to the other witnesses also.
- 6.4. The inquiring authority shall pay due attention to the instructions in Kerala Civil Services (classification, control and Appeal) Rules, as far as possible regarding the conduct of inquiry.
- 6.5. When the delinquent employee appears for the formal enquiry the inquiring authority shall put the following question which, with its answers and all further questions as noted below and their answers shall be recorded in writing in an "Oral Inquiry file".

"Q: You have received a copy of the charge (or charges) and the statement of allegations in support of the charge (or Charges) and submitted your written explanation. Have you anything further to add before i proceed with this oral inquiry?"

A:.....

The recorded questions and answers (as in the case of all further questions and answers) must be read over, and translated to the delinquent employee if he is unable to understand the language in which it is recorded. The signature of the employee and that of the Inquiring authority shall be appended with the following certificate:-

"Recorded by me, read over (and translated) to the deponent and acknowledged by him to be correct".

- 6.6. The prosecution evidence shall then be taken. The prosecution witnesses (P.Ws) who are present shall be examined one by one. The P.Ws shall be numbered serially as P.W.1, P.W. 2 etc. in the order in which their evidence is taken.
- 6.7. It shall not be necessary to record again the evidence of any witness whose signed statement was recorded at the preliminary enquiry. It shall be sufficient if the statement so recorded is read out in the presence of the delinquent employee. However the delinquent employee shall invariably be given the opportunity for cross examining such witness irrespective of whether he had cross-examined the witness or not at the preliminary enquiry.

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- 6.8. At the head of the evidence of each P.W the name and address of the witness shall be entered.
- 6.9. If the enquiry is conducted on the complaint of a private person or body, the complainant shall not be allowed to cross-examine the accused delinquent employee, but the complainant may suggest to the Inquiring authority the question to be put to any witness. Where the Inquiring authority does not accept the suggestion in respect of any question he shall record that fact with reasons for omitting it.
- 6.10. After the examination of each P.W the accused delinquent employee shall be required to state if he wishes to cross-examine the witness, and if he does not wish to do so that fact shall be recorded in the same sheet wherein the evidence of P.W is recorded just below the certificate prescribed in paragraph 6.5. If he wishes to cross examine the witness he shall as far as possible do so, immediately after the examination is over. The Inquiring authority may re-examine such of the prosecution witnesses as may be considered necessary. The accused delinquent employee may then again be given an opportunity, if he so desires to put further questions to the P.W on the statement made by him in the re-examination.
- 6.11. At the foot of the completed depositions of each witness the certificate contemplated in paragraph 6.10 shall be recorded with the signature of the Inquiring authority, the witness and the accused delinquent employee. If there is more than one page of the deposition the pages other than the last shall be initialled at the bottom by all the persons mentioned above.
- 6.12. The statements of P.Ws shall be kept together in one file.
- 6.13. The prosecution documents shall be marked as Exhibits P1, P2, P3 etc., and must be kept in a separate group as "Prosecution Documents" with a detailed index showing in respect of each exhibit its identification mark, its nature in brief and who produced it.
- 6.14. When the prosecution evidence in the Oral inquiry is over the defence evidence shall be taken. The Instructions of the Kerala Civil Services (Classification, Control and Appeal) rules 1960 shall be as far as possible followed. The Inquiring authority shall ask the delinquent

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employee the following question,' which shall be recorded together with its answer, in the " Oral Inquiry File" prescribed.

"Q: You have heard the evidence against you. Do you have any witnesses you wish to have examined in your defence and any documents you wish to be produced?

A:.....

- 6.15. The delinquent employee shall be given reasonable time if he/she so desires, to draw up and present the list of his witnesses and documents. The Inquiring authority, may, if necessary, question the delinquent employee to ascertain the nature of the evidence which each witness is expected to adduce or to be obtained from each document. The Inquiring authority shall try to secure the presence for the inquiry of the witnesses cited by the delinquent employee whose evidence is considered by it as likely to be relevant and material to the case under inquiry. However where any witness cited and considered material is a non-official of VICT the responsibility for producing him for examination shall be that of the accused delinquent employee.
- 6.16. It may occur that in exceptional cases the accused delinquent employee asks for the examination of the Inquiry Authority itself as a witness. The Inquiring Authority shall in such cases also question the delinquent employee regarding the nature and relevancy of what is expected to be adduced in evidence by the inquiring authority. If the Inquiring authority is satisfied that such evidence is relevant and, material he/she shall record in question and answer form, as part of the examination of defence witnesses; what the delinquent employee wishes to elicit through the examination of the Inquiring Authority. If the inquiring authority, finds that the nature of the information sought to be obtained from it is not relevant and material the reasons shall be recorded and the request of the delinquent employee rejected.
- 6.17. The Inquiring Authority shall try to secure the production of official documents considered likely to be relevant and material. The delinquent employee shall be responsible for the production of any document cited by him and considered material. The investigating authority shall record the details of witnesses and documents cited by the accused which are considered by it as not relevant or material.

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6.18. The Defence witnesses (D.W) numbered in separate series as D.W.1, D.W.2, etc., shall thereafter be examined by the delinquent employee. They shall be cross examined, if necessary, by the Inquiring authority. The witnesses can be re-examined as per the procedures similar to the prosecution witnesses.

6.19. The statements of D.Ws shall be kept together in one file.

6.20. Defence documents shall be marked as Exhibits D1, D2, etc., and kept in a separate group as "Defence Documents". These shall also be indexed according to the instruction mentioned above.

6.21. If the delinquent employee dispenses with any of the defence witnesses cited by him, this shall be recorded in the file of the statement of defence witnesses under the signature of the delinquent employee and the officer conducting the enquiry.

6.22. Having completed the defence, the Inquiring authority shall continue to record in the oral enquiry file as follows:

Q: Your defence witnesses have been examined and such documents, as you required,(except..... not examined or produced due to.....) have been produced and exhibited. Have you anything further to request of say? You may put in, if you desire, a further written statement of defence.

"A....."

The question and the reply shall be recorded, read, translated if necessary, and attested by the delinquent employee and the Inquiring authority as detailed above. If the delinquent employee states that he desires to recall one or more witnesses for further cross-examination he may be allowed to do so. The inquiring authority shall first ascertain what further questions the delinquent employee wishes to put to those witnesses in order to satisfy him/her that these are relevant. If the questions to be asked are not found relevant, and the request for recalling any witness is considered unjustified, the Inquiring authority may, for reasons to be recorded, refuse to recall any such witnesses.

7. Procedure for personal Hearing:

The procedure outlined above is to be followed if the accused, delinquent employee desires an oral inquiry to be conducted or the Inquiring authority

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considers it necessary to hold an oral Inquiry. Shall the accused delinquent employee wish to be heard in person, the following procedure shall be adopted:-

- 7.1. If the accused delinquent employee has in his written explanation cited any defence witness and document for the consideration of the inquiring Authority, any documents cited, which need not be proved by being produced by a witness, shall be collected and examined by the Inquiring authority. Any defence witness cited shall also be examined, unless for reasons to be recorded in writing the Inquiry Authority decides otherwise. In the examination of defence witnesses the procedure prescribed for examination of defence witnesses mentioned above shall be followed. Any document which is to be produced by a defence witness shall also be allowed to be so, produced if the Inquiry authority considers it necessary.
- 7.2. The Inquiring authority shall then hear the delinquent employee and record his statement. The delinquent employee shall be entitled to put in only a verbal representation to the Inquiring authority in addition to what he has already stated in his written explanation. Ordinarily there shall be no question of citing witnesses or documents when the delinquent employee is being heard in person, as that shall have been done in the written statement of defence submitted in reply to the charge memo. If however, any further witnesses or document is cited by the delinquent employee at this stage, the inquiring authority may consider its relevancy in regard to charge and either arrange for his/her/its examination in the inquiry or refuse to do so for reasons to be recorded.

8. Minutes of Enquiry:

- 8.1. Proceedings of the enquiry must be recorded elaborately. The statements of the witness and subsequent examination/cross-examination shall be recorded.
- 8.2. All documents and records relied upon by the presenting officer and produced before the enquiry officer for establishing the charge shall be produced in the presence of charge-sheeted employee and he shall be explained the contents thereof relevant for the purpose.

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- 8.3. The charge-sheeted employee shall be allowed to inspect all such documents and records produced as evidence during the enquiry and his/her signature obtained on the documents and records which shall show that he had inspected the same.
- 8.4. The statements at each page shall be signed by the witness, the enquiry officer and the charge-sheeted employee. If any of the above referred persons refuses to sign as required, the same shall be recorded by the enquiry officer and it shall be attested by any witness present.

9. Ex-parte enquiry

When the enquiry is fixed at a particular time, place and date and the charge-sheeted employee does not turn up and seeks a postponement on genuine grounds, the same may be granted. If the charge-sheeted employee makes further attempts for adjournment and enquiry officer is convinced that it is being done to deliberately delay the proceedings, he may order an ex-parte enquiry. In no case the enquiry officer shall ex-parte on the first date of enquiry. Every adjourned proceedings of the ex-parte enquiry shall be notified to the charge-sheeted employee.

- 9.1. Where an ex-parte enquiry is held, it shall not be presumed that the misconduct as mentioned in the charge-sheet stands proved. If the presenting officer fails to prove the charge, the enquiry officer shall give his findings accordingly, holding the delinquent not guilty.
- 9.2. Partly heard enquiry – If an enquiry officer, after having heard and recorded the whole or any part of the evidence in an enquiry, ceases to function as enquiry officer for any reason and new officer is appointed as enquiry officer, then the new enquiry officer shall proceed with the enquiry from the stage left over by the predecessor and act on the evidence already recorded by the predecessor.
- 9.3. Joint enquiry- Where two or more persons are charge-sheeted in connection with the same incident or transaction, the authority competent to take disciplinary action for all of them may direct a joint enquiry to be held against them.
- 9.4. Report of the enquiry officer- After the conclusion of the recording of evidence, the enquiry officer shall prepare and submit his/her report. The enquiry officer shall record clearly and precisely his findings and indicate the reasons for arriving at such findings in respect of each

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charge. The findings must be based on the evidence on record. He shall not import his personal knowledge or any material which is not on record. The oral evidence and the documents and records marked as exhibits at the enquiry shall alone form the basis for arriving at the findings in respect of each charge.

9.5. The enquiry officer shall clearly bear in mind that his task is to hold an enquiry into the charges and to record, in respect of each charge, whether it is established or not. He shall not recommend any punishment to be imposed.

9.6. The enquiry report shall contain:

9.6.1. The articles of charges and the statement of allegations of misconduct or misbehaviour.

9.6.2. The defence of the employee in respect of article of charge.

9.6.3. An assessment of the evidence in respect of each charge.

9.6.4. The findings on each article of charge and the reasons therefore.

9.6.5. The written statement of defence submitted by the employee.

9.6.6. The oral and documentary evidence produced in the course of enquiry.

9.6.7. The orders, if any, made by the disciplinary authority and enquiry authority in regard to the enquiry.

9.6.8. The disciplinary authority shall consider the records of the enquiry, record his conclusions on each charge and shall pass appropriate order.

9.6.9. If the report is finalised and signed by the enquiry officer, then he shall not make any alteration in the report.

9.7. The disciplinary authority has to finally decide the matter. He/she may accept the findings of the enquiry officer and decide the penalty or otherwise. While so deciding he/she has to take into consideration the gravity of the misconduct and the past records of the charge-sheeted employee. If he/she agrees with the findings of the enquiry officer then, he/she shall take a decision regarding the penalty to be imposed. If on the other hand, he does not agree with the findings he shall record his own findings based on the evidence on record.

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- 9.8. The quantum of penalty imposed on the charge-sheeted employee shall not be disproportionate to the seriousness of the misconduct established.
- 9.9. The disciplinary authority before passing the final orders shall check up if the following aspects have been taken care of:
- 9.9.1. Whether definite and specific charges were framed.
 - 9.9.2. Whether the charge-sheet was properly served.
 - 9.9.3. Whether the charge-sheeted employee was given sufficient time to submit his explanation, as required under the rules. Whether the explanation, if any, submitted was duly considered.
 - 9.9.4. Whether the person charged was allowed to cross-examine the witness produced in support of the charges, to give evidence in person and to call witness on his behalf.
 - 9.9.5. Whether the findings are based on evidence on record, and whether the penalty is proportionate to the gravity of the offence established.
 - 9.9.6. The disciplinary authority shall also look in the past records of the employee.
- 9.10. Communication of order to the charge-sheeted employee- After the disciplinary authority decides to impose a punishment. Then show-cause notice shall be served on the delinquent. The orders shall be unambiguous and must relate to charge. It shall be signed by the competent authority.

The show cause notice shall clearly mention the punishment proposed; time within which the reply shall be entertained and the details of appellate authority in case the employee prefers to submit the appeal petition.

10. Penalties

On the basis of conclusions arrived at in the domestic enquiry, if it is found that the charges levelled against the employee are not proved, then appointing authority shall decide whether the report is to accepted or rejected. If the appointing authority decides to agree with the findings of the enquiry report, then the accused shall be exonerated. If any of the charges or

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all the charges are proved, then the appropriate penalty may be imposed on the employee by referring to the penalties provided under the rules.

The penalties under these policies are:

10.1. Minor penalties

10.1.1.Censure - Shall be recorded in the service document of the employee.

10.1.2.Recovery from salary or such other amount as may be due to him, of the whole or part of any pecuniary loss, caused to VICT by negligence or breach of orders.

10.1.3.Withholding of increments with or without cumulative effect.

10.2. Major Penalties

10.2.1.Withholding of Promotion - Letter withholding of promotion shall be provided mentioning the fact of penalty imposed under disciplinary action.

10.2.2.Relegation to a lower grade or post or to a lower stage in the pay scale. No employee shall be relegated to a post lower than the post to which he was initially recruited to the VICT.

10.2.3.Dismissal from service

10.2.4.Removal from service which shall not be a disqualification for future employment.

11.Appeal and Review:

An employee on whom show-cause notice is served proposing punishment shall have the right of appeal to the authority notified in this behalf.

Provisions under Conduct, Discipline & Appeal Rules

11.1. An employee may also submit an appeal against an order of suspension to the appellate authority.

11.2. The appeal shall be addressed to the appellate authority and submitted to the authority whose order is appealed against through proper channel. The latter authority shall forward the appeal together with his comments and the records of the case to the appellate authority within 15 days.

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- 11.3. The appellate authority shall consider whether the findings are justified or whether the penalty is excessive or inadequate and pass appropriate orders within three months of the date of appeal. The appellate authority may pass order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.
- 11.4. Provided that if the enhanced penalty which the appellate authority proposes to impose is a major penalty and an enquiry as provided under rules has not already been held in the case, the appellate authority shall direct that such an enquiry be held in accordance with the provisions of the rules and thereafter consider the record of the enquiry and pass such orders as it may deem proper.
- 11.5. If the appellate authority decides to enhance the punishment but an enquiry has already been held as provided in rules, the appellate authority shall give a show-cause notice to the employee as to why the enhanced penalty shall not be imposed upon him.
- 11.6. The appellate authority shall pass a final order after taking into account the representation, if any, submitted by the employee in his appeal petition.

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CHAPTER VII

GRIEVANCE REDRESSAL POLICY

Vidya International Charitable trust aims to be a dynamic, vibrant and cohesive organisation with its well-knit team of human resources. In pursuit of excellence, VICT believes in an open door policy which reflects in minimal occurrence of employee's grievance. Yet to further promote fair and equitable employment relations in the organisation, it is necessary to systematise and strengthen the grievance communication and redressal process to provide time bound mechanism for redressal of Grievances.

1. Objectives

The objectives of the Grievance Procedure are:

- 1.1. To attempt and resolve grievances in an amicable manner through oral presentation and discussion at first instance.
- 1.2. To settle grievances of employees at the earliest and at lowest appropriate level.
- 1.3. To provide various stages of grievance redressal so that aggrieved employees can seek remedy, if required, even from the highest level of authority.

2. Applicability

The Grievance procedure shall be applicable to all the employees' up to the level of Heads of Department of the respective departments.

3. Scope

A Grievance for the purpose of this procedure would only mean a grievance relating to an individual employee arising out of implementation of VICT's policies/rules and decisions of the Management.

Grievance for the purpose of this procedure shall be relating to the following:-

- 3.1. Salary Payment
- 3.2. Recovery of dues, etc
- 3.3. Increment
- 3.4. Working Conditions

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- 3.5. Leave
- 3.6. Allotment of residential facilities
- 3.7. Medical Facilities
- 3.8. Non-extension of benefits under rules
- 3.9. Transfer
- 3.10. Seniority
- 3.11. Pay Fixation
- 3.12. Other similar issues.
- 3.13. Matters relating to disciplinary action/enquiry
- 4. Exclusions

Grievance arising out of the following shall not come within the purview of this grievance procedure:-

 - 4.1. Terms of appointment
 - 4.2. Annual performance appraisals/confidential reports
 - 4.3. Matters relating to collective dispute/bargaining such as wages and allowance, bonus, hours of work and other benefits/perquisites/facilities etc.
- 5. Procedures

Various stages for redressal of grievance with further provision of appeal are as detailed below:

Stage – 1

 - 5.1. An aggrieved employee shall take up his grievance orally with his immediate head of department who shall give a personal hearing and try to resolve the grievance at his level within seven days. Wherever necessary, the head of the department shall consult the head of unit before communicating back to the aggrieved employee.
 - 5.2. In case the employee is not satisfied with oral communication/disposal, he can submit his grievance in writing in the prescribed form (VG-FORM 1 – Annexure -11) to the head of the department concerned, within 7

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days from the date on which the cause of grievance arose, or came to his notice.

- 5.3. The head of the department concerned shall record his comments on FG-Form 1 within 7 days after making necessary enquiries/obtaining comments from other departments, if required.

Stage – 2

- 5.4. In case the employee is not satisfied with the decision communicated to him at stage -1 or if he fails to receive reply within the stipulated period, he may submit his grievance in the prescribed form (VG- Form 2) within a period of 15 days to the staff council.
- 5.5. The staff council shall examine the details of the grievance. It may also discuss with the aggrieved employee, if felt necessary.
- 5.6. The staff council shall give its reply to the aggrieved employee within 15 days from the date of the receipt of the grievance. However, wherever felt necessary by the staff council, it may make a recommendation for a final decision of Executive Director, who shall convey his decision within 15 days from the receipt of grievance from the staff council.

Stage – 3

- 5.7. In case the employee is not satisfied with the decision communicated to him at stage -2 or if he fails to receive reply within the stipulated period, he may submit his grievance in the prescribed form (VG- Form 3) within a period of 15 days to the Grievance committee.
- 5.8. The Grievance committee shall examine the details of the grievance. It may also discuss with the aggrieved employee, if felt necessary.
- 5.9. The Grievance committee shall give its reply to the aggrieved employee within 15 days from the date of the receipt of the grievance.

Stage – 4

- 5.10. In case the employee remains dissatisfied even after this stage, he may appeal to the "Appeals Committee" in the prescribed form (VG-Form 4) within a period of 15 days from the date of receipt of the decision from the Grievance committee.

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5.11. The Appeals Committee shall examine and review the case including the decision of the Grievance Committee.

5.12. The decision of the Appeals Committee shall be communicated to the aggrieved vacation staff within a month of the receipt of the appeal and the decision of the Appeals committee shall be final and binding.

6. General Conditions:

6.1. If a grievance is arising out of an order given by management, the said order shall be complied with before the employee concerned invokes the procedure laid down for redressal of his grievance.

6.2. Seeking redressal under this procedure shall not stop the implementation of any order or decision of the management

6.3. It would be the policy of the management to ensure speedy implementation of the decisions of staff council/grievance committee/appeals committee as the case may be.

6.4. The following communications do not constitute a grievance and shall not be investigated or resolved pursuant to this process:

6.4.1. Oral allegations

6.4.2. E-mail correspondence

6.4.3. Anonymous correspondence

6.4.4. Courtesy copies of correspondence complaint filed with others

6.4.5. Inquiries that seek advice or information only

6.4.6. Pre-grievance consultations and informal resolution activities.

6.5. Any person, faculty or staff member who retaliates in any way against an individual who has brought a grievance pursuant to this policy or who has participated in good faith in preparing, presenting or investigating a grievance, is subject to disciplinary action, up to and including dismissal from the organisation.

6.6. The written complaint and all decisions or responses regarding such complaint shall be a part of the official employment file of the employee.

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- 6.7. Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal from the organisation.
- 6.8. The filing of a grievance shall not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to the acceptable standards or who has violated the rules or policies.
- 6.9. Time frames mentioned in these procedures may be extended for good cause, such as holidays or when colleges are not in session or when it is necessary to complete an investigation due to difficulties reaching witnesses or parties to the grievance.
- 6.10. The confidentiality of a grievance under this policy and all documents, correspondence, interviews and discussions relating to the investigation of the grievance shall be maintained on a need to know basis to the extent permitted by law and policy. Any person who knowingly and intentionally makes an unauthorized disclosure of confidential information contained in a grievance is subject to disciplinary action.
7. Constitution of various committees:
- The committees shall be constituted by the designation of the members and not in his individual capacities:
- 7.1. Staff Council
- | | |
|-----------------------|--------------------|
| a) Unit Head | : Chairman |
| b) Head of Department | : Member |
| c) HR Manager | : Member Secretary |
- 7.2. Grievance Committee
- | | |
|------------------------|--------------------|
| a) Executive Director | : Chairman |
| b) Finance/HR Director | : Member Secretary |
| c) Unit Head | : Member |
| d) Project Director | : Member |
- 7.3. Appeals Committee:
- | | |
|---------------------|--------------------|
| a) Chairman –VICT | : Chairman |
| b) Secretary – VICT | : Member Secretary |

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c) Executive Director

: Member

8. General

- 8.1. In case the grievance made is against one of the members of the grievance committee, then such person shall be excluded from the committee for the review of the concerned grievance.
- 8.2. In case such person is the chairman of the committee himself/herself, then the grievance shall be taken up by the next stage.
- 8.3. A copy of the grievance by the concerned employee along with the status report regarding the review of different levels of committees shall be properly recorded in the personnel file of the employee concerned,.

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CHAPTER – VIII

GENERAL POINTS

1. Access to Personnel Files

- 1.1. HR department shall maintain separate personnel files for each employee. Personnel files of employees shall be the property of the institution and access to the information they contain shall be restricted.
- 1.2. The personnel file shall necessarily consist of the following documents.
 - 1.2.1. Resume
 - 1.2.2. Copies of certificates proving educational qualification
 - 1.2.3. Copies of certificates proving previous experience
 - 1.2.4. Appointment letter
 - 1.2.5. Joining report
 - 1.2.6. Records of workshops and seminars attended
 - 1.2.7. Documentation of performance appraisal and salary increases
 - 1.2.8. Memos given
 - 1.2.9. Any other employment record.
 - 1.2.10. PAN card
 - 1.2.11. ID proof, age proof and address proof
 - 1.2.12. Bank account details
 - 1.2.13. Service records in chronological order.
- 1.3. Custody:

HR department shall be the custodian of such personnel files and their safe custody shall be the responsibility of the HR manager. There shall be a personnel file register with the HR manager to record the outward and inward movement of the files, clearly stating the following.

 - 1.3.1. Name of the borrower

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- 1.3.2. Purpose of borrowing
- 1.3.3. Date and time of borrowing and return
- 1.3.4. Signature of the borrower
- 1.3.5. Signature of the HR manager or the person in charge of HR at that time.

1.4. Access:

Generally, only HR personnel shall have access to these files. But for different administrative purposes the following persons shall also be allowed to borrow these files.

- 1.4.1. Principal
- 1.4.2. Directors
- 1.5. None of the employees shall be allowed to review their own files nor shall they review the files of other employees. Personnel files include confidential information regarding the employees and the HR in charge shall be responsible for the safe custody of such files as well as the confidential data contained therein.
- 1.6. Whenever an employee is in need of any particular information from his own personnel file he shall take written permission from the Unit Head/ED as the case may be and approach the HR manager. The HR manager shall provide only those documents which are specified in the permission letter.

2. Safe Custody of original certificates retained

The educational institutions under VICT collect and retain the original certificates of the recent educational qualifications of the faculties at the time of joining. As a matter of practice, such certificates shall be retained by the institutions throughout the service of the employee.

- 2.1. Filing: Copies of these certificates shall be filed with other documents in the personnel file whereas the originals shall be retained in a separate file maintained for this purpose.
- 2.2. HR department shall issue an official receipt for the certificates retained to the concerned employees.

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- 2.3. Custody: - Original certificates under retention shall be under the safe custody of the HR Manager and shall be kept in a double locked, fire resistant, heavy safe.
- 2.4. Responsibility: The responsibility for inward and outward movement shall be the HR manager. The HR manager shall maintain an Original Certificate Movement Register to record the outward and inward movements of the certificates as well as the security cheques. The register shall necessarily contain details such as:
- 2.4.1. Name of the employee
 - 2.4.2. Reason and period
 - 2.4.3. Date and time of inward and outward movements
 - 2.4.4. Details of security cheque
 - 2.4.5. Reason and details of encashment if any
 - 2.4.6. Signatures of the Unit Head, HR manager and the employee
- 2.5. HR manager shall be the person responsible to keep this register updated. An annual physical verification and reconciliation of certificates and security cheques shall be conducted under the supervision of the Executive Director.
- 2.6. Access: - The access to these certificates by the employees shall be restricted to the following situations only.
- 2.6.1. Where the employee wishes to leave the institution for good.
 - 2.6.2. Where the employee wishes to leave the institution on a study leave
- 2.7. Where the employee wishes to leave the institution on a maternity leave, the original certificate of the employee shall be lodged with the HR Department. If, the employee wish to obtain the retained certificate, then she shall, make a request to the Principal who shall forward the request to HR manager well in advance, clearly stating the purpose and the period for which the original certificate is required. The employee shall provide a signed, undated, account payee security cheque in favour of the institution for the security amount fixed as per the norms, until the original certificate is returned to the institution.

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- 2.8. The security amount shall be based on the purpose as mentioned below.
- 2.8.1. For an employee who leaves the institution for good → No security required.
- 2.8.2. For an employee who leaves the institution for a study leave → One month's salary (Basic + AGP if any+ DA).
- 2.8.3. For an employee who leaves the institution for a maternity leave → Full amount of salary (Basic + DA + AGP if any) that she is entitled to and is going to enjoy during the period of maternity leave. The maximum shall be 4 months' salary for permanent employees.
- 2.8.4. The request letter shall be prepared by the employee and addressed to the Principal and he shall forward to the HR Manager along with comments from HR if any. The Principal shall verify the same and approve the request letter.
- 2.8.5. Upon receiving such request letter along with the approval from the Principal the HR manager shall obtain the security cheque as mentioned above from the employee concerned. One copy of the security cheque shall be provided to the employee acknowledging receipt of the same on the back side. Another copy shall be attached to the request letter and filed in the personnel file.
- 2.8.6. The original security cheque along with a copy of the request letter shall be handed over to the Principal for the original certificate and the same shall be recorded in the register. The responsibility of the HR manager and the Principal ends when the signature columns of the Principal, HR manager and the employee are duly filled in. The same procedure shall be followed in the case of returning of certificates as well.
- 2.9. Upon failing to return the original certificate on time the HR manager shall inform the matter to the Principal of the institution and the Principal reserves the authority to forfeit the security cheque and encash the same. The Principal shall ensure that, before encashing any security cheque the steps provided under disciplinary actions is taken properly.

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2.10. HR manager shall keep track of the due date of return and take appropriate actions.

3. Holidays:

Vacation Staff

3.1. In addition to Sundays the vacation staff of VICT shall have the following days as holidays:

3.1.1. All days declared as holidays as per the appropriate Govt. authorities.

3.1.2. Local festivals subject to a maximum of 2 days.

3.2. At the commencement of each academic year the principal shall determine the number of holidays during the academic year. The vacation staff shall have such days as is specified in the college calendar as holidays.

3.3. Summer vacation is the period between the end of the third term and the beginning of the first term of the next academic year.

3.4. A period not exceeding the days specified by the University shall be allowed for the Onam and Christmas holidays.

Non-Vacation Staff

3.5. Sundays and second Saturdays will be holidays for the non-vacation staff of VICT.

3.6. At the commencement of each calendar year the Executive Director shall publish the list of holidays for the calendar year. The holiday for the non-vacation staff published shall be of two types:

3.6.1. Closed holidays

3.6.2. Restricted holidays

3.7. Closed holidays are those which shall be a holiday for all the non-vacation staff.

3.8. Restricted holidays are those holidays from which a non-vacation staff can avail a maximum of five holidays in a calendar year. For availing restricted holidays the concerned staff shall obtain prior approval from their respective HOD/HOU.

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4. If a non-vacation staff avails more than five restricted holidays, then the additional holidays availed shall be treated as casual leave.
5. Statutory Payments and Returns
 - 5.1. The employees' contribution to the provident fund together with the employer's contribution for the month shall be paid to the authorities before the 15th of the succeeding month. The return of provident fund for the month shall be filed before the 25th of the succeeding month. Provident Fund shall be applicable only to the non faculty staff under VICT and Colleges under VICT.
 - 5.2. Gratuity benefit is provided to the employees through a third party provider. A Trust has been set up by VICT for managing the gratuity funds.
 - 5.3. The profession tax of the employees for the first half of the financial year shall be paid in the month of September and for the second half of the financial year shall be paid in the month of March along with a return showing the name of the employee and amount of profession tax paid in respect of each employee.
 - 5.4. The Income tax deducted at source from each employee for each month shall be paid to the credit of the Central Government before the 7th of the succeeding month. The TDS for the month of March shall be paid to the credit of the Central Government within 2 months from the end of the close of the financial year. Quarterly TDS return shall be furnished in form 24Q before July 15, October 15 and January 15 in respect of each of the 3 quarters and before the 15th of June in respect of the last quarter.
 - 5.5. Form 16 containing the details of tax that has been deducted and paid shall be issued to the employees before the 31st of May each year.
 - 5.6. It is the policy of VICT not to provide any form of loans to the employees.
 - 5.7. VICT also does not offer salary advances to its employees.
 - 5.8. Providing changes in personal information if any to the HR department and getting the Human resources records updated is the responsibility of the employees.

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- 5.9. Consultant faculty shall be paid remuneration for each visit depending on the hours of class engaged by them settlement being by way of monthly payment. A statement signed by the Principal stating the number of hours taken by such faculty and the amount to be paid to him shall be produced for making the payment. The visiting Doctor, Student Counselor as well as IT Department trainees are paid in this manner.
6. Ethics and Code of Conduct: All employees and individuals representing VICT or any institution under VICT shall conduct themselves ethically and with honesty and integrity. They shall act with due recognition of their positions of trust and loyalty. For guidance about the propriety of a proposed course of action they shall seek counsel from the HR Department who can assist in determining the right course of action.

VICT strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behaviour in the work place may be disruptive or annoying to others. Many of these day- to-day issues can be addressed by politely talking with co-workers to bring perceived feelings to his or her attention. In most cases, common senses shall dictate an appropriate resolution. VICT encourages all employees and associate members to keep an open mind and graciously accept constructive feed back or a request to change behaviour that may be affecting another employee's ability to concentrate and be productive.

7. Workplace Etiquette

The workplace etiquette guidelines mentioned here are suggestions for appropriate work place behaviour to help everyone be more conscientious and consideration of co-workers and the work environment.

- 7.1. Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your HEAD OF THE DEPARTMENT
- 7.2. Try to minimize unscheduled interruptions of other employees while they are working.

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- 7.3. Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or work space.
- 7.4. Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open area and try to conduct conversations in areas where the noise shall not be distracting to others.
- 7.5. Minimize talking between work spaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- 7.6. Try not to block walkways while carrying on conversations.
- 7.7. Refrain from using inappropriate language (swearing) that others may overhear.
- 7.8. Monitor the volume when listening to the voicemail, or a speaker phone that others can hear.
- 7.9. Clean up after yourself and do not leave behind waste or discarded papers

8. Safeguarding/Protecting Assets

All employees and individuals representing VICT or any institution under VICT are responsible for safeguarding the tangible and intangible assets under their control. Assets of the institution shall not be used for personal benefit. VICT reserves the right to take disciplinary action for any damage caused to property by an employee and recover the value of the same from the employee.

9. Safety at Workplace

The safety of people in the workplace is a primary concern of VICT. Any institution under VICT must conduct its activities with all the necessary permits, approvals and controls.

10. Confidentiality of Information

Employees under the VICT or any institution under the VICT may be privy to confidential information. Such information may relate to students, job applicants, employees, finances, intellectual property or future planning. All confidential information shall be protected by safeguarding it when in use,

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storing it properly when not in use, and discussing it only with those who have a legitimate business need to know. Faculty and staff may not share information with other entities in matters affecting the financial or administrative decisions of the college.

11. Non Disclosure Agreement

11.1. The Faculties, employees and other persons associated with VICT shall hold in trust & Confidence all confidential information and shall not publish, transfer or disclose to others directly or indirectly as confidential information or anything relating to such information without the prior written consent of Executive Director.

11.2. The protection of confidential information and official secrets is vital to the interests and the success of VICT; such confidential information includes but is not limited to, the following examples:

- Compensation data
- Pending projects and proposal
- Computer processes
- Research and development strategies
- Computer program & codes
- Scientific data
- Marketing strategies
- Computer lists
- Technological data
- Financial information
- Human Resource strategies
- New market research

11.3. All employees and associated members are required to sign a nondisclosure agreement as a pre condition to the employment with VICT. Employees or associated members who improperly use or disclose official secrets or confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefits from the disclosed information.

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CHAPTER – IX

DRESS CODE

Overview

The Dress Code policy is designed to maintain the reputation of VICT employees and for students for providing quality education and to impart professionalism. By adhering to professional standards of dress, safety and hygiene throughout the facility, all persons associated with VICT will project competence and credibility during their interactions with Students, Colleagues and the general public.

Applicability

This policy applies to all regular, temporary, full-time, part-time employees, students or any other individuals working in VICT. Students need to follow their colleges or institutions uniform/dress code.

Responsibility

All levels of management, including department heads and supervisors are responsible for role modeling and enforcing the dress code policy through consistent application.

Policies

1. Attire

Neat and clean dress demonstrates pride in the job and is a courtesy to those around you.

- 1.1. Clothing worn by staff members must be neat, clean, wrinkle free, and in good condition and free from offending odors and fit properly.
- 1.2. VICT does not have "casual dress" days.
- 1.3. Certain departments may require special dress standards such as wearing uniforms. In those areas that have a defined uniform, the guidelines for that area will be followed.

2. Accessories, Jewelry and Adornments

Excessive jewelry and accessories shall not pose a physical hazard to others or cause distractions.

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- 2.1. Accessories should be simple and conservative.
- 2.2. Jewelry worn by employees must be reasonable shape and size, appropriate to the work setting.
3. Grooming and Personal Hygiene
 - 3.1. Good personal hygiene is required. Colleagues and students have the right to expect general cleanliness and good hygiene from the staff and students.
 - 3.2. Every individual must be physically clean, well groomed, and take steps to ensure appropriate general body hygiene.
 - 3.3. Every individual shall avoid excessive use of fragrances, and must be sensitive to scented chemicals that may be offensive, cause allergic or other adverse reactions for colleagues, students and visitors.
 - 3.4. Excessive make up shall be avoided.
4. Other considerations
 - 4.1. Chewing gum is not considered appropriate in the presence of students, faculties, colleagues and visitors.
 - 4.2. Department managers shall exercise judgment and discretion to permit exceptions to the policy when appropriate, such as celebration costumes, department moving/relocation, special inventory occasions or other emergencies.
 - 4.3. No department manager has independent authority to implement a different department specific policy. Any department that wants to introduce uniforms or requires a department specific uniform policy shall have approval from the Directors of VICT.

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