

EMPLOYEE HANDBOOK



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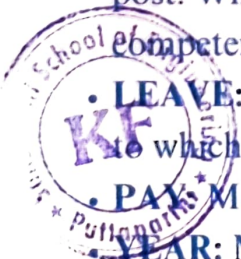

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1. NAME:

These rules shall be called as “Sanskriti Group of Institutions (SGI), Puttaparthi, Service Rules” and come into effect from January - 2017. These rules shall apply to all the employees of SGI.

2. DEFINITIONS:

- **COLLEGE/INSTITUTION:** Means Sanskriti group of Institutions (SGI), Puttaparthi.
- **MANAGEMENT:** Means Chairman, Secretary/Vice Chairman & Joint Secretary of SGI.
- **GOVERNING BODY:** Means the Governing Body of the college constituted as per AICTE norms.
- **UNIVERSITY:** Means JNTUA, Anantapuramu.
- **PRINCIPAL:** Means Principal of the college or any other technically qualified person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever may be his/her designation.
- **EMPLOYEE:** Means a person employed under the categories of teaching or non-teaching staff including the Principal, Director and Deans.
- **HEADQUARTERS:** Means location of the college. I.e. Puttaparthi.
- **TEACHING STAFF:** Means teaching staff comprise of the following cadres.
 - *Principal / Director / Dean
 - *Professors
 - *Associate Professors, Assistant Professors
- **NON-TEACHING STAFF:** Means those categories of staff that are not categorized under the teaching staff shall be deemed to be under non-teaching staff.
- **COMPETENT AUTHORITY:** Means Chairman/Secretary & Correspondent in the case of Principal and Principal in the case of other employees.
- **ON DUTY:** An employee is said to be “ON DUTY” for the purpose of service benefits. When the employee is discharging the duties of the post to which he/she is appointed or he/she undergoing training prescribed for the post. When the employee is attending any work assigned to him/her by the competent authority in the interest of the institution.
- **LEAVE:** Means leave granted by the appropriate authority to an employee to which he/she is eligible.
- **PAY:** Means Basic Pay in the time scale.
- **YEAR:** Means Calendar Year/Financial Year/Academic Year as the case may be.



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3.APPOINTMENTS:

The Management is the competent authority to appoint any employee. The appointment orders shall be issued by the management or principal on behalf of the management based on the recommendations of the staff selection committee and seek ratification of the governing body. The qualifications required for filling up a post shall be as per the norms prescribed by AICTE/UGC/JNTUA/Government of Andhra Pradesh.

The retirement from service shall be as per the norms prescribed by AICTE / UGC/JNTUA / Government of Andhra Pradesh.

4.PAY & ALLOWANCES:

- **Pay:** Regarding the Pay, Management takes the final call during the time of appointment based on the candidate experience in Industry and Institutions.
- **Allowances:** Dearness, House Rent and other allowances shall be extended by the management from time to time to all regular employees.
- **Regular Increments:** Increments shall be sanctioned by the Principal/management team through annual performance appraisal system. In case of nonteaching staff, Principal or management is the sanctioning authority. In case of Principal, Chairman/Secretary & Correspondent is the sanctioning authority.
- **Incentive in addition with Academic Leave:** All the teaching with the organization are entitled for an Monetary/ Non-Monetary benefits for attending the conference and research work.

5.ACADEMIC NORMS:

Academic Norms laid down by UGC/AICTE to be followed by Faculty:

All the faculty should satisfy the Academic norms laid down by the UGC/AICTE. Internal promotions will be carried out strictly as per AICTE/UGC Norms. All faculty members shall discharge their responsibilities diligently in an honest and unbiased manner with total commitment.

Professors / Associate Professors:

- Should upskill themselves with updated knowledge in their domain and improve their teaching and learning capabilities.
- Should mentor and groom junior faculty members and be pro-active in department functions.




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Andhra Pradesh

- Should assist and encourage other faculty in their respective and other departments to complete their PhD within the stipulated period..Should register their names as guides for PhD program with universities.
- Should guide at least one PhD scholar of any university.
- Should submit their progress of work to the Principal at the end of every academic year.
- Should be ratified by the JNTUA within one year.
- Should be part of at least 3 Offline FDP's, 3 Conferences, 3 research publications (Scopus and UGC care list). Paid journals are not accepted.
- Should initiate R & D work and Projects in the Department with the help of junior staff.
- Should get sponsored projects from AICTE/UGC /Govt. / Private Industries

Assistant Professors:

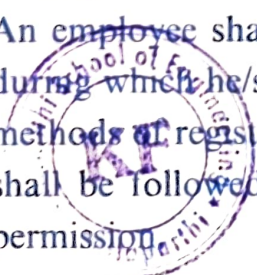
- Should improve their teaching and learning capabilities and regularly upskill themselves with new knowledge and skill in their domain.
- Should register for PhD.
- Should work in R&D and sponsored projects in their respective departments under the guidance of senior faculty.
- Should submit their progress of work to the Principal at the end of every academic year.
- Should be ratified by the JNTUA within one year.
- Should be part of at least 2 Offline FDP's , 2 Conferences, 2 research publications (Scopus and UGC care list). Paid journals are not accepted.

INTERNAL PROMOTIONS:

Faculty members who are ratified by the University and in the position of Assistant Professors / Associate Professors can be promoted internally as per the AICTE guidelines.

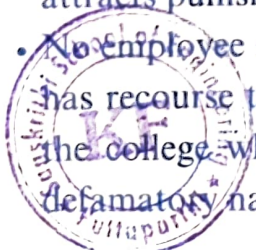
6. CONDUCT RULES:

- Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. Biometric methods of registering time while reporting for duty and leaving the campus shall be followed. No employee shall be absent from duty without prior permission.



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 Anantapuramu (D) A.P.

- No employee shall make any statement, publish or communicate through any media which amounts to an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- No employee can engage directly or indirectly in any trade or any private tuition or undertake employment or consultancy outside his/her official assignment, whether for any monetary gain or otherwise.
- An employee against whom insolvency proceedings commenced in a Court of Law shall forthwith report full facts thereof to the college.
- An employee against whom Criminal Proceedings commenced in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- No employee shall indulge in any act of sexual harassment of his/her peers in workplace or any other place. In case any employee violates this rule he/she liable for punishment as per the existing laws in force.
- Every employee is required at all times to maintain integrity, be devoted to his/her duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He/ She shall exhibit utmost loyalty and shall always act in the interest of the college.
- Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subjected to an inquiry and punishment by the competent authority. However, any employee aggrieved with the decision can apply for reconsideration to the Management within 15 days of the receipt of the orders of the decision and the decision of the Management, thereon, is final.
- No employee shall engage in strike or incitements thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts punishment.
- No employee shall, except with prior permission of the competent authority, has recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of a defamatory nature.



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7. LEAVE RULES:

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extraordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads.

The following leave rules and norms give details about the different types of leave and how they can be availed. Certain rules are common to both teaching and non-teaching staff of the Institute.

GENERAL:

- Leave should be applied in Physical Leave form, ERP and Mail. Leave approved by HOD and principal only will be considered. Class adjustments should be made for the day of leave taken.
- In case of emergency, whenever the staff member is unable to get the prior sanction of the leave, he/she should inform the HOD & Principal over mail after adjusting the workload.
- A staff member shall not take up any service or employment elsewhere while on leave.
- These rules and regulations of the college may be reviewed from time to time by the management of the college.
- In such case, the leave application shall be submitted for approval on the immediate reporting day with relevant supporting documents. Otherwise his/her absence will be treated as leave on loss of pay.
- Absence from duty after the expiry of leave will be subjected to disciplinary action. Absence without leave will be treated as an interruption in service.
- Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
- Final authority to sanction any type of leave rests with the Principal/Management of the college.




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CASUAL LEAVE:

- All the employees of SGI can avail a maximum of 12 days Casual Leave in a Calendar Year or proportionate to the service put in by an employee during the year of initial appointment.
- Under normal circumstances staff can avail a maximum of 1 day Casual Leave in a month. Casual Leave availed in excess of 1 day in a month will be treated as leave on loss of pay.
- Casual leave for half a day can be granted to an employee for the forenoon or afternoon session.

STUDY/ACADEMIC LEAVE:

All the teaching staffs are entitled for study or academic leave of 08 days in a calendar year to take up their PHD work or any examination work (Observer/Examiner) in JNTUA or outside or to attend conferences/FDPs/Workshops/seminars etc. The sanction of this leave is subject to prior approval from the authority by producing evidence. Any misuse of this leave will lead to necessary disciplinary action will be taken. For one semester faculty can avail 4 AL at a stretch.


MATERNITY LEAVE:

Women employee who have completed 5 years or more service in the Institute is entitled to 3 months of Maternity Leave with the following norms.

- Full salary for the first pregnancy
- Half salary for the second pregnancy
- No Salary for subsequent pregnancy

The sanction of above leave is subject to the condition to serve the institution for a minimum period of 2 years after re-joining. In case, if she is unable to serve the institution, she has to refund the salary received during the maternity leave.




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8.STAFF WELFARE POLICY(Employee Sinking Fund)

I. FINANCIAL ASSISTANCE FOR CHILDREN'S EDUCATION:

Institute shall provide finance assistance of Rs. 10,000/- for children's Education to the staff who have completed 2 years of service in the college. And for the staff who have completed 5 years of service in the Institute shall be provided with a financial support of Rs. 20,000 rupees per year. For the staff who completed 9-10 years of service, financial support of 50% of total school fee. (Not more than 50 k per year) shall be provided

II . HEALTH INSURANCE:

Institute shall provide health insurance of Rs. 5,00,000 to the staff who have completed 5 years of service in the college.

III.TRANSPORT FACILITY:

Staff can avail free transport facility who are travelling in the respective bus routes by connecting to the transport officer in advance.

IV.INCENTIVE FOR THE FACULTY WHO ARE PURSUING PHD

Faculty are pursuing PHD and who completed more than 5 years with the Institute shall be provided with an incentive of Rs. 25,000 to Rs. 50,000/- towards their PHD work.

Faculty who completed 2 years of service at the Institute shall be given 50% of the Conference/FDP/Workshop etc expenses.

STAFF RECOGNITION AND APPRECIATION

Staff who excel in their duties and discharged their responsibilities with due diligence shall be recognized and felicitated in the annual event. They should comply the following:




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- Exceeded expectations of HOD and Principal in the performance appraisal
- Should not have history of LOP's
- Contribute significantly for Institutional development
- Should be a good team player
- Should have good feedback from all the stakeholder

ELIGIBILITY CRITERIA FOR EMPLOYEE WELFARE MEASURE 1 AND IV :

- Not taken more than 3 days leave in a month (up to 1 month is acceptable)
- Concerned faculty member must have produced 70% of pass percentage in their subjects.
- Faculty must have 2 publications (SCOPUS or UGC care listed) in the name of the college in that year or previous year.
- Would not have submitted resignation mail to HR at any point of time from the date of joining.
- Recommendation letter from concerned HOD's & Principal is mandatory to become eligible for the scheme.
- Must follow the instructions and duties assigned by Principal/concerned higher authority with due diligence.
- Faculty applicant must act in accordance with the Institute policies, orders, rules, regulations, guidelines etc. applicable from time to time.
- Faculty applicant should not have any incident of misconduct or any kind of disciplinary action should not have been initiated in the past.
- Staff who have discontinued their service at the Institute and joined again will not be eligible for this provision.
- Faculty members who utilise the above facility should not leave the institute in the same year, else the paid amount towards children education fee should be refunded.
- Staff can avail the children education fee provision for one child only



Anantapathy
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9. DISCIPLINARY ACTION:

Any employee is liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself/herself.

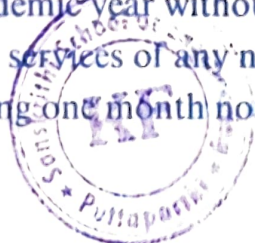
After establishing the facts about dereliction/negligence of duties, as a part of disciplinary action, the following punishments shall be imposed upon the employees of the institution.

- Censure
- Withholding increment/promotion
- Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty of breach of orders
- Suspension
- Removal or Dismissal from service.

If the competent authority feels it necessary to constitute an inquiry committee as a part of the procedure for taking disciplinary action, the inquiry committee shall be constituted. An employee can appeal on any punishments imposed upon him/her to the management within 15 days. The decision of the management is final.

10. RESIGNATION, TERMINATION AND RELIEF:

- The services of any teaching staff can be terminated by the employer by giving one month notice or one month salary in lieu of such notice.
- Any Teaching staff can resign from service by giving either three months' notice or by paying three months' salary in lieu of such notice to the Employer. If their resignation is for the purpose of pursuing higher studies, the notice period may be reduced to 30 days on production of proof of admission in a University in original. The timing of resignation should be such that the incumbent can be conveniently relieved at the end of the academic year without causing disturbance to the academic work.
- The services of any non-teaching staff can be terminated by the Employer by giving one month notice or one month salary in lieu of such notice.



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- If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying salary for the remaining part of the notice period.
- Any Non-Teaching Staff can resign from service by giving either two month notice or by paying two month salary in lieu of such notice to the employer.
- In all the above sub-clauses of this article, notice period do not include vacation or leave on loss of pay granted to the employee.

NOTE:

- Regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the management of the college shall be final and such decisions shall not affect the general interest of the employee.
- The management reserves the right to amend any of the above rules in the interest of the college without affecting the general interest of the employee.
- Employee shall be under probation period for 1 year. only one CL for a month. After 1 year Employee will get all the other benefits from the institution.
- Any disputes arising on the above service rules shall be within the jurisdiction of Sri Sathya Sai district Court only.

FOR ANY FURTHER CLARIFICATIONS OR ANY QUERIES CONTACT

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