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Shail Group of Institutions

Draft Service Manual

Shail Educational & Welfare Society

FOREWORD

Dear Team Members,

Academic excellence is sine-qua-non of any institution of higher education which is striving for excellence. We understand that academic excellence isn't mere enhancing technical competence and deploying qualified faculty. It is also about creating suitable academic environment which is conducive for all round growth. Attracting best of faculty, compensate them adequately for their growth, enable them to live with dignity and putting in place such systems that enable an employee to perform to his full potential is central to maintain excellence in learning and proliferation of knowledge. Considering this need, we have created this Service Manual on Human Resource Management & Development for institutions of Shail Educational & Welfare Society (SEWS).

 I expect each and every member of my team to study, absorb, and internalize the values, ethos and systems and strive to follow them as outlined in this manual.

Rohit Jainendra Jain
Chairman, Governing Body
Shail Group of Institutions

Institutional Excellence and Systems

Shail Educational and Welfare Society (SEWS) was incorporated in the year 2002 with a vision to setup professional institutions and groom the younger generation to become world-class technocrats and managers. It firmly believes that there are primarily two factors that need be addressed on the path to excellence which are:

    i)   Deployment of motivated faculty and maintaining academic and professional tenor
    ii)   Supporting the faculty and students with state-of-the-art infrastructure to result effective knowledge transfer (teaching-learning) and research as well as holistic development of the students and its employees.

In this pursuit, SEWS has evolved various academic-administrative systems including effective human resource management processes. Keeping this in view, this Service Manual is formulated to address the issues of effective facilitation and motivation of faculty and support staff.

This Employee Service Manual comprise of Working Rules & Code of Conduct (more specifically outlining the service conditions & expectations from employees of SEWS) in addition to highlighting the ethos and value system of SWES in its pursuit of serving the Indian Society

This service manual is intended to serve as a ready-reckoner to an employee by providing an overview of human resource management processes and the conditions of employment intertwined with considerable human-orientation and humane-working conditions.
 It is hoped that this service manual would generate good understanding between employees and management resulting into stronger bonding and teamwork.

Contents

1. PREAMBLE

This Service Manual provides a perspective of the Shail Educational & Welfare Society's philosophy, culture and Human Resource Management (HRM) practices. It also lays down mission, objectives, policies, planning, hiring, compensation, development, integration, maintenance and separation of all levels of employees. It will provide an idea of personnel and other systems in vogue in SEWS, so as to ultimately result in objectivity, transparency in interpretation and application and also reflecting on the uniform and equitable application of all routine human resource policies across all its institutions and other offices.

It is the responsibility of the Secretary SEWS to keep the contents updated by incorporating additions, deletions or modifications as and when any changes in policy and system take place. Chairman, SEWS and other directors on boards reserve the right to withdraw the contents of this manual, in whole or in part or incorporate changes at their sole discretion, if considered necessary to do so in the interest of the SEWS and its affiliated institutions and offices, without assigning any reason whatsoever. The gender used in this manual import the meaning of the opposite gender also.

2. COVERAGE

The Manual covers all employees engaged in the service of SEWS's in its academic and research institutions as well as all connected and related and affiliated institutions and offices. In particular, all the rules outlined in this manual refer to the permanent employees be it faculty or supporting technical , administrative and support service staff. Unless otherwise specified, the contents of the manual and the rules are not applicable to ad-hoc and temporary employees and also to contract employees who are engaged by the external service provider's or otherwise to SEWS Institutions and offices. While most of the provisions are applicable to both faculty and staff, there are some provisions which are meant only for faculty and others only for non academic staff. These are clearly demarcated.

Any provision under any statute already existing or created in the future by any appropriate Government and/or other Regulatory authorities for any category of employees applicable to academic and research bodies, will come into affect only after the management/board of SEWS endorses it fully or partially through its board meeting and then incorporated into the manual.

3. REVISION / CHANGES IN THE MANUAL AND INCORPORATION OF SUGGESTIONS

3.1 General Review of the Manual - The provisions of the manual can be changed, modified or withdrawn at any time at the sole discretion of the management of SEWS, however a general review of the manual will be taken up annually or as and when necessary by the management.

3.2 Persons Authorized to Receive Suggestions - Suggestions regarding any change/ modification required in the provisions of the manual can be given to Secretary SEWS.

3.3 Interpretation of the Manual - If there is any confusion regarding any provision of the manual, the interpretation given by the Secretary SEWS shall be final and binding.

4.0 SHAIL Educational & Welfare Society (SEWS)

Shail Educational & Welfare Society (SEWS) is registered vide registration certification no: 11233, dated: 05/09/2002. The Society has been established with the aim of creating various professional institutions with all modern facilities and infrastructure with the aim of spreading technical and professional education in the state of Madhya Pradesh. The society is promoted by Shree Rohit Jainendra Jain, an eminent educationist and entrepreneur of repute.

- **SEWS Philosophy**

SEWS believes in serving the society by creating excellent infrastructure for educational and learning environment resulting in knowledge creation and spreading the same by transforming the younger generation into better quality professionals and responsible members of the society. In doing so, it intends to firmly focus on enabling the younger generation to sharpen and retain their ethnic and traditional values of our country.

- **Commitment to Quality**

SEWS believes in 'Quality is a Way of Life' in its institutions and all its endeavors. While it continuously improves on its educational service delivery, it focuses on the quality in all other aspects of campus life and also in handling its stakeholders such as students, parents, visitors, faculty, staff, vendors and service providers as well as professional and statutory bodies. SEWS is an ISO certified professional institution and various engineering departments are accreditated by National Board of Accreditation as a mark of academic excellence.

- **SEWS' Environmental Concern**

SEWS demonstrates utmost concern in developing and sustaining the environment in which it exists and operates. The sprawling lush green campus located at Rau-Pithampur Road, opposite IIM Indore, adequately reflects this concern. Development of green belt is integral part of its institution building and in fact, it over-rides all other considerations. Above all it has considerable concern for regional and rural-cum-village development and awareness creation on a variety of issues amongst rural population, while ensuring that the social and cultural fabric of such a society is not unduly disturbed.

- **Welfare Focus**

SEWS fully believes that it is the human resource of any institution that makes the difference. Adequate support in providing the due welfare facilities to the employees and their families, can only bring about qualitative change in the outlook towards owning the institution and full commitment to maintain excellence in whatever they do. Such an outlook influences and conditions all the human resource management systems at SEWS.

- **Work Culture**

Professionalism and mutual respect is the hallmark of work-culture at SEWS. It is committed to promote a culture conducive for learning by all. Faculty will enhance their competencies by means of continuous learning and knowledge creation, students to develop as responsible and committed

individual-professionals upholding the honor of their alma mater and employees to derive satisfaction as contributing members to the learning environment through their behavior and relationship-development.

- **Knowledge Management**

SEWS and its Group of Institutions firmly believe that knowledge should be acquired, developed, as well as harnessed for the benefit of the society through sharing and proliferation. Such thinking is intertwined with the knowledge management systems in the departments, laboratories and faculty as well as the general learning environment in the institutions. This philosophy centers around the thinking that knowledge gets further developed by sharing rather than looking at as a capital resource that should be put to commercial use only.

- **Code of Conduct**

SEWS, being a society with a philanthropic outlook towards education and research, expects each of its employees, faculty and support staff to follow a strict code of discipline and conduct, which will be conducive for creating a serious leaning environment in its educational institutions. In this regard, it has evolved a set of conduct rules to promote a work-culture and individual behavior to demonstrate the inherent ethos and values of the society in the personal behavior and conduct as well as dealings with internal and external stakeholders of SEWS.

4.1   Long Term Vision & Development

SEWS has a long term plan to establish state-of-the-art, multifaceted and diverse educational campuses at Indore and other places and intends to bring in synergy of academic excellence and world-class curriculum. It has laudable vision, mission and objectives as given below:

Vision
- To be a prime non-governmental institution in the field of professional education and research in Central India to begin with and then on pan India basis.

Mission
- To produce value based world class professionals and develop technologies to serve the society globally

Objectives
- To establish the institutions known for their ethos and commitment to provide world-class environment to enable the human resources to realize their potentials of educational and research excellence and thus support in nation-building.

SEWS has established five institutions of excellence on Rau-Pithampur highway (opposite IIM, Indore), Indore, Madhya Pradesh. All its institutions functions in an integrated fashion under the title of 'SHAIL Group of Institutions (SGI)'. It is working for autonomous status and finally plan to develop into Deemed/Private University.

4.2   Indore Institute of Science & Technology (IIST)

The journey of Shail Education & welfare Society started with establishing Indore Institute of Science & Technology (IIST) in the year 2003, offering Under Graduate courses in Mechanical, Electronics & Communication, Computer Science and Electronics & Instrumentation. As the reputation of the institution grew, there was demand to add more courses. IIST added under graduate courses in Civil, Chemical and Computer Engineering. Due to quality of education offered by the institution, admission to all courses is always fully subscribed. To bring in research orientation to engineering programme, post graduate courses in the branch of Mechanical, Computer Science and Electronics were added.   IIST also offers Masters in Business Administration to meet the growing requirement of management professionals. As large number of students is from semi urban areas, the college has established computerized Language Lab to upgrade their English communication skill. For holistic development of students and make them ready to face corporate, Personality Development is taken care of from the very first year. IIST is affiliated to RGPV, Bhopal for engineering courses and DAVV Indore for MBA beside statutory affiliation to AICTE, Delhi, and DTE, Govt. of MP. As a recognition of high quality standards, National Board of Accreditation has accredited under graduate programmes in Mechanical, Electronics and Computer Science. The institution has also the distinction of accreditation by TCS and ESSAR for Campus Placement.

4.3   Indore Institute of Pharmacy (IIP)

Pithampur area of Indore was coming up as Pharmaceutical hub of Madhya Pradesh. To meet the demand of the Pharma-industry, SEWS has set up Indore Institute of Pharmacy (IIP) in the year 2004 with Diploma in Pharmacy course. As the demand of the pharmacy professional grew, IIP introduced Bachelor in Pharmacy and Master of Pharmacy course in Pharmaceutics and QA. IIP courses are affiliated to Pharmacy Council of India beside being approved by AICTE Delhi, DTE Govt. of MP and RGPV Bhopal. IIP boasts of industrial collaboration with many Pharma Industry and Research Institutions. The courses in IIP is approved by Pharmacy Council of India (PCI).

4.4   Indore Institute of Computer Application (IICA)

Indore district is coming up as the biggest industrial area of Madhya Pradesh. Information Technology is the back bone of such an industrial complex. To keep in tune with the growth of IT and ITES sector, SEWS established Indore Institute of Computer Application (IICA) from the year 2004 with the post graduate programme in MCA. The institution then introduced MBA programme as per industry demand. A Centre of Software Excellence has been established for training in latest software technologies to all students of all Shail Group of Institutions (SGI). Membership of Microsoft IT Academy and many such collaboration ensures availability of all licensed software beside certification directly from these organizations. IICA is affiliated to RGPV, Bhopal, DAVV Indore, AICTE Delhi and DTE, Govt. of MP.

4.5   Indore Institute of Management & Research (IIMR)

Indore, Pithampur and Dewas districts of Madhya Pradesh are rapidly growing as industrial hub of the MP state. Requirement of management professional is also steadily growing. SEWS has set up a stand-alone institute of management in the name of Indore Institute of Management & Research in 2009-10. IIMR is affiliated to DAVV Indore beside affiliation to AICTE and DTE MP.

5.0   Human Resource Management Policy at SGI
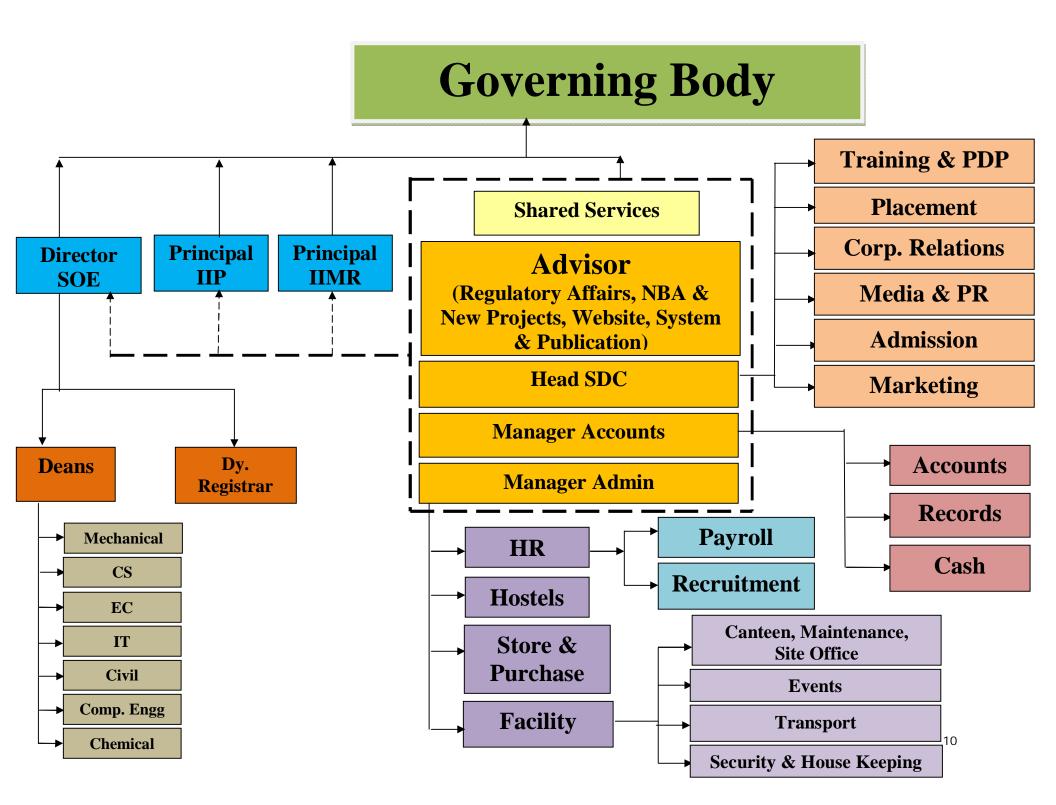
The educational philosophy and vision of Shail Society is to create an environment wherein aspiring adolescents blossom as productive technocrats as well as holistic citizen with such values conducive for the harmonious development of self and the society as well as the nation. All these are possible when they learn to harness their hidden potentials in all its facets and achieve excellence. This is an onerous task for Shail Group of Institutions at Indore, which firmly believes that the academic ambience, which is a major factor for knowledge transfer is constituted by knowledgeable and motivated faculty members and ably supported by support personnel from the facilitating departments.   Thus, the human resources management in particular the faculty motivation for full-fledged commitment to excellence in academics and placement is central to HRM.

SEWS's basic philosophy and policy towards its employees be it the teaching faculty on one side or the supporting technical and administration staff on the other is *Creating Harmonious Work Environment to build Careers for People*

The people are taken care of with the best working conditions in town, good pay, providing ways for continuous learning and knowledge enrichment, non-traditional and informal ways of teaching methods, guest lectures and a flexible system. The noble intentions of SGI's HR policy is to enable the employees to harness their full potentials so that they can contribute to the mission of SEWS, i.e. '**To Produce Value-based World-class Professionals and Develop Technologies to serve The Society Globally'**

5.1 Organization Chart

Shail Group of Institutions is headed by a Director who operates under broad direction and supervision of the Governing Body of SEWS. Operation of SGI is managed by Director of School of Engineering, Principal of Indore Institute of Pharmacy, Principal of Indore Institute of Management & Research. These three academic heads are supported by Shared Services comprising of Advisor, Head Student Development Cell, Manager Accounts and Manager Admin. Organizational chart is attached.

5.2 Employee Categories

Employees at SEWS can be broadly divided in two categories:

(a)   Those employed at various professional institutions namely IIST, IIMR, IICA, IIP and IP and can be categorized as :

i)   **Faculty (**engaged in teaching & research – as such in academic related activities)

ii)   **Technical-support Employees** (engaged with laboratories, workshops, library etc.)

iii)   **Admin & General Support Employees** (engaged in support departments like personnel, accounting, campus management etc.)

(b)   Those employed at SEWS Indore on case to case basis for overall coordination, management and integration of multifarious functions of diverse institutions operating under SEWS.

Detailed designations of staffs are given as below while their Job-descriptions are given in a separately

i)   **Faculty**
- Principal of Institution
- Professor
- Associate Professor
- Asst. Professor
- Ad-hoc faculty
- Visiting/Guest Faculty

ii)   **Technical-Support Employees**
- Dy. Registrar/Asst. Registrar
- Systems Administrator
- System Analyst/Programmer
- Sr. Lab Technician/Lab Technician
- Lab Assistant/Lab. Attendant
- Workshop Supervisor
- Workshop Instructor
- Machinist, Fitter, Molder, Carpenter
- Chief Librarian/Senior Librarian/Librarian
- Book Lifter
- Sports Officer/Asst. Sports Officer

iii)   **Admin & General Support Employees**
- PA/PS
- Admin Executive/Office Assistant/Office Executive
- Front Office Executive
- Photocopy Machine Operator
- Accountant

- Jr. Accountant
- Peon

iv) **Employees employed in the SEWS are as follows:**
- Director
- Advisor
- Executive Assistant to Chairman
- Manager Finance
- Head SDC/Executive SDC
- Manager Accounts/ Accounts Officer
- Manager Admin / Dy Manager
- Stores & Purchase Officer
- Security In charge/Shift in charge
- Transport In Charge/Supervisor
- Manager Event/Executive Event
- Manager Marketing/ Executive Marketing/Admission Counsellors
- Manager PD/PDP Trainer/Aptitude Trainer
- Manager Placement & Training/TPO/Aptitude Trainer/Psychologist
- Manager Media/PRO/Content Writer/Assistant Editor
- Warden/Asst. Hostel Warden
- Store Keeper/Stores Asst.
- Maintenance Engineer
- Estate Officer
- Electrical Supervisor
- Gardener
- Grounds man
- Mechanic
- Driver
- Cleaner
- Peon/Shifter/Helper

5.3   Working System & Leave Rules

5.3.1 Attendance

The work timings are decided at the sole discretion of the Management and would normally consist of a 48 hours' work-week. These are subject to change as per academic and periodic examination activity. Same numbers of hours are expected even when one is on tour or outstation work, unless communicated otherwise. The general working hours will be 9:00 A.M. to 4:30 P.M., or as decided by the management, on all working days. Employees may also be expected to work in shifts based on academic schedule and requirements as decided by the Director/Principals. Institutions will observe 2nd and 4th Saturday as holiday unless and otherwise stated by the Director. All employees will mark their presence in the biometric machine or in any other process as notified both while coming in the morning and also while departing at the end of the day's work. If an employee fails to mark attendance within 15 minute of the scheduled commencement of the office/institution, it will be termed as late attendance. Three such late attendances will be treated as one half day leave. Late attendance beyond three hours will be treated as half day leave.

5.3.2 Holidays

Being an academic campus located in Indore and affiliated to universities such as RGPV and DAVV, the institutions follow the academic calendar suggested by the universities (with suitable adaptations if required) and also works five days a week and on first and third Saturday. Special emphasis will be given on faculty development program and related activities on working Saturdays. It follows the holiday calendar of the state of Madhya Pradesh as adapted by the universities ensuring that the national holidays are adhered to. List of holidays will be as follows:

Category	Type of Leave	Details of Leave
Non-Vacation staff, Admin staff of SGI & SEWS and All Contractual Staff	Gazetted Holidays	Holi, Republic Day, Janmashtami, Rakshabandhan, Independence Day, Gandhi Jayanti, Dussehra, Diwali, Christmas
Non-Vacation staff, Admin staff of SGI & SEWS and All Contractual Staff	Restricted Holidays (3 out of 11)	Id-E-Milad, Guru Nanak Jayanti, Moharram, Id-Ul-Zuha, Budh Purnima, God Friday, Ambedkar Jayanti, Ram Navami, Maha Sivratri
Vacation Staff of SGI and Students		Id-E-Milad, Guru Nanak Jayanti, Moharram, Id-Ul-Zuha, Budh Purnima, God Friday, Ambedkar Jayanti, Ram Navami, Maha Sivratri, Holi, Republic Day, Janmashtami, Rakshabandhan, Independence Day, Gandhi Jayanti, Dussehra, Diwali, Christmas

5.4   Leave Principle: These rules may be called SEWS leave rules. They will come into force with effect from 1st April 2015. These rules shall supersede all previous rules.

5.4.1 Academic Year: Academic year is different from a calendar year which is from 1st of January to 31st December whereas commencement of Academic Year is the start of a new academic session as declared by DTE MP. However for the purpose of this leave rules, academic year will constitute from 1st July to 30th Jun of next year.

5.4.2 Applicability: These rules will be applicable to all employees of SEWS Indore and will not apply to part time, adhoc, temporary, contractual and daily wage employees. An employee's claim to leave is regulated by the rules in force at the time leave is applied for and granted

5.4.3 Entitlement Governing Conditions of Leave:

SEWS employees are eligible for the following type of leaves, in keeping with the prevailing service conditions in the renowned academic institutions in the region:

    a. Casual Leave
    b. Medical/Sick Leave
    c. Earned Leave
    d. Vacation Leave
    e. Special Leave
    f. Maternity Leave
    g. Study Leave
    h. Compensatory Leave
    i. Extra-ordinary Leave (Leave without Pay)

- Leave is a privilege and cannot be claimed as a matter of right.
- An employee who has been sanctioned leave can be required to report for duty by revoking his/her leave due to exigencies of service. Only the authority who sanctions leave can revoke leave already sanctioned. Absence of leave for more than 10 days without due authority will constitute as break in service/disciplinary action.
- The authority competent to sanction leave shall not extend the kind of leave due or applied for except at the written request of the employee.
- Authorities to sanction various types of leave have been mentioned below under each type of leave. However when total leave requirement of an employee exceeds 30 days, such leave has to be put upto the management for sanction.
- Medical leave to be granted for hospitalization of an employee will require hospitalization advice and that of bed rest. While rejoining office will require discharge certificate of the hospital along with the fitness certificate.
- Vacation Staff for the purpose of this leave rules will mean all teachers ie (a) Professors (b) Associate Professor and (c) Assistant Professor other than Principal.
- Non vacation staff includes all categories of staff other than those mentioned in above
- Any claim to leave which is at the credit of an employee of SEWS ceases when he/she resigns or is dismissed or removed from service. In case an employee is dismissed or removed but subsequently reinstated he/she will get leave as was entitled prior to dismissal/removal.
- No employee of SEWS will take up any employment including part time anywhere within or outside the country without prior written permission.
- Leave account of every SEWS employee will be entered into his service book by the authority sanctioning the leave. No leave will be granted until and unless admissibility of such leave is obtained by authority maintaining leave account. If admissibility report is likely to be delayed, then leave upto seven days, can be granted by competent authority as provisional leave gainst due adjustment in the accrued leave subsequently.
- Leave shall not be granted to an employee of SEWS in respect of whom a competent authoirity has taken decision to dismiss or remove or compulsorily retirement from service.
- Leave shall begin on the date on which an employee proceeds on leave and shall end on the day preceding the day he/she resumes duty.
- An employee shall not return on duty before the expiry of leave granted to him/her unless he/she is permitted to do so by the authority sanctioning leave.
- An employee on medical leave will rejoin only after fitness certificate by a competent and registered medical practitioner.
- Unless competent sanctioning authority extends any such leave, an employee who remains absent after the end of sanctioned leave, is not entitled to leave salary for this additional period of absence. The entire period of unauthorized absence is to be treated as leave without pay(LWP).
- Wilful absence of duty after the expiry of sanctioned leave renders an employee liable to disciplinary action. The employee who applies for extension of leave has to make sure that his/her application for extension of leave is received before the expiry of such leave. The employee so applying for such extension will be intimated immediately about the decision whether his/her extension of leave is acceded or not. An application for extension after the last day originally sanctioned leave, will in the normal course, be treated as willful absence unless otherwise decided by competent sanctioning authority base on the facts of the case.
- Vacation means block of holidays which are declared as vacation by the management.
- Leave Salary: It means the salary drawn on the day of preceding the leave.

- In view of various leave facilities provided herein, no overtime payment will be made whatsoever.

Generally an application for leave will be in writing and submitted to the authorized personnel well in advance. When phone message/e mail/sms is sent requesting leave in emergency, such request will be reduced to writing on subsequent day

5.5.   Type of Leaves & Admissibility
The detailed terms and conditions of eligibility and the process of availing these leaves are given subsequently in separate paragraphs. Leave application format for institutions and SEWS staff are attached. The following leaves will be sanctioned by appropriate authorities as per specified rules and records kept thereof.

5.5.1   Casual Leave – CL, meant for casual & emergency errands of personal nature**,** will be applicable to all employees

- **Academic Faculty & Technical support Staff: 12 days casual leave in a year**
- **Principal, Admin & SEWS Staff   12   -do-**

An employee is allowed casual leave only after seeking permission (either written or oral) from the controlling position, to facilitate alternate arrangements. Oral permission should be followed by written application. Casual leave can be sanctioned by HOD. In case of academic staff, Principal will be informed.

Casual leave shall be forfeited at the rate of half CL for three late attendances in a month.

Not more than three days of casual leave can be granted at a time. Casual leave cannot be clubbed with any other leave. It can be taken only at the basis of accrual.

Casual leave can be given before during or after a tour of duty but such leave period will not entitle any allowance. An employee on casual leave is not considered absent from duty and his/her pay is not deducted for that period.

Sunday or holiday falling during the period of casual leave is not counted as part of casual leave. Such Sunday or holiday can be suffixed or prefixed with casual leave.

Casual leave can be granted for half day also

Absconding from work without prior approval on the pretext of causal leave cannot be permitted and subject to disciplinary action.

5.5.2 Earned Leave- Primarily, this is a credit earned by the employees when they serve/attend their duties for a certain period; the reason why it is called earned or privileged. This is also known as Vacation Leave, as this is meant to serve the purpose of recouping and recovering from the stress and strain of hard work put in during the working time.

Earn Leave can be accumulated for maximum period of 180 days. It can be en-cashed at the time of leaving the organization after serving for minimum period of three years. All confirmed employees are eligible for this leave per year as below:

- **Academic Faculty & Technical support Staff: 05 Calendar Days (in addition to vacation leave)**
- **Academic Administrators (like principals etc.)   15   - do-**
- **Admin & Related Staff (SEWS)   15   - do –**

Earn leave can be accumulated on every six monthly basis. If an employee has availed EOL during half year, the credit to be accorded to his/her account half yearly shall be reduced proportionate to the absence.

Owing to this leave being of longer duration, needs pre-planning both from the employee and the academic administration point of view; hence, the need for a leave Roster, where in every employees gives his preferred time of taking this kind of vacation at the beginning of the academic year. The administration would undertake some kind of vacation planning for the faculty and indicate the appropriate and convenient time for granting of the leave, keeping in mind the need to maintain continuity of teaching & research work in the department and in the institutes.

Before, proceeding on EL, (when written approval is given), the faculty and employees need to hand over charge of their work and duties to other person as directed by the controlling authority. At certain levels, even charge or acting allowance may also have to be given to the person taking charge, when appropriate authority of the position need be exercised.

When the employee does not join duty on the stipulated date as per the leave – approval, it will be considered as break of service and hence it is essential, the employee gives a joining report for regularization of his position in the organization and also for pay/establishment calculations.

In the case of EL, intervening holidays (including Sundays) will be counted as leave days. This leave can be combined with other leaves such as medical or study or sabbatical etc, but not with CL.

5.5.3   Vacation Leave:

Vacation leave is authorized only to teaching faculty to maximum of 30 days per year or as per VL rules framed by the RGPV and cannot be granted more than 20 days at a time. This leave cannot be accumulated.

This leave being of longer duration, needs pre-planning both from the employee and academic point of view. Principal/HODs would undertake some kind of vacation planning for the faculty and indicate the appropriate and convenient time for granting of the leave, keeping in mind the need to maintain continuity of teaching and research work in the department and in the institutes.

Before, proceeding on VL, the faculty needs to hand over charge of their work and duties to other person as directed by the controlling authority.

When the employee does not join duty on the stipulated date as per the leave approval, it will be considered as break of service and hence it is essential, the employee gives a joining report for regularization of his position in the organization and also for pay/establishment calculations.

Due to official duties, if faculty cannot avail vacation leave then 50% of unavailed VL will be converted into earn leave.

5.5.4 Maternity Leave – Meant for permanent lady-employees, after two years of association with SEWS (i.e. one year of ad-hoc and one year for confirmation). This is permitted for ladies having less than two surviving children. This eligibility extends to a maximum of two months of half-pay leave. Leave can be sanctioned by Principal/Departmental Head (in case of non academic staff).

5.5.5 Study Leave – Primarily meant for an employee to enhance his qualifications for better performance and career progression. This leave provides an opportunity to employee to go back to the school/college and learn and acquire qualifications in advanced and allied areas of his specialization.

- **Academic Faculty:**   **Maximum of 2 Years**
- **Technical/Admin/SEWS Staff**   **Case to Case basis**

This unpaid leave is available to faculty and staff who have put-in five years of service, after confirmation and governed by other conditions, such as admission authentication, service bond of two years after the study leave. Study leave will be sanctioned by management under recommendation of AEC/Departmental Head (in case of non academic staff).

5.5.6 Compensatory Leave – Generally, there is no such leave in formal organizations/ institutions, except to give some kind of informal permission to avail a day-off for taking up work of emergency nature on holidays.

As a matter of principle, all staff and faculty members are 24-hour workforce and are supposed to attend to call of duty through the 365 days in general; hence compensatory leave is granted not as a right but as recognition of welfare measure for the employee who has put in extra work much beyond the call of duty.

However, considering the exigencies of SEWS, which is in the continuous state of admission/examination and such other duties of counseling etc a few days of compensatory leave are suggested for faculty, admin and accounting-staff.

- **Academic Faculty & Technical Staff :**   **not more than 4 days in a year**
- **Admin/ SEWS Staff**   **not more than 10 days in a year**

Further, this leave is granted solely at the discretion of the Principal/HOD (for non academic staff), by maintaining an account of duly authorized working on holidays. This leave cannot be taken for

more than two days at a time and cannot be carried forward beyond 3 months of occurrence of the leave.

In respect of Faculty, the outstation trips with authorized tour for administrative work only (when TA & DA compensated) should not be reckoned for compensatory leave.

5.5.7 Extra-Ordinary Leave (Leave Without Pay) EOL/LWP – EOL, without pay be sanctioned to an employee when no other leave is admissible. This is a very special leave, granted in extraneous circumstances, when an employee absents himself from his duty for his extraneous needs and require administrative support for continuity of service. A person may be granted EOL upto a maximum of six days yearly, a maximum of two times, lest it should not lead to break in service

Granting of EOL serves the purpose of making employee's absence as an authorized activity and enables him to retain his employment with the institution. Thus, EOL is Leave without Pay and can be sanctioned by authorities who can sanction casual leave.

5.5.8 Leave for Casual/Temporary Employee: This type of employee can be granted casual leave at the rate of one day per one calendar month of completed service.

5.5.9 Leave for Employee on Probation: An employee of SEWS,on probation, shall be eligible for casual leave at the rate of one day per one calendar month of completed service. On confirmation as permanent employee, he/she will be entitled to all other applicable leaves from the date of joining In case of termination of probation employee, any leave granted shall not extend beyond the date of termination.

5.5.10

Leave Sanctioning Authority

Type of Leave	Academic	Non-Academic
Casual Leave	HOD	HOD/Director
Medical Leave	HOD/Principal	HOD/HR/Director
Earned Leave	HOD/Principal	HOD/Director
Vacation Leave	HOD/Principal	NA
Special Leave	Principal/AEC	HOD/Director

Maternity Leave	Principal	HOD/ Director
Study Leave	AEC/ Chairman	AEC/Chairman
Compensatory Leave	HOD/Principal	HOD/Director
Leave Without Pay (EOL)	HOD/Principal	HOD/Director

HR will enter leave details of every individual in respective service book and ensure that actual availability of leave is within permissible limit as laid down in leave rules.

5.5.11 Summary of Proposed Leave Rules

Type of Leave	VACATION STAFF		NON VACATION STAFF		Remarks
	Teaching Staff	Technical Support Staff	Principal, Registrars, Administrators	Admin & SEWS Staff	
Casual Leave	12	12	12	12	Casual leave cannot be combined with any other leave
Earned leave	10	10	15	15	Can be accumulated and en-cashed to a maximum of 180 days as per condition given above
Vacation Leave	30	30	NA	NA	
Maternity leave	02 months half paid after resuming of duties				
Compensatory leave	4	4	0	10	Granted towards work on closed holidays. Not eligible when compensated by TA/DA. Not applicable for outstation official work
Study Leave	2 years	2 years	Sanctioned by the management on case to case basis		
EOL	6	6	6	6	Total six calendar days (06) maximum of twice a year.

5.6 TA & DA SYSTEMS

Employees may be required to travel to different places and locations for performance of assigned duties which calls for reimbursement of travel and incidental expenses incurred in satisfactory accomplishment of the required purpose of outstation travel. The key objective is to ensure that the employee is comfortable during his outstation visit and discharges the tasks and duties given to him.

The governing rules of travel are as below:

- Any travel whether local or out-station has to be attributed to some budgeted activity of an institute or department
- Prior approval of the travel by the competent authority (Principal/Departmental Head) is essential to begin-with and giving advance (as per the norms) to meet the expenses.
- On completion of the task/trip, the official/faculty to submit the bills (duly authenticated by his Principal/Departmental) Head along with a report of activity performed for settling of advance.

Suggested Norms of expenditure-allowance and Mode and Class of Travel applicable to different levels of employees at SEWS is as below:

A. Grading Structure

Group I (01)   Senior Management (Director SOE/Principal/Advisor)

Group II (02)   (Professor/Associate Professor) & (Manager Admin/Head SDC/Manager

Accounts/ EA/ Manager Finance)

Group III (03)   Asst Professor, Officer of the level of Deputy Manager/Deputy Registrar

Group IV (04)   Other Executives/Supporting Staff

Group V (05)   Class IV Staff

Grade	Travel Entitlement Code	Local & upto 250 km	250 to 1200 km	1200 km & above
I	01	By Air economy Train 1st Ac Taxi Ac Official/Personal Car	By Air economy Train 1st Ac	By Air economy Train 1st Ac
II	02	Train 2nd Ac Taxi Ac Bus Ac	By Air economy Train 2nd Ac Bus Ac	By Air economy(with permission from Director SGI) Train 2nd Ac
III	03	Train 3rd Ac/Chair Car Taxi Ac Bus Ac	Train 3rd Ac Bus Ac	Train 2nd Ac

		Train sleeper class	Train sleeper class	
IV	04	Taxi non ac Public/Private transport	Public/Private Bus	Train 3rd Ac
V	05	Train sleeper class Public/Private transport	Train sleeper class	Train sleeper class

B. DA for Outstation Travel of 200 km &Above: DA allowance shall include hotel, food and local transport. No additional claim on above accounts shall be admissible. Night spent in train shall not entitle for night allowance. Employees can look at the list of travel partners for possible best rate and services. Employees on duty will stay in hotels having tie up with SEWS. Only day will not include hotel expenditure. Bills for all expenditure to be submitted.

Group	Code	Tier I cities	Tier II cities	Tier III cities
I	01	As per actual	As per actual	As per actual
II	02	Day & Night: upto Rs. 3,000/-	Day & Night: upto Rs. 2,500/-	Day & Night: upto Rs. 2,000/-
III	03	Day & Night:upto Rs. 2,000/-	Day & Night: upto Rs. 1,500/-	Day & Night: upto Rs. 800/-
IV	04	Day & Night: upto Rs. 1,500/-	Day & Night: upto Rs. 900/-	Day & Night: upto Rs. 600/-
V	05	Day & Night: upto Rs. 500/-	Day & Night: upto Rs. 400/-	Day & Night: upto Rs. 300/-

- In case of actual local transportation expense exceeds the above mentioned DA, actual cost can be sanctioned by Principal/Head of Department/sanctioning authority
- Scooter & car allowance for local tour of duty will get Rs 3.00 and Rs 5.50 respectively. In addition an incidental expenditure of maximum Rs 100/- will be granted
- Daily Allowance for local duties, beyond Indore Municipal limit, will be:

Grade	DA for Night Halt	DA for Whole Day visit
Grade I	As per Actual	As per Actual
Grade II	Rs. 500/-	Rs. 300/-
Grade III	Rs. 450/-	Rs. 250/-
Grade IV	Rs. 400/-	Rs. 200/-
Grade V	Rs. 300/-	Rs. 150/-

6.0   Human Resource - Planning & Recruitment and Selection

The basic HRM in the case of academic, technical and administrative positions is conditioned by the guidelines or norms provided by AICTE/Affiliated University and also broad stipulations of the affiliated university and general guidelines of the Dept. of Technical Education (DTE).

6.1 HR Planning

Primarily HR planning commences with the assessment of the number of Posts/Jobs of faculty and support staff which is undertaken periodically before commencement of the academic year. The AICTE/RGPV/DAVV guidelines being the basic, the exact manpower requirement is normally worked out on a practical basis taking into the ground realities of faculty. Further considerations of prevailing practices in other institutions are also kept in mind. Special Demands by the Departmental Heads considering the perspective plan of the branch/department as per its long-range plan. Such additional requirements are to be approved by the Director/Principal, making sure that appropriate budgetary provisions are kept for such recruitment.

The broad policy in respect of support staff is to resort to outsourcing wherever possible and also invest in technology and also in training and development. While doing so; due considerations to the issues and relevance of positional-manning, possible multi-skilling and eliminating hierarchic structures etc are also given.

6.2 Recruitment and Selection

The primary objective of hiring and deploying additional manpower is to enhance the human capital in SEWS in terms of required number, skills and competencies to enable it to accomplish its short-term and long-term goals of academic excellence, This also calls for appropriately orienting and inducting the newly recruited manpower to the local culture, values and systems of excellence in the campus and its institutions/departments/centers. The key policy is to attract best of talent and induct them into the academic culture & ethos of SEWS. The primary responsibility of this accomplishment is that of the Principal/Departmental Heads.

Normally, faculty and staff recruitment and deployments takes place 2 to 3 months before the commencement of academic year. Considering the kind of attrition in the sector, it may be resorted more frequently and also as and when situation demands. The basic data required would be the job-description (JDs attached) or the role-chart of the positions being filled and number of such jobs calculated as per norms decided by management and also the general directions of recruitment of such position by the university and/or AICTE.

6.2.1 Sources of Recruitment

The Recruitment Process at SEWS basically centers on attracting fresh blood/talent from renowned sources so as to strengthen the academic excellence, which is expertise-centered. The effectiveness of recruitment activity lies in identifying the right skills and competencies as well as attitudes and academic leadership abilities. The possible sources are:

    a. Employee Referrals
    b. Internal Circulation of New Posts/vacancies (with appropriate Job-requirements) – Faculty & Students through notice boards)
    c. Dependents of current employees
    d. Internal Data Bank (Bio-data received regularly in the Institute)/Walk-in Interviews

e. Short-listed candidates from Manpower Recruiting Agencies/E-Recruitment
f. External sources from the Market (through advertisement & electronic media messages)
g. Management Referrals/Recommendations & Interactions
h. Other sources

All recruitment and selection takes place centrally at Indore, through committees constituted by SEWS as per the written down rules, unless otherwise specified by Chairman, suiting to the exigencies of SEWS.

6.2.2 Recruitment and Selection process

SEWS implements standardized and time-tested as well as innovative methods and processes of selection from a variety of sources in the market in India & abroad. Adhering to the norms and guidelines provided by statutory bodies like RGPV/DAVV & AICTE & DTE, MP govt. The major steps of the process are as below:

- **Perusal of JDs/JRs by an Internal Committee**

Review and revise the current/existing Job Descriptions (JDs) and Job Requirements (JRs) already documented, before starting the recruitment process

- **Identification of Internal Eligible Candidates**

Consider the internal candidates, who possess the requisite qualifications and are in the process of acquiring such qualifications, need be given an opportunity. But, these internal candidates should face the selection rigor along with outside candidates. SEWS may give some additional consideration or weight to internal candidates.

- **Constitution of Selection Committee**

Following the guidelines of RGPV/AICTE/DTE particularly in the selection of faculty positions, SEWS maintains the suggested criteria in the formation of selection committee and the same is authenticated by the appropriate agency. For faculty recruitment of Assistant and Associate Professor, selection committee will comprise of Principal, respective HOD, and Management nominee. For appointment of Professor and above, candidates will be screened by Chairman/Management Committee.

Periodically, atleast once a year, Principal will invite university selection board to get faculty approved under appropriate code.

- **Screening of Applications**

A duly constituted screening committee comprising of respective HOD and designated HR will study the different applications from different sources and make recommendations considering the job-requirements of the position. In case no candidate meets the given QR, the list will be referred to the Principal for making any minor deviation in the QR. The purpose being to arrive at a short-list of candidates for effective and detailed interaction through interview and observations after approval of competent authority.. For the post of Assistant and Associate Professor, screening test/ exam and demo lecture be held.

- **Selection of Most Suitable Candidate**

The basis of selection at SGI is based on a point rated weighted scheme of evaluation. Recording the impression during interview and evaluation of interview through quantitative rating are integral to the selection process. Final decision to select or reject is dependant on the feedback from referrals and background checks.

- **Acceptance of Appointment Letter**

The appointment letter will give details of pay scale, gross salary, leave entitlement, probation period, criteria of termination of appointment, joining time, tine of reporting, charter of responsibilities, list of documents to be submitted during joining time, and non disclosure and non competition format. Selected candidate will sign the appointment letter as a sign of acceptance. Sample appointment letter is attached.

- **Joining Process**

On the day of joining the duty, the new recruit will be received by nominated HR person who will act as guide for one week. Candidate will fill the joining forms; submit five passport size photo in white background, one full size photo in both hard and soft copy, all relevant documents of academic qualification, past experience, certificate of last pay drawn, proof of identity, proof of permanent address, copy of PAN card, contact details of next of kin. New candidate will be issued temporary photo pass and will be given a tour of the campus and get him introduced to the Director, Principal, Head of Department and immediate boss He will be issued biometric card within seven days.

His service book will also be opened by the nominated HR person and will be kept in her safe custody under lock & key. Service book is a confidential document and will not be shown to anyone without authorization by the Director. The Service book will contain details of personal records, attendance record, all type of leave records, salary records, salary advance records, insurance records, TDS, Appraisals, travel records, training records, record of appreciation/ commendation and record of disciplinary proceedings/ inquiry and award of punishments.

Nominated HR will brief the new candidate about brief history of Shail Group/ SEWS/SGI, vision and mission and key points of HR manual. He/She will be asked to sign the non disclosure and non competition form. (Copy attached). In addition, newly recruited faculty/staff will also sign a self declaration form. (Copy attached)

SGI Fresh employees will be taken to assigned HOD who will carry out an elaborate induction program in respective department

6.3 Induction and Orientation

All newly joined faculty and staff will be properly inducted into the systems so as to make him/her familiar with the organizational structure and environment of SEWS under arrangement of the Departmental Heads. The role and responsibilities will be clearly explained.

6.4   Probation & Confirmation

At SEWS, every new recruit goes through a period of one year on probation, during which time, his/her ability in adapting to the environment and response to the challenges is perused. Feedback is provided on a quarterly basis for correcting him and improve performance. If required, probationary period can be extended at the discretion of management before declaring him unsuitable for service at SEWS. In a normal case, one gets confirmed as a permanent employee after probation period.

7.0   Compensation Systems at SEWS

SEWS believes in compensating its employees for the contribution and loyalty to the institute so as to enable them to live with his family with dignity in the society and at the same time enhance his quality of life on a continuing basis. Further, it focuses on enhancing the employee satisfaction through his pay-package so as to retain and enable him to make his whole hearted cooperation and inputs with his innovations and integrity.

A comprehensive compensation package at SEWS includes to basic pay-system other allowance such as transport, inflation, city compensatory, house-rent and other welfare related allowance etc. Compensation being the key binding factor between SEWS and its employees, utmost attention is given to address the employee grievance in time. It is the collective responsibility of the HR dept and the institutional heads to maintain an element of tranquility in this area.

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7.1   Total Benefits to an Employee

The total compensation to enhance the employee satisfaction has hard and soft components as given below:

Hard Components (Financial):

- Salary Grade
- Allowances (DA/Inflation; House-rent; City-Compensatory etc.)
- Annual Increments

Welfare Facilities/Amenities – Financial & Non-financial

- Loans & Advances
- Transport Facilitation

Softer Components (Non-Financial):

- Periodic Promotions/Career Development
- Leave Facilitation
- Developmental Environment & Support

Further, an important component that enables an employee to contribute his best in relation to others is given as an incentive that is generally termed as 'Payment by Results or Performance linked pay or Incentive or Bonus' that could be both financial and non-financial.

7.2   Prevailing Salary Grades - (adapted from the VI-Pay Commission Guidelines)

Salary Grade Structure (Faculty & Officers)

All faculty positions are brought under three designations and respective pay-bands with relevant Academic Grade Pay (AGP), subject to fulfilling the AICTE's academic qualification and experience norms stipulated for such positions;

1.   Assistant Professor   Rs. 15,600 – 39,100 + upto Rs. 6000 (AGP)
2.   Associate Professor   Rs. 37,400 – 67,000 + upto Rs. 9000 (AGP)
3.   Professor   Rs. 37,400 – 67,000 + upto Rs.10000 (AGP)
4.   Principal   Rs. 37,400 – 67,000 + upto Rs. 10000 (AGP) + 3000
                                 (PrincipalAllowance)

Salary Grade Structure (Technical/Skilled Staff)

S. No	Post	Pay Bands
A	Chief Librarian	12,000 –420-18300
B	Programmer (SG)/ Librarian (SG)/ Registrar	10000 – 325-15200
C	Librarian/Programmer / Dy. Registrar/Sports Officer	8000 –275- 13500
D	Asst. Registrar/ Lab. Tech (SG)/ Asst. Librarian/ Workshop Incharge	7000 – 200-11000
E	Lab. Tech (Sr. Scale) /Workshop Instructor (Sr. Scale)	6000 – 175- 9500
F	Workshop Instructor/Lab. Tech	5000 – 125-7500
G	Lab. Asst./Library Asst./ Workshop Instructor (Jr. Scale)	4500 –100-6500

Salary Grade Structure (Admin & General Staff – Class III & IV)

S No	Post	Pay Scale (Proposed)
A	Head Clerk / Care Taker (Sr. Scale) / Office Executive / Site Supervisor	6000 –200-10000
B	Sports In-charge / Care Taker/Sr. Office Asst./Jr. Account Officer	5500 – 175-9000
C	Office Asst/Cashier /Store Keeper/Account Asst	5000 –150- 8000
D	U.D.C./ /Driver (Grade I Scale)	4500 –125-7000

E	Book Lifter/Lab. Attendant/Office Attendant /office Equipment Operator/L.D.C./Driver (Grade II Scale)	4000 –100-6000
F	Electrician/Plumber	3500 – 75-5700
G	Peon/ Safai-wala/ Helper/Mali / Watchman / Conductor	3050 – 75-4550

Officers & Managers with SGI (Non-academic Depts.)

The officers in non-academic departments such as SDC, Administration, Finance who are currently recruited on case to case basis are employed based on qualification, experience and expectation as per JD. They are employed on a consolidated salary as decided by Management Committee.

7.3   Approach to Pay Fixation

The initial basic Pay for new recruit is determined through negotiations at the time of interview/selection process, considering the pay-band applicable to his position/post. Higher emoluments for technical staff may be considered based on qualifications, experience and performance on the approval of the Director.

A maximum of four advanced increments may be considered by selection committee to protect the new recruit's current pay or even to attract him to SEWS; otherwise, the committee can recommend an additional pay/ad-hoc-allowance type to make the offer attractive enough for the recruit to join SEWS . Such practices are resorted to keep employees within the set pay structure and to avoid obvious anomalies and other employee grievances. This pay is also called as special-pay or personal-pay etc.

Only the eligible technical staff who fulfill the prescribed norms recommended by AICTE will be granted pay-scale pay as per the corresponding pay-band.

7.4   Annual Increments/Special increments

Normally SEWS employees are given annual single increment once a year after performance appraisal on the basis of satisfactory performance through the year. . This is meant to recognize the enhanced human capital and also to reward the loyalty. The following formalities are essential for making this exercise objective, as annual increment is not fully mandatory

- Perusal of full year attendance
- Satisfactory ratings in the annual or periodic appraisal reports on performance
- No disciplinary action proposed or initiated
- A written report from the HOD for the granting of increment
- Any other conditions

In special cases, such increments may be given even after six months; particularly to take care of exceptional contribution to the institution as well as demonstrating exemplary loyalty to the institution.

Normal practice is to constitute a committee under the chairmanship of a Director/Principal to consider the above for deciding about additional increments.

In cases, where an employee cannot get normal-annual increments over more than two years (end of the scale etc), could be for variety of other reasons, there is a compassionate approach to provide for stagnation increment; given one increment once in two years, with the special permission of the competent authority.

Two increments are given when a faculty acquire Ph D degree as a motivation for acquiring higher qualification.

7.5   Pay Computation & Disbursal

Registrar of an institution prepare a monthly attendance certificate after accounting for leave and out-station work and also make a special report on the kind and quantum of work accomplished on the factual basis. This forms the basis for evolving the take-home pay for an employee to be computed by the admin /finance of SEWS after deducting TDS and professional tax as per law.

Salary disbursement will be through the bank account for all admin and faculty staff, except for menial ministerial staff that will be paid in cash

7.6   Welfare Amenities/Schemes & Facilitations

As a progressive employer, SEWS has a number of Employee-Welfare Schemes/Measures. Salient features of some of the key measures include:

- PF
- Children Education Support
- Loans & Advances
- Group Health Insurance (GHI)
- Uniform & Lunch Subsidy

7.6.1 PF

PF is awarded to employees drawing a monthly salary upto Rs 15,000/- at the rate of 12% of basic. For employees drawing above Rs 15,000/- contribution of management is limited to Rs 1,800/- .

7.6.2 Transportation Allowance:

Faculty and staff use institutional bus service. However senior staff and certain personnel as notified from time and time are required to use their own transport.

7.6.3 Uniform & Lunch Subsidy

This facility is available for the class Group V staff. This includes:

- o Two sets of readymade uniforms per year
- o Two pair of shoes per year
- o Free lunch

7.6.4 Loans & Advances

To facilitate the emergency need of employees to tide over their financial requirements, loan may be made available from within the budgetary provision on case to case basis after due approval of the Governing Body. Loan amount will be based on repaying capacity of the individual and eligibility will be for permanent employee having more than five years of service. This fund will attract a token interest rates of 8 to 12%, to be returned back in equal monthly installments with in a period of 12 to 24 months.

7.6.5 Girl Children Education Support

To support the girl child, studying in secondary school, two girl child of Group VI employees who have completed 2 years of service, will be admissible Rs 5000/- annually on submission of necessary documents like school admit card, fee receipt and a declaration that the student is not receiving any scholarship from any sources.

7.6.6 Benefits to Employee Ward Studying in SGI

The Tuition Fee for the wards of permanent employees, when they to seek to study in SGI, would be waived for the entire duration of the programme as per following and subject to the employee continuing to be in service of SEWS:

- a. Group II & III :   25% of the Tuition Fee
- b. Group IV & V :   50% of the Tuition Fee

8.0   Employee Performance Appraisal

Annual appraisal of performance with respect to yardsticks in totality, coupled with advisory support enables the employee to focus on continuous improvement of his accomplishments and thus develop high-level of satisfaction. Appraisal form duly appraised by next senior officer and superior officer will be submitted to HR department for review by Management by date as specified by HR department from time to time. Appraisal form for faculty and other staff are attached.

Periodic appraisal of performance with respect to yardsticks in totality, coupled with advisory support enables the employee to focus on continuous improvement of his accomplishments and

thus develop high-level of satisfaction. For instance, typical set of performance management elements for faculty are as below:

- A faculty provides a specific Unit Completion Report of the classes taken up, attendance of students and feedback of the students (Impressions)
- Submits results of periodic assignments/quizzes/tests and examinations
- Possibly, collect unit-wise or mid-sem feedback from the students
- Faculty to provide an integrated quarterly report to his HOD(accomplishments v/s targets, developmental projects/tasks; or a self-appraisal report as per the pro-forma)
- One-to-One interaction or appraisal meeting by the HOD,
- Appointment of a mentor or a special facilitator with necessary technical or other facilitation
- Evolve a strategy in consultation with the faculty to support and motivate (recommend or sponsor for specialized training or for acquiring additional qualifications like M. Tech or PhD on suitable facilitation basis)
- After 4 to 6 such quarterly reviews - some recognition in suggested (advanced increments, fast-track promotion, training abroad etc) in deserving cases

HR consolidates the performance of the faculty on an annual basis and classify them into exemplary/ outstanding/well-above average etc. and also identifies low-performing faculty (under the guidance of the Principals). A duly constituted committee of specialists would advice the kind of motivation to be given to the well-performing faculty; after approval by the competent authority

8.1 Continuous Professional Development (CPD)

Continuous professional development of faculty is sine-qua-non for maintaining the tenor of academic excellence in a knowledge-based institution like SEWS. For the faculty it means meeting their academic aspirations, and for SGI, it results in enhanced knowledge & human capital and has an integrated perspective towards development of its employees, having the following considerations:

- Individual need-based Development suiting to the institute
- Integrated developmental plans dovetailing with career progression and institutional development & knowledge capital
- Innovative methods and strategies of motivating faculty & staff for self-development and career progression
- Deriving value through innovative budgeting and funding for self-development and self-actualization of faculty & staff
- Ensuring objectivity in selection and development of faculty & staff to maintain harmony and high level of commitment

Salient features of CPD at SGI

- Undertakes periodic Faculty Talent Search/Hunt
- Determines one or two subjects as core specializations (relevant to SHAIL) per faculty on the basis of proven competence to teach up to PG level and also 4 to 5 peripheral subjects with general teaching ability

- By conducting regular training needs survey evolves training plans – in-house to result into a training calendar & for sponsorships of external programs
- Evolves the Individual/group-wise plan of faculty development in such a manner that it supports career progression and succession planning in SGI
- Promotes or motivate faculty/staff for Self-learning through institutional support for self-learning/seeking higher qualifications;
- As a policy, may provide 10% of actual teaching hours in the previous year as a time available for the faculty for utilizing their self-development.
- Ensures holding one in-house developmental program every month (when internal faculty makes presentations & shares their experiences)
- Makes it mandatory for every faculty to publish at least one technical paper in a semester/year
- Earmarks a small budget ranging from Rs. 500 to 2000 per year depending on the level of faculty to support their membership of professional bodies, buying books/ journals in the areas of further study/research and/or funding equipment etc for the research work
- System of study leave to facilitate further study is limited to not more than 5% of the faculty at a point of time
- Earmark senior faculty to liaise with AICTE/UGC for taking advantage of all their support programs in QIP including research grants

8.2 Innovative Approaches to strengthen SEWS-Academic Environment

- Each faculty is expected to specialize in one or two subjects as core with related or connected peripheral/allied subjects to the core
- At least one new & advanced subject of specific interest to each of the faculty need be promoted by extending support and providing opportunities of exposure
- CPD efforts to commence right from the beginning by undertaking Talent Search/Hunt in terms of faculty's interest in the technological & research related subjects/topics – a kind of self academic-audit by the faculty
- Serious efforts to introduce Research Methodology Orientation, by interactions with renowned researchers to catalyze the aspiring faculty

As a guideline, a budgetary provision of 1% to 5% of total salary budget can be set apart for this purpose.

9.0 Motivation through Recognition & Rewards

SEWS has a firm belief that it is human nature to develop a kind of affiliation and attachment with a group or institution with which he is associated/ employed. This is further likely to develop into a high sense of belonging when his contributions as well as his loyalty is recognized and rewarded adequately leading to his renewed vigor for putting his best foot forward for the organizational good. SEWS has objectively developed and implemented systems to recognize the performance of employees at different levels, so as to motivate and ensure retaining the involvement of the

employees with their tasks and objectives. The recognitions practiced these days include: - giving appreciation letters, enriching & enlarging the job, multiple increments in the scale, normal & fast-track promotions and super- sessions (promotions ahead of others), offering fully-paid holiday-packages, etc.

A.   Process of Recognizing the Acknowledged Good Performance

- The basis of the recognition is the periodic performance reports -semester/annual
- An inter-disciplinary committee scrutinizes the employees classified as exemplary or outstanding performance, to recommend for the following rewards:
-          Appreciation letter
-          Commendation Medal
-          Cash Rewards
-          Advancing the increments in the scale
-          Multiple increments
-          Grooming for higher positions (promotions)/Training
-          Holiday packages with family
-          Fast track promotion to higher levels (a minimum of two years of service is mandatory for this promotion)
-          Other motivations
- A final scrutinizing committee for final listing of rewards
- Chairman's approval
- A Public function for Award Presentation (as a motivating platform)

B.   Regular Promotion System

SEWS considers that periodic promotion of employees to higher grades/positions recognizes the accumulated experience & expertise (higher human capital) and becomes an effective means of tapping the hidden potentials (innovative ability & sense-of-belonging) of employees resulting in lowering employee turnover. The broad features of employee promotion scheme are as below:

- Promotion of faculty is as per AICTE/University norms. Non academic staff will be promoted through Departmental Promotion Committee.
- Normally an employee becomes eligible for consideration for promotion after about four years of experience in the grade/position, having satisfactory performance report or appraisal report.
- Promotion activity takes place once in year for the eligible candidates including those left over from the last consideration
- As a normal practice, a special report from their controlling officer is sought just ahead of the screening/selection for promotion committee meeting,
- The competent authority to constitute the DPC panel is as below:

Level of Position/Job	Competent Authority
Professor/Dean	Chairman/Board/(University)
HODs (branches & Admin)	Chairman/Principal
Reader/ Asso. Professor	-do- & University
Asst. Professor/Sr. Lecturer	Principal/University
Admin & finance Officers	Director/Principal/HR-Head
Technical Staff (Academic)	Principal /HODs
Admin & Finance Staff	Director/Departmental Head

10.0   Talent Sharpening Systems

True to its commitment of developing its human resource, be it the faculty or the student community in the campus, SGI strives to provide opportunities of self-actualization to its employees. Primarily, the systems are put in place to enable each and everyone to unearth his/her hidden talents& potentials both in curricular & extra–curricular domains. While, the innovations in CPD try to cover the curricular side, the specially created Student Development Planning (SDP) cell gives attention to the extra-curricular facets of faculty and staff in addition to that of the student community, by providing a supportive environment as well as motivation & recognition to develop and sharpen the talents in non-curricular fields.   The modus-operandi of these interventions is as below:

- An Initial Talent assessment (proficiency) is undertaken by HR/SDC on the basis of interest in specific extra-curricular domains (screening by experts if required)
- Form groups of staff on the basis of commonality of interest in specifics-cultural & extra-curricular activities to allot mentors (both internal & external f required)
- Provide coaching as well as opportunities to practice & enhance capability & proficiency and promote 'Buddy System' to enhance learning & talent sharpening
- Develop internal teams and arrange internal events/competitions/practice matches
- Propel participation in external Competitions & Events (show-casing of Talent)
- Implement systems of assessing and recognizing the excellence in extra-curricular and co-curricular talents in the campus on a continuing basis.

11.0   Service and Conduct Rules

The purpose of these rules is to lay down the patterns of broad employee behavior expected at SEWS, which are.

- Expectations related to work place discipline while interacting with superiors, colleagues, subordinates, clients and customers (students & parents etc.)
- All employees at all levels are expected to behave in a manner befitting a higher technological institution of relevance in the state of MP, as a shining example of politeness, dignity and commitment. It is expected that they shall always remember that even when they are not on official duty, they still carry the responsibility of building SGI's image in every situation, - professional or personal.
- Rules and procedures for initiating disciplinary action and provisions for appeal against the proposed punishment for deviant behavior are essential requirements to monitor the expected behavior.

11.1 Classification of Employees

At SEWS the following type's employees are deployed in both the categories of faculty & supporting staff:

- Permanent & Regular Employees

- Ad-hoc & Temporary Employees (including superannuated faculty & staff)
- Substitutes (e.g. Visiting Faculty)
- Trainees/Apprentices
- Contractor's Employees

a) **"Permanent Employee"** is one who is engaged on a permanent post and confirmed as such in accordance with the rules after successful completion of the probationary period.

b) A **"Temporary Employee"** is one who has been engaged for work which is essentially of a temporary nature and is likely to be finished within a limited period and includes:

i) A person who is appointed for a fixed and a limited period;
ii) A person employed in connection with the temporary increase in the work of permanent nature;
iii) A person employed provisionally for a limited period in a post till permanent arrangements for filling up that post are made.

c) **"SUBSTITUTE"** is an employee who is appointed in place of a permanent employee or a probationer, who is temporarily absent.

d) A **"Casual Employee"** is one who is employed for a work of casual nature, sometimes this is also known as 'Daily Wage Employee'
.
e) An **"Apprentice"** is a person employed as such for the purpose of having practical training for a specified period with the express contract of appointment as per provisions of Apprenticeship Act, 1961 and his service conditions will be regulated accordingly.

f) **"Contractor's Employees"** are those employed by external service provider/ out-sourced activity undertaker in the premises of the campus and as such these employees have some link with SGI

11.2 Appointment Letter & Employment:

- Every permanent employee is given an Appointment Letter as per requirement of the place of work in the form which may be introduced by the Management from time to time and will form a permanent contract of service.

- Recruitment for the service in SGI will be made by the competent authority. Every candidate seeking an employment shall make a written application in the prescribed form.

- A candidate selected for an appointment is required to submit to the Medical Examination which will be arranged by SGI at the cost of the company. Medically unfit person may be rejected even if found suitable professionally.

- Appointments requiring technical knowledge and skills (particularly in faculty positions) the candidate may undergo practical test of teaching. Finally, the appointment of the candidate is subject to the rules of AICTE/RGPV and if appointed he/she will be a probationer.

- Unless, in any case, it is otherwise distinctly provided, the whole time of the employee shall be at the disposal of SGI and he/she shall serve on such a capacity and at such place and time, as may be, from time to time be directed.

- Undertaking outside employment (even part-time) is considered breech of service conditions and liable for disciplinary action.

11.3 Personal Records & Record of Age

Administration/HR department would maintain Service Book of all employee. This essentially will include the record of academic accomplishments/qualifications and related certificates of experience and expertise as well as the periodic performance reports and also assessment and appraisal records - including promotions, etc. correspondence related to administrative actions. This is a kind of dossier for each of the employee.

At SEWS, special importance is given to the records of age of each of the employee. SEWS may, at any time asks the employee to produce any of the following documents to support his age:

11.3.1 Birth Certificate
11.3.2 School Leaving Certificate &
11.3.3 Insurance Policy wherein the Date of Birth has been duly attested / admitted;

In cases of any disputes, the employee-age as recorded at the time of his employment or later (whichever being the earliest time), shall be treated as conclusive and shall be binding.

An employee who is unable to produce Original Documentary evidence of his age, shall state his age in the Application for employment and shall also give an Affidavit to the fact that the age as stated by him in the application is correct.

11.4 Change of Address

Each employee will have to notify to SEWS immediately of any change of his address, otherwise communication forwarded by the employer on the address given by the employee shall be regarded sufficient for the purposes of giving any notice or any other communication.

12. Working Systems & Discipline

The following are the working rules that govern the behavior and conduct of the employees during the operational system of teaching & research as well as support facilitation activities essential for effective functioning of SGI.

12.1 Attendance & Identity Card

1. Every employee shall be given an attendance card (Smart Card) which shall contain his particulars and he is expected to carry it with him to mark his attendance through the computerized system for subsequent use in all administrative purposes. This is also to serve as identity card for him.

2. If an employee loses his Identity Card, it shall be his duty to notify about its loss immediately to administration in writing and get a Duplicate Card issued for which, he will be liable to pay Rs. 100/- (Rupees Hundred only).

3. Management would reach to all employees (faculty & staff) through notices displayed at the Time-keeping Machine and at or near the Main Entrance of the institution building blocks. Such notices specify:

i)   The starting, re-starting, alteration and discontinuance of working times;

ii) The closure and reopening of the Department or Division or Section of a Department;

iii) Notices specifying (a) the days observed by SGI as Holiday, and (b) Pay Day, in English or Hindi shall be displayed on the Notice Board maintained at or near the Entrance of the Establishment and at the Time-keeping machine.

iv) The closure and reopening of the institutes; a day on which the salary-disbursement were due but not paid on the usual day

v)   The weekly holiday & compensatory holiday;

vi) Any employee reporting for work after the grace time (not more than 15 minutes from the appointed time) must first seek the approval of the person in charge for admittance. Habitual late attendance shall be treated as Major Misconduct.

vii) The employee who is not at his work place by the appointed time or any time during the day, will lose his salary for the said period, in addition to other disciplinary action that may be taken against him.

viii) An employee who remains absent continuously for 10 days or more without getting any leave sanctioned, he shall be deemed to have left the services of the company of his own accord and his name will be removed from the Rolls after giving him an opportunity to explain the reasons to the satisfaction of the Management.

12.2 Entry – Exit and Search

i)   No employee shall enter without the smart card or leave the premises of the institute/campus with the authorized gate pass, signed by the person appointed for the purpose; otherwise it will be counted as a major Misconduct.

ii) A employee who is off his duty or has resigned or has been discharged, suspended or declared by a competent Medical Authority to be suffering from a contagious or infectious disease shall immediately leave the campus and shall not enter any part of it except for bona-fide purpose and with the express permission of the Management.

iii) No employee will bring with him any person(s) who are visitors without proper authorization and no employee will take with him any such visitor inside the departments/institutes.

iv) Any article belonging to an employee (either of high value or objectionable in normal conditions in an academic institution), he wishes to bring in side the campus; he shall get the said article entered in the Gate Register, when permitted.

12.3 Closure of Department or Course/Institute

The Management may, at any time in the event of adverse enrollment of students, difficult market conditions be called upon either to truncate or close down a course or a branch/department. It would do so by giving due consideration to the employees affected by such an action – such as redeployment through re-training and lay-off (temporary & permanent with adequate compensation as per the rules) etc. However, due advance notice would be given to one and all in cases of such developments. No compensation would be awarded to a laid off employee, incase,

i) if an employee refuses to accept any alternative employment situated in the same place or situated within a radius of ten miles,

ii) If he does not present himself for work at the new place at the appointed time during normal working hours, at least once a day during lay off period.

12.4 Transfer

The management may transfer an employee from one department to another, one institute to another, whether in Rau, Indore or any other place, provided further that the salary-grade, continuance of service and other conditions of service are not adversely affected by such transfer.

12.5 Retirement

Retirement age of Principal will be 65 years and for other faculty it will be 70 years. But on account of physical or mental incapacity he may be retired earlier too.

The Management may in its discretion give any further extension of service beyond the retiring age for such period as it thinks fit to any employee.

13. Basic Code of Conduct at SEWS

13.1 Work Ethics

At the basic level, SEWS expects its employees follow certain dictums of discipline, namely, coming to work on time, behaving with respect and dignity in relation to subordinates, colleagues and superiors, staying at the work place during working hours, not wasting other employees' time by wandering around for fruitless chatter, etc.

At the highest level work ethic is about commitment and accountability, when the employee is expected to demonstrate his full responsibility of the task assigned to her / him and does make all possible efforts to complete it in time and in a satisfactory manner.

Towards, protecting the interests of SEWS, employees should not denigrate their organization to outsiders, not creating poor morale within the organization by negative comments and not doing anything in relation to the organization that could create problems for the organization if the action was made public.

13.2 Personal Conduct - General Guidelines

The basic service conditions are as specified in the contract of employment, i.e., the Appointment Letter and what's expected from them is given in the Role/Job-chart or job-description. All employees are expected to sign secrecy-cum-service agreement at the time of joining the service of SEWS and the management reserves the right to alter the terms and conditions along with a written and up-dated job description.

1. All employees in principle are whole time employees of SEWS and they are expected to be available on call, irrespective of the formal working hours.

2. No Employee (Class III & above) shall leave the station (where they are posted) without prior permission of his superior. Before leaving station, the out-station contact address must invariably be left with the immediate superior.

3. No Employee shall accept outside work or get himself engaged in any business or calling, paid or honorary, directly or indirectly, without prior written permission of Management /Chairman.

4. No Employee shall have any private financial dealings with the persons / firms / organizations who or which have commercial/professional relations with SGI for the sale or purchase of any material or equipment or supply of labor / services or for any other purpose.

5. No employee shall divulge any information / document that comes into her / his possession as a result of her / his work with the institutes to anyone else. He shall treat all information and its work as confidential and classified. Disclosure of information for pecuniary gain or otherwise is a major misconduct and severely punishable.

6. Employees must know and accept the SEWS's Mission – Vision – Objectives and its HR Policy in respect of all matters and follow and support in effective implementation of the rules and procedures laid down to carry out these policies.

7. Employees are expected to serve SEWS with utmost honesty and faithfully and shall always endeavor to promote the interest of the company.

8. Safety and Security of the SEWS properties, fire protection, pollution control, maintaining discipline, cordial relations and healthy work environment are the personal and collective responsibility of all.

9. Employees are responsible for safe keeping and in returnable condition, all the equipments, instruments, tools, books, PCs, Laptops, etc. which may be given to him for use, custody or charge. The company shall have the right to deduct the cost of all such items from his dues and take other action as may be deemed proper in the event of failure to account for such property and returning the same, when due.

10. Desktop/laptop computers provided to employees for discharge of their work responsibilities should be used with care and diligently (without violating any rule or law) considering the country's Cyber Laws & IPR Act Unauthorized use of company's email facility is strictly prohibited.

11. Employee (in particular the faculty) must keep themselves technically competent at all times. He must keep herself / himself updated with the technological innovation of his field through study, training courses and other means known as CPD.

12. Supervising employees like Managers/HODs & Principals must be fair, firm, impartial and equitable in taking decisions, distributing work, rewards and in disbursing justice. They must lead by example and influence subordinates' behavior as desired by SGI

13. All employees need to give special attention to issues of curbing 'Student Ragging' as per the renewed statues brought out by the government and promote camaraderie and teamwork as an essential part of the SGI environment.

14. Employees while dealing with female employees, his behavior and conduct does not violate rules and guidelines set by Government of India for putting a check on sexual harassment of female employees at workplace. In case of any such error, the company shall be free to take suitable recourse to penal action as per the law of the land, apart from its own disciplinary procedure.

13.3 Free / Drug Free Workplace

SGI commits itself to maintain completely Smoke Free / Drug Free Work Environment in Indore

13.4   Dress Code

Employee dress must align with SEWS and hence appropriate dress code acceptable to the student community need be followed. Some restrictions on Attire at Work

- Too tight, too loose or too short clothing.
- Un-tucked shirts
- Too colourful clothes (Attire that is too bright, too faded and too trendy)
- Poorly matched outfits
- Clothes that are worn for partying, exercising.
- Rugged outdoor wear
- Clothes that are worn hiking, picnicking, camping, painting, sleeping.
- Attire that remains unaffected by changing fashion styles.
- Hats / caps of any kind, unless necessary considering nature of work
- Oversized accessories
- Dirty sport shoes

All employees are requested to strictly adhere to the dress code, whereby Jeans, Sweat Shirts, Sneakers, Tennis Shoes and garish colored clothes should not be worn in office.

Ladies are advised to wear conservative Indian or Western clothing. The Class IV staff are provided with SGI's stipulated uniform

Winter dress code for all male employees is prescribed the use of neck tie. On all working Saturdays, employees can use casual clothing like jeans; sweat shirts and sports shoes etc.

All employees interfacing external stakeholders are expected to ensure appropriate, formal and presentable attire.

14. Misconduct

Such a conduct, if they are subversive of discipline falls within the purview of the general meaning of Misconduct. Misconduct means all acts of misconduct and other acts, or omissions specifically provided herein below (illustrative and not an exhaustive):

14.1 Insubordination, refusal to work or disobedience whether alone or with others, of any lawful and reasonable order of superiors

14.2 Theft, fraud or dishonesty in connection with the academic pursuits in the Institutions including plagiarism & unauthorized retention/use of SGI property (Hardware and Software & IPR Knowledge)

14.3 Habitual absence without leave or absence without leave or overstaying the sanctioned leave without sufficient cause and also habitual late attendance for more than 3 times in a month; including willful absence from duty or making application for leave on false grounds.

14.4 Soliciting or collecting financial benefits from students & parents and other stakeholders towards admissions, concessions and certifications, award of contracts etc.

14.5 Engaging in trade including money lending or borrowing within the campus without the written permission of the Management

14.6 Riotous, disorderly or indecent behavior or wrongfully interfering with the work of other employees or any improper act including preaching or inciting violence.

14.7 Hunger strike within the institutions, Go-slow, Dharna, Stay-in-Strike or any reason whatsoever; including intimidating, beating, threatening and behaving in a disorderly manner inside the campus or outside with other employees

14.8 Distribution or exhibition or Bills, Pamphlets, Posters and / or such other things causing disrepute to SGI, including making false, derogatory, defamatory or malicious statement against Institutions

14.9 Disclosing to any unauthorized person any information in regard to SGI's line of activity – particularly in the admission process, fee and personnel matters, policies and programs

14.10 Willful falsification, defacement or destruction of records of SGI.

14.11 Smoking in the premises of the institute buildings & Sleeping, napping or dozing while on duty.

14.12 Conviction by a Court of Law for any offense involving moral turpitude.

14.13 Committing or including in anti-social or involvement in an act of moral turpitude, making passes and obscene remarks with opposite sex (in particular -. indecent remarks to female employees)

14.14 Borrowing money from a subordinate.

14.15 Drunkenness or intoxication or gambling while on duty. Reading of Novels, Magazines and News Papers etc. on duty including unlawful use of internet.

14.16 Refusal to undergo training for CPD

14.17 Refusal to receive official communications

14.18 Making false complaints, statements, representations to anybody which is likely to bring disrepute to the person and SGI.

14.19 Refusal to be transferred from one position to another, from department to another, from one institute to other campus.

14.20 Divulging of official secret or trade secret or giving out information on IPR of SGI

15. Punishments

If an employee is found guilty of the Major Misconduct, the following punishment can be administered:

1)   Dismissal or Discharge from the service.
2)   Suspension without wage (as per the rules)
3)   Demotion to the Lower Grade or Cadre
4)   Stopping, withholding of increments and promotions for a period of a few years.
5)   Warning (for which a Domestic Enquiry shall not be a must)

15.1 Procedure for Taking Disciplinary Action

Where a disciplinary proceedings against an employee is contemplated, the employee is put under suspension; however, a charge sheet has to be served on him within 10 days from the date of suspension and an enquiry committee is constituted

Employee is given an opportunity for explaining the circumstances alleged against him. In case of refusal of acceptance of charge-sheet and employee not appearing to participate (even with another employee of his choice), the enquiry will proceed ex-parte.

An employee placed under suspension paid a suspension Allowance at the rate of half the basics wages & DA and other compensatory allowance etc. for the first 90 days of suspension and ¾ of basic beyond.

On the conclusion of the enquiry of the criminal proceedings and on the basis of recommendations of the committee, the management (after applying its discretion) will pass suitable punishment order.

15.2   Termination of Service & Resignation

Where it becomes necessary to terminate the service of a permanent workman due to such reasons other than Misconduct, Retrenchment or close down, develops serious defect in eye-sight or hearing or mental deficiency, etc; 3 months notice in writing shall be given by the Management or salary in lieu thereof to the employee concerned, along with other benefits as given to a retrenched employee.

The services of a permanent employee may be terminated by the Management by 3 month's notice on the grounds of continued ill-health, loss of confidence or any other bonafide reasons.

During the probation period, the employment can be terminated by either side with one month notice or salary in lieu thereof. However, the notice period shall be for 3 months or salary in lieu of that if the employment is terminated by either side after the confirmation of the employee.

In case where an employee resigns and his resignation is accepted then, it will be necessary send him a letter accepting the resignation, may be after an exit interview. A resignation once submitted cannot be withdrawn except with the consent of the Management and giving reasons in support of the withdrawal before the acceptance.

15.3   Certificate of Service

Every employee is entitled to a Service Certificate at the time of his discharge, termination, resignation, dismissal or retrenchment from service.

16. Employee Grievance Handling System

The main objective of such a grievance procedure is to canalize of the grievances and bring in objectivity as well as providing adequate opportunity to aggrieved parties to represent their case and also to solve the grievances of the employees expeditiously. Only grievances arising out of employment are covered under the scope of the grievance procedure. Grievances pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

a) Annual Performance Appraisals / Confidential Reports
b) Promotions including Promotion Committee minutes and decisions
c) Disciplinary action or appeal against such action (Such grievances shall be channeled to the competent authority as per rules and would not be channeled through the Grievance Committee).

The basic procedure is as following:

*   On getting a report from the HOD/Employee regarding an alleged offence or infringement by any employee or employee grievance of any nature with respect to employment/compensation/conditions of work etc., a preliminary enquiry/ examination shall be conducted by the Admin/HR Dept.

*   If a bona fide case exists, he shall be served with a charge sheet giving the employee and reasonable opportunity to explain the grievance.

*   Admin/HR in consultation with Principal/HOD, orders a domestic enquiry in case of discipline/ mis-conduct and when the charges against the employee are proved in the domestic enquiry, the Admin/HR shall pass the orders is suitable disciplinary action as recommended by the

committee. And in case of admin related grievances, it will be examined internally and the employee is explained or given a written reply or grievance is redressed amicably as per the rules.

16.1   Formation of a Grievance Committee

i) The membership of this Committee shall consist of HOD – Admin/HR and two other senior faculty (at the level of principals or professors) nominated by Director

ii) These committees will consist of two additional nominees of the department to which the aggrieved employee belongs. These two nominees of the department will comprise of an employee of the level of senior management and the Head of Dept. who will be the Member-Secretary.

iii) The above committee has tenure of two years at a time.

16.2.   Procedure for Handling Grievances

1. An aggrieved employee shall be required to report his grievance immediately or in any case within a period of 15 days of its occurrence, orally with his immediate superior at the unit. If he is not satisfied with the oral explanation by the supervisor, his grievance shall be recorded in writing and presented to his Departmental Head through his immediate superior.

2. If the grievance is not satisfactorily redressed, the aggrieved employee shall submit his grievance in writing, which shall be in triplicate (first copy to his Departmental Head, second copy to the Grievance Committee and the third copy, duly receipted by the Department Head to be retained by the employee/executive himself).

3. The Departmental Head shall record his comments on the copy of the grievance received by him and forward the same to the member-secretary of Grievance Committee.

4. This Committee meets as often as required and after thorough examination of the grievance and all relevant facts of the case, shall record its findings and recommendation in the case (after hearing the aggrieved party in full if required) and forward the same to the deciding authority. If the Grievance Committee cannot come to a unanimous / majority recommendation, the grievance along with the committee's finding shall be forwarded to the deciding authority for decision.

- The deciding authorities for the purpose shall be Director in case of grievances of Staff & Junior Faculty at the level of Asst. Professors

5. In case, an employee, is not satisfied with the decision of the deciding authority, he will have the option to appeal to the Chairman through proper channel.

A lawful and reasonable order given by the Management has to be complied with even if an employee wishes to raise a grievance in respect of such an order. Implementation of such an order cannot be kept in abeyance just because an employee has raised a grievance in this respect

17.0   Employee Communication & Motivation

- Shail Foundation Day will be celebrated on 20th Nov every year where all staff, faculty and family members will be invited to participate

- Annual Day Celebration will be held on a day decided by the Director in consultation with all Principals.

- Annual Sports will be held as decided in the academic calendar.

- Techfest is also conducted annually

17.1 Team Building Exercises

Some outward-bound programmes will be organized from time to time to build more camaraderie and team spirit both through in-house interventions and external agencies.

17.2 Mentoring

Mentoring is a process whereby a senior employee in our organization takes a junior employee under his wings his and offers the junior wisdom, expertise, values, etc., thereby molding the junior in an effective way. This involves socialization, acclimatization with the organization culture in the formative years of an employee's initial relationship with the company and can easily continue for a long period of time.

18.0 Separation

Separation from Service

An employee may cease to be in the employment of SGI due to any one of the following reasons:
1. Retirement
2. Resignation
3. Termination
4. Death

18.1 Full and Final Settlement with Separated Employee

- **Handing/Taking Over on Resignation / Retirement**

Whenever an employee leaves SGI, especially on resignation / retirement, HOD should exercise proper check and ensure that he must properly hand over all the documents / files, booklets, drawings, photographs, papers, instruments, patents, inventions, discoveries at SGI in his possession to the person authorized by the Department Head.

An undertaking on the prescribed format should be obtained from the employees to whom "No Dues Certificate" is to be issued.

This undertaking accompanied with the handing over / taking over note should be sent to the Admin/HR Department along with "No Dues Certificate."

- **Farewell**

A formal farewell party should be organized in his honor if an employee has served the organization for more than five years.

A token gift (value depending on the position/level) will be presented while bidding farewell to the employees.

- **Exit Interview**

At the time of separation of an employee, the Admin/HR shall conduct the exit interview of the outgoing employee for reference record and for the use of the Management. For employees in the senior management category, exit interview shall be conducted by Chairman/DG. The views and comments of the interviewee shall be recorded in the prescribed form and conclusions will be derived by Chairman & senior officers

18.2 Retirement

Age/date of birth of the employee recorded at the time of joining shall be taken as correct and shall not thereafter be sought to be altered/changed .and forms the basis for superannuation

a) Employees in all categories retire on reaching Sixty years of age. However, Management, in its sole discretion may extend the services of an employee beyond the retirement age (under certain conditions of fitness).

b) A retired employee may also be retained on contractual basis at the discretion of Management. Regular grades and increments / promotions are not applicable for the extension period and re-employment with SGI.

Premature Retirement

An Employee who has attained the age of 50 years may be retired prematurely in interest of SGI on the ground of his being medically unfit and/or other reasons by giving him notice as per rules in writing or three month's pay and allowances in lieu of such notice. Such employees shall be entitled to all the benefits as are determined at the time of individual's retirement. This provision may be made applicable for some other employees also at the sole discretion of the management on compassionate grounds.

18.3 Resignation

A confirmed employee may resign from the services of SEWS by giving written notice as required by the contract of appointment. An employee resigning is required to give such notice as is prescribed in his service contract or in the absence thereof, as per the provisions indicated as under:

Category of Employees	Notice period
i) Temporary employees and employees on probation	One Month's notice or payment of salary, in lieu thereof.
ii) Regular employees	Three months notice, or two months notice period and one month salary in lieu thereof.

Under no circumstances, the resignation tendered by an employee whose conduct is under investigation will be accepted without the sanction of the competent authority.

18.4 Termination

The Management reserves the right to terminate the services of an employee in the following situations:

a) As per the terms of the appointment letter in case of faculty & managerial cadres & officers.
b) In case of non-executives, if the employee is found guilty of misconduct or indiscipline.
c) On termination, the full and final account of the employee shall be settled only after he has cleared all dues with various units and will be relieved thereafter, having handed over charge of his post to the Unit Head or any other officer designated by the Management.

In case of separation from the company, full and final settlement of employee's account shall be made within two working days from his last day of working.

All employees shall be entitled to Service Certificate at the time of separation. The Certificate shall be issued by respective HR Departments.

Termination of Service

Category of Employees	Mode of Termination
i) Casual employees	Without assigning any reason or giving any notice.
ii) Temporary employees (before expiry of specified period of service)	One month's notice or salary in lieu thereof
iii) Employees under service contract	By giving notice or salary in lieu thereof as may be prescribed in his service contract
iv) Fresh Joiners on probation	One month's notice or payment of salary in lieu thereof.
v) Regular employees	Three months notice, or two months notice period and one month salary in lieu thereof

18.5 Death

In keeping with the sensitivity associated with this form of separation, extreme precaution is taken while dealing with the next of kin of the deceased employee. Every effort will be made to help them to the maximum extent possible.

19. **Phone Policy:** Policy of use of official and personal phones in the work environment of SGI including phone etiquettes have been laid down. Policy is attached.

20. **IT Policy**: Shail Group of Institutions use extensive computing facilities which is networked through leased line as well as Wi Fi throughout the campus including hostels. To ensure proper use this facility and cyber security, IT Policy has been framed. Policy is attached

ATTACHMENTS

SHAIL GROUP OF INSTITUTIONS
RECRUITMENT REQUISITION

Job Title :	
Department :	
Reporting to :	
If Temporary - Contract Length :	

Complete Job Profile:		
Grade/Designation		
No of Post sanctioned by	**Present employees**	**No of vacancy**
Proposed Salary Range :		
Is package within budget :	Yes/No	
Required commencement date :		

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Requested By: **Date:**

Authorised By :

1. HOD & Principal : (for grade 5 to 6)   **Date:**   /   /20

2. Director : (for grade 3 to 4)   **Date:**   /   /20

3. Chairman/Governing Body   **(for Grade 1 to 2)**   **Date:**   /   /20
Once approved, please pass to HR do discuss/commence recruitment process

FOR : HR USE ONLY	
Requisition Received on	
Recruitment Process	**Newspaper ADD/Placement Consultant/Web- site**
Number of Applications Recd.	
Number of People Interviewed	
Name of Person Recruited	
Appointment Letter no(s).	
Employee(s) code(s)	

SHAIL GROUP OF INSTITUTIONS

INTERVIEW QUESTIONS AND EVALUATION

What size was the organization where you last worked in terms of revenue and employees?
Response:

What was the organizations primary activity?
Response:

If the person had reporting staff, how many people reported to you directly – what were their titles?
Response:

If the candidate is not currently working, why and when did you leave your most recent position?
Response:

How have you spent your time since you left your most recent position?
Response:

In your previous position, what do you consider your greatest accomplishment(s)?
Response:

What were your most significant failures?
Response:

How would your supervisor and coworkers describe your work?
Response:

What is your reason for leaving your current position?
Response:

If currently employed, what would need to change at your current position for you to continue to work there?
Response:

Describe your preferred work environment.
Response:

Describe the management style you exhibit and prefer.
Response:

What must exist in your work place for you to be motivated and happy?
Response:

Education :

The candidate has the necessary education and/or training required by the position.

_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

   Comments:

Work Experience :

The candidate has prior work experience that is related to the position.

_____ Extensive experience   _____ Meets requirements

_____ Not related but transferable skills   _____ No prior experience

Comments:

Skills (Technical) :
The candidate demonstrated to your satisfaction that he/she had the necessary technical skills to perform the job successfully.

_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Supervising Others :
The candidate demonstrated to your satisfaction that he/she had the necessary experience in supervising others to perform the job successfully.

_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Leadership Skills :

The candidate demonstrated to your satisfaction that he/she had the necessary leadership skills to perform the job successfully.

_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Interpersonal Skills :

Communication: articulated ideas clearly both written and orally.

_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Time Management :

Demonstrated the ability to manage time independently and work efficiently.
_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Customer Service :

Demonstrated the ability to be customer focused.
_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Motivation for the Job :

The candidate expressed interest and excitement about the job.
_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Problem Solving :

Demonstrated the ability to design innovative solutions and solve problems.
_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Skill Needed :

-- List an additional skill specific to the job you are filling.

Demonstrated the ability to:

_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Skill Needed :

--List an additional skill specific to the job you are filling.

Demonstrated the ability to:

_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Skill Needed :

--List an additional skill specific to the job you are filling.

Demonstrated the ability to:

_____ Exceeds requirements   _____ Meets requirements

_____ Needs a little more training   _____ Doesn't meet requirements

Comments:

Overall Recommendation :

_____ Highly recommend   _____ Recommend

_____ Need clarification of qualifications   _____ Do not recommend

Comments:

<u>APPOINTMENT LETTER</u>

Date

(Name)

(Address)

Dear _____:

It is my pleasure to extend the following offer of employment to you on behalf of M/s SHAIL GROUP/IIST/IIST II/IIP/IIMR (hence referred to as The Society/Institute/Group). This offer is contingent upon our receipt of following documents (all copies must be produced in original for inspection and photocopies attested by HR on the basis of inspection of originals).

Title:_____

Reporting Relationship: The position will report to:

_____

Brief Job Description:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Salary: Your Gross Annual CTC shall Rs. _____. The salary shall have certain monthly and certain yearly components. The conditions of the salary shall be as per HR Manual - Salary Policy – **Section xx.** The breakup is as follows:

S. No.	Particulars	Monthly	Yearly	Salary/Bills Slip required Y/N
1.	Basic (monthly)			
2.	Dearness Allowance (Monthly)			
3.	HRA (monthly)			
4.	Conveyance Allowance (monthly)			
5.	Medical Allowance (yearly)			
6.	PF (monthly)			
7.	Personal Help Allowance (monthly)			
	TOTAL			

Applicable deductions: The following deductions shall be made

1. TDS
2. PF (on confirmation on discretion of employee)
3. Medical Insurance (on confirmation and when implemented by company)
4. Group Insurance (on confirmation and when implemented by company)

Non-Compete Agreement: Our standard non-compete agreement must be signed prior to start.

Start Date: _____

Vehicle Entitlement: Not Applicable   Car / Two-Wheeler

                                Employee Owned   Company Owned

Conditions as per HR policy **Section Xx**

Phone: As per HR policy **Section Xx**

Documents to be submitted before Joining:

1. Clearance Certificate from Previous employer.
2. Recommendations letters from previous employers.
3. Last Pay-Slip or Salary Certificate from Employer and Form 16 or CA certified certificate or Bank Salary Account statement.
4. Identity proof (Passport, Driving License, Voter Card, Credit/Debit card with photo, and PAN card).
5. Residence Proof (Ration Card, passport, Driving License, Voter Card, PF book, Bank statement/book.
6. Age proof (Birth Certificate, Passport, class 10th certificate, Gram Panchayat certificate).
7. Educational Certificates.
8. 4 Passport size photographs.
9. Details of all family members i.e. Father, Mother, Wife, Children, Brothers and Sisters along with their contact details, date of birth and occupation.

Documents to be signed on joining:

1. HR manual
2. Non-Disclosure and Non-compete agreement (HR Manual - FORM xx)
3. Phone indemnity bond (HR Manual - FORM xx)
4. IT indemnity bond (HR Manual - FORM xx)

You acknowledge that this offer letter, (along with the final form of any referenced documents), represents the entire agreement between you and the Company and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company. On signing the acceptance of this offer, you also acknowledge that you have been through the HR policy of the company and agree to abide with all rules and conditions therein.

If you are in agreement with the above outline, please sign below. This offer is in effect for five working days.

Signatures:

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Shail Group of Institutions

_____

For SHAIL GROUP _____

Date : _____

(Candidate's Name) _____

Date _____

NONDISCLOSURE AND NONCOMPETITION AGREEMENT

1. This Agreement is entered into on this _____ day of _____, in the year _____, by and between _____ (Employee), whose home address is _____, in the city of _____, country of _____, state of _____, and Shail Educational & Welfare Society located at Rau-Pithampur Road, Opposite IIM, Indore -453331 (M.P.)

2. **Nondisclosure.** At all times while this Agreement is in effect, and after the termination or expiration of this Agreement, Employee shall refrain from disclosing to anyone outside of Employer's business any of Employer's customer lists, trade secrets, and other proprietary or confidential information.

3. **Noncompetition.** After the termination or expiration of this Agreement, Employee shall not engage in competition with Employer for a period of service with SEWS _____

    Employer
    Employee

    4. **Competition defined.** Competition means working for a company engaged in, or engaging in self-employment, providing services similar to those provided while employed by Employer to any person or business.

    5. **Damages.** [OPTIONAL] In the event Employee breaches this agreement, Employee agrees to pay · _____ as liquidated damages.

_____   _____

Phone Policy

The SEWS as a policy does not restrict carrying personal mobile phones to work place though land line phones are provided individually or collectively for official work. Therefore a clear and transparent policy for the use of phones in campus is laid down.

SCOPE

This policy applies to all employees of SEWS its offices and Institutions and outlines the use of personal mobile and land line phones at work as well as the personal use of Institute supplied mobiles (or similar devices e.g. PDA's – personal digital assistants; smart phones). Failure to comply with this policy may result in the suspension of any or all technology use and privileges, and/or other disciplinary action. It is imperative that any mobile and Land line device that is used to conduct SEWS business be utilized appropriately, responsibly, and ethically.

Use of land Line phones

Land line phone connections and extensions are provided by SEWS to employees individually or collectively to facilitate the official communication internally and externally. Use of the office phones for use of any personal nature should be avoided until it is extremely indispensible. Employees are expected to exercise due diligence in appropriate use of these devices.

Personal Mobile

Personal calls during the workday, regardless of the phone used, interferes with employee productivity and a distraction to others. Employees should only use their personal mobile phones during scheduled breaks or lunch periods. Exception can be made only for communication of urgent nature. SEWS will not be liable for the loss of or damage to personal mobile phones brought into the workplace.

SEWS issued Mobile Phones

SEWS may issue a mobile phone to an employee whose work nature demand communication beyond office hours. In such cases the entire responsibility on the usage of the phone in compliance with the laws of the land are the sole responsibility of the user on acceptance of the phone and the organization is indemnified of an ill consequences by the user in the use of these devices. Utmost prudence must be exercised by the individuals to restrict the use of such devices only for business related matter of the SEWS office and affiliate institutes.

Employees in possession of SEWS issued mobile phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection.

In the event of mobile device is lost, damaged and stolen, it is the responsibility of the user to report this immediately to the Administration.

Phone Etiquette Mobile phones, if not used appropriately, can become a distraction in the academic environment of SGI. Phone etiquette to be followed within the work environment are listed below:

- Speak in a quite tone (knowing that a mobile phone has a sensitive microphone capable of picking up a soft voice)
- Set the ring tone with a tune that is soft and not intrusive or offensive
- Keep conversations quiet and brief
- Find a private place to talk if a group of people is around
- Switch off phones or put in silent or vibrate mode, in meetings, lectures, seminars
- Show respect for the people around you by using discretion when you make or take calls in public
- Ask permission of a person before recording his/her image on a mobile phone
- Avoid talking where others might know your business – be aware of your surroundings as many business conversations contain information that should remain confidential or private. Before using a mobile phone in a public location, make sure that there will be enough distance to keep the content of the conversation private. Some issues should be saved for times and locations that will allow for confidentiality
- Use of phones for canvassing and promoting any other business activity political or religious belief is strictly restricted

Disciplinary Action & Recovery of costs

All employees are expected to take appropriate care of their SEWS issued mobile phones. Whilst damage at times may be unavoidable, carelessness and willful damage will not be tolerated. SEWS reserves the right to suspend the employee's right to a work mobile or seek reimbursement directly from the employee for replacement costs should an investigation determine that damage to a mobile phone is a direct result of employee carelessness. Disciplinary action may also be initiated in these circumstances.

SEWS has the right to audit and review phone accounts. If any inappropriate use is identified SEWS reserves the right to recover the cost directly from the employee(s) concerned, and may initiate disciplinary action.

SEWS reserves the right to restrict any employee to carry their personal phone to work, for not following any of the policy norms laid down.

IT Policy

Shail Group of Institutions provides a strong information technology environment, which is networked throughout the campus, to support its students, faculty and staff in the pursuit of their objectives and teaching. These resources are to be used for educational purposes and to carry out the legitimate business of the Institutions of SGI. These resource is to be used for enhancement of knowledge and to optimize the facilities of the SGI. Any activity that intentionally obstructs or hinders the authorized use of campus computing and network resources is prohibited. Towards

this end IT Policy has been formulated for strict adherence by all constituents.

Examples of inappropriate activities include (but are not limited to):

1. **Interfering with system security or integrity by:**

- Breaking into a system and/or accessing data files and programs without authorization.

- Releasing a virus or other program that disables system performance or hinders other clients.

- Exploiting security gaps.

- Hindering supervisory or accounting functions of the systems.

- Tapping network lines and changing of IP Address.

- Dishonestly moving data from System or through emails that belongs to SGI.

2. **Obstructing users from authorized services by:**

- Monopolizing computing resources or computer access.

- Obtaining, possessing, using, or attempting to use someone else's user account or password without notification or permission.

- Accessing, or attempting to access, another user's data or information without proper authorization.

3. **Harassment**

- Sending unsolicited e-mail, junk mail, or propagating chain letters.

- E-mail "bombing", "spamming", etc.

- Any activity of a person or group of persons have violent effects upon another person or a social group comes under definition of cyber violence.

4. **Offensive Material**

- Transmitting or storing / sharing offensive material like racial or religious hatred messages, pornography etc.

5. **Forging electronic information**

• Creating, altering, or deleting the attribution of origin (e.g., "From" in e-mail, IP address in headers).

• Sending messages under someone else's address (e.g., hoax messages, even if intended as a joke).

6.   IPR Violations:-

These include software piracy, copyright infringement, trademarks violations, theft of computer source code, patent violations. etc.

Cyber Squatting- Domain names are also trademarks and protected by ICANN's domain dispute resolution policy and also under trademark laws.

7.   Online gambling:-

There are millions of websites hosted on servers abroad, that offer online gambling. In fact, it is believed that many of these websites are actually fronts for money laundering.

8.   Defamation: -

Defamation can be understood as the intentional infringement of another person's right to his good name.

9.   Physically damaging a computer system:-

Physically damaging a computer or its peripherals either by shock, fire or excess electric

supply etc**. DESCRIPTIONS of Sample Violations (Not Exclusive)**

E-Mail: Overloading of the communications servers; abusing communications privileges.

Do not propagate chain e-mail : Forwarding chain e- mail is a violation of Institute computing policy. Phrases in the subject line can usually identify chain e-mail, such as "Forward - do not delete," "don't break the chain," etc. Some chain e-mails promise good luck, promise easy money, tell stories and ask for help, or warn of false e-mail viruses. If there are a large number of addresses in the message, chances are very good that it is a chain e- mail. "Get rich quick" schemes will invariably claim to be "completely legal". Do not be fooled. Delete all chain e-mail from your account. Contact IT DEPT. for any clarifications.

Do not "bomb" e-mail accounts: Sending numerous or large e- mail messages to one person is considered "e-mail bombing." This may or may not be done in an attempt to disrupt the recipient's network services. Sometimes e-mail "bombs" are used as a method of retaliation. Even if no harm was intended or it was simply a "harmless prank," a e-mail "bomb" can disrupt service to hundreds of users.

Forgery: You must not alter any form of electronic communication (especially via forged electronic mail and news postings). Messages, sentiments, and declarations sent as electronic mail or sent as electronic postings should meet the same standards for distribution or display as if they were tangible documents or instruments. Forgery includes using another person's identity. Forgeries intended as pranks or jokes are still violations. Attempts to alter the attribution of origin (e.g., the "from" or "addressee" lines) in electronic mail, messages, or postings, will be considered transgressions of Institute rules. You are free to publish your opinions, but they should be clearly and accurately identified as from you, or, if you are acting as the authorized agent of a group recognized by the Institute, as coming from the group you are authorized to represent.

Do's & Don't

- Always use official mail id for professional communication within & outside the organization. Use of personal mail id is prohibited.
- Check your mail accounts regularly.
- If you have received a mail containing an attachment, form an unknown sender don't open it, you need to scan the attachment through Antivirus software, if you found virus with the attachment then delete it.
- If you receive a mail containing an attachment, from a sender you know, but without any mention regarding the   attachment, don't open it. It may be carrying a virus, which gets automatically attached with mails. You can confirm from the sender if he has sent you this attachment and only then open it.
- Ensure that attachments sent by you are free from virus and worms. Always use official
- If you don't have official email id contact to SGI Administrative Department for new official email.
- Use MS-Outlook for Official Email Address and if outlook is not properly configured, contact System Administrator.

Copyright Infringements: SGI provides many software and data that have been obtained under contracts or licenses. These may not be copied cross-assembled, or reverse- compiled. If it is unclear whether or not you have permission to do so, assume that you do not have permission to do so. IT DEPT. will assist with any questions regarding software usage and licensing issues.

Interfering with a User's Authorized Services: Any activity that causes disruptions in service to other users is considered interference. In some cases, using more resources than you are entitled to can also be considered interference (e.g., using excessive storage space on the shared systems, flooding chat channels or newsgroups). More importantly, you must not monopolize computing resources for nonacademic activities such as game playing and other trivial applications locally or over an affiliated network; printing excessive copies of documents, files, images or data. You should refrain from using unwarranted or excessive amounts of storage;

printing documents or files numerous times because you have not checked thoroughly for all errors and corrections; or run grossly inefficient programs when efficient alternatives are known to be available. You should be sensitive to special needs for software and services available in only one location, and cede place to those whose work requires the special items.

Sharing Resource Accounts and Passwords or Sharing Objectionable material on Shail Campus :Your network login and password are for your personal use. If you share your login and password with your collogues friends or roommates, then you are giving them access to services they are not authorized to use. They may embarrass you by sending e-mail, posting messages, or even chatting with people while posing as you. Do not share your account or password with anyone. If you suspect that someone may have obtained your password, change it immediately. If you suspect that someone has repeatedly accessed your login and password, notify IT DEPT. or send e-mail to IT DEPT. at systeadministrator@Indoreinstitute.com Conversely, using someone else's password to access services or data is also a violation of policy, regardless of how the password was obtained. Do not use anyone else's password, account, or e-mail.

Further, sharing any form of objectionable material (pornography, religious hatred mails etc.) on your PC hard-drive on SGI Network is strictly prohibited.

Disruption of System Security or Integrity: Tampering with the operation of any server or network resource is prohibited. Any such activity constitutes a threat to the normal operation of that resource and can potentially effect hundreds of users. Any attempt will be regarded as malicious in intent and will be pursued in that perspective.

Unauthorized access: Legitimate use of the Group Institutes computer systems does not extend to what one is capable of doing on that system. In some cases, there may be security loopholes through which people can gain access to a system or to data on that system, a network, or data. This is unauthorized access. If a student accidentally permits access to his or her files through the network, you do not have the right to access those files unless you have been given explicit authorization to access the material. This is similar to accidentally leaving your door room unlocked. You would not expect your neighbor to use that as an excuse for entering your room.

CONSEQUENCES OF MISUSE: Infractions of this shared use policy will result in loss of system and network privileges and will be referred either to the Dean of Department /Principal/Director.

When IT department has reason to believe a user has violated the shared system policy, it may suspend the user's account(s) pending the outcome of an inquiry into the matter. IT Department will notify the staff or student of the alleged violation and the facts on which the alleged violation is based. The staff or student will have an opportunity to respond to the alleged violation. After gathering and considering all the facts available, and in consultation with the Dean of Department /Principal/Director, the user's privileges to the shared use systems may be withdrawn for the remainder of the Semester/Course.

If, in addition to withdrawing privileges, IT Department believes the violation is sufficiently serious to warrant more severe disciplinary action, including restitution, they may refer the matter to the Dean of Department/Principal/Director for appropriate disciplinary action.

Conclusion: The IT Department recognizes that **SGI** Information System users are extremely diverse in their needs and requirements. Providing this large range of services for research and instruction necessarily entails providing a relatively unrestricted and flexible system and network organization. To this end, we expect that our users practice considerate and responsible computing and adhere to common sense standards.

When problems arise, they will be dealt with to ensure the unimpaired operation of our systems and network, but we request that all users are considerate and prudent in their use of the resources.

The shared systems are an extremely important and ever-changing resource for the SGI. As a member you are responsible for staying informed about the policies and procedures updates.

LAPTOP Issued to Staff at SGI

- Follow all the guidelines mentioned in Maintenance of PC. Laptop is to be handled carefully

- **Repair & Replacement of Parts**

  It is important to note that the Laptop once issued by SGI have to be used in compliance with all safety and care as prescribe by the manufacture. In case of any service complaint the repair and replacement of parts etc will be done by the institute if the same is an outcome of genuine reason. In case where the system or peripherals are damaged due to faulty or careless handling the cost may be debited to the users account after due information.

Maintenance of PC provided by SGI

- Foodstuffs and drinkable are strictly prohibited near the computer

- Care must be taken to avoid keeping alpins, stapler pins etc. near the keyboard and printer.

- While shutting down the machine, please wait for window to properly shut down and also check the other systems like Printer, Fax etc to be switched off properly.

- At times, there is frequent disturbance in the power supply, please keep your system shut down until there is proper power supply.

- Whenever your system hangs, please wait for some time or press CTL+ALT+DEL, which will take you to a Task Menu. Here you can see which programs are not responding. Select the Not Responding programs in the menu and press the end task button.

- Before using a pen drive or a disk brought from outside check it through Antivirus Software and don't use if some virus alerts come.

- Don't install any program that takes a lot of space on your hard disk and slows down the system. It is always advisable not to install unauthorized software.

- After installing any software, make sure that it isn't creating any problem for other programs to run.

- Always uninstall a program from your system in the proper way (Control Panel-Add/Remove Programs) and unregister the program.

- Don't make any change in the Network properties, and if you need a change please consult with the System Administrator.

- Don't make any change in the configuration of any software or hardware.

- Don't make any change in the mail client software like Outlook Express .

What if computer gets a virus?

- You may contact IT dept. for guidance & suggestion

How to protect computer?

• Always store data in second partition of hard disk drive

• Make back-up copies of important documents or files and store them on separate diskettes. Making backups will also protect your information against accidental file deletion, diskette failure, and other damage.

• Whenever you use a computer in a campus lab, be sure to reboot or run "cleanup" before you start your session and log out when you end your session.

• Do not share any commercial software with anyone. It is a violation of the author's copyright to distribute such material, and it is a way to spread viruses.

• Always scan your diskettes and files after using them on another computer.

• Always scan all files you download from the Internet.

• Always scan Word or Excel file email attachments before you read them

For other E-Mail related guidelines please refer Guidelines for Usage of Computing Resources.

Printing Issues

• Before printing, always check the document to be printed through Print Preview and if you find the setup, alignment etc right, only then give the print command.

• Before giving the print command make sure the printer to which you would like to print (Local or Network) is selected in the print menu.

• If you are unable to get your prints, after you give the print command. Please check the

following things.

(A) The printer is on
(B) There is paper in the paper tray.
(C) Printer cable is properly connected to printer from the system.
(D) The printer you like to take print from is properly selected in the print menu.
(E) You have not paused the print by mistake.
(F) Ink cartridge is full of ink.
(G) There are no Paper jams.
(H) Any abnormal behavior of the printer.

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Shail Group of Institutions

SELF-DECLARATION FORM - NEWLY RECRUITED FACULTY/ STAFF

Name _____   Staff I Card No. _____

         Surname   Name(s)

Address _____ Number

| City/Town | State | Postal/Zip Code |

Date of Birth _____ Day/Month/Year

SELF-DECLARATION STATEMENT

<u>Sign your initials</u> in the appropriate boxes for # 1 and # 2

I certify that:

1. [_____] My name does not appear on any criminal proceedings.

and

2. I have **not** [_____]   *or*   I have [_____] (please **initial one box**)

been convicted of an offence under the *Criminal Code, Controlled Drug and Substances Act* or *Food and Drugs Act* for which no pardon has been granted. Only criminal convictions obtained as an adult must be reported (see #1 on cover sheet).

<u>If you have been convicted of an offence as described above please explain using the space provided on the reverse side of this form:</u>

Note: If you are presently charged with any offence pursuant to *Criminal Code, Controlled Drug and Substances Act* or *Food and Drugs Act* and are subsequently convicted, it is your responsibility to report these changes to the Chair, Admissions Selection Committee, Faculty of Education.

I understand that I am obligated to inform the Secretary SEWS in my status in any of the above conditions while serving SEWS

| **Date** | **Signature** |

SUBMISSION OF FALSE INFORMATION WILL INVALIDATE THE SERVICE IN SEWS AND WILL RESULT IN IMMEDIATE SEPERATION FROM SEWS.

Name _____   Student No. _____
        Surname   Given Name(s)

Additional Information:

If you have been convicted of an offence as described on the reverse of this form, you should elaborate in the space provided below with respect to:

□   Where and when the offence(s) took place,

□   The nature of the offence,

□   The nature of any sentence (including time spent in prison, probation, community service, etc.),

□   Whether you are still fulfilling the requirements of your sentence, and (if so) when those obligations will be completed.

Any other relevant information which may assist the Faculty of Education Admissions Selection Committee in considering your application should be included. You may comment on the implications you perceive this has had on your decision to seek a career in teaching.

SHAIL EDUCATIONAL & WELFARE SOCIETY

Opp. IIM, Pithampur Road, Rau, Indore 453 331 (M.P)

CONVEYANCE REIMBURSEMENT

Period _____ to _____

Name   : _____

Designation   : _____

Mode of Transportation : Two Wheeler / Car

S. No.	Date	From	To	Kms.	Purpose	Amount
					Total	

Signature of   **Counter Signed**
Claimant   **HOD**

LOGO of Institutions	Name of the Institutions

Name of the Applicant …………………………………………Designation ………..………………………

Department…………………………………………..DOJ:……/……./…………..Contact no......…………………………

Reason of leave…….

Type of Leave	No. of leave allotted	No. of leave availed	No. of leave balance	Date of leave		Total no. of days
				From	To	
Causal Leave **(CL)**						
Optional Leave **(OL)**						
Duty Leave **(DL)** (Enclosed copy of sanction/approval letter)						
CPL/C.off (date of working)						
Others **(VL/EL/SPL)** ……………………………………………………						
Leave Without Pay **(LWP)**						

Applicant sign. with date

REGISTRAR   **DIRECTOR**

Workload Alternate Arrangement

S. No.	Date	Year/sem/class/period/time Eg: IV/08/BE(CS-A)/I/9:40 to 10:30 AM	Subject	Alternate Arrangement		
				Name of faculty	**Subject**	**Signature**

In my absence overall responsibility assigned to:

Name	Designation	Signature

HOD's sign. with date   Applicant sign. with date

Remarks/Recommendation of Dean:………………………………………………………………………………

Dean's sign. with date

SHAIL EDUCATIONAL & WELFARE SOCIETY

<u>LEAVE APPLICATION - SEWS STAFF</u>

Date : _____

Name   _____   Designation

_____

Type of Leave Applied _____

Leave applied from _____ to _____ No. of total days

_____

Address   during   leave   period   :

_____

Contact Telephone No./Mobile No. : _____.

<u>Signature of Applicant</u>

Comments of Section Incharge : _____

Recommendation sanctioned / Not sanctioned.

Head of Department/ Director

- -

Faculty Performance Evaluation for Annual Appraisal

===
To be filled by Professors/Associate Professor/ Assistant Professor/Workshop Superintendents/Asst. Workshop Superintendents/System Analysts/Programmers. .
===

PART-A
(To be filled in by the Faculty only)

Assessment academic years (july' 2012   -   june'2013   )
Name of faculty:
Post:
Payscale:
Deptt./ Institution:
Date of Joining:
Name & designation of Dean/HOD
Name of Dean :

1.0   Performance of engaging lecturers/practical:

1.1   During Odd semesters

TEACHING (Semester-II,IV VI & VIII)						Maximum credits:10	
S. No	Semester	Name of the Subject	No. of total period allotted per semester*	Lectures actually engaged (Th./Practical)	Percentage target achieved 100*(5)/(4)	Credit / Marks	HOD/Dean Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1.2   During even semesters

S. No	Semester	Name of the Subject	No. of total period allotted per semester	Lectures actually engaged (Th./Practical)	Percentage target achieved 100*(5)/(4)	Credit / Marks	HOD/Dean Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

TEACHING (Semester-II,IV VI & VIII) — Maximum credits:10

 *(100% target - 5 marks, 90-99% - 4 marks, 80- 89% - 3 marks, 75- 79% - 3 marks, less than 75% - 0 marks)

2.0   Performance of attendance of students (Maximum credits 20):

Class	Semester	Name of the Subject	No. of Lectures	Lectures actually engaged (Th/PRO)	Sum of students present	Students on roll	Average attendance (6 X 100) /(5 X7)	Credit earned	HOD/Dean Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		

*(>75% - 5 marks, 65- 74% - 4 marks, 55- 64% - 3 marks, 45- 55% - 3 marks, less than 35 - 45% - 2 marks, 25 – 35% - 1 marks, less than 25% - 0 marks)

3.0   Performance of Results (Maximum credits 10):

S. No	Semester	Name of the Subject	Average Result of the year	Credit earned	HOD/Dean Remarks
(1)	(2)	(3)	(4)	(7)	(8)

*(90 - 100% Result - 5 marks, 80-89% - 4 marks, 70- 79% - 3 marks, 60- 69% - 3 marks, 50 – 60% - 2 marks, less than 50% - 1 marks)

4.0 *Guidance and innovation in student's major project work (Maximum 10 credits):*
4.1 Projects guided (Maximum 6 credits, 2 for each project)

S. No.	Name of Project/s	Internal/External Funding	Duration	Project cost	Credits earned	HOD/Dean Remarks

4.2 Innovation brought out in project work (Maximum 4 credits) (Credits Earned: 04).

HOD/Dean Remarks:………………………………………………………………………………..

5.0 *Additional qualification attained during the audit year (please specify &attach the copy of certificates) (Maximum 04 credits).*

HOD/Dean Remarks:……………………………………………………………………………..…

6.0 *Publication of papers in National/International journal (Maximum -10 credits):2 for each publication in international journal and 1 for publication in national journal.   (please specify &attach the copy of certificates)*

S. No.	Title of the paper	Name of the journal	Month and year of publication	Credits earned	HOD/Dean Remarks

7.0 *Participation in trainings/seminars/refreshers courses/summer/winter schools during the audit year (Maximum 10 credits, 02 credits per programme):*
                (Please specify &attach the copy of certificates)

S. No.	Title of the Programme	Name of the organizing institute	Duration From To	Credits earned (2 for each)	Reporting officer Remarks

8.0   *Research/External Projects Undertaken/Supervisory support (Maximum 10 credits):*

Research /External Projects (max. 10 Credit)

S. No	Name of Research/Project/s	Internal/ External Funding	Duration	Project cost	Credits earned	HOD/Dean Remarks

Supervisory Support in Ph D/ ME/MTech (max. 10 credit):

S. No	Name of the student	Date of Registration	Co-Supervisor	Current Status	Date of sub-mission	Credits earned	HOD/Dean Remarks

Note: Credits for Ph.D. shall be given for a maximum duration of four years as follows:-

1. Awarding year for Ph.D. maximum 10 credits and for year's preceding that maximum 5 credit.
2. Credit for supervisory support to one M.Tech. – 5
    Credit for supervisory support to two M. Tech. – 10

9.0   Any special remarks (6 credits) : (Credits Earned: 06)

Signature of the Faculty

Part-B

(To be filled by Faculty and Dean/HOD)

10.0 *Developmental activities undertaken in the department and general managerial ability (Maximum 56 credits)*

S.No.	Activities	Faculty Self Assessment				Deans/HOD Assessment
		E	G	A	P	
10.1	Laboratory/Workshop Management (Name of Laboratory:					
	a. General upkeep and maintenance of the laboratory					
	b. Up gradation of Lab & Lab Manuals					
	c. Modernization and removal of obsolescence.					
	d. Planning and procurement of consumables required for laboratory.					
	e. Guidance and checking of student's journals.					
	f. Lab In charge					
	g. Control and supervision of laboratory staff.					
10.2	Contribution in the development and management of the department					
	a. Publication of department's magazine					
	b. Class Coordinator ship					
	c. Organization of student's technical quiz/group discussion/poster competition/exhibition of student's projects etc. Mention					
	d. Departmental Mid Sem &Final Practical Exam & university related works					
	e. Organization of activities under student's chapter/institute chapter of professional bodies. Name:					
	f. Specific tasks undertaken like Accreditation of course/ISO 9000 certification. Name……………………………………… ……………………………………………… ……….					
10.3	Arranging expert lectures of industry experts/external resource persons:					
	a. No. of lectures arranged in a academic year No.:					
	b. Students'/faculty feedback about the quality and usefulness of lectures.					

10.4	Development of teaching resources/innovation in teaching:					
	a. Specify the teaching aids developed (Charts, Power point presentations, Models, Multimedia films etc.)					
	b. Teaching Beyond Syllabus					
	c. Improvement brought out in teaching/learning process (specify).					
10.5	Continuous assessment of students (records to be produced)					
	a. No. of assignments/ sessional work given					
	b. Timely and efficient organization of progressives tests					
10.6	Knowledge of latest development in his/her profession.					
10.7	Managerial ability:					
	a. Planning and organizing.					
	b. Leadership					
	c. Problem solving					
	d. Decision making					
	e. Team work.					
	f. Communication skills.					
	g. Direction, supervision and control of subordinates					
10.8	Leave Records					
	Total of tick marks					

11.0   Performance in core areas (Maximum credits: 50)

S.No.	Activities	Faculty Self Assessment				Deans/HOD Assessment
		E	G	A	P	
11.1	Organization and conduction of Short term/continuing education programmes for students/pass outs/in-service personnel:					
	a. No. of programmes organized					
	b. No. of persons trained					
	c. General feedback about the quality and usefulness of the programme					
	d. Managing and organizing efficiency					
	e. Revenue generated deposited in the Institution.					
11.2	Contribution under Industry Institute Interaction Cell:					
	a. No. of student' visits organized					
	b. No. of stipend/placement offers received					

S.No.	Description						
	c. No. of Industry projects offered						
11.3	Organization of seminars/workshops/symposia/short term training programme/summer/winter schools etc:						
	a. No. of programmes organized ………………………						
	b. No. of persons benefited…………………………						
	c. Managing and Organizing efficiency						
	d. General feedback about usefulness and quality of the programmes						
11.4	Contribution to Community Services or Community:						
	a. No. of trainings organized…………………………….						
	b. No. of persons Trained ………………………………						
11.5	Internal Revenue Generation through Testing/Consultancy:						
	Amount of the revenue generated i.e. deposited in the Institution:						
11.6	Examination/University related work:						
	a. Paper setting/Moderation work						
	b. Invigilation/Asstt.Supdt./Supdt. of examination or valuation in the Institution						
	c. Valuation work at University						
	d. Checking of examination forms/Compilation of sessionals/progressive tests marks/supervision of data entry work in the Institution						
	e. Curriculum development work						
11.7	Career guidance and Counseling						
	a. About job opportunities or entrepreneurship						
	b. Higher education or further training						
	c. Contribution in preparation of facing interviews/personality development						
11.8	Conduction of special classes/makeup classes for SC/ST/ Weak students/students having backlogs.						
11.9	Level of computer knowledge and is application						
	Total of tick marks						

12.0 General Conduct and Behavior (Maximum Credits: 30)

S.No.	Description	Faculty Self Assessment				Deans/HOD Assessment
		E	G	A	P	

a.	Health and Personality					
b.	Punctuality and regularity					
c.	Initiative and Drive					
d.	Honesty and integrity					
e.	Observance of secrecy					
f.	Reliability and dependability					
g.	Sense of responsibility					
h.	Intelligence					
i.	Temperament and manners.					
j.	Emotional stability under stress					
k.	Aptitude for work.					
l.	Willingness to work and take extra responsibility.					
m.	Attitude towards generalstudents					
n.	Behavior towards senior/peers and subordinate staff.					
o.	Attitude towards weak /SC/ST/ students					
	Total of tick marks					

13.0 *Extra administrative responsibilities performed as Coordinator or In-Charge of the following activities (Maximum credits:40)*

S.No.	Activity	Faculty Self Assessment				Deans/HOD Assessment
		E	G	A	P	
1.	Scholarship – all categories					
2.	Sports activities					
3.	Student's union & Cultural activities					
4.	Discipline, anti ragging committee, security and student grievances					
5.	Academic and examination section					
6.	Hostel warden					
7.	General maintenance related with Civil works/electricity/equipments/ water recharging etc.					
8.	Women cell (anti harassment)					
9.	Purchase committee and Write off committee					
10.	Library/Library advisory committee					
11.	Career counseling, Training and placement officer and Entrepreneurship development cell					
12.	Furniture procurement, repair and maintenance					
13.	Office automation					
14.	Conduction of special classes/makeup classes for SC/ST/ Weak students/students having backlogs.					
15.	Continuing education programmes					
16.	Training programmes for faculty, Technician & staff					
17.	Website, computer maintenance (other than system analyst and programmer)					
18.	NCC/NSS					
19.	Community Services/Social Service					
20.	Any special activity Mention name, maximum two)					
	Total of tick marks					

14.0 Special weightage given Dean/HOD for extra ordinary work done during the audit year Specify: (Max. 04 Credit)

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Overall Score from point No. 10 – 14 (By Dean/HOD only)

Description	Maxi. Credits	No. of tick marks				Multiplying factors (MF)	Credits earned = No. of ticks * (MF)
		E	G	A	P		
10.0 Developmental activities undertaken in the department and general managerial ability	56					E- Excellent – 2.0 G- Good – 1.0 A-Average – 1.0 P- Poor – 0.4	
11.0 Performance in core areas	50						
12.0 General conduct and behavior	30						
13.0 Extra administrative responsibilities performed	40						
14.0 Special weightage given by Dean/ HOD for extraordinary contribution during audit year	04						
Total	**180**						

Maximum credits equal to $1/3^{rd}$ of sum of 10, 11, 12, 13 and 14   = 180
          Since all the activities mentioned in above points will not be
          Performed by individuals, therefore average $1/3^{rd}$ of that would be
    Considered for final score i.e.   = 60

 By above calculations, actual credit scored against point 10, 11, 12, 13 1nd 14   = __ =
                                                                                          3

15.0   Student's feedback (Maximum 30 credits):

(to be taken in a separate Performa and final score recorded here)

………………………………………………………………………………

16.0　　Disciplinary action taken (if any), including warning etc.
(-05 for each actions, max. of -10 credits)

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Signature of Dean/HOD

TOTAL CREDITS EARNED DURING THE ACADEMIC YEAR
(July 2012 to June 2013)
(Consolidated by Dean/HOD only)

S. No.	Responsibility	Maximum Credits	Minimum Requirement	Credits earned	Deficiency if any
01	Performance of engaging lectures/practical: 1.1 During odd semesters 1.2 During even semesters	**10** **10**			
02	Performance of attendance of students	**20**			
03	Performance of Results	**10**			
04	Guidance and innovation in student's major project work: 4.1 Projects guided 4.2 Innovation brought out in project work	**06** **04**			
05	Additional qualification attained/Publications of books during the audit year	**04**			
06	Publication of papers in National/International journals/Seminars/Conferences.	**10**			
07	Participation in trainings/seminars/refreshers courses/summer/winter schools during the audit year.	**10**			
08	Research/External Projects Undertaken/Supervisory support				

	8.1 research/external projects undertaken	**10**				
	8.2 supervisory support (Ph. D/M.Tech.)	**10**				
09	Special remarks given by teacher (assesse)	**06**				
10	Developmental activities undertaken in the department and general managerial ability	56				
11	Performance in core areas.	50				
12	General conduct and behavior	30				
13	Extra administrative responsibilities performed as Officer-In-Charge of the following activities.	40				
14	Special weightage given by the Dean/HOD for extraordinary work done during the audit year	04				
15	Maximum credits equal to $1/3^{rd}$ of sum of 10, 11, 12, 13 and 14	**60**				
16	Student's feedback	**30**				
17	Any Disciplinary action taken	**-10**				
	GRAND TOTAL (01-09 & 15-17)	**200**				

Name of signature of
DEAN/HOD

Comments of Dy. Director

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Signature

Comments of Director

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Signature

SHAIL GROUP OF INSTITUTIONS
STAFF PERFORMANCE APPRAISAL FOR SHAIL STAFF

The purpose of this appraisal form is to provide a written record for the staff member and his or her Reporting Officer on the nature of the staff job and his or her performance in it. Reporting Officers are urged to be fair & frank in their evaluations both for the benefit of the staff member and for the accuracy of this appraisal record. This appraisal will become a part of the staff member's personal file.

Name	Job Title	Department/Office
Reporting Officer / HOD	Appraisal Period	Date of Appraisal

I. MAJOR RESPONSIBILITIES: List your major responsibilities on this position in approximate Order of importance. Attached extra sheets if required.

II. REPORTING OFFICER's REVIEW OF RESPONSIBILITIES: Review the above list of major responsibilities and note your concurrent or comment on any additions, deletions, or changes in priority that you feel are appropriate.

III. ADDITIONAL RESPONSIBILITIES UNDERTAKEN DURING THE YEAR:

IV. REPORTING OFFICER's REVIEW OF ADDITIONAL RESPONSIBILITIES: Review the above list of additional responsibilities and note your concurrent or comment on any additions, deletions, or changes in priority that you feel are appropriate.

V. PERFORMANCE FACTOR RATINGS: Using the following definitions, check the box that most closely describes the staff member's performance for each of the required performance factors. If a performance factor does not apply, please leave blank. The appraise has to rate himself/herself & later the appraiser will rate him/her on the following norms: -

1. EXCEPTIONAL: Contributions and excellent work are widely recognized. Performance consistently exceeds all defined expectations, producing important and impactful results through superior planning, executing, and creativity.

2. HIGHLY EFFECTIVE: Most performance objectives exceed expectations. Projects and objectives are completed in a manner that expands the scope and impact of the assignment and increases the impact on the business. The employee is viewed as having made notable contributions to the department.

3. EFFECTIVE: Performance is competent and effective along established expectations, initiative, resourcefulness and good judgment are consistently exercised. Employee makes a solid, reliable and meaningful contribution to the department.

4. IMPROVEMENT REQUIRED: Performance falls below expectations on one or two job requirements and responsibilities. A performance improvement plan should be created.

5. UNSATISFACTORY: Performance falls below expectations on several critical job requirements and responsibilities. Without significant improvement reassignment or separation are indicated. A performance improvement plan must be in place.

Performance Factor		Exceptional	Highly Effective	Effective	Improvement	Unsatisfactory
1. QUALITY OF WORK: Consider accuracy, thoroughness, effectiveness	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
2. FLEXIBILITY : Consider performance under pressure and handling of multiple assignments.	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
3. INITIATIVE : Consider the extent to which the employee sets own constructive work practice and recommends and creates own procedures.	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
4. DEPENDABILITY : Consider the extent to which the employee completes assignments on time and carries out instructions.	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
5. INTERPERSONAL RELATIONS : Consider the extent to which the employee is cooperative, considerate, and tactful in dealing with Reporting Officer, subordinates, peers, faculty, students and others.	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
6. SAFETY COMPLIANCE : The degree to which he or she complies with or over sees the compliance with Institute safety rules.	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
7. ORGANIZATION : To what extent are projects well conceived, analyzed, and carried out systematically?	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
8. COMMUNICATIONS ABILITIES : Are the individual's thoughts expressed clearly and Concisely? a. Written b. Oral	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐

Performance Factor		Exceptional	Highly Effective	Effective	Improvement	Unsatisfactory
9. FACING ISSUES : How well does the individual grip with unpleasant issues and seek to solve them by constructive action at his or her own level?	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
10. UTILIZATION OF RESOURCES: The degree to which the individual has utilized funds staff or equipment economically and effectively.	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
11. STAFF DEVELOPMENT : The extent to which the individual provides guidance and opportunities to his or her staff for their development and advancement in the Institute. (Reporting Officer only)	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐
12. AFFIRMATIVE ACTION: The extent to which he or she applies the Institute's philosophy of equal employment opportunity.	Apprise	☐	☐	☐	☐	☐
	Appraiser	☐	☐	☐	☐	☐

VI. GROWTH OPPORTUNITY FOR THE NEXT ACADEMIC YEAR 2013-14 & ANY TRAINING NEEDS REQUIRED.

VII. Reporting Officer Review & Comments:

_____

_____

Date: _____