

HR | POLICY MANUAL

Shree Mahavir Education Society, Mhasrul-Varvandi Rd. ,Nashik



Engineering



Polytechnic



Pharmacy

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Introduction - 1

Welcome to Shree Mahavir Educational Society !

Shree Mahavir Educational Society (SMES) wants to be recognized as an Institute with good HR practices and transparent policies. Ours is a family where each one of us strives to contribute significantly to the growth of the Institute.

There have been consistent efforts to make each employee's association with SMES pleasant and professionally rewarding.

Our future growth as a Institute depends on each employee's initiatives, commitment, co-operation, thereby making significant contributions to the Institute objectives.

This handbook is designed to acquaint you with SMES and provide you information about working conditions, employee benefits and policies have impact on your employment. You should read, understand and obey the provisions of this handbook. It describes many responsibilities as an employee and outlines the programs developed by SMES for the benefit of employees.

One of our objectives is to provide a healthy work environment that is conducive to both personal and professional growth.

No employee handbook can cover all circumstance or queries about all policy matter. SMES reserves the right to revise, supplement or rescind any policies or part of the handbook from time to time as it deems appropriate, in its sole and absolute discretion..

Chairman
Shree Mahavir Educational Society

Working Hours & Attendance - 2

OBJECTIVE

All employees should understand the work duration and working hours.

GUIDELINES

Minimum Working Hours per day:

Teaching Staff :8 Hrs per day including ½ hour lunch break with Saturday off

Administrative Staff :8.00 Hrs per day including ½ hour lunch break.

Peons :8 Hrs per day including ½ hour lunch break.

All staff members in College premises needs to punch their attendance during entry and exit of their duty.

Days off in the week

Sundays will be weekly off for all staff & Saturday Sunday for Teaching.

Employees traveling out of office on official work should obtain advance permission from the head of the college through immediate supervisor.

Leave & Holidays - 3

Vacation and Leave Rules applicability

1 General

1.1 Leave is privilege and not **a matter of right**. It is earned and does not automatically become admissible as soon as one joins the service

1.2 In case of emergencies Institute has got right to cancel all kinds of leaves.

1.3 An employee's claiming for any leave is regulated by the rules and circumstances in force at that time.

No leave is allowed if not intimated by SMS to Principal & Director both on start time of leave.

1.4 Unauthorized absence during the academic session is unethical and should be avoided. However, in case of **emergency** including sudden sickness etc., the employee shall inform his/her immediate reporting authority/ Departmental Head and seek his/her permission for absence. This shall be followed by a online request on Online Puspendu studio form immediately after returning from leave for regularizing the absence. Intimation of such leave must be on the day of leave in morning by SMS to Principal & Director.

1.5 Mere submission of Leave application does not authorize an employee to avail the leave applied for , but the leave shall be duly sanctioned by respective Principal /DIRECTOR before proceeding on leave.

1.6 In case an employee remains continuously absent from the Institute for more than **03 days** without any information /sanction of leave, he/she shall be considered as a defaulter and it shall be presumed that he/she is no more interested in the employment and his/her service shall be deemed to abandoned and his/her name shall be removed from the employee's roll.

1.7 Any employee may be called upon to work beyond the stipulated working hours or on holidays/Sundays/ off days etc. to meet a specific job requirement. All employees shall abide by the rule. Evading the responsibility shall tantamount to indiscipline.

1.8 Any dismissed/suspended employee is not eligible for any kind of leave from the date of such dismissal or removal or resignation.

1.9 In the event of any individual resigning from the service of the Institute, no advance leave including EL/Maternity Leave /Study Leave /Academic Leave etc. shall be allowed to avail during the notice period, However, CL due to his /her may be availed during the said period as per CL rule.

1.10 If an individual has availed ML/EL/CL /VCL in excess of the entitlement due to any reason, the salary for that part shall be recovered at the time of settlement of accounts.

1.11 The employees both teaching and non-teaching, shall be entitled to avail ML/EL/CL/VCL which stand credited in their leave account prior to **June 30 of every year** However, utilization of such leave shall be governed by new rules effective from **1st July every year**.

1.12 These Leave rules shall not be applicable to **Casual, Contract or Visiting employees**, if any.

1.13 The leave year is the Academic year viz. **July 1 to June 30**.

1.14 Authority empowered to sanction leave

- a) The Chairman shall have the power to sanction leave to the DIRECTOR.
- b) DIRECTOR shall have power to sanction leave to the Principal of all colleges.
- c) Leave may be sanctioned to the entire teaching staff by the receptive Principal.
- d) Leave for the Administrative staff will be sanctioned by the DIRECTOR.

1.15 No leave is provided in combination with or in continuations of any kind of leave, however during nonacademic period Principal may sanction some leave.

2.0 Types of Leave

Keeping with various practices in vogue, following Leave Rules for different type of leaves have been framed. The leave admissibility in respect of all the employees except mentioned otherwise, are as given hereunder:

2.1 Casual Leave (CL)(10 days per year) To Teaching Staff

2.1 Casual leave (CL) is given to meet emergent unforeseen personal requirements of an employee and shall be treated as on full pay. It shall, however, be got sanctioned in advance unless unavoidable.

HOD/ Principal/DIRECTOR are the only authority to sanction casual leave over the telephone in case of **emergency** as per clause 1.4 above.

2.2 An employee is entitled to ONE CL after every 36 days in the Institute i.e. 10 casual leave in Academic Year shall be admissible.

2.3 C.L can be availed even for **half day. Two half day CL** shall be treated as **one full day CL**.

2.4 Casual leave with **prefixed and suffixed** with holidays /Sundays /off days cannot be used together. In case it is used than holiday period will be counted as leave.

2.5 Causal leave shall **not be combined** with any other kind of leave admissible under these rules except **Special Leave**.

2.6 Causal Leave shall not be carried over beyond an academic year.

2.7 Casual Leave cannot be claimed as a matter of right and its grants is always subject to the exigently of service and subject to a maximum 10 days in a calendar year.

2.8 Employee resigning the service of the college may be allowed casual leave during the notice period subject to date to be decided by the management .

2.9 CL cannot be encashed or carry forward.

2.10 Contract staff will have 5 CL in a year.

2.11 Unused CL can be all used during non-academic period.

2.12 Unsanctioned casual leave will be marked as Loss of pay only.

2.13 Staff on probation will have 5 CL in a year (only Non-Teaching).

2.14 Sanctioning more than 1CL in a month will be only right of principal in a very special case.

2.15 CL Shall be calculated on Pro-rata basis.

3.0 Earned Leave (EL) (30 days per year)

3.1 Earned leave is applicable to non-teaching employee including Principal, Director, Administrative staff, driver, Office assistance, trust office, Library, Work Shop, Peon shall be entitled for **30 days** in an Academic year.

3.1 Earned leave means the leave earned by the regular service rendered by him/her in the Institute on permanent basis.

3.2 EL shall be **credited** to an employee's account **only** if he is permanent staff of the Institute.

3.3 Proportionate EL in nearest integer, shall be credited, if the faculty member joins the Institute any time during the academic year.

3.4 Request for EL shall be made well in advance on Online Puspendu studio form. EL shall be availed generally during winter /summer breaks. It shall not be admissible during the current academic year except in case of emergency for any other specific purpose, mentioned elsewhere in the Leave Rules and approved by the authorities.

3.5 Sunday/off days and other holidays falling within the Earned Leave period shall be counted towards Earned leaves.

3.6 EL shall be recommended by the **Immediate Superior Officer**. The **DIRECTOR** shall be the sanctioning authority.

3.7 The Earned Leave during summer and winter breaks requested by the employee shall be staggered to ensure that the function of the Institute is not affected adversely.

3.8 The EL dates shall be notified by the Institute authorities every year.

3.9 Depending on the requirement DIRECTOR/PRINCIPAL may reduce EL for the academic year and every employee are supposed to follow the instruction.

3.10 Contract staff will not be eligible to avail EL.

3.11 No advance EL will be allowed to any employee under any circumstance.

3.12 EL can be availed during academic period.

3.13 Management can ask staff to consume EL any time during any academic time also.

3.14 EL can be carried forward Up to 45 EL.

3.15 Employee following sick during EL will not be sanctioned ML. It means ML will not be sanctioned during EL or immediate after.

4 VCL (60 days per year) For teaching staff

4.1 VCL shall be credited to the leave account of a faculty member for maximum period of **60 days** in an academic year. Proportionate VCL in nearest integer, shall be credited, if the faculty member joins the Institute at any time during the academic year.

4.2 VCL means the leave earned by the regular service rendered by him/her in the Institute on permanent/ probation basis.

4.3 VCL shall be **credited** to an employee's account **only** if he is on probation or permanent staff of the Institute.

4.4 Request for VCL shall be made well in advance on Online Puspendu studio form. VCL shall generally during winter /summer breaks. It shall not be admissible during the currency of the academic session except in case of emergency or for any other specific purpose, mentioned elsewhere in the Leave Rules.

4.5 Sunday/off days and other holidays falling within the VCL period shall be counted towards VCL.

4.6 VCL shall be recommended by the **Immediate Superior Officer/HOD**. The **Principal** shall be the final sanctioning authority.

4.7 The VCL during summer and winter breaks requested by the employee shall be staggered to ensure that the function of the Institute is not affected adversely.

4.8 The vacation dates shall be notified by the Institute authorities every year.

4.9 Depending on the requirement Principal may reduce VCL for the academic year and every employee are supposed to follow the instruction.

4.10 Contract staff will not be eligible to avail VCL.

4.11 No advance VCL will be allowed to any employee under any circumstance.

4.12 VCL cannot be availed during academic but for Ph.D. course principal can approve if he find all records are genuine (Only Technical higher qualification exam to be considered, specified by AICTE).

4.13 Management can ask staff to consume VCL any time during any academic also.

4.14 VCL cannot be carry forward.

4.15 ML will not be sanctioned during VCL or immediate after.

4.16 The VCL shall also be admissible to Faculty Member for attending M. Tech. /Ph.D. classes/course work(if any) etc. during winter/summer vacations in affiliating or other University provide the faculty concerned is deputed by the Institute

4.17 VCL is not the right of the faculty, management can convert the vacation as 3.1 ratio to EL(3 Vacation=1EL).

4.18 Un-availed vacation may be converted with above formula, but it should not be carry forward as vacation for the next year.

4.19 During any leave any employee may be called for any college work however the exam work is a statutory work of university hence there will not be any additional leave to be sanctioned in place of exam work completed during vacation period.

4.20 Permanent Staff on joining will have 20 days VCL in first year, 40 days in second year and 60 days from third year onwards.

4.21 VCL is applicable to all teaching staff.

5 Medical Leave (ML)(8 days per year)

5.1 Medical leave shall be admissible to an employee for his /her own sickness. It shall NOT be admissible for attending sick family members.

5.2 The permanent employee can avail **8 days** of Medical Leave in an academic year on full pay.

5.3 Medical Leave can either be **prefixed or suffixed** with Sunday/holidays/ off days.

5.4 Medical leave shall require a medical certificate from a registered Medical Professional. Medical leave in excess of **7 days** shall require record of hospitalization.

5.5 The medical leave shall be allowed to be accrued maximum upto **40days**.

5.6 The Medical Leave (ML) shall not be **availed in advance**.

5.7 All permanent employee of the Institute including non-teaching employee shall be eligible for M.L.

5.8 ML shall not be combined with any type of leave.

5.9 Principal shall be the sanctioning authority for M.L

5.10 Minimum two days must be there in the certificate to avail medical leave. One day M.L is not allowed.

5.11 Management has right to get second opinion from any other doctor and staff should be ready to accept this. If any variation is found then medical leave will be cancelled and an enquiry will be done by institute and finding will be final.

5.12 ML cannot be encashed.

5.13 ML should be informed through SMS or email to principal & Director.

6 Maternity Leave to permanent staff

6.1 The female employee shall become eligible for Maternity Leave only after the completion **of two year of continuous service** in the Institute as a permanent staff.

6.2 The salary for Maternity Leave period shall only be released when the employee re-joins the Institute after the expiry of Maternity Leave and works continuously for a minimum **period of 3 months**, in the Institute.

6.3 The maternity Leave shall be granted for not more than on two occasions during the entire period of service. If a female employee already has a child prior to joining the service of the Institute, she shall be entitled for Maternity Leave only once.

6.4 In case of miscarriage /abortion etc. employees shall not be eligible for Maternity leave.

6.5 Maternity Leave shall not be admissible in case of female employee who has two living children.

6.6 The above provision of Maternity Leave shall apply to **both teaching and non-teaching female employees** in the Institute.

6.7 The Maternity Leave can only be combined with EL, if due.

6.8 Sundays/holidays/ off days falling within the period of Maternity Leave shall be counted as maternity leave only.

6.9 The Chairman, Governing Board, on the recommendation of the principal, shall be the sanctioning authority for Maternity Leave.

6.10 After availing maternity leave staff member should not resign from the institute for at least one year otherwise maternity leave period salary will be recovered.

7 ON DUTY (OD)

OD shall be granted for the following Specific purpose:

7.1 For presenting research paper in National /International symposium / conference /seminar /workshop, etc. will be considered as OD for one day. Outside city actual time will be considered.

7.2 For participating if any training/special programme etc. beneficial to the students or institute in the long run, duly deputed by the Institute.

7.3 Any activity which brings laurels to the Institute as decided by the DIRECTOR/ Principal of the Institute.

7.4 Documentary evidence regarding the purpose shall be submitted along with the request for such OD.

7.5 TA /DA & registration fee shall be accepted **fully or partially** by the Institute if Board/university does not provide such facility, according to the policy of the Institute in vogue at that time. In all other cases, the expenses shall be borne by the individual faculty /host Institution.

7.6 No financial support shall be provided by the Institute if faculty member is only attending the Seminar / Symposia etc. either in India or outside India However, CL/VCL/EL shall be admissible for such purpose subject to a maximum of **two times** during an academic year.

7.7 The OD shall be granted to faculty member up to maximum **two times** during an academic year in case of National or International Conference /Seminar in India for one day. In case of International seminar outside India maximum number of EL/VCL available in their account can be availed.

7.8 The copy of the published paper in the concerned seminar / symposia etc. along with a brief report, shall be submitted to the Principal within **7 days** of returning from above leave, failing which the faculty shall be treated as absent during that period.

7.9 All publication invariably shall acknowledge the support of Shree Mahavir Education Society, Nashik.

7.10 Judge for technical event will be considered as OD if invitation is addressed to the institute for one day.

7.11 Any deputation by MSBTE/DTE/University will be considered as OD if through institute.

7.12 OD application should be pre sanctioned.

7.13 If any faculty member goes outside the college for any exam/evaluation work and he/she earns any money against the work done by them then they need not deposit that money to college. Outside the college duty related to exam work should be preferably done during vacation period but if the period is non-vacation period then it will be considered as on duty, especially oral/practical/term work/viva voce will be treated as on duty and evaluation of answer sheets should be completed during vacation period. If evaluation of answer sheet is during non-vacation period, OD will be considered only if 50% morning session in college is attended. In case of new faculty who does not have official vacation because of new joining then it may be considered as on duty with the permission of the Principal & Director.

7.14 For working on official delegations or attending committee meetings appointed by the Government of India, State Government, UGC, DST, AICTE, NBA, Affiliating University or any other Academic Body.

7.15 For conducting Viva-voce/ Practical examinations of affiliating university in other colleges.

7.16 For invigilation duty in other colleges of the affiliating university examination during Odd and Even Semesters.

7.17 For being a member of Flying Squad Committee and /or Anti-Ragging Committee of the affiliating University during examinations.

7.18 Any other specific work related to AICTE/ affiliating university and deputed by the Principal of the Institute.

7.19 Any staff is called by any other organization for guest lecture/ training programme will be considered as on duty subjected to advance approval from Principal and a completion certificate from the concerned organization, however if there is any remuneration it should be declared and 25% should be paid to the correct account honestly. In case it is proved that someone has misused /not declared the correct information the concerned employee has to pay ten times the actual college share of remuneration.

7.20 For paper presentation the day of presentation should be considered as on duty subjected to a maximum of only one staff members may avail the facility for each paper. The travel period may be considered as part of vacation /EL.

7.21 In case of any fee to be paid for the publication of paper it is sole responsibility of the writer.

7.22 For presenting national international paper college will not provide any allowance to any employee.

7.23 If a member is selected in the expert committee of University/DTE then he/she will be treated as on duty till the committee work is completed.

7.24 Subject chairman and Ph.D. guides may visit to the University "on duty" but if the reimbursement facility is available from university then it must be reimbursed from the University only.

7.25 Staff going for faculty development program will be treated at ON DUTY. TA will be borne by faculty. Registration fees will be born partially or fully by the institute according to the policy of Institute in vogue at that time.

8 Study Leave

8.1 No special study leave sanction but however they can avail CL/VCL/EL credited in there account with prior permission of principal.

8.2 On completion of the course of the study, the faculty member shall submit the certificate of examinations passed/degree awarded, to the authority which granted him the Study Leave.

9 LEAVE WITHOUT PAY (LWP)

9.1 No provision as such exists for the grant of Leave without Pay (LWP). However, for reasons beyond one's control, if an employee has to avail leave in excess of one's eligibility due to any emergency, he/she shall be granted '**leave without pay**' at the discretion of Principal / Management. Such leave shall not exceed **15 days in an Academic Year** subject to maximum of **15 days** at one stretch. Sundays/holidays/ Off Days in between LWP shall be counted as LWP only.

9.2 LWP may be availed even for **one day** and can be clubbed with any other type of leave.

9.3 Absence of an employee without sanctioned of leave shall be treated as a case of indiscipline and shall not fall under this category of Leave.

9.4 Approval for leave without pay is at the discretion of principal & DIRECTOR.

9.5 An application giving personal details, employment details, the amount of time and the reason for the leave should be submitted by the employee.

9.6 Other types of appropriate paid leave should be used before approval for leave without pay can proceed.

9.7 Failure to return to work on the date stipulates may result in loss of continuity or termination. Extension of leave will be considered on an individual basis. An exchange of letter is required setting out all conditions.

9.8 Leave without pay will not count towards continuous service.

10 EXTRA WORKING

10.1 If you are called on duty to work on your off day then this must be with Principal's permission /approval in writing. HOD's permission is not valid. Without permission, extra working is NOT ALLOWED.

10.2 Principal must log on this details one day prior of calling for extra work.

10.3 No c-off allowed for staff, cash payment will be to hourly basis.

10.4 If a work is given in normal working and if he/she has not completed and if he/she works on off day then this cannot be paid under any circumstance.

11 EXTRA ORDINARY LEAVE (EOL)

11.1 In case of genuine necessity like prolonged illness of self/son/daughter/spouse/dependents etc. and when no other kind of leave is due, or admissible, **extra ordinary Leave (EOL) without pay** may be granted. The reasons shall be specified at the time of granting such leave.

11.2 The maximum period of Extra Ordinary Leave without pay shall not exceed **one year** and shall be admissible only once in service period **on case to case basis**. Sundays/holidays/off days falling during EOL shall be counted.

11.3 EOL shall also be admissible in case of female employees who are not eligible for Maternity Leave.

11.4 EOL cannot be clubbed with any other type of leave.

11.5 The period of EOL shall not count for increment.

11.6 The Principal shall be Sanctioning authority for EOL.

12 Attendance Rules.

12.1 Staff members must report and punch his/her "in-punch" using biometric machine at least 5 minutes before college start time. In case biometric machine is unable to recognize the finger impression or the machine is out of order please represent your case in writing to the Principal within 15 minutes (If you have any lecture then immediately after lecture but within lecture hour and 15 minute).

12.2 If you are a bus user and the bus is delayed still you will be marked late, however it may be abolished once you write to the Principal with bus No, your bus stop arrival time of the bus stop and arrival time at college gate. The Principal will verify and if found suitable he/she may write his/her comments, based on the comment the attendance may be considered as paid /partial paid/unpaid day.

12.3 In case of emergency one can go out with gate pass issued from Principal only, however this gate pass is only valid for one hour in case personal work, however if the pass is issued for more than one hour for personal work it must be supported with approved leave application. One can get max two free gate pass for any month beyond this limit it should be accompanied with the approved leave application.

12.4 Without authorized gate pass if someone is found outside, then he/she will loss the whole day salary and disciplinary action may be initiated.

13. LATE ARRIVAL

Staff must arrival minimum 5 minutes in advance to mark his/her attendance in office /on thump impression machine.

13.1 The Institute has provided transport facility for the conveyance of the employees. However, if they miss it due to any reason, they shall make their own arrangements to reach the Institute in time. Exceptions listed below shall apply:

13.2 Late arrival up to **05 minutes** on maximum **two occasions** in a month shall not attract any penalty provided it does not affect the class schedule/work allotted. The time of arrival shall, however, be entered in the attendance register.

13.3 Late arrival beyond **05 minutes and up to 30 minutes** on maximum **two occasions** in a month shall entail loss of **half day CL**. The faculty member shall, in such a case, not sign the attendance register but shall make entry in the register kept at the gate. The record from the gate shall be used to calculate half day CL.

13.4 In all other cases of late arrival, half day CL on **each occasion** shall be deducted. In the event of no CL due, **half day pay** shall be deducted.

13.5 All the late arrivals entailing half day loss of CL, shall be got regularized by the employee by getting the leave sanctioned by the competent authority.

13.6 The time of late arrival in all the above cases shall be entered in the attendance register.

13.7 Habitual late coming shall attract disciplinary action.

13.8 Any one going out without authorization if detected than full day LWP will be marked.

14 UNIVERSITIES AND MSBTE APPROVAL PROCESS

All staff are required to get themselves approved through institute after obtaining and presenting appropriate qualification and other documents.

If you are not presently qualified, then you should enroll to necessary course or non-compliance will be automatically stands services to be dismissed.

Summary

No.	Type of Employee	CL	ML	VCL	EL
1	Contract Staff	05	Nil	Nil	Nil
2	Probation Teaching				
	First year	10	8	20	Nil
	Second year	10	8	40	Nil
	Third year Onward	10	8	60	Nil
3	Probation Non-teaching	5	4	Nil	30
4	Permanent Teaching	10	8	60	Nil
	Permanent Non-teaching	10	8	Nil	30
6	Maternity Leave	1st child 90 days after 2 year of continuous service 2nd child 45 days after 2 year of continuous service			
7	Peons on permanent basis		1 st Year	2 nd Year	3 rd Year
		CL	5	5	10
		ML	4	6	08
		EL	10	20	30

Induction & Joining Formalities – 4

OBJECTIVE

This is to ensure the smooth induction of a new employee into the Institute and to assist him/her with the preliminary joining formalities. The objective is to familiarize the new recruit with the functions, processes, people, culture, rules, norms, vision and mission of the Institute.

POLICY

The Administration Department organizes an induction programme for new joiners. The new recruit is educated about the company, its services, its people, its policies.

On joining the Institute, the employee will be given an Appointment Letter which will contain the details of the salary, allowances, terms and conditions of service.

On the day of joining of any new employee, the Admin Department will open a personal file for the employee. This file will contain all the documents related to the employee.

Bank account must be opened so that salary can be transferred to this account.

Offer Letter

On being selected, the candidate will be issued an Offer Letter. A formal appointment letter will be issued only after successful completion of pre-employment formalities and on the date of joining. The Offer Letter will be signed by the Principal.

Appointment Letter

On the receipt of the acceptance of offer letter, a formal appointment letter signed by the Principal will be handed over to the employee.

EMPLOYMENT FORMALITIES

Submission of Documents: The selected candidates must submit photocopies of the below mentioned documents along with the original document for verification, to the Admin department

1. Copy of school leaving certificate and last degree certificate.
2. Copy of certificate acquired on completion of professional courses.
3. Copy of service relieving letter from the previous employer/s.
4. Two recent passport size photographs
5. Proof of last drawn salary

PROBATION

An employee will be deemed confirmed only when he/she receives a letter stating the confirmation. Performance of the employees on trainee/probation will be tracked every month. Towards the end of 6 months of probation, the Admin department will forward the **Probation Continuation Form** which needs to be filled out by the HOD & Principal for the teaching staff and by DIRECTOR for Admin staff. The Admin will initiate this at least one month prior to the due date of confirmation. Irrespective of the date of joining, the confirmation will be issued on the first week of start of semester.

In case the probation period is to be extended, explicit instructions will be given to the HR department for the extension. The **confirmation letter** will be issued by the HR department and will have the signature of the concerned HOD.

Normally on confirmation no revision of salary takes place. If no letter is issued / received/ accepted then it will be presumed that probation is continued.

Local Transportation Policies - 5

OBJECTIVE

The objective of this policy is to reimburse the conveyance expenses incurred by employees who travel within the city on official duty.

GUIDELINES

The following reimbursement expense rates will apply for local travel on business purpose:

Category	Transport Limits (all places)
Lecturer/ Admin Staff	At actual by cheapest mode of transport
Sr. Lecturer	At actual by cheapest mode of transport
HOD	At actual by cheapest mode of transport
Principal & DIRECTOR	At actual by cheapest mode of transport

Guidelines and Explanations

- Other than shared taxi / local taxi / auto / rickshaw supportive are required for all travels.
- For using personal vehicle following reimbursement charges are as follows:-
Four Wheeler - Rs_10.00 per km
Two Wheeler - Rs 3.00 per km

Exit Policy - 6

OBJECTIVE

SMES is committed to set guidelines to ensure smooth separation of an employee on account of resignation, retirement or termination.

GUIDELINES

The services of an employee may be terminated either by the company or by the employee by serving the stipulated notice period as per the appointment letter. The notice period can be waived off at the discretion of the management. During the notice period, an employee will be required to carry out his normal duties till the relieving date.

The employee is required to make a proper handover report **Exit Handing over Report** along with all documents in his possession and handover the same to the immediate superior.

It is mandatory for the employee to serve the notice period unless the Institute decides relieve him earlier by payment in lieu of notice period.

FORMATS

1. Exit Checklist
2. Pre-receipt form
3. Service certificate
4. Clearance Report
5. Exit – Handing Over Report
6. Exit Interview form
7. Statement of separation from the Institute

RESIGNATION

Receipt of resignation

Resignations will normally be received by the HOD at the respective location. The same will be forwarded to the Admin.

The HOD will make recommendations on the acceptance of the resignation and mention a relieving date while forwarding the resignation.

Notice Period

One month notice period will have to be given by all employees of SMES belonging to the grade Sr. lecturer/ Lecturer/ Admin staff

Two months notice period will have to be given by all employees of SMES belonging to Grades HOD/ Principal/ DIRECTOR.

Relieving Date

1. The relieving date in all cases will normally be the last date of the Notice Period.
2. The Institute may relieve the concerned employee prior to the last date of the Notice Period, if the employee so desires. In such a case, the Institute will make the payment only up to the date of relieving.
3. No Payment in lieu of notice will be accepted.
4. The employee may not be relieved, irrespective of the notice period, if he does not complete ongoing work that was / is assigned to him

Acceptance of Resignation

The Admin department will issue the acceptance of the resignation letter. After getting the clearance report the Admin Dept will issue the relieving letter indicating the date of being relieved.

Final Settlement

This will be completed on the last working day of the employee. In some cases, this may extend to a period of NOT more than seven working days from the last working day of the employee, provided relieving has been agreed to.

RETIREMENT

Date of retirement

The employee will retire on last day of the calendar month of his / her 65th age.

Notice Period

Usually no notice period will be required to be submitted in the case of retiring employees. However the Admin department may intimate the concerned employee one month in advance in writing mentioning the final date of working.

Final Settlement

The Institute will endeavor to make the settlement on the last working day of the employee.

TERMINATION

An employee terminated on disciplinary ground will be paid all his/her dues on the last working day.

However the other dues will be included in the final settlement and will be paid within 15 days.

FINAL SETTLEMENT

The Accounts and the Admin department will prepare a checklist for the final settlement on receipt of the resignation/retirement/termination letter. The salary during the notice period will normally include all monthly payments. However the same will exclude annual benefits/payments.

Payment of the following will be made on a prorated basis up to the date on which the employee will be relieved.

1. Basic salary
2. Monthly salary
3. Encashment of unutilized privilege leave as due up to the date of being relieved.
This encashment will be calculated on basic salary only, for a retiring employee the leave encashed is exempt from tax.

4. The payment of dues on account of the traveling expenses experienced.

The adjustment of dues to be recovered from the employee is made from the amount of final settlement payable. This may include:

- Notice salary if the due notice is not given
- Unused travel advance
- Repayment of loans
- Income Tax
- Professional Tax
- 1% income for Trust

The above may also include all other dues prevalent at the time of final settlement. The employee will be given a copy of the final settlement calculations and a pre-receipt to be signed by the employee. On signing the pre-receipt the Accounts department will release the final settlement cheque to the employee along with the Form 16.

MISCELLANEOUS

Institute property

The employee will handover work related files, stationery and other Institute property along with a checklist specifying the same to the HOD.

If the valued items of the Institute are not duly returned, the cost of the same will be deducted while calculating the final settlement.

No leave will be granted during notice period.

Salary and Service certificate

The Accounts department will issue a salary certificate to the employee on completion of the financial year for tax related matters. The Admin department will issue a service certificate to the employee on leaving the organization.

EXIT INTERVIEW

The DIRECTOR and the concerned HOD will conduct an exit interview and record the same in the exit interview form.

In case of termination, a note recording reasons thereof will be maintained in a file. The Admin department will analyze the employee turnover, the reason(s) thereof and submit the same.

Ex-employee visits

The ex-employee who wishes to meet someone in the Institute/department can do so in the Office area only.

In certain cases where the general public must be informed about the concerned employee's exit, the DIRECTOR will initiate the process along with the appointed legal adviser to ensure that a proper timely intimation is given.

Lone Policy - 7

Type of loan – Medical Emergency, Self-Marriage, Education

Eligibility

- a. Only confirmed employees with a minimum 3 years of continuous service with the Institute will become eligible for Educational Loan.
- b. Only confirmed employees with a minimum 5 years of continuous service with the Institute will become eligible for the other items.

Procedure - Concerned employee will have to put a formal Loan Application to the Principal/ DIRECTOR. The Loan Application will be forwarded to admin department after verifying the genuinely of the demand. After getting approval from admin it will be sent to Chairman for approval and to accounts for disbursing the amount.

Grant of loan - Loan approval will be entirely up to Management discretion. An employee cannot avail Loan more than twice during his / her tenure of service except for Medical and Exigency. A minimum period of 2 years should elapse from the date of first loan , for granting a second loan

Amount of loan – Up-to 5 months gross salary recoverable in 18 equal installments.

NB:

- Any deviation to the Loan Policy is the discretion of the management
- Medical Loan is not applicable to general treatment on minor ailments
- Exigency loan is applicable in case of death in the family.