

NARAYANA PROFESSIONAL INSTITUTIONS

(HUMAN RESOURCES POLICY GUIDE)

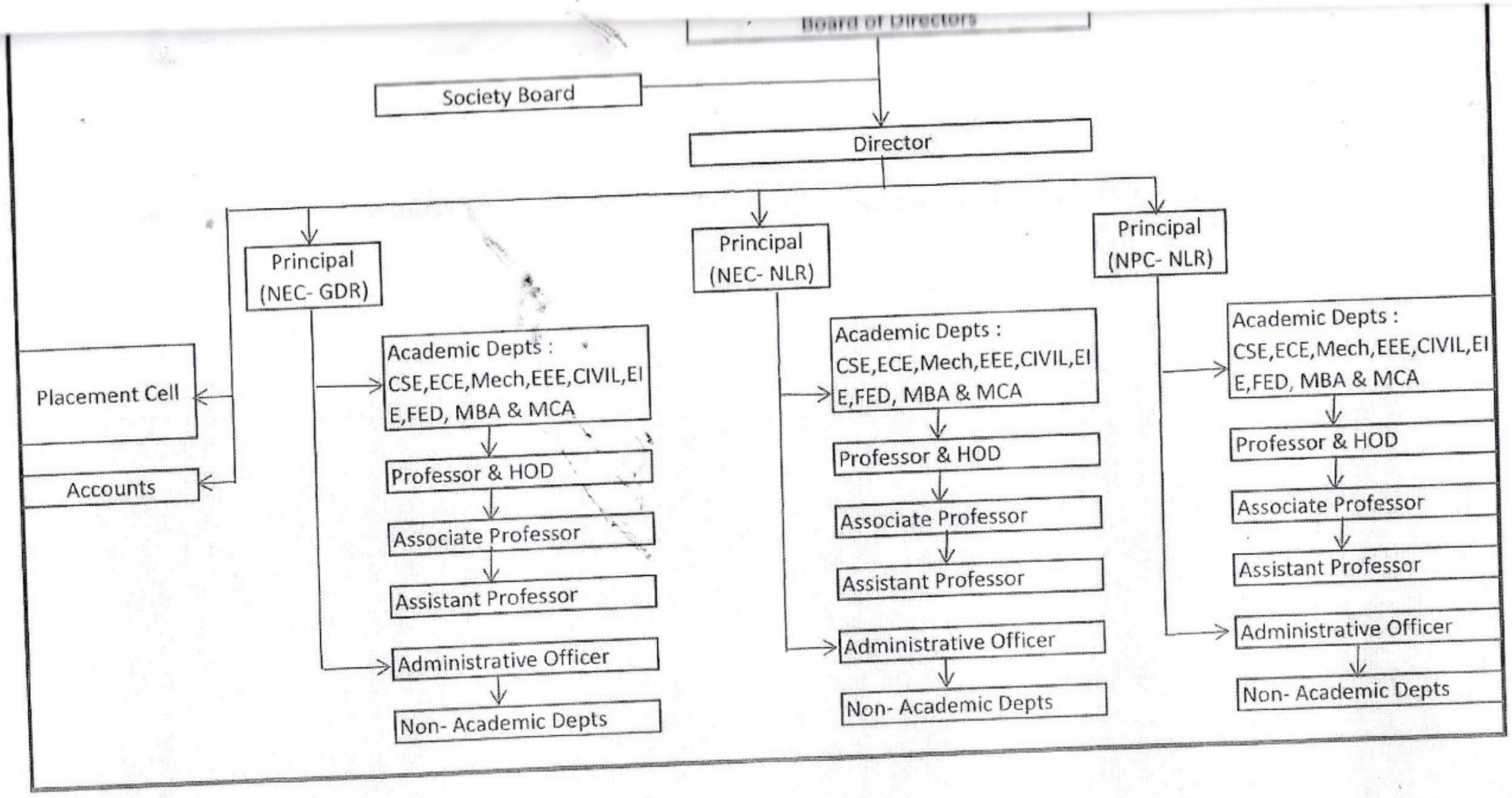
Scanned with OKEN Scanner

INDAX

Details	Page No
GRADE STRUCTURE	3
RECRUITMENT POLICY	4
ATTENDANCE POLICY	9
LEAVE POLICY	12
TOURS & TRAVEL POLICY	20
LOCAL CONVENIENCE POLICY	24
EMPLOYEE SALARY ADVANCES POLICY	25
PERFORMANCE MANAGEMENT POLICY	27
EMPLOYEE TRASFER POLICY	31
PERSONAL FILE MANAGEMENT POLICY	33
DISCIPLINARY POLICY & PROCEDURE	35
GROUP MEDICLAIM POLICY	46
EMPLOYEE EXIT POLICY	49

Prepared By (Dept of Human Resources)	Reviewed By (Director-NEPC)	Approved By (Management)

Scanned with OKEN Scanner



Scanned with OKEN Scanner

GRADE STRUCTURE

Grades	Designations
Non Teaching staff (non-academic)	
G1	Office Boy , Driver , Gardener , helper , attendant , Lab Attendant, Sweepers, Scavengers , Carpenter, Cleaner , Helper, Cook.
G2	Jr. Assistant, Library Asst., Jr. Accountant, Warden, Electrician, AC technician, Receptionist, Office Assistant , Record Assistant, Technical assistant, Admin assistant , Computer Operator.
G3	Sr. Accountant, Technical Supervisor, Sr. Executive, Asst. Admin Officer, Asst. Librarian, H/W Engineer, Electrical Engineer, PRO, Personal Assistant, Sr. Assistant. Jr. Technician (ITI), Lab Technician, HW Technician, Sr. Lab Assistant, Assistant Foreman, Electrical Engineer
G4	Executive, Computer Programmer, Sr. Lab Technician, Electrician, Sr. Assistant, Supervisor, Electrical Supervisor, H/W In charge, Foreman , Assistant Librarian
G5	Office Manager, Administrative officer, Accounts Officer.
G6	Assistant Professor, Librarian, Examination In-charge, Placement Officer, Regional/Divisional Auditor.
G7	Associate Professor, Controller of Exams,
G8	Professor, Visiting Faculty, Adjunct Faculty, Professor Emeritus,
G9	Vice Principal, Dean –Academics, Dean – R & D, Dean – P & D, Dean – Placements
G10	Principal
G11	Director, Academic Director
G12	Managing Director, Executive Director

Scanned with OKEN Scanner

1. RECRUITMENT POLICY & PROCEDURE

1. OBJECTIVE

The Organization recruitment policy aims at attracting and retaining the best talent in the educational field so that the right quality of manpower is available to the Institution at the right time. The Institution would seek to ensure, as far as possible, that the selection process is transparent, fair and reliable.

1. ELIGIBILITY&APPLICABILITY

2.1 This policy is applicable to all new recruits in all grades of Teaching &Non-Teaching departments

2.2 Provision in approved HR annual operating plan (AOP) will be a pre-requisite for all recruitment in the organization

2. RASCI

3.1 Responsible : HRD

3.2 Approver : HOD-HR/DIRECTOR

3.3 Support : PRINCIPAL/HOD's /HR

3.4 Inform : HOD/HRD/A& F Department

3. POLOLICY & PROCEDURE

4.1 Selection of Personnel in Grades / Bands

4.1.1 Vacancy:

When a budgeted vacancy needs to be filled up, the Manpower Requisition form with minimum qualification, experience and salary range, duly approved by the Head of the Department/Institution, the same should be forwarded to the HRD. HRD will obtain management's approval before initiating action. For creation of

Scanned with OKEN Scanner

new post, the Principal has to submit the requisition requirement form with justification duly approved by the Head of the Department to HRD. The HRD will review the application basing on need and financial implication and forward to management for approval.

4.1.2 Internal Selection

HR will first examine whether the approved vacancy can be filled up from among the internal candidates, either by way of transfer from the surplus staff or by way of up gradation/ promotion.

4.1.3 Open Market

If no suitable person is available within the organization / institution, HR will proceed to fill up the vacancy from the open market. In case, candidate who attends the interview is rejected, he/she is not eligible to attend the interview with in next 6 months.

4.1.4 Advertisement

HR will, in consultation with the Recruitment authority, prepare an advertisement for release in the newspapers/browse from job portals. If the decision is to entrust the selection work to a Placement Agency, the advertisement will be forwarded to them.

4.1.5 Scrutiny and Short listing

HR will, on receipt of the applications along with the desired documents and two referrals, screen them so as to draw up a short list of candidates for Preliminary Interview. Technical/functional interviews shall be scheduled after consulting with concerned technical/functional Heads.

Note: In general terms, the Institution may not pay or reimburse the TA/DA and other expenses to the candidate called for an interview.

4.2 Interview Panel

The Preliminary Interview Panel will be constituted by the HR in consultation with the HOD/HR/ Principal/ Director.

4.3 Process of Approval

4.3.1 Selection & Salary Fixation will be made by as per the following chart

Non-Teaching Staff

Salary Fixation Grades:	Manpower Requisition Approval Authority	Interview Panel	Salary Approving Authority
Up to Rs.20000 Gross Salary	HOD+ HR+ Principal	Director+ Principal+ Dept HOD+ Regional HR	HR HOD + Director (As per defined guidelines)
Rs. 20001 Up to Rs. 50000 Gross Salary	HOD+ HR+ academic Coordinator +Principal	Director +Principal+ +Dept HOD+HR HOD	
Rs. 50001 and above Gross Salary	HOD+ HR+ academic Coordinator +Principal	Director +Dept HOD+ HR HOD	HR HOD + Director + Executive Director/ Managing Director

Teaching Staff Salary Fixation Chart

Interview Panel	Designation	Consolidated Salary P.M	Consolidated Salary Approving Authority
Director+ Principal+ HR HOD + Subject Experts	Professor	Above Rs.80,000	Managing Director/Executive Director
		Up to Rs.80,000	HR HOD + Director + Academic Director
	Associate Professor	Above Rs.50,000	Managing Director/Executive Director
		Up to Rs.50,000	HR HOD + Director + Academic Director
	Assistant Professor	Above Rs.30,000	Managing Director/Executive Director
		Up to Rs.30,000	HR HOD + Director + Academic Director

Scanned with OKEN Scanner

Note: While considering Recruitment of the candidate, age should above 18 Years

4.4 Appointment/Provisional Letter

The selection result will be informed to the candidate after ascertaining the antecedence etc. In any a case it should not take more than 07 working Days. The standard letter of offer of appointment/Provisional order will be issued to the candidate / prospective employee.

5.0 Induction / Orientation

HRD has an induction program, and the new recruits are exposed to various functions and Teams before being placed in their actual jobs. The Induction training will be carried out where in which the employee will undergo be provided orientation to on Institution history and philosophy, rules and regulations, facilities, and policies and procedures, basic etiquettes and HR policies. They will then report to their respective HOD's for a detailed introduction to the activities of the department and the Staff.

6.0 Probationary Period

Period of Probation: All employees will be on probation for a period of one year irrespective of the cadre and category. During probation, they can be taken Casual leave only on pro rata basis. The employee can resign during probation period by with a notice period of one month. However, the management can terminate him/ her without any prior notice at their discretion.

7.0 Confirmation:

Employees, whose performance is found to be satisfactory / good can be confirmed in service at the end of the probation period. An employee is deemed to be confirmed only after a letter to this that effect is issued

Scanned with OKEN Scanner

indicating the satisfactory completion of the probationary period. From the day of confirmation, he is entitled for employment benefits as specified in the Service rules/HR policy.

8 **Annexure:**

Annexure-1 : Manpower Requisition form

Annexure-2 : Interview Assessment form

Annexure-3 : Talent Acquisition form

Annexure-4 : Joining report

Scanned with OKEN Scanner

2. ATTENDANCE POLICY

1. OBJECTIVE

The objective of this policy is to provide guidelines for managing the HR Office effectively and to generate concerned reports.

2. ELIGIBILITY&APPLICABILITY

This policy applies to all regular and contract employees of Narayana Professional Institutions.

3. RASCI

3.1	Responsible	: Individual
3.2	Approver	: Principal/HOD/Director
3.3	Support	: HRD
3.4	Inform	: HOD/HRD

4. POLICY & PROCEDURE

4.1.0 It is mandatory that the previous day's attendance data is captured from the Time Office machine system data on a daily basis.

4.1.1 In order to prevent the machine system from being getting over loaded the total number of swipes should be closely monitored and maintained to the designed capacity.

4.1.2 Posting of recorded data is to be done immediately. On posting, from the sorted attendance data, various reports are to be generated. All the leaves should be applied in prescribed Leave form and the same to be updated in Attendance software on day to day basis.

Scanned with OKEN Scanner

4.1.3 Employees attendance has to be generated on a day to day basis. This is the base data of an employee's attendance, in order to monitor his/her punctuality and for processing the same for payment of salary. This data helps to highlight the habitual absentees, employees on unauthorized leave, absconded individuals etc.

4.1.4 Attendance of the employees being recorded on the Attendance Register must be restricted. However where it is done then manually up-dating of Time Office software records needs to be done simultaneously.

4.1.5 Late coming report of the employees is generated on a day to day basis (for previous day). This is the base data for processing the late coming deductions from leave/salary.

4.1.6 Early going report (of previous day) of the employees is to be generated on day to day basis. This is the base data for processing the early going deductions from leave/salary.

4.1.7 The posting of leaves / compensatory off's sanctioned have to be updated on a daily basis. The same should also be updated on the Leave master.

4.2 Procedure for Late attendance deductions

The late deductions report is generated on 26thof every month. The period for calculation is from 26th of previous month to 25th of current month. Leave will be deducted against late coming. At the initial instance CLs will be deducted; if there is no CL balance then SLs will be deducted. Leave will be deducted as per the following procedure

Scanned with OKEN Scanner

Late coming	Deduction
Up to 15 mins (03 times in payroll period)	No Deduction (i.e., grace period)
04th to 05th time late	deduction of 01 day
06th time & above for each late coming	deduction of 01 day + Disciplinary action as per rules of Disciplinary Policy

- ❖ The total Late Comings in a month should not exceed one hour (three chances put together).

Deduction for all other late comings / early goings is worked out on the above mentioned model of calculation. If there are no leave balances then salary will be deducted.

4.3 Procedure for permissions

Employees are allowed to avail permission for going out up to a maximum of two times in a month for a duration of not more than one hour on each occasion for extremely important reasons and urgent work at the discretion of the permitting authority. Appropriate deduction will be made for those who avail permission on more than two occasions or when the permission period exceeds one hour on each occasion.

4.4 Procedure for monitoring time office operations

The HR Dept is responsible for time office functions, it must monitor the swipe of employees to ensure that it is correctly done. Proxy swipe and any other form of misuse should not be permitted.

Annexure:

Annexure-5 : Attendance Punch Missing Form

Annexure-6 : On Duty Form

Annexure-7 : Permission/out pass slip

Scanned with OKEN Scanner

3. LEAVE POLICY

1.0 OBJECTIVE

The very objective of framing the Leave policy in our institution is to provide reasonable opportunity to the members of staff to meet their medical exigencies/emergencies and also to attend to their personal and domestic problems as well as requirements. Unless a member of staff is free from other burdens, concentrating on his teaching and other official functions could be affected adversely, is the idea behind providing them with the reasonable opportunity to take leave from their duties while earning their salaries for such leave of absence. Keeping these aspects in view the policy is designed/ formulated.

2.0 ELIGIBILITY & APPLICABILITY

All the members of staff who have put in a minimum of one year service and are confirmed on the regular rolls of the college would be eligible for the leaves detailed herein below. Other employees those who have not put in minimum service as prescribed and those who are on temporary / casual rolls and working on daily wages will be given casual leave on prorate basis

3.0 RASCIF

3.1 Responsible : Individual
3.2 Approver : Principal/Director /HOD
3.3 Support : HOD/HRD
3.4 Inform : HOD/HRD
3.5 Final Authority: Director/Management

PS: The above authority depends on the Cadre/category of members of staff, situation and the condition in which the leave is applied and the type of leave

Scanned with OKEN Scanner

applied.

4.0 Policy & Procedure

4.1 CASUAL LEAVE: :Members of staff who have completed one year of service are entitled for twelve (12) days Casual Leaves, which will be credited in two phases i.e. Six Casual leaves on 1st January and the remaining Six casual leaves on 1st July every year.

4.1.1 Casual leave should be availed with prior approval from the HOD and after sanction from the Principal. However, in case of emergency where there is no opportunity to take prior approval, information should be given to the HOD though message or through phone and submit the Casual Leave application immediately on resuming duty. Such facility is allowed only twice in a period ie. from January to June and July to December. In case of repetition on 3rd time then the leave will be treated as two leaves against applying of one day casual leave.

4.1.2 Casual leave will be credited at the rate of Six days during the first six months of the calendar year (i.e. 1st January to 30th June) and a member can avail a maximum of six days only during the first six months, not beyond that. Remaining Six Casual leaves will be credited during the remaining six months of the calendar year (i.e. 1st July to 31st December). However, in case a member of staff does not avail all the six leaves during the first six months, such un availed casual leave can be carried forward to the next six months of the calendar year. Un availed casual leave (left over casual leave) after the calendar year i.e. 31st December will automatically gets lapsed

Scanned with OKEN Scanner

4.1.3 Casual Leave can either be prefixed or suffixed with holiday/weekly offs, not on both sides of the holidays/weekly offs. In case Casual leave is availed on both sides of a holiday/Weekly off, Intervening holidays or weekly offs will be considered as casual leave and CL to that extent will be debited from the leave credit of the member of staff.

4.1.4 Member of staff whose service is less than one year, will be entitled to Casual Leave from the date of joining, calculated on pro rata basis, i.e. @ of One CL per every completed service of one month from the date of joining and the same will be credited on the first day of succeeding month

4.1.5 Casual leave cannot be permitted to be availed for more than 03 days on each occasion.

4.1.6 staff availing casual leave has to obtain prior permission/sanction of leave (Submission of leave form with all permissions) in ordinary course, in exigencies/emergencies Casual leave can be availed without prior permission /sanction on two occasions each (For two CLs) in first half and second half of the calendar year. When any member of staff exceeds this limit of two occasions, leave availed over and above two times without prior permission will be treated as double the period of leave availed. For eg., if One CL is availed without prior permission exceeding two times in six months period it will be considered as two CLs.

4.1.7 **SICK LEAVE:** Every teaching/Non teaching member of staff completed one year of service will be entitled 12 days Sick Leave in a Calendar year. Trainees and other employees working on temporary/casual basis will not be entitled to Sick Leave.An employee availing Sick Leave due to prolonged illness should give the

probable date of resuming duties basing on the doctor's certification to consider his / her request for approval/sanction of leave by the HOD/ Principal/Director.

4.1.8 Sick Leave can be accumulated up to a maximum of 30 days; credit beyond 30 days cannot be carried forward and over and above 30 days will automatically gets lapsed.

4.1.9 In special circumstances for members of staff not covered under ESI, management reserves the right to grant additional sick leave in genuine cases of long illness. Such cases have to be referred to the Director with the recommendation of the Principal.

4.1.10 Sick leave to the credit of the member of staff cannot be en-cashed either during the period of his service or at the time of his leaving the services.

4.1.11 Sick Leave can be prefixed or suffixed with holidays/weekly offs. However, such holidays occurring during (in Between) the period of leave will be counted as part of Sick Leave.

4.1.12 Sick leave should be availed for a period of minimum two days at a time, for less than two days, sick leave is not permitted.

4.1.13 Member of staff availing Sick leave has to attach Medical Certificate from a Registered Medical Practitioner, while availing sick leave, irrespective of number of days.

4.1.14 A staff member can avail only 50% of the sick leave he is eligible for during the first six months of the calendar year and balance 50% can be availed during the second six months' period. As has been made clear un-availed sick leave to a maximum of 30 days can be carried forward to the next year.

4.1.15 Sick leave should be availed with prior approval from the principal and after

Scanned with OKEN Scanner

sanction from the Director.

4.2 **MATERNITY LEAVE:** Maternity Leave for a period of 180 days can be availed by women staff. The same will not be sanctioned on more than 2 occasions in the entire period of their service.

4.2.1 Employees covered under ESI will be entitled for maternity leave as per ESI Act.

4.2.2 Before proceeding on Maternity Leave the individual concerned will have to produce a certificate from the doctor indicating the probable date of delivery, based on which she will be sanctioned Maternity Leave as indicated above.

4.2.3 As a general rule 180 days of leave will be availed in two parts i.e. 90days before and 90 days after the date of delivery, or as per the convenience of the concerned woman staff member at the discretion of the Principal/ Director

4.2.4 In case of requirement of maternity leave for further extended period beyond the permitted Leave, the same could be adjusted against Sick Leave if any to the credit of the concerned woman staff member, in which case the request for extension may be considered subject to furnishing of a Medical Certificate from a Registered Medical Practitioner at the sole discretion of the Director at the recommendation of the Principal.

4.2.5 A member of woman staff should have completed one year service for getting eligible for Maternity leave.

4.2.6 Maternity leave should be availed with prior approval from the principal and after sanction from the Director.

4.3 **ACADEMIC LEAVE:** Teaching staff those who have completed one year of service are permitted to go on Academic leave for the purposes of Academic interests such as for pursuing further higher qualifications like Ph.D. etc. or for Seminars,

Scanned with OKEN Scanner

symposiums, workshops etc which may personally benefit him in his career. As such, teaching staff are entitled to 12 (twelve) days of privilege Leave in a calendar year (01st January to 31st December) for purposes of Academic interests only with the prior permission of the Principal and Director. In extraordinary situations, Director can sanction Academic leave beyond the prescribed twelve days at his discretion.

4.3.1 Those that join the college midway during the year will get leaves on pro rata basis. Leave should be availed with prior approval and sanction from the Principal/Director.

4.3.2 Leave cannot be accumulated. Un-availed leaves will lapse at the end of the calendar year. Leave can be prefixed or suffixed with holiday/weekly offs. However such holidays occurring during the period on Leave will be counted as part of leave.

4.4 **COMPENSATORY OFF:** Compensatory off is granted to those members of staff, who have performed duties on their weekly off/ holidays, with the prior written permission from the Principal. While working on Sunday or on any other declared holiday, staff should work for a minimum period of eight working hours for eligibility of one Compensatory Off.

4.5.1 In order to meet exigencies of Institution work, employees who are permitted to work on their weekly off/declared holidays will be allowed to avail compensatory off.

4.5.2 The compensatory off earned during the six months' period i.e. either during the first six months or during the second six months of the calendar year, should be availed within that six months period only. Un

Scanned with OKEN Scanner

availed days of compensatory offs of any six months' period cannot be carried forward to the next six months under any circumstances.

4.5.3 Compensatory off will be sanctioned by the Director with the recommendation of the principal.

4.5.4 Compensatory off should be availed with prior approval from the principal and after sanction from the Director.

4.6 **ON DUTY**: In case a member of teaching staff is deputed by the management on the specific instructions of the University on duties like Observer, for paper valuation or any such other official function either of University or of the college, then his period of absence to the college will be treated as Official Duty (OD). OD will be sanctioned by the Director with the recommendation of the principal.

PROCEDURE TO AVAIL LEAVE:

4.6.1. An employee shall apply for leave in the prescribed Leave Application Form mentioning the reason. The same has to be submitted to the HOD for recommendation / sanction. HOD shall recommend the leaves of his/her Department members of staff and the same shall be forwarded to the Principal for sanction. After sanction the leave form will be forwarded to HR for maintaining leave record.

4.6.1 In case a member of staff wants to cancel sanctioned leave in full or in part, he/she should obtain the recommendation of the HOD on his leave cancellation letter and submit the same to the HR. The application should be submitted within 24 hrs of the availing dates and in any case before 20th of the current month

Scanned with OKEN Scanner

4.6.2 As payroll is processed from 1st to 30th / 31st of the month and attendance from 26th of the preceding month till 25th of the current month, leave availed till 25th of the present month will be taken into account in order to calculate monthly salary. Leaves availed from 25th to 30th / 31st of the current month will be calculated in the succeeding month's payroll.

4.6.3 **Leave without pay**: In case an employee exhausts all his / her leaves, he / she may be granted leave without pay in special cases, at the discretion of the Principal/ Director.

4.6.4 All Departments and members of staff should adhere to the leave policy for systematic recording of attendance. Leave records should be meticulously maintained/ updated by HR.

5.0 Annexure :

Annexure-7 : Leave application

Scanned with OKEN Scanner

4. TOURS& TRAVEL POLICY

1. OBJECTIVE

To provide guidelines to employees for reimbursement of expenditure towards travel, hotel, food & incidentals incurred during travel on business, official work or training.

2. ELIGIBILITY&APPLICABILITY

All employees on regular roll of the organization

3. RASCI

3.1	Responsible	: Individual
3.2	Approver	: Director/Principal
3.3	Support	: Accounts Department
3.4	Inform	: HOD/ Accounts Department

4. POLICY & PROCEDURE

4.1 Business visit / official work would be treated as "tour", if the visit is to a place outside the city limit from respective location and the distance to the place of visit is more than 100kms and / or the duration of the travel is more than 06 hours.

4.2 It is necessary that every employee before undertaking the journey has to get the tour program approved by approving authority

4.3 For the purpose of allowances, a day is considered as 24 hours from the time one leaves home, with 12 hours intervals counted as half-day.

4.4 Where tour is for attending a conference, participating in an event, Group booking of hotel should be done to avail negotiate dates. The same should be coordinated with the rest of group people.

4.5 Where employees travel on tour together, twin-sharing accommodation

Scanned with OKEN Scanner

shall be utilized.

4.6 Tours lasting between 3 to 5 days will be approved by HOD/Principal and Tours exceeding five days will be approved by Director

4.7 **Classification of Cities/ Towns:**

For the purposes of these instructions cities/ towns will be classified as under

Classification	Cities & Towns
Group A	Chennai, Delhi, Hyderabad, Kolkata, Bangalore ,Mumbai , Pune and other metro cities
Group B	All other state capitals other than in A-class and Vizag, Vijayawada ,Guntur, Tirupati, Warangal, Rajahmundry, Kakinada, Surat, Aurangabad, Jamshedpur, Patna and Bellary
Group C	All District Head Quarters / Major Municipal Corporations other than in "B" class
Group D	All other places not specified above

5. **Travel expenses:**

5.1 The authorization of travel while within the places that are being toured is as follows

Designations/Grade	Eligibility (mode of travel)
G9-G11	II AC Train/ Sleeper Bus
G5-G8	III AC Train/ Semi Sleeper Bus
G1 to G4	Sleeper Class Train /Luxury Bus

5.2 Travel allowance is given to an employee to cover the expenditure normally incurred by him while he is on tour and is not intended to be a source of income.

Scanned with OKEN Scanner

6. Lodging expenses:

6.1 Employee himself arranges the hotel accommodation; the permissible limits of reimbursements are shown in the table below.

Amount (Rs.)

Grade	A Grade Amount (Rs.)	B Grade Amount (Rs.)	C Grade Amount (Rs.)	D Grade Amount (Rs.)
G9-G11	2500/- + Tax	2000/- + Tax	1500/- + Tax	1000/- + Tax
G6-G8	2000/- + Tax	1500/- + Tax	1200/-+ Tax	800/-+Tax
G1-G5	1500/- + Tax	1200/-+ Tax	800/-+Tax	600/-+Tax

6.2 Where institution guest House /accommodation facility is available, staff will have to stay in the same.

6.3 Employees can stay organizing his own arrangements, Incase Employees are staying under own arrangements then tariffs will be paid 50% of Lodging entitlement.

7. Boarding expenses:

7.1 Boarding expenses shall be payable to the Employees on tour when they are halting at outstations and also when they are in journey. Boarding expenses will be claimed on actual, based on submission of bills, subject to the maximum amount as per entitlement given in below-

Grade	A Grade Amount (Rs.)	B Grade Amount (Rs.)	C Grade Amount (Rs.)	D Grade Amount (Rs.)
G9-G11	600	500	400	300
G6-G8	400	300	250	200
G1-G5	300	250	200	150

Scanned with OKEN Scanner

7.2 Employees preferred to have food other than the hotel where they are put-up, shall only claim 75% (rounded-off) of the eligible amount without submitting any bills for food/boarding expenses.

7.3 Bills may be waived in case of certain minor items such as tea, mineral water etc. Where bills are not normally provided by vendors, in such cases, self certification will be necessary

8. Conveyance

8.1 The authorization of conveyance allowance within places that are being toured is as follows:-

Grade	A Grade Amount (Rs.)	B Grade Amount (Rs.)	C Grade Amount (Rs.)	D Grade Amount (Rs.)
G9-G11	CAB	CAB	CAB	CAB
G5-G8	AUTO	AUTO	AUTO	AUTO
G1-G4	PUBLIC TRANSPORT/AUTO			

9. Other incidentals:

Any expenditure which is not connected to tours like purchases of gifts, any freight paid etc., shall not be included. All such expenditure shall have to be submitted by the Employees separately after obtaining the approval of the approving authority for taking reimbursement

10. General guidelines

10.1 Soon after the journey is completed the Employees shall submit the expenses bill in the prescribed form. If any advance is left over, the same shall be remitted to the accounts office within 3 days of completing the journey.

10.2 The expense statement with bills shall initially be submitted to the HOD. After the bills are certified and approved by the HOD, the Employees shall submit the same to the Accounts Department for adjustment of advance and for necessary accounting.

11. Annexure: Annexure- 8 : TA &DA format

Scanned with OKEN Scanner

5. LOCAL CONVENIENCE POLICY

1. OBJECTIVE

1.1 To provide guidelines to employees for reimbursement of reasonable local conveyance expenses when own vehicle is used for official purposes

1.2 To enable employees to travel with comfort, contributing to work effectiveness.

2 ELIGIBILITY&APPLICABILITY

All employees on regular rolls of Narayana Professional Institutions

3 RASCI

3.1	Responsible	: Individual
3.2	Approver	: PRINCIPAL/Director
3.3	Support	: Accounts
3.4	Inform	: HOD/HRD

4 Policy & Procedure

4.1 Employees using their own vehicles for official work are entitled to claim reimbursement at the following rates:

Grades of Employees	Rate per Km. (Amount in Rs.)	
	Four Wheeler (4W)	Two Wheeler (2W)
G9-G10	Rs.7.00	Rs.3.00
G5-G8	Not eligible	Rs.3.00
G1-G4	Not eligible	Rs.3.00

4.2 Employees using public transport or Autos will be allowed reimbursement at actual.

4.3 Reimbursement should be claimed on a weekly basis.

4.4 Local conveyance expenses will be claimed in the prescribed format giving due justification

5. Annexure:

Annexure-9 : Local conveyance reimbursement form

Scanned with OKEN Scanner

6. EMPLOYEE SALARY ADVANCES POLICY

1. OBJECTIVE

To assist the employees to tide over the difficulties in day to day / special occasion/ fund requirements

2. ELIGIBILITY&APPLICABILITY

All employees on regular rolls below G4 Grades of Narayana Professional Institutions

3. RASCI

3.1	Responsible	: Individual
3.2	Approver	: Director
3.3	Support	: Accounts/HRD
3.4	Inform	: HOD/HRD

4. Policy & Procedure

4.1 Purpose for which staff advances can be recommended.

i. Medical expenses
ii. Demise of family members
iii. Self Marriage
iv. Event Management & Tour

4.2 Employee is eligible for advance equivalent to one-month Gross Pay. Who have put up more than five years service in the organization. However in the view of event management, the employees may draw reasonable estimated advance for their proposed tour/Events. While submitting the tour program/ planning of event the employee shall indicate the amount of advance required and same would be approved by approving authority.

Scanned with OKEN Scanner

4.3 Staff advance shall be paid once in two years not exceeding the eligible amount in the events of self marriage, medical expenses and demise of family members.

4.4 The amount will be recovered in 06 equal monthly installments commencing from 01 month after the advance is given.

4.5 This monthly installments advance recovery procedure is not applicable to event management & tour advances. Soon after the event/tour is completed the employees shall submit the expenses/bill in the prescribed form with approval. If any advance is left over, the same shall be remitted to the accounts office within 3 days of completing the event/tour.

4.6 The HRDs shall update the advance details in employee records and payroll.

4.7 The HR/Accounts Department is responsible to recover in accordance with the advance in prescribed installments from salary every month as per the sanction

5 General Guidelines:

5.1 Advance approval should be taken on the requisition form and copies to be submitted to the HR and Account Department.

5.2 The Employees advance shall ensure that all the advances previously drawn are fully settled.

5.3 The expense statement with bills shall initially be submitted to their HOD. After the bills are certified by HOD and forward to Institutional head for approval then the employees shall submit the same to the Accounts Department for further proceedings.

5. Annexures:

Annexure-10 :Salary / Advance application

Scanned with OKEN Scanner

7. PERFORMANCE MANAGEMENT POLICY

1. OBJECTIVE

To lay down guidelines for implementation of the Performance of Management System (PMS).

2. ELIGIBILITY&APPLICABILITY

This policy is applicable to all employees of Narayana Professional Institutions, except for trainees, apprentices and contract employees.

3. BASIS

3.1 Responsible : Individual/HOD/HRD
3.2 Approver : PRINCIPAL/DIRECTOR
3.3 Support : HRD/ HOD's
3.4 Inform : HOD/HRD/A& F Department

4. PURPOUSE OF PERFORMANCE APPRAISAL

4.1 A performance appraisal serves the following purposes:-

4.1.1 Provides feedback to Employees about their performance and encourages improved performance

4.1.2 Determines who gets increment and promotion

4.1.3 Counseling of poor performers

4.1.4 Determines training and development needs

4.1.5 Confirms/helps good hiring decisions

4.1.6 Facilitates layoff and downsizing decisions

4.1.7 Creates an alignment between the expectations of the Management and execution on ground reality.

4.1.8 Reinforces the desired type of behavior

Scanned with OKEN Scanner

5. POLICY & PROCEDURE

5.1 Performance management is a method used to measure and to improve effectiveness of an Employees at the work place. It is a system comprising of several activities including goal setting, tracking changes, coaching, motivation and Employee development.

5.2 The performance management cycle begins with KRA's/goal setting. Performance is then tracked against the Employees KRA's/goals and eventually reviewed in a formal one-to-one meeting. An informal mid-term appraisal review will also be held. The results of the formal end term meeting will feed into the incentive / increment system.

5.3 The Strategy Based Performance Management System will be followed. The PMS model will have four phases as enumerated in succeeding paragraphs.

Phase 1 – **Performance Planning**. At the beginning of the appraisal period the appraiser and appraisee will get together for a performance planning meeting. In this session they discuss as to what the Employee will achieve during the appraisal period. The Key Result Areas, Key Performance Indicators, the competency desired of the appraisee and the individual developmental plans are recorded on the Performance Planning Form and kept in the personal file of the Employee that is maintained in the HRD. A copy of the same is given to the Employee.

Phase 2– **Performance Execution.** Over the course of the appraisal period the Employee works to achieve the goals, objectives and undertakes to complete key responsibilities. The Appraiser coaches and provides feedback as well as creates

Scanned with OKEN Scanner

conditions that motivates and resolves performance problems that arise. Semi-formal periodic reviews are held to monitor performance and set corrections in order to enable the appraisee achieve the laid down objectives.

Phase 3 – **Performance Assessment**: This is the assessment system wherein the Appraiser have to fill out an Appraisal Form. The blank Appraisal Forms and a copy of the Performance Planning Forms will be sent by the HRD to the Appraiser. The completed Appraisal Form is reviewed by the Reviewing Officer / HR and submitted to the HR Dept who in turn will scrutinize the same for its accuracy. The performance assessment of the Reporting Officer will be shown to the appraisee and signed by both. However the remarks/assessment of the Reviewing Officer will not be shown to the appraisee and will be kept confidential. This is a measure to bring in objectivity, as also to avoid a ' one man report ' and even out the inflationary trends that is generally seen in appraisals that have to be shown to the appraisee.

Phase 4 – **Performance Review:** The Appraiser and the appraisee meet and discuss the assessment. They will also set a date to hold performance planning discussion for the next appraisal period, at which point performance appraisal starts a fresh.

6.0 **Filing and Handling of Appraisal Forms**

6.1 The Appraisal Form is a privileged document. It should be treated with confidentiality. Receipt/dispatch of the Forms should be done in a secure/confidential envelope. The Form should finally get filed in the personal file of the individual. HR Dept must ensure the confidentiality of the Appraisal Forms.

Scanned with OKEN Scanner

7.0 Criteria for initiation of Appraisal Forms

The following will be the norms for initiation of the Appraisals

7.1 The appraisee should have served for at least 90 days under the Appraiser. In / case the employee has not served for 90 days than the previous Reporting Officer will be entitled to initiate the appraisal. In case he/she has served for less than 90 days in the Organization then he/ she will be eligible for an appraisal in the succeeding appraisal period.

7.2 All appraisals will be reviewed and endorsed by the next senior in the line of reporting i.e. Reviewing Officer.

7.3 In case the Appraiser and appraisee are of the same designation then the next senior in line should initiate the appraisal.

8.0 Performance Rating

Employees will be assessed by the appraiser on various individual qualities as well as their overall performance on ratings as under:-

Rating	Meaning
Performance rating 'A'	Performance exceptional and consistently high level
Performance rating 'B'	Performance superior and consistently exceeds overall performance Requirements
Performance rating 'C'	Performance satisfactory and meets most parameters of performance requirements. Weaknesses offset by strong points.
Performance rating 'D'	Below satisfactory performance. However displays progress towards an improved performance

9.0 Annexure:

Annexure-11 : PMP Template (G1-G5)
Annexure-12 : PMP Template (G6-G9)

Scanned with OKEN Scanner

8. EMPLOYEE TRASFER POLICY

1. OBJECTIVE

To provide employees career / professional growth, through job assignments in different functional areas, thus providing scope for their lateral movement and development in other functions / operations of the Organization

1. ELIGIBILITY&APPLICABILITY

This policy applies to all regular employees of Narayana Professional Institutions

2. RASCI

3.1 Responsible : Individual
3.2 Approver : PRINCIPAL/DIRECTOR
3.3 Support : HRD/HOD
3.4 Inform : HOD /HRD

3. POLICY & PROCEDURE

4.1 This policy is applicable to employees involving Transfer to a new location for an unspecified period of time.

4.2 Where an employee requests for transfer to a new location for personal reasons, the organization, if it deems reasonable, may accept the employee's request.

4.3 Expenses like travel, temporary accommodation (03 days) at the new location and transportation of personal belongings shall be paid based on quotation, bills and it would require prior approval

Scanned with OKEN Scanner

4.4 Transfer / relocation will be effective after mutual agreement between transferor and transferee of the organization.

4.5 The sanctioning authority for mode of travel and allowances shall be the same as specified in the Domestic travel policy for the respective Grades.

4.6 Transfer, as a practice, need not attract promotion or salary revision. However, the respective employee will be eligible for Continuity of Service, Statutory Benefits, carry forward of leave balance, etc.

4.7 As far as possible, the employee will be given a minimum of one week time to plan for her/is relocation, when the transfer involves moving from one city/town to another. However, wherever it is an organization / business exigency, necessary notice time for transfer may not be possible. The discretion about the exigency of such transfers will be with the Head of the Institution.

4.8 Due care should be taken by HOD while deciding on relocating an employee so that the intended relocation does not cause discomfort to the employee in terms of children's education and other domestic commitments.

4.9 After finalization of the date of relocation, HOD should inform HRD for issuing the transfer letter.

4.10 After the transfer, the employee should adhere to the rules & regulations as applicable of the Institution to where he is transferred.

Scanned with OKEN Scanner

9. PERSONAL FILE MANAGEMENT POLICY

1. OBJECTIVE

Every staff member of the Institution shall have a personal file which is started from the day of a staff member is selected. The contents of each file shall be defined and documented.

Personnel files for each and every staff/employee shall be made on their joining in the Institutions and shall be maintained by HRD.

2. PURPOUSE

It is important to have a personnel file management for all the Institutions employees, such that it remains with the Institutions' authority as a record and which can be kept for references in the Institutions

3. RASCI

3.1 Responsible : Individual/ HRD
3.2 Approver : PRINCIPAL/Director
3.3 Support : HRD/ HOD's

4. PROCEDURE

4.1 An employee's personal file is opened by the HRD on the first day of reporting on the job.

4.2 Employee's personal profiles are maintained for all employees as per the format and Personal Records contains:

- Employee Personal Profile
- Employee's Photograph (Five copies)
- Employee Identity/Employment No.

Scanned with OKEN Scanner

- Employee's resume as submitted at the time of recruitment.
- Employee's Documents supporting his/her Educational Qualification in the order-Matriculation, Inter, Degree, Post Graduation, Professional courses, special training, age proof;
- Experiences Certificates (photocopy), if any
- Application Forms filled in at the time of Appointment
- Duly filled in and signed Offer Letter, Joining Letter and Appointment Letter
- Relieving letter from previous organization of the employee, if any

4.3 Once an employee leaves the organization or on cessation of his/her employment, the employee's file will be labeled as Ex-employee file.

4.4 Every employee must be issued an employment number as per the serial no/ date of joining of the employee.

4.5 Employee ID cards are issued within one week of issue of appointment letter to the employee. The ID card must have employee's name, Employee Number, Designation, Blood Group, Signature of Issuing Authority

4.6 Every employee shall submit records of in-service training and education prior to the annual appraisal and this shall be documented in the personnel file.

4.7 All records of in-service training and education shall be documented in the personal files. Personnel files shall contain Training evaluations and appraisals for all cadres of staff.

Scanned with OKEN Scanner

10. DISCIPLINARY POLICY & PROCEDURE

1. OBJECTIVE

Unsatisfactory job performance, misconduct, habitual late attendance absenteeism, failure to comply with Institutional policies and procedures or any other breaches of employer/employee relationship may result in disciplinary action. The Institution's policy requires initiating of disciplinary action against employees only :

- In cases where good reason and clear evidence exists.
- when it is appropriate to the nature of the offence.
- When demonstratably fair and consistent with previous action in similar circumstances.
- Takes place only when employees are aware of the Disciplinary standards that are expected of them or the rules with which they are required to conform to.
- To allow employees during the disciplinary proceeding the right to be accompanied by a colleague of their own choice.
- Allow employees the right to appeal against any disciplinary action.

2. ELIGIBILITY&APPLICABILITY

All employees of Narayana Professional Institutions

3. RASCI

3.1 Responsible : Individual
3.2 Approver : PRINCIPAL/Director
3.3 Support : COMMITTEE/HRD
3.4 Coordination : HRD

4. PURPOSE

This Disciplinary Code aims to:

- Promote efficient and safe performance of work.
- Maintain good employee relations within the Institution.

Scanned with OKEN Scanner

- Help and encourage staff to achieve and maintain the appropriate standards of conduct that the Institution expects of its entire staff.

5. DEFINITION :

Disciplinary Procedure - Sequence of activities to be carried out when staff do not conform to the laid down norms, rules and regulations of the institution.

Discipline: The Practice of people to follow rules or code of **Conduct**.

Misconduct- Behaving in an unprofessional manner.

Major misconduct : Repeated acts of misconduct.

Gross misconduct : Gross misconduct is misconduct so serious that it breaches the contract of employment.

6. Policy & Procedure

6.1 The Departmental Head shall make a complaint to reprimand the delinquent employee, provided the employee is indeed found to have committed the misconduct.

6.2 The HR shall examine the complaint, consult the Departmental Head, and consider the gravity of the misconduct as well as the past record of the delinquent employee. In case the misconduct is minor in nature and the past record of the employee is unblemished, the HR shall carry out counseling of the employee or warn the delinquent employee, orally or in writing.

6.3 In case the misconduct is major in nature and/or the employee has a blemished past record, the HR shall in consultation with Head of the institution, order a preliminary enquiry by appointing an enquiry officer or/and issue show cause notice to the delinquent employee for his written explanation.

6.4 On receipt of the reply to the show cause notice, if the delinquent employee accepts his role in the misconduct and if the institution Head is satisfied with the reply, he shall issue a written warning or suspend the employee for one to five days, as a reprimand.

Scanned with OKEN Scanner

6.5 In case, the delinquent employee does not accept his role in the misconduct or the institution Head is not satisfied with the written explanation of the delinquent employee, he shall direct further enquiry in to the charges leveled against the delinquent employee.

6.6 Action (or) recommendations by Enquiry office shall be initiated by the institution Head.

7. General Discipline:

All employees are expected to conduct themselves in a manner conducive to efficient and smooth working of the institution. An employee who does not conduct himself/ herself in a proper manner must be corrected through appropriate disciplinary action. An *illustrative list of `misconducts'* warranting disciplinary action is given in sub-section below. The purpose of disciplinary action is to correct rather than to punish the employee. If the offense is of a grave nature or if efforts at correction do not meet with success, severe disciplinary action such as discharge or dismissal may have to be resorted to.

7.1 Secrecy:

- No employee will take any paper, books, drawings, photographs, equipment of any other property of the Institution out of the premises of the Institution office/ Premises in which he/ she is engaged provided he/ she is specially authorized by the Management to take such things out of the office/institutional premises.
- No employee will be permitted to keep copies of classified official documents with him/ her without proper authorization.
- No employee will write to any person including another employee and/or communicate to newspapers, journals, books, pamphlets or leaflets, or disclose or cause to be disclosed, or discuss at any place or at any time during the service of the Institution, any information or documents, official or otherwise relating to the Institution except with the approval of the Management.
- No employee will use the Institution's name or properties for his/ her personal benefit.

Scanned with OKEN Scanner

- Except in the official discharge of his/ her duty, no employee will disclose during service or after leaving service of the Institution, any secret or information

8.0 Conduct:

- An employee during the whole tenure of service will devote time and attention to the work of the institution. He/ She will, in all respects act according to the orders and directions issued by his superiors.
- An employee will not directly or indirectly engage in any other whole time or part time profession or business or enter in to the service of any competitive nature.
- An employee should at all times conduct himself/ herself soberly and temperately while on duty and will use his/ her best endeavor to promote the interest of the Institution.
- An employee proceeding on annual leave will hand over charge of all records, papers to the immediate head before he/ she proceeds on leave.

9.0 MISCONDUCTS:

ACTS AND OMISSIONS CONSTITUTING MISCONDUCT

The following acts and omissions on the part of an employee shall be treated as misconduct: -

I. Impertinence, willful insubordination to or disobedience of, whether alone or in combination with others, any lawful or reasonable order of the superior.

II. Theft, fraud or dishonesty, embezzlement, misappropriation or mischief in connection with the Superiors/peers, subordinates or students or with the Institution's business or property.

III. Causing willful breakage, loss or damage to the property of the institution or of its stakeholders and their relatives inside the Institution.

IV. Demonstrating within 150 meters of the Institution / Institution's premises and / or participation in strike or inciting others to participate in strike, which is illegal

Scanned with OKEN Scanner

Or unjustified, or against the provisions of any law in force from time to time, in disregard to an agreement or award or settlement.

Slowing down in the performance or work or inciting others to slow down or adopting or inciting others to adopt any tactics that may affect normal working in the institution.

VI. Causing disturbance to the contentment and or comfort of others at work.

VII. Drunkenness or drug addiction being under the influence of drug or alcohol.

VIII. Fighting, riotous or disorderly or unruly or indecent behavior or conduct or committing any act which is likely to cause breach of peace.

IX. Threatening, intimidating, coercing other employees or interfering with the work of other employees or conduct which endangers or likely to endanger the life or safety of another person, and any act involving moral turpitude or conduct which violates common decency or morality.

X. Commission of any acts subversive of discipline while on duty or off duty within the Institution premises or precincts.

XI. Intimidating or threatening or assaulting any employee or employees whether within the duty hours or outside duty hours whether inside the Institution or Institution premises or outside the institution, whether such act relates to the employment or working of the institution.

XII. Demanding, taking offering or giving bribes or any illegal gratification.

XIII. Absence from duty without leave or absence from duty without leaves for more than seven consecutive days without sufficient cause or overstaying the sanctioned leave without sufficient grounds or proper satisfactory explanation.

XIV. Engaging in other employment or business or profession while in service of the Institution

XV. Habitual late attendance.

XVI. Habitual absences without leave i.e., absence on more than 3 occasions within a period of 06 calendar months.

XVII. Habitual absence without leaves on the day preceding or the day succeeding a national and festival holiday or a weekly holiday.

XVIII. Soliciting and or accepting any tips from the parents/students and their relatives

XIX. Using unparliamentarily, abusive or filthy or foul language orally or in writing against any other employee or employees or superiors./guests.

Prepared By (Dept of Human Resources)	Reviewed By (Director-NEPC)	Approved By (Management)

Scanned with OKEN Scanner

XX. Soliciting or collection or promoting contributions or pledges for any purpose or function at any time in the Institution premises without the prior written permission of the Management.

XXI. Obtaining or attempting to obtain leave of absence by false pretense, or abuse of leave facilities or by false representation.

XXII. Gross negligence of work or habitual negligence or neglect of work.

XXIII. Breach or violation of service rule or rules or any other rule or rules or instructions of the Institution/Management.

XXIV. Organizing, holding or attending any meeting within the Institution / Institution premises without prior permission in writing from the Head of Institution.

XXV. Writing / sticking notices, posters on the walls or any portion of the premises of the Institution / Institution or wearing badges with words or slogans tending to incriminate co-employees or Management while on duty.

XXVI. Sleeping or dozing in any posture while on duty.

XXVII. Possession of any lethal weapon, knife, arms, or ammunition, or explosives in the Institution / Institution premises or precincts.

XXVIII. Arrest or conviction by any court of law for any offence.

XXIX. Giving false declaration regarding name, age, father's name, qualifications, emoluments or of previous service, or any such personal details or producing fake or bogus certificates or documents at the time of employment, or suppression or concealing of material facts relating to antecedents for the purpose of securing employment in the Institution, which should have prevented employment had they been made known before employment.

XXX. Committing any act within the premises of the Institution/Institution or outside whether amounting to any offence or which would tend to have effect or result in impairing the reputation, the public confidence, the discipline, or the prestige of the Institution or is in any way prejudicial to the interest of the Institution/Institution.

XXXI. Refusal to accept a charge sheet or any other communication from the Management.

XXXII. Refusal to accept or carry out any order of transfer.

XXXIII. Refusal to accept or carry out any order of deputation.

Scanned with OKEN Scanner

XXXIV. Falsifying or refusing to give testimony when an accident or any other matter connected to any incident related to the business or any daily functioning is under investigation.

XXXV. Doing money lending business or any other monetary transaction by utilizing one's position as an employee of the Institution for personal gain, irrespective of whether the actual transaction is made inside the Institution premises or at any other place.

XXXVI. Making false statements about himself or any other employee or about the Superior or misrepresenting facts.

XXXVII. Disclosing to any unauthorized person any information with regard to the processes, facts or figures, particulars, details of the work of the Institution, technical know-how, security arrangements, administrative or organizational matters of confidential or secret nature, which may come into the possession / knowledge of the employee during the course of his work, unless compelled to do so by judicial authority or under law or without written permission from the Management.

XXXVIII. Wastage or excess usage of Institution's materials or property either willfully or due to negligence.

XXXIX. Committing any nuisance in the Institution or near the outskirts of the Institution premises thereby disturbing the peace of the Institution.

XL. Willful non co-operation with fellow employees for proper discharge of duties.

XLI. Disobeying any lawful and reasonable order of the Management or superior and refusal to accept any communication or letter from the management or endorse the fact having received any communication or letter on any peon book or on the duplicate copy of the document itself.

XLII. Refusal to sign any documents forms or registers kept or maintained for the purpose of maintaining daily records.

XLIII. Failure to deposit any lost article found in the establishment premises with the Security Department (Lost and Found) and obtain a receipt for the same.

XLIV. Lending or borrowing money, article from subordinates or a colleague or any other person connected with the business of the Institution.

XLV. Spreading rumor or giving false information, which tends to disrepute the Institution or its employees, or spreading panic among the employees.

Prepared By (Dept of Human Resources)	Reviewed By (Director-NEPC)	Approved By (Management)

Scanned with OKEN Scanner

XLVI. Leaving work without permission or before being properly relieved at the end of his shift/duty.

XLVII. Commission of an expressly prohibited act, or willful breach of any instructions or rule as regards the safety and health of, employees and safety or property of the Institution or an act exposing the Management to any penalty under any law.

XLVIII. Smoking, chewing pans / tobacco or spitting within the Institution / Institution premises.

XLIX. Possession or use of any intoxicating liquors drugs or narcotics while on duty within the premises of the Institution.

L. Willful damages or damages due to negligence or carelessness caused to the Institution.

10. Group Compliance Committee

10.1 In case an anonymous complaint carries references to verifiable facts and figures, these would be verified and if found true, the complaint will be taken up and investigated. If an employee or external person makes an allegation which she/he knows to be untrue or with an intent to defame and is confirmed by subsequent investigation, appropriate action will be taken against the person under the rules of the Institute.

10.2 Malpractice, impropriety, abuse and wrongdoing (hereinafter referred to as "Concern") can include a whole variety of issues and some are listed on misconducts. However, those are not a comprehensive list but are intended to illustrate the sort of issues, which may be raised under case to case basis.

10.3 The Concern shall be investigated by the Group Compliance Committee

10.4 The Group Compliance Committee shall frame and circulate such rules as may be deemed necessary to enable a fair conduct of inquiry and investigation as well as decision.

Scanned with OKEN Scanner

10.5 Once any disclosure of concern has been made by an employee to the HR, The HR will pursue the following steps:

- Acknowledgement of the receipt- within 3 working days
- Obtain full details and clarifications of the complaint.
- HR will notice to Group Compliance Committee with detailed information about concern
- Fully investigate into the allegation with the assistance where ever appropriate, of other individuals / bodies.
- If requires, Consider the involvement of the Institute's Auditors or the Police or any other external investigation agency or person.
- Closing the matter within 15 working days.
- Based on the findings after conducting various investigations as it may deem fit and come to a final decision
- For the purposes of this procedure an adverse personnel action shall include :
  - a disciplinary action
  - a suspension
  - a separation
  - an involuntary demotion
  - an involuntary resignation
  - Recover any loss suffered by it due to violation of the provisions
  - an involuntary reassignment to a position with demonstrably of less responsibility or status as compared to the one held prior to the reassignment
  - any other actions (Call for explanation, issue warning letter etc.,)

10.6 All decisions by the Group Compliance Committees shall be by way of a simple majority. In the case of a tie, the matter shall be referred to the Chairmen for a final decision in the matter.

Scanned with OKEN Scanner

Official Designation Tittle	GCC Title
Director -NEC & Pharmacy Colleges	Convener
Principal- NEC (Nellore)	Member
Principal- NEC (Gudur)	Member
Principal - Pharmacy College	Member
Management Representative	Co-ordinator
Regional HR Head - Narayana Group	Member

10. Types of Penalties

Employees governed by Conduct, Discipline and Appeal Rules:

10.1 Minor Penalties

(a) Censure;

(b) Withholding of Promotion;

(c) Withholding of increments of pay with or without cumulative effect;

(d) Recovery from pay or such other amount as may be due to him, of the whole or part of any pecuniary loss, caused to the Institution by negligence or breach of orders.

(E) Disciplinary action/Memo

10.2 Major Penalties

(a) Reduction/demotion to a lower grade or post or to a lower stage in a time scale;

(b) Dismissal from service;

(c) Removal from service, which shall not be a disqualification for future employment.

(d) A suspension

Scanned with OKEN Scanner

(e) An involuntary reassignment to a position with demonstrably less responsibility or status as compared to the one held prior to the reassignment

10.5 Termination of service:

- Of an employee appointed on probation during or at the end of the period of probation, in accordance with the, terms of his appointment.
- Of an employee appointed in a temporary capacity otherwise than under a contract or agreement, on the expiry of the period for which he was appointed earlier in accordance with the terms of his appointment.
- Of an employee appointed under a contract or agreement, in accordance with the terms of such contract or agreement.
- Of an employee on reduction of establishment

Scanned with OKEN Scanner

11. GROUP MEDICLAIM & PERSONAL ACCIDENT INSURANCE

1. Objective

To provide employee welfare through basic assurance of healthcare to employees and to help them meet unforeseen personal expenses arising from medical emergency.

2. Eligibility & Applicability

2.1 All regular employees of the Institution, including probationers will be covered

2.2 Mediclaim Insurance coverage is applicable for the employee and her/his family members (the gross salary range 21001 &Above) The Family Members shall include:

2.2.1 Spouse

2.2.2 Two Dependent Children.

2.3 The employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining.

2.4 For any other member of the employee's family to be covered under this policy, any addition or withdrawal of family members on account of marriage, birth and death needs to be communicated to HR Department promptly.

3. Policy & Procedure

3.1. <u>Group Mediclaim Insurance:</u>

3.1.1. A minimum hospitalization of 24 hours is a pre-condition for any claim, except for Cataract, Dialysis, and Tonsillitis, and such other ailments as covered under the Mediclaim Policy.

Scanned with OKEN Scanner

3.1.2. Annual entitlement of Group Medical Insurance is Rs.2,00,000/- (Rupees Two Lacs only). This can be used only by the individual or by the family members covered under this policy.

3.1.3 The Admissions are restricted to specified Registered Medical Hospitals or listed hospitals.

3.1.4 The policy also covers reimbursement of expenses on maternity for the first two confinements.

3.1.5 The Mediclaim policy usually covers:

- Room and board as provided by the Hospital / Nursing home.
- Nursing care
- Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee.
- Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances.
- Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy,
- Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses.

The details of the policy are governed strictly by the terms and condition of the Mediclaim Policy.

3.1.6 The following are not covered under the Mediclaim Policy (the list is not exhaustive\):

- Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc.
- Dental treatment or surgery, unless requires hospitalization in case of an accident
- General Medical Check-up (without any illness)
- General debility, rest cure, congenital external deformity / defects or anomalies, Sterility
- Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc. Naturopathy Treatment.

Scanned with OKEN Scanner

- Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the eligibility limit, shall be settled by the employee with the hospital directly and make an application in the Claim Form along with the original supporting documents to the HR Department. The HR Department shall, in turn, submit the claim to Third Party Administrator (TPA) for processing and settlement of the claim.

3.1.7 Employees not opting for the cash-less provision may file their claim in the claim form to the HR Department along with the original documents such as, Discharge summary / certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc.. The claim form along with supporting documents/Bills as indicated above should be submitted to HR Department within 7 days from the date of discharge.

3.1.8 Employees hospitalized in a hospital other than those covered by the Third Party Administrator (TPA) may file their claim as per clause no. 3.1.7 above.

3.1.9 HR Department shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim.

3.1.10 Insurance Institution's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured.

3.1.11 All claims are governed by the terms & conditions agreed between the Insurance Institution under the Group Mediclaim Insurance Policy.

3.1.12 In all disputes, the decision of the management shall be final.

12. EMPLOYEE EXIT POLICY

1. **OBJECTIVE**

To render fair and equitable treatment to an employee who is leaving the organization

2. **ELIGIBILITY&APPLICABILITY**

This policy is applicable to all employees

3. **RASCI**

3.1	Responsible	: Individual
3.2	Approver	: Principal/Director/HRD
3.3	Support	: HRD
3.4	Inform	: HOD/HRD/Accounts Dept

4. **POLICY & PROCEDURE**

4.1 Resignation:

4.1.1 Any staff member desirous of resigning from the services of the Institution may do so by a written application stating reason(s).

4.1.2 The staff member having once submitted his/her resignation, in no event, a resignation once accepted will not be allowed to be withdrawn.

4.1.3 A staff member will be required to give employment notice period in writing during service or pay in lieu of such notice or as per terms of appointment. If the faculty desires to exit from the employment whether in probation (or) conformation period should render 01 month employment notice for the positions of G1-G5 grades as well positions of G6-G9 Grades 02 month's employment notice or equivalent payment of salary in lieu of notice period/days. In case of violation of this condition, then the Director can initiate legal proceedings as may be applicable under employment laws. No faculty ~~may~~ will relieving from his/her duties in the Middle of Semester Under any circumstances.

Scanned with OKEN Scanner

4.1.4 Depending upon employee urgency and unavoidable circumstances, The Management at its discretion may waive the notice period and relieve the staff member forthwith.

4.1.5 On submission of resignation from services the staff member will hand over to HOD all correspondence, documents, etc. belonging to the Institution or related to its business as they are the property of the Institution, No staff member can retain copies of the same or any other documents, material of the department or the property of the institution.

4.2 Retirement:

As a rule, an employee will retire from the organization on attaining 60 years of age for Non-Teaching staff, whereas teaching staff on attaining 70 years of age The effective date of retirement will be the last day of the calendar month in which he/she attains the mentioned age.

4.3 Relieving/Clearance Certificate

4.3.1 A staff member will be required to submit a clearance certificate/No dues certificate to the Human Resources Department for full and final settlement of dues. If the staff member fails to return any Institution's property its cost shall be deducted from his wages, or recovered in any manner suitable, to the management.

4.3.2 The HRD will process the Full & final settlement and coordinate for statutory claims related to employee.

4.4 Certificate of Service:

Every employee shall be entitled to a service certificate at the time of leaving service, discharge or retirement from service.

5.0 Annexure:

Annexure-13	:	Exit interview form
Annexure-14	:	No Dues Form

Scanned with OKEN Scanner

Human Resources Department
Manpower Requisition Form

For new position, please state in detail all duties to be performed and attach a copy of the approved organizational chart for H.R.D use.

JOB INFORMATION

of request:	Requisition for Department:	Requisition for Designation:	
Replacement New Opening new requirement tification required)	Reason For Requirement:	Experience: Min_____ Max_____	Unit :
		No. of Vacancies:	Reporting:

Requirement for the Job Profile with Key Skills & abilities

(Please add a sheet if the above space is not sufficient)

Preferred Education

If Technical ITI / Diploma:	If Bachelor's Degree:	If Masters Degree:	If Other:

Requested by Concerned HOD: Sign: Date:	**Approval by Principal/ Academic Dean** Sign: Date:	**Approval by Director** Sign: Date:
Comments:	Comments:	Comments:

HR Use Only

Reference No.	Date of Requisition:	Salary Range:	Comments if any : Sign of HR
Source: ☐ Advertisement ☐ Internal Posting ☐ References ☐ Existing Data Base	Action Taken:	Activity Closed on:	

Scanned with OKEN Scanner

SRIMATEVA JAYATHE

THE NARAYANA GROUP

JOINING REPORT

Date: .....

To,

The HR Department

Narayana Engineering Colleges

HUMAN RESOURCES DEPARTMENT

I Mr/Ms/Mrs ..... joining as .....

in the department of ..... from ..... at.....AM

Thanking you,

Yours faithfully,

(Name:.....)

(Signature:.....)

Scanned with OKEN Scanner

NARAYANA PROFESSIONAL INSTITUTIONS

(EMPLOYEE ATTENDANCE PUNCH MISSING)

Date:

To,

HR Department,

I would inform about attendance punch missing. Kindly consider and update attendance as per following details

Emp Name: ..... Emp Name:.....

Department:.....Designation:.....

Date of Punch Missing: ..... In ☐ Out ☐

Reason of Punch Missing:.....

Signature of the Employee | Approved By Principal | Updated By HR

Scanned with OKEN Scanner

NARAYANA PROFESSIONAL INSTITUTIONS

(EMPLOYEE OUT DOOR WORKING FORM)

Date:

To,
HR DEPARTMENT

Kindly update attendance as per the following details:

Name_____ Emp Code_____

Designation_____Department_____

Place of visit_____

Purpose of Visit_____

No. of Days_____ From_____ To_____

Signature of the Employee

Approved By

Updated By HR

Scanned with OKEN Scanner

NARAYANA PROFESSIONAL INSTITUTIONS

EMPLOYEE OUT PASS SLIP

Date:____/__/____

Emp Name :	EMP ID:
Department:	Designation:
Reason for outgoing:	
Time Out: _____ (AM/PM)	Time In: _____ (AM/PM)

HOD SIGN SECURITY SIGN HRD SIGN

NARAYANA PROFESSIONAL INSTITUTIONS

EMPLOYEE OUT PASS SLIP

Date:____/__/____

Emp Name :	EMP ID:
Department:	Designation:
Reason for outgoing:	
Time Out: _____ (AM/PM)	Time In: _____ (AM/PM)

HOD SIGN SECURITY SIGN HRD SIGN

Scanned with OKEN Scanner

NARAYANA PROFESSIONAL INSTITUTIONS
TA & DA CLAIM FORM

Date:_____

Employee Name: _____ Emp ID _____ EMP GRADE:_____

Department : _____ Designation:_____

Part-A
Travel Expenses Convenience Details

S.No	Date	From	To	Mode of Journey (Train/Bus/ Air/Taxi)	Amount (in Rs.)	Convenience Amount (in Rs.)	Reason
1							
2							
3							
4							
5							
Sub Total -(i)							

Part -B
Lodging, Boarding & Other Expenses

S.No	Date	Mode of stay (Hotel, Self arrangements)		Boarding Expenses	others	Remarks
		Details	Amount (in Rs.)	Amount (in Rs.)	Amount (in Rs.)	
1						
2						
3						
4						
5						
Sub Total -(ii)						

Advance Amount : Rs.

Total Expenditure : Rs.

Net pay : Rs.

Employee Sign HOD Sign Accounts Sign Principal Sign Director Sign

Scanned with OKEN Scanner

Human Resource Department

Exit Interview Form

ame of the Employee : ..... Emp ID : .....

epartment : ..... Designation : .....

OD / Reporting authority : .....

OJ : ..... DOR : ..... DOL : .....

Reasons for Leaving -Voluntary

- ☐ Better Opportunity (India /Abroad)
- ☐ Family Problems
- ☐ Work Overload
- ☐ Lack of Support from top Management
- ☐ Dissatisfied with Organisation Climate/ Nature of Job / Designation:
- ☐ Other Reasons (Specify)
- ☐ Higher Education
- ☐ Marriage
- ☐ High Responsibility Less Authority
- ☐ Poor Relations With Peers / Superiors
- ☐ Transfer of Parents / Spouse
- ☐ Leaving Abroad

Reasons for Leaving - In Voluntary

- ☐ Attendance Irregularity
- ☐ Ethical Violation
- ☐ Misconduct
- ☐ Reorganisation
- ☐ Lay-off
- ☐ Position Elimination

Other Reasons (To be Specified) by Interviewer .....

1. What was your expectations at the time of joining ? How far your expectations fulfilled?

.....

2. How would you rate the overall working environment in the organization ?

A.Very Good B.Good C. Satisfactory D.Unsatisfactory

3.Suggest area which you think requires improvements ?

.....

4. Would you consider returning to work for this organization in the future?

.....

5. Would you recommend this Organisation to a friend, as a good place to work ?

.....

6. What did you find most satisfying about your job?

.....

7. What did you find the most frustrating about your job?

.....

8. Would you like to be in touch with us after you leave us ? Yes / No

a. Personal E-Mail ID ..... b. Mobile.....

c. Address: .....

HR
Signature with date:

Signature of Employee
Date :

Scanned with OKEN Scanner

NARAYANA PROFESSIONAL INSTITUTIONS
Advance Application Form

TO BE FILLED BY APPLICANT

loyee Name:		Designation:	
o Code:		Date of Joining:	
partment:		Event/Tour	Purchase
	Salary Advance		
Purpose of Advance	(Purpose)		
mount Requested (Rs)			

For use in HR Department

No. of Years of Service of Applicant		Attendance record of last one Year	
		LOP details	
His/her Disciplinary record	Satisfactory ☐	Not Satisfactory ☐	

Particulars verified and found in order and Eligible for Advance ☐ Not Eligible for Advance ☐
Advance of Rs. _____ may be granted. To be recovered in _____ installments from the salary from the month of _____.

Signature of Unit HR with date

For Use in Accounts Department

Type of Advance	Sanctioned	Recovered	Closing
Salary			
Tour / Event			
Purchase/others			
Total			

Passed for payment of Rs. _____. Amount paid by Cash/Cheque number _____ dated on _____.

Signature of Accounts with date

Approval

Approved advance of Rs. _____. Events/Tour ☐ Personal ☐ Purchase ☐

Signature of HOD **Signature of Principal** **Signature of Director**

Undertaking

1. I have read & understood the Policy / Rules for grant of advance framed by the Company & agree to abide by them.
2. If I can't submit relevant vouchers/bills /supporting documents please recover the same from my salary
3. I will be personally liable for any unrecovered amount

I have received advance of Rupees _____ in Cash/Cheque bearing number _____ dated _____

Scanned with OKEN Scanner

NARAYANA PROFESSIONAL INSTITUTIONS

(LOCAL CONVEYANCE CLAIM FORM)

Date: ____________

EMP Code.__________ Grade:______

ployee Name: ______________________________

signation:____________________ Department:____________________

riod: From: ______________ to: ______________

Date	Vehicle No.	From (Origin)	To (Destination)	Kms	2/4 Wheeler (Write 2 or 4)	Amount (Rs.)	Purpose
					TOTAL:		

(Rupees ______________________________________ only)

EMP Sign HOD Sign Accounts Sign Principal Sign Director Sign

Scanned with OKEN Scanner