



**S.P.B. PATEL
ENGINEERING COLLEGE**

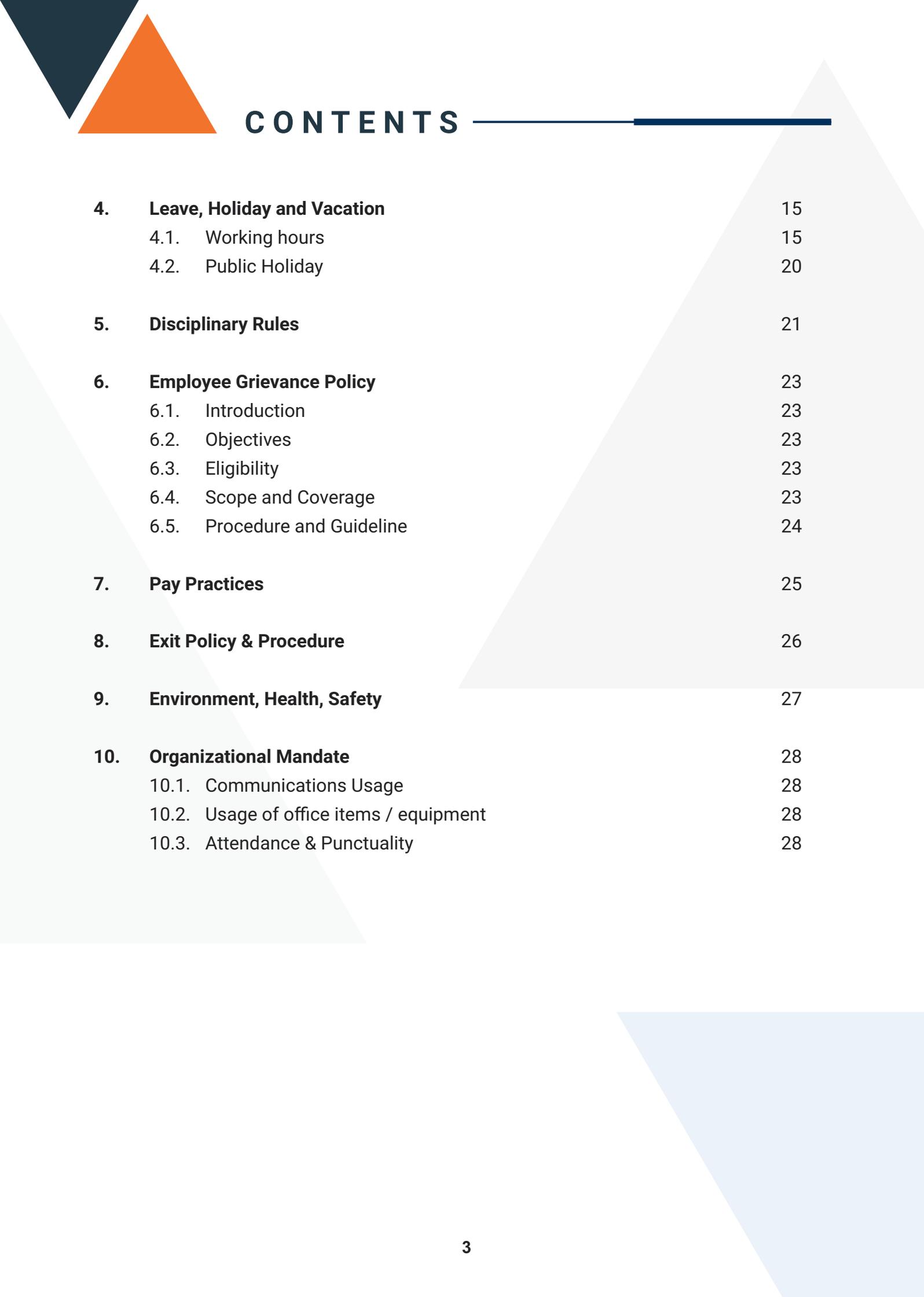
SAFFRONY INSTITUTE OF TECHNOLOGY CAMPUS



HUMAN RESOURCES POLICY AND PROCEDURE

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1. Introduction

In pursuit of its institutional vision, S.P.B. Patel Engineering College harmonizes reverence for its heritage with a forward-thinking approach, poised to make significant contributions to higher education and society at large. Under the auspices of the Jay Jalaram Education Trust, driven by a noble mission to uplift communities through education, the Saffrony Institute of Technology Campus was established. Within this esteemed campus, the S.P.B. Patel Engineering College embarked on its journey in 2006, initially offering Degree Engineering courses and later adding Diploma Engineering courses in 2012. S.P.B. Patel Engineering College is affiliated with Gujarat Technological University (GTU), and approved by the All India Council of Technical Education (AICTE). Nestled within 30 acres of lush picturesque landscape in North Gujarat, a mere 40 km from Ahmedabad, and 14 km from Mehsana, the institute provides a serene setting conducive to learning and growth.

At present Institute offers four-degree Engineering programs viz; Mechanical Engineering, Civil Engineering, Computer Engineering, and Information Technology as well as four Diploma Engineering programs viz. Computer Engineering, Mechanical Engineering, Automobile Engineering, and Civil Engineering. The institute is committed to maintaining educational excellence, achieved through dedicated faculty teams working toward a defined mission to realize our vision.

Our institute excels in OBE, integrating it into curriculum and assessment to enhance student learning, emphasizing competencies for holistic excellence.

The Institute excels in skill development, placements, industry collaborations, innovation, research, social responsibility, conferences, and developmental activities. The Institute is known for its cutting-edge infrastructure and provides students with access to modern learning facilities such as laboratories, smart board-equipped classrooms, e-learning resources, a well-stocked library, departmental labs with the latest software, audio-visual aids, stationary, open-air amphitheater, playgrounds, hostel, canteen, conference halls, seminar halls, and an auditorium. Skilled faculty and top-notch infrastructure create a dynamic academic environment with technical events, expert lectures, and cultural activities.

The institute features a diverse faculty including industry CEOs, fostering a dynamic learning environment. Through innovative teaching, research, and engagement with multinational leaders, it empowers students and faculty. The institute's commitment to excellence prepares individuals to proficiently address global challenges, ensuring proficiency and confidence in their endeavors.

Definitions:

"Institute" means S.P.B. Patel Engineering College

"Board" means Board of Governance

"Principal" mean Principal of the Institute

"Faculty" means faculty members of the Institute

"AO" means Administrative Officer of the Institute

"Non-faculty" means any person serving in the Institute in any capacity other than Faculty.

"Employee" means anybody who has been employed by the Institute. Trainees, academic associates and any other trainees' appointees are not treated as the employees of the Institute.

"Leave" means permission to remain absent from duty granted by a competent Authority.

The manual is expected to:

- Define the Management support systems & procedures
- Communicate to Principal, Officers and employees about the procedures, rules and guidelines and ensure the necessary means to monitor and secure compliance therewith.
- Provide a guide to day-to-day operations with a view to adopting uniform and consistent best practices within the organization and reduce instances of ad-hoc or person specific methods / procedures for doing any official activity to all employees of S.P.B. Patel Engineering College.

The policies and protocols in this manual have been reviewed and approved.

While this manual provides the guidelines, it neither supersedes the Applicable Laws from time to time and nor binds the Institute to follow the processes detailed herein.

The implementation of the processes detailed herein is subject to the discretion of the Management. The Management at all times has the right to review the contents of the manual and any such amendments to this manual would supersede the processes detailed herein.

1.1. About Human Resource Manual

This manual seeks to cover in detail Human Resource policies of the Organization that are applicable to all employees. Its coverage includes Personnel Administration, Salary, Perquisites, Allowances, Statutory Benefits, Appraisal System, Incentive scheme, Manpower Planning, Recruitment & Induction and other miscellaneous issues.

These rules and regulations are applicable for all the employees of the Institute. They may be supplemented or amended by the Management as and when required.

Management has the sole right to make changes, amendments etc. in organization's policy whenever required or deemed fit. This change in the policy will be notified to the employees.

Interpretation of the foregoing rules and regulations as given by the Institute shall be final and shall be binding to all persons associated with the Institute.

No photocopies of any section should be taken for any reason whatsoever.

This manual is valid from the date of approval till the time it is reviewed and updated.

1.2. Organization Structure

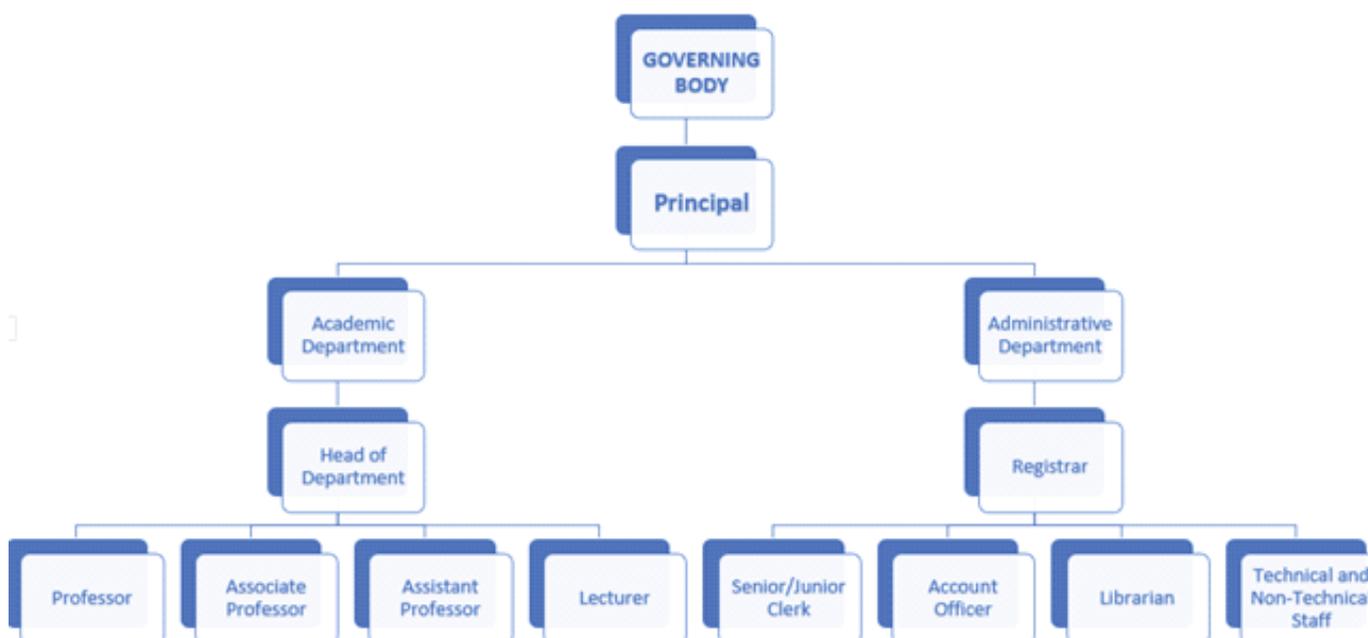
Our organogram (Figure 1), a streamlined visual representation, outlines the internal structure and showcases the cohesive hierarchy that steers our Institution towards excellence.

Central to our organogram is the Principal, who leads with a vision supported by the Governing Body. This leadership ensures strategic alignment and Institutional integrity.

Beneath the Principal, the Academic and Administrative Departments function as the two primary pillars:

Academic Department: Led by the Heads of the Departments, our academic excellence is upheld by Professors, Associate Professor, Assistant Professors, Lecturer and Lab Assistants who work in tandem to provide unparalleled education and research support.

Administrative Department: Our Registrar heads a dedicated team including Senior Clerks, Account Officers, Librarians and Technical & Non-Technical Staff, ensuring seamless administrative operations.



Experience Our Ecosystem

This organogram is a testament to our commitment to clear communication lines and a well-coordinated Institutional body. We invite you to familiarize yourself with our organizational structure that underpins our educational services and supports our community of learners and educators.

1.3. Vision

To nurture holistic development of individuals – professionally competent, socially responsible and spiritually aware.

1.4. Mission

To blend value education with scholastic pursuits to facilitate transformational learning and Institutional excellence.

1.5. Values

At Saffrony Institute of Technology, we are driven by a singular vision: To nurture holistic development in individuals – professionally competent, socially responsible, and spiritually aware. Our mission is to harmonize value education with rigorous academic pursuits, fostering an environment of transformational learning and Institutional excellence.

Our Objectives:

Fostering Academic Excellence: Offer a comprehensive curriculum across engineering disciplines, enriched by modern pedagogical tools and innovative teaching methods to prepare students for the challenges of the future.

Promoting Holistic Development:

Encourage the all-round development of students through extracurricular activities, sports, cultural festivals, and community service, ensuring they evolve as balanced and empathetic individuals.

Cultivating Professional Competency:

Equip students with the technical skills and ethical grounding needed to excel in their careers and make meaningful contributions to society and the engineering profession.

Facilitating Industry Engagement:

Strengthen connections with industry leaders and organizations to provide students with real-world experiences, internships, and placement opportunities, bridging the gap between academia and industry.

Encouraging Innovation and Research:

Foster a culture of research and innovation, supporting students and faculty in pursuing groundbreaking projects and contributing to the advancement of technology and knowledge.

Ensuring Social Responsibility:

Instill a sense of social responsibility in our students, preparing them to use their knowledge and skills to address societal challenges and contribute positively to the world.

Supporting Lifelong Learning:

Promote an environment of continuous learning, encouraging students and faculty to pursue lifelong education and professional development to stay ahead in a rapidly evolving world.

Join Us in Our Journey

At S.P.B. Patel Engineering College, we don't just educate engineers; we nurture leaders, innovators, and contributors to society. Our lush green campus, equipped with state-of-the-art facilities, provides the perfect backdrop for your academic and personal growth. With a dedicated faculty, robust industry connections, and a vibrant student community, we invite you to embark on a transformative journey with us.

2. Condition of Service

2.1. Employee categories:

The following are two categories of employees in the Institute.

Sr. No.	Teaching staff
1	Principal
2	Head of Department
3	Professor
4	Associate Professor
5	Assistant Professor
6	Lecturer
7	Lab Assistant
Sr. No.	Non-Teaching staff
1	Registrar
2	Account Officer
3	Librarian
4	Sr. / Jr. Clerk
5	Stores In-charge
6	Maintenance In charge
7	Warden
8	Hardware & Network In charge

2.2. Terms and conditions of appointment

- Selection and compensation to the employees shall be made without any discrimination of race, sex, religion, caste and creed.
- The Management has all the power for final decisions on selection, and compensation based on experience and position. Refer to details of delegation power as mentioned in the policy.
- At the time of the employment, the concerned candidates must submit photocopies of all the certificates and testimonials along with the originals which will be returned after verification.
- All the letters of appointment are subject to the candidate's antecedents and credentials being found genuine and satisfactory. If any discrepancy is found in the credentials at any time, the letter of appointment shall stand canceled and employment will be terminated without notice and any liability to the Institute.
- Acceptance of employment by candidate means and includes acceptance of these rules and orders issued from time to time to supplement or in modification of these rules.
- The compensation for the visiting faculty will be finalized by the Management of the Institute in consultation with the principal keeping in mind the experience of faculty, course credit etc.

2.3. Standards of Professional Conduct

S.P.B. Patel Engineering College is committed to complying with all applicable Laws and Regulations and aspires to the highest standards of ethical and professional conduct. The following is a partial, but not exhaustive, list of Professional Conduct considered vital to the effective operations of the Institute:

1. Employees must furnish documents truthfully, e.g., job applications, employment records, etc. Falsification of any document or record is strictly prohibited and subject to necessary action as deemed fit.
2. An employee's job performance must meet the standards of the Institute for his/her position.
3. Unsatisfactory performance and/or insubordination will not be tolerated and shall be dealt with severely, as per the policy of the Institute.
4. Dishonesty or fraudulent activity of any kind will be unacceptable.
5. If you become aware of any such activity, you must report it to Management. Additionally, all employees are expected and required to cooperate fully with internal vigilance and investigations of suspected dishonesty or fraudulent activity.
6. Illegal or unethical conduct will not be tolerated.
7. If you believe that you have been instructed or requested by anyone acting on behalf of the Organization to engage or participate in any unlawful or unethical activity, you should immediately contact your Head/ Management or Human Resources Department.
8. Employees must always treat Guests/Students and fellow employees with due respect and professional courtesy. Discourtesy to or harassment of either students or fellow employees is strictly prohibited.
9. Employees need to follow, a prescribed or un-prescribed, decent dress code.
10. Assure that all actions and behavior promote the favorable image of the Institute.
11. Avoid potential conflict of interest and personal gain or any appearance of conflict or impropriety.
12. Promote the integrity, reputation, administration, and operations of all the affairs of the Institute and avoid any conduct, whether on or off duty, that could cause embarrassment or disrepute to the Institute.

2.4 Personal Records

The Human Resources department shall maintain the official personnel record for each current Teaching and Non-Teaching Staff, and temporary employee, and benefits files for faculty & staff of the Institute.

Any changes in the personal status of any staff members of the Institute shall be reported within 3 working days, to the Human Resources department. In the absence of an update of records, all future communication notices will be served at the last-mentioned address and will be binding as served. Staff records and related correspondence shall be treated confidentially at all times.

2.5 Contents of Personnel Records

Personnel Records for the Institute contain both confidential information and records that are considered public information (or records open to inspection).

Public Information / Records Open for Inspection:

1. Name
2. Age
3. Date of original employment or appointment.
4. Contracts (terms, whether written or oral, past and current, to the extent that the university has the written contract or a record of the oral contract in its possession)
5. Current position.
6. Current salary (includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the employing agency).
7. Past employment records
8. Education records and other credentials
9. Permanent and Communication Address
10. Identity Proof, like Aadhar Card, PAN Card etc.

2.6 Appointment Order

An Appointment Order stipulating all the conditions of employment shall be signed by all employees on the first day of employment

2.7 Work Hours

1. Each faculty member is expected to carry teaching in diploma, degree program or any other program initiated by the Institution in the future, organizing seminars & conferences, research & publication, etc as per the instruction of the principal.
2. The number of contact hours is taken as 35 hours per week.
3. The average for calculating the staff strength teaching load of 16-22 hours per week is used as the basis for calculating the staff strength.
4. Each faculty is expected to work for activities like admission counseling, interviews or any other activities suggested by the principal.

2.8 Confidentiality

Material / Intellectual Property are the assets of S.P.B. Patel Engineering College. All information related to operations or future endeavours, shall be treated with utmost confidentiality. The employee cannot in any condition use this knowledge, information etc. for any other than the organization's work. Employees accept liability for the release of information by them.

3. Recruitment and Selection

3.1. Introduction

The recruitment and selection policy aims to ensure that the best among the available candidates through a fair selection process formally laid down and articulated.

3.2. Recruitment Process

The Institute may consider:

- Advertisement in national newspapers/ periodicals/ Institute's website, approach other Institutions for campus recruitment, or call candidates who have applied directly to the Institute.
- Applications collected in the prescribed format from different sources will be sorted and a compiled list shall be prepared for shortlisting of applicants.
- The eligible candidates shall be called for a Personal round. Alternatively, the Institute might also prefer and decide upon carrying out the telephonic or online interview based on convenience.
- All the candidates appearing for the interview shall be required to submit their updated CV, copies of certificates/degrees, and details of their publications.
- Based on the final shortlisting, a final round of interviews for teaching staff will be conducted by the Interview panel.
- Similarly based on final shortlisting, a final round of interviews for non-teaching staff will be conducted by the Principal or the selection committee of the Institution as appointed by the Principal followed by the offer for remuneration package to the selected candidates.
- Appointment letters shall be issued to the selected candidates after due negotiation. The selected candidates will sign and return the duplicate copy indicating their acceptance of the offer of appointment and the date of joining.
- The completed application dossier of the appointed candidate is to be ratified on file at the administrative department.

3.3. Qualification and Experience Requirement

Teaching / Non-Teaching Staff

The qualification and experience requirement for all the teaching / non-teaching positions shall be governed as per the norms of Gujarat Technological University (GTU) and AICTE as amended from time to time.

3.4. Age Bar

The Institute shall not employ any person under the age of 18 years.

The applicants older than retirement age i.e. 58 years shall be appointed on temporary tenure based appointment on approval of the Management.

3.5. Induction

All new staff shall undergo induction training to assist them in the process of becoming integrated to the Institute within the shortest time possible. The respective immediate senior in collaboration with the HR shall conduct induction training. The induction training aims at acquainting the new entrant to the organization, working systems, policy and procedures etc.

INDUCTION PROGRAMME FOR NEW STAFF

The induction Programme lists suggested activities to be covered from day one.

SESSION	SUGGESTED CONTENT OF SESSION
Introduction to the Institute and work area	<ul style="list-style-type: none"> • Mission, Vision, and Objectives of the work area • How the work area fits into the wider Institute • All key operational and social areas to be visited. (e.g. Offices, Labs, Catering Facilities, Bank, Library)
Introduction to other members of the staff	<ul style="list-style-type: none"> • Go through the organization chart • Discuss roles and responsibilities of staff in general terms. • May also want to extend the time to allow visits to key contacts out with the work area.
Introduction to the other teams within the Work area (if appropriate)	<ul style="list-style-type: none"> • Purpose/Activities of the other teams/work areas • How the team fits into the work area • How the work area fits into the University
Terms and Conditions	<ul style="list-style-type: none"> • Ensure a new start has viewed and understood all terms and conditions.
Performance Standards	<ul style="list-style-type: none"> • Outline specifics of job role – (job description) • Define goals, objectives, and expectations
Culture of the Work area	<ul style="list-style-type: none"> • Make a new start aware of local arrangements regarding hours of work, holiday requests, sickness procedures, after-hours working, dress code, lunch arrangements, etc.
Monitoring and Evaluation	<ul style="list-style-type: none"> • It is important that the Induction program is monitored and reviewed. • Throughout the period regular review meetings should be held and any adjustments made.

3.6 Delegation of Power

The following powers will be exercised by the authorities given against each:

Sr. No.	Nature of Power	Extent of Power	Authority competent to exercise it.
1.	<u>Probation period:</u> i) Initial probation ii) Extension of probation iii) Completion of probation	Full	Principal / Management
2.	<u>Appointment:</u> For permanent appointment For ad-hoc appointment	Full Full	Principal / Management
3.	<u>Termination of services:</u> For permanent staff For contractual staff	Full Full	Principal / Management
4.	<u>Disciplinary Authority</u> For Permanent staff For contractual staff	Full Full	Principal / Management
5.	<u>Pay Fixation</u> For Permanent staff For contractual staff	Full Full	Principal / Management
6.	Grants of Spl / Advance increments	All Employees	Principal / Management
7.	Allowances - admissibility of decision regarding	All Employees	Principal / Management
8.	Grant of leave	All Employees	Principal / Concerned HOD
9.	Detailing for duty during vacation	All Employees	Principal
10.	Accommodation	All Employees	Principal / Management
11.	TA / DA	All Employees	Principal
12.	Travel By Employees	All Employees	Principal / Management

PERFORMANCE MANAGEMENT

3.7 Introduction

“ACADEMIC ACCOUNTABILITY”

It is proposed to have the evaluation of Teaching faculty through inputs from multiple sources/self-assessment, assessment by students, and assessment by the academic head and should be based on multiple parameters like classroom teaching, holding of tutorials, availability to students, participating in faculty meetings, guiding students and project work and other academic and co-curricular activities etc.

Decisions concerning career development, promotion, succession planning, and compensation depend on information provided through effective performance Management. The Institute will therefore ensure that all employees understand the requirements of their jobs as well as the expected results.

3.7. Criteria for Performance Appraisal

Performance Management criteria for teaching faculties:

1. **Teaching feedback:** This includes teaching, classroom work, laboratory work, innovative methods in teaching, student counseling, etc.
2. **Research, publication, and conference participation:** This includes quality of research papers, publications, participation in conferences, paper presentations etc.
3. **General feedback:** This includes general conduct, attitude, behaviour, participation in administrative activities, exam work, co-curricular activities, extra-curricular activities, etc. which are helpful for the overall development of students.

4. Leave, Holiday and Vacation

4.1. Working hours

The working hours in the Institute are from 9:25 AM to 4:35 PM from Monday to Saturday (2nd and 4th Saturdays remain non-working) with half an hour lunch break. However, the academic staff are required to be present as per the class schedule.

Depending upon the requirement, officers and staff may be asked to serve on weekends as per the requirements.

Applicability:

1) Holidays

- The Institute will notify and observe 'Public Holidays' and 'Restricted Holidays' (As per A-2) based on holidays declared by Gujarat Technological University & the Government of Gujarat.

2) Vacation

- The staff (excluding Non-Vacation Staff – see rule No. 5, under the title "General terms & conditions" on page No.6.) shall be given Vacation Leave (VL) for each semester. However, the applicability of the same would be conditional depending upon the nature of employment and duration of service. VL shall be decided and announced before each vacation.

3) Leave

- The staff shall be availing the leave with prior approval of the competent authority. However, leave may not be claimed as a matter of right and when the exigencies of the Institute require so, discretion to refuse or to revoke leave of any kind mentioned here under is reserved with the sanctioning authority / Management.

Definitions:

1. Management/Principal, Library staff and Administrative staff including Training & Placement Officer (other than teaching and laboratory staff) are considered as 'Non-vacation staff'.
2. Regular Teaching Staff means GTU approved and confirmed as Regular in writing after completion of probation period.
3. Adhoc Teaching Staff means all teaching staff other than Regular teaching staff shall be considered as Ad Hoc Teaching Staff.
4. Regular Non-Teaching Staff means those who have completed 2(two) years of service in the Institution and confirmed in writing as Regular staff.
5. Ad Hoc Non-Teaching staff means all Non-Teaching staff other than Regular Non-Teaching staff.
6. Regular or Adhoc Non-vacation staff except Management/Principal shall be treated as Regular or Ad Hoc Non-teaching staff for the purpose of leave and vacation rules.

(A). Leave admissible to Regular teaching staff

The following types of leave would be available to Regular teaching staff:

A-1. Casual Leave (CL)

All regular staff is eligible to avail Casual Leave (CL) of 12 (Twelve) days per annum credited for the calendar year (January - December) with following sub-rules:

- Casual Leave can be taken only on a pro-rata basis during the first year of service. From the second year of service, 6 days Casual Leave would be credited each at the beginning of January and July respectively aggregating to 12 days casual leave in a calendar year.
- Casual leave can neither be accumulated nor encashed.
- Maximum 3 Casual leave can be availed at an instance by a staff member, subject to availability of leave balance.
- ½ CL can also be availed only in cases of emergency. In such situations, staff is allowed up to 2.5 hours of delayed arrival or 2.5 hours early exit from the Institute.
- Any intervening holidays or weekly offs shall be considered as casual leave.
- From the second year of service, Staff cannot take more than 3(three) CLs in the last quarter of the year. I.e. in the months of October to December.

A-2. Restricted Holidays (RH)

- Two restricted holidays are also granted at the option of the staff from the list of such restricted holidays declared by the Gujarat Technological University/Govt. of Gujarat.
- Unutilized restricted holidays shall not be allowed to be accumulated for carry forward.

A-3. Special Casual Leave (SCL)

Special casual leave, not exceeding ten days in a calendar year (January - December) may be granted to a teacher:

- To conduct examinations of other universities / public service commissions/board of examinations or similar bodies / Institutions and
- To inspect academic Institutions attached to statutory boards etc.
- Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It can be granted in combination with holidays and vacations.

(Note: In computing ten days of leave, days of journey required if any to and from the place of visit, may be excluded.)

A-4. Duty Leave (DL)

(i) Duty leave may be granted for

- Attending conferences, congresses, symposia, workshops, refresher courses and seminars and similar programs for the purpose of faculty development.
- Delivering lectures in Institutions and Universities at the invitation of such Institutions/ universities received and accepted by the Principal/Management.
- Working in another Indian or Foreign university, any other reputed agency/institute/ organization, when so deputed by the Institution.
- Participating in a delegation or working in a committee appointed by government/ university/UGC or other academic body of repute.
- Attending meetings of UGC/DST or NGO of repute if he/she is invited to share his/her expertise/experience.
- Performing any other duty for the university/institute.

(ii) The duration of the leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) Casual leave may be granted if required, in combination with duty leave.

A-5. Earned Leave (EL)/Privilege Leave (PL); (for Management/Principals only)

Only Management/Principals are eligible for EL/PL of 30 (thirty) days every year. They can earn 2.5 days EL/PL for every 1 month of working.

Guidelines for availing EL/PL are as under:

- EL/PL can accumulate up to a maximum of 24 (twenty-four) days.
- Management/Principal can opt for a maximum of 15 days of encashment from unutilized EL/PL. All such encashment shall be done on Basic + DA components of the salary and be payable at the end of the leave cycle (during the month of subsequent January).
- EL/PL can be combined with Sick Leave.
- Any intervening holidays or weekly offs shall be considered as EL/PL.

A-6. Sick Leave (SL)/ Half-Pay Leave (HPL)

All staff members, including ad-hoc staff, are eligible for 10 days of Sick Leave/20 days Half Pay Leave per annum, credited after completion of one year of service at the Institute. Staff can avail in aggregate either full 10-day Sick Leave or 20 days Half Pay Leave in a year.

Guidelines for availing SL/HPL are as under:

- Sick leave/Half Pay Leave for more than 3 days needs to be supported with a doctor's Medical Certificate.
- Sick Leave/Half pay leave earned during the second year onwards of service may be taken on a pro-rata basis during the concerned year. However, Sick leaves earned during any year can be carried forward ONLY to the next year and not beyond.
- Sick Leave/Half Pay Leave cannot be encashed.
- Sick Leave/Half Pay Leave can be suffixed only with Privilege Leave (PL). However, such suffixing shall be allowed only if the staff's Sick Leave balance gets exhausted in the course of the sickness.
- Any intervening holidays or weekly offs shall be considered as Sick Leave if he/she is on full day sick leave on the very previous day.

A-7. Maternity Leave (ML)

This leave applies to all married female staff (Adhoc and Regular). All such staff who have worked with the Institute for two years preceding the expected date of delivery are entitled to maternity leave of 12 weeks with full pay. The earliest a staff can avail of this leave is 6 weeks before the expected date of delivery. The medical bonus of Rs.750/- shall be provided to female staff for the first two children upon resumption of duties. In the case of miscarriage or abortion, or if pregnancy is terminated on medical grounds, as per the Maternity Benefit Act, leave up to 6 weeks may be allowed. To claim the above benefits, female staff should submit relevant medical documents including birth certificate to the Management before availing of the leave and joining the duties after the leave. Maternity leave shall not be granted to a female staff member if she has two living children.

(Note: The employee shall have to continue in service at least for a period of one year after availing the maternity leave; otherwise, she will have to refund all above benefits including salary of 12 weeks before leaving the job.)

A-8. Paternity Leave (PtL)

This policy applies to all married male staff (Adhoc and Regular) for their first two children. Paternity leave of 5 days can be taken within 90 days of the birth of the child, on submission of the birth certificate, which may be availed in two installments. Paternity leave can be clubbed with EL/PL but cannot be encashed.

A-9. Extraordinary Leave (Leave without Pay - LWP)

A Regular staff may be granted extraordinary leave by the Management in extraordinary circumstances when -

- (a) No other leave is admissible or
- (b) No other leave is admissible and the permanent staff applies in writing for the grant of extraordinary leave
 - (i) Extraordinary leave shall always be without pay and allowances.

(B). Leave admissible to Regular Non-teaching Staff:

The Regular Non-teaching staff shall be granted leave as under:

B-1. Holidays, Casual Leave, and Duty Leave:

- They may be granted holidays ("public holidays" as per rule No.1 herein before.) and restricted holidays (As per A-2 herein before).
- They shall be granted casual leave not exceeding 12 days in a Calendar year (As detailed under A-1 herein before.)
- They may be granted duty leave on full pay depending upon the nature of duties assigned to them by the Management/authority or for the reasons mentioned in A-4 applicable to them and accepted by Management/authority.

B-2. Earned Leave (EL)/Privilege Leave (PL)

All Regular Non-Teaching staff are eligible for EL/PL of 12(Twelve) days every year. They can earn 1 (one) day EL/PL for every 1 month of working and one day EL/PL for every 3(three) days of working, if called on duty during his/her vacation period only in case they are granted vacation.

Guidelines for availing EL/PL are:

- EL/PL can accumulate up to a maximum of 24 (Twenty Four) days.
- Regular staff can opt for a maximum of 15 days of encashment from unutilized EL/PL. All such encashment shall be done on Basic + DA components of the salary and be payable at the end of leave cycle (during the month of subsequent January).
- EL/PL can be combined with Sick Leave.
- Any intervening holidays or weekly offs shall be considered as EL/PL.

B-3. Sick Leave (SL)/Half Pay Leave (HPL)

- They shall be granted Sick Leave (SL)/Half Pay Leave (HPL) (as detailed under A-6 herein before.)

B-4. Extra Ordinary Leave (Leave without pay - LWP)

- They shall be granted Extra Ordinary Leave (Leave without pay) (as detailed under A-9 herein before.)

B-5. Maternity Leave

- They shall be granted Maternity Leave (As detailed under A-7 herein before.)

B-6. Paternity Leave

- They shall be granted Paternity Leave (As detailed under A-8 herein before.)

©. Leave for Adhoc Teaching & Non-teaching Staff:

- The teaching and non-teaching staffs who are appointed on Adhoc basis shall be given leave as under:
- They shall be granted holidays "public holidays" (As per rule No.1 herein before) and restricted holidays (As per A-2 herein before).
- They shall be granted casual leave not exceeding 12 days in a Calendar year (As detailed under A-1 herein before.)
- They shall be granted duty leave (As detailed under A-4 herein before.)
- They shall be granted Sick Leave (As detailed under A-6 herein before.)
- They shall be granted LWP (As detailed in A-9 herein before.)

General terms & conditions

1. No staff shall proceed on any kind of leave (except in extraordinary situations or leave on urgent medical grounds in which case he/she should inform the head of department/section by telephone or other communication means at least before commencement of his/her duty time) without prior approval of sanctioning authority. Any leave applied soon after enjoying the leave shall not be granted by authorities unless under extraordinary circumstances.
2. A staff who remains absent from duty continuously for a period exceeding 7 days without prior permission/getting due leave sanctioned by the competent authority will be liable to be considered to have ceased to be in employment of the institute from the date of such absence. In such cases, notice period salary shall be recoverable from him/her.
3. The staff shall not be permitted to submit his/her resignation while on any type of leave. The staff shall not be permitted to avail any type of leave except casual leave once he/she submits the resignation and is completing the notice period.
4. It shall be mandatory on the part of every staff to accept and carry out examination work that may be entrusted to him/her either by the Institution or by affiliating University.
5. Management/Principal, Library staff, and administrative staff including Training & Placement Officer (other than teaching and laboratory staff) are considered as 'non-vacation staff'. Non-vacation staff members can not avail of vacations as teaching staff. They are given EL/PL in compensation for the vacation leave.
6. Management/Principal shall be given Holidays, Casual leave, Restricted holidays, Special casual leave, Duty leave, Sick leave, Maternity/Paternity leave, LWP as and when applicable as per regular teaching staff.
7. Vacation staff shall be given 1(one) EL for every 3(three) days of working if called on duty by a designated authority for department/Institution work on the days he/she is granted vacation. Each leave so earned shall be utilized by the employee in the manner CL is utilized as per rule no. A-1.
8. In case of any dispute arising out of the leave rules, the decision of the Management will be final and binding.
9. The Management reserves the right to add, amend, delete and/ or cancel all or any of the leave and vacation rules.

4.2. Public Holidays:

During December every year, a circular shall be issued regarding all the public holidays for the next year.

5. Disciplinary Rules

For attending seminars/workshops/refresher courses/paper-poster presentations etc. by Faculty:

(a) The teaching staff member who wishes to attend a seminar-workshop/refresher course/paper-poster presentation or similar event shall be given duty leave for the duration of the event and minimum traveling time required on the recommendation of the Head of Department ensuring that work at the Institution does not suffer. He shall be Paid T.A for meeting his/her expenses for traveling to/from the place of event as under:

#Assistant professor/Lecturer:

Not exceeding ST Express Bus or three-tier A.C. train fare whichever is applicable. OR Rs.6/4 for four four-wheelers (Petrol / Diesel respectively) and Rs 2 for two-wheelers (per kilometer) plus toll tax if applicable.

#Associate professor/Professor/HOD:

First class or Maximum two tier A.C. OR Rs.6/4 for four-wheeler (Petrol / Diesel respectively) and Rs 2 for two-wheeler (per kilometer) plus toll tax if applicable.

#Principal:

As granted by the Management. He/she shall be paid Rs 100/150/250 (Asst. Prof/Associate Prof /Prof) respectively as incidental charges per day (Above 5 Hours duration) or actual whichever is less during traveling and stay at the location of the event if Host Institution does not provide hospitality. The incidental charges to be paid may be decided by the Management at the time of granting the duty leave.

1. The registration fee, maximum up to Rs 500/-for attending and Rs 2000/- for presenting paper shall be reimbursed by the Management. Management may be approached for grant of registration fee higher than above.
2. If the event falls during the semester teaching, HOD shall have to specifically recommend the deputation of the staff member who wishes to attend the event.
3. If a teacher wishes to attend more than 2 events in an academic year, HOD shall have to specifically recommend the deputation so that teaching; examination, Laboratory and departmental/Institutional work etc does not suffer.
4. If the event falls during the vacation granted to the teacher, additional vacation or compensatory leave shall not be granted for the duration of the event.
5. The teacher concerned shall have to submit to the concerned head, full details including his/her participation and contribution in the event, after attending the event.

(B) Reimbursement of expenses for Institutional work

1. If any teacher/employee is deputed for any official work, he/she shall be given enough duty leave.
2. He /she shall be reimbursed incidental expenses including Travelling Allowance as per norms mentioned in "A(1)"
3. Lunch/Dinner Expenses on an actual basis.

(C) For expenses related to Expert / Guest Lecturers events

The expenses related to experts/guests invited to deliver lectures, technical guidance, counseling etc shall be reimbursed as under:

(1) (a) For an expert of Professor level, Reimbursement: Rs 1000 per hour or part of it- minimum Rs.1,500/- and maximum Rs. 5000/- per day.

(b) For an expert of Associate Professor level; Reimbursement will be paid approx. 70% of (C) (1) (a).

(c) For an expert of Assistant Professor level; Reimbursement will be paid approx 60% of (C) (1) (a).

(2) If traveling by own vehicle, Rs.6/4 for four wheelers (Petrol / Diesel respectively) and Rs 2 for two wheeler (per kilometer) for actual travel plus toll tax if any.

(3) If traveled by the rented vehicle, the actual bill is to be paid, however, prior permission must be obtained by the organizer (faculty member/HOD) from the Management for reimbursement.

(NOTE: The above NORMS may be reviewed by the Management from time to time.)

6. Employee Grievance Policy

6.1. Introduction

Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity. There is a need for formal grievance process to address such matters

6.2. Objectives

The objectives of the grievances process will be to settle:
Grievances of the employees in the shortest possible time.
With appellate stages so that it is fair, transparent and reasonable.

6.3. Eligibility

All employees on regular appointment of the Institute including ad hoc appointments.

6.4. Scope and Coverage

Grievance for this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.

Grievances for the purpose of this policy will cover individual grievances such as:

- Payment of Salary
- Recoveries of dues etc.
- Increment *
- Working conditions/Health & Safety
- Leave
- Medical Insurance/facilities
- Non-extension of benefits under rules
- Promotion*
- Administration or Academic issues
- HR Policy administration
- Compensation & Benefits*
- Related to Appraisals
- Reimbursements
- Interpersonal Conflicts/Issues with the Head or team members
- Role fit
- Only grievances affecting an individual employee may be raised.
- Separation/Retention

NOTE: Grievance can be raised within 2 weeks from the date of issue of an increment/promotion letter.

The grievance arising out of the following will not come under the purview of the grievance procedure:

- Terms of appointment settled prior to joining
- Matters relating to disciplinary enquiry / action
- Where the grievance does not relate to an individual employee

6.5. Procedure and Guideline

The Grievance Procedure will be implemented as follows:

Step 1 - Immediate Superior

1. The employee must discuss his grievance with his immediate superior or the latter's superior in the event of a grievance against an immediate superior.
2. The superior must endeavour to solve the problem within five working days and inform the employee.
3. In case any grievances need more than five working days to resolve, the respective employee should be informed in writing within five working days of the receipt of the grievance.
4. Should the employee not be satisfied with the outcome, he/she may proceed to Step 2.

Step 2 - Department Head

1. The employee must submit a grievance application with all relevant details to the Human Resources department. The application shall further be handed to the Department Head.
2. The Department Head shall endeavour to solve the problem within five working days and inform the employee.
3. Should the employee not be satisfied with the outcome, he/she may proceed to step 3.

Step 3 - Grievance Hearing

1. The matter is referred to the Principal with all the relevant written information.
2. The Principal shall convene a grievance hearing and attempt to resolve the matter within a period of ten (10) working days. His/Her decision shall be final.

7. Pay Practices

The Pay Structure of the permanent staff will be as per the norms of AICTE and GTU for respective designation.

The salary for the ad-hoc / probation appointments (teaching and non-teaching) will be decided by the Principal based on the qualifications and experience. Management also has the right to change, alter, or modify salary structures or even implement different salary structures for different employee grades.

Any deductions specified under the law and taxation mandate will be done by the Institute and communicated to the employee or mentioned in the salary slip.

8. Exit Policy and Procedure

Employees are our most important asset. The Institute seeks to promote effective employee and employer relations by encouraging openness and trust. While employees must have a good image of the Institute during the course of their employment with us, it is also equally important that they maintain that image even when exiting the Institute. An effective exit procedure not only ensures that the matters arising out of an employee's resignation are dealt with efficiently but also allows them to provide feedback to the Institute that may help in enhancing employment practices, identifying strengths and weaknesses, improving the work environment, and motivating the workforce.

This document outlines how a working relationship can be terminated, either by the Institute or the employee.

1. The employee can send his/her resignation letter as per appointment order via email or submit it to the respective department head.
2. The department head will then forward the resignation to the Principal with his/her recommendations.
3. The Principal will further forward it to the Management with necessary recommendations and approval.
4. The Management will then put-up the final decision and send it to the administrative head for necessary action.
5. The Administrative head shall discuss the comments with the respective employee and brief about the handover and clearance formalities, leaves, and No due to be taken.

9. Environment, Health, Safety

Environment, Health, Safety, and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause, or take any action that impacts the Environment and the Health and Safety of people associated with the Institute and the Community at large.

Substance Abuse- To meet our responsibilities to Employees, students, and the community at large, the Institute shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using, or being under the influence of illegal drugs and alcohol on the job is prohibited.

Threats and Physical Violence- No employee shall use threatening words, assault or commit acts of violence or possess weapons, firearms, ammunition, explosives, or incendiary devices in the workplace, on work premises in work vehicles, or elsewhere. The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.

No Smoking- Smoking is strictly prohibited on the premises of the workplace. Appropriate actions shall be initiated against any person found contravening the policy of this code.

10. Organizational Mandate

10.1. Communications Usage

All electronic communication systems and all communication and Information transmitted by, received from, or stored in these Systems are the property of S.P.B. Patel Engineering College, and as such may be reviewed and are intended to be used for the work of the Institute only and are CONFIDENTIAL. *An employee is not entitled to delete or alter any internal or external communication done through an official email ID or messenger.* All communications, both internal and external are property of the S.P.B. Patel Engineering College and any unauthorized distribution will result in corrective action.

The common email id is used for official purposes. Emails and pictures with biased, immoral messages are restricted from internal circulation. However light and informative messages can be circulated but restraint to be observed.

10.2. Usage of office items/equipment

Any item/equipment/stationery that is the property of the Institute should be used for official purposes only and returned or put in the proper place after the purpose is solved. Carrying any item of office outside the premises of the office even for official purposes needs authorization from the competent authority.

Computers

All computers should be strictly used for official purposes. Only authorized persons may access the computers. **GAMES ARE STRICTLY PROHIBITED.** Private diskettes are not allowed to be used on the Institute's computers except with granted permission and upon scanning for viruses.

Photocopier

A photocopier is available throughout the day to meet photocopying needs. It is to be used for official use only.

E-mail and Internet Facilities

The email and internet facilities are available strictly for official use.

Mail

Currently, the administrative assistant handles mail. All incoming mail and hand deliveries are received and stamped the date of receipt before being filed on the running file and distributed to the respective persons. All outgoing mail must be photocopied and filed before being sent out.

10.3. Attendance & Punctuality

Punctuality and regularity is not only appreciated but also needed. Employees have to complete the stipulated hours of work. Employees who are not punctual in their work and regular in their attendance may at the discretion of the organization receive negative evaluations on their performance review, which thereby affect promotions and salary increases.

The Institute observes office timing from **09:25 AM to 04:35 PM**. Every Employee is expected to reach office by **09:25 AM**

Every individual is expected to sign the muster upon arrival and departure. No manipulations shall be entertained.



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