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HR POLICY



Submitted by-

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(Affiliated to AKTU Lucknow and Chaudhary Charan Singh University Meerut, Approved by AICTE and NCTE Jaipur, Accredited with NAAC B++ Grade)

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OUR HR POLICY:

This policy applies to recruitment details and conditions of employment. The policy is to transfer or promote well performing and capable employees to fill vacancies so that employees are provided with opportunities to widen their exposure and further their career development within the organization.

All other personnel actions including compensation, benefits, transfers, training, education, tuition assistance and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other protected status, in accordance with appropriate law. All employees are responsible for maintaining a work atmosphere free from discrimination and unlawful harassment by treating others with dignity and respect.

EQUAL EMPLOYEMENT POLICY:

It is the policy of the institute Institutions to recruit the best qualified people and to maintain a pool of human resources according to the manpower requirement and planning of the organization. The organization provides equal opportunity for all qualified persons and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status.

OUR WORK CULTURE:

RCCV adapts a strong work culture to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy at the work place for them to develop the sense of loyalty towards it. The organization offers a positive ambiance to the employees for them to focus on their work and follow the organizations rules and regulations.

To create a healthy work culture:

- An employee must be cordial with each other
 - Each employee should be treated as one
 - Encourage discussions at the workplace
 - Promote team building activities to bind the employees together
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APPOINTMENT OF FACULTY AND STAFF

TEACHING:-

The institute appoints full time faculty on regular basis with subject specialization. The faculty are given additional responsibility to ensure the growth of self, students and the organization as a whole. The Guest faculty are appointed for a semester at a fixed pay per hour. The existing Visiting faculties can continue teaching in the fresh semester only if there is any requirement and with the approval of the management for the same. They are not entitled to any benefits of a regular employee in the organizations.

NON-TEACHING: -

The employee is a regular employee who works as per the directions and responsibilities stated by the management and also maintain a minimum work timing and schedule. They are also entitled to various benefits as of a regular employee.

TIMINGS AND LEAVE POLICY

COLLEGE TIMINGS:

All the employees have to complete stipulated hours of work. The work timings and schedule for teaching and non-teaching are different.

- **Teaching Staff: (9:30AM to 3PM)**
- **Non-Teaching Staff (9:00AM to 5 PM)**

Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours.

LEAVE POLICY:

- Sanctioning of leave is at Principal/HOD discretion based on exigencies of requirement or seriousness of the case.
- Leave year is from 1st July to 31st June for each Academic Year.

The different types of leaves given under the policy are:

CASUAL LEAVES

Total Casual Leave (CL)- 12(14 for employees served more than 5 years)

ENTITLEMENT OF CL:

- Leave without Pay (LWP)- will not be encouraged, However, if it is a pattern disciplinary action would be initiated. The Leave policy is applicable for all permanent staff of the institution.
- Any Female faculty serving more than 2 years is entitled for Maternity Leave as per the norms of the institute.
- Employees who are appointed during the course in between the academic year shall be entitled to the above leaves on pro-rate basis.
- Sanctioning authorities must sign with date and a copy need to be kept
- Application for leave toward the end of month should be submitted in advance or by next working day. However, in case of an emergency, it can be submitted by 1st of succeeding month, otherwise it would be counted in next month.
- National Holidays / Festival / Declared off / weekly off days can be prefixed and / or suffixed to CL. In case of either prefix or suffix applied on leave, only CL will be deducted. But in case applied leave falls in between prefix and suffix then all the days including prefix and suffix will be treated as CL. It will be deducted from CL if balance or else they will be LWP.
(For instance if an employee is taking a leave on working Saturday and Monday his 3 days CL\LWP will be marked.)
- Balanced CL/ML remaining unutilized will lapse on 31st June of every session.
- When leave is taken without prior sanction (under certain unavoidable circumstances),
- the absence should be notified to the respective HOD on the same day through phone or mail etc.
- CL can be availed maximum up to 2 days in a month in academic days, during non-academic days faculty can avail as per their leave balance.
- For employees who have not completed one year, leave will be credited to them on

monthly pro-rata basis.

MEDICAL LEAVES

Medical Leave (ML)- 06 for Teaching

ENTITLEMENT OF ML:

- Employee will be eligible for ML after completion of 1 month from the joining date.
- If ML extends beyond 3 days, it has to be accompanied with a fitness certificate from a Doctor.
- In case adequate numbers of ML are not available with an employee, then CL can be clubbed with it. If no leave balance is available, then it will be treated as LWP.
- Intervening National Holidays / Festival / Declared off / weekly off of any kind will be counted as part of the leave.

SHORT LEAVE

ENTITLEMENT:

Short leave of 1 hour, twice in each month

WINTER LEAVE (WL)

- **Winter Leave (WL)-** 06 working days

Eligibility: Minimum 3 months of service.

ENTITLEMENT:

1. **Faculty:** 06 days of leave from Sunday to Sunday in one slot for full time faculty.
2. **Staff:** 03 working days in one slot.
3. No half day is admissible for winter leave.
4. It will not be clubbed with any other leave.
5. It has to be consumed within the approved winter slot by the Principal/HOD
6. Under any natural delay (i.e. Natural Calamity, train delay, etc.) one or half a day CL (Max.) may be clubbed at the end of the leave.

SUMMER LEAVE

- **Summer Leave (SL)-** 06 working days for teaching and 3 days for non-teaching

Eligibility:

Min 6 months of service to avail summer leave benefits

Min 10 months to avail all the leaves entitled.

ENTITLEMENT:

1. 06 days for Teaching Staff who have completed 10 months or more within the organization.
2. 03 days working days for non- teaching staff
3. Summer leave needs to be availed before the commencement of academic session that too in lean period only.
4. For others who have completed 6 months but less than 10 months can avail only on pro-data basis
5. It will not be clubbed with any other leave

6. It has to be availed within the approved summer leave slot approved by Director, For the Directors, Deans and HODs the period is flexible, yet has to be availed till 30th June each year.
7. Under any natural delay (i.e. Natural Calamity, train delay, etc.) one or half a day CL (Max.) may be clubbed at the end of the leave.
8. For those who are a part of admission team, their leave period will be decided by the Competent Authority.

(Note: Even if there is flexibility to take Winter & Summer leaves during Examination, prior approval by Principal will be needed)

PAID LEAVE/DUTY LEAVE/ACADEMIC LEAVE

Academic Leave - 06 working days-Applicable

ENTITLEMENT:

1. It will be given to faculties for conducting external practical exams assigned by University (Maximum up to 06 days) in one semester/ Attending Short Term Course/FDP/Workshop etc. and also for an assignment given to college teacher for consultancy, Assessor/ visiting Team Member of NAAC/ NCTE / AICTE.
2. For Evaluation as a special case, CL/SL can be clubbed with Summer / Winter Break
3. Those Faculties who have to attend Convocation for her/his Ph.D. degree will be entitled for paid leave.

COMPENSATORY LEAVE

All the regular employees of the college will be entitled for this leave if they worked for college in any off day. (Sunday or declared off by college) for minimum half day. This leave will be valid till next month only.

LONG TERM LEAVES:

If any regular employee of the college wants to avail a long term leave (15 days to 2 months) during non-academic period, they may apply minimum 15 days in advance for the same for approval. These leaves shall be treated as LWP, may be clubbed with summer break or CL/ML with the permission of competent authorities.

Miscellaneous Cases: Any other types of leaves (which is not stated in HR Policy) shall be reviewed by a committee constituted by the management.

GATE PASS

(A gate pass must be signed before leaving on a short leave during working hours)

Clubbing Of Leaves/Absence:

1. In case no leaves are balance three working days in a week are mandatory to avail weekly off. Also, it should not be in practice.
2. Any special application approved by Competent Authority should be submitted by next working day of each month HR office for further processing through ERP.
3. Leave should not be clubbed without prior approval.

Incentives

Faculty and staff are entitled to claim Financial Assistance and incentives to publish Research Paper, attend FDP/SDP or attend any training or membership.

RESIGNATION, TERMINATION AND REHIRE POLICIES

VOLUNTARY EXIT FROM THE ORGANIZATION

A staff employee should submit an adequate written notice to his/her supervisor before voluntarily leaving. Teaching staff whose responsibilities are determined are expected to fulfill their commitments before separating from the organization. Employees who have completed one year of service are expected to provide a minimum of one month's notice. More advance notice may be appropriate for senior level positions and teaching staff

The Teaching Staff after completing their syllabus and academic duties (either on 30th April or 30th Nov) may put up resignation with one month notice with all dues cleared.

TERMINATION BY THE COLLEGE

RCCV believes in the spirit of working together as family. However, termination is generally the result of an individual's inability to attain the required level of performance in the job, failure to comply with required policies and procedures or standards of professional behavior applicable to employment, or repeated failure to perform required duties. Any termination must be approved by his/her designee, and must be in accordance with established policies and procedures.

RELIEVING FORMALITIES

The employee will hand over the charge together with all the property/ material of the organization in his/her possession, custody or charge at the time of cessation of employment, such as identity card, data-bases, files, books, magazines, reports & records, Documents, manual, audio/video tapes, floppies/discs, tools, instruments, etc, before the last payment of outstanding wages is released. The value of all shortages and/or damages to any property shall be recoverable from him, including adjustment against whatever dues are payable to him. The

Employee will be required to compensate the management for all losses/damages caused by him to the official promises and all movable property therein.

At the time of leaving services, the employee shall have to obtain a "No Dues Certificate" From the entire concerned department. Accounts department will finally settle his/her account Only after submission of this certificate.

EMPLOYEE GRIEVANCE REDRESSAL

Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the organization or its authorized representative, shall be addressed to the appropriate authority/HOD concerned for redressing the grievance through proper channel. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, or refused, or disposal of the matter is delayed by more than one month.

DRESS CODE:

Employees:

1. There is Proper dress code for female and male supporting non-teaching staff provided by college (Salwar, Kurta, Sweater, Pent, shirt) Proper Uniform has to be wear in all days. In special circumstances, their respective head may give exemption, on the application.

Male Employees:

1. Faculty (Teaching and Non-teaching) should also wear Identity Cards daily. Also Teaching staff has to wear Saree on regular basis. In special circumstances, their respective head may give exemption, on the application.

NOTE: -

Teaching staff shall means those who imparts education to students in College and rest will be considered as Non-Teaching Staff.