

HR POLICY

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Available at HR Office

1. **INTRODUCTION**

1.1 ABOUT US

ITM is a multidisciplinary Institute known for its quality of research and teaching across the academic spectrum, with subjects spanning the sciences, engineering, management, fine arts, social sciences, arts, nursing etc.

It has been at the forefront of learning, teaching and research and leader in many different fields in its educational endeavor. In a relatively short-time span it has created an image for its excellence as an institution of higher learning through outstanding teaching and world-class research so as to produce well- rounded graduates with lifelong abilities to provide leadership within the societies they serve. We have a well- deserved reputation for last 23 years for excellence, as demonstrated by host of educational institutions already operating under our flagship banner i.e., ITM.

1.2 VISION & MISSION

Vision: To develop ITM into a center of excellence in education, research, training and consultancy to the extent that it becomes a significant player of the country and the world.

Mission: To meet the global need of competent and dedicated professionals. To undertake R & D, Consultancy & Extension activities which are of relevance to the needs of the mankind. To serve the community by Interaction on, scientific, technical and other aspects of development.

1.3 VALUES

Humanity and ethics blended with sincerity, integrity and accountability. Productive delivery supported by healthy competition. Efficiency and dynamism coupled with sensitivity. To nurture innovation and ability to think differently with rational creativity. Appreciation of sustainable socio-cultural values and to feel proud to be a good professional contributing to the betterment of mankind and mother earth.

1.4 PREAMBLE

The HR Policy would proactively contribute towards achieving the overall goals of ITM by laying down principles, guidelines, and rules/norms to ensure smooth functioning of the employees. The HR Policy would encourage building of a shared vision of the Institute among all the employees to ensure that their respective jobs are complementing each other. The HR Policy would advocate for outcome based performance by all employees which is aligned with the organizational goal. The Policy aims to build a culture of trust, transparency and integrity among all staff. This policy is a strategic framework designed to serve as a guide and shall be executed and administered in all School and departments of ITM.

2.

GENERAL GUIDELINES

2.1 **CONDUCT RULES**

Applicability of Rules

The provisions contained in this schedule shall apply to all employees of the Institute.

Definitions

In this Schedule unless the context otherwise requires:

- a) "Competent Authority" means: -
 - (i) Managing Director in the case of Director.
 - (ii) Director in the case of all academic staff
 - (iii) Registrar in case of all non-academic staff

- b) "Members of the Family" in relation to an employee includes.
 - (i) the spouse, child or step-child of such employees residing with and dependent on the employee and
 - (ii) Any other persons related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

- c) "Service" means service under the Institute

2.1.1 General

- a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.

- b) An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.

- c) As every employee represents the Institute as a brand ambassador, it is required that they dress appropriately which includes adhering to a specific

dress code for work.

- d) Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the Institute, and may be called upon to perform such duties, as may be assigned to him/her by competent authority, beyond scheduled working hours and on closed holidays and Sundays and during vacations. These duties shall *inter-alia* include attendance at meeting of committees to which he/she may be appointed by the Institute.
- e) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- g) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- h) Whenever leaving the station, an employee shall inform the Head of the Department/ Controlling Officer to which he/she is attached, or Director if he/she is himself/herself the Head of a Department/ Controlling Officer, the address where he/she would be available during the period of his/her absence from station.
- i) No employee should consume any intoxicating drinks or drugs while on duty.

2.1.2 Taking part in Politics and Election:

No employee shall take active part in politics in the campus of the Institute or exploit his/ her official position for political ends or permit the use of Institute facilities for political purposes. In other cases, where he/she stands for elections at any level, he/she must take leave of absence from the Institute.

No staff shall try to propose his/her religious thoughts to students and others within the campus failing which stern action shall be taken.

2.1.3 Vindication of acts and character of employees:

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No employee shall except with the previous sanction of the competent authority, have recourse to any Court of Law or to the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him in his/her private capacity.

2.1.4 Representations:

- (a) Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong done to him/her, he must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than 10 days as per Grievance Redressal Mechanism.
- (b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

2.1.5 Punishment, appeals etc.:

An employee shall be governed by the provisions of the relevant rules as per “Policy of Corrective Measures” regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him/her.

2.1.6 Criticism of the Institute.

No employee shall, in any radio broadcast / social networking sites or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the Press or in any public utterance, make any statement of fact or opinion in his/her official capacity:-

- (i) which has the effect of an adverse criticism of any policy or action of the Institute
or

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- (ii) which is capable of embarrassing the relation between the Institute and the Central Government or any State Government or any other Institution or organization or members of the public; or
- (iii) which exploits name of the Institute or his/her position therein

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her

2.1.7 Evidence before Committee or any authority:

- (i) Same as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person's committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.
- (iii) Nothing in this paragraph shall apply to:
 - a) Evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
 - b) Evidence given in any judicial inquiry; or
 - c) Evidence given at any departmental inquiry ordered by the Institute authorities.

2.1.8 Unauthorized communication of information:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information

2.1.9 Gifts.

No employees shall, except with the previous sanction of the competent authority,

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accept or permit the spouse or any other member of his/her family to accept from any person any gift of more than trifling value. Interpretation of the term "Trifling Value" shall be the same as laid down in Central Government Servants Conduct Rules.

2.1.10 Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his/her official assignments. No Member of academic staff shall offer private tuition in subjects offered by his/her own department.

2.1.11 Insolvency, Habitual Indebtedness and Criminal Proceedings:

- (i) An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.
- (ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department/ Controlling Officer to which he/she is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the Institute unless he/she has obtained written permission to that effect from the Hon'ble Managing Director of the Institute.

2.1.12 National Interest:

No employee shall participate in any activity or act in a manner or communicate or make a statement, which is anti-secular or which tends to create communal disharmony.

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2.1.13 Interpretation:

The decision of the Governing Board on all questions relating to the interpretation of these provisions shall be final.

2.2 INFORMATION TECHNOLOGY (IT) POLICY

Objective:

To define the guidelines for usage of IT tools & Products at the workplace.

Scope:

All Employees of ITM

Guidelines:

2.2.1 E-mail Facility

- a. Employees are allotted an official email id at the time of joining on a need basis.
- b. Employees are required to use their official id for all official communication only.
- c. Employees are expected to read their mails and respond to them promptly.
- d. No explicit / offensive emails should be sent or forwarded. Any such action will be considered to be misconduct and treated accordingly.
- e. The email id is withdrawn when a person leaves the Institute.

2.2.2 Internet Access

- a. Employees are provided access to the Internet on a need basis.
- b. This facility is provided for work related browsing, research etc.
- c. Usage of Internet access to browse explicit sites, downloading or forwarding explicit content and gaming is not permitted and amounts to a violation of the Code of conduct.

2.2.3 The employee is responsible for regular cleanup of unwanted files, virus checks etc.

2.2.4 ERP/MIS Software

- a. ERP/MIS software has been implemented to facilitate employees to maintain data/records and to reduce errors and to ease the work.
- b. All the faculties are allotted ERP/MIS login id wherein they can apply for leave/check their leaves balances, personal details.
- c. Employees are required to handle data with high confidentiality and sensitivity and should not misuse/mishandle it. Any such case will be treated as breach of conduct rules and non - disclosure agreement.

2.2.5 IT department will train all the new entrants on the use of email id, other IT equipment's, ERP software etc. on need basis.

2.2.6 Any instance of violation of these guidelines is to be brought to the notice of the concerned HR/ Dean Administration who will initiate an investigation into the violation and take appropriate action.

2.2.7 IT Dept. may allot laptop/data card/hard disk or any other IT equipment's to employees on the approval of the competent authority.

2.2.8 IT employees must get an undertaking signed before issuing any equipment which includes the below terms & Conditions:

- a. The equipment has been issued for solely official purpose.
- b. The employee shall be fully accountable for theft, loss or damage of the property.
- c. In case of malfunction, employees are required to report the same to System Administrator.
- d. Employees may not take equipment for repair to any external agency or vendor at any point of time.
- e. The equipment should be returned to the System Administrator at the time of leaving the Institute or if they do not intend to use it for any reason.
- f. The employee shall be liable to replace or pay an equivalent amount to the Institute in case of theft, loss or damage to the property. The Institute retains the right to

deduct the same from the salary in case of such an event.

2.2.9 Issue of Laptop/ Desktop

- a. All employees will be provided with Laptop/Desktop for use during their employment period.
- b. The desktop/laptop will be provided in proper working condition duly checked by the IT Department and verified by the employees.
- c. On receiving the desktop/laptop the employee needs to sign an undertaken after duly checking the equipment.
- d. During the employment period the issued equipment is the responsibility of the employees. Any physical damage or loss will be recovered by the employee as per the actual market cost. All update and quarterly Maintenance and cleaning will be done by the Institute free of charge.

3.

HIRING

NEW EMPLOYEE

3.1 APPOINTMENT RULES

As per Act / Statutes 21 of ITM

3.1.1 APPOINTMENT OF TEACHERS OF THE INSTITUTE

- a. For the teaching position in the Institute namely the Professors, Associate Professor, and Assistant Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies available in the different departments/schools/faculty of the Institute.
- b. The governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- c. Teaching position (shall be advertised in the national daily / News Papers of wide circulation or on the website of the Institute clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the Institute Grant Commission (UGC) or any other Regulatory Body.
- d. A Screening Committee constituted by the Director shall screen all the applications on the basis of eligibility criteria defined in **Annexure "1"** and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection. This list may be allowed to be uploaded on the website of the Institute.
- e. Summary of all the screened applications shall be made available to the selection committee at the time of interview.
- f. The selection committee shall consist of the following candidates;
 - (i) The Director- Chairman
 - (ii) One observer, to be nominated by the chairman, regulatory Commission.
 - (iii) Three subject experts not connected with the Institute in any manner whatsoever, nominated by the Director from a panel of five experts approved by the Managing Director.

(iv) Dean (academics) of the institute.

- g. The selection committee shall recommend to the Governing Body, names arranged in order of merit, if any, of the persons who it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts are present in the selection committee meeting.

- h. After the approval of the selection committee's recommendation by the Governing Body, appointment letters will be issued by the Dean Administration.
- i. In addition to full-time teachers, the Board of Management/ Director may also decide to engage adjunct Professors/Visiting Professors teachers for affixed period/part time/ contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc.) of such engagements will be decided by the Governing Body of the Institute, from time to time.

- j. Provisions for the teachers (appointed by the sponsoring Body/Institute/College) and already working:

- (i) Teachers (Professors/readers/Lecture) who are already working and who were appointed on the regular basis, following due procedure in the same institution, before notification of the Institute, and who have now become constituent unit of the Institute, shall be examined by a screening committee constituted as per provisions of the section 06 of this Statute.
- (ii) Observing the norms laid down by the UGC/AICTE or any other relevant regulatory Body, the screening committee shall recommend names of suitable teachers to the Institute.
- (iii) The teachers found suitable for appointment in the Institute Teaching Departments may be absorbed as regular teachers of the Institute after approval of the Governing Body.

- k. Guidelines for fixation of minimum pay for new appointees may be recommended as per the qualification, experience, skill set and academic background. (**Annexure-2**).

1. Interview assessment sheets for Assistant Professor, Associate Professor, Professor and non-teaching staff are placed at **Annexure-3**.

3.2 EQUAL EMPLOYMENT OPPORTUNITY

3.2.1 Policy Statement: ITM provides equal employment opportunity to all qualified persons without discrimination on the basis of sex, race, disability, marital status or religion in accordance with applicable local, state and national laws and regulations. ITM will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

All employment and promotion decisions will be based solely upon individuals' qualifications, experience, and prior contribution and demonstrated capacity to perform at higher or improved levels of performance and will be in accordance with the principle of equal employment opportunity. ITM will take whatever affirmative action is necessary to attract and retain qualified persons.

3.2.2 Objective: The objective of the Equal Opportunity Policy is to support the attraction and retention of employees that contribute most to the development of the Institute.

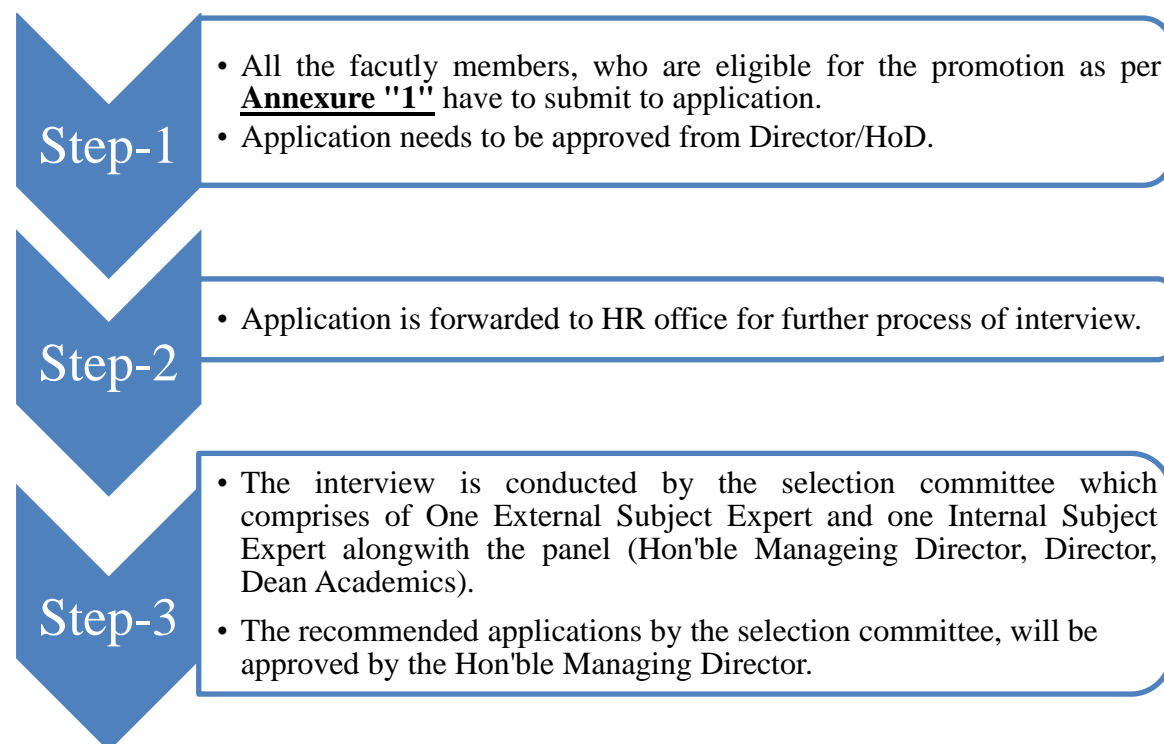
3.2.3 Application: The Equal Employment Opportunity policy will be successfully applied when all roles are filled by the best qualified and experienced candidates available regardless of personal circumstances.

3.2.4 Process: The Equal Opportunity Employment process is reflected throughout ITM faculties and admin staff member's recruitment and retention processes.

3.2.5 Promotion (CAS): The selection committees are constituted to consider promotion or Cadre Review of Faculty members under CAS (Career Advancement Scheme). The Management, based on the recommendations of the selection committee, may like to promote the faculty members and their areas of responsibility may be re-defined commensurate of their new rank.

Following are the steps followed in the process of promotion:-

The proforma of CAS is attached as per **Annexure "4"**.



3.3 RETENTION POLICY:

- 3.3.1 Those who are performing well will be entitled for extra increment/incentives provided they complete 2 years of their services at the institute.
- 3.3.2 There will be continuous feedback on performance. In this way one –on – one meeting may be conducted. An informal talk with the faculty and staff can create a great difference.
- 3.3.3 Promote and nurture research culture in the institute.
- 3.3.4 Provide opportunities for the development and growth of the faculty and staff.
- 3.3.5 Proper work load, job security, clarity in role, recognition and above all, the best practices in employee management and annual budget.
- 3.3.6 In order to provide opportunity to upgrade the knowledge level of faculty members, the institute may higher some independent organizations/agencies to conduct tests for faculty members based on their field. If any faculty member clears the test, he/she may be given a considerable incentive.

3.4 NEW EMPLOYEE ORIENTATION POLICY

Objective:

To ensure smooth transition of new entrants into ITM and acquaint them with the Institute, workplace, policies & processes.

Scope:

All employees joining ITM.

Guidelines:

3.4.1 Induction

- a) There will be an orientation program to acquaint new faculty about the institute culture and how they can grow there.
- b) All new employees who join the Institute will undergo a structured induction programme within a week in case joining is in the month of January or July and on last Saturday of the month in case of any joining in between the semester.
- c) On the first day of joining, the new employee is met by the HR, given an induction ITM kit, which includes ITM brochures, and Service Rules booklet, and taken through the joining formalities.
- d) The employee is introduced to his/her HOD, Dean, Director, Dean Administration, Hon'ble Managing Director and Hon'ble Vice-President.
- e) The employee is introduced to team members and other colleagues.
- f) HR shall brief the introduction/ overview of the institute, HR policies, hierarchy and basic rules and regulations.

The HOD /reporting officer discusses the Job Description/ KRAs with the candidate and outlines the performance objectives. He/she also guides the employee till such time the employee settles in his/her new role.

3.4.2 Joining Procedure

- a) Once the candidate accepts the offer letter and joins, the following documents are issued by the HR on the first day of joining.
 - i. Appointment Letter / Contract Letter

- ii. ITM joining Kit, which includes:
 - Joining Form
 - Personal Details Sheet
 - Bank Account Opening Form
 - PF Nomination Form 2 & Form 11
 - Library registration Form
 - Bus registration form
 - Identity Card form
 - E-Mail ID creation/Internet Access Form to be filled up
 - Income Tax Declaration Form
 - Undertaking
- b) On the day of joining, the candidate will have to submit the following self-attested documents:
 - i) Acknowledged Appointment / Contract Letter
 - ii) All joining forms, duly filled in.
 - iii) Date of birth certificate – copy of passport, and license copy can be submitted.
 - iv) Self-Attested copies of Educational qualifications certificates
 - v) Self-Attested copies of Work Experience certificates
 - vi) Relieving letter / experience certificate & salary certificate from immediate employer.
 - vii) Copy of registration number -
 - viii) Copy of photo Identity proof and residential address proof.
 - ix) 4 colored passport size photographs
 - x) Copy of the Aadhar Card & PAN Card
 - xi) Fitness Certificate attested by a Doctor.
 - xii) Any other document as advised by Institute.

In case insufficient documents, appointment will not be treated as valid.

- c) The employee will subsequently receive the following:
 - i) Employee Identity Card
 - i) Employee Id number
 - ii) Email Id and ERP login Id
 - iii) List of important contact details

3.5 RESPONSIBILITIES DISTRIBUTION

Academic Activities	Research & consultancy	Administration Activities	Extension Activities
Class room teaching Laboratory instruction & Conduction Curriculum Development Developing Learning Resources Material Laboratory Development- Experiments design, manual updating Students Assessment & evaluation Including Examination Work of Institute, Paper setting, Invigilation & valuation. Participation in the Co-Curricular activities. Continuing Education activities , workshops, seminar ,FDP, Conference Dissemination of Knowledge & Skills Academic PBL Keeping Abreast of New Knowledge and Skills.	Research & Development Activities & Research Guidance Industry sponsored projects Providing Consultancy and Testing Services Preparing Project Proposals for funding In areas of R&D work, Expansion, Laboratory development, Modernization, etc. Providing R&D support and consultancy services to industry and other user agencies Promotion of Industry Institution Interaction and R&D. Projects, dissertation guidance	Academic and Administration management of the department/ School / Institute as Instructed by HOD /Dean / Director Policy planning, monitoring & evaluation and promotional activities both at department and institutional level Design and Development of New Programmes Administration both at Departmental & Institutional levels as Assigned Mentorship: Helping Personal ,Ethical, Moral and Overall Character development Development, administration & Management of Institutional Facilities Policy Planning At the Regional /National Level for Development of Education Helping Mobilization of	Extension Services Interaction with industry and society Participation in Community services Providing non-formal modes of education for the benefit of the community Promotional of Entrepreneurship and Job Creation Providing Technical Support In Areas of Social Relevance Extra-Curricular Activities: Club activities, Farewell, IP, Annual function, sport Guidance & Counseling for: AIU,NCC,NSS activities Contribution in Year book/ Magazine/ Institute Brochure Counseling & Admission Support Institutional Building

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Help Generate New Knowledge and Discrimination of Such Knowledge Through Books, Publications, Seminars etc. Self-Development Through Upgrading Qualification, Experience and Professional Activities.	Implementation of Research based PBL Academic presentations of faculty who allowed attending conference / Seminar.	Resources for the Institution Develop, Update Maintain MIS Plan And Implement Staff Development Activities Maintain Accountability Conduct Performance Appraisal. Other responsibilities Assigned.	
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Note: Non-compliance of responsibilities will reflect in performance appraisal and may attract strict action.

HOURS DISTRIBUTION

Designation	Academic Work (Hours)		Research & consultancy Work (Hours)		Administrative Work (Hours)		Extension Work (Hours)		Total
hours per	week	Semester	week	Semester	week	Semester	week	Semester	
Dean	14	224	12	192	10	160	04	64	40/Week, 640 / semester
HOD	16	256	10	160	10	160	04	64	40/Week, 640/semester
Professor	14	224	12	192	08	128	06	96	40/Week, 640/semester
Associate Professor	16	256	12	192	06	96	06	96	40/Week, 640/semester

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Asst. Professor	18	288	10	160	06	96	06	96	40/Week, 640/semester
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Note: - Work hours are calculated considering 16 Weeks in a semester.

Anticipated outcomes

Academic	Research & consultancy	Administration	Extension
<ul style="list-style-type: none"> -Active participation in departmental co-curricular activities (minimum one) -Participation in manual/experiment 	<ul style="list-style-type: none"> -Faculty should write at least one research paper / project and Submit. -Participation in industry institute 	<ul style="list-style-type: none"> -Academic administration. -effective mentorship. -participation in academic policy planning and execution -Updated MIS and LMS. -Timely execution of activities. -Timely submission of 	<ul style="list-style-type: none"> Participation at least one of the following Activities -NSS, NCC, AIU, IP, Farewell, annual function -Active membership of at least one club -Participation in counseling and Admission
<ul style="list-style-type: none"> -To attend minimum one workshop /FDP/Seminar -Contribution in organizing workshop /FDP/Seminar 	<ul style="list-style-type: none"> Interaction. -Involvement in research guidance /research based PBL/consultancy 	<ul style="list-style-type: none"> Appraisal. -Faculty profiling -Students profiling 	

Responsibilities of Lab Instructor

1. Perform laboratory tests including pre- and post-analytic phases
2. Prepare samples/specimens
3. Produce accurate and reliable data and interpret results
4. Follow methodologies in carrying routine tasks
5. Research relevant topics and gather information/data
6. Adhere to correct procedures, policies and health/safety guidelines
7. Keep abreast of all industry developments and best practices
8. Document all activities, record results and insert/retrieve data
9. Maintain work area and equipment
10. Coordinate for procurement of lab materials, equipment's etc.
11. Monitor students during lab classes.
12. Provide administrative assistance.

3.6 PROBATION & CONFIRMATION POLICY

3.6.1 Objective

To define the guidelines on the probation period for employment and process of confirmation in the services of the Institute.

3.6.2 Scope

All new employees of ITM.

3.6.3 Guidelines

- All the initial appointment shall be on probation for a period of one year.
- During the period of probation, the employee may be required to undergo such training / or specific assignment as considered necessary for their job roles.
- During this period, an employee will be eligible for casual leaves.
- Employee will be liable to pay provident fund, professional tax, income tax etc. as per the statutory guidelines.
- On the completion of the probation period, the employee is assessed for being confirmed in the Institute's employment.
- The period of probation may be extended for maximum of two times by a period of 6 months each in case of unsatisfactory performance.
- During the period of probation, an employee shall be liable to be discharged

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from the services of the Institute with one month notice with or without assigning any reason at the sole discretion of the management.

- On confirmation, the employee will be considered to be in service from the date of joining.

3.6.4 Process

- It shall be duty of HR Department to place before the Director, the case of confirmation of a faculty/staff on probation, not later than 60 days before the end of the period of probation with Annual Performance Report duly scrutinized with recommendation of the concerned Head of Departments and Dean.
- All the due confirmation cases shall be presented to the Hon'ble Managing Director.
- In case, competent authority decides not to confirm the employee, whether before the end of probation period or extended probation period, as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

4.

EMPLOYMENT TERMS & **CONDITIONS**

4.1 **WORK RULES**

Objective:

This policy seeks to define the guidelines relating to working at ITM.

Scope:

All employees at ITM Gwalior

Guidelines:

4.1.1 **Attendance**

- a) Every employee is required to be punctual and sincere to the tasks assigned.
- b) All employees are issued a biometric punch id. Employees mark their attendance at the time of coming to office as well as when leaving the office.
- c) If an exigencies of Institute day – to- day work requires that any or a group of employees work outside the prescribed hours of work, they are expected to be available for such work.
- d) Any Employee who forgets to punch in or punch out or is unable to punch due to any technical error is requested to inform HR on the same day via email with a copy to his/her reporting officer. In case, employee fails to do so, such cases will automatically be treated as loss of pay.
- e) Attendance records are available online on MIS and can be viewed by the employee, their reporting office and HR department.
- f) HR Department prepares the monthly attendance report for payroll.

4.1.2 **Late Attendance**

- a) Late attendance is against the Institute's norms of discipline and management will the right to take appropriate action against the defaulters including deduction of salary against late attendance.
- b) All the employees are requested to adhere to the office timings. They will be given with the grace of 15 minutes on the reporting timings. Reporting beyond 15 minutes will be treated as late comings.
- c) Deductions against late comings shall be calculated as:

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- i. Initial two late comings in a month: Salary shall be deducted at the rate of per minute
 - ii. Late comings from third instance onwards: Half CL
 - iii. Late comings from fourth onwards: Half LWP on every late coming.
 - iv. Late coming beyond an hour: Half LWP
- d) Defaulters in late coming will be seriously reviewed. Reporting officers are requested to review and ensure that their subordinates report to campus on time.

4.1.3 Official Duty

All the employees proceeding on official duty should apply for the same in the proper format and ensure their tour program has the approval of competent authorities.

4.1.4 Holidays

ITM observes 20 holidays in a calendar year. HR Department in coordination with Dean Administration & Hon'ble Managing Director declares the holidays at the beginning of the year.

4.1.5 Weekly Off:

All the employees will be provided with a weekly off on Sunday. In addition to this, all the employees associated with the Institute shall avail holidays on a Saturday of the month which will be notified from time to time.

4.1.6 Employee ID cards & visiting cards

1. All the employees will be issued Employee ID card. An employee has to wear ID card around the neck while present in the Institute's premises as well as while representing Institute outside the premises for official purpose.
2. In case of loss /damage, employee should report to HR and the duplicate card be issued on payment of replacement cost.
3. Visiting cards will be issued to the employee as per the requirements.
4. Visiting cards should be used judiciously.

5. Employee ID card/visiting cards should not be misused for any cause/ purpose. This may lead to instant dismissal.
6. Employee must return the ID and visiting cards while leaving the Institute.

4.1.7 Superannuation

1. Every employee of ITM shall retire from employment in the Institute on attaining the age of 65 years.

However, the management extend service to an employee beyond the age of superannuation, in may exceptional circumstances, at its sole discretion. It cover no right to any employee to demand extension of service after the age of superannuation.

2. Retirement will take place on the last day of the month, in which his/her date of birth occurs. Management may re-employ any employee who has crossed the age of superannuation on such terms and conditions as may be decided mutually between the management and the employee.

4.1.8 Health, safety and environment

Institute demands a positive attitude and performance with respect to health, safety and the environment bythe employees, irrespective of their designation.

1. Smoking is not permitted in the Institute premises/ campus at any time. Smoking is accepted to be harmful tothe health of those who smoke and those around them (passive smokers). Consequently, smoking while on campus will be considered as gross misconduct and will render an employee liable to instant dismissal.
2. Institute has zero tolerance policy in regards to the use of illicit drugs/alcohol on their premises or attending of other Institute related premises while under the influence of illicit drugs/alcohol.
3. All the employees should act responsible for saving environmental resources. Employees should not waste paper and should take print out only if it is necessary.
4. It's the duty of the employee to maintain and keep their workplace clean and

properly maintained.

4.1.9 Dress Code

The Institute follows a formal dress code. Dress code should be strictly followed by faculty and staff of the ITM or else the appropriate action will be taken by the HR office. Uniform as decided by Authorities. Employees may wear Semi Formals only on Saturdays.

4.2 PAYROLL POLICY & PROCEDURES

ITM will maintain strong internal controls over the payroll function.

Purpose: The purpose of this Payroll Policy is to ensure that all employees are paid correctly and timely and also to provide policies and procedures related to payroll matters including employee classifications, pay periods and record keeping.

Scope: Applies to all employees at ITM.

4.2.1 PAY PERIOD AND PAYDAY

Employees normally will be paid on the monthly basis at every 10th of the following month. If the regular pay day occurs on a week off, or a holiday, employees will be paid on a day before or after the regular payday.

4.2.2 TIMESHEETS

In case of full-time regular employees, salary gets calculated at the end of every pay period on the basis of the number of days worked, leaves availed, late attendances etc.

In case of visiting faculties or part – time employees, respective Dean of School or Head of Department must share attendance i.e. teaching hours for that particular month by last date of the pay period to the HR

4.2.3 DEDUCTIONS FROM SALARY:

Deductions of the following kinds shall be made from employees' salary:

1. Recovery of advance or for adjustment of overpayment of salary, income tax, professional tax, provident fund, ESIC or any other statutory dues.
2. Deductions against Loans / Advance
3. Unauthorized absence from duty,
4. Leave without pay
5. Late attendance as per Institute's guidelines
6. Damage to / loss of goods or money entrusted to employee custody where such a damage or loss is attributable to employee's negligence or fault.
7. Deduction required to be made by order of court/any other authority competent to make such order.
8. Deduction of any other amount due from employee to the Institute.

4.2.4 In case of Income tax, employee should submit duly filled income tax declaration form for the current financial year by 30th September to the Accounts Department.

4.2.5 Mode of Payment: Salary will be credited in salary bank account or by account payee cheque.

4.2.6 For any query related to salary breakup/ deductions, an employee can contact concerned HR department.

4.3 LEAVE RULES

4.3.1 FESTIVAL HOLIDAYS: The employees shall be entitled to avail the festival holidays as per the list of holidays decided by the ITM Gwalior from time to time. (**Annexure "5"**).

4.3.2 WORKING DAYS: The ITM will observe 6 days a week as working days except two weeks of the month. One Saturday of the month will be observed as off by both the teaching and non-teaching staff which will be notified from time to time.

4.3.3 HQ LEAVE: All the personnel of the ITM, before leaving the Station, should apply for HQ Leave.

4.3.4 RIGHT TO AVAIL LEAVE: Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the

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exigencies of work so require.

4.3.5 KINDS OF LEAVE:

The following kinds of leave would be admissible:

- Casual Leave.
- Leave earned by duty, viz. Earned leave, Half Pay Leave, Commuted Leave (Medical Leave), Special Academic Leave
- Leave not debited to leave account i.e. Leave for academic pursuits, viz. Study Leave, Duty Leave.
- Leave on grounds of health, viz. Maternity Leave, Paternity Leave.
- Leave not earned by duty, viz. Extraordinary Leave;

The Board of Management may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit viz. Leave Not Due.

4.3.6 CASUAL LEAVE:

- a. Total casual leave granted to an employee shall not exceed 15 days (Including 2 RHs) in a calendar year. Faculty and staff are entitled to avail 7 CL by December and remaining 8 CL by June. If the leaves are not availed in the aforementioned slot, the leaves will lapse.
- b. Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. For avoidance of doubt, holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

4.3.7 EARNED LEAVE:

The vacation staff is not entitled for any Earned Leave, however semester break of 12 days will be availed of during the end of the academic session, by the faculty (except Dean & Head of the Department) who have completed one year of service. The vacations will be given in lean period. In case, the ITM, by an order retains/restricts its staff member from availing the vacation/portion of the vacation for admission counseling purpose, such vacation will be converted into 1:1 as EL which can

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be availed and/or be accumulated for encashment limited to 12 days per annum. EL / CL can be prefixed or suffixed with the vacations (semester break) without compromising the academic activities subject to prior approval.

- 4.3.8** Deans and Head of the Departments shall be entitled for 12 days EL on completion of one year of their service.
- 4.3.9** Other non-vacation staff will be entitled to avail 6 days EL on completion of one year of their service.
- 4.3.10** The maximum Earned Leave that may be sanctioned at a time shall not exceed 10 days in normal cases. It may be noted that if a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave.
- 4.3.11** Encashment of earned leave shall be allowed on completion of five years of reckonable service. However, the leave in balance can be adjusted against the notice period, if an employee is relieved before completion of five years.

Explanation: No allowances other than dearness allowance will be included for calculating last pay drawn.

4.3.12 COMMUTED LEAVE (MEDICAL LEAVE)

- a.** Commuted leave admissible to an employee shall be ten days for each completed year of service or twenty days half pay leave. Medical leave of one day shall be allowed once in a semester on self-declaration by concerned person.
- b.** Not more than ten days half pay leave will be granted in a normal case.
- c.** Commuted leave not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner duly authorized by the ITM Doctor, to an employee subject to the following conditions:
 - (i) Commuted leave during the entire service shall be limited to a maximum of 150 days; considering the entire period of service as 30 years. For those having lesser "entire Service" the leave will be calculated accordingly (On accumulation).

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- (ii) *The competent authority will see the limitation of such leave combined with EL*
the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
- (iii) *This leave is not en-cashable.*
- (iv) An employee shall be allowed to avail 30% of the commuted leave for the care of dependant* on the basis of medical certificate from a registered medical practitioner.

*Dependant includes Spouse, Parents, In-laws, and Children.
- (v) In case medical certificate submitted by the employee found not valid on any grounds, then the number of leaves applied, will be considered as LWP and liable for appropriate disciplinary action.

Explanation:

A "completed year of service" means continuous service of specified duration under ITM.

4.3.13 SPECIAL ACADEMIC LEAVE:

- a. On Completion of one year's reckonable service, Special Academic Leave not exceeding 07 working days in a year may be granted (with prior approval of the competent authority) to a faculty member for:
- b. Attending a Conference/Seminar/Symposiums/any other academic activity on behalf of the ITM.
- c. Delivering lectures in Institutions/ Universities when deputed by the ITM or with the prior approval of the competent authority.
- d. Working as a member of a delegation or a committee appointed by the ITM/UGC/Govt. of M.P. /Govt. of India or any other Academic or Public Body.
- e. Undertaking field work related to the area of specialization.
- f. The faculty member shall be entitled to transit time, both to and fro, one day each, within the overall sealing of total Special Academic Leave, if the journey by main

route, is more than 18 hours.

- g. The faculty may also avail travel grant, **Two, each year** in India (One each for national and international) and 25% of travel grant, **one in a block of four years outside India**, for presenting a paper. Provided that the faculty member has successfully completed his/her probation period and/or (in special cases), min of two years of service whichever is more, and subject to the submission of an undertaking that the faculty member shall serve the ITM for a period of at least one more year (In case sponsorship outside India). The faculty member before proceeding will deliver a lecture on the paper submitted by him/her for acceptance in ibid seminars etc. and no case will be considered for sponsorship and Special Academic Leave, without satisfactory delivery of the contents of the paper. It should be authorized by statutory /professional bodies of India.
- h. The travel grant shall be restricted to the travel by train in entitled class from the nearest railway station (India and neighboring countries).
- i. The Dean Administration/ Director on the merit of each case and on the recommendation of the Dean of the School may sanction Registration fee. However, such faculty members shall not be entitled to the payment of any TA/DA for the purpose.
- j. Special Academic Leave may be combined with Earned leave, Extra-Ordinary-Leave or the Vacation period.
- k. In access to the limit, cases of VC, PVCs will be dealt with separately, and sanction of Hon'ble Vice-President will be obtained each time.

Academic leaves should be extended upto 15 days to attend FDPs/ STTPs / Workshops / Winter or Summer Schools in IIT / IIIT / NIT / IISC / IIM / Institutions or Universities of National Importance with the approval of Hon'ble Managing Director/ Director subject to 3 years of services in ITM. Proposed extended Academic Leaves of 8 days will be considered only during winter or summer breaks without affecting the academic responsibilities of the teacher in the department.

4.3.14 STUDY LEAVE:

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- a. Study leave may be granted for the entry level appointees as Assistant Professor after a minimum of two years of continuous service, to pursue a special line of study or research directly related to his/her work in the ITM Gwalior or to make a special study of the various aspects of ITM Gwalior organization and methods of education.
- b. The paid period of study leave may be for a maximum period of four years, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Extension will be considered on the progress and considered genuine by the competent authority. Cases of study leave beyond four years will be referred to the Board of Management/Chancellor for consideration.
- c. Study leave shall be granted by the Board of Management on the recommendation of the Hon'ble Managing Director. The leave shall not be granted for more than **6 months in one spell**, same in very exceptional cases in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the ITM.
- d. Study leave shall not be granted to a teacher who is due to retire within 10 years of the date on which he/she is expected to return to duty after the expiry of study leave.
- e. Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should exceed **four years** with full salary.
- f. No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Board of Management. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a **prior approval of the Board of Management to treat the period of shortfall as extra ordinary leave has been obtained**.
- g. The amount of scholarship, fellowship or other financial assistance that a

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teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, to be decided, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- h.** Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- i.** A teacher granted study leave shall on his/her return and re-joining the service of the ITM may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- j.** Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the ITM on the expiry of his/her study leave.
- k.** Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 2 months of its sanction. *Provided* that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- l.** A teacher availing himself/herself of study leave shall undertake that he/she shall serve the ITM for a continuous period of double the leave period to be calculated from the date of his/her resuming duty on expiry of the study leave.
- m.** After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the ITM, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction or a fidelity

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bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the ITM in accordance with sub clause above.

- n. The teacher shall submit six monthly reports of progress in his /her studies from his /her supervisor or Head of the Institution. This report shall reach within one month of the expiry of every six months of the study leave. If the report does not reach within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- o. The teacher will be under obligation to serve the ITM double the period of study leave after award of Ph.D or any degree/course he/she has been sponsored for.
- p. The concerned faculty will not be entitled for the leaves (earned by duty) for the period of being away on study leave.
- q. Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:
 - (i) The person is a teacher on the date of the application;
 - (ii) There is no break in service.

4.3.15 DUTY LEAVE

- a. Absence from the duty for the purpose of fulfilling any task of the ITM outside the Gwalior City will be counted as **ON DUTY**. However, the person who remains away will obtain sanction of the competent authority in advance or on arrival back from such task. The applicant will clearly mention the name of the authority authorizing him to be away for any such task.
- b. The Journey by train must be undertaken in the entitled class as specified in Travel Policy Document of the ITM. The reimbursement of claim shall be restricted to entitled class if the journey is undertaken in a higher class or by air.

4.3.16 MATERNITY LEAVE:

- a. Maternity leave on full pay may be granted to a woman employee for a period not exceeding 90 days (75 days on full salary and 30 days on Half salary), to be availed of twice in the entire career. Maternity leave may also be granted in case

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of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 12 days, and the application for leave is supported by a medical certificate.

- b. Maternity leave may be combined with earned leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a proper medical certificate.
- c. The applicant will apply along with **Ante-Natal Card** having all information about expected date of delivery etc.
- d. This leave may be availed (a) 30 days before EDD and (b) 60 days after EDD. Deviation, if any, be supported with sufficient reasons/evidences.
- e. The salary for the period of maternity leave will be credited in the account to disburse in three equal installments after joining back the duty with subsequent monthly salaries.
- f. It is may be seen this leave is entitled during entire service of an employee (considering 30 years as entire service). However, the employee is expected to serve for at least three years after availing Maternity Leaves or 5 years total service whichever is less. Alternatively, the leave will be adjusted accordingly.

4.3.17 PATERNITY LEAVE

- a. Male married staff members shall be entitled for 7 days Paternity Leave, subject to the condition that it will be granted twice only for the delivery of the child. Provided that the staff has completed at least one year of service.
- b. The applicant will apply along with **Ante-Natal Card** of his wife having all information about expected date of delivery etc.

4.3.18 CHILD CARE LEAVE:

- a. Employee who completed two years of continuous service with the Institute and have minor children may be granted child care leave the competent authority after being fully satisfied about the need of Child Care Leave, for a maximum period of one year for taking care of their minor children during entire service period.

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- b.** The employees may avail this leave any time before completion of child's age of 18 years or completion of 12th class of child for taking care of up to two children whether for rearing or to look after any of their needs like examination, sickness etc. It may be granted in 2 (two) spells.
- c.** Child care leaves are unpaid leaves.
- d.** In case of couple employees, both cannot avail such leave at a time.

- e. During such leave, an employee is not allowed to serve anywhere else or take up a job.

4.3.19 EXTRA-ORDINARY LEAVE

An employee may be granted extraordinary leave when:

- a. An employee absents himself/herself beyond the reasons under her/his control and competent authority (Up to 5 days by Deans, 6-10 days by VC and beyond 10 days by the Management) is convinced with the reasons advanced by the employee.
- b. Other leave is admissible and the employee applies in writing for the grant of EOL.
- c. Portion or full period of such absence after exhausting admissible leaves due to the employee will be regularized as Extra Ordinary Leave (EOL).
- d. Extraordinary leave shall always be without pay and allowances.
- e. Extraordinary leave shall not count for increment except in the following cases:
- f. Leave taken on the basis of medical/Natural calamities and the competent authority is convinced with the grounds but is lesser than 10 days in a year.
- g. Leave taken for pursuing higher studies/refresher courses etc; and
- h. Leave granted by the ITM /management to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- i. Extraordinary leave may be combined with any other leave except casual leave and, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.
- j. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- k. An annual increment except in case of 6.10.5.1 will be shifted for the period of absence for one month in case of absence is more than 14 days.

4.3.20 POWER TO SANCTION LEAVE:

- a. All the leave applications of the Deans, COE, Registrar, CFAO and Director HR – Hon'ble Vice Chancellor.
- b. Other faculty members and Tech Staff:
 - (i) Casual leaves of upto 5 days – Dean through HOD.
 - (ii) All other leaves except EOL of more than 10 days – Hon'ble Managing Director through Dean Academics & Director.
- c. Admin Staff members – Dean Academics, HR or as specified in the kinds of leave.

4.3.21 GENERAL

- a. Application of other than Medical Leave and casual leave in emergency, with recommendations of HOD and Dean, should invariably reach the office of the Director HR at least 6 working days in advance for seeking approval of the competent authority. The employee shall proceed on leave on obtaining approval.
- b. The leave applications for less than 3 days may be sent at least 3 working days, in advance, for approval.
- c. The medical and casual leave to be availed in emergency should be informed to the HOD/Course coordinator well in advance, telephonically/SMS/E-mail, so as to arrange for teaching assignments failing which the sanctioning authority will take a decision depending upon the reasons/grounds advanced by the applicants, separately, in addition to the leave application.
- d. Only 20% of staff can remain on leave at any point of time (Except Study and Maternity Leaves).
- e. In case of extension of Casual Leave is not feasible, the entire leave will be converted into Earned Leave, (if due) or EOL.
- f. If an employee remains absent for ten days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, he will be

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deemed to have resigned the service of his own accord and his name will be struck off the rolls of the ITM without any further reference to him. Such employee will be liable to lose other benefits due to him/her viz, Security Amount, GSLI or any other which otherwise could have been accrued to him/her.

- g.** The sanction of any type of leave will be subject to the procedure as may be decided from time to time.
- h.** Any employee who remains on duty on any day holiday, Saturday or Sunday for his/her normal departmental work will not be allowed to avail any compensatory leave or payment in kind. The competent authority, for such leave will issue an order in writing, if the situation so warrants.
- i.** In case Institute declares any holiday / weekly off day as working day due to whatsoever reason, then Institute shall announce compensatory leave in lieu of for all in writing.
- j.** Wherever the leave is mentioned in the entire service career. The expected service is considered to be 30 years. The portion, thereof, will be considered accordingly.
- k.** If any employee remains absent immediately preceding and succeeding holiday (s), the entire period will be treated as absent without leave and treated accordingly.

4.4 POLICY OF PERFORMANCE APPRAISAL

4.4.1 ANNUAL PERFORMANCE APPRAISAL REPORTS

A self-explanatory Annual Performance Appraisal Report Form covering various aspects, role and responsibilities, R&D, Projects, and other important assignments of the faculty members will be processed by the Deans of the Schools for the period as per the specified flow chart. The whole process of the appraisal will be transparent, predictive, scientific and motivational to the above average performers in the ITM Gwalior. (**Annex-4**)

- 10th May

 - Employees completed or completing at least one year in June month are eligible to fill Annual Performance Based Appraisal (APBAS) and submit to their respective HOD by 10th of May.
- 15th May

 - HOD will assess the details and verify the supporting documents and along with his recommendations, submit it to respective Dean
- 25th May

 - Dean will verify the HOD feedback and send it to HR
 - Meeting with the applicant whenever required
- Till 31st May

 - HR should receive all the forms by 31st May
 - HODs & Deans should ensure that all their team members should fill and submit their forms within the decided time frame.
- June 7

 - HR will update the leave records and compile all the data into XLS format and submit the complete report to Director, Dean Academics and management
- 8th
June
to 25th

 - The review panel may call upon to meet any applicant on requirement basis.

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- 30th June •HR should complete the reworking of CTC and should submit the final report to management for approval
- 10th July •Final impact of appraisal along with the advisory should be given to employees in July month.

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Regular increment of 3% may be given to employees who fulfils the minimum API score and 2% additional increments may be given to employees for their extra ordinary performances in academics, research or any other substantial contributions as deemed fit by the reviewing panel.

Mid-year Performance Review

In the month of December, performance of all new joiners completing six months with the Institute and performances of employees who didn't fulfil the minimum API score or whose performances are unsatisfactory will be reviewed by their respective HOD and Dean followed by Hon'ble Vice Chancellor and the Management.

4.4.2 INCREMENT & DA POLICY

Increment Policy:

- i. 3% regular increment may be given to employees who will achieve the minimum API score. Outstanding performer may be given 2% additional incentive for an academic session to those employees who will score 50% or more API from the set minimum API for their category.
- ii. No increment may be given to employee who has not attended minimum API or has been found deficient on parameters defined in API format for their category.

DA Policy:

- i. **For Teaching Staff:** Annual financial benefits to the faculties of the ITM shall be driven by their personal as well as group contribution so with the organizational growth and development.
- ii. 2 % DA may be given to employees of ITM on the basis of personnel performance in appraisal. 2% incentive continued for this year and additional 1% incentive will be given this year and reviewed next year.
- iii. The group benefits will be as below:
Incentive shall be awarded based on department's performance on the parameters of Students Admissions & Drop outs. (A&B)

(A) Admissions:

- Admissions target achieved by more than 15% (100%+15%)-15 percent.
- Admissions target achieved by more than 10% (100%+10%)-13 percent.
- Admissions target 100 % achieved by the department / equivalent to sanctioned intake: - 10 percent.
- Admissions target achieved by less than 10% (100%-10%)- 7 percent.
- Admissions target achieved by less than 15% (100%-15%)- 5 percent.
- Admissions target achieved less than 85%- No raise.

(B) Drop Out of Students:

- Drop out of students less than 3% -additional 2%.
- Drop out of students more than 10% -Incentive will reduced by 2%.

For Non-Teaching Staff: The raise in percentage of DA for all administrative staff or technical staff will be 5% which will be effective from July of the academic year. The increase in DA will be based on performance appraisal.

Members who will do the counseling for different courses of various departments and schools will be considered for incentive separately.

4.4.3 SHIFT OF ANNUAL INCREMENTS ON ACCOUNT OF ABSENCE WITHOUT LEAVE

If any staff member (except EOL granted) absents himself/herself without leave sanctioned to him/her beyond five days in the year of annual increment due to him/her, the annual increment will be shifted as follows: -

6 – 10 days	-	Two Months
11- 15 days	-	Three months
16 -30 days	-	Six months.
Above 30 days.	-	One year or more as determined.

4.5 EXIT POLICY

4.5.1 PURPOSE

It is the intention of the Institute to give employees who are leaving the services of the Institute, an opportunity to provide feedback regarding his/her employment. Information collected at employee exit may be used to document the reasons why individuals leave the employment, to identify potential problem areas, and to improve personnel practices and the overall work environment. It is also the intention of the Institute to lay down exit procedures for separation of the employees so as to ensure quick process of exit.

4.5.2 POLICY

Employee shall take no objection certificate (NOC) from Institute before applying anywhere for the job otherwise it will be considered as breach of contract of service rule of the Institute.

Employee shall not be allowed to leave the Institute before the completion of the academic session. Employee may exercise the clause of resignation either on the completion of the academic year or the completion of academic work of the session whichever is later.

A faculty who wish to discontinue his/her services with the Institute should submit resignation latest by November or April month so that the appropriate arrangement of the faculty can be done for the upcoming session. Under no circumstances, a faculty shall be allowed to leave in the mid of the academic session. If anybody leaves without following the HR policy no relieving document will be issued from the Institute. All other financial benefits if any will be forfeited. Such faculties shall not be considered for rehire.

It is the policy of the Institute that all exiting employees shall complete an Exit Questionnaire and participate in an exit interview. This policy shall apply to both voluntary and involuntary separations of both regular and contractual employees. Employment may be terminated by the Institute or by an employee (in accordance

with the terms and conditions set forth in the employment rules). Separations include non-renewals of contract, resignations, and retirements.

4.5.3 EXIT PROCEDURES

- a. Resignation:** If an employee decides to leave employment with the Institute, the employee is responsible for providing written notice for a minimum period as under (or a different notice period if one is specified by contract / appointment letter):
- (i) Key Administrative Roles (Registrar/CFAO/Controller of Examination): 3 months
 - Professor/Associate Professor/Faculty with Administrative Roles/Chief Librarian: 2 months
 - Other employees: 1 month
 - (ii) Employees shall address their resignation letters to Director (in case of faculties and academic staff) / Dean Academics (in case of non-academic staff) who shall forward to HR Department with their comments on the application. The final decision on acceptance of the resignation will be taken by the Hon'ble Managing Director only.
 - (iii) The date of receipt as mentioned by Director/rar in the resignation letter shall be the basis for reckoning the notice period.
 - (iv) In case, an employee gives no or less notice period due to whatsoever reason has to give salary in lieu thereof as per the appointment rules.
 - (v) Similarly, on the basis of recommendations from Dean, Hon'ble Pro-Chancellor shall have the right to terminate employment services without assigning any reasons and by sending notice of one month or salary in lieu thereof, if employee's work and conduct is found to be unsatisfactory.
 - (vi) However, in case employee has been found to breach the terms of contract or the service rules of the Institute or involve in any kind of misconduct or unethical practice, the Hon'ble Vice Chancellor based on the recommendation of Dean have the right to terminate his/her services without assigning any reason at any time during the tenure of probation. In such case, no notice or notice pay in lieu thereof shall be given.
 - (vii) The employee must get 'No dues /Clearance Form' filled from all the

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concerned departments and submit back to the HR department before the date of relieving of the services.

- (viii) The Employee shall not be allowed to proceed on leave thereafter until the completion of notice period.
- (ix) Exit Questionnaire: Exiting employees shall complete an Exit Questionnaire, available with the HR Department. This information will be retained in a confidential file in the HR Department.
- (x) Employees are encouraged to be candid and to ask any questions they may have regarding their separation. The exit interview is intended to give the employee a chance to speak freely concerning reasons for leaving the Institute.
- (xi) Relieving cum Experience Letter: Exit employee shall receive experience or relieving letter by 15th of the following month of leaving the services.

Exceptions:

Any exceptions shall require approval from the Managing Director.

4.6 EMPLOYEE BENEFITS

4.6.1 Gratuity Entitlement:

- a. An employee who leaves the service of the ITM on completion of at least five years of continuous/reckonable service shall be eligible to the payment of gratuity at the rate of half a month of pay last drawn for every completed year of service subject to a maximum of fifteen months' pay/formulae provided by the Gratuity Act. Formulae is – $\text{Monthly Last Wages} \times 15 \times \text{No. year of services} / 26$.
- b. If an employee dies in service, his nominee (Next of Kin) will be entitled to gratuity equal to the amount given below:
Less than one year: Two times his monthly pay, **(b) More than one year but less than five years:** Six times his monthly pay, **(c) More than five years but less than ten years:** 12 times his monthly pay, **(d) Twenty years or above :** Half a months' pay subject to 33 months' pay. The amount payable will be subject to a maximum limit of 33 months' pay.
- c. Notwithstanding anything contained in these rules, an employee who is removed or dismissed (services terminated) from service for acts of misconduct will not be eligible to the payment of gratuity.
- d. The maximum amount of gratuity payable is Rs. 5, 00,000. No allowances other than dearness allowance will be included for calculating last pay drawn.

4.6.2 Provident Fund:

PF contribution is deducted monthly as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952.

PF Nomination: Every employee is required to nominate one or more family member. This nomination is made at the time of joining and can be changed subsequently in case the employee so desires, for the reasons specified in the Act.

PF Withdrawal: PF can be withdrawn on cessation of services. In case of resignation member can apply after two months from the date of resignation.

Transfer of PF account: EPF member can transfer PF from previous employer to new employer by online submission of claim on EPFO's member's portal either through his present employer or the previous one.

Universal Account Number: EPFO has launched a Universal Account Number (UAN) based Member Portal to provide a number of facilities to its members through a single window. Employee is required to register their UAN number to avail various facilities such as UAN card download, member passbook, updation of KYC information etc.

4.6.3 Employees Family Pension Scheme:

All Employees, who are members of Employees Provident Fund & Miscellaneous Provisions Act, 1952 are also governed by the Employee Family Pension Scheme 1972 and as amended in 1995.

4.6.4 Employee Deposit Linked Insurance:

All members of Employees' Provident fund scheme are members of the scheme. Employees' Deposit Linked Insurance scheme provides for a lump sum payment to the insured's nominated beneficiary in the event of death due to natural causes, illness or accident.

4.6.5 Employees' State Insurance Corporation (ESIC)

The ESI Act 1948, encompasses certain health related eventualities that the workers are generally exposed to; such as sickness, maternity, temporary or permanent disablement, Occupational disease or death due to employment injury, resulting in loss of wages or earning capacity-total or partial. Social security provision made in the Act to counterbalance or negate the resulting physical or financial distress in such contingencies, are thus, aimed at upholding human dignity in times of crises through protection from deprivation, destitution and social degradation while enabling the society the retention and continuity of a socially useful and productive manpower.

4.6.6 FEE RELAXATION FOR RELATIVES OF EMPLOYEES

The fee relaxation for the wards of employees of the ITM studying in the ITM will be considered as under:

Wards: 25% relaxation of Tuition Fee. (Limited to two members) in ITM.

Other close relatives (First Relation): 10% and 20% relaxation of Tuition Fee in respect of Male and female students respectively (Limited to one member) only in ITM Gwalior.

(i.e. 2+1 in any academic session.)

4.6.7 CONTRIBUTION TO GSLI

The management has decided to cover all the employees of the ITM under the subject scheme wherein, the management will contribute 100 percent (70% will remain deposited with LIC as Saving Component while 30% towards insurance cover of Rs. 1,00,000). The contribution and cover may on the willingness to contribute be accepted to facilitate higher cover and saving element.

4.6.8 PURCHASE OF BOOKS:

The faculty members will be reimbursed 75% of the cost of relevant books and journal upto a limit of Rs. 3000 per annum. Books should be procured through Library and will have to be returned to the Library if a faculty member does not serve the Institute for a minimum period of two years.

4.6.9 EX-GRATIA GRANT OF RS. 100000 PER DEPARTMENT TO COVER THE EXPENSES ON R&D PROJECTS, DESIGN AND FABRICATION OF MODELS:

The management has earmarked Rs. 100,000 each deptt. to cover the expenses on R&D Projects, Design and fabrication of Models. The proposal should cover all aspects of expenditure as desired.

4.6.10 LATE ARRIVALS AND EARLY DEPARTURES OF STAFF

There is a provision of taking advantage of one hour late arrival or early departure twice in a month. Now late arrival or early departure of two hours can be taken at a time once in month without shuffling of academic schedule. The staff may, with prior information, be exempted from marking absent or leave.

For first time late arrival month half CL will be deducted and then onwards half LWP.

4.6.11 MEMBERSHIP FEE OF PROFESSIONAL BODIES

- a. A faculty member on recommendation of the head of the department becomes eligible for part payment towards life membership of any ONE National Society if he/she has served the Institution for a minimum period of ONE Year. The Institution will pay 50% of the subscription (Or Rs. 5000/- whichever is less).
- b. A faculty member can avail the annual membership of International Society only if he/she has served the Institution for more than TWO years. The Institution contribution will be 50% of total subscription. The share of Institution will be 75% in case faculty member agrees to donate the journals received by him/her to the department within 2 months of its receipt.
- c. Total payment received under A & B will be deducted from his/her due salary/security deposit if the faculty member leaves the Institution within one year from the date of received the part payment.

4.6.12 TRANSPORT FACILITY TO EMPLOYEES

The transport will be available on the main routes of the city. The **faculty and staff drawing a salary** will contribute a subsidized amount as follows:

The rest will be borne by the ITM Gwalior.

1. Salary up to Rs. 10,000/-per month	Rs. 300/- (P.M.)
2. Salary up to Rs. 10,001/- to 20,000/- per month	Rs. 500/- (P.M.)
3. Salary Rs. 20,001/- and above (Gwalior)	Rs. 1,000/- (P.M.)
4. Salary upto 20,000/- per month (Morena/Dabra)	Rs. 1,000/- (P.M.)

5. Salary Rs. 20,001/- and above (Morena/Dabra)

Rs. 1,500/- (P.M.)

Any changes in the above charges shall be notified from time to time.

4.6.13 Officiating allowances will be given to ITM authorities (Dean's and Central Authorities- Rs 1000/- & HoD's-Rs 500/- but not more than Rs 1000/-). A mechanism to be developed along-with accounts department /CFAO for proper execution.

4.6.14 The procedure of providing appointment letter to employees and relieving of employees of ITM should be completed within four weeks.

4.7 CORRECTIVE MEASURES

Objective: The objective of corrective measure is to correct and resolve employee performance problems in order to retain the employee as a productive staff member.

The corrective action process is a positive collaboration between the supervisor and employee to achieve necessary improvement rather than a punitive action against the employee.

Supervisors can encourage employee job success by:

- Establishing and communicating clear standards successful performance
- Identifying job performance or behavior that does not meet standards and offering feedback in a timely manner.

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- Creating clear action plans to help employees achieve successful performance.

Wrong deeds/ mistakes are segregated according to their severity into the following categories:

Category A	Category B ^a	Category C
Issues with Low severity	Issues with high severity	Issues with zero tolerance
<p>Late arrival at class, taking leaves during peak time of classes, conducting class with unprepared lectures, Not kept check on unfair means used by students Harsh language in classroom Misusing Institute Time Don't follow academic calendar Sleeping or dosing while on duty Misuse of electricity/ office stationary/ office utilities etc. Not performing well in given assignments. any other similar act.</p>	<p>Non conduction of Lab/classes properly, alteration in students report, harsh behavior towards colleagues or students etc Discriminating on the basis of gender/ region / community/ religion / race Accepting money/gifts Harassment by the academic staff Abusive behavior/ Badmouthing colleagues Hiding mistakes/ hiding others mistakes Taking credit for other's work/contribution</p>	<p>Sexual harassment, wrong financial transaction, breach in confidentiality and integrity. Involvement in plagiarism Academic dishonesty Sharing paper with students Drugs/Alcohol/Doping within the campus Striking work or inciting others to strike in contravention of any law. Habitual negligence of work or frequent repetition of any act or omission Willful damage or loss of employer's goods or property.</p>
	<p>Misrepresenting self skills and experience Refusing to accept a charge Sheet, Order or other communications Habitual breach of any Institute</p>	<p>Theft, Fraud or dishonesty Bad mouthing about ITM Brand on Social media. Forgery of documents Suspension on severe/ criminal case outside the campus.</p>

Category A: Issues with Low severity

In case, an employee has received 3 letters of “A” category in a year, a counselling session or meeting should be arranged with the Hon’ble Vice Chancellor/any senior official nominated by Hon’ble Vice Chancellor. A corrective action may be suggested accordingly.

Warning letter from Hon'ble VC and copy to management and personal file.

In case, an employee has received 2 letters of “B” category in a year, a counselling session or meeting should be arranged with the Hon’ble Vice Chancellor, Managing Director and Pro-Chancellor. A corrective action may be suggested accordingly.

Termination or any other such strict action may deemed fit by the management.

The objective is to provide proper guidance to the employee. Also, an employee will be more cautious at work to avoid such letters. Employees will be accountable for those letters and this will also affect their API score.

5. WELL-BEING, RECOGNITION GROWTH

5.1 RESEARCH INCENTIVE SCHEME

5.1.1. OBJECTIVE OF THE SCHEME

The primary objective of the proposed incentive scheme is to motivate the faculty members of our Institute to undertake quality research, consultancy and other research related activities.

5.1.2. SCOPE OF THE SCHEME

This scheme covers all faculty members of all Schools/Departments of the Institute.

The scope of the scheme envisages, in particular:

- a. To motivate our faculty members to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.
- b. To pursue efforts to write books, monographs for publication by International and National publishers of repute.
- c. To evince interest among the members of faculty so that they take efforts to establish collaborative research projects with their counterparts in reputed foreign Universities.
- d. To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- e. To undertake consultancy projects sponsored by both Government & Private, Industrial and other organizations.
- f. To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

5.1.3. DETAILS OF THE SCHEME

a. Research Publications

If a research paper is published based on his/her work in hard copy or in electronic form in refereed journal, he/ she will earn credit as indicated below:

Publications in Journals with Impact factor/SNIP < 1.00	0.50 credit
Publications in Journals with Impact factor/SNIP > 1.00 < 2.00	0.75 credit
Publications in Journals with Impact factor/SNIP above 2.00	1.00 credit

*limited to 4 credits in a year.

The publications will be considered only if they are indexed in **Web of Science, Scopus, and Humanities International Complete, EBSCO Host or Dare Database-International Social Sciences Directory and other such national or international databases.**

The credit points shall be given to the first author only. Faculty members are encouraged to publish papers only in reputed journals and to avoid publications in paid journals. Faculty members should also submit a "Self-Declaration" stating that publication fee was not paid to the Journal.

The quality of journal and the research paper for assigning credits shall be assessed by the Research Committee, respective Deans and the Director.

b. Collaborative Research Project with Foreign Institute/ Agency

- Any Collaborative research project undertaken by our faculty with a foreign Institute with tangible outcome, the faculty member is eligible to earn a credit of 2.00 per project. The Research Board shall endorse the tangible outcome.

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- If the project involves more than one faculty from our Institute, the total credits will be shared among the participating faculty members.
- The year in which the collaborative project commenced is the criteria for including this into the scheme. A project cannot be included more than once in the scheme.
- Any publication arising out of this collaborative research will also be eligible for credits as per the norms of the publication.

c. **Publication of Book**

Faculty members who have taken efforts to write and publish books or monographs are entitled to earn credits as indicated below.

Details	Published By	Credits
Full Book	International publisher	2.0
Full Book with ISBN / ISSN number	National Publisher	1.50
Edited Volume of book with articles or Chapters	International Publisher	1.50
Edited Volume of book with articles or chapters with ISBN / ISSN number	National Publisher	1.0

For edited volumes, the editor will have 0.5 credit and the maximum credits are to be shared among the authors, irrespective of full books or edited volumes.

The publications will be considered only if they are indexed in list of publishers shared by the respective Departments and approved by Academic Council.

d. **Patents Obtained**

Faculty members may obtain patents for their original contribution in the form of product or innovation from International and National agencies. These faculty members will earn credits as indicated below. If more than one faculty member involved in this, they will share the credits in a mutually agreed way.

Multiple approvals of single innovation from different agencies will be considered

as one.

	Patent once Published	Patent once Awarded	Credits (in total)
International Agency	0.50	1.50	2.0
National Agency	0.25	0.75	1.0

e. Generation of Research Grants

Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc. The employee shall number of credit earned will be linked to the total amount of research grant sanctioned by the sponsoring agency.

Research grant Received in lakhs	No. of credits Awarded
Upto Rs. 10.0	1.00
Rs.10.01 to 20.00	1.50
Rs. 20.01 to 30.00	2.00
Rs. 30.01 to 50.00	2.50
Rs. 50.01 to 75.00	3.00
Rs. 75.01 to 100.00	3.50
Rs. 100.01 to 125.00	4.00
Rs. 125.01 to 150.00	4.50
Beyond 150	5.00

5.1.4. GENERATION OF SEMINAR GRANTS

For organizing seminars at National/ International level, faculties are expected to submit proposals for grants to various funding agencies. The employee shall earn credits on the basis of amount of grant received from sponsoring bodies.

Seminar Grant received in Lakhs	No. of credits awarded
Rs. 3.00 to 5.00	0.25
Beyond 5.01	0.50

5.1.5. PERIOD OF RECKONING

The Academic year is the period for calculating the credits earned by a faculty member that is, from 1st July of the previous year to the 30th June of the current year.

5.1.6. PAYMENT OF INCENTIVE

At the end of every academic year, the total credits earned by a faculty member will be calculated based upon the evidence produced and the incentive payable to the faculty member will be arrived at and disbursed. For each credit earned, a sum of Rs. 5,000 will be paid. For fractional credits, the amount of Rs. 5,000 will be proportionately paid.

5.1.7. OTHER CONDITIONS / GUIDELINES

- If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared by them. If an author from other Institute or college is involved, they need not be considered.
- It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He has to produce a printed copy of the SCOPUS or other evidence and the HOD should attest that.
- An application form is already prescribed for this purpose and the faculty member is expected to submit the same duly filled and attaching copies of evidence duly countersigned by the HOD and Dean of the School.
- After checking the claim by the research committee and approval by the Director, the office of Registrar will claim and disburse the amount following the usual procedure.
- Credit earned under one category will not be taken into account for another category.

5.2 REVENUE SHARING MODEL FOR UNDERTAKING CONSULTANCY PROJECTS

The objective is to encourage faculties to accept consultancy, directing projects, R&D products and technology transfer.

The revenue will be shared of net amount (after deducting all expenses incurred during the project undertaken). The members involved in the consultancy projects will get 50% of the net amount of the consultancy and the Institute will take 50% and out of that 20% of the net amount will be allocated to the respective Department for the research purposes.

5.3 ANNUAL REWARDS & RECOGNITION POLICY

The Institute believes people should work in an environment where they are valued and where exceptional performance is recognized. Ensuring the Institute is a great place to work is about more than just the financial mechanisms we use to recognize performance; it's about ensuring we have the right systems in place to recognize and reward groups and individuals who foster excellence in research a conduct of all professional activities.

The Institute celebrates the excellent contribution of our staff make to the success of the Institute; recognizing the hard work, commitment and achievements of all staff both individually and as part of team through a responsive and transparent recognition scheme.

ITM has formed an Internal Committee for the evaluation of contributions made by the employees under various categories. This committee shall be headed by the Director. The committee displays the list of awards and invites nominations from all the departments. The committee ensures a fair, consistent and transparent approach to reward and recognition.

The Institute majorly focuses on the contribution in:

1. Academics
2. Teaching methodology
3. Research contribution
4. Project based learning
5. Institutional building

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6. Discipline
7. Contribution in Co-curricular activities
8. Contribution in Extra-curricular activities

5.4 PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE POLICY

Policy Objective:

ITM is committed to ensuring all employees are treated fairly and equitably in an environment free of work place harassment including sexual harassment. Sexual Harassment is a grave offence and will not be tolerated by the Institute.

The Prevention of Sexual Harassment policy provides a framework for employees to address their concerns and take necessary actions to ensure that employees are not subjected to any form of harassment.

Scope of the Policy:

This policy extends to all employees including permanent, contract, interns, at the workplace.

Workplace includes:

- Institute premises.
- Official events like seminars, gatherings/function conducted by the Institute at any other location away from the Institute premises.

Sexual harassment would mean and include any of the following:

- Any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:
 - Physical contact and advances
 - A demand or request for sexual favors
 - Making sexually colored remarks
 - Showing pornography

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- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, humiliating treatment likely to affect employee's health or safety and/or submission or rejection to such conduct is either an explicit or implicit term or condition of employment, preferential or detrimental treatment, and /or submission or rejection of the conduct is used as a basis for making employment decisions.

All employees of ITM have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from any form of harassment.

ITM Gwalior has formed an Internal Committee for redressal of sexual harassment complaints and ensures time bound redressal of such complaints. This committee will be headed by the Director. As and when a complaint of such nature comes, the Director will appoint a committee which will be headed by a retired Judge or senior members of the Institute.

Procedure for Complaints, Redressal and Action on Complaints

- An employee with a concern may make a formal complaint in writing (email or letter) within 3 months from the date of occurrence to the Director Office. The employee is required to disclose their name, department etc. for the committee to take the matter forward.
- The Director will evaluate to see if the allegation falls under the purview of Sexual Harassment. If the allegation does not fall under the purview of Sexual Harassment, the Director will record and communicate the same to the complainant. Appropriate next steps will be suggested to the complainant to take it forward.
- If the allegation constitutes an act of Sexual Harassment, the Director will proceed to inquire about the allegation along with the assistance of other members of the committee.
- Where such conduct, on the part of the respondent, amounts to a specific offence under the law, the Institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.
- The committee will conduct an inquiry into the complaint within 30 days and submit a

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written report containing the findings and recommendations to the Director not later than 10 days from the date of completion of the inquiry.

- Corrective action by the Management on the recommendations of the committee will be agreed upon and the complainant and the respondent will be kept informed of the same.

Corrective action may include (and not restricted to) any of the following:

- Formal written apology
 - Counseling
 - Written warning letter
 - Change of work assignment / department.
 - Suspension or termination of services of the employee found guilty of the offence.
- In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action as per ITM's internal disciplinary policy.

Protection:

ITM Gwalior is committed to ensure that no employee who brings forward a sexual harassment concern is subject to any form of unfair treatment. ITM condemns any kind of discrimination, harassment, victimization or any other unfair practice adopted against the Complainant. Necessary disciplinary action will be taken against anyone involved in these behaviors.

Confidentiality & Reporting:

The committee will maintain confidentiality through the investigation and reporting process to the extent possible.

All records of complaints, results of investigations and other relevant material will be kept confidential by ITM except where disclosure is required under law, disciplinary or other grievance processes.

5.1 **GRIEVANCE REDRESSAL MECHANISM**

In order to redress individual" as well as collective grievances of the teachers of the Institute, a Grievance Redressal Mechanism has been devised as follows:

(A) Institute Level Grievance Redressal Committee:

The collective grievances of the teachers or grievances of individual teachers having ramifications at the Department/School/Institute level will be placed before the Institute Level Grievance Redressal Committee.

The composition of the Institute Level Grievance Redressal Committee shall be as under:

- | | | |
|----|---|--------------------------------|
| 1. | Director | - Chairperson |
| 2. | 04 Deans to be nominated by the Director | - Member (For a term of 2 yrs) |
| 3. | One Professor to be nominated by the Director | - Member |
| 4. | Administrative Officer from HR Department | - Secretary |
| 5. | Nominee of Registrar related to the case | - Member |

On a written request, the Committee may, at its discretion, invite the aggrieved teacher for a Personal hearing. The individual teacher may take assistance of another teacher of the Institute, while presenting his/her case before the Institute Level Grievance Redressal Committee.

The Committee may hold its meeting from time to time as may be necessary provided. All the representations received by the end of each fortnight shall be deliberated upon in its meetings. An adjourned meeting shall be held on a date agreed upon in the meeting of the Committee. The Committee shall give its recommendations in the grievances referred to it within **10 days**' time. Every meeting should have minimum quorum of 2/3rd members.

(B) Grievance Redressal at the Director Level

In case there is no response within the stipulated period or if the teacher is not satisfied with the recommendations of the Institute Level Grievance Redressal Committee, he/she may prefer an appeal to- the Director. The Director, keeping in view his engagements, may dispose-off the appeal within next 5 working days.

Note:

The Hon'ble Vice President will be final appellate, and his decision in such matters shall be final and there shall be no further appeal in the matter.

If any interpretation of rules is involved, the Hon'ble Vice President shall be the competent authority and his decision will be final and binding upon the parties.

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