

SHRI VAISHNAV INSTITUTE OF MANAGEMENT, INDORE
APPROVED BY AICTE, NEW DELHI & AFFILIATED TO DAVV, INDORE AND RGPV,
BHOPAL (M.P.)

UGC-NAAC ACCREDITED 'A' GRADE INSTITUTE



HR POLICY MANUAL

Scheme No.71, Gumasta Nagar, Indore-452009
Madhya Pradesh, India
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Table of Content

Particulars	Page No.
About the Institute	
Vision	
Mission	
Quality Policy	
Governing Body	
Academic Council	
Organogram	
Policy Statement	
Code of Conduct	
Service Rules	
Welfare Facilities	
Performance Assessment and Evaluation of Faculty and Staff	
Employee Grievance Redressal Procedures	
Annexure (i)	
Annexure (ii)	

Vision

To be the center of excellence in multidisciplinary education by instilling lifelong learning and skill development, by transforming individuals to be globally competent, and to be ethically and socially responsible professionals.

Mission

1. To impart quality education with endeavours and initiatives that will lead to the advancement of knowledge and a sustainable career.
2. To strive and remain committed towards the holistic development of students, and to make them employable in order to serve the corporate and the society as a whole with utmost dedication and professionalism.
3. To maintain excellent standards of pedagogy by inculcating adaptability and flexibility in students with firm emphasis on experiential and process oriented learning to develop global competency.
4. To develop students with entrepreneurial orientation while nurturing strong moral and ethical values.

About the Institute

Shri Vaishnav Institute of Management has glorious history since 1987. It was established as one of the constituent units of Shri Vaishnav Shaikshanik Avam Parmarthik Nyas, Indore. The Nyas has established Shri Vaishnav Shikshan Samiti and under its aegis Shri Vaishnav Institute of Management is progressively leading towards success. It has conferred with the award of being the oldest Self Finance Institute of M.P. by CMAI, Asia. The institute is approved by Govt. of Madhya Pradesh as an 'A' Category Institute.

The Institute proudly announces the UGC-NAAC Accreditation with 'A' Grade in two consecutive cycles in 2012 and 2017 respectively indicating its highest commitment of quality in all aspects. During past 34 years journey, it has been serving the society by providing excellent environment for education in area of Management and Computer Science.

Institute aims at creating efficient managers and leaders. We strive to ensure that our students develop the right skills required to sustain and grow in this scenario of global competition. At the same time, we also take efforts in preparing the students for future by cultivating a winning spirit, which help them to participate on all platforms. With a lush green campus spread over an area of seven acres located in the heart of the Indore city, the institute is well connected through all means of transport.

The Institute offers Management and Computer Science programs both at Under Graduate and Post Graduate Levels. The Institute is affiliated to Devi Ahilya Vishwavidyalaya, Indore and Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal. Also, it is a recognized research centre of Devi Ahilya Vishwavidyalaya, Indore for Doctoral Degree in Management.

1	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
2	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
3	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
4	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
5	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
6	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
7	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
8	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
9	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
10	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
11	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
12	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
13	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
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17	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
18	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
19	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member
20	Dr. Anand Kumar, Professor, Devi Ahilya Vishwavidyalaya, Indore	Member

Governing Body

S. No.	Name and Affiliation	Position
1	Shri Purushottamdas Pasari, Chairman, Shri Vaishnav Group of Trusts, Indore	Special Invitee
2	Shri Devendra Kumar Muchhal, Chairman, Shri Vaishnav Institute of Management Shikshan Samiti	Chairman
3	Shri Girdhargopal Nagar, Vice Chairman, Shri Vaishnav Institute of Management Shikshan Samiti	Member
4	Shri Vishnu Pasari, Secretary, ShriVaishnav Institute of Management - Shikshan Samiti	Member
5	Shri Sharad Tulsyan, Joint Secretary, Shri Vaishnav Institute of Management - Shikshan Samiti	Member
6	Shri Manish Baheti, Treasurer, Shri Vaishnav Institute of Management - Shikshan Samiti	Member
7	Prof.(Dr.) Upinder Dhar, Vice Chancellor, Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore	Special Invitee
8	AICTE Regional Officer	Ex-Officio Member
9	Director Technical Education	Ex-Officio Member
10	Dr. Suresh Silawat, Additional Director, Higher Education, Indore Division	Member
11	Dr. Gyan Prakash, Professor, School of Economics, DAVV, Indore Teacher Representative	Member
12	Dr. Abhay Kumar, Professor & Head, School of Electronics, DAVV, Indore Teacher Representative	Member
13	Dr. Arvind Singh, Joint Registrar, Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore	Special Invitee
14	Dr. George Thomas, Director, Shri Vaishnav Institute of Management, Indore	Member Secretary
15	Dr. Kshama Paithankar, Professor, Shri Vaishnav Institute of Management, Indore	Member
16	Dr. Megha Jain, Associate Professor, Shri Vaishnav Institute of Management, Indore	Member

Institute Academic Council

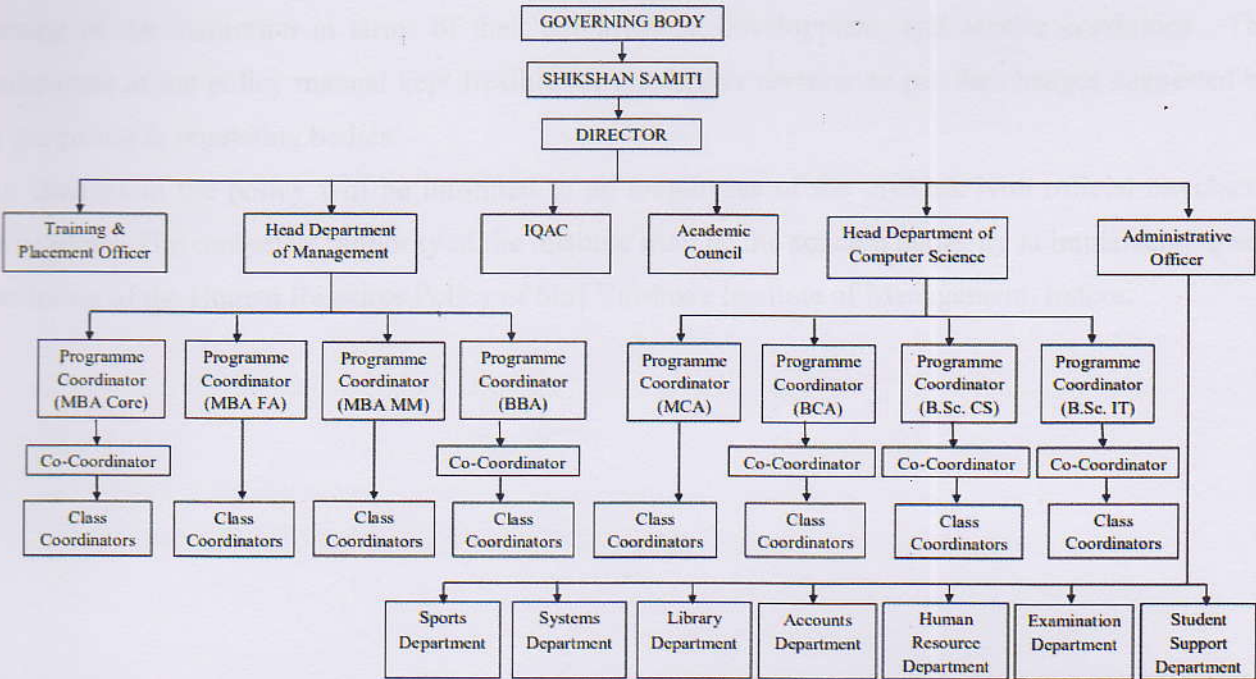
- (1) There shall be for each college a College Council consisting of the Principal and all teachers of the college. The Principal and the Vice-Principal if any, of the college shall respectively be the ex-officio President and Vice-President of the Council.
- (2) The Secretary shall be elected by the Council from amongst its members. He shall hold office for one year, but for not more than two consecutive terms. He shall convene meetings of the College Council under the direction of the Principal.
- (3) The Council shall meet at least thrice during the academic year. It shall perform the following duties namely:
 - (a) To discuss the progress of studies in the college;
 - (b) To bring to the notice of the Governing Body the needs of the students and teachers;
 - (c) To make recommendations to the Principal or the Governing Body for improvement of the academic efficiency of the college.

Organogram



SHRI VAISHNAV INSTITUTE OF MANAGEMENT, INDORE (M.P.)
Approved by AICTE, New Delhi & Affiliated to DAVV, Indore & RGPV, Bhopal (M.P.)
UGC-NAAC Accredited 'A' Grade Institute
Scheme No.71, Gumasta Nagar, Indore-452009 Madhya Pradesh, India

Institutional Organogram



Declaration

This HR policy of the institute is created with the pure intention of the constituent in creating a fair, safe and healthy working environment. It consists of various procedures and guidelines that established in managing and directing the employees of the institute. The document connects employees with the working of the institution in terms of their employment, development, and service conditions. The components of the policy manual kept flexible for the further revision as per the changes suggested by the governing & regulating bodies.

Any changes in the policy will be informed to all employees of the institute with official circulars / notifications. The competent authority of the institute shall be the concern authority in implementing and monitoring of the Human Resource Policy of Shri Vaishnav Institute of Management, Indore.

Signed by

Secretary

Chairman

Director

1. Code of Conduct

Scope

The Code of Conduct is applicable to all stakeholders of Shri Vaishnav Institute of Management and any one representing Shri Vaishnav Institute of Management or working on the Institute's behalf is expected to act consistently with the Code.

Accountability

It is the responsibility of each employee to be aware of and abide by the code of conduct. Additionally, all employees also have the responsibility of behaving/acting in an ethical manner compliant with the applicable laws of the land.

Furthermore, all employees and management have an additional responsibility to drive a culture of integrity, honesty, ethical and law-abiding behavior among other employees in the organization. Towards this end, they are expected to be a role model of the behaviors expected of employees, reinforce the code of conduct as part of regular employee communication, and encourage employees to report violations of the Code and guard against taking retaliatory action against someone for making a good faith report.

General Code of Conduct

1. **Diversity and Inclusion:** Institute's commitment to diversity and inclusion aligns with our Vision and Mission. Being a leading education institute, we have employees, students, employer and other stakeholders from diversified backgrounds and cultures and expect all our employees to support an inclusive workplace by adhering to the following conduct standards:
 - a) Treat others with dignity and respect at all times. All employees are expected to demonstrate respect and trust worthy behavior in their dealings with other employees as well as external stakeholders.
 - b) Promote behavior which is not based on conscious or unconscious biases.
 - c) Address and report in appropriate behavior and comments that are discriminatory, harassing,

abusive, offensive or unwelcome.

- d) Avoid slang or idioms that might not translate across cultures.
- e) Promote team work and employee participation. All employees are expected to uphold the spirit of team work and ensure that the best interest of the team and Institute prevails at all times.
- f) All employees are expected to demonstrate the highest standards of honesty and integrity in their conduct at all time while representing SVIM.

2. Equal Opportunities for employment: Institute is an equal opportunity provider and does not discriminate against any person because of their gender, caste, religion, age (within statutory limits), marital status, nationality, ancestry, ethnicity, geographical origin, sexual orientation, disability or any other trait protected by law, with respect to any terms of employment such as hiring, promotion, transfer, compensation and benefits, career development opportunities, etc.

During the hiring process, employment related decisions are strictly based only on the merit of the person and not discriminate against any person because of their personal characteristics/traits.

3. Workplace free from violence: SVIM will not tolerate workplace violence in any form either within premises or outside where institute related activities are carried out. Employees are expected to not indulge in workplace violence. They must not encourage others towards it as well. Employees are also prohibited from possessing weapons or dangerous items at work place or outside while conducting institutional activities.

4. Environment, Health and Safety: SVIM is committed to provide its employees a safe, healthy, and ergonomically sound working environment. The institute will take all possible measures to ensure health and safety of its employees.

Safety at work place is also every employee's responsibility. They should at all times:

- a) Ensure that nouns affect is committed at workplace.
- b) Undertake all possible measures to eliminate any unsafe or hazardous conditions as soon as they become aware of it. They should report the matter to the Head of Department and/or Administrative Officer at the earliest.
- c) Refrain from consuming, possessing, distributing alcohol or prohibited drugs at workplace while performing official duties/ work. Employees are also prohibited from selling, distributing, possessing or encouraging others to use controlled substances.

5. Work place free of harassment: SVIM recognizes and respects the right of every employee to a harassment free workplace. Hence, employees are expected to ensure a healthy, safe and conducive

work environment that is free from harassment of any kind or form. Towards this, employees are prohibited from indulging in harassment of any kind or form - whether physical, verbal, psychological, or sexual in nature. This includes all types of unwelcome, offensive, demeaning and intimidating behaviors, whether explicit or implicit. The Institute sets a standard of 'zero tolerance' for harassment. We are all responsible for ensuring that we avoid actions or behavior that are, or could be, viewed as harassment.

The Institute views all incidents of 'sexual harassment', very seriously and encourages employees to comply with the Institute's 'Prevention of Sexual Harassment at Workplace Policy' at all the times.

6. **Data Privacy:** SVIM is committed to protecting personal information that is shared by employees during the course of employment, consistent with applicable data privacy laws, including the rules surrounding the collection, processing, use, transfer and disclosure of personal information. It is expected that employees whose job responsibilities include the collection, modification, transfer, processing, storage or use of personal employee information will comply with the applicable data privacy laws and other internal controls that protect this personal information.
7. **Conflicts of interest and duty:** SVIM expects that all employees will conduct themselves in the best interest of the institute at all times. Towards this end, they should avoid conflict of interest situations. Below are some of such situations that must be avoided.
 - a) **Outside employment:** An employee of SVIM shall not accept concurrent employment outside the institute, with or without remuneration. This encompasses undertaking any consulting assignment, freelancing, directorship, or any position of responsibility.
 - b) **Freedom of association:**

Employees must refrain from:

 - i. Developing or maintaining personal associations with stakeholders (such as students).
 - ii. Any other situation that hampers an employee's ability to take decisions in the best interest of the Institute.

Each employee must inform the information to the Head of the institute of any personal or external business interest that may lead to an actual or potential conflict of interest or duty.
 - c) **Benefits:** Employees must not exploit for their own personal gains the opportunities or benefits that are discovered through the use of institute property, information or position. They may not directly or indirectly compete with the Institute for any business or other opportunities that the Institute is pursuing.

- d) Reporting and reimbursement of expense incurred by employee:** Employees are required to act responsibly and follow the twin values of cost consciousness while arranging for travel, and honesty while claiming reimbursements towards travel expenses. Employee travel and other related expenses should be consistent with the Institute's policy. The intention is not let employee loose or gain financial interest from the official trips which an employee undertakes during the performance of duties.
- e) Solicitation of gifts and advantages:** Offering or receiving gifts and being entertained can easily create an actual or apparent conflict of interest. No gifts of any kind, that are offered by vendors, suppliers, students, potential vendors and suppliers, or any other individual or organization, no matter the value, should be accepted nor offered by any employee, at any time, on or off the work premises.
- 8. Confidential Information** Unless required by law or authorized by their management, employees shall not disclose confidential information or allow such disclosure. The obligation continues beyond the termination of agreement. Employees must use their best efforts to avoid unintentional disclosure by applying special care when storing or transmitting confidential information.
- 9. Protection of Institute Assets and Information:** Every employee must ensure appropriate use of Institute assets (tangible / intangible) or Institute information including Institute property, computers and communication systems, financial information, strategy, technology, intellectual property, brands, trademarks, or any other non-public information. The misuse or destruction of Institute assets or information shall be considered as misconduct and strict disciplinary action shall be initiated in such cases.
- 10. Social Media Policy:** Every employee is expected to use the social media as per the Institute's social media policy. Additionally, every employee must adhere to the following guidelines while using internet and email.
- a) Not send offensive emails and messages to any person/group with in or outside the Institute.
 - b) Not import any non-text files including files received as e-mail attachments on to your system without checking for viruses.
 - c) Not visit obscene or illegal material or any material that is offensive in anyway.
 - d) Not download any unauthorized software. All software used by employees to conduct institutional activities must be appropriately licensed.

- e) Not share any report, files, data or source code with any unauthorized person / group / organization through the internet.
- f) Not use the email system to copy and /or transmit any documents, software or other information protected by copyright laws.
- g) Not create email congestion by sending trivial messages or personal messages or copying e-mails to those who do not need to receive them.
- h) Not transmit SVIM propriety information like reports, files, data and source code to any unauthorized person, group or organization through email or any other tool.

11. Integrity at work place

Having integrity in the workplace is important because it helps create a positive work environment where everyone communicates openly and contributes to the overall success of the institute by working together and making good decisions. Showing integrity in the workplace is also important because it will help you gain respect and trust from your colleagues and seniors.

Steps to show integrity at work place:

1. Always act morally and ethically.
2. Treat everyone with respect.
3. Be honest and transparent in all communication with peers and seniors.
4. Always put best effort into the work.
5. Fulfill all commitments and promises.
6. Be accountable for actions.

Code of Conduct for Student

1. All students admitted in the Institute are subject to the discipline and control of the Institute authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the Institute authorities.
2. Students are expected to proper observance of Institute's discipline, good conduct and participation in curricular, co-curricular and extracurricular activities is important for successful career and bright future of the students.
3. Students must be regular and punctual in attending the classes and all other activities of the Institute. It must be ensured that the students maintain at least the minimum attendance as

specified by the University norms. Further, it is imperative that the students strictly adhere to reporting on the day of commencement and end of each semester.

4. Each student must wear Institute uniform as instructed by the Institute. Students shall come to the campus clean, tidy and neatly dressed.
5. Students must carry his/her identity card while in the campus and also outside the campus while representing the Institute
6. Students should read the notices put on the notice board of Institute, department and office regularly. Also, Students must check the emails sent by the Institute daily as all the important notices from office/exam section are sent on Institute's e-mail or authorized WhatsApp group of students.
7. A student must take prior written permission of class coordinator and HoD in case he/ she is unable to attend the lectures and/or practical's for more than 3 days.
8. Students should help to maintain the campus clean, tidy and plastic free. Also, students should take care of the plants in the campus.
9. The conduct of the students inside and outside the campus should be such that it will raise their own positive image and image of the Institute in the society.
10. The students must not participate in any anti-social activity. If any objectionable conduct within or outside the premises of the Institute by the student is observed or reported, then he/she is liable for strict disciplinary action.
11. No notice of any kind shall be circulated among the students or pasted on the notice-board without the previous written approval from the Head of the Institute.
12. According to the verdict of the Supreme Court and the University Act. 1956-Regulation 26(1)g-2009, the students found guilty of ragging are liable for punishment.
13. The College reserves the right to delete, to add or amend the rules and regulations given above as and when deems necessary.
14. Students using two wheeler/four wheeler vehicle must wear helmet / seat belt while entering in the institute campus.

The following acts shall constitute misconduct.

- Physical assault or threat, against any member of the campus.

- Carrying of, use of or threat to use any weapons.
- Violation of the status, dignity and honor of a student belonging to the scheduled castes, scheduled tribes and/or any religion.
- Any practice, whether verbal or otherwise, derogatory to female.
- Creating ill-will or intolerance on religious or communal ground.
- Disrupting any teaching, study, assessment or research activities or the administration of the institute.
- Obstructing officer or employee of the Institute in the performance of his or her duties.
- Damaging or wrongfully dealing with any property under the control of the Institute; any property on Institute premises; or property on a location where a student is present under the auspices of the Institute.
- Disobeying or failing, without reasonable cause, to observe any provision of the Bye-Laws, or any rule made by AICTE/DTE/University/ Institute of which students have been duly notified.
- Withholding relevant information or furnishing false or misleading information for purposes connected with academic progression.
- Misuse of social media for spreading/forwarding contents that are objectionable by Laws.
- Indulging in any anti-social activity.

Code of Conduct for Parents

1. A code of conduct is prescribed for the students explicitly. Parents are supposed to go through the same and ensure that the students follow the code of conduct scrupulously. This code of conduct is available on the website of the Institute.
2. It is essential that the students attend all the academic and related activities at the Institute from the day of opening to the last day of each semester during the academic year. Parents should ensure that the students maintain attendance as per university norms.
3. Parents should note that their ward must do timely and proper submission of the internal assessment and participate in internal assessment activities else his/her term will not be granted.
4. Any reported or observed objectionable conduct by any student, within or outside the premises of the Institute, will make him / her liable for strict disciplinary action.
5. Parents should ensure the well behavior of the students so as to enhance their own image as well as reputation of the Institute.

6. Any direct/indirect involvement or encouragement by your ward leading to ragging or related activity may result in expelling the student from the institute.
7. Parents should take follow up with Programme Coordinator//HoD regarding academic and overall progress of their ward.
8. Parents are obliged to attend the Parents-Teacher meetings organized by the department/Institute for observing progress of their wards and discussing the difficulties, if any.
9. Parents should ensure that their wards follow the rules and regulations of the Training and Placement Cell and participate in placement activities as per the eligibility.
10. Parents should take approval from authorities of the Institutes while sharing any information about the Institute with the outside bodies.
11. Parents should ensure that their wards do not remain absent without prior permission of HoD/ Programme Coordinator.

Code of Conduct for Faculty

- Faculty members are expected to be punctual and regular in teaching work, correspondence with others and keeping appointments with other persons.
- Cooperate with the head of the Institute/Department and colleagues for curricular, co-curricular and extracurricular activities
- All Faculty must be punctual, sincere and regular in their approach and devote their time and their best efforts for the progress of the Institute
- Faculty efforts should be dedicated towards enhancing the overall quality of the education
- The Faculty should regularly update his/her knowledge by attending FDPs, workshops, Conferences and keep pace with the advent of technology
- The Faculty should engage in research and development activities by working on research projects
- The Faculty should all strive for increased the use of ICT tools to enrich the teaching –learning process
- The Faculty should interact with industries with an aim to intensify industry institute interaction

Faculty and Students

- Assist students to develop an understanding and appreciation towards opportunities and also responsibilities.
- Acquaint students with civic responsibilities and environmental protection.
- Guide the students in their physical, social, intellectual, emotional, moral and spiritual development.

Faculty and Parents

- Deal justly and impartially regardless of parents' social, economical, regional and religious background.
- Provide information regularly to parents regarding the attainments and shortfalls of the wards.
- Be responsible and interact positively with parents.

Faculty and Colleagues

- Guide and help junior colleagues and those in training and induction in all possible ways.
- Avoid making derogatory statements about colleagues.
- Treat the colleagues with equality and respect.

Faculty and Teaching Profession

- Accept as a professional the individual responsibility of reporting to the concerned authorities in an appropriate manner all matters that are considered to be prejudicial to the interests of the students and the development of the institute
- No Faculty should involve himself or herself in any form of political activity inside or outside the campus.
- Finding of his/her research should be published in quality journals recognized by Scopus/Web of Science Index International / Indian Journals, Magazines and Periodicals.

Code of Conduct for Non-Teaching Staff

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
2. No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
3. The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
4. The staff should treat the students with care and kindness, and maintain their dignity.
5. It is responsibility of every staff to meet the required standards for every assigned task.
6. The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
7. The staff should take care and protect the equipments and property of the Institute, in general, assigned to him/her.
8. No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
9. Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Head of the Institute should be obtained by the concerned staff.
10. In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Head of the Institute.
11. The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.

Code of Conduct for Alumni

The institute is proud that its own students have got transformed into successful individuals and established themselves as respectful citizens in the society. The Institute invites all its alumni to support and participate in its journey towards excellence guided by the vision and mission of the institute and help nurture the coming generations. In order to fulfill the same following code of conduct has been essential.

The alumni should,

1. Have open communication with the fellow alumni, students, faculty, and staff of the Institute.
2. Support the current students of the Institute for their progression.
3. Engage guest lectures at the Institute to disseminate their knowledge related to industrial practices, advanced technologies, innovations, entrepreneurship, and soft skills.
4. Contribute towards the growth of the alumni association and also strengthen the bond with the Institute to build a cohesive team
5. Keep the Institute informed about their own growth, success, and laurels. And acknowledge the Institute in relevant achievements/growth.
6. Support the institute in organizing different academic and other activities.
7. Promote collaboration for partnerships with the Institute to advance its mission.
8. Share their own information and the information of other alumni within the guidelines of the Alumni Association. Information should never be used for marketing any product or service.
9. Avoid conduct which would jeopardize the Institute and the Alumni Association.

Code of Conduct towards Community and Environment

Communities: Institute is committed to good citizenship and shall actively assist in the improvement of the quality of life of the people in the communities in which we operate.

Environment and sustainability: The Institute stands committed to its responsibility towards society and our goal is to ensure that our economic growth is socially and environmentally sustainable. Institute's efforts would be towards inclusive development and the Institute aim that the "people grow

with us and we grow with people". It must attract, nurture and help people grow. It is committed to provide total environment safety and hygiene measures, excellent housekeeping, congenial working environment and regulatory compliance. Employees are required to adhere to Institute's sustainability policy and comply with the prevailing and applicable environmental laws and regulations.

Non-Adherence Reporting

Non-compliance with this code, Institute Policy or the law will attract disciplinary action up to and including termination of employment as per the appropriate internal laid mechanism. Employees acknowledge that legal and ethical misconduct can also subject the individuals involved and Institute to fines, penalties and civil or criminal prosecutions.

Violations also include any false allegations, regardless of whether they are made anonymously. Each employee must report actual or potential violation of this code of conduct or applicable laws to the Institute Director through established Grievance Redressal Mechanism.

Awareness Trainings

This code and related training is provided to all new employees at the time of joining the Institute. In addition, all employees shall affirm compliance with the code by attending the mandatory trainings on annual basis and their affirmation will be taken to reinforce the code and ensure its Institute-wide implementation.

Director will address any queries from employees pertaining to this code. All employees are expected to keep themselves well-informed of the updates, if any, made to this code.

Conclusion

The institute is committed to continuously reviewing and updating its policies and procedures. Therefore, the institute reserves its right to amend, alter or terminate this code at any time and for any reason, subject to applicable law.

This code of conduct is not exhaustive and lays down only the general principles to be followed by all as covered under the code. The institute may have separate codes/policies formulated for regulating various matters that may be required under the specific laws. The parties shall be responsible for adhering to such additional codes/policies as may be applicable to them.

2. Service Rules

1. Scope of Service Rules

These Service Rules are applicable to all employees of Shri Vaishnav Institute of Management (SVIM), Indore. Employees of the Institute are bound also by all other relevant rules, regulations and procedures in force at the time of their appointment and as may be modified from time to time thereafter.

2. Applicability

If any provision in the General administration Rules of Shri Vaishnav Institute of Management (SVIM), Indore, repugnant to any other provisions applicable to any particular categories of employees the provisions of these rules will prevail.

3. Categories and Classification of Employees

Category

A. Teaching

- a. Director
- b. IQAC Coordinator
- c. Head of the Department
- d. Professor
- e. Associate Professor
- f. Assistant Professor

B. Non-Teaching (Academic)

- a. Training and Placement Officer
- b. Soft Skill Trainer
- c. Sports Officer
- d. Librarian
- e. Lab Assistant/Technician
- f. Computer Operator

C. Administration

- a. Administrative Officer
- b. Public Relations Officer
- c. System Administrator
- d. Accountant
- e. Office Assistant/Executive (Establishment/Student Section/ Scholarship)

D. Maintenance

- a. Property Custodian
- b. Technical Assistant (Plumber)
- c. Technical Assistant (Electrician)
- d. Attendant
- e. Gardener
- f. Security
- g. House Keeping/Sanitary staff

Classification

- a. Permanent
- b. Probationary
- c. Contract
- d. Part -Time

A. Permanent

- a. Permanent employee is one who is appointed on a permanent basis against a regular vacancy with an appointment order issued by the Competent Authority.
- b. On the satisfactory completion of the period of probation, regularization order shall be issued by the Correspondent to the employee.
- c. All appointments will be subjected to the following conditions:
The management has discretionary powers to terminate any appointment because of
 - (a) Will full and persistent neglect of duty.
 - (b) Action or behaviour affecting adversely the name of the Institute.
 - (c) Misconduct, disobedience, insubordination, indiscipline.
 - (d) Physical or mental unfitness.
 - (e) Taking part in subversive activities.
 - (f) Breach of any of the terms of appointment.
 - (g) Abolition of the post.
 - (h) Incompetence.
 - (i) Unauthorized absence.

In case of change of curriculum/syllabus, in deserving circumstances guidelines given by the Governing Body time to time will be implemented.

- B. 'Probationary' is one who is provisionally selected to fill a regular post but has not yet completed the prescribed period of probation or extension thereof.

- C. **'Contract'** employee is one who is employed on contract for a stipulated period of time or for a specific work, on the lapse of which employment automatically ceases. A contract employee shall be entitled only to the benefits as specified, in writing, in the terms of contract.
- D. **'Part-Time'** employee is one who is employed to do work for less than the normal period of working hours. He shall be entitled to benefits only as specified, in writing, in the letter of appointment.

4. Recruitment and Selection

All the recruitments will be done through open competition following the UGC/AICTE/University norms and the selection procedures of the management.

Process includes following:

1. Identification of vacancy for teaching and non-teaching staff.
2. Vacancy approval from management.
3. Advertisement for filling vacant posts in News Paper (Local, State and National level newspapers) and invite applications within scheduled period.
4. Collection of applications as per posts.
5. Short listing of candidates for interview.
6. Selection process for teaching staff will be as per university Institute code (DAVV CODE 28 & RGPV CODE 30).
7. Selected candidates names will be approved in the institute's Governing Body.
8. Selected candidates called for HR round.
9. Offer letter will be given to selected candidates after HR round with acknowledgement of date of joining.
10. Joining formalities will be done at the time of joining.
11. Appointment letter will be given with employment conditions.

Employment

- A. Only a person who has received a letter of appointment with appointment conditions duly signed by the Competent Authority and joined duty there of shall be deemed to be an employee of the Institute.
- B. The appointee shall produce her/his original certificates and one set of attested copies there of at the time of joining duty and those documents should be made available as and when required for scrutiny.
- C. Unless, in any particular case, it be otherwise distinctly provided, the employee's time is entirely at the disposal of the Institute and she/he may be employed in any manner required by the Competent Authority, without claim for additional remuneration.

- D. A person is considered for regular employment, as specified in the appointment order, s/he is required to be on probation for a period of one year from the date of joining duty as a probationer.
- E. If during the period of probation, the employee's performance of the duties assigned to him/her has been found to be satisfactory, his or her position may be regularized; if not satisfactory, the period of probation may be extended at the discretion of the Competent Authority.
- F. During the period of probation or extended period of probation or at the end of probation, the services of a probationer can be dispensed with one month notice. No appeal shall lie against such termination.
- G. No employee is entitled to be treated as a regular employee by reason alone of his/her having completed the probationary period until the confirmation order is issued in writing by the Competent Authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer discharged from service.
- H. Inter departmental transfers of employees may be made by the Competent Authority in the interest of the institution and employees are bound to comply with orders in this behalf.

5. Service Register and Seniority

- A. It shall be the duty of every employee to furnish, in writing, his/her correct and complete bio-data in the prescribed form to the Competent Authority for the purpose of opening Service Register, and thereafter promptly to notify, in writing, any subsequent changes in the details furnished. Any suppression/distortion of material facts are sufficient enough for termination.
- B. Administration of SVIM maintains staff service registers and a seniority list of the teachers and other employees.

6. Record of Age Proof

The date of birth of an employee, as furnished by her/his at the time of joining duty, should be supported by her/his School Leaving Certificate. The age of the employee verified as above and accepted and recorded in the service register by the Institute and approved by the competent authority shall be conclusive proof of the age of the employee for all questions concerning her/his employment including retirement, and no corrections will be carried out in the service register even when the age is corrected in the School Leaving Certificate.

7. Change of Address

Whenever any change occurs in the residential address of an employee she/he must immediately intimate such changes to the Competent Authority in writing which shall be recorded in the registers maintained in the administrative office of the Institute.

8. Leaving the Headquarters

No employee shall, ordinarily, while on leave or under suspension or on holidays, leave the headquarters without prior permission of her/his leave sanctioning authority. If an employee wishes to leave station for any reason, while applying for such leave, she/he should communicate to the Correspondent/authorities the out-station address/contact number at which she/he may be contacted if necessary.

9. Identification of Employees

Every employee will be provided with an Identification Badge/ Card and she/he shall show it on demand to any person authorized to inspect the same. The employee, while in the Institute, is required to display such a badge on her/his person. When the employee ceases to be in employment, he shall surrender her/his identification badge/ card to the office before her/his accounts are settled. If an employee loses or damages her/his badge/ card during her/his service, he/she shall pay a fee as may be fixed from time to time, to meet the cost of replacement.

10. Resignation/Retirement

An employee who is permanent may resign from his/her position after giving three months' notice in writing to the Institute or three months' salary in lieu of the notice in the case of Teaching and Non-Teaching staff. However, the said notice period shall be one month in probation period.

Employee on contract may resign from his/her post after giving one-month notice in writing to the Institute or one-month salary in lieu of the notice. The Management has the discretion to accept the resignation or waiver of the notice period. All permanent employees shall retire at the end of the month in which they complete the age of superannuation, provided Management may permit the teaching staff to continue to serve after retirement as aforesaid till the end of the academic year to ensure that the teaching work is not hampered.

Retirement rule will be applicable for teaching and non-teaching employees as per Higher Education/ State Government (Government of Madhya Pradesh) rules and regulation effective at the time of retirement.

11. Code of Conduct and Discipline in General:

- A. Unless it is explicitly stated, the staff employed in the Institute shall be at the disposal of the Institute during all the working hours and he/she shall serve it in such capacity and at such places as he/she may from time to time be directed.

- B. Every member of the staff of the Institute shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given from time to time to her/him by any person or persons under whose jurisdiction, superintendence or controls/he may be placed from time to time.
- C. The members of the staff of the Institute shall furnish either at the time of appointment or when asked for, an undertaking agreeing to abide by the rules and regulations in force and the other conditions which the management may prescribe or modify as the case may be.
- D. Each member of the staff is expected to know the Vision, Mission, Values and Quality Policy of the institution and work constantly for their realization. They are also expected to be in the know of all the guidelines of AICTE, UGC, State University and all concerned agencies and laws concerned with running a higher education institution.

12. Code of Conduct and Discipline in Particular:

- A. All the members of the staff shall be formally dressed, besides wearing the identity card.
- B. Employees shall discharge their duties efficiently and diligently so that the student community may be given a high quality of teaching and training aligned with the Vision, Mission, Values, and Quality policy of the Institute.
- C. Employees shall not absent themselves from their duties except when very necessary and with prior permission.
- D. Every staff member shall be found in his/ her specified working place. Leaving the work place is allowed only with prior permission and after recording the same in the movement register.
- E. Every member shall conform in letter and spirit to the rules and regulations of the Institute as regards to their job description and prescriptions.
- F. Every member shall perform all the additional duties assigned for the welfare of the students either before or after regular working hours or on holidays.
- G. No member of the staff shall be engaged in gambling or betting either in the Institute premises or in any public place.
- H. Substance abuse is strictly prohibited in the Institute premises. No member of the staff shall be found in a state of drunkenness nor shall s/he consume any alcoholic beverage or any kind of in toxicants in the Institute premises.
- I. No member of the staff shall be, for any reason, found guilty of giving or taking bribe or

gifts or any illegal gratification from the students or their parents or guardians or from other employees or from any other agencies.

- J. No member of the staff shall indulge in harassment of any type, misbehaviour or victimize or show partiality to any of the staff or students of the Institute. All the staff are expected to avoid strictly all discriminations based on caste, creed, status, and keep themselves away from all kinds of gender bias.
- K. No member of the staff shall be involved either directly or indirectly in any criminal activities.
- L. If any member of the staff is subjected to any criminal proceedings, the Correspondent shall be apprised of it.
- M. If any member of the staff is arrested on any charge and detained in custody for more than 24 hours, he/she shall be deemed to be under suspension from the date of arrest. When released or on bail the member should convince the management of his/her bona-fides to be reinstated.
- N. Any member, convicted in a court of law on criminal charges, shall have his/her services terminated.
- O. No staff member shall bring or attempt to exert any political or social pressure or other influences on his/her superior authority in respect of his/her service interests.
- P. No member of the staff shall be a member of any political party and neither shall s/he contest any political election. No member of the staff shall get involved in any political activity within the Institute campus.
- Q. No member of the staff shall engage directly or indirectly in any activity for financial gain or trade or business, like running tutorial or coaching classes, technical courses, small businesses, driving schools or private consultancies or any work of remunerative nature.
- R. The members of the staff shall have only a decent, mature professional relationship among themselves and with the students keeping an emotional distance and in no way involve in any harassment in word or deed.
- S. Works of honorary nature like doing research, writing books or undertaking work of an academic nature including guiding PhD students are encouraged, provided they are done without prejudice to the work in the Institute with proper permission from the Correspondent.
- T. No member of the staff may apply for employment elsewhere without the prior permission of the Correspondent.

- U. No member of the staff shall engage himself/herself in mass signature campaign.
- V. No member of the staff shall mobilize the staff for any demonstration, mass representation or protest against the management.
- W. No member of the staff shall engage himself/herself in any protest against the management likes low down work, mass casual leave, pen down strike or any other interruption or discontinuance of work.
- X. The members of the staff shall not participate in any of the strike or demonstration which is prejudicial to the interests of the Institute.
- Y. No member of the staff shall indulge in destructive criticism of the policies of the management either in speech or in writing neither shall he/she associate herself /himself with those who are engaged in similar destructive activities nor shall he/she ventilate any grievance through the press, leaflets, hand bills, electronic or digital social media, etc.
- Z. No member of the staff shall damage or attempt to cause damage to the property of the Institute and bring loss to it.
- AA. No member of the staff shall disobey the orders of the management or superiors; neither shall he/she refuse to accept any communication from the management.
- BB. No one shall knowingly make any false statements in any document pertaining to her /his employment in the Institute. Neither shall anyone of the staff try to access or copy or give or take or possess any document belonging to the Institute he/she is not authorized to possess.
- CC. No representation of grievances is to be made to the management except through proper channel.
- DD. No member of the staff shall make any statement or write any article to the press or give any talk on the radio or TV or post in any social media or private or social network or blogs, on a topic related to the Institute/ management without prior sanction from the Correspondent.
- EE. No member of the staff shall make use of or give access to others, any matter of confidential nature which he/she has acquired as an employee in the Institute for any purpose.
- FF. Every member of the staff shall hold the development and success of the Institute very dear to him/her and shall come forward with suggestions and proposals for its growth. He/She shall generously give her/his best so that the Institute will ever fulfill the mission the management has envisaged for it.

- GG. Every member of the staff shall take keen interest in the continuous enrichment of her/his profession through studies and research throughout the career.
- HH. Members of the staff are expected to participate in knowledge building activities and enrich their field of knowledge by sharing the artifacts, engaging themselves in scientific dialogue and collaborating in research with their professional peers at the local, national and international levels through avenues like professional meetings, seminars, workshops, conferences etc.
- II. Members of the staff shall respect the rights and dignity of all the students and deal with them impartially regardless of the irreligion, caste, socio-economic status, physical abilities and gender. They shall respect and show keen interest to listen to the opinions and views expressed by the students for their benefit and benefit of the institution.
- JJ. Each of the staff, with their limits, shall spend time to encourage, mentor and counsel the students who are in need of guidance for the quality improvement of their education and career without expectation of any remuneration or compensation.
- KK. The members of the staff shall speak respectfully of other staff and render assistance for mutual professional betterment and refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- LL. The members of the staff shall give due respect to the parents and guardians of the students, convey any information with regard to their wards politely during the parent-teacher interaction meetings or through other means whenever it is needed.

14.1 Leave Rule

Leave means permitted absence from duty. The Correspondent is the leave sanctioning authority, however, the Director sanctions casual leave as a delegate of the Correspondent.

- Applications for leave shall be made in the prescribed form.
- Leave applications shall be submitted through proper channel.

Leave cannot ordinarily be claimed simply without considering the needs of the job. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority who is empowered to grant it.

- An employee on leave can extend or shorten the period of leave granted to her/ him only with the permission of the authority, which granted her/him leave.
- An employee on leave may not take any outside service or accept any employment during the leave period.

E. Punctuality in Attendance and Permissions

Staff members shall sign the attendance register, besides punching, on working days before their duty time fixed by the Competent Authority.

- Permissions may be granted for an hour a day, twice in a month by the Director as provided for by him.
- Availing permission for a third time or coming late for a third time in a month shall be treated as half a day Casual Leave.

Policy for Holidays, Leave and Vacation

(1) Holidays

The Institute will observe public holidays and restricted holidays in a calendar year as fixed by Government of Madhya Pradesh.

(2) Vacation

The Faculty shall be entitled for winter and summer vacation as recommended from time to time by the Director of the Institutes, which will be on the basis of the norms prescribed by the Management from time to time.

(3) Leave

The employees of Institute may be sanctioned leave as shown below. This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority.

I. Casual Leave

- (a) Casual leave admissible to faculty and other staff will be 13 days in a calendar year subject to the condition that normally not more than four days casual leave may be allowed at any given time.
- (b) Casual leave cannot be combined with leave of any other description.
- (c) Casual leave cannot be accumulated and leave not availed of during any particular year shall lapse at the end of that year.
- (d) An employee shall be entitled for CL on pro rata basis in the year of his/her joining the Institute.

II. Duty Leave

Duty leave, not exceeding twenty days in an academic year, may be granted to an employee for the

following purpose:

- (a) Attending conferences, congresses, symposia and seminars on behalf of the Institute or with the permission of the Competent Authority.
- (b) Delivering lectures in the institutions and universities on the invitation of such institutions or universities received by the Institute and accepted by the Institute.
- (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute.
- (d) Participating in a delegation or working in a committee appointed by the Government of India, State Government, the University Grants Commission/AICTE or any other academic body.
- (e) Conducting examination of a university/Public Service Commission. Board of examination or other similar bodies/institutions.
- (f) Inspecting academic institutions attached to a statutory board, etc.
- (g) Checking answer books or going as external examiner for taking viva voce, Practical exam etc.
- (h) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (i) An employee needs prior approval for availing duty leave.
(The prior approval shall be obtained by an employee from sanctioning authority by applying for duty leave through proper channel enclosing all the necessary documents along with the leave application).
- (j) After availing duty leave, the applicant must submit Certificate (wherever applicable) to the Establishment Section, in case he/she has attended the conference, congress, symposia, seminar etc.
- (k) Director is the sanctioning authority for duty leave of any number of days.
- (l) Duty Leave may be combined with earned leave, half pay leave or extraordinary leave.

III. Earned leave

(i) Earned Leave for Faculty Members

In addition to 15 days Summer & 15 days winter Vacations, Earned leave admissible to a faculty member subject to completion of six months service from the date of joining (i.e., of one academic semester), from the date of joining shall be:-

- (a) 15 days in a Calendar year to be credited in their leave account in two installments as under :
 - 7 days EL to be credited in advance in first week of January every year, and
 - 8 days to be credited in advance in first week of July every year.

- (b) One-half of the period, if any, during which he/she is required to perform duty during vacation.
- (c) HoIs/HoDs/or any faculty member who is holding an administrative post shall not be eligible for availing vacation, however he/she will be eligible for 30 days earned leave in a calendar year like other non-teaching employees.
- (d) For the purpose of computation of the period of actual service, all periods of leave except casual, and duty leave shall be excluded.
- (e) Earned leave at the credit of an employee shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- (f) An employee whose resignation has been accepted shall not be allowed to avail any kind of leave at his/her credit while serving notice period.
- (g) An employee who is terminated/removed or dismissed from his services shall not be allowed to encash earned leave.

(ii) **Earned Leave for Non-Teaching Staff**

- (a) The Non-Teaching staff will be entitled for thirty days earned leave in a Calendar year. The earned leave will be credited in advance (subject to completion of six months of service from the date of joining) at the rate of 15 days in first week of January and first week of July every year. For the employee who joins between these two periods, the calculation will be at the rate of 2½ days per month.
- (b) The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher education, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- (c) An employee whose resignation has been accepted shall not be allowed to avail any kind of leave at his/her credit while serving notice period.

IV. Half-Pay Leave

Half-pay Leave for Teaching & Non –Teaching Employees.

Half pay leave admissible to an employee shall be 20 days in a Calendar year. Such leave may be granted with or without medical certificate.

In the first week of January & July every year 10-10 days Leave (Total 20 days Half Pay Leave in a year) respectively shall be credited in advance to each employee's account.

The employee who joined between calendar year, the HPL will be calculated @ 5/3 days per month.

V. Commuted Leave

Commuted leave, not exceeding half the number of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to an employee subject to the following conditions:

- (a) Commuted leave during the entire service shall be limited to a maximum of 300 days;
- (b) When commuted leave is granted, twice the number of such leave shall be debited against the half-pay leave due; and
- (c) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry. An employee will be eligible to encash commuted leave at the time of retirement subject to condition that the encashment of total shall be limited to 300 days i.e., (Earned leave + commuted leave).

The employee who is terminated/removed or dismissed shall not be eligible for any leave encashment.

- (d) After availing commuted leave, medical certificate should be submitted within ten days after resuming the services. Any certificate submitted thereafter will not be accepted and the leave duration will be treated as HPL "without certificate" and half of the salary for the said duration will be deducted as per the norms.

The Sanctioning authority has discretion to obtain second medical opinion from Govt. civil surgeon or authorized medical practitioner of the Institute.

VI. Extraordinary Leave

- (i) A permanent employee may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the employee applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificate
 - (b) Cases where competent authority is satisfied that the leave was taken due to the causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;

- (c) Leave taken for pursuing higher studies; and
- (d) Leave granted to accept an invitation to a teaching post or fellowship or research cum teaching post or on assignment for technical/academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave, 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 three years except in the cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without leave into extraordinary leave.

VII. Study Leave for Faculty

- (i) Normally the study leave may be granted after a minimum of three years of continuous service to pursue a special line of study or research directly related to his/her work in the Institute or to make a special study of the various aspects of Institute and methods of education. The paid period of study leave should be limited to two years and the employee has to submit an undertaking of serving the Institute for three years after availing the study leave.
- (ii) Study leave shall be granted by the Management on the recommendation of the Director of the Institute.
- (iii) Study leave shall not be granted to an employee who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed four years.
- (v) No Employee who has been granted study leave shall be permitted to alter substantially the course of study or the program of research without the permission of the Director.
- (vi) Subject to the provision of sub-clauses (vii) and (viii) below, study leave may be granted on full pay.
- (vii) The amount of scholarship, fellowship or other financial assistance that an employee, who have been 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 allowances on which the study leave may be granted.

The foreign scholarship/fellowship would offset against pay only if the fellowship is above a specified amount, which is to be determined from time to

- time, 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 will not be paid.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding two years, the 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 faculty shall be availed of at the discretion of the faculty. An employee 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.
 - (ix) An Employee granted study leave shall on his/her return and rejoining the service be eligible to the benefit of the annual increment(s) which he/she shall, however, be eligible to receive arrears of increments.
 - (x) Study leave shall count as service for contributory provident fund, provided the employee joins on the expiry of his/her leave.
 - (xi) Study leave granted to an employee shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction.
 - (xii) An employee availing himself/herself of study leave shall undertake that he/she shall serve the Institute for a continuous period as decided by the Management to be calculated from the date of his/her resuming duty after expiry of the study leave. However, this period shall vary on the basis of the duration of the leave with a minimum of one year and a maximum of five years.
 - (xiii) After the leave has been sanctioned, the faculty shall, before availing himself/herself of the leave, execute a bond in favor of the Institute, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and (xiv) below and give security of immovable property or a fidelity bond of an insurance company or a guarantee by a scheduled bank or of any kind of security to the satisfaction of the Institute and furnish security of two sureties one of which is a permanent faculty of the Institute for the amount which might become refundable to the Institute in accordance with the bond.
 - (xiv) The employee shall submit to the Director, the reports of progress in his/her studies once in every six months from his/her supervisor through the Director of the Institute. This report shall reach the Director within one month of the expiry of every six months of the study leave. If the report does not reach the Director within the specified time, the payment of leave salary may be deferred till the receipt of such report.

VIII. Sabbatical Leave for Faculty

- (i) Permanent faculty of the Institute, who have completed ten years of service may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the objective of increasing their proficiency and usefulness to the Institute and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty.
- (iii) The faculty, who has availed himself/herself of study leave, would not be entitled

to the sabbatical leave.

- (iv) The faculty shall, during the period of sabbatical leave, be paid pay and allowances at the rates applicable to him/her in line with the HR Policy of the Institute.
- (v) The faculty on sabbatical leave shall not take up during the period of that leave any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Institute may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the faculty shall be allowed to draw the increment on the due date. The period of leave shall also count as service for the purposes of contributory provident fund, provided that the faculty rejoins the Institute on the expiry of his/her leave.
- (vii) Execution of Sabbatical Leave shall be in line with policy of the Institute.

Note:

- (1) The program to be followed during sabbatical leave shall be submitted to the Institute for approval along with the application for grant of leave.
- (2) On return from leave, the faculty shall report to the Institute the nature of studies, research or other work undertaken during the period of leave.

IX. Maternity Leave

- (i) Maternity leave on full pay may be granted, to a woman faculty/employee who has completed one year of service, for a period not exceeding 180 days, and can be availed twice in the entire career. Maternity leave may also be granted in the case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman faculty/employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay or extraordinary leave but any leave applied for in continuation of maternity leave may be granted, if the request is supported by a medical certificate.

X. Paternity Leave

A male employee (who has completed one year of service) with less than two surviving children is entitled to Paternity leave for 15 days during the confinement of his wife, with a total duration of 30 days in the entire career. Paternity leave will not be debited to leave account and may be combined with any other kind of leave (as in the case of Maternity Leave). During Paternity leave, leave salary equal to the pay drawn before leave is admissible. Paternity Leave can be availed fifteen days before delivery or up to 15 days from the date of delivery.

F. Travels and Dearness Allowances (TA and DA)

For Institutional outside activities, TA and DA will be applicable as per norms approved by Management of the Institute.

- 15.** Provident Fund, ESIC and Gratuity for employees will be applicable as per rules and regulation by concerned competent authority of government of India.

Interpretation of Service Rules

If any question/conflict arises as to the interpretation of this Service Rules, the decision of Management shall be final and binding on all.

III. Welfare Facility

The institute is committed to provide such facilities, services, and amenities to employees with the objective to work in energetic surroundings conducive to work with high morale. The institute believes that welfare facilities help in creating healthy work environment and make employees' work life better and leads to qualitative output.

The following are some welfare facilities for teaching as well as non-teaching staff of the institute:

- Canteen
- Residence Facility (for Teaching Staff)
- Recreational Facility
- Facility of RO water at all blocks of the institute
- Uniform for Class IV Employees
- Birthday Celebration
- Common Room (for Female faculty members)
- Indoor Sport Facility
- Diwali
- Organizing tours for
- Provident Fund
- Gratuity
- Medical Leave
- Maternity Leave
- Study Leave
- Residence Facility
- Semester Break and Earned Leave
- Insurance

- Financial Assistance for FDP/ Workshop/ Conference
- Academic Leave
- Recreational Facility
- Staff Development Program (for non-teaching staff)
- Relaxation in the fees for students in sister concern institute (for non-teaching staff)

IV. Enterprise Resource Planning (ERP)

The institute provides the Enterprise Resource Planning platform to the employees to work efficiently in their core operations such as academic activities, leave records, pay slip, faculty attendance with log-in log-out times, grievance entry, official reminders etc. Institute is having Emperor Solutions' product Acc Soft 2.0 – ERP software for educational institution. ERP helps in reducing manual work so that people can increase their accuracy with productivity in their functional area. The faculty members and non-teaching staff are timely guided about the working of the software by the trained professionals provided by the company.

The ERP system shall have following modules:

Administrative Section

1. Fees Management
2. Accounts Management
3. Payroll Management
4. Material Management
5. User Management

Academics Section

1. Admission Management
2. Lead Management (Admission Enquiry Management)
3. Scholar Management
4. Attendance Management (Faculty, staff and students)
5. Library Management
6. Academic Management
7. Training & Placement

Value Enhancers

1. Bulk SMS
2. Cheque Print, Label print, Bar Code print, I-card print
3. Reminders from various Modules
4. Time machine attendance integration (ESSL)
5. Payment gateway integration (Any One Bank/Paytm)

Others

1. Scholarship Management
2. Mentor and Mentee Management
3. TC linking with Academic and Accounts records
4. Student Satisfaction Survey
5. Complaint Management / Grievance redressal mechanism
6. Court Case Management
7. Inter-departmental file movement (Inward-outward) - e-office.

Content Management

ERP System interface with the website of the Institute

Any other module proposed during customization, will be provided by Second party

V. Performance Assessment and Evaluation of Faculty Members and Non-teaching Staff

The institutional performance appraisal policy is designed to provide the constructive assessment of the employee. The assessment is bi-annual. The period is considered from July to December and January to June. The appraisal of the faculty member is derived from the regulating bodies and affiliated universities. The appraisal helps in planning and reviewing the performance of the employee. The salary, increments, promotions also planned as per the assessment of the employees. The format of the appraisal is different for the teaching and non-teaching employees.

At the joining, the faculty and staff member oriented about the Performance Appraisal System of the institute.

Objective

The performance appraisal system aims

- To assist employees in understanding the expected performance standards set for the assessment.
- To identify the development gaps and research capacity.
- To know the training and development needs for the employees.
- To provide performance review interaction to the employees so that they can improve their performance.
- To award and recognize the best performer.
- To increase and maintain job satisfaction.
- To provide feedback to employee on his or her performance.

Eligibility

The employee who completes six months from the joining the institute is eligible to fill the performance appraisal form.

Faculty members

At the end of the month of December and June, faculty members are required to fill a Performance Based Assessment System (PBAS) format by themselves first. The parameters such as academic, institutional building, extension activity, research, faculty development, conference / workshop/ seminar participation, participation as resource person, any achievement etc. defined in the format. The faculty members fill the form and enclose relevant information with the format. The form of each faculty member is further evaluated by the respective Programme Coordinator and Head of the Department. After the evaluation of the performance appraisal document, The Head of the Department prepare a summary of each employee's performance in a different format and submit it to the Administrative Office. Based on the remarks mentioned by HoD in the appraisal form, the Director of the institute reviews the performance of the employees. These recommendations further considered in the salary increment, incentives and promotion of the employees in future. All the appraisal forms and summary sheets maintained by the administrative office and its reference copy files in the individual faculty member and non-teaching staff personal file.

Non- teaching Staff

The performance appraisal system shall also be applicable for non-teaching staff of the institute. The assessment shall be bi-annual. The parameters have been defined in different categories of the appraisal form. The assessment of the performance shall be evaluated by the Administrative Officer of the institute. The assessment report shall be taken as reference for granting promotion and up- gradation for their career progression of the non-teaching staff members.

Non Compliance of the Performance Appraisal System

Failure in the compliance of the appraisal system may lead to the disciplinary actions. Any employee falls in refusing to follow the rules of the system will be treated under disciplinary actions. The management of the institution will be the sole authority to take the corrective or disciplinary action against the employee. All employees of the institute are mandatorily required to support and follow the implementation of the performance appraisal system. Any grievances from the employee side may be reported through the formal grievance redressal procedure.

Review of the Document

As per the amendments and improvement made by the governing, regulating or affiliated bodies, the policy may reflect the changes. The review, revision and amendments will be made by the higher competent authorities of the institute and will be informed timely to all the employees.

VI. Employee Grievance and Redressal Procedures

Grievance at workplace is inevitable and at the same time workplace needs a harmonious environment among the employees. To achieve this kind of environment, the institute designed a robust and unpretentious redressal system for the employees.

The institute believes in providing the fair, transparent, and healthy environment to each employee working in the institute. In order to ensure this environment, and preventing unfair practices, the institute provides the platform to the employee to register and record his or her complaint to the grievance redressal cell.

How employee can register his / her grievance?

An employee who is affected and going through the unfavourable circumstances related to or concerned with an official act or some inadvertences that may adversely marking as distress in the employment relationship, may register his / her complaint in writing to the coordinator, Grievance Redressal Committee. The Grievance Redressal Committee is communicated to all employees of the institute. The Grievance Redressal Committee is available on the institutional website.

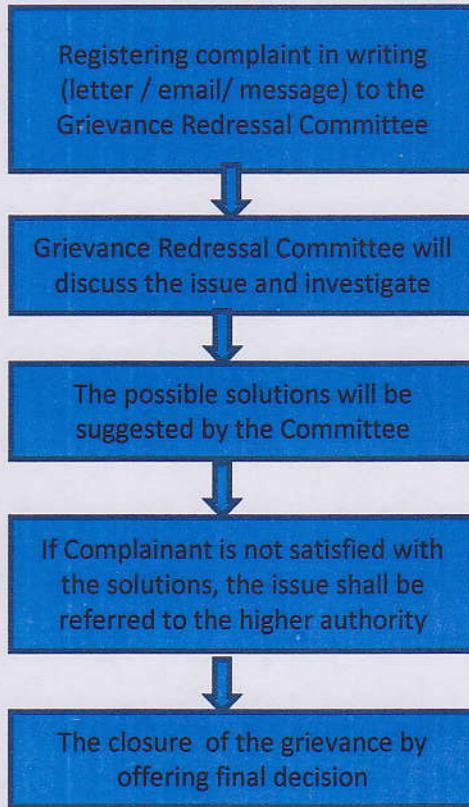
Complaint Records Maintenance


If an informal approach does not work then the complainant may lodge a complaint to the committee coordinator. The process of grievance handling shall be kept confidential. The coordinator of the committee keeps and files record of the registered grievances. The complaint with the complete report in the form of resolving and closing shall be forwarded to the competent authority for further decisions. However the registered complaint shall not exceed 30 days from the date of the receiving complaint from the complainant.

The employee whose complaint has not been dealt in time or the complainant is not satisfied with the solution shall reach to the higher authority and appeal for the same.

Process of Grievance Redressal

The following stages of the grievance process are as follows:




Director
Shri Vaishnav Institute of Management
INDORE (M.P.)