

HR POLICY MANNUAL



BLDE

(DEEMED TO BE UNIVERSITY)





B.L.D.E. UNIVERSITY

[Declared as Deemed-to-be- University u/s 3 of UGC Act, 1956 vide Government of India notification No. F.9-37/2007-U.3(A)]

The Constituent College

SHRI B. M. PATIL MEDICAL COLLEGE, HOSPITAL AND RESEARCH CENTRE
BLDEU/REG/HRP/2017-18/163D
November 30, 2017

NOTIFICATION

On approval of the Board of Management (BoM), in its 41st meeting held on November 25, 2017 and on approval Hon'ble Vice Chancellor, vide order no. 1106/1 dated. 16.11.2017 the Policy on Human Resource has been notified as follows:

1. Human Resource (HR) Policy.

The policy will be implemented with immediate effect.

REGISTRAR
REGISTRAR

BLDE University, Vijayapura.

Copy to:

- The Dean, Faculty of Medicine and Principal
- The Medical Superintendent
- The Finance Officer
- The Dean, R & D
- The Vice Principal
- The Controller of Examinations
- The Prof. & HOD, Pre; Para and Clinical Departments
- The Co-Ordinator, IQAC
- PS to Hon'ble Vice-Chancellor

Smt. Bangaramma Sajjan Campus, Sholapur Road, Vijayapur-586 103, Karnataka, India

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BLDE
(DEEMED TO BE UNIVERSITY)

HR POLICY MANNUAL

Approved by BOM
in its 41st Meeting.

A handwritten signature in blue ink, consisting of a stylized 'S' or 'D' shape followed by a vertical line.

HR POLICY MANNUAL**CONTENT**

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RECRUITMENT POLICY & PROCESS MANUAL

1. OVERVIEW

In line with our values of BLDE (Deemed to be University), we seek to recruit the most talented people. Our commitment towards excellence will be achieved by creating the opportunity for people to achieve their goals with BLDE (Deemed to be University).

Consistent with this approach is our commitment to equal opportunity. It is therefore the recruitment policy of University to appoint the best candidate for the position based solely on merit. Existing employees are eligible to apply for positions for which they consider themselves to be suitably qualified.

2. APPLICABILITY

This policy is applicable to all the unaided present employees and any new hires in the BLDE (Deemed to be University).

3. TYPE OF RECRUITMENTS

BLDE (Deemed to be University) has a range of programs in place aimed at attracting the highest caliber candidates. HR Committee manages all recruitment programs for the major institutions and provides advice and resource materials to other institutions.

- Entry Level – the entry point for people in profession
- Lateral Hires – Experience professionals
- Temporary Hires – Hire temporary resources to meet professional or faculty needs

4. SELECTION SUPPORT

Experience as well as entry level hires are managed either through firm's central recruitment committee. The central recruitment team will partner with the business to source and select the talented candidates.

5. BLDE & UNIVERSITY RECRUITMENT PROCESS

It is the basic policy of the university to select and place candidates on the basis of job related requirements, and to offer them maximum job satisfaction by placing them in positions where their ability, personal qualifications and interests can be developed to full advantage.

5.1 PROFILE SOURCING:

The following are the sources from which HR would support the sourcing of candidates:

- Advertising, in the press or posting in BLDE Website
- Internal referrals by employees
- Resource Management database
- External Consultants (only after exhausting all other sources of Sourcing profiles)

5.2 SCREENING OF PROFILES:

All the received profiles through any sources would be screened by the local HR member of the college and invite the shortlisted candidates for interview.

5.3 INTERVIEW PROCESS:

5.3.1 Human Resources interview

- HR member would invite the shortlisted candidate after the initial screening
- HR member to conduct first round of face to face interview and provide their feedback to the technical panel in an Interview assessment form and the Application form filled by the candidate.
- HR Member will inform the rejected candidates from this stage.

5.3.2 Technical Team interview

- For Teaching staff hiring the interview panel would consist of Head of the Department, Principal of the respective college & the Head HR
- For Non-teaching staff hiring the interview panel would consist of Principal of the respective college & local HR member.
- All the panel members have to record their feedback about the candidate in the Interview assessment sheet for the Records.
- The selected candidate documents should be shared with Head HR to decide on the final compensation for the candidate.
- Local HR member to complete the reference check as per the reference check questionnaire template.
- On successful completion of the reference check, the local HR member to make an initial verbal offer and upon acceptance the formal written offer is sent to the candidate.
- In case of any discrepancy in the reference check the HR member need to highlight the same to the Head HR.
- Based on the information received HR Head the principal to decide on the offer of the candidate.

6. OFFER & APPOINTMENT LETTER

- The selected candidate will be provided with an offer letter before joining. He/ she should accept the offer within 7 days of the receipt of the offer and revert with the confirmation of the joining date.
- The offer would automatically stand cancelled if no confirmation received from the candidate with the defined timeline as per the offer letter. Any deviations for acceptance of offer should be approved by the head IIR.
- The detailed appointment letter will be shared with the candidate on the date of his/ her joining.

7. JOINING FORMALITIES

- Joining formalities to be carried out for all the employees joining BLDE.
- Employee need to carry the original documents and the copies of those documents as mentioned in the offer letter to complete his/her joining formalities.
- The New joiner will be provided with a joining Kit by the HR Member with all the forms as mentioned below:
 - Joining Report
 - Employee Information Form
 - ID Card Form
 - PF Form 11 (PF Declaration Form)
 - PF Form 2 (PF Nomination Form)
 - ESI Form 1 (ESI Declaration and Nomination Form)
 - Gratuity Form F (Nomination Form)
 - Confidentiality Agreement
 - Bank Account Form
 - Any other Agreement / bound of undertaking standard for employees
- New joiner needs to submit the below mentioned documents mandatorily to complete their joining formalities:
 - Acceptance of Offer letter
 - Educational Qualification documents
 - Relieving letter/ Experience letter of last company (or all companies with whom he has worked)
 - Photographs (3-5 depending upon your requirement)
 - Permanent Address proof
 - Pan & Aadhar card
 - Present / communication address proof
- The new Joiner should complete all the above mentioned forms and submit to HR member on the day of their joining the.
- The local HR member should create a mandatory personal file for every employee with all the documents above submitted by the employee as well as the list of documents collects during the phase of his / her employee, which are mentioned below:
 - Copy of resume
 - Resource requisition form
 - Employment application form
 - Interview assessment sheet
 - Salary proof of last company

8. EMPLOYEE REFERRAL PROCESS:

As an organization we value our people and we trust that our employees understand the need of the and would refer better candidates for any open vacancy at the.

- Every employee is eligible to refer their known people to the organization.
- Every profile received through referral, will have to go through the regular process of screening to understand their suitability for the vacancy they have been referred.

9. RESOURCE MANAGEMENT PROCESS:

- The complete employee database will be maintained at the level with each and every employee's role and the skill set.
- At the time of any vacancy, the employee database will be scanned through to check for any immediate resources to fill the vacancy
- The employees can also apply themselves for any vacancy within the organization.
- Every profile received for employees for the vacancy, will have to go through the regular process of screening to understand their suitability for the vacancy and transfer. (for Details refer Transfer policy & Process document)

10. EXTERNAL CONSULTANTS:

- External consultant should be empaneled with the BLDE for providing the consulting services.
- BLDEA should shortlist the consultants based on their, area of expertise and costing for any hiring.
- HR Members to take approval from HR Head before sharing any requirements with the consultants for sourcing the profiles.

11. RE- EMPLOYMENT OF FORMER EMPLOYEES:

A former employee of the company may be re-employed if there is a need of his service based on age criteria, except in cases where former employees has been terminated for cause. Clearance must be sought from Head HR of the.

12. EMPLOYEMENT CONTRACT

The employment contract refers to any legally binding document which contains the terms and condition of employment.

All employees shall be hired under written Employment contract that shall be signed by an authorized University representative

- a. The employment contract is for a fixed term or an indefinite period.
- b. Either party will advise the other of his desire to terminate the Employment contract, with at least 3 months advance notice.
- c. Employment Agreement
 - An employment contract describing the terms of employment will be sent by HR Member to the candidate for his/ her acceptance.

- d. Effective Date of Employment Contract
 - The effective date of Employment Contract of an employee shall be the date on which he reports for duty.
- e. Cancellation of Employment Contract
 - The Employment contract shall be cancelled if the potential employee has not commenced work within 5 working days from the date stated in the Employment Contract, without a reason acceptable to the University.

13. CONFIDENTIALITY AGREEMENT

All employees are required to sign a confidentiality agreement upon acceptance of employment

14. RECRUITMENT EXPENSE REIMBURSEMENT

The University shall not compensate the candidate for the time spent in travelling to and from for the interview.

15. CHANGES IN EMPLOYMENT STATUS

Changes in Employment status or the status of the family members (For nomination updates) should be reported to **HR Member of University** by completing the Universities “Update of Employee’s personal records from within one month.

16. RESPONSIBILITY MATRIX:

Responsibilities	Prepared by	Reviewer	Approver	Timelines
Preparation of Manpower budget	College HR Committee	College Principal	BLDEA & BLDEU HR & Management Team	Once a year
Raising Resource Requisition	Respective HOD	College Principal	Head HR	Whenever hiring to be initiated
Defining Job Descriptions	Respective HOD	College Principal	Head HR	Whenever hiring to be initiated
Offer Letter	Local HR Coordinator	Head HR	Head HR	Whenever hiring initiated
Joining Formalities	Local HR Coordinator	College Principal	Head HR	Whenever hiring to be initiated

BLDE (Deemed to be University)		Version 1	
Human Resource Requisition Form			
Tick “ √ “ wherever applicable			
1. Nature of Job Position :			
Position :		Branch :	
Reporting Manager :		Department :	
Position Cost GROSS :			
2. Type of request :			
Replacement		Budget Addition	
Reason for Replacement			
Transfer	Termination	Resignation	
If others, Specify			
In case of replacement, add the details of person being replaced			
Name of the employee to be replaced			
Last Working Day			
Last Salary Paid (Gross)			
3. Job Description (Please provide the complete Responsibilities of the position)			
4. Requisition request by		Approved By	
Department Head	Principal	University Head	
Date	Date	Date	
5. Official Use (To be filled by HR Only)			
Cost centre			Remarks
Date of Requisition			
Date of Position Fill Up			
HR Manager Review and Date			

Version 1.0

APPLICATION FORM

Please fill in the details with utmost attention, as these shall be verified BLDE (Deemed to be University) and/ or by its authorized representatives.

All details are compulsory.

PERSONAL DETAILS				
Name of Applicant:		First Name	Middle	Last Name
Date of Birth (dd/mm/yy):		Place of Birth:		
Sex:		Nationality:		
Father's Name:		Passport No.:		
Marital Status:		PAN No.:		
Home Phone:	Office Phone:		Mobile:	
RESIDENTIAL ADDRESSES				
PERMANENT ADDRESS:				
City:		State:		
Pin:		Phone No.:		
Duration of Stay: From (mm/yy)		To (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)	
CURRENT ADDRESS:				
City:		State:		
Pin:		Phone No.:		
Duration of Stay: From (mm/yy)		To (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)	

EDUCATION DETAILS							
QUALIFICATION	NAME & ADDRESS OF SCHOOL / COLLEGE / INSTITUTE	NAME & ADDRESS OF BOARD / UNIVERSITY TO WHICH THE SCHOOL / COLLEGE / INSTITUTE IS AFFILIATED TO	COURSE ATTENDED <i>(MORNING/ EVENING/ CORRESPONDENCE)</i>	MARKS (%) CGPA & CLASS YEAR OF ENROLMENT (MM/YY)	DATES ATTENDED		ROLL NUMBER/ REGISTRATION NUMBER/ EXAM SEAT NUMBER
					YEAR PASSED (MM/YY)		
SSC (X TH GRADE)							
HSC (XII TH GRADE)							
GRADUATION							
DEGREE:							
DISCIPLINE:							
POST GRADUATION							
DEGREE:							
DISCIPLINE:							
ANY OTHER							

HR POLICY MANNUAL

EMPLOYMENT RECORD: Starting with your present or most recent employer, please list last 3 employments. Complete and accurate dates (month/year) must be provided.			
CURRENT EMPLOYER:	Employee Id:	From (mm/yy):	To (mm/yy):
Street Address:		Employer's Phone No.:	Fax No.:
City:	State:	Country:	Postal Code:
Job Title:		Reason for Leaving:	
Employment Status: <i>(Please check the relevant box)</i> <input type="checkbox"/> Full Time <input type="checkbox"/> Contract / Through Outsourcing Agency <i>Outsourcing Agency Details:</i> Name: Address: Tel No.:	Department Head Details:		
	Name:		
	Title:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		
	HR Manager's Details:		
	Name:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		

EMPLOYER 1:	Employee Id:	From (mm/yy):	To (mm/yy):
Street Address:		Employer's Phone No.:	Fax No.:
City:	State:	Country:	Postal Code:
Job Title:		Reason for Leaving:	

Employment Status: <i>(Please check the relevant box)</i> Full Time Contract /Through Outsourcing Agency <i>Outsourcing Agency Details:</i> Name: Address: Tel No.:	Department Head Details:		
	Name:		
	Title:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		
	HR Manager's Details:		
	Name:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		

EMPLOYMENT RECORD CONTINUED:			
EMPLOYER 2:	Employee Id:	From (mm/yy):	To (mm/yy):
Street Address:		Employer's Phone No.:	Fax No.:
City:	State:	Country:	Postal Code:
Job Title:		Reason for Leaving:	
Employment Status: <i>(Please check the relevant box)</i> Full Time Contract /Through Outsourcing Agency <i>Outsourcing Agency Details:</i> Name: Address: Tel No.:	Department Head Details:		
	Name:		
	Title:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		
	HR Manager's Details:		
	Name:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		

HR POLICY MANNUAL

PROFESSIONAL REFERENCES: (PLS DO NOT MENTION ANY REFERENCES FROM YOUR CURRENT EMPLOYER)			
PARTICULARS	REFERENCE 1	REFERENCE 2	REFERENCE 3
Name			
Organization			
Designation/Position			
Your reporting relationship to the Reference			
Landline No.			
Mobile No.			
Email Address			

INFORMATION RELEASE AUTHORIZATION

I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may disqualify me from employment and /or result in termination of employment.

I understand that **BLDE (Deemed to be University)** may request a verification of information provided by me and /or background check of BLDE / University for this purpose.

I further understand that the results of verification and checks and any records made out of that information will be used for employment purposes only and will not be given to unauthorized persons.

I authorize **BLDE (Deemed to be University)** to conduct a verification and background check including but not limited to the verification and check of information and references stated by me in this application for the consideration of **BLDE / UNIVERSITY** to be used only for my employment purposes.

I also authorize all the concerned persons, authorities, organizations, their employees, agents or authorized representatives, whether named in the application or not, to release the information in their knowledge / possession / records relevant to my employment.

In the event that **BLDE (Deemed to be University)** and /or its agents are unable to verify any information and references stated in this application, it is my responsibility to furnish the necessary documentation in support of that information.

I fully understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time and my employment decision will always be at the sole discretion of **BLDE (Deemed to be University)**.

I have read, understood, and by my signature consent to these statements.

I authorize BLDE (Deemed to be University) to contact my present employer. Yes No

SIGNATURE:	
	DATE:
NAME (IN BLOCK LETTERS):	

DOCUMENTS REQUIRED (COMPULSORY)
Completed & Signed Application Form with Information Release Authorization
Copy of Relevant Education Certificates
Copy of all past Employment Experience / Relieving Letters / Salary Slips/last increment letter (including current/latest employer stated in the application form)

INTERVIEW REVIEW SHEET

Candidate Name

Date of interview

Position

Dept.

Interviewer Name

Tick " v " wherever appicable

Final Review		Excellent	Good	Satisfactory	Average	poor
Commnication Skills (Verbal, Written, Listening)	HR					
	Interviewer					
Aptitude / Personality	HR					
	Interviewer					
Behaviour / Attitude						
Responsiveness						
Job Knowledge						
Leadership Skills						
Learning Ability						
Technical / Demonstration Skills						

Remarks :

Selected		HOLD		Review		Rejected	
-----------------	--	-------------	--	---------------	--	-----------------	--

HOLD Reason :

Review Reason and date :

Rejected Feedback :

Joining Date :

Final Salary Fixed Gross :

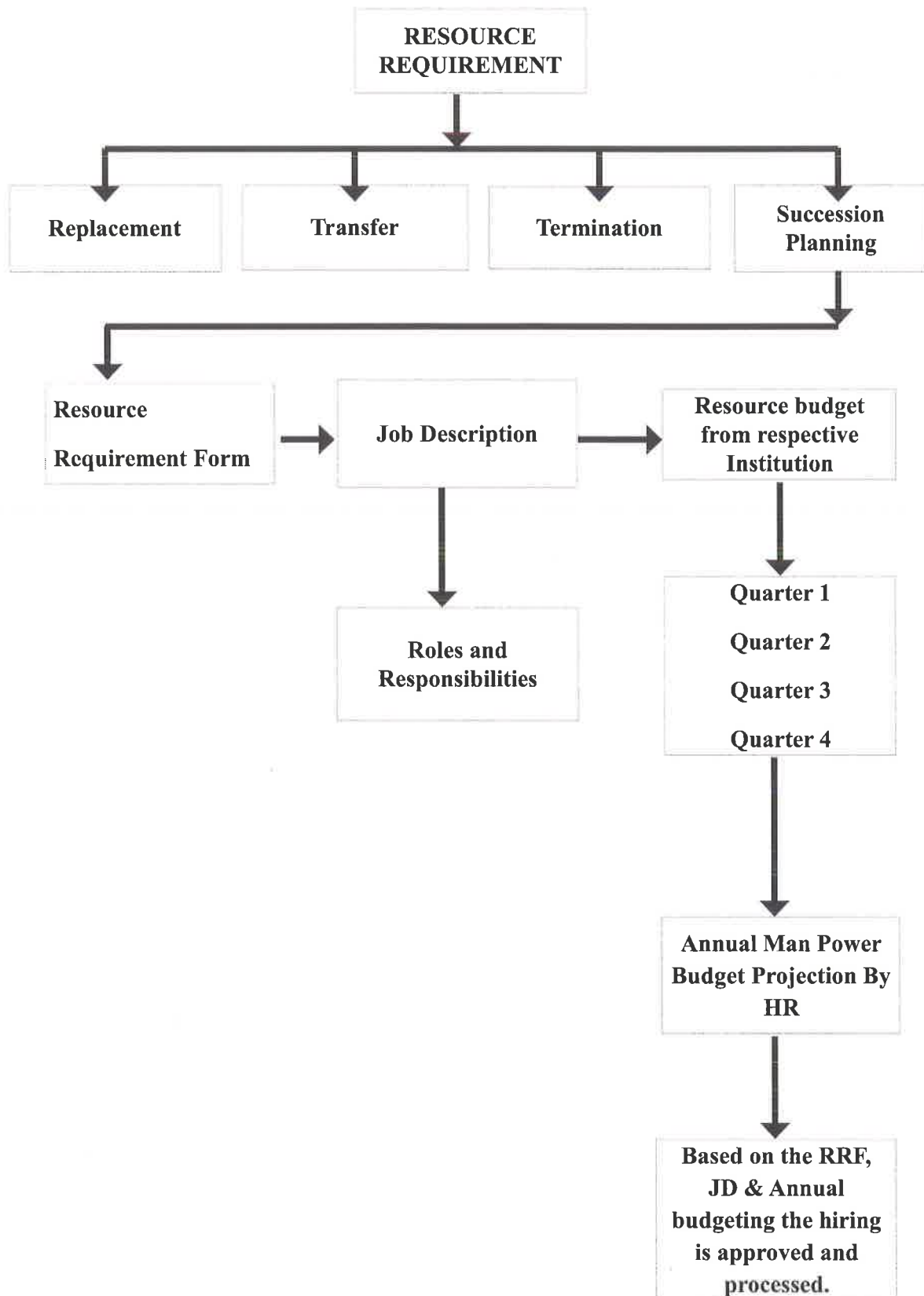
Posting At :

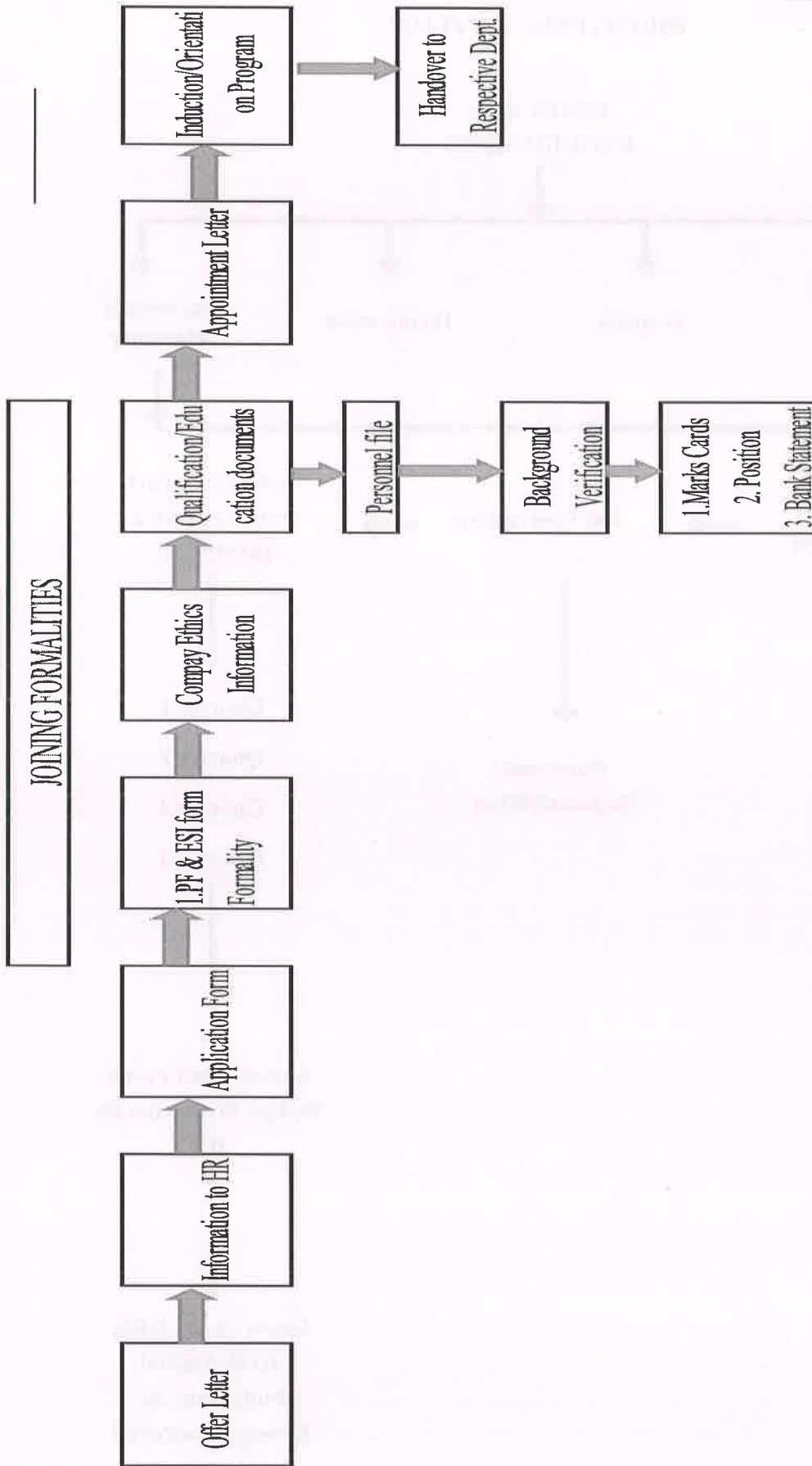
Signature with Date

Department Head	Principal	Association Head
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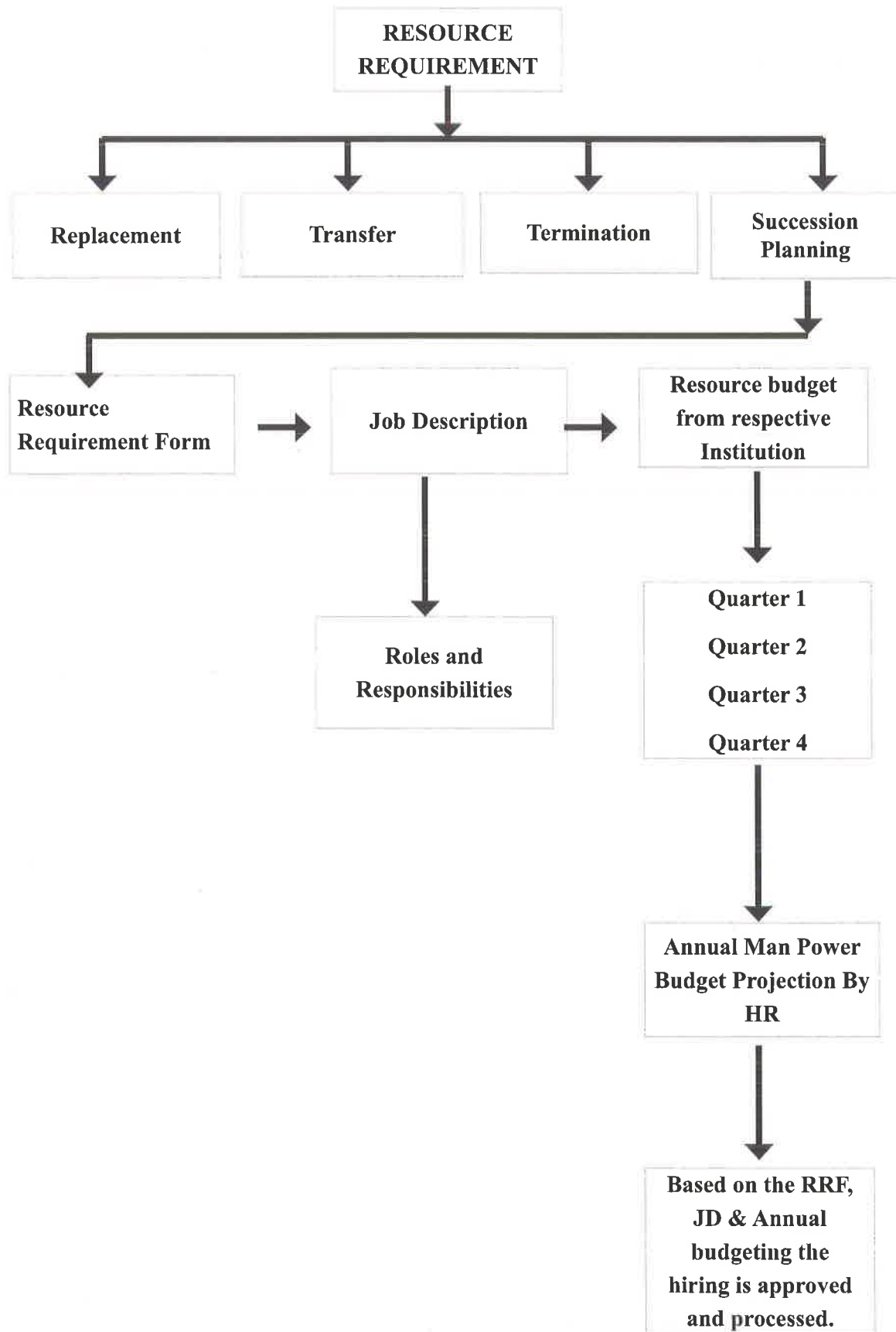
BLDE ASSOCIATION/UNIVERSITY	VERSION 1.0
INTERVIEW FEED BACK FORM	
Candidate Name :	
Position applied For and Dept. :	
Date of the interview :	
Preliminary and skill Test round Details	
Interviewer Name : Date of Interview :	Interviewer Signature : Interview Location :
Demonstration/Technical Round Details	
Interviewer Name : Date of Interview :	Interviewer Signature : Interview Location :
HR Round Details	
Date of Interview : Interviewer Name :	Interview Location : Interviewer Signature :

PROCESS FLOW CHART





HIRING PROCESS FLOW



**POLICY ON CONFIRMATION, EXTENSION AND TERMINATION
OF PROBATIONARY APPOINTMENT OF UNIVERSITY**

1. PURPOSE

- a. To assist an employee to develop his/her career in a manner which is both personally satisfying and consistent with the needs and goals of BLDE (Deemed to be University)
- b. To provide with an opportunity to assess the performance and future potential of the employee before deciding whether or not to confirm the Appointment.
- c. To help identify the employee's training and development needs and provide appropriate development activities to assist in achieving his/her full potential.

2. APPLICABILITY

This policy covers all the areas for confirmation, extension of probation or termination of the probationary appointment of Teaching / Non-Teaching Staff.

3. GUIDELINES:

- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation to confirmation process will attract no increment. Exception to the remaining people who have joined before roll out of this policy or as per norms.
- Probation Period can be extended maximum for a period of up-to 6 months.
- For further extension, management will review the case and use its own discretion.
- The employee will be eligible for performance appraisal increment only when she/he is confirmed.
- During the probation period, employee will be eligible for one leave month on month as per the leave policy

4. EXTENSION OF PROBATION PERIODS

- a. The probation period of a Senior Professional staff or of a Management Staff on a fixed term of probation cannot be extended.
- b. HR Head may, at their discretion or at the written request of a reporting Reporting Authority with reasons for extension, extend the probation period of a continuing professional staff once only for a maximum period of six months.

5. PROBATION CRITERIA

- a) The head of Institution will ensure that probation criteria are:
 - Specified as definable goals
 - Related to the Job Description for the position
 - Related to the level and time frame of the appointment of the employee

- Designed to ensure that the employee works productively in the University.

6. REPORTING AUTHORITY ROLE

A. The employees reporting Reporting Authority in the first weeks of employment:

- a. Clarify probation criteria established in the contract of employment
- b. Introduce the employee to the Performance Development Framework and clarify objectives and performance indicators and establish a development plan consistent with probation criteria.

B. The employees Reporting Authority will be at regular intervals or as necessary during the probation period:

- Meet the employees to monitor and discuss progress against objectives, and provide reasonable coaching and counselling wherever necessary.
- Provide reasonable training and professional development to support the employee undertake the role.
- Document progress against objectives.
- Alert the employee to the possibility of termination if it appears that the criteria are not being met and support the employee in achieving the required performance.

7. REVIEWS

- i. There shall be a minimum of two formal probation review/interviews during the probation period, one around mid of the appointment and the final review at the beginning of the final month of the employee's probationary period.
- ii. Human Resources will advise departments regarding dates for formal reviews as early as possible after the employee has started work at / University. Departments will be sent email reminders one month prior to the due date to conduct the review.
- iii. Formal reviews/interviews should be set up in advance so that both parties have time to prepare for them and to ensure that meetings remain free of interruptions.
- iv. Reporting Principal are advised to hold frequent informal meetings with their employee in order to ensure a good working relationship and feedback on the employee's progress. The frequency of these meetings should be determined locally according to the needs of the employee.
- v. Any difficulties should be addressed as early as possible and reported to a HR Head as soon as possible (i.e. it is not necessary to wait for the next formal review).
- vi. As part of the review, head of the institute should:
 - a. Praise good performance/achievements
 - b. Review timekeeping/attendance, including sickness absence.
 - c. Discuss the employee's performance to-date against the objectives set at induction.
 - d. Review/agree training/development needs, if necessary
 - e. Provide constructive feedback on progress

- f. Identify aspects of performance/conduct that need improving.
- g. Explore problems the employee has encountered in their role.
- h. Provide guidance/support as appropriate, e.g. mentoring,
- i. Introduce/agree any changes to the objectives set.
- j. Set next review meeting (if applicable).
- k. It is the Reporting Reporting Authority responsibility to ensure that reviews are conducted within the timescale described in this policy and that HR is supplied with the appropriate documentation as soon as possible thereafter. If any issues or concerns are identified, Principal should seek advice from the HR Head.
- l. Written documentation is crucial to the probation as it will provide very helpful information for the forthcoming staff development review process when the probation period is completed successfully. Equally, it will indicate clearly the reasons why an appointment is not to be confirmed in the case of unsuccessful probation.
- m. During the final review, discussions should be held between the employee and their Reporting Reporting Authority about setting objectives and an individual development plan to be reviewed at their first appraisal meeting.

A probation form (made out of two sections – one for each stage of the process) should be completed to record details of each review (including agreed objectives and set review dates) after each formal meeting.

The form shall be completed by the Principal and signed by all the parties including local HR. In case of any concerned cases or grievances, local HR to inform the matter to Head HR and take their support in addressing the issue.

The form/appropriate section should be completed, signed and forwarded to the Human Resources Department within 10 working days of the meeting.

8. CONFIRMATION OF APPOINTMENT

- (a) If the employee's performance, conduct, timekeeping and attendance have been satisfactory and fully meet universities expected standards for the relevant grade/post, the Principal shall complete the probation form appropriately and recommend that the appointment should be confirmed.
- (b) Employees will be advised in writing of the successful completion of their probation period

9. DEALING WITH UNSATISFACTORY PERFORMANCE

- (a) Reporting Authority should seek advice from their designated senior member of the HR HEAD whenever an employee's performance/conduct gives cause for concern when problems first arise. If appropriate, the HR Head may be present at formal hearing reviews.
- (b) Where problems with meeting the appropriate standard(s) are highlighted and/or needs for relevant training identified, appropriate opportunity/support shall be provided to improve performance.

(c) The Reporting Authority shall meet formally with the employee to:

1. Discuss any problems identified;
2. Explain what aspect of the work/conduct is not considered satisfactory
3. Explain which objectives/standards are not met and the shortfall between standards and timescales expected of the employee and those achieved;
4. What remedial guidance and training will be provided;
5. Give clear early warnings of what may happen if required standards are not met;
6. Give unambiguous indication of any necessary improvements.
7. Agree a course of remedial action and timescales.
8. Record the outcome of the meeting in writing and give a copy to the Employee
9. If the required standards are not met the disciplinary procedure may be invoked.

10. EXTENDING OF PROBATION PERIOD

Exceptionally, BLDE (Deemed to be University) reserves the right to extend the probation period for the following reasons / under guidelines of Bye-Laws, UGC & MCI guidelines:

- The new employee has not performed to the expected standards of performance/conduct but there is evidence that the performance/conduct is likely to improve given the extra time.
- Due to the new employee's sickness or other authorised absence, it has not been possible to adequately assess the employee's performance. The probation period will not normally be extended if the period of absence relates to a disability or maternity leave. In this regard, due cognizance will be taken of University's obligations under the Disability Discrimination Act and Maternity provisions within the Sex Discrimination Act.

Advice should be sought from the designated Human Resources Head for your area. Where the probation is extended, the following must be discussed between the Principal and employee:

1. Reasons for the extension.
2. Length of the extension period.
3. Assistance/training that will be given during the period of extension.
4. Areas for improvement and indication of how these will be monitored and measured.
5. Appointment will be terminated at the end of extension period if the employee fails to meet standards of performance expected for their grade/post.

Any extension of the probation period will not exceed six months.

During the last month of the extended period, the Reporting Authority and their employee will meet formally to review progress.

During the extension Probation period, the employee will not be eligible for any increments

If progress and performance/conduct are satisfactory at the end of the extended period, the Principal will recommend that the appointment should be confirmed and will complete the probation form as appropriate.

The employee will be advised in writing of the successful completion of their probation period.

If progress is still considered unsatisfactory, the Reporting Authority will inform the employee and make a recommendation that the appointment be terminated.

11. TERMINATING THE APPOINTMENT

Where an employee fails to achieve the expected standards of performance/conduct, for their grade/post, this shall result in the appointment being terminated, subject to notice or where appropriate, pay in lieu of notice.

- (a) Prior to the final review meeting the employee will be informed in writing at least five days prior to this meeting:
 - That this meeting constitutes the final review
 - It will specify the areas where performance/conduct is not reaching the required levels
 - It will specify the date, time and location of the review
 - It will also state that the outcome of the review could be termination of the appointment.
- (b) At the review meeting or extended probationary review meeting, it is the responsibility of the Principal conducting the review to:
 - Ensure that the necessary investigations have been carried out;
 - Ensure that the meeting is conducted fairly, in line with this procedure
 - Ensure that, as far as possible, all relevant facts relating to the issues come out at the meeting;
 - Decide what action, if any is reasonable and necessary based on the facts.
- (c) If the appointment is terminated employees will be advised in writing that the appointment shall be terminated, inform them of their last date of service and of their right to appeal against the termination. Reasons for such a decision must be clearly explained to the employee and put in writing within three working days of the meeting. A copy of this letter must be sent to the Human Resources Department before the end of the probation period (or extended period).
- (d) If the appointment is not terminated the employee will be informed in writing as to the outcome of the meeting and any further action that will be taken.
- (e) A decision to dismiss would not normally be expected unless problems had been identified at an earlier stage and appropriate formal corrective action taken at that time.

12. DEFINITION OF TERMINOLOGY

- ✓ **Confirmation:** Process through which the probationer is declared permanent into the post he/she holding, after a period of 24 months on the basis of satisfactory performance and conduct keeping with applicable legislation and regulations.
- ✓ **Area:** The term area means the relevant Academic or Service Department.
- ✓ **Probationer:** This term refers to members of staff newly appointed to BLDE (Deemed to be University) and subject to a probation period.
- ✓ **Appointment:** Hiring of employee/ educator on permanent or contractual basis.
- ✓ **Termination:** Stoppage of an activity or end of employment
- ✓ **Reporting Authority:** The Reporting Authority will be the individual nominated by the Chief of Administrative Officer and Chief of Operations to have supervisory responsibility over the employee on probation.
- ✓ **Principal:** Head of Academic Department or Centre; or equivalent.
- ✓ **Head of Service Area:** Head of the Department
- ✓ **Transparent:** Processes that are clearly defined, easy to understand and which are open to scrutiny.

13. PROBATION FORM

PART 1 – Introductory meeting

This process should be completed by the Reporting Authority within a week of the employee commencing work at BLDE / University. Please ensure that the employee is given a copy of this document and keep a copy as you will need it to monitor progress against set objectives at follow-up meetings.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

Training Needs Identified

(Reporting Authorities are responsible for ensuring that employees receive the appropriate training Courses)

List Below Training Need Identified	Method of Training (External/Internal)	Booked on:	Completed

Probation form

PART 2 – First review

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended*: indicate number of months: (**max 6 months**)
- The appointment should be terminated*

* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions

Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) Signature

Name (Employee) Signature

Date review completed:

Name (Reporting Authority of the institution) Signature

Checked by HR Head:

Probation form

PART 3 – Second Review

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended*: indicate number of months: (**max 6 months**)
- The appointment should be terminated*

* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions

Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) Signature

Name (Employee) Signature

Date review completed:

Name (Reporting Authority of the institution) Signature

Checked by HR Head:

Probation form

PART 4 – Extension of Probationary Period Final review

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee's attendance Satisfactory	Yes/No		
Is the employee's timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee's performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended*: indicate number of months: (**max 6 months**)
- The appointment should be terminated*

* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions

Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) Signature

Name (Employee) Signature

Date review completed:

Name (Reporting Authority of the institution) Signature

Checked by HR Head:

Probation form

Probation record

Name of Employee		Date of Appointment	
Area		Position	
Name of Reporting Authority		Length of Probation	Month/Years
Introductory Meeting Due		Introductory Meeting Completed	
First Review Due		First Review Completed	
Second Review Due		Second Review Completed	

OBSERVATIONS		
State specific observations about the Appraiser on their strengths and areas need to be improved.		
Sl NO	Major strengths consistently displayed	Areas that need improvement
1		
2		
3		
4		
5		

CONFIRMATION			
Status	Confirmation	Separation	
Remarks on Confirmation/ Separation			
Exceeds Expectation, Meets Expectation & Improvement Needed - Confirmation, and Below & Doesn't meet expectations- Separation.			

SIGNATURE	
Appraiser	Reviewer
Appraiser	Head- Human Resources

ANNEXURE 1

REGULARIZATION REVIEW FORM			
BASIC INFORMATION			
Employee Name			
Employee ID No:			
Unit			
Location			
Probation Period	From:	To:	
POSITION DETAILS			
Department		Designation	
Grade			
Reporting to			
SCORE BOARD			
<p>Exceeds expectations : “5” Meets expectations: “4” Improvement needed: “3” Below expectations: “2” Doesn’t meet expectations : “1”</p>			
<p>State specific goals/key job responsibilities handled & the status of the accomplishment by the new employee during the period and rate the performance in a rating scale of 1 – 5</p>			
Sl. No.	Goals / Keys Job Responsibilities	Status of Achievement of Goals / Key Job Responsibilities (To be filled by Appraisee)	Score (1-5) Reporting Manager Score
1		.	
2		.	
3		.	
4		.	
5		.	

REPORTING MANAGER OBSERVATIONS

State specific observations about the Employee on their strengths and areas need to be improved.

SI No.	Major strengths consistently displayed	Areas that need improvement (For Training Need Analysis)
1		
2		
3		
4		
5		

REGULARIZATION

Status	Regularization	Separation
Remarks on Regularization/ Separation		
Exceeds Expectation, Meets Expectation & Improvement Needed - Confirmation, and Below & Doesn't meet expectations- Separation.		

SIGNATURE

Employee		Reviewer	
Reporting Manager		Head- Human Resources	

LEAVE POLICY

1. OBJECTIVE

To communicate the leave entitlements and provide guidelines for availing these leave.

2. APPLICABILITY

- a) All the teaching and non-teaching staff on the permanent roles or probation services and Contract Faculty in University.
- b) The policy does not include any part time employee or consultants.

3. RESPONSIBILITIES

a) Management Team

Management is responsible for the review and approval of the requests for leave submitted by employees.

b) Human Resources Department

The Human Resources Department is responsible for:

1. Administering the leave schedules like Casual Leave, Earned Leave, Commuted Leave and special leaves, and enforcing controls for their application.
2. Advising management on changes and updates to leave policies on a periodical basis
3. All full time institution employees are entitled to pay Earned Leave based on length of service.
4. Employees under probation and Contract faculties are entitled for one day leave per month until their services are confirmed by the University respectively.
5. Application of Earned Leave/Commuted Leave should be submitted to management one week in advance
6. For any kind of leave applied, employee has to coordinate make an alternate arrangement for his/her work for the period of leave

4. TYPES OF LEAVE:

A. LEAVE TREATED AS A DUTY

1. Casual Leave (CL)
2. Special Casual Leave

B. LEAVE EARNED BY DUTY

1. Earned Leave (EL)
2. Commuted Leave

C. LEAVE NOT DEBITED TO LEAVE ACCOUNT

1. Study Leave: For Academic pursuits
2. Maternity Leave: Leave On ground Of Health

5. GUIDELINES FOR EARNED LEAVE, COMMUTED LEAVE , CASUAL LEAVE, DUTY LEAVE and STUDY LEAVE

A. Eligibility for Earned Leave

- a) All permanent Teaching Employees are entitled to 10 working days of Earned Leave per calendar year(Vacation Employeecs).
- b) Principal and Administrative officer are eligible for 30 EL(NonVacation Employees)
- c) All permanent Non-Teaching are entitled to 30 working days of Earned Leave per calendar year (Non Vacation Staff).
- d) The accounting period for leave is January to December.
- e) Leave will be accrued on monthly basis at the start of the month as mentioned in the table below; however the opening balance of previous year shall be accounted on January 1st of each year.
- f) Any Teaching or Non-Teaching employees joined on or before 15th of the month would be eligible for entire months leave credit.
- g) Teaching or Non-Teaching employees joined on or after 16th of the month would be entitled for a half credit of the leave for that particular month.
- h) Maximum leave can be applied at a time for Vacation staff is 5 days for every half yearly and Non Vacation Staff is 15 days for every half yearly.

B. Eligibility for Casual Leave

- a. The teaching or Non-teaching employees shall obtain permission for casual leave ordinarily before the day from which it is required. In exceptional Circumstance where application of casual leave cannot be submitted before it begins, the staff shall apply for ex-post-facto sanction within three days after resuming on duty. However a message should be sent to the principal even though prior approval is not obtained
- b. The employees shall not be entitled to not more than five days casual leave at a time
- c. Casual leave cannot be combined with any other kind of leave
- d. The competent authority may grant leave without pay of shorter duration to the employee if no casual leave is available
- e. Casual leave can be combined with Special Casual Leave
- f. Maximum leave can be applied at a time is 7 days for every half yearly

C. Eligibility for Commuted Leave

The employees may avail himself of commuted leave on half pay at his credit on the following condition, namely

- a. The employees shall be entitled to the leave on half pay to the extent of 20 days for every completed year of service.
- b. The leave on half pay due may be granted to the staff on medical ground. The leave re-

requested on medical ground shall be supported by the certificate from medical authority and submitted to HR Coordinator

- c. The commuted leave shall be debited to the account of the leave on half pay at the rate of twice the number of days leave actually availed off.
- d. Provided the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of Service.

D. Eligibility for Special Casual Leave

Special Casual Leaves can avail by teacher for attending conferences, seminars, workshops, symposia which are organised by academic bodies under guidelines & approval of Reporting Authority

Special Casual Leaves can also be used for attending university board assignments, council, inspections etc. Accordingly employee has to submit the attendance certificate for the same

E. Eligibility for Study Leave: (Academic pursuits)

The teacher shall be eligible for full pay study leave in the following manner:

1. The study leave to the teacher shall be sanctioned by the Board of Management on the recommendation of the Reporting Authority.
2. The study leave with full pay may be granted to the teacher who is confirmed in his post and who has teaching experience of not less than three years. Provided that the teacher who once avails of study leave shall not be eligible for such a leave again unless he works for the period of three years after availment of the study leave. For any kind of leave one has to make an alternate arrangement for his/her work for the period of leave.
3. The study leave at the discretion of the Board of Management shall be sanctioned to the teacher for undertaking specialized training or research within India in his subject which shall either be useful to the teacher or to the or University; Provided that, such study leave sanctioned to the teacher shall not be more than twelve months for or time duration of the course; Provided further that, if study leave is sanctioned to the teacher, then no substitute appointment shall be made against such vacancy and work load of such teacher shall be equally distributed amongst the teachers working in the Department.
4. The teacher shall apply for study leave to the Reporting Authority at least six months in advance and with the details such as nature of studies to be undertaken, duration, permission letter of the authority where the teacher intends to work etc. through his Head of the Department and Principal who will make the alternative arrangements for his teaching work.
5. If the teacher is awarded short term fellowship by University Grants Commission or any other funding agencies within India or abroad; he shall be eligible for full pay study leave subject to the second proviso of the clause (3) above.

6. The study leave shall not be granted to more than one teacher in the Department at a time.
7. The teacher who is granted study leave shall enter into an agreement to serve the University for at least ten years.
8. The teacher shall refund the salary with interest to the University, earned during the period of the study leave, if he does not re-join his duties immediately after availing of the study leave, does not comply with the terms and conditions as laid down in the agreement.
9. The study leave granted to the teacher shall not be debited to any leave account.

Leave Entitlements for BLDE (Deemed to be University)

Leave entitlements for Teaching Staff and Non-Teaching Staff:

Type of Leaves	Entitlement for the Year
Earned Leave	30 Days
Casual Leave	15 Days
Commuted Leave	10 Days
Duty Leave	15 Days
Study Leave	Up-to 24 months

F. ELIGIBILITY TO AVAIL LEAVE DURING PROBATION

- i) The eligibility for leave is from the date of joining, however, the entitlement to avail Leave is only upon confirmation.
- ii) Teaching Staff on probation are entitled for availing one day of leave per month and Non-Teaching staff on probation are not entitled to avail leave. Except for meeting the exigencies like natural calamities or situations beyond control (like - illness or injury of severe nature)

G. DISCRETION TO APPROVE LEAVE.

For Permanent staff

1. Teaching and Non-Teaching Staff who are in confirmed services may avail leave based on the Monthly accruals during their first year of service. In case of any exigency to be met. The individual may apply for advance leave which shall not exceed the entitlement up to December.
2. Teaching and Non-Teaching staff are encouraged to plan their long leave periods well in advance (leave exceeding or equal to 5 continuous working days).
3. Teaching and Non-Teaching staff wishing to change their approved planned leave dates must notify their respective reporting Authorities.
4. The University reserves the right to request Teaching and Non-Teaching staff to undertake compulsory leave with suitable notice

5. Teaching and Non-Teaching staff serving the notice period are not entitled for leave.
6. The respective Principal would consider long absence from work beyond the leave eligibility for any eventualities/contingencies or leave of absence for specific reason on a case-to-case basis. Such individual exceptional cases shall require the approval from Chief of Operations and Chief of Administrative Officer.
7. In case of Teaching /Non-Teaching employees who does not have any leave in credit, he/ she may request for Leave without Pay and select Leave without Pay as a reason while applying on. Leave without Pay is provided for any unprecedented situation and should be avoided to the extent possible.
8. Formula to calculate Leave without pay = Leave balance (in working days) X Monthly fixed pay / 30

H. Leave Administration

1. Leave records of all Teaching/Non-Teaching is updated as of January 1st every Calendar Year.
2. Leave account is opened on the date of joining of a Teaching/Non-Teaching and leaves are credited on pro rata basis.
3. Leave account is closed only upon separation along with full and final settlement.

I. Carry Forward for BLDE (Deemed to be University):

- a) An individual can carry forward a maximum of 180 working days in Earned Leave and 120 days in Commuted Leave till the age of 58 years.
- b) Minimum carry forward shall be Nil for Casual Leave. Any negative balance at the calendar Year (December) shall be recovered as "Leave without Pay".
- c) The age of Super Annuation for employees shall be extension of 2 years after the retirement based on the Management Approval

6. GUIDELINES FOR MATERNITY LEAVE

a) Eligibility

Paid maternity leave is provided under the general provisions of the Maternity benefit Act. Under this legislation, women staff of the firm are entitled to maternity leave for each pregnancy for a period of 26 weeks. This period includes 6 weeks compulsory maternity leave following the birth of the child.

Maternity leave is applicable for a women only up to two existing child

b) Process to avail Maternity Leave

Expecting women must apply for maternity leave and provide 10 weeks' notice before the expected date of delivery. This must be followed by sending an application to the respective Principal, Administrative Officer and HR Head indicating the intention to take maternity leave, the likely date of commencement and the period of leave required. A doctor's certificate confirming pregnancy must be provided.

c) Commencement of maternity leave

Women staff may commence maternity leave any time prior to the expected date of birth of the child, provided the overall period of maternity leave does not exceed 26 weeks including 6 weeks after the birth of the child.

d) Combining Maternity Leave and accumulated leave balance

Women staff may take a part or full accumulated leave entitlement along with maternity leave.

e) Extension of Maternity leaves

Post completion of maternity leave as per the Act, the woman staff may extend leave by a further period of 3 months. However, to avail this benefit of extension, the staff must first avail the balance leave to credit, and the remaining period up-to and inclusive of the extended 3 months will be treated as leave without pay. This leave is not the right of the employee and hence can be availed only upon approval from the management.

f) Leave in unfortunate event of Miscarriage

In the unfortunate event of a miscarriage, a period of up to 6 weeks with pay will be granted from the day of the miscarriage, subject to doctor's certificate. The staff and practitioner is required to inform the Principal and HR Coordinator so that the leave dates are updated on their Service Register

g) Voluntary resignation during Maternity Leave

Women staff on maternity leave, would be expected to report to work post availing the leave. However, if the women staff is desirous of resigning from the services, and not resume work; it would be expected of her to intimate her intention of resigning or exiting from the firm during the extended period of leave. The extended leave will be considered as notice period.

7. GUIDELINES FOR PUBLIC HOLIDAYS

- Each year BLDE (Deemed to be University) observes 12 days as public holidays.
- In addition, there will be 3 compulsory holidays – Republic Day, Independence Day, and Mahatma Gandhi Jayanti.
- Each office will publish its 12 holidays for the subsequent year by the end of December of each year.
- As far as possible, each location will observe the 12 public holidays from the Holidays published by the State Government.

8. GUIDELINES FOR BERAVENTMENT LEAVE

1. We care and stands by our people in case of an unfortunate event of death in the immediate family (defined as parents, in-laws, spouse, children).
2. All the permanent staff, are eligible to avail Bereavement Leave.
3. A Teaching/Non-Teaching Staff is eligible to avail maximum three (3) working days leave in a financial year which may be in continuous or otherwise, within first fifteen (15) days of the death of the family member.
4. Bereavement leave can be calculated with the existing Commuted/Casual leave balance.

9. SPECIAL CASUAL LEAVE :

- a) Special Casual Leave may be granted to an employee for a period not exceeding fifteen days in any one calendar year for the following purposes: Support educational programme (Seminar/Conference/Workshop).
- b) Events of/State/National/International importance.
- c) For participation in sports & Educational Programmes (e.g. Seminar / Conferences / Workshops) events of / State / National or International importance only one event of its kind in a year is permitted.
- d) When the employee is selected for such participation in respect of international sports events of any one of the recognized sports Universities as a member of a team which is accepted as representative on behalf of the country.
- e) Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not excluded from the admissible limit of special casual leave. However, Sundays and holidays can be prefixed and suffixed to the special casual leave.
- f) Special casual leave not exceeding fifteen days in each calendar year may be granted to the employees who are chosen by any University / Board as examiners, for attending the examination and any other assignments, council inspections etc. They will not be eligible for TA & DA from the Institution. However, one has to submit the attendance certificate for the same.

10. ATTENDANCE POLICY

All employees are expected to report to work on time every day that they are Scheduled to work and to maintain a satisfactory record of attendance. If an employee is unable to report to work they are expected to notify their Reporting Authorities within 10 minutes of their start time.

11. ATTENDANCE RECORDING

All the institutions under the University and the have to maintain one record for attendance and leave to track every individual records and use the same for various purposes like Attendance and leave management, employee's track record during annual review and monthly payroll processing.

Every employee has to mandatorily login and logout their daily attendance. Any missing logs for In, Out or both will be considered as leave if not regularized next working day.

12. OCCURRENCE

Late log in for Teaching/Non-Teaching Staff after defined time.

- a) Three Times Grace Time of 15 mins accepted.

b) After three Late Attendance and Half Day loss of pay

c) Second Warning and one Day loss of pay

Any late report, unreported, patterned or unapproved absence(s) and excessive absenteeism will be addressed under the University Policy. Failure to report to work for three (3) consecutive days without notice will be deemed a voluntary termination by the employee. Every in disciplinary action has to be recorded in writing and share with employee one copy and get his / her acknowledgement for their records.

Unauthorized/uninformed leaves for more than 3 days will be treated

as absconding and can fetch termination from service. A lieu of notice of first warning letter will be sent to the employee for completion of Full and Final Settlement as per the registered address in our records.

Second Notice will be sent to the employee after seven working days, when there are no response on Account of First Notice.

When there is no response for two notice, an employee will be terminated from Service.

13. GOVERNANCE AND VALIDITY

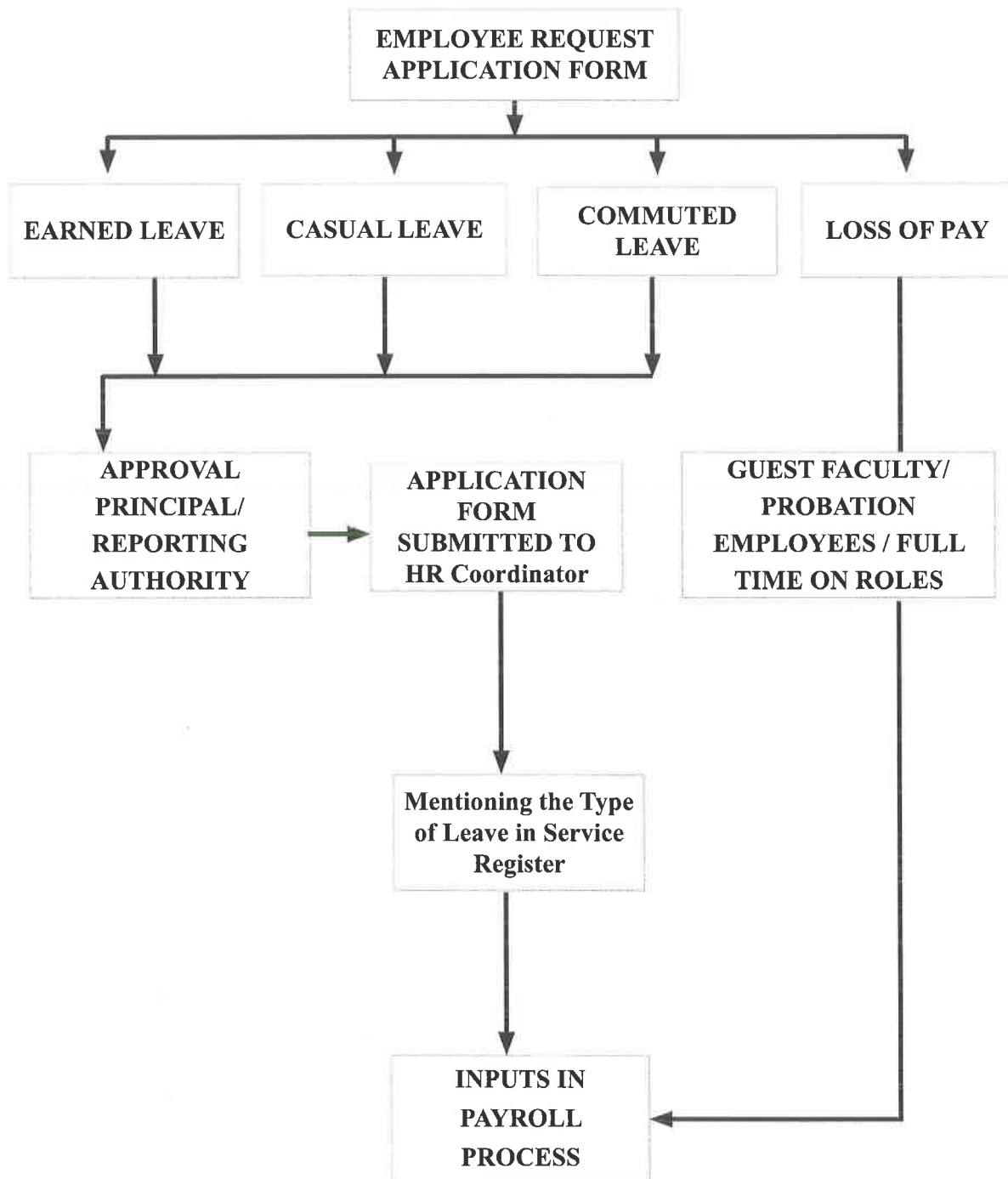
The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the University's management shall be final and binding on all concerned on any matter that needs resolution.

All clarifications with regard to this policy can be obtained from the HR team; similarly all suggestions for improvement of the scheme should be addressed to them.

LEAVE PROCESS FLOW

BLDE (Deemed to be University)				Version 1.0
Leave Application Form				
Employee Name				
Employee Number				
Designation				
Department				
Reporting to				
Type of Leave CL/ EL/COMMUTED LEAVE/Special Casual Leave	From DD/MM/YY	To DD/MM/YY	Total Number of Days	Reason for Leave
Signature:	Time:			
Date: I will share his/her	Work load during his/her leave period			
Signature of the Substitute :				
Comments			Approved / Not Approved / Please Discuss	
Recommendation of HOD:				
Recommendation of Principal				



LEARNING & DEVELOPMENT POLICY

14. INTRODUCTION

This policy confirms BLDE (Deemed to be University) commitment to developing its staff and outlines the arrangements for identifying, resourcing and allocating training and development opportunities.

15. APPLICABILITY:

The policy applies to all the BLDE employees on full time, part time, contract and consolidated basis

16. PURPOSE

- a. To improve the quality, relevance and cost-effectiveness of skills development within BLDE (Deemed to be University).
- b. To provide employees with the necessary skills, knowledge and attitudes to perform their duties effectively and efficiently.
- c. To enhance the skills, knowledge and attitudes where gaps have been identified after performance reviews or performance assessments.
- d. To use training and development as a succession planning Strategy and as part of the staff retention strategy.
- e. To assist employees to keep abreast of changes in their occupations by gaining new Insights about their work environment

17. COMPOSITION

The Learning and Development will be broadly categorized into two areas namely Planning and Implementation of Learning

A. Planning Team:

This team will comprise of heads human resource, and reporting manager who would support for following learning process:

- 1) Gap analysis through the annual performance appraisal system, Principal requisition, Promotion and new joiners
- 2) Based on the Input, preparation of Annual plan and the budget for the trainings.
- 3) Preparation of annual training calendars

B. Implementation team:

The central HR team at the University level would implement the learning executions with the support from locational HR members and the reporting managers. They would have the following responsibility at the implementation level:

- 1) Nomination coordination from every function
- 2) Coordination with the trainers for the learning schedule
- 3) Learning administration
- 4) Feedback analysis of trainer as well as the trainees.
- 5) Learning evaluation coordination and analysis
- 6) Reports to the management about the trainings conducted and competency report for the employees attended

18. GUIDELINES

As the resources and available time for Learning are limited, it may be necessary to prioritize Learning needs. As a general guide, the following priority will be applied:

- a) Mandatory or statutory Learning
- b) Learning to address a gap in the skills/knowledge necessary for the individual to perform their job effectively
- c) Learning to address any annual organizational development needs identified that relate to the individual's post
- d) Learning to further improve the individual's standard of work performance
- e) Learning to provide any new skills/knowledge that the individual will need to use in their role in the future
- f) Learning to support the individual's longer term career development.

In considering appropriate mechanisms for meeting learning needs, the whole range of development opportunities should be considered, including:

- ✓ On the job learning and development (such as participating in a project or job in a new area, secondments, being coached or mentored etc.)
- ✓ Off the job individual learning (including distance learning and e- learning)
- ✓ Formal education and Learning (studying towards qualifications, short courses, attending conferences etc.)

When deciding the appropriate methods of delivery by reporting authority, the following will need to be taken into account:

- a) The benefits of the Learning/development to the organization and individual
- b) The cost of the Learning/development
- c) The individual's preferred learning style
- d) The location and timing of the Learning/development (taking account of the employee's personal circumstances and working pattern)

19. LEARNING BUDGET & MONITORING

For Learning and development to be effective, it needs to be adequately resourced, both in terms of appropriate funding and protected time.

A central learning budget will be held by the department of Human Resource based on the proposal of Reporting Authority, which will be used towards learning activities that have a cost attached.

This will cover learning under these categories:

- Technical learning
- Softskill learning
- Short courses (workshops and Faculty Development Programs, etc.)

20. CROSS FUNCTIONAL TRAINING

A. Preamble

From the organisation growth and continuity prospect it is essential to have a group of people with different functional specialties or multidisciplinary skills, responsible for carrying out all processes of University and hospital operations. This helps in keeping the Institute focus towards the best practices and maintaining the morale by allowing the employees to learn new skills.

B. Definition

Cross functional training refers to training a set of people and developing newer skill sets which are similar to the current job that they perform.

C. Methodology

HR shall provide a list of staff that is eligible for cross functional training from each unit to the concerned HOD.

HOD shall nominate staff for the cross functional training programme.

HR/Training department shall map the skill set required for the identified staff.

HR/Training department shall plan a training calendar, identify trainers and define the methodology of training implementation.

HR/Training department shall map the progress made by the employee and certify their eligibility to take up the new role.

Additional skill set attained will be added to the Competency management list of 'Resource Management List' which can be easily accessed by the concerned vertical heads

21. EXTERNAL LEARNING

For niche skills and few people identified for these training can be sent for external trainings which is the best way of meeting the Learning need with the cost effectiveness. For Such programs, HR would roll out the information to all and seek for the nominations from respective HOD's.

Where an internal learning intervention is being planned, in-house expertise will be used to deliver the program. When external learning bodies are used, this will be in conjunction with internal staff wherever possible, so that they can tailor the learning to the organizational context, along with developing their own expertise for the future.

The following rules need to be adhered to while any employee is selected for the external programme:

- Employee, who have been nominated for external Learning, where the cost exceeds beyond Rs.5000, would be responsible to incorporate their learning within the organization and will not exit the organization for next 12 months after the Learning has been obtained.
- If the employee exits within 12 months of receiving the training, he/she would have to reimburse the amount fully to the organization during full and final settlement. No exemptions will be made in this regard.

1. External training:

External Training covers activities where development and learning takes place, skills are enhanced and / or knowledge is gained to improve performance and completed training

would be entered into the employee's training record.

- Workshops
- Faculty and Development Programs(1- 2 Weeks)

Management consists of nominees from Pre, Para and Clinical from University. Chief Administrative Officer, Chief of Operations & HR from University. The committee shall meet once in a quarter to discuss on the progress and any further requirements of the organisation training needs.

2. **Nomination criteria for external training program**

- a) Employee should have shown exemplary performance in his past performance review.
- b) Management will decide based on the cost and the content and only then the program will be sponsored.

3. **External training nomination & Process**

- HOD shall nominate employees for external training programmes which will add value to their department.
- HR/Training department can nominate employees for already identified training programmes.
- Where an employee has been nominated for an external program, a specific sanction for such nomination shall be obtained from the HOD as per the enclosed Annexure – I.
- On approval, the HR department will send a formal letter/email to the employee concerned intimating therein.
- Employee shall sign an undertaking (Annexure-I) before attending the training programme
- A feedback form shall also be enclosed with the letter which the concerned employee shall return to HR department duly filled after his return from such program.
- Once nominated; employee must attend the training. In any case if the employee is not attending the training and the payment has been made, the same would be recovered from the employee's next payroll.
- Employee who have been nominated for any external training, would be responsible to incorporate their learnings within the organization
- Employee after attending the training programme shall produce the certificate issued by the authorities to HR department within 1 month from the date of attending the programme. The certificate shall be filed.
- In case the employee does not provide the certificate it shall be deemed that he/she has not attended the training programme and the amount spent on the training shall be deducted during next payroll.
- However, no TA/DA and registration fees will be paid to employees for attending Faculty Development Training programs and Workshops if it is paid by the Organiser or vice versa.

**ANNEXURE -1
TRAINING FEEDBACK FORM – Sheet 1**

NAME OF THE PARTICPANT: _____

Contact No: _____ **DESIGNATION:** _____

Unit: _____

NAME OF THE TRAINING PROGRAME ATTENDED: _____

PARTICIPANTS SIGNATURE: _____

DATE OF CLASSROOM TRAINING: _____

DURATION: _____ (Hours)

DATE OF HANDS-ON TRAINING(GUIDED): _____

DURATION: _____ (Hours)

DATE OF SELF TRAINING: _____

DURATION: _____ (Hours)

NAME OF THE FACULTY: _____

TOTAL DURATION OF THE TRAINING: _____ (Hours)

What is your opinion on this training? We value our honest opinion to enable us in providing best possible modules.

Overall evaluation of the program:

Ratings	Excellent	Good	Average	Poor
Was the program stimulating	4	3	2	1
Was the program useful for your work	4	3	2	1
Did the program have good discussions	4	3	2	1
Was the program well conducted	4	3	2	1
Was the program participative	4	3	2	1

Overall evaluation of the trainer:

Ratings	Excellent	Good	Average	Poor
Knowledge	4	3	2	1
Preparation	4	3	2	1
Style and delivery	4	3	2	1
Responsiveness to group	4	3	2	1
Encouraged participation	4	3	2	1

What is your learning from the program?

.....

.....

.....

Your suggestions to improve the program:

.....

.....

.....

COMPETENCY MATRIX (To be filled by reporting manager - After 3 months of the training attended)

SI No	Knowledge / Skill / Behaviour	Excel	Good	Above Average	Average	Below Average	Poor

Standard/Required Competencya

Competency status -Before Training:

Competency status -After Training:

Remarks:	
----------	--

TRAINING FEEDBACK FORM – Sheet 2

ANNEXURE – II

TRAINING ATTENDANCE FORMAT

NAME OF THE TRAINING PROGRAM					
DATE					
TRAINER/S					
VENUE					
TIME					
SIGNATURE OF THE TRAINER					
SL. NO	EMP NO	NAME OF THE EMPOLYEE	DESIGNATION	DEPARTMENT	SIGN
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

ANNEXURE - III

EXTERNAL TRAINING NOMINATION FORM

Please provide your employee details:

Employee Name:	
Unit of Employment:	
Employee Number:	
Designation:	
Department Name :	
Employee email ID:	
Employee Contact Number:	

Please provide your HOD's / approver's details:

Name of the HOD:	
Employee Number of the HOD:	
Email ID of the HOD:	
Contact Number of the HOD:	

Course Details:

Name of the Course:	
Organiser Name:	
Start Date & End Date:	
Venue:	
Cost:	

Course Content/Objectives: _____

Reason for Nomination:

Job Requirement (Existing/ Future)	
Familiarization with latest technology practices	
Professional Growth (Leadership/Managerial Skills)	
Certification program	

Disclaimer:-

I hereby agree that I am aware of and will adhere to the policies for external training program. I would not exit BLDE for next 12 months and would incorporate my leanings within the organization. Failure to do the same, BLDE has all rights to deduct the training cost through my full & final settlement.

Signature of the HOD

Signature of the HR

Signature of the Employee

**ANNEXURE IV
EXTERNAL PROGRAMME EVALUATION FORM**

(To be filled by the participant on completion of training and returned to training in charge)

Name : _____
 Title of Program : _____
 Contents : _____
 Duration of Program : _____

1. What were the major topics covered?
 2. Which other topics should have been covered during this program?
 3. To what extent did the program meet the desired objectives:
- | | | |
|---|---|---|
| <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| Total | Partial | Not at all |

(If the response is partial/ not at all, please mention objectives not achieved, with reasons.)

4. How would you rate the faculty of the program in terms of job knowledge, communication, training methodology etc.?
- | | | |
|---|---|---|
| <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| Good | Satisfactory | Poor |

5. What do you think about the duration of the Program?
- | | | |
|---|---|---|
| <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| Too lengthy | Just right | Too short |

6. What do you feel about the training material distributed and training aids used?
- | | | |
|---|---|---|
| <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| Good | Satisfactory | Poor |

7. How were the administrative arrangements (boarding, lodging, etc.)?
- | | | |
|---|---|---|
| <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| Good | Satisfactory | Poor |

8. To what extent the program will help you to perform your job better?
- | | | |
|---|---|---|
| <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| Large extent | Some extent | None |

9. What are your plans to implement the learning so acquired in your job?

10. COMPETENCY MATRIX (To be filled by reporting manager - After 3 months of the training attended)							
Sl No	Knowledge / Skill / Behaviour	Excel	Good	Above Average	Average	Below Average	Poor
Standard/Required Competency							
Competency status -Before Training:							
Competency status -After Training:							
Remarks:							

Transfer policy

1. OBJECTIVE:

Internal transfer gives employee an opportunity to widen their exposure and pursue professional growth & continue their University with the organization. It enables the University to deploy employees with right knowledge and skills and meet with critical talent exigencies to the areas where they can best contribute to achieve the manpower planning and requisition of the Institution. This helps the employee to request for transfer for any open position to address his / her personal needs of any location transfer and role transfer

2. PURPOSE:

Transfer Policy aims to ensure smooth understanding of the transfer needs by the employee and the process of following transfers:

- 1) Organization initiated transfer
- 2) Employee Initiated Transfer

3. APPLICABILITY:

The policy is applicable for all the employees across BLDE (Deemed to be University) who are on permanent rolls at all the levels in the organization.

4. ELIGIBILITY

Any movements within departments in the same location or across locations to same or different departments will be considered as Transfer. The duration of the transfer must exceed beyond six (6) months

5. PROCESS OF TRANSFER:

Organization Initiated transfer:

- i. University HR team to share the open positions circular to all the Offices under them for any internal transfer opportunity seeker
- ii. In case of Organizations finding any relevant profile internally for the transfer to another department, The Principal would discuss the opportunity with the employee.
- iii. After receiving the consent from the employee, Principal will inform HR with the details of the transfer including date of transfer, new location, duration and new reporting structure for the HR to complete the transfer process.
- iv. Annually 25% of employees will be transferred from Group - D

Employee initiated transfer:

- i. In the employee initiated request for transfer, the employee should have completed 24 months in the organization from the time of joining or from the date of last transfer in the department, whichever is latest.
- ii. On account of completing the above requirement, employees would have to approach to their reporting authority and discuss about this open position / Opportunity. Upon receiving the written approval from the present principal, the employee can forward the transfer request to HR department for further processing. Employee will have to go through an interview process with the new department to win the new position as published.
- iii. On completion of the interview process, the principal/reporting authority would provide their feedback to HR about the internal candidate.

- iv. On successful completion of the interview, HR will revert to the employee and the present principal about the transfer action and request for a transfer date from the present principal.
- v. Transfer from one department to another department should be completed in 60days time. Additional approvals are required from the management level for any further delay in transfer by the current manager with specified reasons.
- vi. The principal should be informed about the delay in transfer.

6. Resettlement assistance:

Resettlement assistance is applicable only in case of the Organization Initiated transfer, for one location to another (more than 50km). The employee will be paid one-time resettlement assistance to partially cover expenses incurred towards resettling at a new location. The amount of assistance shall be as under:

Levels (Designation)	Maximum Entitlement (Rs.)
Management Level	Rs. 20,000/-
Principal and Heads of Department	Rs.15,000/-
Executive/Teaching Faculty/Non-Teaching Faculty	Rs.10,000/-

The above-indicated amount will be paid after effecting the transfer and shall be taxable in the hands of the transferred employee.

In case, the employee resigns from the organization within six months from the effective date of transfer, the amount paid as resettlement assistance will be recovered in full from the employee.

The employee can use the resettlement allowances during his / her transfer towards following expenses:

- 1) Packaging and transportation of household goods
- 2) Train Tickets / Bus Ticket for self and family (Spouse and children) for relocating to the place of transfer.
- 3) 5 days stay at hotel or guest house at the initial period of transfer.

To claim the amount from the organization, employee needs to submit valid bills for the same to the head office and obtain HR Head approval.

Head Office holds all the powers to verify these bills with the vendor at any time before approving it.

7. Performance appraisal:

In case of any mid-term transfers, the employee has to ensure to collect his / her performance feedback from the present principal and submit to HR & principal along with the no due letter

8. Exit clearance certificate:

It is expected from an employee to hand over the duly completed exit clearance certificate on or before the last working day of transfer to the HR Head.

HR Coordinator who has an employee joining their function should ensure that all support and assistance in terms of IT, Admin etc. is rendered to the employee in settling down at the location.

9. APPLICATION FOR TRANSFER REQUEST

(Employee Initiated Transfer)

Date: ___ / ___ / ___

To,

Dear Sir / Madam,

I am (Name) _____ employee ID No. _____

Working as

(Designation) _____ since (Date Of Joining) ___ / ___ / ___ in the
Institution/Department Of _____

I would like to request for transfer from BLDE (Current Dept. & location) _____

To (Potential Dept. & Location) _____

Reason for transfer _____

I have completed probation period on ___ / ___ / ___ & working in current location from past
Years _____ month

Name & Signature of Employee

For Office Use Only

Principal Remarks:		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	
HR Department Remarks		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	

Annexure-1

DATE:

NAME:

EMPLOYEE CODE:

CURRENT LOCATION:

TRANSFERRED TO:

DEPARTMENT/INSTITUTION

14. TRANSFER ORDER APPLICATION

(Management Initiated Transfer)

Date: ___ / ___ / ____

To,

Dear Candidate,

We would like inform you that, under guidelines of management you are being transferred from BLDE (Current Dept. & location) _____ To (Potential Dept. & Location) _____ with effective date of ___ / ___ / ____

Your employment terms & conditions remained as per appointment order

We would appreciate your acknowledgement as an acceptance for transfer on / before ___ / ___ / ____

Employee Name:

Signature with date: _____ / ___ / ____

For Office Use Only

Manager Remarks:		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	
HR Department Remarks		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	

Annexure-2

DATE:

NAME:

EMPLOYEE CODE:

CURRENT LOCATION:

TRANSFERRED TO:

DEPARTMENT/INSTITUTION

Date: ___ / ___ / ___

To,
Employee Name
Full Address

Transfer Order

Dear (Employee Name),

This is to inform you that, based on prior intimation your employment with BLDE /University is being transfer from (Current Department & Location) to (New Department & Location) with effective date of ___ / ___ / ___.

You are requested to report your duties at (Location & SPOC Designation) on ___ / ___ / ___ at ___ : ___ AM

All the other terms and conditions of your Appointment Order will remain the same.

Any changes will be intimated to you on timely basis.

For and on behalf of
BLDE (Deemed to be University),

(HR Name)
Human Resource Dept.

Signed and Accepted by employee:
Date:

TRAVEL POLICY

1. INTRODUCTION

The Organisation will reimburse expenditure incurred by the teaching and non-teaching Staff for official travel. This policy covers travel and subsistence expenses related to official Domestic Travel, as well as other related expenses up to the career level of an officer.

This policy supersedes all earlier domestic travel policies and is structured for local travel (Intra City i.e. within a city including suburbs outside municipal limits) and outstation travel (within India) as follows:

PART I: GUIDELINES

PART II: ENTITLEMENTS

PART III: REPORTING ALL EXPENSES

PART IV: GOVERNANCE AND VALIDITY

PART I: GUIDELINES

2. DEFINITIONS

For the purposes of this policy the following are defined:

- a. Domestic Travel (travel within India)
- b. Local travel (Intra City i.e. within a city including suburbs outside municipal limits)
- c. Outstation travel (within India other than base location)
- d. International Travel

3. GUIDELINES FOR OFFICIAL TRAVEL

- a. The Organisation will reimburse actual expenditure incurred by the teaching staff and non-teaching staff for official travel only on submission of bills or approved rates.
- b. Teaching and non-teaching staff must obtain prior approval from the respective Principal/ Reporting Authority for undertaking an outstation travel. Thereafter, all travel and subsistence expenses for such travel must be approved by the Principal or reporting authority, Chief Administrative Officer and Chief of Operations.
- c. All staff must use the national travel desk of Admin Department (office Superintendent – BLDE Admin office) for all kinds of travel
- d. Booking and reservations should be made in advance for all the planned travels through Admin Department. Fares are economical if booked early. Unnecessary charges should be avoided by checking if there is a cancellation fee or early/ late check-out fee prior to booking.

4. GUIDELINES FOR LOCAL TRAVEL (INTRA CITY)**❖ TRAVEL REIMBURSEMENT**

- a. All employees will be reimbursed local conveyance expenses incurred on official work. Employees are expected to find out the most cost effective acceptable mode of travel available locally or transportation of Institution up to 50kms.
- b. Employees are expected to use fair judgement in choosing the mode of travel considering travel time, cost, safety and convenience.
- c. If more than one employee is travelling to the same location on the same day, they should explore possibilities of pooling.
- d. Principal and above may use their own transport to travel for official purposes within a city. For this purpose, the areas adjoining the city, but not included in the municipal limits will be treated as a part of the city. Employees will be reimbursed fuel expenses computed on a per km basis. The rate per km shall be Rs. 10 for four wheeler and Rs. 5 for two wheeler. Parking expenses, if any, shall be reimbursed at actuals (overnight parking charges will be evaluated and allowed in rare cases basis exception).
- e. Office boys and peons will be entitled to reimbursement of travel expenses using public transport.
- f. If an employee is required to work on a , Sunday or a holiday, and if that day is not a regularly scheduled workday for him/her, then he/ she would be reimbursed for refreshments up to a maximum of INR 100/- per day and the submission of actual bills
- g. All approved expenses will be reimbursed upon submission of bill to finance department and reimbursement will happen by the month end.

5. GUIDELINES FOR OUTSTATION TRAVEL

❖ **MODE OF TRAVEL:**

- a. Employees are expected to use fair judgement in choosing the mode of travel between Rail / Road where distance between the cities is less (Example – Pune to Mumbai or Chandigarh to Delhi or Baroda to Ahmedabad or Kolkata to Jamshedpur or Chennai to Bengaluru). In case there is a compelling business reason for air travel between cities where the distance is less a Principal or his Reporting Authority should approve of this travel
- b. Air travel for Professors and below should be approved by the respective Principal or Reporting Authority, Chief Administrative Officer and Chief of Operations

❖ **ACCOMMODATION:**

- a. Employees will be reimbursed expenses incurred towards hotel accommodation at actuals on submission of actual bills. Financial limit and accommodation eligibility for room charges per night are mentioned under entitlements.
- b. Employees can stay at defined star category hotels if the room charge per night (excluding taxes) is within the defined financial limit. If more than one employee participates in a conference/Faculty Training and development program, the employee at the higher career level is expected to exercise discretion regarding staying at the same hotel.
- c. In case the individual arranges his/ her own accommodation he/she will be allowed to claim overnight stay allowance (per night) mentioned under entitlements.
- d. Incidental expenses like tips, purchase of newspaper, magazine, water, toll charges etc. can be claimed during outstation travel against entitlements.
- e. As per tax guidelines claims against per diem are expected to be on actual expenditure. Employees may be asked to produce necessary evidence if required.

❖ **LOCAL CONVEYANCE:**

Local conveyance while on outstation travel is same as the Intra City travel policy.

PART II: ENTITLEMENTS

6. LOCAL TRAVEL (INTRA CITY)

7.

Mode of travel	Officer and Above	Principal and HOD	Teaching and Non-Teaching Employee	Peons and office boys
General Transport		Most cost effective acceptable mode of travel available locally (considering travel time, cost, safety and convenience) or Use Institution Availability of Car		Public transport (Bus) or if available company car
Self-driven	Self-driven car	Self-driven car	Self-driven two wheeler	N.A.

Mode of travel	Reimbursement
Most cost effective acceptable mode of travel available locally (including Travel Agencies)	Actual expenditure incurred on official travel only
Self-driven car	Rs.10 X Number of kilometres of official travel
Self-driven two wheeler	Rs.5 X Number of kilometres of official travel
Parking charges	At reasonable actuals (overnight parking charges will be evaluated and allowed in rare cases basis exception)

8. OUTSTATION TRAVEL**MODE OF TRAVEL: AIR (ECONOMY), RAIL (2ND AC) OR ROAD.**

Career Level	Accommodation(Per Day)			Meals/ per day	Local Mode of Transport per day	Overnight stay allowance/ per night
	Bengaluru / Delhi / Mum- bai / Kolkata/ Chennai/ Hyderabad	Other cities	Accom- modation eligibility			
Officer and above	7,500/-	5,000/-	5 star or 4 star	Actuals	Actuals	1,000/-
Principal and Opera- tions Head	6,000/-	4,000/-	4 star or 3 star	Actuals	Actuals	1,000/-
Head of the Depart- ments	5,000/-	3,500/-	4 star or 3 star	150/- Breakfast: 400/- Lunch/ dinner	300/-	1,000/-
Up to and including Teaching and Non Teaching Employees	4,000/-	3,000/-	3 star	150/- Breakfast: 400/- Lunch/Din- ner	300/-	1,000/-

The above figures exclude taxes.

9. INTERNATIONAL TRAVEL POLICY

The policy details below are divided by the expected duration of the assignment.

Policy details related to official trips of up to 4 weeks for meetings, conferences, and training or knowledge transfer fall into the International Official Travel category.

- i. **Accommodation:** Temporary housing or hotel accommodations will be reimbursed for the duration, employees may hire a room in 3 or 4 star hotels and the booking will be done by Admin Coordinator (Office Superintendent in BLDE Admin Office). If an employee stays with either friends or relatives, he shall be paid US\$ 50 per day for the period of stay with friends/relatives.
- ii. **Local Conveyance:** Local transportation is paid for the full duration of the Employee's stay. Reimbursement occurs upon submission of receipts. This is not a cash entitlement or Credit Card will be provided from the organisation with the limit for local purchase
- iii. **Airline Tickets:** Employees to level of Principal and Head of Operations will receive an economy / coach class roundtrip tickets for themselves only. Officer Level and above may avail of business class if the air journey (take-off time to landing time) exceeds 3 hours.
- iv. **Advance:** An option of cash advance equivalent to a maximum of 7 days expected actual expenditure is available to all employees traveling overseas. The advance, if taken, must be settled within 15 days of return or use of Credit card, must be settled within 15 days of return.
- v. **Medical Insurance:** All employees are responsible to get themselves medically insured before commencing any foreign travel. If the travel is expected to exceed 1 month, the medical insurance should also cover dental insurance. The insurance premium will be bore by the organization. And the medical insurance will be done by Admin Coordinator

Part III: Reporting expenses

2. Reporting expense process

All official expenses must be reported within seven (7) calendar days from the completion of travel to the correct expense type and Admin Department/HR Coordinator will collect all the expense report and submit to the Accounts. Each individual is responsible for the timeliness and accuracy of submitting expense reports with supporting documents.

Part IV: Governance and Validity

The Institution reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the Institution's management shall be final and binding on all concerned on any matter that needs resolution.

All clarifications with regard to this policy can be obtained from the HR Department; similarly all suggestions for improvement of the scheme should be addressed to them.

TRAVEL POLICY FORMAT

BLDE (Deemed to be University)				Name:			
Purpose of Trip:				Address:			
				EMPLOYEE ID:			
1	Enter Dates						
2	Enter Name of City						
3		From					
4	Traveling	To					Total
5		Personal Car Mileage					Amount
6		Room Rent	1				0.00
7	Living	Breakfast	2				0.00
8	Expenses	Lunch	2				0.00
9		Dinner	2				0.00
10							0.00
11		Plane Fare	1				0.00
12		Enter car mileage rate @:	0.33	0.00	0.00	0.00	0.00
13		Taxi / Limousine					0.00
14		Rented Car	1				0.00
15	Travel	Other Transport.	1				0.00
16	And	Telephone					0.00
17	Other	Tolls					0.00
18	Expenses	Parking					0.00
19		Tips (ex Meals)					0.00
20		Registration Fee	1				0.00
22		Daily Total		0.00	0.00	0.00	0.00
1 Reimbursement will not be made unless a bill is attached						Less Amount Not Reimbursable (E.G. Meals)	

HR POLICY MANNUAL

2 Receipt required if over \$25.00						Less Amount Charged and Billed to the University		
						Balance	0.00	
Entertainment	Name of Guests, Position Titles, Business Connections				Date	Place - Name and Location	Amount	
	APPROV-ALS:					Total Entertainment Expense	0.00	
Employee Signature				Date		Total Travel Expense on this Report	0.00	
				08-08-17		Less Cash Advance		
Print Name								
Approval				Date		Use Only One	Advance In Excess (attach check or cash)	0.00
Print Name						Use Only One	Paid Expenses In Excess of Advances	0.00
Approval				Date				
Print Name								
ACCOUNT NUMBER(S)				AMOUNT(S)				

REWARDS AND RECOGNITION POLICY MANUAL

1. OBJECTIVE

The objective of the reward and recognition policy is to motivate the employees for their out of the way contributions in terms of creativity and innovation to the organization.

2. APPLICABILITY:

This policy is applicable to all the employees of University, who are On-roll, Contract, Consolidated, temporary at all levels of the organisation.

a. Periodicity:

Assessments and recommendations can be done on quarterly / Half yearly / Yearly Basis and one employee can be nominated multiple times in different quarters.

Further spot achievement awards can be recommended during shorter terms of Quarterly basis. For ongoing performance achievements these awards can be Assessed yearly basis.

b. Performance Management Link:

A special consideration and weightage can be given in Performance Based Incentive (Incentives/Bonus) for Employee's winning rewards & awards in appraisal year. This can be an additional Incentives increase over and above the recommended PBI by Appraisers During yearly Appraisal process.

3. REWARD CRITERIA:

In order to align employee's performance to University values, Employee's showcasing exceptional examples of leading these values can be considered for Reward and Recognition Program. The Award for best Teaching and Non Teaching criteria are

- Innovation award – New ideas and thoughts in any areas and process improvement.
- Student Focus award – Concentration towards student performance improvements other than the regular classes.
- Accountability & Team work award – Person who has taken up responsibility and execution of the work with complete accountability and team work
- Full Attendance award – who attains 95% of attendance for the year.

4. ASSESMENT PARAMETERS

a. Quarterly:

Reward & Award:

- Gift Voucher/Cash Reward (Rs.1500)

- Certificate of Appreciation
 - Best Employee of EOQ to place in notice board of all colleges
- b. **Half Yearly:**
- Reward & Award:**
- Gift Voucher/Cash Rewards (Rs.2500)
 - Certificate for Appreciation
 - Best Employee for “EOH” to place in notice board of all colleges and University
- c. **Annual Award:**
- Reward & Award:**
- Gift Vouchers/Cash Rewards (Rs.5000)
 - Certificate of Appreciation
 - Best employee for “EOY” to place in notice board of all colleges and University
- d. **Best Teacher and Research Award**

These awards can be given during the BLDE (Deemed to be University)’s any special day celebration annually and individual nominations will be called for this award

- Best Teacher of the year – Gift Voucher/Cash Reward (Rs. 10000)
- Best Researcher of the year - Gift Voucher/Cash Reward (Rs. 10000)

5. NOMINATION FORM FOR THE EMPLOYEE OF THE MONTH/QUARTER

Name of the Nominee:	
Designation of the Nominee:	
Department:	
Reporting Manager:	
Award Category (Technical or Non-Technical):	
Month /Quarter/ Annual of the financial year:	

1.What are the achievements/contribution of the nominee?

(Please specify the reason for nominating this employee)

2) Nominee’s contribution/achievement is related to which aspect of the organization? Please tick the relevant option.

Growth	
Productivity	
Quality	
Cost	
Process	

3) How would you rate the employee in the following behavioural aspects?

Rating Scale:-1-poor, 2-average, 3- good, 4-very good, 5-excellent

Criteria	Poor (1)	Average (2)	Good (3)	Very Good (4)	Excellent (5)
General Behavior					
Team player					
Knowledge of his/her subject					

4) What are the documents/statistics/data provided to support nominee’s contribution/achievement?

5) Remarks (if any):

Name of the Nominator: _____ Signature: _____

6. REWARDS & RECOGNITION PROCESS:

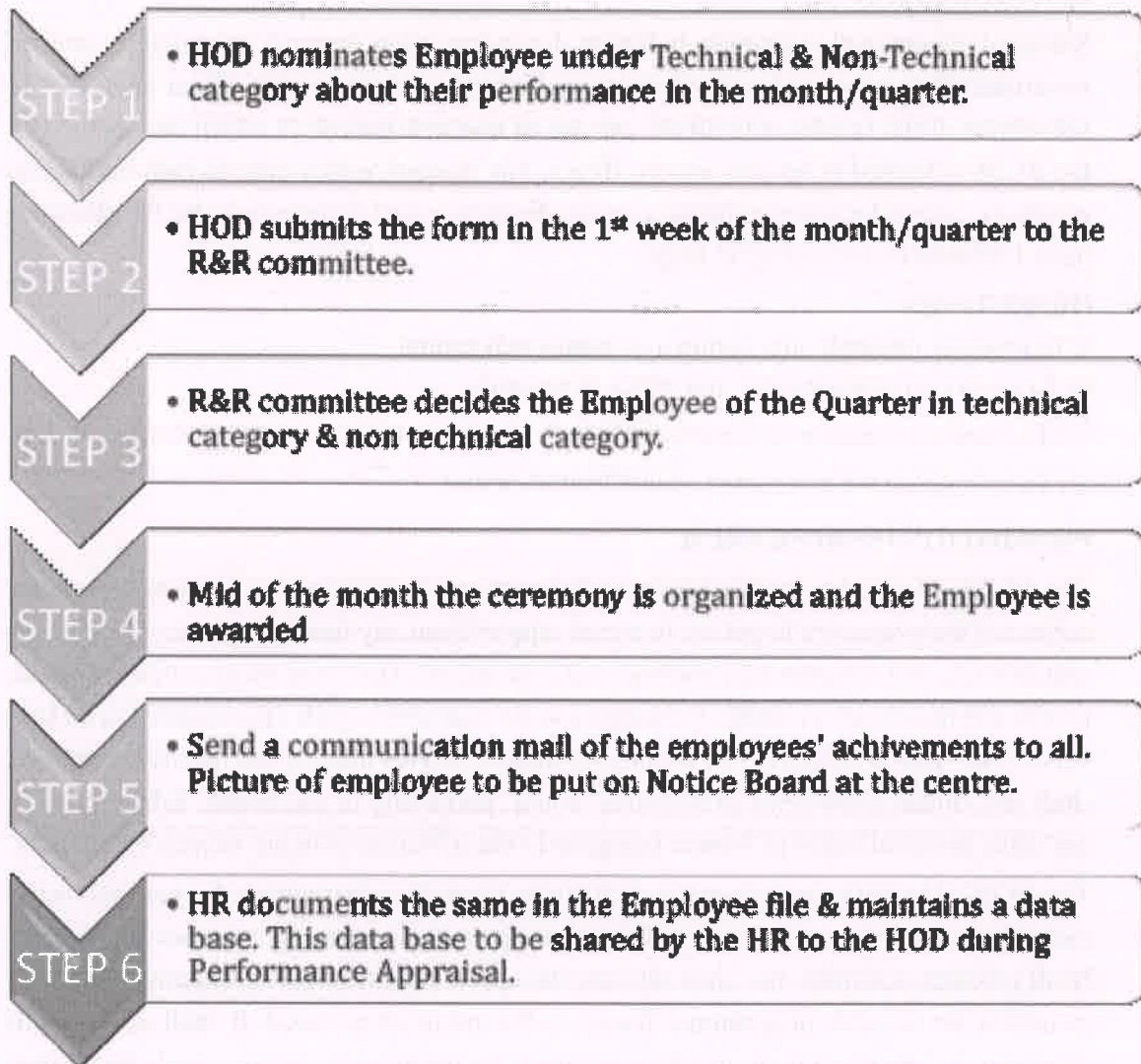
1. HR team to roll out the communication to all departments about the monthly/ Quarterly/ Annual nomination process to be initiated in the templates for their respective nominations with the last date of entry.
2. Teams to share their nominations in the defined templates and their supporting’s for the nominations’

HR POLICY MANNUAL

3. Every College can share only one nomination under each category.
4. HR team to collate the data received from all the parties and submit the report to the Reward Committee.
5. Reward Committee to evaluate the nominations and shortlist One under each category as final awardees.
6. Rewards & recognition committee convener should maintain records of the R&R event timely basis in below format & send it across HR Department.

Rewards & recognition event records			
Date	Name of the employee / Department	Number Of Certificate given	Number Of Trophy given

PROCESS FLOW FOR REWARD & RECOGNITION PROGRAMS



RESEARCH POLICY

1. INTRODUCTION

Status of educational institution is highly dependent upon research productivity and innovations. The success of institution in reaching its goals is greatly reliant upon the involvement of the faculty with all the aspects of research initiatives which are planned by the BLDE (Deemed to be University). Hence, this research policy aims to help our faculty members, researchers and students to attain distinction and contribute to BLDE (Deemed to be University) and society at large.

2. OBJECTIVES

- i) To promote research, innovation and intellectual capital
- ii) To ensure integrity, quality and ethics in research
- iii) To integrate teaching and research through translational and instructional research and
- iv) To incentivise the generation of intellectual capital.

3. PROMOTION OF RESEARCH

The BLDE (Deemed to be University) believes that the researchers are free to choose the subject of their research, to get the financial support from any funding agencies for their research work, and to report their findings and conclusions. However, the research proposals, results and reports are available for scrutiny to the authorities of BLDE (Deemed to be University) and peer reviewers. The techniques/methodologies used by the faculty/researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The BLDE (Deemed to be University) shall create favorable environment for research activities. Due to limited resources, the BLDE (Deemed to be University) may not support fully all research activities, but shall allocate the space, facilities, partial funding, and other resources for research programmes based on the merits of proposal. It shall also provide development opportunities to faculty/researchers for writing research proposals for funding and reports, publications, patent filing, etc.

4. INTERNAL RESEARCH PROJECTS

The BLDE (Deemed to be University) encourages faculty members to conduct research. Thus, it has developed a scheme for providing financial assistance to Internal Research Project (IRP). According to this scheme, a faculty member will prepare proposal and submit to the central research committee at the University and on the recommendations of this committee, the University grants financial assistance up to Rs. 1.0 Lakh to the principal investigator. It is also mandatory to send half-yearly progress report to the Administrative office. For this purpose, every year the management earmarks financial budget under each institution. The limit for Sanction of IRPs is 10% of the total permanent faculty of the institution.

5. EXTERNALLY FUNDED RESEARCH PROJECTS

Faculty members can submit Major Research Project proposals to different funding agen-

cies. These proposals will be scrutinized by the central research committee before submitting the same to a funding agency, after getting the approval from the committee; the faculty can submit the same to funding agency. The University provides all kinds of infrastructure facilities available to take up the sanctioned project.

The management has mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency. At the same time the progress of the project should be submitted to central committee on half yearly basis.

6. TRAINING FOR RESEARCH AND PUBLICATIONS

Generally, faculties are eager to conduct research, but because of the lack of expertise to write a research proposal or having insufficient research skills, they are unable to channelize their efforts effectively. Hence, in many cases, a research proposal is rejected by a funding agency. Even for publication of papers because of the lack of knowledge about how to write a paper and under which format it should be submitted, sometimes the papers are not accepted. Therefore, the University/Institutions shall organize rigorous training programmes for researchers in the identified areas.

7. PUBLICATION OF PAPERS AND JOURNALS

Publication of papers is critical for the effectiveness of the Institutes. Faculty members must publish continuously in quality journals. Therefore, the BLDE (Deemed to be University) encourages the publication of papers by the faculty with a targeted aim.

Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinized and guided by a research committee comprising senior professors. Each institution shall be encouraged to publish a quality journal and organize conferences, from time to time to boost research activities in the institute and to contribute to the existing body of knowledge.

8. PATENTS AND IPR

The BLDE (Deemed to be University) would like to strengthen the research, leading to filing of patents. If any innovation is done, the University shall encourage the researchers and scholars to patent it. However, when a faculty/scholar files for a patent, a thorough scrutiny will be carried out at Department level, institution level and at the management level committee. The BLDE (Deemed to be University) shall bear expenditure for filing application for patent which are genuine. If the patent is commercialized the sharing of earning is to be done between researcher and the BLDE (Deemed to be University) as per the guideline developed from time to time. The University/Institutions shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

9. CENTERS OF EXCELLENCE

The BLDE (Deemed to be University) would like to create an environment for each department and an institution, where they work in a specific research area and be known as a specialist organization. This will conduce to focus on specific research activities in the spe-

cialized areas. Through these efforts, the University shall promote a particular department or an institution as the 'Centre of Excellence' in due course for a specialized thrust area.

10. **CODE OF ETHICS FOR RESEARCH**

BLDE (Deemed to be University) promotes research that benefits the larger section of society and so all institutes under the University are committed to research focused on people, organization and industry. To honor the trust placed in researchers by research participants, funding organizations and society, the researchers should at all times act correctly and in ways that respect the rights and dignity of the participants, organizations and industry. In this regard all faculty members, researchers and students undertaking research are bound by code of research ethics.

1. **Academic honesty:** One should be honest in all scientific communications, honestly report data, results, methods and procedures, and publication status. They are not suppose to fabricate, falsify, or misrepresent data.
2. **Integrity:** One should keep the promises and agreements; act with sincerity; strive for consistency of thought and action.
3. **Carefulness:** Please avoid careless errors and negligence; carefully and critically examine the research data and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.
4. **Intellectual Property:** One should honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.
5. **Confidentiality:** Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.
6. **Social Responsibility:** Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.
7. **Competence:** Maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.
8. **Legality:** Know and obey governmental policies, relevant laws and institutional rules and regulations.
9. **Animal care:** Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.
10. **Human subject's protection:** While conducting research on human subjects, the care should be taken to minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

11. **PLAGIARISM**

BLDE (Deemed to be University) aspires to facilitate the highest standards of knowledge and skills through its academic and research programmes. The aim of BLDE (Deemed

to be University) is to prepare graduates who will be able to take their expertise to the society. As a part of this preparation, the faculty/students are required to work on assignments, project/seminar reports, thesis, research papers, cases, etc. At the same time, it is expected that the faculty members should contribute in generation and dissemination of knowledge through research projects, by publishing/presenting research papers/articles/cases/books etc. In this context, plagiarism assumes importance as it undermines basic objective of higher education and harms the reputation of the institutions. It is therefore important to sensitize faculty, students and research staff regarding plagiarism, performed either willfully or ignorantly. The University shall strive to have 'Zero Tolerance' against plagiarism. In this direction, BLDE (Deemed to be University) has subscribed the "Turn-it-in" software to check the plagiarism and all the institutes have been supplied with user ID and password. The institutions should make best use of this tool.

12. MERIT INCENTIVES FOR PROMOTION OF RESEARCH

The faculty members are honored with an incentive in the form of cash for various distinguished research /merit activities in the field of academics and research. Merit Incentives is applicable only for Confirmed Employees.

The details are as follows:

A. Merit Incentives to faculty members for research grants projects from external funding agencies:

The policy of merit incentive to faculty for getting research grants from external funding agencies like DST, AICTE, CSIR, ICMR, UGC, VGST, RGUHS, BRNS, DRDO etc. or any other research organizations is proposed. The breakup of the merit incentive in the form of cash is as follows:

Name	Incentive
Principal investigator/ Programme coordinator	3% of the sanctioned fund (excluding fellowships, remuneration, contingency and institute overhead charges)

Note: The principal investigator receives his 50% share of merit incentive as and when the sanctioned amount is received by the Institute from the funding agencies with undertaking to complete the project in stipulated period. The remaining 50% share will be released after completion/submission of audited reports/ project completion certificate.

B. Merit incentives for books publications and patents:

Sl. No	Type of work	Incentive
01	Full book/monogram published with reputed publisher having ISBN no.	Rs. 5000=00
02	For each Full Book/ Monogram (with chapter or partial contribution) published with reputed publisher having ISBN No.	Rs. 3000=00

03	For each patent (Granted) * Expenses for patent filing, drafting and other office fees will be borne by the BLDE (Deemed to be University) for genuine patentable works.	Rs. 10,000=00
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In case of multiple authors, the cash will be given to corresponding author.

C. Research publications in journals:

Sl. No	Journal type	Incentive
01	For papers published in journals having impact factor 5.1 - 10	Rs. 5000=00
02	For papers published in journals having impact factor 2.1 - 5.0	Rs. 3000=00
03	For papers published in journals having impact factor 1.1 - 2.0	Rs. 2000=00
04	For papers published in journals having impact factor 0.6 - 1.0	Rs. 1500=00
04	For papers published in journals having impact factor 0.0 – 0.5	Rs. 1000=00

Note:

- Impact factors calculated by Thomson REUTERS/JCR will be considered; journal's own impact factor calculation will not be taken into consideration.
- Papers published in non-indexed/non-refereed journals will not be considered.
- On-line open access journals will not be considered until and unless they are indexed and possess impact factors by Thomson REUTERS/JCR.
- The BLDE (Deemed to be University) will not pay the publication charges for papers published in Paid journals.
- In case of multiple authors, cash will be given to corresponding author

D. Presentation of research papers in conferences:

Type of conference	Nature of support	Frequency
For presenting papers in national conferences/seminars	Travel allowances and registration fees for presenting author	Max. of one in an academic year
For presenting papers in international conferences organized in India	Travel allowances and registration fees for presenting author	Once in two Years
For presenting papers in international conferences organized outside India.	Maximum of Rs 50,000=00 or Registration fees, whichever is lesser for presenting author.	Once in three years

Note:

- Travel allowances will be paid for sleeper class travelling by train within India.
- For abroad travel (international conferences), the travel allowances to be borne by the candidates or through funding agencies.

13. SHRI. B.M. PATIL AWARD FOR BEST RESEARCH PAPER OF THE YEAR**Objectives:**

- a. To encourage the faculty/researchers of BLDE (Deemed to be University) to publish high quality original research work in reputed indexed journals.
- b. To recognize and reward the best research works published across institutions of BLDE (Deemed to be University).

Eligibility: Fulltime faculty members of BLDE (Deemed to be University) who are on the payrolls.

Frequency: Annually

Policy

1. An eligible faculty submitting research paper for the award should bear the BLDE institution's affiliation as corresponding and work should have been carried out in BLDEA's institution only. The paper ought to be published the calendar year previous to the year of the award. For example, the papers published in the year 2016 between January and December shall qualify for nomination for the 2017 award.
2. A covering letter addressed to the General Secretary, BLDE (Deemed to be University) containing all the relevant details of the research article along with two copies of the original research publication has to be submitted through the proper channel, duly forwarded through the Head of the Institution.
4. The Research committee of BLDE (Deemed to be University) shall further facilitate the evaluation process to examine the papers objectively based on novelty/originality, and impact factor.
5. General publications including reviews, short communications, editorials, case reports, perspectives etc. are not applicable for the award.
6. The award will be granted to the corresponding author on condition that he/she has a BLDE affiliation.
7. All the other authors listed in the publication having the BLDE affiliation shall also receive a certificate of appreciation signed by the Hon'ble President, BLDE (Deemed to be University).
8. The award shall carry a memento and certificate.

PREVENTION OF SEXUAL HARASSMENT & REDRESSAL POLICY

1. INTRODUCTION

The BLDE (Deemed to be University) values and supports diversity at the work place, which includes gender diversity. As an Institution, we strive to ensure that people who are part of the Organisation and are our Employees (as defined below) have the right to protection from Sexual Harassment (as defined below) at the workplace and enjoy the right to work with dignity, which is recognized as a universal human right by the International Convention of the United Nations. The Convention on the Elimination of all forms of Discrimination against Women, which has also been ratified by the Government of India, directs States Parties to take appropriate measures to eliminate discrimination against women in all fields, specifically including equality under law, in governance and politics, the workplace, education, healthcare, and in other areas of public and social life.

The Central Government has brought into force the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (the “Act”) along with Sexual Harassment of Women at Workplace (prevention, Prohibition and Redressal) Rules 2013 (the Rules) framed thereunder, with effect from 9th December 2013 and this gender neutral policy has been framed in consonance with the Act and the Rules thereunder.

The Institution along with its Employees is responsible for creating a safe working environment which can be achieved through prevention, prohibition and redressal against Sexual Harassment at the work place.

Sexual Harassment is a serious matter and includes any unsolicited and unwanted verbal, non-verbal or physical conduct of a sexual nature that offends a reasonable person, and interferes with the person’s professional activities and opportunities at the workplace. Such practices create a demeaning work environment that is intimidating, hostile, and offensive and is characterized by fear, the precise opposite of our Institution’s values.

The Institution has a ‘zero-tolerance’ approach to any instance of Sexual Harassment. Anyone who engages in this behaviour is subject to formal punishment, including dismissal and may even result in prosecution.

2. DEFINITIONS

A. “Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

- i. physical contact and advances; or
- ii. A demand or request for sexual favours; or
- iii. Making sexually coloured remarks; or
- iv. Showing pornography; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

- B.** The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of Sexual Harassment may amount to Sexual Harassment:—
- a) Implied or explicit promise of preferential treatment in employment; or
 - b) Implied or explicit threat of detrimental treatment in employment; or
 - c) Implied or explicit threat about present or future employment status; or
 - d) Interference with work or creating an intimidating or offensive or hostile work environment; or
 - e) Humiliating treatment likely to affect health or safety of the Employee.
- C.** “**Complainant**” or “**Aggrieved Person**” means any person who files a complaint alleging Sexual Harassment.
- D.** “**Respondent**” means a person against whom the complaint has been made.
- E.** “**Employee**” means a person working in or for the Institution, whether permanent or temporary, probationary, part-time or working as a consultant or on a voluntary basis or engaged through an agent or contractor and would include all genders.

3. ELIGIBILITY

- The policy is applicable to all irrespective of any gender difference.
- The policy will be applicable to all or any incidents of Sexual Harassment that may have occurred within the premises of the Institution.
- It shall also be extended to any incident that may have occurred at outside work premises (for example office picnic, office dinner, etc.), as long as the Complainant and Respondent are associated with the Institution and the Sexual Harassment took place in the course of work.
- This policy is applicable to all Employees, as defined above.
- This policy also covers Employees on site programme with continuity of service to other member firms where no such policy or provisions are available locally.
- The offender need not be of the opposite sex.
- Sexual harassment may occur without economic injury to or discharge of the Complainant.

4. CONSTITUTION OF THE INTERNAL COMPLAINTS COMMITTEE:

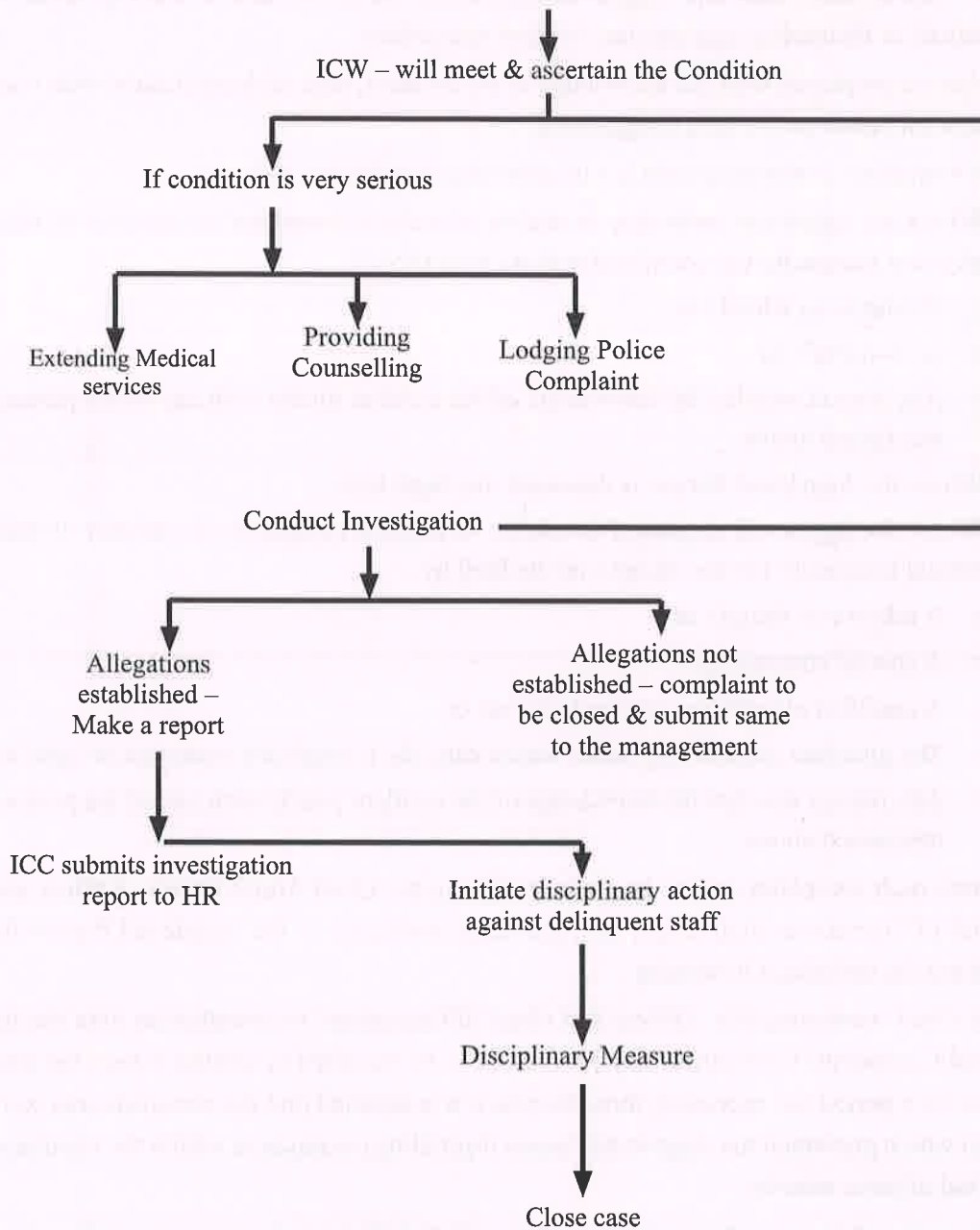
- a) An Internal Complaints Committee has been constituted by Order as stated in the annexure hereto;
- b) Every office under University and university at different locations will form an IC Committee to address any complaints and report to central office at University and University level.
- c) Each Internal Complaints Committee shall be headed by a woman, who shall be its Presiding Officer. Such woman shall be a senior level Employee of the Organisation.

- d) The Internal Complaints Committee has not less than two Members from amongst Employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- e) There shall also be at least one person selected from external resources like non-governmental Organisation or Universitys committed to the cause of women, or a person familiar with the issue of sexual harassment.
- f) In conducting the inquiry, a minimum of three members of the Internal Complaints Committee including the Presiding Officer shall be present.
- g) The Internal Complaints Committee members shall be appointed for a term of 3 years.
- h) Where the Presiding Officer or any member of the Internal Complaints Committee contravenes any of the provisions set out herein, such Presiding Officer or member, as the case may be, shall be removed from the Internal Complaints Committee and the vacancy so created or any casual vacancy shall be filled by fresh appointment in accordance with the provisions of this policy.
- i) For the purposes of making an inquiry, the Internal Complaints Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 in respect of the following matters:
 - 1. Summoning and enforcing the attendance of any person and examining him on oath;
 - 2. Requiring discovery and production of documents; and
 - 3. Any other matter which may be required as per the law.
- j) All the Internal Complaints Committees shall report their findings to the Chief Administrative Officer and Chief of Operations of the Institution who has been empowered to deal with the matter of sexual harassment
- k) The Internal Complaints Committee shall in each calendar year, prepare in such form and at such time, an annual report and submit the same to the Chief Administrative Officer and Chief of Operations of the Institution who has been empowered to deal with the matter of sexual harassment.

5. PROCEDURE & FLOW CHART

Aggravated Woman shall lodge complaint to ICW:

1. File written complaint to committee.
2. Informing the member through Phone.
3. File complaint through HR department or departmental head.



A. Procedure for Lodging a Complaint:

- i. A complaint may be lodged, with the Chief Administrative Officer and Chief of Operations of the Organisation, in writing within 3 months from the date of the incident or if it is a series of incidents then the date of the last incident by:-
 - Any Aggrieved Person.
 - In case of more than one Aggrieved Person, by all, or any one or more of them on behalf of themselves against the common respondent.
 - Any co-employee who has knowledge of the incident, with authorization/written consent on behalf of the person aggrieved.
 - Anonymous complaints shall not be entertained under this policy.
 - Where the aggrieved employee is unable to make a complaint on account of their physical incapacity the complaint may be filed by:-
 - A relative or friend ; or
 - A co-worker ;or
 - Any person who has the knowledge of the incident jointly with any of the persons mentioned above.
 - Where the Aggrieved Person is deceased, the legal heir.
 - Where the aggrieved employee is unable to make a complaint on account of their mental incapacity the complaint may be filed by :-
 - A relative or friend ; or
 - A special educator ;or
 - A qualified psychiatrist or psychologist; or
 - The guardian or authority under whose care she is receiving treatment or care; or
 - Any person who has the knowledge of the incident jointly with any of the persons mentioned above.
- ii. Where such complaint cannot be made in writing the Chief Administrative Officer and Chief of Operations shall render all reasonable assistance to the Aggrieved Person for making the complaint in writing.
- iii. The Chief Administrative Officer and Chief of Operations in consultation with the Internal Complaints Committee may for reasons to be recorded in writing extend the time limit for a period not exceeding three months if it is satisfied that the circumstances were such which prevented the Aggrieved Person from filing a complaint within the stipulated period of three months.
- iv. Six copies of the complaint shall be filed with the Chief Administrative Officer and Chief of Operations along with all supporting documents and the names and addresses of the witnesses.

Before the commencement of inquiry proceedings, at the request of Aggrieved Person, the Chief Administrative Officer and Chief of Operations in consultation with Internal Committee may take steps to resolve the matter through conciliation between the parties.

B. Procedure for dealing with Complaints of Sexual Harassment:

- v. No monetary settlement shall be made as a basis of conciliation.
- vi. Where any such settlement is arrived, it shall be recorded and copies of the same shall be provided to the concerned parties and no further inquiry shall be conducted.
- vii. Where the Aggrieved Person informs the Internal Complaints Committee that any term or condition of the settlement has not been complied with, by the Respondent, the Internal Complaints Committee shall proceed to make an inquiry into the Complaint.
- viii. In case the conciliation fails, or the Aggrieved Person wishes to opt out of the said conciliation, or where no mutually agreeable settlement can be reached during the said conciliation, where the Respondent is an employee, an inquiry into the matter shall be conducted as per the procedure prescribed herein.

C. Procedure to Conduct Inquiry:

Subject to the success or failure of the conciliation process, and the compliance of the terms of settlement by the Respondent, where the Respondent is an Employee, an inquiry into the complaint shall be commenced within a period of four weeks of receipt of the complaint by the ICC from the Chief Administrative Officer and Chief of Operations, or the conclusion of the conciliation process, whichever is later.

The enquiry will be conducted as follows:

- a) A copy of the complaint and charge sheet shall be provided to the Respondent within seven working days and the Respondent shall be required to submit a written statement of his/her defence, along with the list of documents, names and addresses of the witnesses, within a period of ten working days from the date of receipt of the copy of the complaint and charge sheet. The written statement, submitted by the respondent, shall be shared with the Complainant.
- b) Distinct charges, statement of imputations of misconduct/misbehaviours, statement of facts, reply of the Respondent, supporting documents and list of witnesses shall be placed on record.
- c) Statements, examination and cross-examination of the witnesses if any, of both the parties shall be recorded in the form of question and answer and signed by the witness.
- d) All the proceedings of the Inquiry shall be recorded in writing and shall be signed by the Complainant and the Respondent as a verification of the correctness and accuracy of the record.
- e) During the inquiry both the concerned persons shall represent themselves in person or in cases where a co-worker or legal heir has filed the complaint on behalf of the Aggrieved Person, through such co-worker, legal heir. There shall be no advocates and or representatives permitted to appear on behalf of the Complainant/Respondent.
- f) At the commencement of the inquiry, the procedure to be followed in the inquiry shall be explained to all concerned parties.

- g) The inquiry shall be conducted in Kannada, Hindi or English language, whichever is requested by any or both of the parties.
- h) The venue for inquiry shall be, as far as practicable, as per the convenience of the Complainant.
- i) Where both parties are employees, the parties shall, during the course of the inquiry be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Internal Complaints Committee.
- j) Inquiry shall be completed within 90 days from the date on which the inquiry is commenced. If there is any delay in completion of the inquiry, the Internal Complaints Committee shall record and put down in writing the reasons for such delay.

D. Findings and Directions of the Internal Complaint Committee:

On the completion of an inquiry a detailed and reasoned final report shall be prepared and put on record along with any of the recommendations to the employer as under.

- 1) Where the allegations against the Respondent have been proved:
 - o To take action against the Respondent commensurate with the gravity of the offence of which he / she has been found guilty;
 - o To deduct from the salary or wages of the Respondent, such sum of compensation to be paid to the Complainant, as it may determine, or to direct the Respondent to pay such compensation to the victim.
 - o Where the Respondent ceases to be in employment, the Institution may direct the Respondent to pay such sum to the Complainant.
- 2) Where the allegations against the person accused have not been proved the ICC shall:
 - o Dismiss the complaint
 - o In the event that it is determined that the complaint was not *bona fide* or the complaint was filed with ulterior motive(s), to initiate action against the Complainant. However, the mere inability to substantiate a complaint or provide adequate proof does not constitute grounds for taking action against the Complainant.
 - o In the event that the Internal Complaints Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Institution or the employer of the witness, where the witness is not an Employee, to take action against such witness.
- 3) Any person aggrieved, by the recommendations or the implementation / non-implementation of the recommendations of the Internal Complaints Committee, may prefer an appeal within 90 days as prescribed under the Act and Rules framed thereunder.
- 4) The employer shall take action on the recommendation of the ICC within 60 days from the receipt of the recommendations.
- 5) The Internal Complaints Committee may grant interim relief to the aggrieved person as considered necessary under the circumstances.

6. RIGHTS AND EXPECTATIONS OF THE COMPLAINANT AND THE RESPONDENT:

- ✓ **Non-retaliation:** Retaliation of any sort against the Complainant/Respondent and other parties involved in the alleged harassment, or those consulted during the investigation will not be tolerated.
- ✓ **Opportunity to respond:** A person against whom a complaint has been made shall be treated fairly, informed of the applicable procedures, given notice of the allegations against him/her, and be given adequate opportunity to respond.
- ✓ **Accompanying colleague:** A non-legal person from the Institution may accompany a Complainant and/or the Respondent, if they wish to, during the inquiry proceedings but such person shall not be allowed to take part in or speak during the inquiry proceedings unless such person is a witness to the complaint.
- ✓ **Confidentiality:** Complaints of Sexual Harassment shall be handled with utmost confidentiality. The facts should be made available only to those who require to know them in order to investigate and resolve the matter. However, the Internal Complaints Committee members have a responsibility to gather required information and come to a resolution. Once the names of the parties involved are given to them, the Internal Complaints Committee members will keep the information confidential, unless there is a grave danger presented by the alleged harassment, so as to justify taking extraordinary steps, such as immediate administrative intervention. It is imperative that the parties involved be discreet and limit their conversations about the alleged incident, only to those who have a role in resolving the complaint.
- ✓ The Parties are bound to maintain confidentiality of the proceedings conducted and the final report under this policy and shall execute a confidentiality undertaking at the commencement and the end of the proceedings.

7. AN EMPLOYEE'S RESPONSIBILITIES UNDER THIS POLICY:

A. If You Are Sexually Harassed:

- Don't be ashamed and don't blame yourself.
- Say 'NO' clearly. Inform the offender that his/her attentions are unwanted.
- Make it clear that you find the behaviour offensive. If it persists, write a memo to the offender asking him to stop; keep a copy.
- Remember that Sexual Harassment is against the Institution's policy and is also against the law.
- Know your rights under this policy.
- Keep a written, dated record of events. Write down each incident including date, time and place, details of what happened and your response.
- Confide in the Ethics Officer or one of the Committee members.
- Get help. Don't delay.

- Do not hesitate to raise the issue with the Chief Administrative Officer and Chief of Operations or any one of the members of the Internal Complaints Committee for appropriate redressal of the issue.

B. It is important that each and every employee who:

- Believes to have been subjected to Sexual Harassment, or subject to retaliation which is in violation of this policy; raises the issue with the Internal Complaints Committee and avails of appropriate relief and redressal of the grievance.
- Has been told about or witnessed conduct that may violate this policy;
- with the written consent of the Aggrieved Person, raises the issue or assists the Aggrieved Person to raise the issue with the Internal Complaints Committee;
- At the request of the Aggrieved Person and in consultation with the Internal Complaints Committee assists the Aggrieved Person to initiate action under the Indian Penal Code.

8. THE INSTITUTION SHALL —

- a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Complaints Committee;
- c) Organise workshops and awareness programmes at regular intervals for sensitising the Employees on issues relating to Sexual Harassment;
- d) Provide necessary facilities for dealing with the complaint and conducting an inquiry;
- e) Assist in securing the attendance of the Respondent and witnesses;
- f) Make available to the Internal Complaints Committee such information, as may be required in relation to the complaint made;
- g) provide assistance to the Aggrieved Person if he/she so chooses, to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the Respondent, or if the Aggrieved Person so desires, where the Respondent is not an Employee, in the workplace at which the incident of Sexual Harassment took place;
- i) Treat Sexual Harassment as a misconduct and initiate action for such misconduct;
- j) Monitor the timely submission of annual reports of the investigations conducted in each calendar.
- k) The Organisation reserves the right to alter, add to, vary or substitute any of the provisions of this policy at any time.
- l) If any of the provisions contained herein are found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

9. DETAILS OF THE COMMITTEE

A. Members of the Committee:

1. External Neutral Member (NGO)- Chairperson
2. Convener (Preferably Executive HR)
3. Internal Committee Member
4. Internal Committee Member
5. Internal Committee Member
6. Internal Committee Member

B. Quorum: The quorum for the meeting is 50% of the members with the chairperson being mandatory and that for passing any resolution is 2/3rd of the members.

C. Frequency of meeting: Members of the committee meet once in four months.

D. Common minimum agenda:

- Review of Previous minutes of meeting.
- Medical audit review
- Any other related issues

E. Terms of office:

The committee will be appointed for a period of one Year. The management of University office / University Office will have the right to reappoint all or any of the said members and appoint new members and/or to fill any vacancy, howsoever caused.

F. Records and retention period of records:

- Minutes of meeting
- Attendance sheet

The records shall be maintained for minimum of 2 years.

The Internal Complaints Committee for Women meeting minutes are circulated amongst the members and any other department as deemed necessary.

SEPERATION POLICY

The amended provisions in the policy are effective September 1st, 2017.

1. INTRODUCTION

Separation from the Company can be due to resignation, retirement, death while in service or termination. In order to ensure smooth exit, the following policy shall be adopted.

2. NOTICE PERIOD

Employees on probation will be required to serve one month notice period for non-teaching employee and teaching employees depends on academic requirement will be intimated to the employees, and employees in the confirmed services will be required to serve three months of notice period.

3. RESIGNATIONS

A. Process of submitting resignation

Employee desirous of resigning from the services of the company will have to communicate the intent of resignation through written communication, either by a letter or email addressed to the Principal/Reporting Authority. The employee is required to serve the notice period as applicable.

Upon receiving the letter, the following actions shall be initiated:

- The HR Coordinator will forward the copy of the resignation letter to the respective HR Head within a fortnight of receiving the letter/email from the employee with comments on the acceptance of the resignation.
- The HR Coordinator will also indicate the last working date.
- Employee who is confirmed in the service, and is serving notice period, the salary for the last working month will be placed on hold, and will be paid along with the full and final settlement. The same will be applicable to the employee who is on probation and Guest Faculty, and is serving notice period.
- The intimation of the resignation of an employee along with the last working day will be updated by the HR representative.
- The HR team shall initiate exit clearance process with various internal departments.
- The resigning employee will be communicated by the HR representative on the exit formalities.
- It will be the responsibility of the resigning employee to ensure that the exit formalities are completed as guided by the HR team, to facilitate timely final settlement. The exit interview will be conducted on the last working date or a day prior.

B. Exit interviews shall be conducted by the HR team as under:

- For Teaching and Non-Teaching Staff, exit interview shall be conducted by the respective HR Coordinator.
- For Officer and Principal above, the exit interview shall be conducted by the respective location HR head

C. Notice Period

Employee will be expected to serve the notice period as per the policy applicable. The resignation shall be accepted by the reporting Authority / Principal and the last working date shall be defined based on the institution exigency. The organisation reserves the right of discretion either to accept or refuse the payment of shortfall of notice, thereby; an employee will be required to serve the full notice period.

In an event of exit the following shall be considered:

1. Employees serving full notice period –

The last working day will be decided by the HR Head in coordination with Principal and Administrative Officer, unless there is a specific request from the function to extend the tenure post completion of notice period, by additional days. The extension beyond notice period shall be mutually agreed between the Institution and the employee. In case, the employee is unable to serve the extension beyond the notice period the last working day shall be as per the policy.

2. Employees serving partial notice period; following may be the circumstances

a) If the employee requests for an early release from the duty, the Principal, Administrative Officer has the discretion to recommend the waiver of notice period based on business exigency. There will be a mutual separation, between both the parties by not paying each other for the shortfall of notice period.

b) In such a situation, the leave accumulated will be adjusted against the shortfall of notice period, and if there is any balance leave available, the same will not be encashed.

In an event, after adjusting the leave balance against the shortfall of the notice period, and no leave balance is due, there will be no encashment due.

c) Employees who have resigned from the services and are not willing to the serve the due notice period the Administrative Officer and HR Head will have the right to accept or refuse such a request. In such a case, the employee shall pay the notice pay for the un-served period.

d) If the employee is willing to serve the notice period and the Administrative Officer does not wish to continue with the employee concerned, the organisation will pay for the balance notice period based on fixed pay to the employee and relieve the employee from the duties.

e) Notice Pay shall be computed as under:

Notice Pay = Un-Served Period (in working days) X Monthly Fixed Compensation / 30

The above will not be applicable if the separation is on account of ethics, integrity or any act of misconduct.

4. RELIEVING DATE:

An employee, who is serving notice period, and is to be relieved from the services, if the last day of work, is falling on a weekly holiday or a paid holiday, the employee will be relieved on a working day prior to the holiday.

The Employee Will Be required To Refund all loans, advances and any other dues to the company return all company's property held by the employee hand over possession (free of all encumbrances) of company's leased / owned accommodation complete "exit clearance / handover form"

5. ENTITLEMENTS ON SEPARATIONS

It is the employee's responsibility to ensure that they complete the process of exit clearance. Employees shall receive the following on separation:

Monthly Compensation (Basic Salary, HRA, DA, AGP and Gross)

- Allowance if applicable) till the last working day. If the employee works for part of the month, then the amount payable will be computed as under:
- $(\text{Monthly Compensation} / 30) \times \text{No of calendar days with our organisation.}$
- Reimbursement of expenses if applicable
- Organisation's contribution to the employee's Provident Fund (as per rules).
- Gratuity, will be payable as per the rules applicable. (refer para no. 7 on Gratuity rules in the policy Remuneration & Benefits)

Eg. Provident Fund Contributions (employee's as well as Company's) will be transferred as per PF & EPS rules, provided the employee applies for transfer of PF after joining the prospective employer.

- In case an employee desires to withdraw the PF accumulation, as per the PF rules, the employee can submit the withdrawal form only after 2 months from the last working date. The onus of completing the form as per requirement rests with the exiting employee.
- In the unfortunate event of death of an employee; settlement will be completed only on receipt of satisfactory legal documents evidencing right to receive the dues.

6. INCREMENT/ REVISION LETTER

Employees who resign, or are serving notice period, as on the date of pay-out of increments, will not be eligible for salary increment.

7. RETIREMENT

The retirement age for Teaching and Non-Teaching Staff is 58 years as per the record submitted at the time of joining.

8. OVERALL CO-ORDINATION / CLARIFICATION / SUGGESTIONS

The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

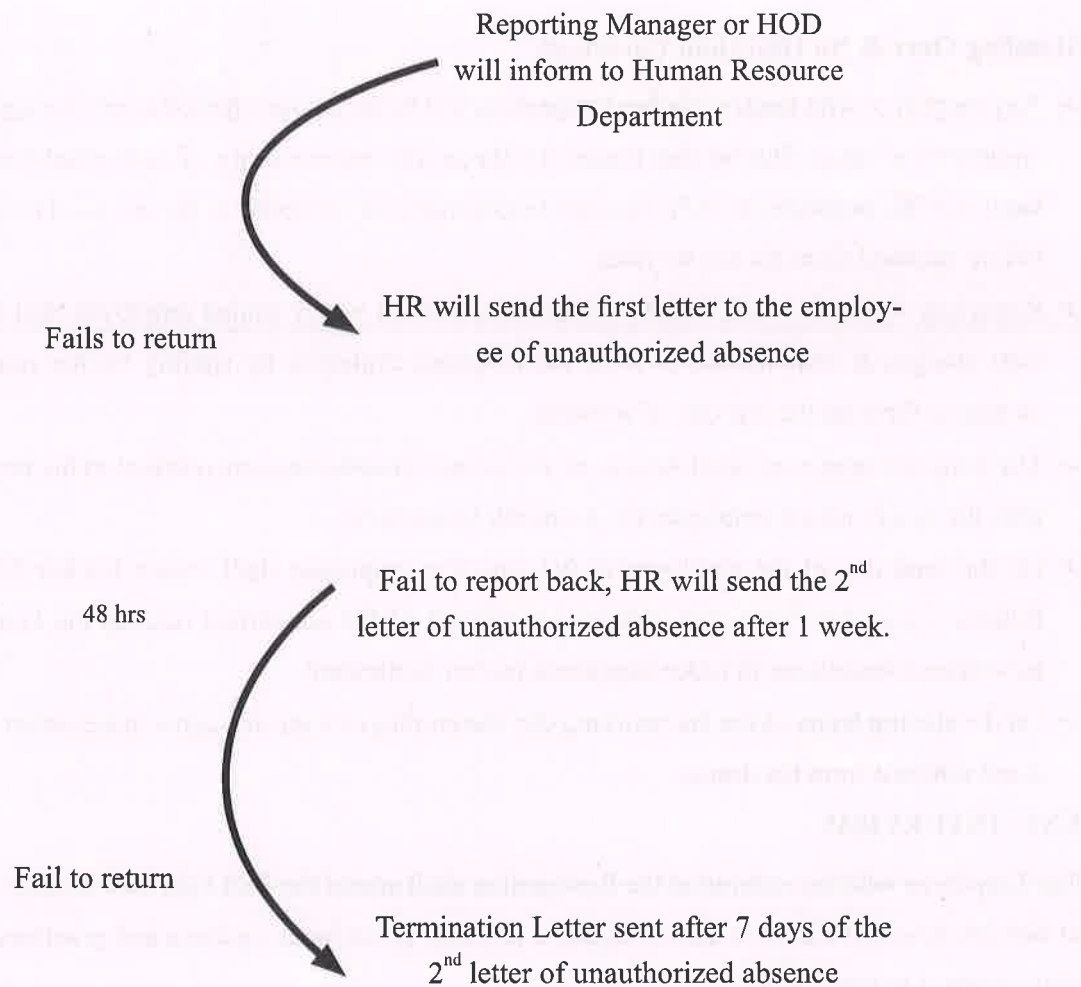
The decision of the management shall be final and binding on all concerned on any matter that needs resolution.

The Separations policy will be coordinated by HR. All clarifications with regard to the policy can be obtained from HR; similarly all suggestions for improvement of the scheme should be addressed to them.

9. UNAUTHORIZED ABSENCE / ABSCONDING

An employee whether or not entitled to leaves, if go on leave without approval from Reporting Manager is considered as unauthorized absence.

In the case employee fails to report within 48hrs (2days) to work absconding process start as below



If employee revert back / reports back to duties on 1st or 2nd letter, in such cases suitable action will be taken under guidelines of management.

TERMINATION

Termination of services of regular Employee or on probation is made on the grounds of Long Absenteeism and/or any other Disciplinary Action(s).

In case of Termination due to any disciplinary action, the concerned employee is relieved on the very same day. All the following processes are undertaken on the same day.

- NO DUES CERTIFICATE duly signed by respective HOD
- Full & Final Settlement cheque handed over
- All Legal dues paid and receipt obtained from the employee.
- Handing over all information and equipment

NOTE: All the Notices as per applicable Standing Orders shall be sent in the name of the concerned Employee through the HR head.

Handing Over & No Objection Certificate

- Any employee who tenders his/her resignation will be on a notice period as per the agreed employment terms. During that tenure it's the moral responsibility of such employee to hand over his possessions and properties belonging to the company to the assigned person/ before relieved from his/her services.
- Reporting Authority shall initiate the process and the newly joined employee will take over charges & responsibilities from the outgoing employee by signing his/her release clearance form on the last day of working.
- The outgoing employee shall furnish all the information/documents relevant to the profile with the newly joined employee for a smooth functioning.
- On the final day of the employment the outgoing employee shall ensure his/her NOC/ Release Clearance Form with obtained signatures of the concerned reaches the Human Resources Department in order to process his/her Settlement.
- On the closing hours of the last working day the employee's service come to cessation and stand relieved from his duties.

EXIT INTERVIEW

The Employee who has submitted the Resignation shall attend the Exit Interview to share his or her opinions and views on the Company's policies, procedures, systems and practices for improvement in these areas.

- An Exit Interview is arranged and conducted by the HR Head
- Exit Interview shall be conducted before processing Full & Final Settlement.
- In case of Separation owing to Termination NO Exit Interview is conducted.

FULL & FINAL SETTLEMENT

- For processing Full & Final Settlement, following aspects are thoroughly checked & calculated
- Accumulated Leave as on date for calculating Leave Encashment
- Successful/Regular completion of minimum five years of service subjected to Government Norms as per eligibility of Gratuity act.
- Information in No Dues Clearance Form for any Loan Recovery or Salary Payable
- Employee who's No Dues Clearance is not cleared due to various reasons, their Full & Final Settlement is kept pending. After clearing all the dues, his or her Full & Final Settlement is processed.
- In case, an Employee wants to be relieved early before completion of his or her specified Notice Period, Notice Pay is recovered from his or her Settlement Amount. All legal dues as per the normal resignation are given to the Employee.
- Full and Final Settlement process is initiated from HR Department in coordination with Finance Department based on No Due Certificate received from concerned Reporting Authority.
- Finally the approval required from Chief Administrative Officer and Chief of Operations for completion of Full and Final Settlement Process.
- Cheque will be issued to the employee after 30 working days from the date of relieving signed by General Secretary.

GRATUITY

The amount payable to an employee under Gratuity Act 1972 is calculated on the basis of fifteen days wages for every completed year of service. The figure of day wages the figure of wages last drawn by the employee.

$$\text{Gratuity} = \text{Last Wages} * 15 * \text{No of years of service}/26$$

- **Monthly Salaried Employee**

Gratuity = Last drawn wages \times 15/26 \times Completed years of Service (including a part of year in excess of six months)

Note:

Wages = Last Drawn

Month = Period of 26 Days

15 days wages = Last drawn wages \times 15/26

- **Piece Rated Employee**

Gratuity = Last drawn wages \times 15/26 \times Completed years of Service

An employee is eligible for payment of gratuity if [section 2]:-

He/she rendered the continuous service for five or more than five years on the termination of his employment :-

- On his superannuation; or
- On his resignation or retirement; or
- On his disablement due to disease/accident or death. (continuous service of five years is not applicable in this case)

Here meaning of an employee [section 2(e)]:-

- Any person (not apprentice)
- Employed on salary or wages
- Employed in any factory, establishment, mine, plantation, oilfield, port, shop or Railway Company.
- To do any work (i.e., manual supervisory, non-technical, technical, unskilled, semiskilled, skilled, managerial, officer or clerical)
- Whether the terms of employment are implied or expressed.
- Whether or not he is employed in an administrative or managerial capacity.

Here meaning of Superannuation [section 2(r)]:-

- The attainment by the worker/employee of such age
- As defined in service conditions and contract.
- As the age on attainment of which the worker/employee shall vacate the service/employment.

Here meaning of continuous service [section 2A]:-

- uninterrupted service which may be interrupted due to accident, sickness, absence for duty without any leave, leave, lay-off, lock-out, strike or cessation of work (due to not any fault of the employee) are considered as continuous service.
- Whether such interrupted or uninterrupted service was rendered after or before the commencement of the Act.
- If in case employee is not in continuous service of one year, he/she shall be deemed to be in continuous service of one year if; he/she has, immediately preceding twelve calendar months, worked under the employer for not less than –
 - 190 Days (in case of employee employed in mines below ground)
 - 190 Days (in case if employee employed in an establishment which works for less than six days in a week)
 - 240 Days (in any other case)

- If in case employee is not in continuous service of six months, he/she shall be deemed to be in continuous service of six months if; he/she has, immediately preceding six colander months, worked under the employer for not less than –
 - 95 Days (in case of employee employed in mines below ground)
 - 95 Days (in case if employee employed in an establishment which works for less than six days in a week)
 - 120 Days (in any other case)
- If an employee of seasonal establishment is not in continuous service of twelve or six months, he/she shall be deemed to be in continuous service of twelve or six months; if he/she actually worked for not less than seventy five percent of the number of days on which the establishment was in operation during such period.
- **Note:** Following days shall be included while calculating the actual worked days of an employee:-
 - Employee has been laid-off under an agreement.
 - Employee has been on leave with full wages.
 - Employee has been absent to his duty due to temporary disablement caused by an accident arising out of and in the course of his employment.
 - Maternity leave for female employee, not more than twelve weeks.

Gratuity shall be paid to :-

- The Employee
- Employee's Nominee (if deceased employee had made a nomination)
- Employee's Legal heir (if deceased employee had not made any nomination)
- If case of minor legal heir or nominee, the amount of gratuity shall be deposited with controlling authority. Controlling authority deposit/invest the gratuity amount in a financial institution or bank for benefit of minor, as may be prescribed, until such minor attains majority.

STATUTORY DEDUCTION OF INCOME TAX

The company shall deduct from the gross amount of Gratuity to which the employee is entitled, any income tax, or any statutory tax, which the employee is liable to pay, and shall pay to the employee the net amount after deduction.

PROVIDENT FUND

All employees are covered under the Employees Provident Fund and Miscellaneous Provisions Act, 1952 and shall contribute 12% of Basic per month or as fixed under the said Act from time to time. The Company shall make a matching contribution. Contributions to the Fund commence with effect from the date of joining of the employee.

As per the said Act, an employee can make voluntary contributions to the Fund. However, the

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company will not be liable to match any contribution made by the employee over the entitled amount.

As per the provisions of the EPF & MP Act, 1952, employees may apply for a loan against their accumulated Provident Fund balance for the following purposes:

- a. Housing
- b. Illness
- c. Marriage
- d. Education
- e. Natural Calamities

An amount of 12% of the Basic salary is deducted from the salary of the employee with matching/ equivalent employer's contribution.

For Transferring and/or Withdrawing the PF Amount, Employee has the option to apply on-line with guidance from HR Department.

10. EXIT INTERVIEW FORM

Name of Departing Employee: _____ Date of Resignation: _____

Department: _____ Current Position: _____

Reporting to: _____

Person Conducting the Interview: _____ Date: _____

1. Reason for resignation, with explanation:

Feedback – Communication across, flow of information, job responsibilities, behavioral & Technical

2. Feedback on the working environment:

3. Feedback on your peers

4. Feedback on your manager:

5. Feedback on the job you handled:

6. Feedback on supporting staff of BLDE (Deemed to be University) (HR, Finance, Marketing, Purchase, Stores etc.,)

7. Suggestions to improve: Immediate working environment, Supporting staffs & Organization.
8. Re-joining to our organization
9. Referring your friends and family:
10. Do you think we could have retained you, if yes how?
11. Rate your satisfaction as employee in on the scale of 1 to 5 (1 dissatisfied and 5 being extremely satisfied)
12. Share your thoughts:

Interviewer's Comments:
Rehire: Yes No

Employee's Signature: _____ **Date:** _____

Interviewer's Signature: _____ **Date:** _____

RESIGNATION FORMAT

To, _____ **From,**
Name of the Head: _____ **Name:** _____
Designation: _____ **Employee ID:** _____
Unit: _____ **DOJ:** _____

SUBJECT: RESIGNATION FROM THE POST OF _____

Dear Sir/Madam,

Please accept this letter as my formal notice of resignation as (Designation) _____
from BLDE (Demeed to be University) _____ My notice period will be of _____
days duration. Kindly note that my last working day shall be _____

I am resigning from the post due to:

- Personal reasons
- Better Opportunity
- Other (Please specify): _____

Sincerely,

Employee Name: _____ Employee Signature _____ Date: _____

To be filled by HOD

- Accepted _____ The last working date shall be _____
- Declined _____

Reason for Resignation: (Post discussion with Employee)

HOD's Signature: _____ Date: _____

For Registrar Office Use Only:

Received Resignation on: _____
Resignation Acceptance letter issued on: _____
Other Remark: _____

NO DUE CERTIFICATE

NO DUES CERTIFICATE		PART A"	
Mr. /Ms / Dr.		EMP	
No:			
Designation			
DOJ:			
Department: _____		UNIT: _____	
<p>has resigned from services on _____ of company and he /she will be relived from the services of company with effect from _____. (After closing hours). Please indicate dues, if any in his / her name from your department to enable us to settle his /her final dues.</p>			
Date :		Authorized	
Signature			
Department	Dues if any (in Rs)	HOD Name	Signature
Concerned HOD - Handing over responsibilities - Handing over of all the files/keys/other documents - Punch card (if any)			
Stores & Purchase			
Loans and Advances :			
SBI Bank			
Andhra Bank			
Employee Co-operative Society			
Salary Section			
Dean, Research and Development (R & D)			

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IT Department (Mobile/Sim card/Laptop & Application Credential)			
Admin Department (EST Section)			
Accounts section			
HRD (ID Card, Punch Card)			
HR Legal			
Central Library			
Hostel/ Quarters			
Exit Interview			

TIME OFFICE/PAYROLL **PART "B"**

1	No. of days payable during current month	_____ days
2	No. of days payable for last month	_____ days
3	Leave encashment(days)	_____ days

TIME - OFFICE

HR SECTION **PART "C"**

1	Gratuity payable, if any	Yes/No
1	Date of Joining: Date of Leaving:	____years__months__days
1	Claim form in respect of Gratuity –Form "I"	Received / Not received
2	Notice pay Recovery , if any	_____ days
3	Other deductions, if any	

Head – HR / FO

11. FULL & FINAL SETTLEMENT FORMAT

Employee Name:					
Employee No.:					
Designation :					
Department / Location					
Date of Joining:					
Date of Leaving:					
Worked days in _____					
Earnings	Monthly rate	Amt for current month (in Rs.)	Deductions	Monthly rate	Amt for current month (in Rs.)
Basic			ESI	1.75%	-
HRA			PF	12.00%	-
DA			PT	0	-
AGP			Loan Recovery	0	0
Gross Salary			Notice Period Recovery	0	0
Allowance if any			Salary Advance	0	0
Total Salary	-	-			
			Total Deductions		-
Net Pay	-				
Total Pay-able	-				
Prepared By :		Authorized By :		Approved By :	

PERFORMANCE APPRAISAL – EMPLOYEE POLICY

1. POLICY

This policy sets out the responsibilities of reporting manager and employee and specifies the processes for the implementation of Employee Performance Development and Review.

The Institution is committed to provide a working environment with structures and systems that:

- a. Support the achievement of Institution objectives;
- b. Encourages improvement and innovation; and
- c. Recognises individual performance and addresses unsatisfactory performance through a performance development process.

2. OBJECTIVES

- a. Facilitates two way communications between Individual and organisation.
- b. Provides a quantitative goal for every individual to guide their performances.
- c. It provide a means to review the continuous progress on the performances. The process supports in identification of training needs for individuals
- d. Provide input into the Annual Training Plan.
- e. To monitor individual performance

3. APPLICABILITY

This policy is applicable to all the employees under University

4. PRINCIPLES

Reviewing employee performance and fostering employee development towards the organizations goal are critical elements in the achievement of Institution priorities and its overall success. As a tool to assist in the review of performance, employees participate in an annual performance appraisal and review process.

Performance review is a joint responsibility between the Reporting Authority and the employee. Performance development and review is a process through which employees and Reporting Authority can work together to:

- a. Identify, document and describe work expectations;
- b. Discuss learning and development needs; and
- c. Plan for future individual and organisational growth and development.

The Performance development and review program are designed to provide:

- a. A structured yet flexible approach to developing and managing performance;
- b. All employees with a clear understanding of their work roles within Institution, including the contribution of their work to the achievement of organisational vision and strategies;
- c. A process to recognise achievement and address unsatisfactory performance
- d. Better communication between reporting authority and employee
- e. A process for identifying employee strengths and how they might best be utilised, and improved, and a means for developing further skills and knowledge for a successful career; and

- f. The opportunity for employees to develop to their full potential.

The employee appraisal and review program consist of following integrated components:

- ❖ Defining key performance indicators (KPI)
- ❖ Periodical review of performance based KPI
- ❖ The appraisal discussion and developmental needs.

5. DEFINING KEY PERFORMANCE INDICATORS:

Defining the KPI (Key performance indicators) is critical in providing a foundation and direction for performance development which includes:

- a. Objectives;
- b. Aligning to the organisation Strategy;
- c. Playing your expected role And
- d. Competency Statements.

The KPI's are defined on annual based on any job vacancy and/or in case of job redesign. The KPI will consequently be revised if deemed necessary by the reporting manager and approved by the officer in case of any change in the role for the individual.

6. PERIODICAL REVIEW OF PERFORMANCES

Periodical review of KPI is an equal responsibility for employee as well as the reporting manager. It is critical that reporting manager reviews each team member's performance and provides a qualitative feedback for the employee's improvement

7. ANNUAL PERFORMANCE REVIEW

During the final annual performance review cycle, the employee will have to start the process with filling up the self-appraisal form and the same will be reviewed by the reporting manager and add his comments after his discussion with the individual.

Reviewer would give his final comments after his discussion with the reporting manager and the same will be considered for the annual appraisal

8. THE APPRAISAL DISCUSSION & DEVELOPMENTAL NEEDS

- The appraisal discussion will allow an opportunity for both the appraisee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in his/her role.
- The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.
- The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
- The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self-assessment.
- The appraisee and appraiser should agree on a Personal Development plan for the apprai-

see for the following year. This will reflect the appraisee’s aspirations and the organisation’s requirements, and should align personal and organisational goals. The organisation and the Reporting Authority will support the individual to achieve these goals during the forthcoming year.

- Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

9. THE EMPLOYEE DEVELOPMENT PROCESS

Employee development and career planning will be discussed during performance appraisals with a view to identifying:

Individual training needs related to job requirements and work performance;

Personal and career aspirations; and

Organisational opportunities.

The outcome of this discussion is incorporated into Institution training plan and activities.

Workshops, conferences etc. deemed appropriate for the employee’s professional development will be identified and discussed with the employee as they become available.

10. PERFORMANCE APPRAISAL RATING WITH DEFINITIONS:

Performance Rating Name	Rating	Definition
EXCEPTIONAL PERFORMANCE	5	Performing and contributing at a level that anticipates changing expectations. Always exceeds challenging goals. Always exceeds commitments and delivers more than expected with the highest quality.
EXCEEDS EXPECTATIONS	4	Performing and contributing at a level that outpaces changing expectations. Often exceeds challenging goals. Often exceeds commitments and delivers more than expected with the highest quality.
FULLY MEETS EXPECTATIONS	3	Performing and contributing at a level that keeps pace with changing expectations. Meets challenging goals on-time, and with high quality.
MEETS MINIMUM EXPECTATIONS	2	Meets minimum threshold targets, but performs inconsistently, sometimes falling behind in meeting dynamic goals. Often improvement is needed in timeliness, quality or scope of the performance.
FAILED TO MEET EXPECTATION	1	Performance does not meet standards of job.

PERFORMANCE APPRAISAL FORM

Appraisal Form – April to May Cycle

Employee Name & ID:	
Date of Joining:	
Designation:	
Department:	
Appraisal Period:	
Appraiser Name & Designation:	
Reviewers Name & Designation:	

SECTION A: PERFORMANCE (75%)

5- Exceptional Performance, 4 – Exceeds Expectations, 3 – Fully Meets Expectations, 2 – Meets Minimum Expectations, 1 – Failed to meet Expectations

Sl. No	Key Role Areas (KRA)	Weightage (%) (A)	Measuring Criteria	Rating Achievement				Self-Rating (B)	Manager Final Rating (C)	Weighted Score A x C/100
				5	4	3	2			
							I			

Note: Total Score can be rounded off to the nearest number.

SECTION B: ADDITIONAL RESPONSIBILITIES HANDLED OTHER THAN KPI (20%)

Sl. No	Additional Responsibilities	Self-Rating	Manager Rating

SECTION C: COMPITENCIES DISPLAYED TO ACHIEVE THE KPI (5%)

Part 1: Job Competency

Job Knowledge, skills, quality and safety consciousness	1	2	3	4	5
Has knowledge of concepts, policies, procedures & latest developments relevant to the job					
Effectively applies knowledge to carry out work on a daily basis					
Exhibits quality & safety in terms of satisfying requirements of neatness, timeliness, safety protocols etc.					

Part 2: Commitment and Initiative

Punctuality, initiative and learning, adherence to work ethics and dependability	1	2	3	4	5
Is punctual & timely on the job & deliverables.					
Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks.					
Follows operating procedures & protocols with sincerity & does not resort to short cuts. Also reflects the organization's values in daily behaviour.					
Can be relied upon to handle all situations effectively. Is able to identify the problem even in stressful situations & generate alternative solutions.					

Part 3: Interpersonal Relations

Team work, effective communication, positive empathetic attitude, preventability	1	2	3	4	5
Works effectively with all concerned internal & external customers as per demands of the job					
Is clear in communication (oral &/ or written) as per job requirements.					
Deals with internal & external customers with courtesy, empathy and respect, in verbal & non-verbal communication					
Presents herself/ himself in a pleasing manner in terms of personal grooming & hygiene, with adherence to requisite standards.					

SECTION D: PERSONAL DEVELOPMENT PLAN

Attributes	Self-Assessment by Appraisee	Appraiser's Remarks
1. Personal Development Plan (PDP)-Please indicate training, seminars, on-the-job training, projects etc		
2. Areas for job rotation/Career growth		

SECTION: E

(To be completed by the Appraiser)

1. Overall comments & Recommendation :

2. Appraisee's Comment on the process:

Appraiser's Signature :-	Appraisee's Signature :-
Date: -	Date: -

3. Overall Performance Rating: (Please tick) to be based on performance against Key Performance Indicators (KPI) only.

Exceptional Performance	Exceeds Expectation	Fully Meets Expectation	Meets Minimum Expectation	Failed to meet expectations

SECTION F:

(To be completed by the Reviewer)

Comments by Reviewer:	
Reviewer's Signature	Date:-

PERFORMANCE IMPROVEMENT PLAN

PIP has been developed for the employees who receive an overall rating of 2 or 1 during the annual performance review:

Invite to Performance Meeting for Employee Attaining a Rating of 2

HR Head to write to the employee after their discussion with the reporting manager, giving 5 working days' notice to the employee and requesting the employee to attend the meeting.

After the discussion with the employee, HR to send a final letter to the employee informing the following:

- Date, time and place of the formal meeting held.
- The issue of the first written improvement note and a performance improvement plan (PIP). The PIP will set out the areas where the current performance does not meet the standard required, areas for improvement and timescale.
- Any measures, such as additional training, support or additional supervision/peer support to be provided will also be outlined.
- Date set for a performance review meeting, normally in 6 weeks' time.
- The consequences of failing to improve within the review period and right of appeal.

Review Period - During the 6 week review period, regular progress meetings should be held and a note of every review is documented by reporting authority.

As this is the formal stage, progress meetings to monitor the employee's performance against the PIP should take place on a regular basis in which the employee will be expected to demonstrate improvement in their performance.

A final review meeting will be called at the end of 6 weeks by the HR member including the reporting Authority and the employee who is being evaluated under the PIP. The potential outcomes of the performance review meeting are:

1. Satisfactory Improvement - Where the Reporting Authority assesses that the employee has achieved the required standards no further action will be taken and a letter issued.
2. Partial Improvement - Where the Reporting Authority assesses that significant improvement has been achieved and the required standard is likely to be achieved shortly, the review period may be extended maximum up to 6 weeks from the date of the earlier review. This must be confirmed in writing and a further review meeting date is defined. In case of no improvement seen in the performance of the employee after the second review. The employee will be provided with final advice for his resignation after serving his notice period as per the terms of employment.
3. Insufficient or no Improvement - Where the Reporting Authority assesses there has been no overall improvement or an insufficient level in performance since the issue of the first written improvement note, The employee will be provided with final advice for his resignation after serving his notice period as per the terms of employment.

PERFORMANCE IMPROVEMENT PLAN FORM

EMPLOYEE NAME				REPORTING AUTHORITY NAME			
ROLE TITLE				ROLE TITLE			
DEPARTMENT				DATE			
S.NO	PERFORMANCE ISSUE/ CONCERN	EXPECTED IMPROVEMENT ACTION/ PERFORMANCE	SUPPORT & DEPENDENCIES			DUE DATE	

Reporting Authority comments	
Employees comments	

The PIP has been agreed by			
Reporting Authority Signature & Date		Employee Signature & Date	

PIP Progress - Summary

S.No	Date of Review	Progress	Next Action Required	Date



BLDE
(DEEMED TO BE UNIVERSITY)

[Declared as Deemed-to-be-University u/s 3 of UGC Act, 1956 vide Government of India Notification No.F.9-37/2007-U.3(A)]

The Constituent College

SHRI. B. M. PATIL MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, VIJAYAPURA

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BLD E

(DEEMED TO BE UNIVERSITY)

Declared as Deemed-to-be-University u/s 3 of UGC Act, 1956

REVISED HR POLICY

REVISED HR POLICY

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RECRUITMENT POLICY & PROCESS MANUAL

1. OVERVIEW

In line with our values of BLDE (Deemed to be University), we seeks to recruit the most talented people. Our commitment towards excellence will be achieved by creating the opportunity for people to achieve their goals with BLDE (Deemed to be University).

Consistent with this approach is our commitment to equal opportunity. It is therefore the recruitment policy of University to appoint the best candidate for the position based solely on merit. Existing employees are eligible to apply for positions for which they consider themselves to be suitable qualified.

2. APPLICABILITY

This policy is applicable to all the unaided present employees and any new hires in the BLDE (Deemed to be University).

3. TYPE OF RECRUITMENTS

BLDE (Deemed to be University) has a range of programs in place aimed at attracting the highest caliber candidates. HR Committee manages all recruitment programs for the major institutions and provides advice and resource materials to other institutions.

- Entry Level – the entry point for people in profession
- Lateral Hires – Experience professionals
- Temporary Hires – Hire temporary resources to meet professional or faculty needs

4. SELECTION SUPPORT

Experience as well as entry level hires are managed either through firm's central recruitment committee. The central recruitment team will partner with the business to source and select the talented candidates.

5. BLDE & UNIVERSITY RECRUITMENT PROCESS

It is the basic policy of the university to select and place candidates on the basis of job related requirements, and to offer them maximum job satisfaction by placing them in positions where their ability, personal qualifications and interests can be developed to full advantage.

5.1 PROFILE SOURCING:

The following are the sources from which HR would support the sourcing of candidates:

- Advertising, in the press or posting in BLDE Website
- Internal referrals by employees
- Resource Management database
- External Consultants (only after exhausting all other sources of Sourcing profiles)

5.2 SCREENING OF PROFILES:

All the received profiles through any sources would be screened by the local HR member of the college and invite the shortlisted candidates for interview.

5.3 INTERVIEW PROCESS:

5.3.1 Human Resources interview

- HR member would invite the shortlisted candidate after the initial screening
- HR member to conduct first round of face to face interview and provide their feedback to the technical panel in an Interview assessment form and the Application form filled by the candidate.
- HR Member will inform the rejected candidates from this stage.

5.3.2 Technical Team interview

- For Teaching staff hiring the interview panel would consist of Head of the Department, Principal of the respective college & the Head HR
- For Non-teaching staff hiring the interview panel would consist of Principal of the respective college & local HR member.
- All the panel members have to record their feedback about the candidate in the Interview assessment sheet for the Records.
- The selected candidate documents should be shared with Head HR to decide on the final compensation for the candidate.
- Local HR member to complete the reference check as per the reference check questionnaire template.
- On successful completion of the reference check, the local HR member to make an initial verbal offer and upon acceptance the formal written offer is sent to the candidate.
- In case of any discrepancy in the reference check the HR member need to highlight the same to the Head HR.
- Based on the information received HR Head the principal to decide on the offer of the candidate.

6. OFFER & APPOINTMENT LETTER

- The selected candidate will be provided with an offer letter before joining. He/ she should accept the offer within 7 days of the receipt of the offer and revert with the confirmation of the joining date.
- The offer would automatically stand cancelled if no confirmation received from the candidate with the defined timeline as per the offer letter. Any deviations for acceptance of offer should be approved by the head HR.
- The detailed appointment letter will be shared with the candidate on the date of his/ her joining.

7. JOINING FORMALITIES

- Joining formalities to be carried out for all the employees joining BLDE.
- Employee need to carry the original documents and the copies of those documents as mentioned in the offer letter to complete his/her joining formalities.
- The New joiner will be provided with a joining Kit by the HR Member with all the forms as mentioned below:
 - Joining Report
 - Employee Information Form
 - ID Card Form
 - PF Form 11 (PF Declaration Form)
 - PF Form 2 (PF Nomination Form)
 - ESI Form 1 (ESI Declaration and Nomination Form)
 - Gratuity Form F (Nomination Form)
 - Confidentiality Agreement
 - Bank Account Form
 - Any other Agreement / bound of undertaking standard for employees
- New joiner needs to submit the below mentioned documents mandatorily to complete their joining formalities:
 - Acceptance of Offer letter
 - Educational Qualification documents
 - Relieving letter/ Experience letter of last company (or all companies with whom he has worked)
 - Photographs (3-5 depending upon your requirement)
 - Permanent Address proof
 - Pan & Aadhar card
 - Present / communication address proof
- The new Joiner should complete all the above mentioned forms and submit to HR member on the day of their joining the.
- The local HR member should create a mandatory personal file for every employee with all the documents above submitted by the employee as well as the list of documents collects during the phase of his / her employee, which are mentioned below:
- Copy of resume
 - Resource requisition form
 - Employment application form
 - Interview assessment sheet
 - Salary proof of last company

8. EMPLOYEE REFERRAL PROCESS:

As an organization we value our people and we trust that our employees understand the need of the and would refer better candidates for any open vacancy at the.

- Every employee is eligible to refer their known people to the organization.
- Every profile received through referral, will have to go through the regular process of screening to understand their suitability for the vacancy they have been referred.

9. RESOURCE MANAGEMENT PROCESS:

- The complete employee database will be maintained at the level with each and every employee's role and the skill set.
- At the time of any vacancy, the employee database will be scanned through to check for any immediate resources to fill the vacancy
- The employees can also apply themselves for any vacancy within the organization.
- Every profile received for employees for the vacancy, will have to go through the regular process of screening to understand their suitability for the vacancy and transfer. (for Details refer Transfer policy & Process document)

10. EXTERNAL CONSULTANTS:

- External consultant should be empaneled with the BLDE for providing the consulting services.
- BLDEA should shortlist the consultants based on their, area of expertise and costing for any hiring.
- HR Members to take approval from HR Head before sharing any requirements with the consultants for sourcing the profiles.

11. RE- EMPLOYMENT OF FORMER EMPLOYEES:

A former employee of the company may be re-employed if there is a need of his service based on age criteria, except in cases where former employees has been terminated for cause. Clearance must be sought from Head HR of the.

12. EMPLOYEMENT CONTRACT

The employment contract refers to any legally binding document which contains the terms and condition of employment.

All employees shall be hired under written Employment contract that shall be signed by an authorized University representative

- a. The employment contract is for a fixed term or an indefinite period.
- b. Either party will advise the other of his desire to terminate the Employment contract, with at least 3 months advance notice.
- c. Employment Agreement
 - An employment contract describing the terms of employment will be sent by HR Member to the candidate for his/ her acceptance.

d. Effective Date of Employment Contract

- The effective date of Employment Contract of an employee shall be the date on which he reports for duty.

e. Cancellation of Employment Contract

- The Employment contract shall be cancelled if the potential employee has not commenced work within 5 working days from the date stated in the Employment Contract, without a reason acceptable to the University.

13. CONFIDENTIALITY AGREEMENT

All employees are required to sign a confidentiality agreement upon acceptance of employment

14. RECRUITMENT EXPENSE REIMBURSEMENT

The University shall not compensate the candidate for the time spent in travelling to and from for the interview.

15. CHANGES IN EMPLOYMENT STATUS

Changes in Employment status or the status of the family members (For nomination updates) should be reported to **HR Member of University** by completing the Universities “Update of Employee’s personal records from within one month.

16. RESPONSIBILITY MATRIX:

Responsibilities	Prepared by	Reviewer	Approver	Timelines
Preparation of Manpower budget	College HR Committee	College Principal	BLDEA & BLDEU HR & Management Team	Once a year
Raising Resource Requisition	Respective HOD	College Principal	Head HR	Whenever hiring to be initiated
Defining Job Descriptions	Respective HOD	College Principal	Head HR	Whenever hiring to be initiated
Offer Letter	Local HR Coordinator	Head HR	Head HR	Whenever hiring initiated
Joining Formalities	Local HR Coordinator	College Principal	Head HR	Whenever hiring to be initiated

BLDE (Deemed to be University)		Version 1	
Human Resource Requisition Form			
Tick “√” wherever applicable			
1. Nature of Job Position :			
Position :		Branch :	
Reporting Manager :		Department :	
Position Cost GROSS :			
2. Type of request :			
Replacement		Budget Addition	
Reason for Replacement			
Transfer	Termination	Resignation	
If others, Specify			
In case of replacement, add the details of person being replaced			
Name of the employee to be replaced			
Last Working Day			
Last Salary Paid (Gross)			
3. Job Description (Please provide the complete Responsibilities of the position)			
4. Requisition request by		Approved By	
Department Head	Principal	University Head	
Date	Date	Date	
5. Official Use (To be filled by HR Only)			
Cost centre			Remarks
Date of Requisition			
Date of Position Fill Up			
HR Manager Review and Date			

Version 1.0

APPLICATION FORM

Please fill in the details with utmost attention, as these shall be verified BLDE (Deemed to be University) and/ or by its authorized representatives.

All details are compulsory.

PERSONAL DETAILS				
Name of Applicant:		First Name	Middle	Last Name
Date of Birth (dd/mm/yy):		Place of Birth:		
Sex:		Nationality:		
Father's Name:		Passport No.:		
Marital Status:		PAN No:		
Home Phone:	Office Phone:		Mobile:	

RESIDENTIAL ADDRESSES

PERMANENT ADDRESS:	
City:	State:
Pin:	Phone No.:
Duration of Stay: From (mm/yy) To (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)

CURRENT ADDRESS:	
City:	State:
Pin:	Phone No.:
Duration of Stay: From (mm/yy) To (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)

DUICATION DETAILS							
QUALIFICATION	NAME & ADDRESS OF SCHOOL / COLLEGE/ INSTITUTE	NAME & ADDRESS OF BOARD / UNIVERSITY TO WHICH THE SCHOOL / COLLEGE / INSTITUTE IS AFFILIATED TO	COURSE ATTENDED (MORNING/ EVENING/ CORRESPONDENCE)	MARKS (%) CGPA & CLASS YEAR OF ENROLMENT (MM/YY)	DATES ATTENDED		ROLL NUMBER/ REGISTRATION NUMBER/ EXAM SEAT NUMBER
					YEAR PASSED (MM/YY)		
SSC (X TH GRADE)							
HSC (XII TH GRADE)							
GRADUATION							
DEGREE:							
DISCIPLINE:							
POST GRADUATION							
DEGREE:							
DISCIPLINE:							
ANY OTHER							

EMPLOYMENT RECORD: Starting with your present or most recent employer, please list last 3 employments. **Complete and accurate dates (month/year) must be provided.**

CURRENT EMPLOYER:		Employee Id:	From (mm/yy):	To (mm/yy):
Street Address:			Employer's Phone No.:	Fax No.:
City:	State:	Country:	Postal Code:	
Job Title:		Reason for Leaving:		
Employment Status:				
<i>(Please check the relevant box)</i>				
<input type="checkbox"/> Full Time				
<input type="checkbox"/> Contract / Through Outsourcing Agency				
<i>Outsourcing Agency Details:</i>				
Name:				
Address:				
Tel No.:				
Department Head Details:				
Name:				
Title:				
Phone No.:				
E-mail id: <i>(Preferably official)</i>				
HR Manager's Details:				
Name:				
Phone No.:				
E-mail id: <i>(Preferably official)</i>				

EMPLOYER 1:		Employee Id:	From (mm/yy):	To (mm/yy):
Street Address:			Employer's Phone No.:	Fax No.:
City:	State:	Country:	Postal Code:	
Job Title:		Reason for Leaving:		

Employment Status: <i>(Please check the relevant box)</i> Full Time Contract /Through Outsourcing Agency <i>Outsourcing Agency Details:</i> Name: Address: Tel No.:	Department Head Details:		
	Name:		
	Title:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		
	HR Manager's Details:		
	Name:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		

EMPLOYMENT RECORD CONTINUED:			
EMPLOYER 2:	Employee Id:	From (mm/yy):	To (mm/yy):
Street Address:		Employer's Phone No.:	Fax No.:
City:	State:	Country:	Postal Code:
Job Title:		Reason for Leaving:	
Employment Status: <i>(Please check the relevant box)</i> Full Time Contract /Through Outsourcing Agency <i>Outsourcing Agency Details:</i> Name: Address: Tel No.:	Department Head Details:		
	Name:		
	Title:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		
	HR Manager's Details:		
	Name:		
	Phone No.:		
	E-mail id: <i>(Preferably official)</i>		

PROFESSIONAL REFERENCES: (PLS DO NOT MENTION ANY REFERENCES FROM YOUR CURRENT EMPLOYER)			
PARTICULARS	REFERENCE 1	REFERENCE 2	REFERENCE 3
Name			
Organization			
Designation/Position			
Your reporting relationship to the Reference			
Landline No.			
Mobile No.			
Email Address			

INFORMATION RELEASE AUTHORIZATION

I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may disqualify me from employment and /or result in termination of employment.

I understand that **BLDE (Deemed to be University)** may request a verification of information provided by me and /or background check of BLDE / University for this purpose.

I further understand that the results of verification and checks and any records made out of that information will be used for employment purposes only and will not be given to unauthorized persons.

I authorize **BLDE (Deemed to be University)** to conduct a verification and background check including but not limited to the verification and check of information and references stated by me in this application for the consideration of **BLDE / UNIVERSITY** to be used only for my employment purposes.

I also authorize all the concerned persons, authorities, organizations, their employees, agents or authorized representatives, whether named in the application or not, to release the information in their knowledge / possession / records relevant to my employment.

In the event that **BLDE (Deemed to be University)** and /or its agents are unable to verify any information and references stated in this application, it is my responsibility to furnish the necessary documentation in support of that information.

I fully understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time and my employment decision will always be at the sole discretion of **BLDE (Deemed to be University)**.

I have read, understood, and by my signature consent to these statements.

I authorize BLDE (Deemed to be University) to contact my present employer. Yes No

SIGNATURE:

DATE:

NAME (IN BLOCK LETTERS):

DOCUMENTS REQUIRED (COMPULSORY)

Completed & Signed Application Form with Information Release Authorization

Copy of Relevant Education Certificates

Copy of all past Employment Experience / Relieving Letters / Salary Slips/last increment letter (including current/latest employer stated in the application form)

INTERVIEW REVIEW SHEET

Candidate Name

Date of interview

Position

Dept.

Interviewer Name

Tick " v " wherever applicable

Final Review		Excellent	Good	Satisfactory	Average	poor
Communication Skills (Verbal, Written, Listening)	HR					
	Interviewer					
Aptitude / Personality	HR					
	Interviewer					
Behaviour / Attitude						
Responsiveness						
Job Knowledge						
Leadership Skills						
Learning Ability						
Technical / Demonstration Skills						

Remarks :

Selected		HOLD		Review		Rejected	
----------	--	------	--	--------	--	----------	--

HOLD Reason :

Review Reason and date :

Rejected Feedback :

Joining Date :

Final Salary Fixed Gross :

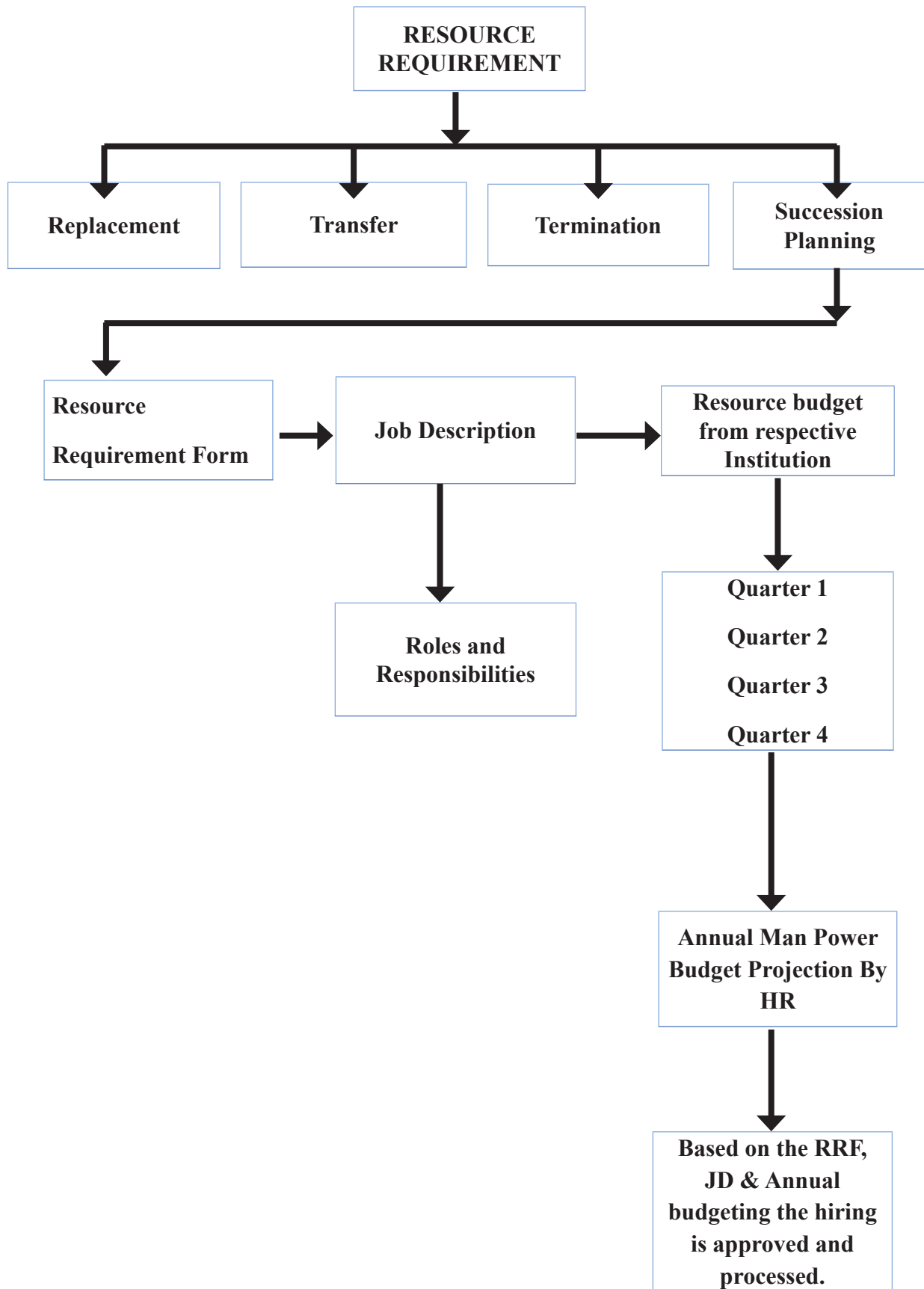
Posting At :

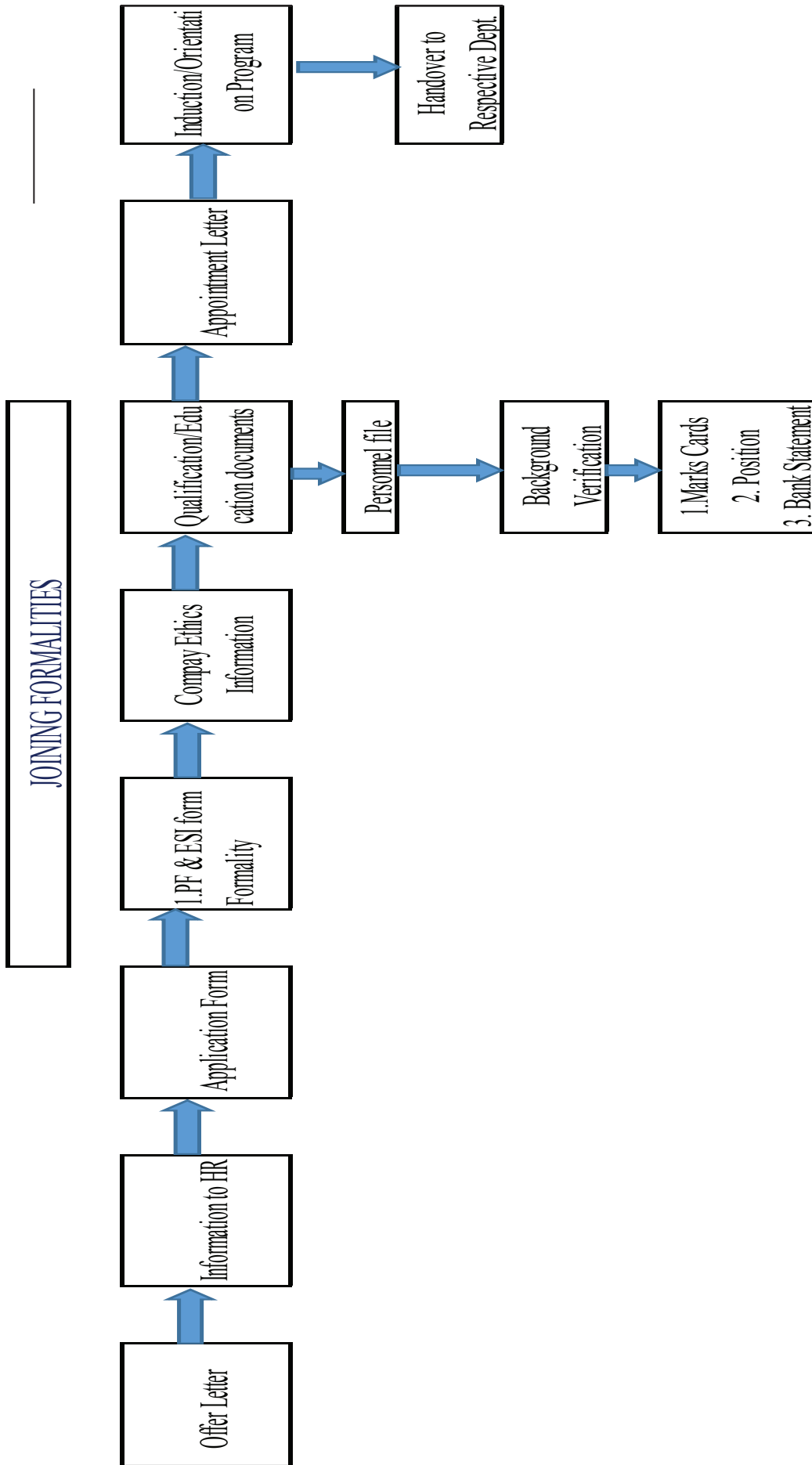
Signature with Date

Department Head	Principal	Association Head
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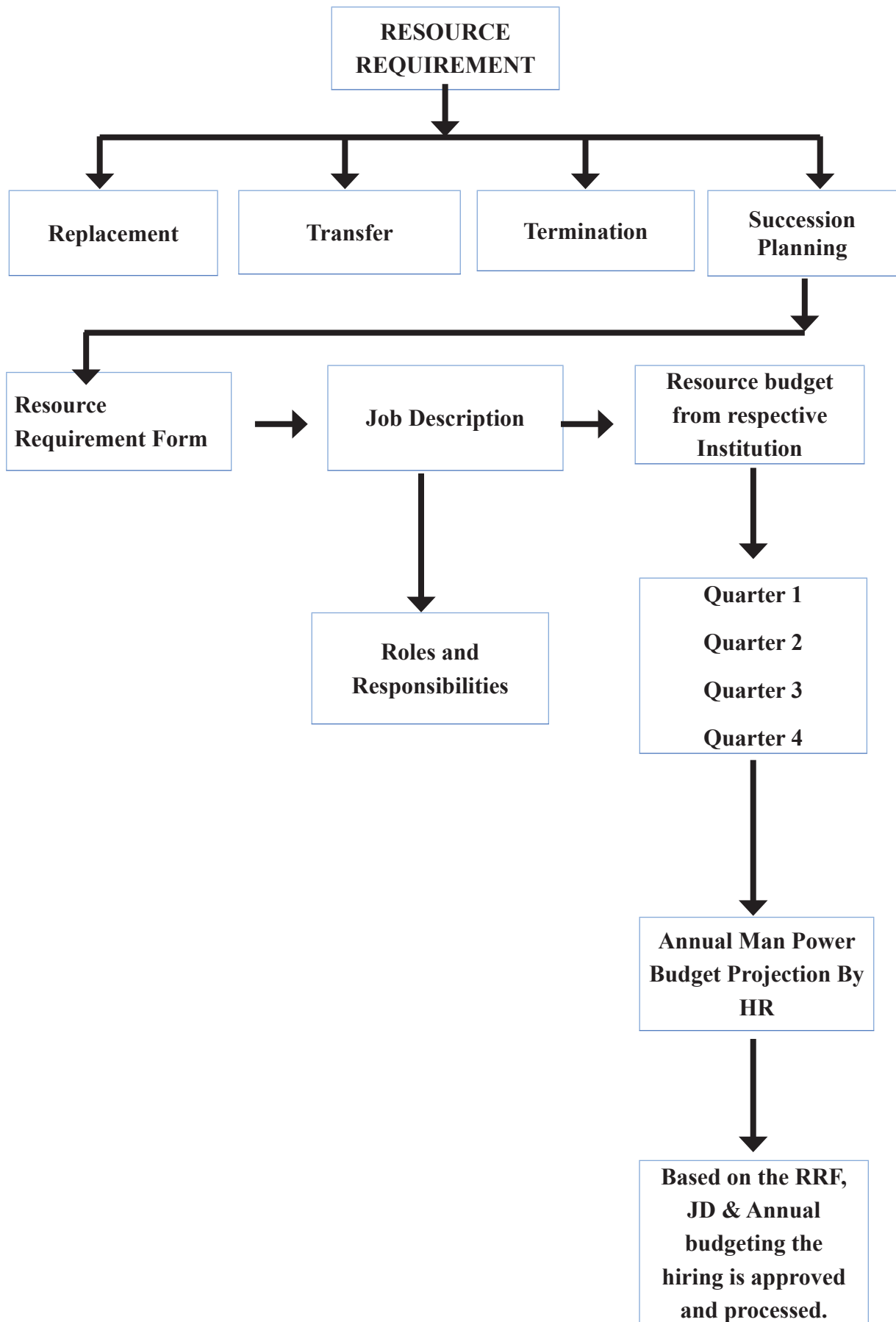
BLDE ASSOCIATION/UNIVERSITY	VERSION 1.0
INTERVIEW FEED BACK FORM	
Candidate Name :	
Position applied For and Dept. :	
Date of the interview :	
Preliminary and skill Test round Details	
Interviewer Name :	Interviewer Signature :
Date of Interview :	Interview Location :
Demonstration/Technical Round Details	
Interviewer Name :	Interviewer Signature :
Date of Interview :	Interview Location :
HR Round Details	
Date of Interview :	Interview Location :
Interviewer Name :	Interviewer Signature :

PROCESS FLOW CHART





HIRING PROCESS FLOW



POLICY ON CONFIRMATION, EXTENSION AND TERMINATION OF PROBATIONARY APPOINTMENT OF UNIVERSITY

1. PURPOSE

- a. To assist an employee to develop his/her career in a manner which is both personally satisfying and consistent with the needs and goals of BLDE (Deemed to be University)
- b. To provide with an opportunity to assess the performance and future potential of the employee before deciding whether or not to confirm the Appointment.
- c. To help identify the employee's training and development needs and provide appropriate development activities to assist in achieving his/her full potential.

2. APPLICABILITY

This policy covers all the areas for confirmation, extension of probation or termination of the probationary appointment of Teaching / Non-Teaching Staff.

3. GUIDELINES:

- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation to confirmation process will attract no increment. Exception to the remaining people who have joined before roll out of this policy or as per norms.
- Probation Period can be extended maximum for a period of up-to 6 months.
- For further extension, management will review the case and use its own discretion.
- The employee will be eligible for performance appraisal increment only when she/he is confirmed.
- During the probation period, employee will be eligible for one leave month on month as per the leave policy

4. EXTENSION OF PROBATION PERIODS

- a. The probation period of a Senior Professional staff or of a Management Staff on a fixed term of probation cannot be extended.
- b. HR Head may, at their discretion or at the written request of a reporting Reporting Authority with reasons for extension, extend the probation period of a continuing professional staff once only for a maximum period of six months.

5. PROBATION CRITERIA

- a) The head of Institution will ensure that probation criteria are:
 - Specified as definable goals
 - Related to the Job Description for the position
 - Related to the level and time frame of the appointment of the employee

- Designed to ensure that the employee works productively in the University.

6. REPORTING AUTHORITY ROLE

A. The employees reporting Reporting Authority in the first weeks of employment:

- a. Clarify probation criteria established in the contract of employment
- b. Introduce the employee to the Performance Development Framework and clarify objectives and performance indicators and establish a development plan consistent with probation criteria.

B. The employees Reporting Authority will be at regular intervals or as necessary during the probation period:

- Meet the employees to monitor and discuss progress against objectives, and provide reasonable coaching and counselling wherever necessary.
- Provide reasonable training and professional development to support the employee undertake the role.
- Document progress against objectives.
- Alert the employee to the possibility of termination if it appears that the criteria are not being met and support the employee in achieving the required performance.

7. REVIEWS

- i. There shall be a minimum of two formal probation review/interviews during the probation period, one around mid of the appointment and the final review at the beginning of the final month of the employee's probationary period.
- ii. Human Resources will advise departments regarding dates for formal reviews as early as possible after the employee has started work at / University. Departments will be sent email reminders one month prior to the due date to conduct the review.
- iii. Formal reviews/interviews should be set up in advance so that both parties have time to prepare for them and to ensure that meetings remain free of interruptions.
- iv. Reporting Principal are advised to hold frequent informal meetings with their employee in order to ensure a good working relationship and feedback on the employee's progress. The frequency of these meetings should be determined locally according to the needs of the employee.
- v. Any difficulties should be addressed as early as possible and reported to a HR Head as soon as possible (i.e. it is not necessary to wait for the next formal review).
- vi. As part of the review, head of the institute should:
 - a. Praise good performance/achievements
 - b. Review timekeeping/attendance, including sickness absence.
 - c. Discuss the employee's performance to-date against the objectives set at induction.
 - d. Review/agree training/development needs, if necessary
 - e. Provide constructive feedback on progress

- f. Identify aspects of performance/conduct that need improving.
- g. Explore problems the employee has encountered in their role.
- h. Provide guidance/support as appropriate, e.g. mentoring,
- i. Introduce/agree any changes to the objectives set.
- j. Set next review meeting (if applicable).
- k. It is the Reporting Reporting Authority responsibility to ensure that reviews are conducted within the timescale described in this policy and that HR is supplied with the appropriate documentation as soon as possible thereafter. If any issues or concerns are identified, Principal should seek advice from the HR Head.
- l. Written documentation is crucial to the probation as it will provide very helpful information for the forthcoming staff development review process when the probation period is completed successfully. Equally, it will indicate clearly the reasons why an appointment is not to be confirmed in the case of unsuccessful probation.
- m. During the final review, discussions should be held between the employee and their Reporting Reporting Authority about setting objectives and an individual development plan to be reviewed at their first appraisal meeting.

A probation form (made out of two sections – one for each stage of the process) should be completed to record details of each review (including agreed objectives and set review dates) after each formal meeting.

The form shall be completed by the Principal and signed by all the parties including local HR. In case of any concerned cases or grievances, local HR to inform the matter to Head HR and take their support in addressing the issue.

The form/appropriate section should be completed, signed and forwarded to the Human Resources Department within 10 working days of the meeting.

8. CONFIRMATION OF APPOINTMENT

- (a) If the employee's performance, conduct, timekeeping and attendance have been satisfactory and fully meet universities expected standards for the relevant grade/post, the Principal shall complete the probation form appropriately and recommend that the appointment should be confirmed.
- (b) Employees will be advised in writing of the successful completion of their probation period

9. DEALING WITH UNSATISFACTORY PERFORMANCE

- (a) Reporting Authority should seek advice from their designated senior member of the HR HEAD whenever an employee's performance/conduct gives cause for concern when problems first arise. If appropriate, the HR Head may be present at formal hearing reviews.
- (b) Where problems with meeting the appropriate standard(s) are highlighted and/or needs for relevant training identified, appropriate opportunity/support shall be provided to improve performance.

(c) The Reporting Authority shall meet formally with the employee to:

1. Discuss any problems identified;
2. Explain what aspect of the work/conduct is not considered satisfactory
3. Explain which objectives/standards are not met and the shortfall between standards and timescales expected of the employee and those achieved;
4. What remedial guidance and training will be provided;
5. Give clear early warnings of what may happen if required standards are not met;
6. Give unambiguous indication of any necessary improvements.
7. Agree a course of remedial action and timescales.
8. Record the outcome of the meeting in writing and give a copy to the Employee
9. If the required standards are not met the disciplinary procedure may be invoked.

10. EXTENDING OF PROBATION PERIOD

Exceptionally, BLDE (Deemed to be University) reserves the right to extend the probation period for the following reasons / under guidelines of Bye-Laws, UGC & MCI guidelines:

- The new employee has not performed to the expected standards of performance/conduct but there is evidence that the performance/conduct is likely to improve given the extra time.
- Due to the new employee's sickness or other authorised absence, it has not been possible to adequately assess the employee's performance. The probation period will not normally be extended if the period of absence relates to a disability or maternity leave. In this regard, due cognizance will be taken of University's obligations under the Disability Discrimination Act and Maternity provisions within the Sex Discrimination Act.

Advice should be sought from the designated Human Resources Head for your area. Where the probation is extended, the following must be discussed between the Principal and employee:

1. Reasons for the extension.
2. Length of the extension period.
3. Assistance/training that will be given during the period of extension.
4. Areas for improvement and indication of how these will be monitored and measured.
5. Appointment will be terminated at the end of extension period if the employee fails to meet standards of performance expected for their grade/post.

Any extension of the probation period will not exceed six months.

During the last month of the extended period, the Reporting Authority and their employee will meet formally to review progress.

During the extension Probation period, the employee will not be eligible for any increments

If progress and performance/conduct are satisfactory at the end of the extended period, the Principal will recommend that the appointment should be confirmed and will complete the probation form as appropriate.

The employee will be advised in writing of the successful completion of their probation period.

If progress is still considered unsatisfactory, the Reporting Authority will inform the employee and make a recommendation that the appointment be terminated.

11. TERMINATING THE APPOINTMENT

Where an employee fails to achieve the expected standards of performance/conduct, for their grade/post, this shall result in the appointment being terminated, subject to notice or where appropriate, pay in lieu of notice.

- (a) Prior to the final review meeting the employee will be informed in writing at least five days prior to this meeting:
 - That this meeting constitutes the final review
 - It will specify the areas where performance/conduct is not reaching the required levels
 - It will specify the date, time and location of the review
 - It will also state that the outcome of the review could be termination of the appointment.
- (b) At the review meeting or extended probationary review meeting, it is the responsibility of the Principal conducting the review to:
 - Ensure that the necessary investigations have been carried out;
 - Ensure that the meeting is conducted fairly, in line with this procedure
 - Ensure that, as far as possible, all relevant facts relating to the issues come out at the meeting;
 - Decide what action, if any is reasonable and necessary based on the facts.
- (c) If the appointment is terminated employees will be advised in writing that the appointment shall be terminated, inform them of their last date of service and of their right to appeal against the termination. Reasons for such a decision must be clearly explained to the employee and put in writing within three working days of the meeting. A copy of this letter must be sent to the Human Resources Department before the end of the probation period (or extended period).
- (d) If the appointment is not terminated the employee will be informed in writing as to the outcome of the meeting and any further action that will be taken.
- (e) A decision to dismiss would not normally be expected unless problems had been identified at an earlier stage and appropriate formal corrective action taken at that time.

12. DEFINITION OF TERMINOLOGY

- ✓ **Confirmation:** Process through which the probationer is declared permanent into the post he/she holding, after a period of 24 months on the basis of satisfactory performance and conduct keeping with applicable legislation and regulations.
- ✓ **Area:** The term area means the relevant Academic or Service Department.
- ✓ **Probationer:** This term refers to members of staff newly appointed to BLDE (Deemed to be University) and subject to a probation period.
- ✓ **Appointment:** Hiring of employee/ educator on permanent or contractual basis.
- ✓ **Termination:** Stoppage of an activity or end of employment
- ✓ **Reporting Authority:** The Reporting Authority will be the individual nominated by the Chief of Administrative Officer and Chief of Operations to have supervisory responsibility over the employee on probation.
- ✓ **Principal:** Head of Academic Department or Centre; or equivalent.
- ✓ **Head of Service Area:** Head of the Department
- ✓ **Transparent:** Processes that are clearly defined, easy to understand and which are open to scrutiny.

13. PROBATION FORM

PART 1 – Introductory meeting

This process should be completed by the Reporting Authority within a week of the employee commencing work at BLDE / University. Please ensure that the employee is given a copy of this document and keep a copy as you will need it to monitor progress against set objectives at follow-up meetings.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

Training Needs Identified

(Reporting Authorities are responsible for ensuring that employees receive the appropriate training Courses)

List Below Training Need Identified	Method of Training (External/Internal)	Booked on:	Completed

Probation form

PART 2 – First review

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended*: indicate number of months: (**max 6 months**)
- The appointment should be terminated*

* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions

Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) Signature

Name (Employee) Signature

Date review completed:

Name (Reporting Authority of the institution) Signature

Checked by HR Head:

Probation form

PART 3 – Second Review

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended*: indicate number of months: **(max 6 months)**
- The appointment should be terminated*

* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions

Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) Signature

Name (Employee) Signature

Date review completed:

Name (Reporting Authority of the institution) Signature

Checked by HR Head:

Probation form

PART 4 – Extension of Probationary Period Final review

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

	Yes/No	Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended*: indicate number of months: (**max 6 months**)
- The appointment should be terminated*

* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions

Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) Signature

Name (Employee) Signature

Date review completed:

Name (Reporting Authority of the institution) Signature

Checked by HR Head:

Probation form

Probation record

Name of Employee		Date of Appointment	
Area		Position	
Name of Reporting Authority		Length of Probation	Month/Years
Introductory Meeting Due		Introductory Meeting Completed	
First Review Due		First Review Completed	
Second Review Due		Second Review Completed	

ANNEXURE 1

PROBATION REVIEW FORM	
BASIC INFORMATION (To be filled by Appraisee)	
Employee Name	
Employee ID No:	
Unit	
Location	
Probation Period	From: _____ To: _____
POSITION DETAILS (To be filled by Appraisee)	
Department	Designation
Grade	
Reporting to	

SCORE BOARD			
Exceeds expectations : “5” Meets expectations: “4” Improvement needed: “3” Below expectations: “2” Doesn't meet expectations : “1”			
State specific goals/key job responsibilities handled & the status of the accomplishment by the new employee during the period and rate the performance in a rating scale of 1 – 5			
Sl NO	Goals / Keys Job Responsibilities	Status of Achievement of Goals / Key Job Responsibilities (To be filled by Appraisee)	Score (1-5) (by Appraiser) core
1			
2			
3			
4			
5			

OBSERVATIONS		
State specific observations about the Appraisee on their strengths and areas need to be improved.		
Sl NO	Major strengths consistently displayed	Areas that need improvement
1		
2		
3		
4		
5		

CONFIRMATION			
Status	Confirmation	Separation	
Remarks on Confirmation/ Separation			
Exceeds Expectation, Meets Expectation & Improvement Needed - Confirmation, and Below & Doesn't meet expectations- Separation.			

SIGNATURE	
Appraisee	Reviewer
Appraiser	Head- Human Resources

ANNEXURE 1

REGULARIZATION REVIEW FORM			
BASIC INFORMATION			
Employee Name			
Employee ID No:			
Unit			
Location			
Probation Period	From:		To:
POSITION DETAILS			
Department		Designation	
Grade			
Reporting to			
SCORE BOARD			
Exceeds expectations : “5” Meets expectations: “4” Improvement needed: “3” Below expectations: “2” Doesn’t meet expectations : “1”			
State specific goals/key job responsibilities handled & the status of the accomplishment by the new employee during the period and rate the performance in a rating scale of 1 – 5			
Sl. No.	Goals / Keys Job Responsibilities	Status of Achievement of Goals / Key Job Responsibilities (To be filled by Appraisee)	Score (1-5) Reporting Manager Score
1		.	
2		.	
3		.	
4		.	
5		.	

REPORTING MANAGER OBSERVATIONS		
State specific observations about the Employee on their strengths and areas need to be improved.		
Sl No.	Major strengths consistently displayed	Areas that need improvement (For Training Need Analysis)
1		
2		
3		
4		
5		

REGULARIZATION			
Status	Regularization		Separation
Remarks on Regularization/ Separation			
Exceeds Expectation, Meets Expectation & Improvement Needed - Confirmation, and Below & Doesn't meet expectations- Separation.			

SIGNATURE			
Employee		Reviewer	
Reporting Manager		Head- Human Resources	

LEAVE POLICY

1. OBJECTIVE

To communicate the leave entitlements and provide guidelines for availing these leave.

2. APPLICABILITY

- a) All the teaching and non-teaching staff on the permanent roles or probation services and Contract Faculty in University.
- b) The policy does not include any part time employee or consultants.

3. RESPONSIBILITIES

a) Management Team

Management is responsible for the review and approval of the requests for leave submitted by employees.

b) Human Resources Department

The Human Resources Department is responsible for:

1. Administering the leave schedules like Casual Leave, Earned Leave, Commuted Leave and special leaves, and enforcing controls for their application.
2. Advising management on changes and updates to leave policies on a periodical basis
3. All full time institution employees are entitled to pay Earned Leave based on length of service.
4. Employees under probation and Contract faculties are entitled for one day leave per month until their services are confirmed by the University respectively.
5. Application of Earned Leave/Commuted Leave should be submitted to management one week in advance
6. For any kind of leave applied, employee has to coordinate make an alternate arrangement for his/her work for the period of leave

4. TYPES OF LEAVE:

A. LEAVE TREATED AS A DUTY

1. Casual Leave (CL)
2. Special Casual Leave

B. LEAVE EARNED BY DUTY

1. Earned Leave (EL)
2. Commuted Leave

C. LEAVE NOT DEBITED TO LEAVE ACCOUNT

1. Study Leave: For Academic pursuits
2. Maternity Leave: Leave On ground Of Health

5. GUIDELINES FOR EARNED LEAVE, COMMUTED LEAVE , CASUAL LEAVE, DUTY LEAVE and STUDY LEAVE

A. Eligibility for Earned Leave

- a) All permanent Teaching Employees are entitled to 10 working days of Earned Leave per calendar year(Vacation Employees).
- b) Principal and Administrative officer are eligible for 30 EL(NonVacation Employees)
- c) All permanent Non-Teaching are entitled to 30 working days of Earned Leave per calendar year (Non Vacation Staff).
- d) The accounting period for leave is January to December.
- e) Leave will be accrued on monthly basis at the start of the month as mentioned in the table below; however the opening balance of previous year shall be accounted on January 1st of each year.
- f) Any Teaching or Non-Teaching employees joined on or before 15th of the month would be eligible for entire months leave credit.
- g) Teaching or Non-Teaching employees joined on or after 16th of the month would be entitled for a half credit of the leave for that particular month.
- h) Maximum leave can be applied at a time for Vacation staff is 5 days for every half yearly and Non Vacation Staff is 15 days for every half yearly.

B. Eligibility for Casual Leave

- a. The teaching or Non-teaching employees shall obtain permission for casual leave ordinarily before the day from which it is required. In exceptional Circumstance where application of casual leave cannot be submitted before it begins, the staff shall apply for ex-post-facto sanction within three days after resuming on duty. However a message should be sent to the principal even though prior approval is not obtained
- b. The employees shall not be entitled to not more than five days casual leave at a time
- c. Casual leave cannot be combined with any other kind of leave
- d. The competent authority may grant leave without pay of shorter duration to the employee if no casual leave is available
- e. Casual leave can be combined with Special Casual Leave
- f. Maximum leave can be applied at a time is 7 days for every half yearly

C. Eligibility for Commuted Leave

The employees may avail himself of commuted leave on half pay at his credit on the following condition, namely

- a. The employees shall be entitled to the leave on half pay to the extent of 20 days for every completed year of service.
- b. The leave on half pay due may be granted to the staff on medical ground. The leave re-

quested on medical ground shall be supported by the certificate from medical authority and submitted to HR Coordinator

- c. The commuted leave shall be debited to the account of the leave on half pay at the rate of twice the number of days leave actually availed off.
- d. Provided the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of Service.

D. Eligibility for Special Casual Leave

Special Casual Leaves can avail by teacher for attending conferences, seminars, workshops, symposia which are organised by academic bodies under guidelines & approval of Reporting Authority

Special Casual Leaves can also be used for attending university board assignments, council, inspections etc. Accordingly employee has to submit the attendance certificate for the same

E. Eligibility for Study Leave: (Academic pursuits)

The teacher shall be eligible for full pay study leave in the following manner:

1. The study leave to the teacher shall be sanctioned by the Board of Management on the recommendation of the Reporting Authority.
2. The study leave with full pay may be granted to the teacher who is confirmed in his post and who has teaching experience of not less than three years. Provided that the teacher who once avails of study leave shall not be eligible for such a leave again unless he works for the period of three years after availment of the study leave. For any kind of leave one has to make an alternate arrangement for his/her work for the period of leave.
3. The study leave at the discretion of the Board of Management shall be sanctioned to the teacher for undertaking specialized training or research within India in his subject which shall either be useful to the teacher or to the or University; Provided that, such study leave sanctioned to the teacher shall not be more than twelve months for or time duration of the course; Provided further that, if study leave is sanctioned to the teacher, then no substitute appointment shall be made against such vacancy and work load of such teacher shall be equally distributed amongst the teachers working in the Department.
4. The teacher shall apply for study leave to the Reporting Authority at least six months in advance and with the details such as nature of studies to be undertaken, duration, permission letter of the authority where the teacher intends to work etc. through his Head of the Department and Principal who will make the alternative arrangements for his teaching work.
5. If the teacher is awarded short term fellowship by University Grants Commission or any other funding agencies within India or abroad; he shall be eligible for full pay study leave subject to the second proviso of the clause (3) above.

6. The study leave shall not be granted to more than one teacher in the Department at a time.
7. The teacher who is granted study leave shall enter into an agreement to serve the University for at least ten years.
8. The teacher shall refund the salary with interest to the University, earned during the period of the study leave, if he does not re-join his duties immediately after availing of the study leave, does not comply with the terms and conditions as laid down in the agreement.
9. The study leave granted to the teacher shall not be debited to any leave account.

Leave Entitlements for BLDE (Deemed to be University)

Leave entitlements for Teaching Staff and Non-Teaching Staff:

Type of Leaves	Entitlement for the Year
Earned Leave	30 Days
Casual Leave	15 Days
Commutated Leave	10 Days
Duty Leave	15 Days
Study Leave	Up-to 24 months

F. ELIGIBILITY TO AVAIL LEAVE DURING PROBATION

- i) The eligibility for leave is from the date of joining, however, the entitlement to avail Leave is only upon confirmation.
- ii) Teaching Staff on probation are entitled for availing one day of leave per month and Non-Teaching staff on probation are not entitled to avail leave. Except for meeting the exigencies like natural calamities or situations beyond control (like - illness or injury of severe nature)

G. DISCRETION TO APPROVE LEAVE.

For Permanent staff

1. Teaching and Non-Teaching Staff who are in confirmed services may avail leave based on the Monthly accruals during their first year of service. In case of any exigency to be met. The individual may apply for advance leave which shall not exceed the entitlement up to December.
2. Teaching and Non-Teaching staff are encouraged to plan their long leave periods well in advance (leave exceeding or equal to 5 continuous working days).
3. Teaching and Non-Teaching staff wishing to change their approved planned leave dates must notify their respective reporting Authorities.
4. The University reserves the right to request Teaching and Non-Teaching staff to undertake compulsory leave with suitable notice

5. Teaching and Non-Teaching staff serving the notice period are not entitled for leave.
6. The respective Principal would consider long absence from work beyond the leave eligibility for any eventualities/contingencies or leave of absence for specific reason on a case-to-case basis. Such individual exceptional cases shall require the approval from Chief of Operations and Chief of Administrative Officer.
7. In case of Teaching /Non-Teaching employees who does not have any leave in credit, he/ she may request for Leave without Pay and select Leave without Pay as a reason while applying on. Leave without Pay is provided for any unprecedented situation and should be avoided to the extent possible.
8. Formula to calculate Leave without pay = Leave balance (in working days) X Monthly fixed pay / 30

H. Leave Administration

1. Leave records of all Teaching/Non-Teaching is updated as of January 1st every Calendar Year.
2. Leave account is opened on the date of joining of a Teaching/Non-Teaching and leaves are credited on pro rata basis.
3. Leave account is closed only upon separation along with full and final settlement.

I. Carry Forward for BLDE (Deemed to be University):

- a) An individual can carry forward a maximum of 180 working days in Earned Leave and 120 days in Commuted Leave till the age of 58 years.
- b) Minimum carry forward shall be Nil for Casual Leave. Any negative balance at the calendar Year (December) shall be recovered as “Leave without Pay”.
- c) The age of Super Annuation for employees shall be extension of 2 years after the retirement based on the Management Approval

6. GUIDELINES FOR MATERNITY LEAVE

a) Eligibility

Paid maternity leave is provided under the general provisions of the Maternity benefit Act. Under this legislation, women staff of the firm are entitled to maternity leave for each pregnancy for a period of 26 weeks. This period includes 6 weeks compulsory maternity leave following the birth of the child.

Maternity leave is applicable for a women only up to two existing child

b) Process to avail Maternity Leave

Expecting women must apply for maternity leave and provide 10 weeks' notice before the expected date of delivery. This must be followed by sending an application to the respective Principal, Administrative Officer and HR Head indicating the intention to take maternity leave, the likely date of commencement and the period of leave required. A doctor's certificate confirming pregnancy must be provided.

c) Commencement of maternity leave

Women staff may commence maternity leave any time prior to the expected date of birth of the child, provided the overall period of maternity leave does not exceed 26 weeks including 6 weeks after the birth of the child.

d) Combining Maternity Leave and accumulated leave balance

Women staff may take a part or full accumulated leave entitlement along with maternity leave.

e) Extension of Maternity leaves

Post completion of maternity leave as per the Act, the woman staff may extend leave by a further period of 3 months. However, to avail this benefit of extension, the staff must first avail the balance leave to credit, and the remaining period up-to and inclusive of the extended 3 months will be treated as leave without pay. This leave is not the right of the employee and hence can be availed only upon approval from the management.

f) Leave in unfortunate event of Miscarriage

In the unfortunate event of a miscarriage, a period of up to 6 weeks with pay will be granted from the day of the miscarriage, subject to doctor's certificate. The staff and practitioner is required to inform the Principal and HR Coordinator so that the leave dates are updated on their Service Register

g) Voluntary resignation during Maternity Leave

Women staff on maternity leave, would be expected to report to work post availing the leave. However, if the women staff is desirous of resigning from the services, and not resume work; it would be expected of her to intimate her intention of resigning or exiting from the firm during the extended period of leave. The extended leave will be considered as notice period.

7. GUIDELINES FOR PUBLIC HOLIDAYS

- Each year BLDE (Deemed to be University) observes 12 days as public holidays.
- In addition, there will be 3 compulsory holidays – Republic Day, Independence Day, and Mahatma Gandhi Jayanti.
- Each office will publish its 12 holidays for the subsequent year by the end of December of each year.
- As far as possible, each location will observe the 12 public holidays from the Holidays published by the State Government.

8. GUIDELINES FOR BEREAVEMENT LEAVE

1. We care and stands by our people in case of an unfortunate event of death in the immediate family (defined as parents, in-laws, spouse, children).
2. All the permanent staff, are eligible to avail Bereavement Leave.
3. A Teaching/Non-Teaching Staff is eligible to avail maximum three (3) working days leave in a financial year which may be in continuous or otherwise, within first fifteen (15) days of the death of the family member.
4. Bereavement leave can be calculated with the existing Commuted/Casual leave balance.

9. SPECIAL CASUAL LEAVE :

- a) Special Casual Leave may be granted to an employee for a period not exceeding fifteen days in any one calendar year for the following purposes: Support educational programme (Seminar/Conference/Workshop).
- b) Events of/State/National/International importance.
- c) For participation in sports & Educational Programmes (e.g. Seminar / Conferences / Workshops) events of / State / National or International importance only one event of its kind in a year is permitted.
- d) When the employee is selected for such participation in respect of international sports events of any one of the recognized sports Universities as a member of a team which is accepted as representative on behalf of the country.
- e) Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not excluded from the admissible limit of special casual leave. However, Sundays and holidays can be prefixed and suffixed to the special casual leave.
- f) Special casual leave not exceeding fifteen days in each calendar year may be granted to the employees who are chosen by any University / Board as examiners, for attending the examination and any other assignments, council inspections etc. They will not be eligible for TA & DA from the Institution. However, one has to submit the attendance certificate for the same.

10. ATTENDANCE POLICY

All employees are expected to report to work on time every day that they are Scheduled to work and to maintain a satisfactory record of attendance. If an employee is unable to report to work they are expected to notify their Reporting Authorities within 10 minutes of their start time.

11. ATTENDANCE RECORDING

All the institutions under the University and the have to maintain one record for attendance and leave to track every individual records and use the same for various purposes like Attendance and leave management, employee's track record during annual review and monthly payroll processing.

Every employee has to mandatorily login and logout their daily attendance. Any missing logs for In, Out or both will be considered as leave if not regularized next working day.

12. OCCURRENCE

Late log in for Teaching/Non-Teaching Staff after defined time.

- a) Three Times Grace Time of 15 mins accepted.

- b) After three Late Attendance and Half Day loss of pay
- c) Second Warning and one Day loss of pay

Any late report, unreported, patterned or unapproved absence(s) and excessive absenteeism will be addressed under the University Policy. Failure to report to work for three (3) consecutive days without notice will be deemed a voluntary termination by the employee. Every disciplinary action has to be recorded in writing and share with employee one copy and get his / her acknowledgement for their records.

Unauthorized/uninformed leaves for more than 3 days will be treated

as absconding and can fetch termination from service. A lieu of notice of first warning letter will be sent to the employee for completion of Full and Final Settlement as per the registered address in our records.

Second Notice will be sent to the employee after seven working days, when there are no response on Account of First Notice.

When there is no response for two notice, an employee will be terminated from Service.

13. GOVERNANCE AND VALIDITY

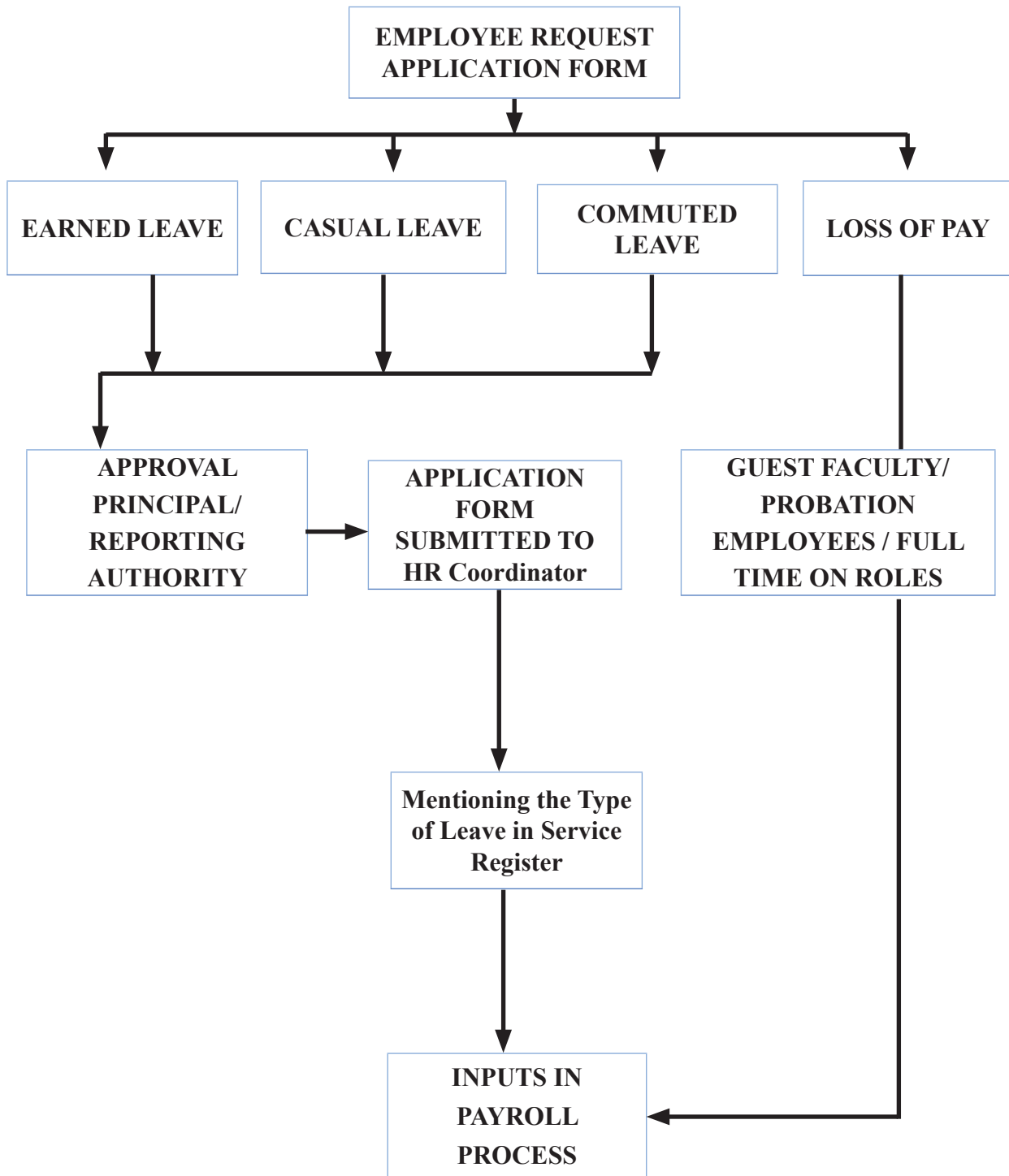
The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the University's management shall be final and binding on all concerned on any matter that needs resolution.

All clarifications with regard to this policy can be obtained from the HR team; similarly all suggestions for improvement of the scheme should be addressed to them.

LEAVE PROCESS FLOW

BLDE (Deemed to be University)				Version 1.0
Leave Application Form				
Employee Name				
Employee Number				
Designation				
Department				
Reporting to				
Type of Leave CL/ EL/COMMUTED LEAVE/Special Casual Leave	From DD/MM/YY	To DD/MM/YY	Total Number of Days	Reason for Leave
Signature:	Time:			
Date: I will share his/her	Work load during his/her leave period			
Signature of the Substitute :				
Comments			Approved / Not Approved / Please Discuss	
Recommendation of HOD:				
Recommendation of Principal				



LEARNING & DEVELOPMENT POLICY

14. INTRODUCTION

This policy confirms BLDE (Deemed to be University) commitment to developing its staff and outlines the arrangements for identifying, resourcing and allocating training and development opportunities.

15. APPLICABILITY:

The policy applies to all the BLDE employees on full time, part time, contract and consolidated basis

16. PURPOSE

- a. To improve the quality, relevance and cost-effectiveness of skills development within BLDE (Deemed to be University).
- b. To provide employees with the necessary skills, knowledge and attitudes to perform their duties effectively and efficiently.
- c. To enhance the skills, knowledge and attitudes where gaps have been identified after performance reviews or performance assessments.
- d. To use training and development as a succession planning Strategy and as part of the staff retention strategy.
- e. To assist employees to keep abreast of changes in their occupations by gaining new Insights about their work environment

17. COMPOSITION

The Learning and Development will be broadly categorized into two areas namely Planning and Implementation of Learning

A. Planning Team:

This team will comprise of heads human resource, and reporting manager who would support for following learning process:

- 1) Gap analysis through the annual performance appraisal system, Principal requisition, Promotion and new joiners
- 2) Based on the Input, preparation of Annual plan and the budget for the trainings.
- 3) Preparation of annual training calendars

B. Implementation team:

The central HR team at the University level would implement the learning executions with the support from locational HR members and the reporting managers. They would have the following responsibility at the implementation level:

- 1) Nomination coordination from every function
- 2) Coordination with the trainers for the learning schedule
- 3) Learning administration
- 4) Feedback analysis of trainer as well as the trainees.
- 5) Learning evaluation coordination and analysis
- 6) Reports to the management about the trainings conducted and competency report for the employees attended

18. GUIDELINES

As the resources and available time for Learning are limited, it may be necessary to prioritize Learning needs. As a general guide, the following priority will be applied:

- a) Mandatory or statutory Learning
- b) Learning to address a gap in the skills/knowledge necessary for the individual to perform their job effectively
- c) Learning to address any annual organizational development needs identified that relate to the individual's post
- d) Learning to further improve the individual's standard of work performance
- e) Learning to provide any new skills/knowledge that the individual will need to use in their role in the future
- f) Learning to support the individual's longer term career development.

In considering appropriate mechanisms for meeting learning needs, the whole range of development opportunities should be considered, including:

- ✓ On the job learning and development (such as participating in a project or job in a new area, secondments, being coached or mentored etc.)
- ✓ Off the job individual learning (including distance learning and e- learning)
- ✓ Formal education and Learning (studying towards qualifications, short courses, attending conferences etc.)

When deciding the appropriate methods of delivery by reporting authority, the following will need to be taken into account:

- a) The benefits of the Learning/development to the organization and individual
- b) The cost of the Learning/development
- c) The individual's preferred learning style
- d) The location and timing of the Learning/development (taking account of the employee's personal circumstances and working pattern)

19. LEARNING BUDGET & MONITORING

For Learning and development to be effective, it needs to be adequately resourced, both in terms of appropriate funding and protected time.

A central learning budget will be held by the department of Human Resource based on the proposal of Reporting Authority, which will be used towards learning activities that have a cost attached.

This will cover learning under these categories:

- Technical learning
- Softskill learning
- Short courses (workshops and Faculty Development Programs, etc.)

20. CROSS FUNCTIONAL TRAINING

A. Preamble

From the organisation growth and continuity prospect it is essential to have a group of people with different functional specialties or multidisciplinary skills, responsible for carrying out all processes of University and hospital operations. This helps in keeping the Institute focus towards the best practices and maintaining the morale by allowing the employees to learn new skills.

B. Definition

Cross functional training refers to training a set of people and developing newer skill sets which are similar to the current job that they perform.

C. Methodology

HR shall provide a list of staff that is eligible for cross functional training from each unit to the concerned HOD.

HOD shall nominate staff for the cross functional training programme.

HR/Training department shall map the skill set required for the identified staff.

HR/Training department shall plan a training calendar, identify trainers and define the methodology of training implementation.

HR/Training department shall map the progress made by the employee and certify their eligibility to take up the new role.

Additional skill set attained will be added to the Competency management list of 'Resource Management List' which can be easily accessed by the concerned vertical heads

21. EXTERNAL LEARNING

For niche skills and few people identified for these training can be sent for external trainings which is the best way of meeting the Learning need with the cost effectiveness. For Such programs, HR would roll out the information to all and seek for the nominations from respective HOD's.

Where an internal learning intervention is being planned, in-house expertise will be used to deliver the program. When external learning bodies are used, this will be in conjunction with internal staff wherever possible, so that they can tailor the learning to the organizational context, along with developing their own expertise for the future.

The following rules need to be adhered to while any employee is selected for the external programme:

- Employee, who have been nominated for external Learning, where the cost exceeds beyond Rs.5000, would be responsible to incorporate their learning within the organization and will not exit the organization for next 12 months after the Learning has been obtained.
- If the employee exits within 12 months of receiving the training, he/she would have to reimburse the amount fully to the organization during full and final settlement. No exemptions will be made in this regard.

1. External training:

External Training covers activities where development and learning takes place, skills are enhanced and / or knowledge is gained to improve performance and completed training

would be entered into the employee's training record.

- Workshops
- Faculty and Development Programs(1- 2 Weeks)

Management consists of nominees from Pre, Para and Clinical from University. Chief Administrative Officer, Chief of Operations & HR from University. The committee shall meet once in a quarter to discuss on the progress and any further requirements of the organisation training needs.

2. Nomination criteria for external training program

- a) Employee should have shown exemplary performance in his past performance review.
- b) Management will decide based on the cost and the content and only then the program will be sponsored.

3. External training nomination & Process

- HOD shall nominate employees for external training programmes which will add value to their department.
- HR/Training department can nominate employees for already identified training programmes.
- Where an employee has been nominated for an external program, a specific sanction for such nomination shall be obtained from the HOD as per the enclosed Annexure – I.
- On approval, the HR department will send a formal letter/email to the employee concerned intimating therein.
- Employee shall sign an undertaking (Annexure-I) before attending the training programme.
- A feedback form shall also be enclosed with the letter which the concerned employee shall return to HR department duly filled after his return from such program.
- Once nominated; employee must attend the training. In any case if the employee is not attending the training and the payment has been made, the same would be recovered from the employee's next payroll.
- Employee who have been nominated for any external training, would be responsible to incorporate their learnings within the organization
- Employee after attending the training programme shall produce the certificate issued by the authorities to HR department within 1 month from the date of attending the programme. The certificate shall be filed.
- In case the employee does not provide the certificate it shall be deemed that he/she has not attended the training programme and the amount spent on the training shall be deducted during next payroll.
- However, no TA/DA and registration fees will be paid to employees for attending Faculty Development Training programs and Workshops if it is paid by the Organiser or vice versa.

**ANNEXURE -1
TRAINING FEEDBACK FORM – Sheet 1**

NAME OF THE PARTICPANT: _____

Contact No: _____ **DESIGNATION:** _____

Unit: _____

NAME OF THE TRAINING PROGRAMME ATTENDED: _____

PARTICIPANTS SIGNATURE: _____

DATE OF CLASSROOM TRAINING: _____

DURATION: _____ (Hours)

DATE OF HANDS-ON TRAINING(GUIDED): _____

DURATION: _____ (Hours)

DATE OF SELF TRAINING: _____

DURATION: _____ (Hours)

NAME OF THE FACULTY: _____

TOTAL DURATION OF THE TRAINING: _____ (Hours)

What is your opinion on this training? We value our honest opinion to enable us in providing best possible modules.

Overall evaluation of the program:

Ratings	Excellent	Good	Average	Poor
Was the program stimulating	4	3	2	1
Was the program useful for your work	4	3	2	1
Did the program have good discussions	4	3	2	1
Was the program well conducted	4	3	2	1
Was the program participative	4	3	2	1

Overall evaluation of the trainer:

Ratings	Excellent	Good	Average	Poor
Knowledge	4	3	2	1
Preparation	4	3	2	1
Style and delivery	4	3	2	1
Responsiveness to group	4	3	2	1
Encouraged participation	4	3	2	1

What is your learning from the program?

.....

.....

.....

Your suggestions to improve the program:

.....

.....

.....

COMPETENCY MATRIX (To be filled by reporting manager - After 3 months of the training attended)

SI No	Knowledge / Skill / Behaviour	Excel	Good	Above Average	Average	Below Average	Poor

Standard/Required Competencya

Competency status -Before Training:

Competency status -After Training:

Remarks:

TRAINING FEEDBACK FORM – Sheet 2**ANNEXURE – II****TRAINING ATTENDANCE FORMAT**

NAME OF THE TRAINING PROGRAM					
DATE					
TRAINER/S					
VENUE					
TIME					
SIGNATURE OF THE TRAINER					
SL. NO	EMP NO	NAME OF THE EMPLOYEE	DESIGNATION	DEPARTMENT	SIGN
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

ANNEXURE - III
EXTERNAL TRAINING NOMINATION FORM

Please provide your employee details:

Employee Name:	
Unit of Employment:	
Employee Number:	
Designation:	
Department Name :	
Employee email ID:	
Employee Contact Number:	

Please provide your HOD's / approver's details:

Name of the HOD:	
Employee Number of the HOD:	
Email ID of the HOD:	
Contact Number of the HOD:	

Course Details:

Name of the Course:	
Organiser Name:	
Start Date & End Date:	
Venue:	
Cost:	

Course Content/Objectives: _____

Reason for Nomination:

Job Requirement (Existing/ Future)	
Familiarization with latest technology practices	
Professional Growth (Leadership/Managerial Skills)	
Certification program	

Disclaimer:-

I hereby agree that I am aware of and will adhere to the policies for external training program. I would not exit BLDE for next 12 months and would incorporate my leanings within the organization. Failure to do the same, BLDE has all rights to deduct the training cost through my full & final settlement.

Signature of the HOD

Signature of the HR

Signature of the Employee

**ANNEXURE IV
EXTERNAL PROGRAMME EVALUATION FORM**

(To be filled by the participant on completion of training and returned to training in charge)

Name :

Title of Program :

Contents :

Duration of :

Program _____

1. What were the major topics covered?

2. Which other topics should have been covered during this program:

3. To what extent did the program meet the desired objectives:

Total

Partial

Not at all

(If the response is partial/ not at all, please mention objectives not achieved, with reasons.)

4. How would you rate the faculty of the program in terms of job knowledge, communication, training methodology etc.?

Good

Satisfactory

Poor

5. What do you think about the duration of the Program?

Too lengthy

Just right

Too short

6. What do you feel about the training material distributed and training aids used?

Good

Satisfactory

Poor

7. How were the administrative arrangements (boarding, lodging, etc.)?

Good

Satisfactory

Poor

8. To what extent the program will help you to perform your job better?

Large extent

Some extent

None

9. What are your plans to implement the learning so acquired in your job?

10. COMPETENCY MATRIX (To be filled by reporting manager - After 3 months of the training attended)

SI No	Knowledge / Skill / Behaviour	Excel	Good	Above Average	Average	Below Average	Poor

Standard/Required Competency

Competency status -Before Training:

Competency status -After Training:

Remarks:							

Transfer policy

1. OBJECTIVE:

Internal transfer gives employee an opportunity to widen their exposure and pursue professional growth & continue their University with the organization. It enables the University to deploy employees with right knowledge and skills and meet with critical talent exigencies to the areas where they can best contribute to achieve the manpower planning and requisition of the Institution. This helps the employee to request for transfer for any open position to address his / her personal needs of any location transfer and role transfer

2. PURPOSE:

Transfer Policy aims to ensure smooth understanding of the transfer needs by the employee and the process of following transfers:

- 1) Organization initiated transfer
- 2) Employee Initiated Transfer

3. APPLICABILITY:

The policy is applicable for all the employees across BLDE (Deemed to be University) who are on permanent rolls at all the levels in the organization.

4. ELIGIBILITY

Any movements within departments in the same location or across locations to same or different departments will be considered as Transfer. The duration of the transfer must exceed beyond six (6) months

5. PROCESS OF TRANSFER:

Organization Initiated transfer:

- i. University HR team to share the open positions circular to all the Offices under them for any internal transfer opportunity seeker
- ii. In case of Organizations finding any relevant profile internally for the transfer to another department, The Principal would discuss the opportunity with the employee.
- iii. After receiving the consent from the employee, Principal will inform HR with the details of the transfer including date of transfer, new location, duration and new reporting structure for the HR to complete the transfer process.
- iv. Annually 25% of employees will be transferred from Group - D

Employee initiated transfer:

- i. In the employee initiated request for transfer, the employee should have completed 24 months in the organization from the time of joining or from the date of last transfer in the department, whichever is latest.
- ii. On account of completing the above requirement, employees would have to approach to their reporting authority and discuss about this open position / Opportunity. Upon receiving the written approval from the present principal, the employee can forward the transfer request to HR department for further processing. Employee will have to go through an interview process with the new department to win the new position as published.
- iii. On completion of the interview process, the principal/reporting authority would provide their feedback to HR about the internal candidate.

- iv. On successful completion of the interview, HR will revert to the employee and the present principal about the transfer action and request for a transfer date from the present principal.
- v. Transfer from one department to another department should be completed in 60days time. Additional approvals are required from the management level for any further delay in transfer by the current manager with specified reasons.
- vi. The principal should be informed about the delay in transfer.

6. Resettlement assistance:

Resettlement assistance is applicable only in case of the Organization Initiated transfer, for one location to another (more than 50km). The employee will be paid one-time resettlement assistance to partially cover expenses incurred towards resettling at a new location. The amount of assistance shall be as under:

Levels (Designation)	Maximum Entitlement (Rs.)
Management Level	Rs. 20,000/-
Principal and Heads of Department	Rs.15,000/-
Executive/Teaching Faculty/Non-Teaching Faculty	Rs.10,000/-

The above-indicated amount will be paid after effecting the transfer and shall be taxable in the hands of the transferred employee.

In case, the employee resigns from the organization within six months from the effective date of transfer, the amount paid as resettlement assistance will be recovered in full from the employee.

The employee can use the resettlement allowances during his / her transfer towards following expenses:

- 1) Packaging and transportation of household goods
- 2) Train Tickets / Bus Ticket for self and family (Spouse and children) for relocating to the place of transfer.
- 3) 5 days stay at hotel or guest house at the initial period of transfer.

To claim the amount from the organization, employee needs to submit valid bills for the same to the head office and obtain HR Head approval.

Head Office holds all the powers to verify these bills with the vendor at any time before approving it.

7. Performance appraisal:

In case of any mid-term transfers, the employee has to ensure to collect his / her performance feedback from the present principal and submit to HR & principal along with the no due letter

8. Exit clearance certificate:

It is expected from an employee to hand over the duly completed exit clearance certificate on or before the last working day of transfer to the HR Head.

HR Coordinator who has an employee joining their function should ensure that all support and assistance in terms of IT, Admin etc. is rendered to the employee in settling down at the location.

9. APPLICATION FOR TRANSFER REQUEST

(Employee Initiated Transfer)

Date: __ / __ / ____

To,

Dear Sir / Madam,

I am (Name) _____ employee ID No. _____

Working as

(Designation) _____ since (Date Of Joining) __ / __ / ____ in the
Institution/Department Of _____

I would like to request for transfer from BLDE (Current Dept. & location) _____

To (Potential Dept. & Location) _____

Reason for transfer _____

I have completed probation period on __ / __ / ____ & working in current location from past
Years _____ month

Name & Signature of Employee

For Office Use Only

Principal Remarks:		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	
HR Department Remarks		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	

Annexure-1

DATE:

NAME:

EMPLOYEE CODE:

CURRENT LOCATION:

TRANSFERRED TO:

DEPARTMENT/INSTITUTION

14. TRANSFER ORDER APPLICATION

(Management Initiated Transfer)

Date: __ / __ / ____

To,

Dear Candidate,

We would like inform you that, under guidelines of management you are being transferred from BLDE (Current Dept. & location) _____ To (Potential Dept. & Location) _____ with effective date of __ / __ / ____

Your employment terms & conditions remained as per appointment order

We would appreciate your acknowledgement as an acceptance for transfer on / before __ / __ / __

Employee Name:

Signature with date: _____ / __ / ____

For Office Use Only

Manager Remarks:		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	
HR Department Remarks		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	

Annexure-2

DATE:

NAME:

EMPLOYEE CODE:

CURRENT LOCATION:

TRANSFERRED TO:

DEPARTMENT/INSTITUTION

Date: __/__/____

To,
Employee Name
Full Address

Transfer Order

Dear (Employee Name),

This is to inform you that, based on prior intimation your employment with BLDE /University is being transfer from (Current Department & Location) to (New Department & Location) with effective date of __/__/____.

You are requested to report your duties at (Location & SPOC Designation) on __/__/____ at __: __ AM

All the other terms and conditions of your Appointment Order will remain the same.

Any changes will be intimated to you on timely basis.

For and on behalf of
BLDE (Deemed to be University),

(HR Name)
Human Resource Dept.

Signed and Accepted by employee:
Date:

TRAVEL POLICY

1. INTRODUCTION

The Organisation will reimburse expenditure incurred by the teaching and non-teaching Staff for official travel. This policy covers travel and subsistence expenses related to official Domestic Travel, as well as other related expenses up to the career level of an officer.

This policy supersedes all earlier domestic travel policies and is structured for local travel (Intra City i.e. within a city including suburbs outside municipal limits) and outstation travel (within India) as follows:

PART I: GUIDELINES

PART II: ENTITLEMENTS

PART III: REPORTING ALL EXPENSES

PART IV: GOVERNANCE AND VALIDITY

PART I: GUIDELINES

2. DEFINITIONS

For the purposes of this policy the following are defined:

- a. Domestic Travel (travel within India)
- b. Local travel (Intra City i.e. within a city including suburbs outside municipal limits)
- c. Outstation travel (within India other than base location)
- d. International Travel

3. GUIDELINES FOR OFFICIAL TRAVEL

- a. The Organisation will reimburse actual expenditure incurred by the teaching staff and non-teaching staff for official travel only on submission of bills or approved rates.
- b. Teaching and non-teaching staff must obtain prior approval from the respective Principal/ Reporting Authority for undertaking an outstation travel. Thereafter, all travel and subsistence expenses for such travel must be approved by the Principal or reporting authority, Chief Administrative Officer and Chief of Operations.
- c. All staff must use the national travel desk of Admin Department (office Superintendent – BLDE Admin office) for all kinds of travel
- d. Booking and reservations should be made in advance for all the planned travels through Admin Department. Fares are economical if booked early. Unnecessary charges should be avoided by checking if there is a cancellation fee or early/ late check-out fee prior to booking.

4. GUIDELINES FOR LOCAL TRAVEL (INTRA CITY)

❖ TRAVEL REIMBURSEMENT

- a. All employees will be reimbursed local conveyance expenses incurred on official work. Employees are expected to find out the most cost effective acceptable mode of travel available locally or transportation of Institution up to 50kms.
- b. Employees are expected to use fair judgement in choosing the mode of travel considering travel time, cost, safety and convenience.
- c. If more than one employee is travelling to the same location on the same day, they should explore possibilities of pooling.
- d. Principal and above may use their own transport to travel for official purposes within a city. For this purpose, the areas adjoining the city, but not included in the municipal limits will be treated as a part of the city. Employees will be reimbursed fuel expenses computed on a per km basis. The rate per km shall be Rs. 10 for four wheeler and Rs. 5 for two wheeler. Parking expenses, if any, shall be reimbursed at actuals (overnight parking charges will be evaluated and allowed in rare cases basis exception).
- e. Office boys and peons will be entitled to reimbursement of travel expenses using public transport.
- f. If an employee is required to work on a , Sunday or a holiday, and if that day is not a regularly scheduled workday for him/her, then he/ she would be reimbursed for refreshments up to a maximum of INR 100/- per day and the submission of actual bills
- g. All approved expenses will be reimbursed upon submission of bill to finance department and reimbursement will happen by the month end.

5. GUIDELINES FOR OUTSTATION TRAVEL

❖ MODE OF TRAVEL:

- a. Employees are expected to use fair judgement in choosing the mode of travel between Rail / Road where distance between the cities is less (Example – Pune to Mumbai or Chandigarh to Delhi or Baroda to Ahmedabad or Kolkata to Jamshedpur or Chennai to Bengaluru). In case there is a compelling business reason for air travel between cities where the distance is less a Principal or his Reporting Authority should approve of this travel
- b. Air travel for Professors and below should be approved by the respective Principal or Reporting Authority, Chief Administrative Officer and Chief of Operations

❖ ACCOMMODATION:

- a. Employees will be reimbursed expenses incurred towards hotel accommodation at actuals on submission of actual bills. Financial limit and accommodation eligibility for room charges per night are mentioned under entitlements.
- b. Employees can stay at defined star category hotels if the room charge per night (excluding taxes) is within the defined financial limit. If more than one employee participates in a conference/Faculty Training and development program, the employee at the higher career level is expected to exercise discretion regarding staying at the same hotel.
- c. In case the individual arranges his/ her own accommodation he/she will be allowed to claim overnight stay allowance (per night) mentioned under entitlements.
- d. Incidental expenses like tips, purchase of newspaper, magazine, water, toll charges etc. can be claimed during outstation travel against entitlements.
- e. As per tax guidelines claims against per diem are expected to be on actual expenditure. Employees may be asked to produce necessary evidence if required.

❖ **LOCAL CONVEYANCE:**

Local conveyance while on outstation travel is same as the Intra City travel policy.

PART II: ENTITLEMENTS**6. LOCAL TRAVEL (INTRA CITY)****7.**

Mode of travel	Officer and Above	Principal and HOD	Teaching and Non-Teaching Employee	Peons and office boys
General Transport		Most cost effective acceptable mode of travel available locally (considering travel time, cost, safety and convenience) or Use Institution Availability of Car		Public transport (Bus) or if available company car
Self-driven	Self-driven car	Self-driven car	Self-driven two wheeler	N.A.

Mode of travel	Reimbursement
Most cost effective acceptable mode of travel available locally (including Travel Agencies)	Actual expenditure incurred on official travel only
Self-driven car	Rs.10 X Number of kilometres of official travel
Self-driven two wheeler	Rs.5 X Number of kilometres of official travel
Parking charges	At reasonable actuals (overnight parking charges will be evaluated and allowed in rare cases basis exception)

8. OUTSTATION TRAVEL**MODE OF TRAVEL: AIR (ECONOMY), RAIL (2ND AC) OR ROAD.**

Career Level	Accommodation(Per Day)			Meals/ per day	Local Mode of Transport per day	Overnight stay allowance/ per night
	Bengaluru / Delhi / Mum- bai / Kolkata/ Chennai/ Hyderabad	Other cities	Accom- modation eligibility			
Officer and above	7,500/-	5,000/-	5 star or 4 star	Actuals	Actuals	1,000/-
Principal and Opera- tions Head	6,000/-	4,000/-	4 star or 3 star	Actuals	Actuals	1,000/-
Head of the Depart- ments	5,000/-	3,500/-	4 star or 3 star	150/- Breakfast: 400/- Lunch/ dinner	300/-	1,000/-
Up to and including Teaching and Non Teaching Employees	4,000/-	3,000/-	3 star	150/- Breakfast: 400/- Lunch/Din- ner	300/-	1,000/-

The above figures exclude taxes.

9. INTERNATIONAL TRAVEL POLICY

The policy details below are divided by the expected duration of the assignment.

Policy details related to official trips of up to 4 weeks for meetings, conferences, and training or knowledge transfer fall into the International Official Travel category.

- i. Accommodation:** Temporary housing or hotel accommodations will be reimbursed for the duration, employees may hire a room in 3 or 4 star hotels and the booking will be done by Admin Coordinator (Office Superintendent in BLDE Admin Office). If an employee stays with either friends or relatives, he shall be paid US\$ 50 per day for the period of stay with friends/relatives.
- ii. Local Conveyance:** Local transportation is paid for the full duration of the Employee's stay. Reimbursement occurs upon submission of receipts. This is not a cash entitlement or Credit Card will be provided from the organisation with the limit for local purchase
- iii. Airline Tickets:** Employees to level of Principal and Head of Operations will receive an economy / coach class roundtrip tickets for themselves only. Officer Level and above may avail of business class if the air journey (take-off time to landing time) exceeds 3 hours.
- iv. Advance:** An option of cash advance equivalent to a maximum of 7 days expected actual expenditure is available to all employees traveling overseas. The advance, if taken, must be settled within 15 days of return or use of Credit card, must be settled within 15 days of return.
- v. Medical Insurance:** All employees are responsible to get themselves medically insured before commencing any foreign travel. If the travel is expected to exceed 1 month, the medical insurance should also cover dental insurance. The insurance premium will be bore by the organization. And the medical insurance will be done by Admin Coordinator

Part III: Reporting expenses

2. Reporting expense process

All official expenses must be reported within seven (7) calendar days from the completion of travel to the correct expense type and Admin Department/HR Coordinator will collect all the expense report and submit to the Accounts. Each individual is responsible for the timeliness and accuracy of submitting expense reports with supporting documents.

Part IV: Governance and Validity

The Institution reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the Institution's management shall be final and binding on all concerned on any matter that needs resolution.

All clarifications with regard to this policy can be obtained from the HR Department; similarly all suggestions for improvement of the scheme should be addressed to them.

TRAVEL POLICY FORMAT

BLDE (Deemed to be University)				Name:					
Purpose of Trip:				Address:					
				EMPLOYEE ID:					
1	Enter Dates								
2	Enter Name of City								
3		From							
4	Traveling	To							Total
5		Personal Car Mileage							Amount
6		Room Rent	1						0.00
7	Living	Breakfast	2						0.00
8	Expenses	Lunch	2						0.00
9		Dinner	2						0.00
10									0.00
11		Plane Fare	1						0.00
12		Enter car mileage rate @:	0.33	0.00	0.00	0.00	0.00	0.00	0.00
13		Taxi / Limousine							0.00
14		Rented Car	1						0.00
15	Travel	Other Transport.	1						0.00
16	And	Telephone							0.00
17	Other	Tolls							0.00
18	Expenses	Parking							0.00
19		Tips (ex Meals)							0.00
20		Registration Fee	1						0.00
22		Daily Total		0.00	0.00	0.00	0.00	0.00	0.00
1 Reimbursement will not be made unless a bill is attached							Less Amount Not Reimbursable (E.G. Meals)		

2 Receipt required if over \$25.00						Less Amount Charged and Billed to the University			
						Balance		0.00	
Entertainment	Name of Guests, Position Titles, Business Connections					Date	Place - Name and Location		Amount
APPROVALS:							Total Entertainment Expense	0.00	
Employee Signature					Date		Total Travel Expense on this Report		0.00
					08-08-17		Less Cash Advance		
Print Name									
Approval					Date		Use Only One	Advance In Excess (attach check or cash)	0.00
Print Name									
Approval					Date			Paid Expenses In Excess of Advances	0.00
Print Name									
ACCOUNT NUMBER(S)					AMOUNT(S)				

REWARDS AND RECOGNITION POLICY MANUAL

1. OBJECTIVE

The objective of the reward and recognition policy is to motivate the employees for their out of the way contributions in terms of creativity and innovation to the organization.

2. APPLICABILITY:

This policy is applicable to all the employees of University, who are On-roll, Contract, Consolidated, temporary at all levels of the organisation.

a. Periodicity:

Assessments and recommendations can be done on quarterly / Half yearly / Yearly Basis and one employee can be nominated multiple times in different quarters. Further spot achievement awards can be recommended during shorter terms of Quarterly basis. For ongoing performance achievements these awards can be Assessed yearly basis.

b. Performance Management Link:

A special consideration and weightage can be given in Performance Based Incentive (Incentives/Bonus) for Employee's winning rewards & awards in appraisal year. This can be an additional Incentives increase over and above the recommended PBI by Appraisers During yearly Appraisal process.

3. REWARD CRITERIA:

In order to align employee's performance to University values, Employee's showcasing exceptional examples of leading these values can be considered for Reward and Recognition Program. The Award for best Teaching and Non Teaching criteria are

- Innovation award – New ideas and thoughts in any areas and process improvement.
- Student Focus award – Concentration towards student performance improvements other than the regular classes.
- Accountability & Team work award – Person who has taken up responsibility and execution of the work with complete accountability and team work
- Full Attendance award – who attains 95% of attendance for the year.

4. ASSESMENT PARAMETERS

a. Quarterly:

Reward & Award:

- Gift Voucher/Cash Reward (Rs.1500)

- Certificate of Appreciation
 - Best Employee of EOQ to place in notice board of all colleges
- b. **Half Yearly:**
- Reward & Award:**
- Gift Voucher/Cash Rewards (Rs.2500)
 - Certificate for Appreciation
 - Best Employee for “EOH” to place in notice board of all colleges and University
- c. **Annual Award:**
- Reward & Award:**
- Gift Vouchers/Cash Rewards (Rs.5000)
 - Certificate of Appreciation
 - Best employee for “EOY” to place in notice board of all colleges and University
- d. **Best Teacher and Research Award**

These awards can be given during the BLDE (Deemed to be University)’s any special day celebration annually and individual nominations will be called for this award

- Best Teacher of the year – Gift Voucher/Cash Reward (Rs. 10000)
- Best Researcher of the year - Gift Voucher/Cash Reward (Rs. 10000)

5. NOMINATION FORM FOR THE EMPLOYEE OF THE MONTH/QUARTER

Name of the Nominee:	
Designation of the Nominee:	
Department:	
Reporting Manager:	
Award Category (Technical or Non-Technical):	
Month /Quarter/ Annual of the financial year:	

1.What are the achievements/contribution of the nominee?

(Please specify the reason for nominating this employee)

2) Nominee’s contribution/achievement is related to which aspect of the organization? Please tick the relevant option.

Growth	
Productivity	
Quality	
Cost	
Process	

3) How would you rate the employee in the following behavioural aspects?

Rating Scale:-1-poor, 2-average, 3- good, 4-very good, 5-excellent

Criteria	Poor (1)	Average (2)	Good (3)	Very Good (4)	Excellent (5)
General Behavior					
Team player					
Knowledge of his/her subject					

4) What are the documents/statistics/data provided to support nominee’s contribution/achievement?

5) Remarks (if any):

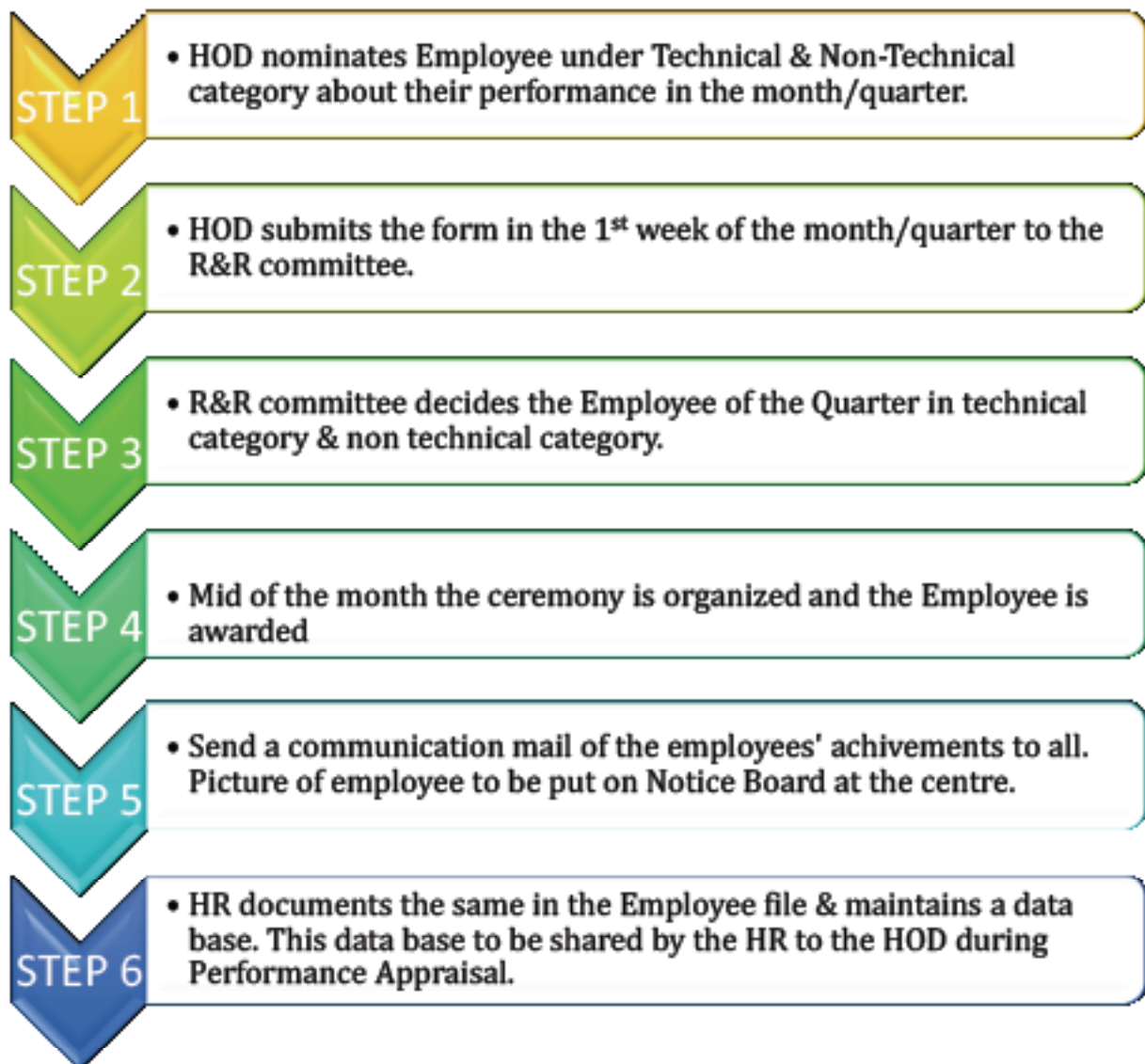
Name of the Nominator: _____ Signature: _____

6. REWARDS & RECOGNITION PROCESS:

1. HR team to roll out the communication to all departments about the monthly/ Quarterly/ Annual nomination process to be initiated in the templates for their respective nominations with the last date of entry.
2. Teams to share their nominations in the defined templates and their supporting’s for the nominations’

3. Every College can share only one nomination under each category.
4. HR team to collate the data received from all the parties and submit the report to the Reward Committee.
5. Reward Committee to evaluate the nominations and shortlist One under each category as final awardees.
6. Rewards & recognition committee convener should maintain records of the R&R event timely basis in below format & send it across HR Department.

Rewards & recognition event records			
Date	Name of the employee / Department	Number Of Certificate given	Number Of Trophy given

PROCESS FLOW FOR REWARD & RECOGNITION PROGRAMS

RESEARCH POLICY

1. INTRODUCTION

Status of educational institution is highly dependent upon research productivity and innovations. The success of institution in reaching its goals is greatly reliant upon the involvement of the faculty with all the aspects of research initiatives which are planned by the BLDE (Deemed to be University). Hence, this research policy aims to help our faculty members, researchers and students to attain distinction and contribute to BLDE (Deemed to be University) and society at large.

2. OBJECTIVES

- i) To promote research, innovation and intellectual capital
- ii) To ensure integrity, quality and ethics in research
- iii) To integrate teaching and research through translational and instructional research and
- iv) To incentivise the generation of intellectual capital.

3. PROMOTION OF RESEARCH

The BLDE (Deemed to be University) believes that the researchers are free to choose the subject of their research, to get the financial support from any funding agencies for their research work, and to report their findings and conclusions. However, the research proposals, results and reports are available for scrutiny to the authorities of BLDE (Deemed to be University) and peer reviewers. The techniques/methodologies used by the faculty/researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The BLDE (Deemed to be University) shall create favorable environment for research activities. Due to limited resources, the BLDE (Deemed to be University) may not support fully all research activities, but shall allocate the space, facilities, partial funding, and other resources for research programmes based on the merits of proposal. It shall also provide development opportunities to faculty/researchers for writing research proposals for funding and reports, publications, patent filing, etc.

4. INTERNAL RESEARCH PROJECTS

The BLDE (Deemed to be University) encourages faculty members to conduct research. Thus, it has developed a scheme for providing financial assistance to Internal Research Project (IRP). According to this scheme, a faculty member will prepare proposal and submit to the central research committee at the University and on the recommendations of this committee, the University grants financial assistance up to Rs. 1.0 Lakh to the principal investigator. It is also mandatory to send half-yearly progress report to the Administrative office. For this purpose, every year the management earmarks financial budget under each institution. The limit for Sanction of IRPs is 10% of the total permanent faculty of the institution.

5. EXTERNALLY FUNDED RESEARCH PROJECTS

Faculty members can submit Major Research Project proposals to different funding agen-

cies. These proposals will be scrutinized by the central research committee before submitting the same to a funding agency, after getting the approval from the committee; the faculty can submit the same to funding agency. The University provides all kinds of infrastructure facilities available to take up the sanctioned project.

The management has mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency. At the same time the progress of the project should be submitted to central committee on half yearly basis.

6. TRAINING FOR RESEARCH AND PUBLICATIONS

Generally, faculties are eager to conduct research, but because of the lack of expertise to write a research proposal or having insufficient research skills, they are unable to channelize their efforts effectively. Hence, in many cases, a research proposal is rejected by a funding agency. Even for publication of papers because of the lack of knowledge about how to write a paper and under which format it should be submitted, sometimes the papers are not accepted. Therefore, the University/Institutions shall organize rigorous training programmes for researchers in the identified areas.

7. PUBLICATION OF PAPERS AND JOURNALS

Publication of papers is critical for the effectiveness of the Institutes. Faculty members must publish continuously in quality journals. Therefore, the BLDE (Deemed to be University) encourages the publication of papers by the faculty with a targeted aim.

Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinized and guided by a research committee comprising senior professors. Each institution shall be encouraged to publish a quality journal and organize conferences, from time to time to boost research activities in the institute and to contribute to the existing body of knowledge.

8. PATENTS AND IPR

The BLDE (Deemed to be University) would like to strengthen the research, leading to filing of patents. If any innovation is done, the University shall encourage the researchers and scholars to patent it. However, when a faculty/scholar files for a patent, a thorough scrutiny will be carried out at Department level, institution level and at the management level committee. The BLDE (Deemed to be University) shall bear expenditure for filing application for patent which are genuine. If the patent is commercialized the sharing of earning is to be done between researcher and the BLDE (Deemed to be University) as per the guideline developed from time to time. The University/Institutions shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

9. CENTERS OF EXCELLENCE

The BLDE (Deemed to be University) would like to create an environment for each department and an institution, where they work in a specific research area and be known as a specialist organization. This will conduce to focus on specific research activities in the spe-

cialized areas. Through these efforts, the University shall promote a particular department or an institution as the ‘Centre of Excellence’ in due course for a specialized thrust area.

10. **CODE OF ETHICS FOR RESEARCH**

BLDE (Deemed to be University) promotes research that benefits the larger section of society and so all institutes under the University are committed to research focused on people, organization and industry. To honor the trust placed in researchers by research participants, funding organizations and society, the researchers should at all times act correctly and in ways that respect the rights and dignity of the participants, organizations and industry. In this regard all faculty members, researchers and students undertaking research are bound by code of research ethics.

1. **Academic honesty:** One should be honest in all scientific communications, honestly report data, results, methods and procedures, and publication status. They are not suppose to fabricate, falsify, or misrepresent data.
2. **Integrity:** One should keep the promises and agreements; act with sincerity; strive for consistency of thought and action.
3. **Carefulness:** Please avoid careless errors and negligence; carefully and critically examine the research data and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.
4. **Intellectual Property:** One should honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.
5. **Confidentiality:** Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.
6. **Social Responsibility:** Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.
7. **Competence:** Maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.
8. **Legality:** Know and obey governmental policies, relevant laws and institutional rules and regulations.
9. **Animal care:** Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.
10. **Human subject’s protection:** While conducting research on human subjects, the care should be taken to minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

11. **PLAGIARISM**

BLDE (Deemed to be University) aspires to facilitate the highest standards of knowledge and skills through its academic and research programmes. The aim of BLDE (Deemed

to be University) is to prepare graduates who will be able to take their expertise to the society. As a part of this preparation, the faculty/students are required to work on assignments, project/seminar reports, thesis, research papers, cases, etc. At the same time, it is expected that the faculty members should contribute in generation and dissemination of knowledge through research projects, by publishing/presenting research papers/articles/cases/books etc. In this context, plagiarism assumes importance as it undermines basic objective of higher education and harms the reputation of the institutions. It is therefore important to sensitize faculty, students and research staff regarding plagiarism, performed either willfully or ignorantly. The University shall strive to have 'Zero Tolerance' against plagiarism. In this direction, BLDE (Deemed to be University) has subscribed the "Turn-it-in" software to check the plagiarism and all the institutes have been supplied with user ID and password. The institutions should make best use of this tool.

12. MERIT INCENTIVES FOR PROMOTION OF RESEARCH

The faculty members are honored with an incentive in the form of cash for various distinguished research /merit activities in the field of academics and research. Merit Incentives is applicable only for Confirmed Employees.

The details are as follows:

A. Merit Incentives to faculty members for research grants projects from external funding agencies:

The policy of merit incentive to faculty for getting research grants from external funding agencies like DST, AICTE, CSIR, ICMR, UGC, VGST, RGUHS, BRNS, DRDO etc. or any other research organizations is proposed. The breakup of the merit incentive in the form of cash is as follows:

Name	Incentive
Principal investigator/ Programme coordinator	3% of the sanctioned fund (excluding fellowships, remuneration, contingency and institute overhead charges)

Note: The principal investigator receives his 50% share of merit incentive as and when the sanctioned amount is received by the Institute from the funding agencies with undertaking to complete the project in stipulated period. The remaining 50% share will be released after completion/submission of audited reports/ project completion certificate.

B. Merit incentives for books publications and patents:

Sl. No	Type of work	Incentive
01	Full book/monogram published with reputed publisher having ISBN no.	Rs. 5000=00
02	For each Full Book/ Monogram (with chapter or partial contribution) published with reputed publisher having ISBN No.	Rs. 3000=00

03	For each patent (Granted) * Expenses for patent filing, drafting and other office fees will be borne by the BLDE (Deemed to be University) for genuine patentable works.	Rs. 10,000=00
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In case of multiple authors, the cash will be given to corresponding author.

C. Research publications in journals:

Sl. No	Journal type	Incentive
01	For papers published in journals having impact factor 5.1 - 10	Rs. 5000=00
02	For papers published in journals having impact factor 2.1 - 5.0	Rs. 3000=00
03	For papers published in journals having impact factor 1.1 - 2.0	Rs. 2000=00
04	For papers published in journals having impact factor 0.6 - 1.0	Rs. 1500=00
04	For papers published in journals having impact factor 0.0 – 0.5	Rs. 1000=00

Note:

- Impact factors calculated by Thomson reuters/JCR will be considered; journal's own impact factor calculation will not be taken into consideration.
- Papers published in non-indexed/non-refereed journals will not be considered.
- On-line open access journals will not be considered until and unless they are indexed and possess impact factors by Thomson reuters/JCR.
- The BLDE (Deemed to be University) will not pay the publication charges for papers published in Paid journals.
- In case of multiple authors, cash will be given to corresponding author

D. Presentation of research papers in conferences:

Type of conference	Nature of support	Frequency
For presenting papers in national conferences/seminars	Travel allowances and registration fees for presenting author	Max. of one in an academic year
For presenting papers in international conferences organized in India	Travel allowances and registration fees for presenting author	Once in two Years
For presenting papers in international conferences organized outside India.	Maximum of Rs 50,000=00 or Registration fees, whichever is lesser for presenting author.	Once in three years

Note:

- Travel allowances will be paid for sleeper class travelling by train within India.
- For abroad travel (international conferences), the travel allowances to be borne by the candidates or through funding agencies.

13. SHRI. B.M. PATIL AWARD FOR BEST RESEARCH PAPER OF THE YEAR**Objectives:**

- a. To encourage the faculty/researchers of BLDE (Deemed to be University) to publish high quality original research work in reputed indexed journals.
- b. To recognize and reward the best research works published across institutions of BLDE (Deemed to be University).

Eligibility: Fulltime faculty members of BLDE (Deemed to be University) who are on the payrolls.

Frequency: Annually

Policy

1. An eligible faculty submitting research paper for the award should bear the BLDE institution's affiliation as corresponding and work should have been carried out in BLDEA's institution only. The paper ought to be published the calendar year previous to the year of the award. For example, the papers published in the year 2016 between January and December shall qualify for nomination for the 2017 award.
2. A covering letter addressed to the General Secretary, BLDE (Deemed to be University) containing all the relevant details of the research article along with two copies of the original research publication has to be submitted through the proper channel, duly forwarded through the Head of the Institution.
4. The Research committee of BLDE (Deemed to be University) shall further facilitate the evaluation process to examine the papers objectively based on novelty/originality, and impact factor.
5. General publications including reviews, short communications, editorials, case reports, perspectives etc. are not applicable for the award.
6. The award will be granted to the corresponding author on condition that he/she has a BLDE affiliation.
7. All the other authors listed in the publication having the BLDE affiliation shall also receive a certificate of appreciation signed by the Hon'ble President, BLDE (Deemed to be University).
8. The award shall carry a memento and certificate.

PREVENTION OF SEXUAL HARASSMENT & REDRESSAL POLICY

1. INTRODUCTION

The BLDE (Deemed to be University) values and supports diversity at the work place, which includes gender diversity. As an Institution, we strive to ensure that people who are part of the Organisation and are our Employees (as defined below) have the right to protection from Sexual Harassment (as defined below) at the workplace and enjoy the right to work with dignity, which is recognized as a universal human right by the International Convention of the United Nations. The Convention on the Elimination of all forms of Discrimination against Women, which has also been ratified by the Government of India, directs States Parties to take appropriate measures to eliminate discrimination against women in all fields, specifically including equality under law, in governance and politics, the workplace, education, healthcare, and in other areas of public and social life.

The Central Government has brought into force the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (the “Act”) along with Sexual Harassment of Women at Workplace (prevention, Prohibition and Redressal) Rules 2013 (the Rules) framed thereunder, with effect from 9th December 2013 and this gender neutral policy has been framed in consonance with the Act and the Rules thereunder.

The Institution along with its Employees is responsible for creating a safe working environment which can be achieved through prevention, prohibition and redressal against Sexual Harassment at the work place.

Sexual Harassment is a serious matter and includes any unsolicited and unwanted verbal, non-verbal or physical conduct of a sexual nature that offends a reasonable person, and interferes with the person’s professional activities and opportunities at the workplace. Such practices create a demeaning work environment that is intimidating, hostile, and offensive and is characterized by fear, the precise opposite of our Institution’s values.

The Institution has a ‘zero-tolerance’ approach to any instance of Sexual Harassment. Anyone who engages in this behaviour is subject to formal punishment, including dismissal and may even result in prosecution.

2. DEFINITIONS

A. “Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

- i. physical contact and advances; or
- ii. A demand or request for sexual favours; or
- iii. Making sexually coloured remarks; or
- iv. Showing pornography; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

- B.** The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of Sexual Harassment may amount to Sexual Harassment:—
- a) Implied or explicit promise of preferential treatment in employment; or
 - b) Implied or explicit threat of detrimental treatment in employment; or
 - c) Implied or explicit threat about present or future employment status; or
 - d) Interference with work or creating an intimidating or offensive or hostile work environment; or
 - e) Humiliating treatment likely to affect health or safety of the Employee.
- C. “Complainant” or “Aggrieved Person”** means any person who files a complaint alleging Sexual Harassment.
- D. “Respondent”** means a person against whom the complaint has been made.
- E. “Employee”** means a person working in or for the Institution, whether permanent or temporary, probationary, part-time or working as a consultant or on a voluntary basis or engaged through an agent or contractor and would include all genders.

3. ELIGIBILITY

- The policy is applicable to all irrespective of any gender difference.
- The policy will be applicable to all or any incidents of Sexual Harassment that may have occurred within the premises of the Institution.
- It shall also be extended to any incident that may have occurred at outside work premises (for example office picnic, office dinner, etc.), as long as the Complainant and Respondent are associated with the Institution and the Sexual Harassment took place in the course of work.
- This policy is applicable to all Employees, as defined above.
- This policy also covers Employees on site programme with continuity of service to other member firms where no such policy or provisions are available locally.
- The offender need not be of the opposite sex.
- Sexual harassment may occur without economic injury to or discharge of the Complainant.

4. CONSTITUTION OF THE INTERNAL COMPLAINTS COMMITTEE:

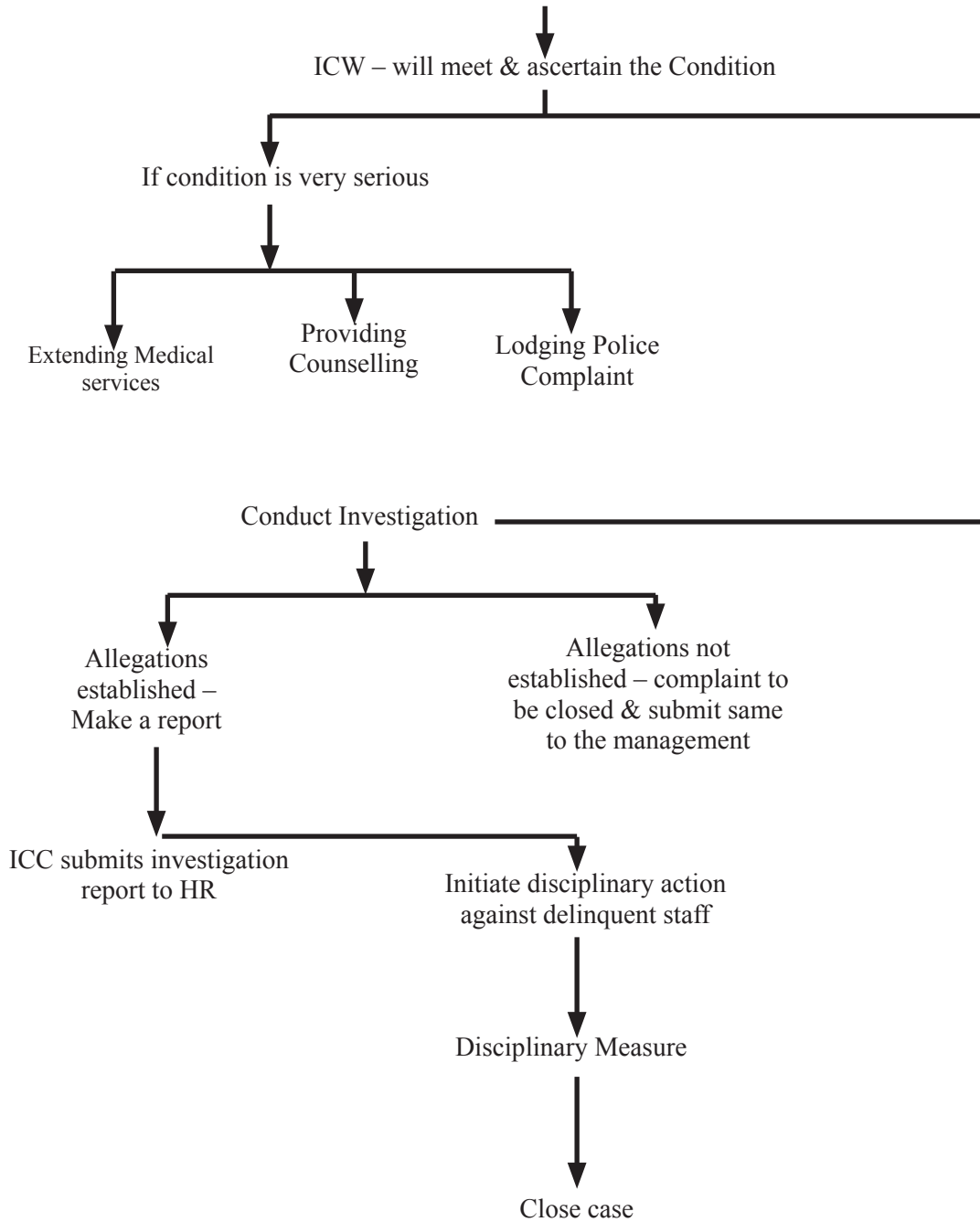
- a) An Internal Complaints Committee has been constituted by Order as stated in the annexure hereto;
- b) Every office under University and university at different locations will form an IC Committee to address any complaints and report to central office at University and University level.
- c) Each Internal Complaints Committee shall be headed by a woman, who shall be its Presiding Officer. Such woman shall be a senior level Employee of the Organisation.

- d) The Internal Complaints Committee has not less than two Members from amongst Employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- e) There shall also be at least one person selected from external resources like non-governmental Organisation or Universitys committed to the cause of women, or a person familiar with the issue of sexual harassment.
- f) In conducting the inquiry, a minimum of three members of the Internal Complaints Committee including the Presiding Officer shall be present.
- g) The Internal Complaints Committee members shall be appointed for a term of 3 years.
- h) Where the Presiding Officer or any member of the Internal Complaints Committee contravenes any of the provisions set out herein, such Presiding Officer or member, as the case may be, shall be removed from the Internal Complaints Committee and the vacancy so created or any casual vacancy shall be filled by fresh appointment in accordance with the provisions of this policy.
- i) For the purposes of making an inquiry, the Internal Complaints Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 in respect of the following matters:
 - 1. Summoning and enforcing the attendance of any person and examining him on oath;
 - 2. Requiring discovery and production of documents; and
 - 3. Any other matter which may be required as per the law.
- j) All the Internal Complaints Committees shall report their findings to the Chief Administrative Officer and Chief of Operations of the Institution who has been empowered to deal with the matter of sexual harassment
- k) The Internal Complaints Committee shall in each calendar year, prepare in such form and at such time, an annual report and submit the same to the Chief Administrative Officer and Chief of Operations of the Institution who has been empowered to deal with the matter of sexual harassment.

5. PROCEDURE & FLOW CHART

Aggravated Woman shall lodge complaint to ICW:

1. File written complaint to committee.
2. Informing the member through Phone.
3. File complaint through HR department or departmental head.



A. Procedure for Lodging a Complaint:

- i. A complaint may be lodged, with the Chief Administrative Officer and Chief of Operations of the Organisation, in writing within 3 months from the date of the incident or if it is a series of incidents then the date of the last incident by:-
 - Any Aggrieved Person.
 - In case of more than one Aggrieved Person, by all, or any one or more of them on behalf of themselves against the common respondent.
 - Any co-employee who has knowledge of the incident, with authorization/written consent on behalf of the person aggrieved.
 - Anonymous complaints shall not be entertained under this policy.
 - Where the aggrieved employee is unable to make a complaint on account of their physical incapacity the complaint may be filed by:-
 - A relative or friend ; or
 - A co-worker ;or
 - Any person who has the knowledge of the incident jointly with any of the persons mentioned above.
 - Where the Aggrieved Person is deceased, the legal heir.
 - Where the aggrieved employee is unable to make a complaint on account of their mental incapacity the complaint may be filed by :-
 - A relative or friend ; or
 - A special educator ;or
 - A qualified psychiatrist or psychologist; or
 - The guardian or authority under whose care she is receiving treatment or care; or
 - Any person who has the knowledge of the incident jointly with any of the persons mentioned above.
- ii. Where such complaint cannot be made in writing the Chief Administrative Officer and Chief of Operations shall render all reasonable assistance to the Aggrieved Person for making the complaint in writing.
- iii. The Chief Administrative Officer and Chief of Operations in consultation with the Internal Complaints Committee may for reasons to be recorded in writing extend the time limit for a period not exceeding three months if it is satisfied that the circumstances were such which prevented the Aggrieved Person from filing a complaint within the stipulated period of three months.
- iv. Six copies of the complaint shall be filed with the Chief Administrative Officer and Chief of Operations along with all supporting documents and the names and addresses of the witnesses.

Before the commencement of inquiry proceedings, at the request of Aggrieved Person, the Chief Administrative Officer and Chief of Operations in consultation with Internal Committee may take steps to resolve the matter through conciliation between the parties.

B. Procedure for dealing with Complaints of Sexual Harassment:

- v. No monetary settlement shall be made as a basis of conciliation.
- vi. Where any such settlement is arrived, it shall be recorded and copies of the same shall be provided to the concerned parties and no further inquiry shall be conducted.
- vii. Where the Aggrieved Person informs the Internal Complaints Committee that any term or condition of the settlement has not been complied with, by the Respondent, the Internal Complaints Committee shall proceed to make an inquiry into the Complaint.
- viii. In case the conciliation fails, or the Aggrieved Person wishes to opt out of the said conciliation, or where no mutually agreeable settlement can be reached during the said conciliation, where the Respondent is an employee, an inquiry into the matter shall be conducted as per the procedure prescribed herein.

C. Procedure to Conduct Inquiry:

Subject to the success or failure of the conciliation process, and the compliance of the terms of settlement by the Respondent, where the Respondent is an Employee, an inquiry into the complaint shall be commenced within a period of four weeks of receipt of the complaint by the ICC from the Chief Administrative Officer and Chief of Operations, or the conclusion of the conciliation process, whichever is later.

The enquiry will be conducted as follows:

- a) A copy of the complaint and charge sheet shall be provided to the Respondent within seven working days and the Respondent shall be required to submit a written statement of his/her defence, along with the list of documents, names and addresses of the witnesses, within a period of ten working days from the date of receipt of the copy of the complaint and charge sheet. The written statement, submitted by the respondent, shall be shared with the Complainant.
- b) Distinct charges, statement of imputations of misconduct/misbehaviours, statement of facts, reply of the Respondent, supporting documents and list of witnesses shall be placed on record.
- c) Statements, examination and cross-examination of the witnesses if any, of both the parties shall be recorded in the form of question and answer and signed by the witness.
- d) All the proceedings of the Inquiry shall be recorded in writing and shall be signed by the Complainant and the Respondent as a verification of the correctness and accuracy of the record.
- e) During the inquiry both the concerned persons shall represent themselves in person or in cases where a co-worker or legal heir has filed the complaint on behalf of the Aggrieved Person, through such co-worker, legal heir. There shall be no advocates and or representatives permitted to appear on behalf of the Complainant/Respondent.
- f) At the commencement of the inquiry, the procedure to be followed in the inquiry shall be explained to all concerned parties.

- g) The inquiry shall be conducted in Kannada, Hindi or English language, whichever is requested by any or both of the parties.
- h) The venue for inquiry shall be, as far as practicable, as per the convenience of the Complainant.
- i) Where both parties are employees, the parties shall, during the course of the inquiry be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Internal Complaints Committee.
- j) Inquiry shall be completed within 90 days from the date on which the inquiry is commenced. If there is any delay in completion of the inquiry, the Internal Complaints Committee shall record and put down in writing the reasons for such delay.

D. Findings and Directions of the Internal Complaint Committee:

On the completion of an inquiry a detailed and reasoned final report shall be prepared and put on record along with any of the recommendations to the employer as under.

- 1) Where the allegations against the Respondent have been proved:
 - o To take action against the Respondent commensurate with the gravity of the offence of which he / she has been found guilty;
 - o To deduct from the salary or wages of the Respondent, such sum of compensation to be paid to the Complainant, as it may determine, or to direct the Respondent to pay such compensation to the victim.
 - o Where the Respondent ceases to be in employment, the Institution may direct the Respondent to pay such sum to the Complainant.
- 2) Where the allegations against the person accused have not been proved the ICC shall:
 - o Dismiss the complaint
 - o In the event that it is determined that the complaint was not *bona fide* or the complaint was filed with ulterior motive(s), to initiate action against the Complainant. However, the mere inability to substantiate a complaint or provide adequate proof does not constitute grounds for taking action against the Complainant.
 - o In the event that the Internal Complaints Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Institution or the employer of the witness, where the witness is not an Employee, to take action against such witness.
- 3) Any person aggrieved, by the recommendations or the implementation / non-implementation of the recommendations of the Internal Complaints Committee, may prefer an appeal within 90 days as prescribed under the Act and Rules framed thereunder.
- 4) The employer shall take action on the recommendation of the ICC within 60 days from the receipt of the recommendations.
- 5) The Internal Complaints Committee may grant interim relief to the aggrieved person as considered necessary under the circumstances.

6. RIGHTS AND EXPECTATIONS OF THE COMPLAINANT AND THE RESPONDENT:

- ✓ **Non-retaliation:** Retaliation of any sort against the Complainant/Respondent and other parties involved in the alleged harassment, or those consulted during the investigation will not be tolerated.
- ✓ **Opportunity to respond:** A person against whom a complaint has been made shall be treated fairly, informed of the applicable procedures, given notice of the allegations against him/her, and be given adequate opportunity to respond.
- ✓ **Accompanying colleague:** A non-legal person from the Institution may accompany a Complainant and/or the Respondent, if they wish to, during the inquiry proceedings but such person shall not be allowed to take part in or speak during the inquiry proceedings unless such person is a witness to the complaint.
- ✓ **Confidentiality:** Complaints of Sexual Harassment shall be handled with utmost confidentiality. The facts should be made available only to those who require to know them in order to investigate and resolve the matter. However, the Internal Complaints Committee members have a responsibility to gather required information and come to a resolution. Once the names of the parties involved are given to them, the Internal Complaints Committee members will keep the information confidential, unless there is a grave danger presented by the alleged harassment, so as to justify taking extraordinary steps, such as immediate administrative intervention. It is imperative that the parties involved be discreet and limit their conversations about the alleged incident, only to those who have a role in resolving the complaint.
- ✓ The Parties are bound to maintain confidentiality of the proceedings conducted and the final report under this policy and shall execute a confidentiality undertaking at the commencement and the end of the proceedings.

7. AN EMPLOYEE'S RESPONSIBILITIES UNDER THIS POLICY:

A. If You Are Sexually Harassed:

- Don't be ashamed and don't blame yourself.
- Say 'NO' clearly. Inform the offender that his/her attentions are unwanted.
- Make it clear that you find the behaviour offensive. If it persists, write a memo to the offender asking him to stop; keep a copy.
- Remember that Sexual Harassment is against the Institution's policy and is also against the law.
- Know your rights under this policy.
- Keep a written, dated record of events. Write down each incident including date, time and place, details of what happened and your response.
- Confide in the Ethics Officer or one of the Committee members.
- Get help. Don't delay.

- Do not hesitate to raise the issue with the Chief Administrative Officer and Chief of Operations or any one of the members of the Internal Complaints Committee for appropriate redressal of the issue.

B. It is important that each and every employee who:

- Believes to have been subjected to Sexual Harassment, or subject to retaliation which is in violation of this policy; raises the issue with the Internal Complaints Committee and avails of appropriate relief and redressal of the grievance.
- Has been told about or witnessed conduct that may violate this policy;
- with the written consent of the Aggrieved Person, raises the issue or assists the Aggrieved Person to raise the issue with the Internal Complaints Committee;
- At the request of the Aggrieved Person and in consultation with the Internal Complaints Committee assists the Aggrieved Person to initiate action under the Indian Penal Code.

8. THE INSTITUTION SHALL —

- a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Complaints Committee;
- c) Organise workshops and awareness programmes at regular intervals for sensitising the Employees on issues relating to Sexual Harassment;
- d) Provide necessary facilities for dealing with the complaint and conducting an inquiry;
- e) Assist in securing the attendance of the Respondent and witnesses;
- f) Make available to the Internal Complaints Committee such information, as may be required in relation to the complaint made;
- g) provide assistance to the Aggrieved Person if he/she so chooses, to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the Respondent, or if the Aggrieved Person so desires, where the Respondent is not an Employee, in the workplace at which the incident of Sexual Harassment took place;
- i) Treat Sexual Harassment as a misconduct and initiate action for such misconduct;
- j) Monitor the timely submission of annual reports of the investigations conducted in each calendar.
- k) The Organisation reserves the right to alter, add to, vary or substitute any of the provisions of this policy at any time.
- l) If any of the provisions contained herein are found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

9. DETAILS OF THE COMMITTEE

A. **Members of the Committee:**

1. External Neutral Member (NGO)- Chairperson
2. Convener (Preferably Executive HR)
3. Internal Committee Member
4. Internal Committee Member
5. Internal Committee Member
6. Internal Committee Member

B. **Quorum:** The quorum for the meeting is 50% of the members with the chairperson being mandatory and that for passing any resolution is 2/3rd of the members.

C. **Frequency of meeting:** Members of the committee meet once in four months.

D. **Common minimum agenda:**

- Review of Previous minutes of meeting.
- Medical audit review
- Any other related issues

E. **Terms of office:**

The committee will be appointed for a period of one Year. The management of University office / University Office will have the right to reappoint all or any of the said members and appoint new members and/or to fill any vacancy, howsoever caused.

F. **Records and retention period of records:**

- Minutes of meeting
- Attendance sheet

The records shall be maintained for minimum of 2 years.

The Internal Complaints Committee for Women meeting minutes are circulated amongst the members and any other department as deemed necessary.

SEPERATION POLICY

The amended provisions in the policy are effective September 1st, 2017.

1. INTRODUCTION

Separation from the Company can be due to resignation, retirement, death while in service or termination. In order to ensure smooth exit, the following policy shall be adopted.

2. NOTICE PERIOD

Employees on probation will be required to serve one month notice period for non-teaching employee and teaching employees depends on academic requirement will be intimated to the employees, and employees in the confirmed services will be required to serve three months of notice period.

3. RESIGNATIONS

A. Process of submitting resignation

Employee desirous of resigning from the services of the company will have to communicate the intent of resignation through written communication, either by a letter or email addressed to the Principal/Reporting Authority. The employee is required to serve the notice period as applicable.

Upon receiving the letter, the following actions shall be initiated:

- The HR Coordinator will forward the copy of the resignation letter to the respective HR Head within a fortnight of receiving the letter/email from the employee with comments on the acceptance of the resignation.
- The HR Coordinator will also indicate the last working date.
- Employee who is confirmed in the service, and is serving notice period, the salary for the last working month will be placed on hold, and will be paid along with the full and final settlement. The same will be applicable to the employee who is on probation and Guest Faculty, and is serving notice period.
- The intimation of the resignation of an employee along with the last working day will be updated by the HR representative.
- The HR team shall initiate exit clearance process with various internal departments.
- The resigning employee will be communicated by the HR representative on the exit formalities.
- It will be the responsibility of the resigning employee to ensure that the exit formalities are completed as guided by the HR team, to facilitate timely final settlement. The exit interview will be conducted on the last working date or a day prior.

B. Exit interviews shall be conducted by the HR team as under:

- For Teaching and Non-Teaching Staff, exit interview shall be conducted by the respective HR Coordinator.
- For Officer and Principal above, the exit interview shall be conducted by the respective location HR head

C. Notice Period

Employee will be expected to serve the notice period as per the policy applicable. The resignation shall be accepted by the reporting Authority / Principal and the last working date shall be defined based on the institution exigency. The organisation reserves the right of discretion either to accept or refuse the payment of shortfall of notice, thereby; an employee will be required to serve the full notice period.

In an event of exit the following shall be considered:

1. Employees serving full notice period –

The last working day will be decided by the HR Head in coordination with Principal and Administrative Officer, unless there is a specific request from the function to extend the tenure post completion of notice period, by additional days. The extension beyond notice period shall be mutually agreed between the Institution and the employee. In case, the employee is unable to serve the extension beyond the notice period the last working day shall be as per the policy.

2. Employees serving partial notice period; following may be the circumstances

a) If the employee requests for an early release from the duty, the Principal, Administrative Officer has the discretion to recommend the waiver of notice period based on business exigency. There will be a mutual separation, between both the parties by not paying each other for the shortfall of notice period.

b) In such a situation, the leave accumulated will be adjusted against the shortfall of notice period, and if there is any balance leave available, the same will not be encashed.

In an event, after adjusting the leave balance against the shortfall of the notice period, and no leave balance is due, there will be no encashment due.

c) Employees who have resigned from the services and are not willing to the serve the due notice period the Administrative Officer and HR Head will have the right to accept or refuse such a request. In such a case, the employee shall pay the notice pay for the un-served period.

d) If the employee is willing to serve the notice period and the Administrative Officer does not wish to continue with the employee concerned, the organisation will pay for the balance notice period based on fixed pay to the employee and relieve the employee from the duties.

e) Notice Pay shall be computed as under:

Notice Pay = Un-Served Period (in working days) X Monthly Fixed Compensation / 30

The above will not be applicable if the separation is on account of ethics, integrity or any act of misconduct.

4. RELIEVING DATE:

An employee, who is serving notice period, and is to be relieved from the services, if the last day of work, is falling on a weekly holiday or a paid holiday, the employee will be relieved on a working day prior to the holiday.

The Employee Will Be required To Refund all loans, advances and any other dues to the company return all company's property held by the employee hand over possession (free of all encumbrances) of company's leased / owned accommodation complete "exit clearance / handover form"

5. ENTITLEMENTS ON SEPARATIONS

It is the employee's responsibility to ensure that they complete the process of exit clearance. Employees shall receive the following on separation:

Monthly Compensation (Basic Salary, HRA, DA, AGP and Gross)

- Allowance if applicable) till the last working day. If the employee works for part of the month, then the amount payable will be computed as under:
- $(\text{Monthly Compensation} / 30) \times \text{No of calendar days with our organisation.}$
- Reimbursement of expenses if applicable
- Organisation's contribution to the employee's Provident Fund (as per rules).
- Gratuity, will be payable as per the rules applicable. (refer para no. 7 on Gratuity rules in the policy Remuneration & Benefits)

Eg. Provident Fund Contributions (employee's as well as Company's) will be transferred as per PF & EPS rules, provided the employee applies for transfer of PF after joining the prospective employer.

- In case an employee desires to withdraw the PF accumulation, as per the PF rules, the employee can submit the withdrawal form only after 2 months from the last working date. The onus of completing the form as per requirement rests with the exiting employee.
- In the unfortunate event of death of an employee; settlement will be completed only on receipt of satisfactory legal documents evidencing right to receive the dues.

6. INCREMENT/ REVISION LETTER

Employees who resign, or are serving notice period, as on the date of pay-out of increments, will not be eligible for salary increment.

7. RETIREMENT

The retirement age for Teaching and Non-Teaching Staff is 58 years as per the record submitted at the time of joining.

8. OVERALL CO-ORDINATION / CLARIFICATION / SUGGESTIONS

The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

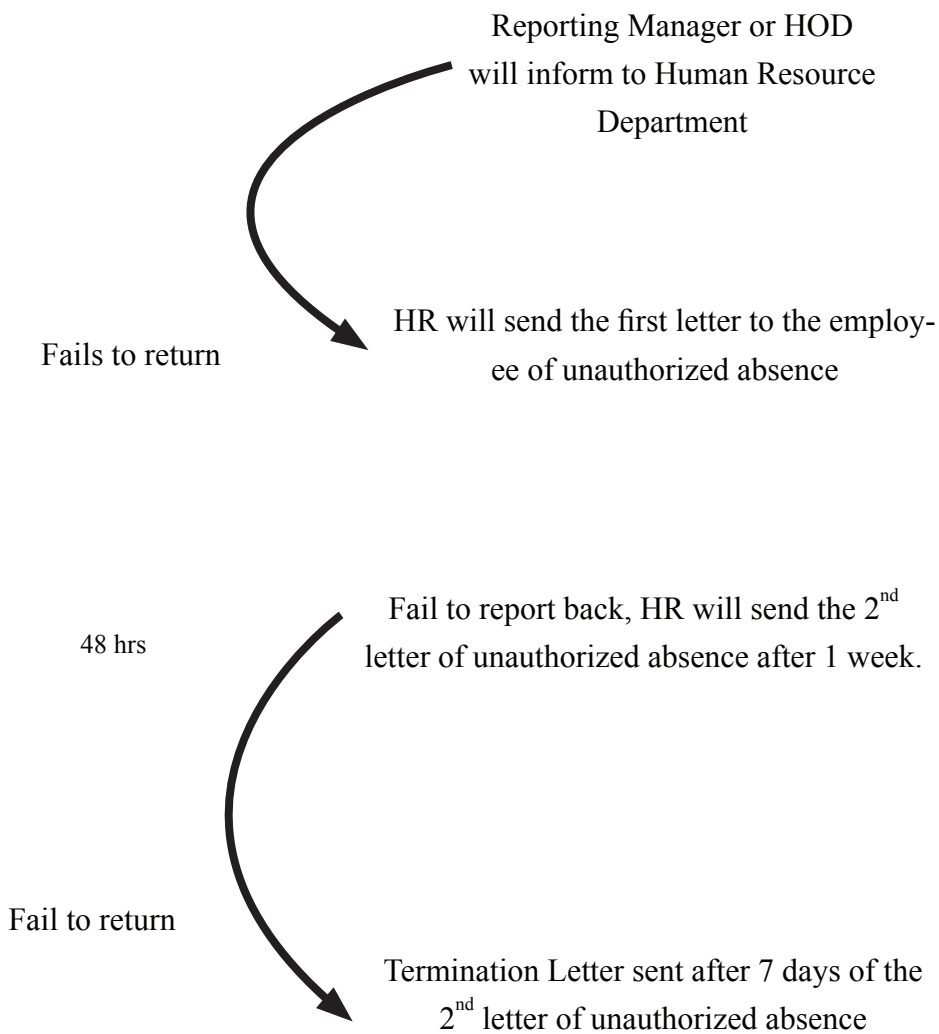
The decision of the management shall be final and binding on all concerned on any matter that needs resolution.

The Separations policy will be coordinated by HR. All clarifications with regard to the policy can be obtained from HR; similarly all suggestions for improvement of the scheme should be addressed to them.

9. UNAUTHORIZED ABSENCE / ABSCONDING

An employee whether or not entitled to leaves, if go on leave without approval from Reporting Manager is considered as unauthorized absence.

In the case employee fails to report within 48hrs (2days) to work absconding process start as below



If employee revert back / reports back to duties on 1st or 2nd letter, in such cases suitable action will be taken under guidelines of management.

TERMINATION

Termination of services of regular Employee or on probation is made on the grounds of Long Absenteeism and/or any other Disciplinary Action(s).

In case of Termination due to any disciplinary action, the concerned employee is relieved on the very same day. All the following processes are undertaken on the same day.

- NO DUES CERTIFICATE duly signed by respective HOD
- Full & Final Settlement cheque handed over
- All Legal dues paid and receipt obtained from the employee.
- Handing over all information and equipment

NOTE: All the Notices as per applicable Standing Orders shall be sent in the name of the concerned Employee through the HR head.

Handing Over & No Objection Certificate

- Any employee who tenders his/her resignation will be on a notice period as per the agreed employment terms. During that tenure it's the moral responsibility of such employee to hand over his possessions and properties belonging to the company to the assigned person/ before relieved from his/her services.
- Reporting Authority shall initiate the process and the newly joined employee will take over charges & responsibilities from the outgoing employee by signing his/her release clearance form on the last day of working.
- The outgoing employee shall furnish all the information/documents relevant to the profile with the newly joined employee for a smooth functioning.
- On the final day of the employment the outgoing employee shall ensure his/her NOC/ Release Clearance Form with obtained signatures of the concerned reaches the Human Resources Department in order to process his/her Settlement.
- On the closing hours of the last working day the employee's service come to cessation and stand relieved from his duties.

EXIT INTERVIEW

The Employee who has submitted the Resignation shall attend the Exit Interview to share his or her opinions and views on the Company's policies, procedures, systems and practices for improvement in these areas.

- An Exit Interview is arranged and conducted by the HR Head
- Exit Interview shall be conducted before processing Full & Final Settlement.
- In case of Separation owing to Termination NO Exit Interview is conducted.

FULL & FINAL SETTLEMENT

- For processing Full & Final Settlement, following aspects are thoroughly checked & calculated
- Accumulated Leave as on date for calculating Leave Encashment
- Successful/Regular completion of minimum five years of service subjected to Government Norms as per eligibility of Gratuity act.
- Information in No Dues Clearance Form for any Loan Recovery or Salary Payable
- Employee who's No Dues Clearance is not cleared due to various reasons, their Full & Final Settlement is kept pending. After clearing all the dues, his or her Full & Final Settlement is processed.
- In case, an Employee wants to be relieved early before completion of his or her specified Notice Period, Notice Pay is recovered from his or her Settlement Amount. All legal dues as per the normal resignation are given to the Employee.
- Full and Final Settlement process is initiated from HR Department in coordination with Finance Department based on No Due Certificate received from concerned Reporting Authority.
- Finally the approval required from Chief Administrative Officer and Chief of Operations for completion of Full and Final Settlement Process.
- Cheque will be issued to the employee after 30 working days from the date of relieving signed by General Secretary.

SOCIAL SECURITY BENEFITS

Employee Provident Fund Schemes

All members of the staff who draw salary up to Rs.15,000/- per month are mandatorily enrolled under the EPF Schemes viz.

- 1) Employees' Provident Fund Scheme 1952 (EPF);
 - 2) Employees' Pension Scheme 1995 (EPS);
 - 3) Employees' Deposit Linked Insurance Scheme 1976 (EDLI); as a Member from the date of joining in Service. All others are enrolled on a voluntary basis only.
- The deduction of EPF contribution from the employees is at the rate of 12% of their pay (Both Basic + DA put together) with a maximum pay limit of Rs.15,000/- per month. Employer contributes an equal amount at the rate of 12% of the employee's pay per month. Of the employer's total contribution 3.67% is credited to the Employee's Provident Fund and the remaining 8.33% is credited to the Employee's Pension Scheme Fund.
 - Employer further contributes an amount at the rate of 0.5% of the pay earned by the employee every month towards Insurance Scheme i.e. 'Employees' Deposit Linked Insurance Scheme (EDLI) and another amount at the rate of 0.5% of the employee's pay per month towards Miscellaneous (Administrative charges).
 - Under EPF Scheme 1952, the member has to give nomination form filled up and signed. The nomination form is common for all the three schemes. The nominations in case of EPF Schemes are also applicable to the EDLI Scheme. Member having family can nominate any one or more of the family members. Member not having family can nominate any other person, but the nomination will become invalid in case of the member acquiring family.
 - Under EPS 1995, the member has to give the names of Spouse and all children for Nomination in the prescribed form. In case the member has no family, one person can be nominated. However, such nomination will become invalid once the member acquires a family
 - The member under EPF Scheme is entitled to benefit of, Accumulation plus interest upon retirement, resignation or death. Partial withdrawals allowed for specific expenses such as house construction, higher education, marriage, illness etc.
 - The member under EPS is entitled to monthly pension benefits for superannuation/ retirement, disability, survivor, widow (er) and children. The monthly amount of pension to be paid is based on the average salary during the preceding 12 months from the date of exit and total years of employment. Notwithstanding anything contained above, a member on disablement gets paid a minimum pension. Further, all members of erstwhile Family Pension Scheme (1971) is entitled for all past service benefits.

Payment of Gratuity

All members of staff who have put in a minimum of 5 years continuous service (Excluding leaves on loss of pay) are paid gratuity at the rate of half month's salary (Basic Pay + Dearness Allowance) for every one year or part thereof in excess of six months, service completed based on the last drawn monthly salary by the employee concerned under the 'New Group Gratuity Cash Accumulation Plan created with the 'Pension and Group Schemes department' of 'Life Insurance Corporation of India'. The Normal Retirement Age for the Non-Teaching Staff members is 58 years while that of Teaching Staff members is 60 years.

- Gratuity is paid to the employee on the termination of employment;
 - a) on superannuation, or
 - b) on retirement, or
 - c) on death before the normal retirement age
- The completion of continuous service of five years is not necessary where the termination of employment of any employee is due to death.
- The amount of gratuity payable to an employee shall not exceed twenty lakh rupees for all those who retire on or after 29.03.2018. Whereas, for those who have retired before 29.03.2018, the gratuity payable shall not exceed ten lakh rupees.
- In the case of death of the employee, before normal retirement age, the benefit payable will be equal to the sum of following:
 - i) Sum assured under life cover not exceeding Rs. 3,50,000/-
 - ii) Gratuity benefit as mentioned above.
 Gratuity payable to him will be paid to his nominee or, if no nomination has been made, it will be paid to his legal heirs.
- In the case of employee, who is employed after disablement on reduced salary, his salary for the period preceding his disablement will be taken to be the salary taken by him during that period and his salary for the period subsequent to his disablement shall be taken to be the salary as so reduced.
- Notwithstanding anything contained above,
 - a) the gratuity of an employee, whose services has been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of, property belonging to the employer, shall be forfeited to the extent of the damage or loss so caused.
 - b) the gratuity payable to an employee may be wholly or partially forfeited

Employees State Insurance Scheme

All members of the staff who draw a salary up to Rs.21,000/- per month (Rs.25,000/- per month in case of persons with disability) are covered under the ESI scheme. The scheme be-

ing contributory in nature, both Employee and Employer contributes at the rate of 0.75% and 3.25% of the Gross Salary respectively every contributory period.

An interesting feature of the ESI Scheme is that the contributions are related to the paying capacity as a fixed percentage of the employees' earnings, whereas, they are provided social security benefits according to individual needs without distinction.

Cash Benefits are disbursed by the Corporation through its Branch Offices (BOs) / Pay Offices (POs), subject to certain contributory conditions.

Under the Scheme, the employee gets following six social security benefits:-

- i) Medical Benefit (MB):** Full medical care is provided to an Insured person and his family members from the day of joining the scheme. There is no ceiling on expenditure on treatment. Medical care is also provided to retired and permanently disabled persons and their spouses on payment of a token annual premium of Rs.120/-.
- ii) Sickness Benefit (SB):** Sickness Benefit in the form of cash compensation at the rate of 70 per cent of daily earnings is payable to insured employee for a maximum of 91 days in a year. To qualify for sickness benefit the insured employee is required to contribute for 78 days in a contribution period of 6 months. SB extendable up to two years in the case of 34 malignant and long-term diseases at an enhanced rate of 80 per cent of daily earnings. Enhanced Sickness Benefit equal to full day earnings is payable to insured employee undergoing sterilization for 7 days/ 14 days for male and female person respectively.
- iii) Maternity Benefit (MB):** Maternity Benefit for confinement/pregnancy is payable for Twenty Six (26) weeks, which is extendable by further one month on medical advice at the rate of full earnings subject to contribution for 70 days in the preceding Two contribution periods.
- iv) Disablement Benefit (DB):**
 - Temporary Disablement Benefit (TDB) from day one of entering insurable employment & irrespective of having paid any contribution in case of employment injury. Temporary Disablement Benefit at the rate of 90% of the daily earnings is payable so long as disability continues.
 - A Permanent Disablement Benefit (PDB) is paid at the rate of 90% of daily earning in the forms of monthly payment depending upon the extent of loss of earning capacity as certified by a Medical Board.
- v) Dependent Benefits:** Dependent Benefits paid at the rate of 90% of daily earnings in the form of monthly payment to the dependents of a deceased employee in cases where

death occurs due to employment injury or occupational hazards

vi) Other Benefits (OB):

- An amount of Rs.15,000/- is paid as 'Funeral Expenses' to the dependents or to the person who performs last rites from day one of entering employment.
- A lump sum payment is made to the women employee or male employee in respect of his wife in case confinement occurs at a place where necessary medical facilities under ESI Scheme are not available.

In addition, the scheme also provides some other need based benefits to insured employees such as Vocational Rehabilitation, Physical Rehabilitation, Old Age Medical Care subject to certain conditions.

Further, under;

- Rajiv Gandhi Shramik Kalyan Yojana, a member who become unemployed after being insured three or more years, due to closure of factory/establishment, retrenchment or permanent invalidity are entitled to :-
 - Unemployment Allowance equal to 50% of daily earnings for a maximum period of up to Two Years.
 - Medical care for self and family from ESI Hospitals/Dispensaries during the period a member receives unemployment allowance.
 - Vocational Training provided for upgrading skills - Expenditure on fee/travelling allowance borne by ESIC.
- Atal Beemit Vyakti Kalyan Yojana, a compensation not exceeding 25% of the average earning per day of the employee, up to 90 days, once in a life time to be claimed after three months in one or more spells for being rendered unemployed, subject to completion of two years of insured employment under the ESI scheme and has contributed not less than 78 days in each of the four consecutive periods immediately preceding to the claim of the relief.

Group Savings Linked Insurance (GSL)

All members of the staff are covered under the Group Savings Linked Insurance scheme of Life Insurance Corporation of India (LICI). Premium is deducted from the employee's salary on monthly basis and remitted to LICI. Employee can opt for any one of the four category of premium viz. Rs.100/-, Rs.75/-, Rs.50/- & Rs.25/-.

The benefits of the scheme are as follows;

- The nominee of the employee (subscriber) gets a sum equal to one hundred times of the monthly premium paid in the event of death while in service.

- On retirement, member gets back 65% of the total premium amount paid, as maturity amount with the applicable rate of interest as fixed by the LIC from time to time.

Medical Facility

All members of the teaching and non-teaching staff including student community are provided free medical treatment excluding specialty investigation charges. Specialty investigation expenses are charged at actual cost to all the staff members.

Festival Advance

All non-teaching staff members falling under C & D category are provided interest free Festival Advance. Those C & D staff members who apply for advance money are sanctioned interest free festival advance of Rs.5000/- and Rs.3000/- respectively, once a year during Deepavali Festival, which will be recovered in five equal installments from the salary of the staff member.

Employees Credit Cooperative Society

All staff members are eligible to be members of this society. A staff member wishing to be member of the society shall submit an application along with the payment of statutory fee viz. 1) Full value of one Share – Rs.200/-

2) Entry Fee-Rs.20/- and

3) Share face value – Rs.10/-

- Subsequent to the membership, each member shall contribute a minimum of Rs.400/- every month subject to a maximum contribution of Rs.1000/- per month which would be deducted directly from the salary.
- Each member shall contribute Rs.25/- per annum towards Employees Welfare Fund.
- Member can nominate a person or persons as his nominee/s. Nomination has to be given in the prescribed format, filled up and signed along with the signatures of two witnesses.
- A member can withdraw his membership by submitting a resignation letter any time after a minimum period of three years of holding the shares by giving one months' notice period. The resignation takes effect from the date of acceptance of the resignation by the board.
- The membership gets cancelled in case the member;
 - gets transferred to a place falling outside the administrative jurisdiction of the Society
 - is already a member of similar society elsewhere
 - attains retirement from his employment
 - meets with death

- becomes ineligible for membership or on cessation of eligibility
- leaves the employment
- resignation letter is accepted by the Society Board
- faces forfeiture of all his shares and entitlement amount due to any default or violation

The benefits of the Membership are as follows;

- i) Members are entitled to avail loan up to Rs.15,00,000/- for purposes such as, Domestic purposes, Marriage, Medical treatment, purchase of property/ plot/ building/ house/ motor vehicle/farm equipment and any other purpose deemed to be acceptable by the Board of Directors. This loan amount must be repaid within 40 Equated Monthly Installments including the interest component.
- ii) Over and above the above mentioned loan amount, a member can avail a long term loan amount of up to Rs.10,00,000/- for purposes such as Purchase of Site/Plot or Construction of house or Purchase of an house. This loan must be repaid within 60 Equated Monthly Installments.
- iii) Members are also eligible to avail a small loan of up to Rs.5000/- on approval of the Director, in the event of any sudden celebrations at home. Such loan amount must be repaid within five (05) Equated Monthly Installments including the interest component.
- iv) Member can transfer his/ her shares to other member by submitting a transfer request application to the Board
- v) In case of death of a member, the share amount and other entitlement amount will be paid to the legal heir by taking an undertaking that he is the legal heir along with two guarantors, in case the total settlement amount is not exceeding Rs.2,00,000/- (Rupees Two Lakhs only). In case of total settlement amount exceeding Rs.2,00,000/- the legal heir has to produce a certificate issued by the eligible court towards proving his claim.
- vi) Member's get paid a dividend amount not exceeding 25% of the net profit after the annual general meeting subject to dividend accrual system of the society.

Employee Welfare Fund

All members of both teaching and non-teaching staff are covered under the 'Labour Welfare Fund' managed by the Karnataka Labour Welfare Board from the date of joining. A statutory contribution of Rs.60/- is made once a year in Rs.20:40 by employee and employer respectively. The deduction is made in the December month's salary and remitted to 'The Welfare Commissioner' before 15th January every year as per the guidelines. The member gets the following benefits;

- Medical Assistance Scheme: A member who is in the age group of 18-60 years and draw-

ing a salary not exceeding Rs.7,500/- per month are given a financial assistance ranging from Rs. 5,000/- to Rs. 10,000/- for undergoing treatment of severe ailments like heart surgery, kidney transplantation, cancer, tuberculosis, etc. The Board has the discretion to decide case by case on merits.

- Scholarship Scheme: Scholarship is granted to the member's children studying from eighth standard and above including professional courses. The scholarship amount ranges from Rs. 500/- to Rs. 2,000/- per year.
- Supply of Tri-cycles to Disabled Employees: A member in the age group of 18-60 years with disablement and drawing a salary not exceeding Rs.2,500/- per month is given tri-cycle. The cost will be borne by the Board.
- Purchase of Artificial Organs for Disabled: A member in the age group of 18-60 years with disablement and neither covered under ESI nor received any assistance from any other source, are given a financial assistance ranging from Rs. 1,000/- to Rs. 5,000/-for purchase of artificial organs of the body.
- Funeral Expenses: The family of the member in the age group of 18-60 years is eligible for Rs. 2,000/- financial assistance to perform last rites in case of death of the member.
- Accident Assistance: A member in the age group of 18-60 years will get Rs. 1,000/- to Rs. 3,000/- as financial assistance in case of accidents depending upon the severity.
- Computer Courses: A member in the age group of 18-40 years and studied upto SSLC is eligible to register for these courses. The courses are conducted in coordination with Koushalya and Janashikshana Samsthe at Bangalore, Mysore and Davangere.
- Spoken English Courses: A member or dependents of the member in the age group of 18-40 years and studied upto SSLC is eligible to register for these courses. The courses are conducted in coordination with Koushalya and Janashikshana Samsthe at Bangalore, Mysore and Davangere.
- Hemophilia: A member under the age group of 18-60 years is eligible for financial assistance. This amount is payable to the Hospital giving the treatment. The claim should be made by the member with the consent of the Hospital authorities.
- Annual Sports: The Labour Organisations i.e., AITUC, CITU and INTUC where there are high Labour strength, may claim for financial assistance of Rs. 20,000/- for conducting the yearly sports events.

Note: Benefits to employees under HR Policy has been approved by the BoM vide Resolution No.BoM41/TA/1(c).

EXIT INTERVIEW FORM

Name of Departing Employee: _____ Date of Resignation: _____

Department: _____ Current Position: _____

Reporting to: _____

Person Conducting the Interview: _____ Date: _____

1. Reason for resignation, with explanation:

Feedback – Communication across, flow of information, job responsibilities, behavioral & Technical

2. Feedback on the working environment:

3. Feedback on your peers

4. Feedback on your manager:

5. Feedback on the job you handled:

6. Feedback on supporting staff of BLDE (Deemed to be University) (HR, Finance, Marketing, Purchase, Stores etc.,)

7. Suggestions to improve: Immediate working environment, Supporting staffs & Organization.

8. Re-joining to our organization

9. Referring your friends and family:

10. Do you think we could have retained you, if yes how?

11. Rate your satisfaction as employee in on the scale of 1 to 5 (1 dissatisfied and 5 being extremely satisfied)

12. Share your thoughts:

Interviewer's Comments:

Rehire: Yes No

Employee's Signature:

Date:

Interviewer's Signature:

Date:

RESIGNATION FORMAT

To,

From,

Name of the Head: _____

Name: _____

Designation: _____

Employee ID: _____

Unit: _____

DOJ: _____

SUBJECT: RESIGNATION FROM THE POST OF _____

Dear Sir/Madam,

Please accept this letter as my formal notice of resignation as (Designation) _____
from BLDE (Demeed to be University) _____ My notice period will be of _____
days duration. Kindly note that my last working day shall be _____

I am resigning from the post due to:

- Personal reasons
- Better Opportunity
- Other (Please specify):

Sincerely,

Employee Name:

Employee Signature

Date:

To be filled by HOD

Accepted

The last working date shall be _____

Declined

Reason for Resignation: (Post discussion with Employee)

HOD's Signature:

Date:

For Registrar Office Use Only:

Received Resignation on: _____

Resignation Acceptance letter issued on: _____

Other Remark: _____

NO DUE CERTIFICATE

NO DUES CERTIFICATE		PART A"	
Mr. /Ms / Dr.		EMP	
No:			
Designation			
DOJ:			
Department:_____UNIT:_____has resigned from services on_____of company and he /she will be relived from the services of company with effect from_____. (After closing hours). Please indicate dues, if any in his / her name from your department to enable us to settle his /her final dues.			
Date :		Authorized	
Signature			
Department	Dues if any (in Rs)	HOD Name	Signature

<p>Concerned HOD</p> <ul style="list-style-type: none"> - Handing over responsibilities - Handing over of all the files/keys/other documents - Punch card (if any) 			
Stores & Purchase			
Loans and Advances :			
SBI Bank			
Andhra Bank			
Employee Co-operative Society			
Salary Section			
Dean, Research and Development (R & D)			
IT Department (Mobile/Sim card/Laptop & Application Credential)			
Admin Department (EST Section)			
Accounts section			
HRD (ID Card, Punch Card)			
HR Legal			
Central Library			
Hostel/ Quarters			

Exit Interview			
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TIME OFFICE/PAYROLL		PART "B"
1	No. of days payable during current month	_____ days
2	No. of days payable for last month	_____ days
3	Leave encashment(days)	_____ days
TIME - OFFICE		
HR SECTION		PART "C"
1	Gratuity payable, if any	Yes/No
	Date of Joining: Date of Leaving:	____years____months__days
	Claim form in respect of Gratuity –Form "I"	Received / Not received
2	Notice pay Recovery , if any	_____ days
3	Other deductions, if any	
Head – HR / FO		

10. FULL & FINAL SETTLEMENT FORMAT

Employee Name:					
Employee No.:					
Designation :					
Department / Location					
Date of Joining:					
Date of Leaving:					
Worked days in _____					
Earnings	Monthly rate	Amt for current month (in Rs.)	Deductions	Monthly rate	Amt for current month (in Rs.)

Basic			ESI	1.75%	-
HRA			PF	12.00%	-
DA			PT	0	-
AGP			Loan Recovery	0	0
Gross Salary			Notice Period Recovery	0	0
Allowance if any			Salary Advance	0	0
Total Salary	-	-			
			Total Deductions		-
Net Pay	-				
Total Pay-able	-				
Prepared By :		Authorized By :		Approved By :	

PERFORMANCE APPRAISAL – EMPLOYEE POLICY

1. PREAMBLE:

This policy sets out the responsibilities of HoDs and Faculty members and specifies the processes for the implementation of the policy. Performance and Review for the assessment and personal development. The BLDEDU is committed to provide a working environment with the structures and systems that:

- a. Support the achievement of BLDEDU objectives;
- b. Encourages improvement and innovation; and
- c. Recognises individual performance and addresses unsatisfactory performance through a performance enhancement process.

2. OBJECTIVES:

- a. To facilitate two-way communications between an individual faculty member and the Institution.

- b. To provide a quantitative goal for every individual faculty member to guide their performance.
- c. To provide a means to review the continuous progress on the performances. The process supports the identification of training needs of individuals
- d. To provide the input to Annual Training Plan.
- e. To monitor individual performance

3. APPLICABILITY:

This policy applies to all the teaching staff members under BLDEDU's SBM Patil Medical College & RC, Vijayapura

4. PRINCIPLES:

Reviewing individual faculty member's performance and fostering his/ her development towards the BLDEDU's set goals, are critical elements in the achievement of Institution priorities and its overall success. As a tool to assist in the review of performance, faculties participate in an annual performance appraisal and review process. The performance review is a joint responsibility between the HoDs and the faculty member. Performance analysis and development is a process through which faculty members and HoDs can work better together to:

- a. Identify, document and describe work expectations;
- b. Discuss learning and development needs; and
- c. Plan for the future, both for individual and organisational growth and development.

The Performance review and development program are designed to provide:

- a. A structured, yet flexible approach for developing and managing performances;
- b. All the faculty members with a clear understanding of their work roles within BLDEDU & its Constituent College, including the contribution of their work to the achievement of BLDEDU's Vision and Missions;
- c. A process to recognise achievements and address the unsatisfactory performances
- d. Better communication between HoDs and faculty members
- e. A method for identifying a faculty member strength and how they might be best utilised, and improved, and as a means for developing further skills and knowledge for a successful career; and the opportunity for faculty members to develop to their full potential. The faculty appraisal and review program consist of following integrated components:

- Defining key performance indicators (KPI)
- Periodical review of performance-based KPI
- The appraisal discussion and developmental needs

5. DEFINING KEY PERFORMANCE INDICATORS: Defining the KPI (Key Performance Indicators) is critical in providing a foundation and direction for performance development which includes:

- a. Objectives;
- b. Institutions Strategy development;
- c. Playing your expected role and
- d. Competency Statements.

The KPI's are defined on annual basis for a job role. The KPI will consequently be revised if deemed necessary by the HoD & approved by the competent authority in case of any change in the role for the individual.

6. PERIODIC REVIEW OF THE PERFORMANCE:

Periodic review of the KPI's, is the responsibility of both faculty member as well as the HoD. It is critical that the HoD reviews each of the faculty member's performance and provides qualitative feedback for the individual's improvement

7. ANNUAL PERFORMANCE REVIEW:

During the annual performance review cycle, the faculty member will have to start the process with filling up the self-appraisal form, and the same will be reviewed by the HoD and he will add his comments. Then, the appraisal form will be scrutinized by the Principal & after his remarks, it will be sent to the University. The same will be considered for the annual appraisal, after due consultation with the Vice-chancellor. The reviewer will send all the reports to the HoD & for information to the faculty members

8. THE APPRAISAL DISCUSSION & DEVELOPMENTAL NEEDS ENCOMPASS:

- The appraisal discussion allowing an opportunity for both the appraisee and the appraiser to reflect and comment on the previous year's achievements. It will praise performance and encourage the appraisee in his/her role.
- The appraiser accountability for giving the faculty constructive, timely and honest appraisals of their performance, which take into account both the goals of the Institute and of the individual.
- The discussion, ensuring it to be a positive dialogue and will focus on assisting the faculty appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
- The appropriate forms to be completed and signed by both parties. The faculty appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self-assessment.
- The faculty appraisee and appraiser HoD's agreement on a Personal Development Plan

for the faculty appraisee for the following year. This will reflect the faculty appraisee's aspirations and the Institutions requirements, and aligns personal and Institutional goals. The Institution and the HoD will support the individual to achieve these goals during the forthcoming year.

- Any training needs, future training requirements, planned qualification acquisitions, development opportunities and career planning discussion in the light of the Personal Development Plan.

9. THE FACULTY DEVELOPMENT PROCESS:

Faculty development and career planning will be discussed during performance appraisals with a view to identifying:

- Individual training needs related to job requirements and work performance;
- Personal and career aspirations; and
- Organisational opportunities.

The outcome of this discussion is incorporated into the Institution's training plan and activities. Workshops, conferences etc. deemed appropriate for the faculty member's professional development will be identified and discussed with the HoD and the competent authority as they become available.

10. PERFORMANCE APPRAISAL RATING WITH DEFINITIONS:

Performance Rating Name	Rating	Definition
Exceptional performance	5	<ol style="list-style-type: none"> 1. Performing and contributing at a level that anticipates changing expectations. 2. Always exceeds challenging goals. 3. Always exceeds commitments and delivers more than expected with the highest quality
Exceeds expectations	4	<ol style="list-style-type: none"> 1. Performing and contributing at a level that outpaces changing expectations. 2. Often exceeds challenging goals. 3. Often exceeds commitments and delivers more than expected with the highest quality
Fully meets expectations	3	<ol style="list-style-type: none"> 1. Performing and contributing at a level that keeps pace with changing expectations. 2. Meets challenging goals on-time, and with high quality.

Meets minimum expectations	2	<ol style="list-style-type: none"> 1. Meets minimum threshold targets, but performs inconsistently, sometimes falling behind in meeting dynamic goals. 2. Often improvement is needed in timeliness, quality or scope of the performance
Failed to meet expectation	1	Performance does not meet standards of job

Performance Appraisal Form:

Appraisal Form – April to March Cycle

Employee Name & ID	
Date of Joining	
Designation	
Department	
Appraisal Period	
Appraiser Name & Designation:	
Reviewers Name & Designation	

SECTION A: PERFORMANCE (75%):

5- Exceptional Performance, 4 – Exceeds Expectations, 3 – Fully Meets Expectations, 2 – Meets Minimum Expectations, 1 – Failed to meet Expectations

Sl. No	Key Role Areas (KRA)	Weightage (%) (A)	Measuring criteria	Rating Achievement	Self-Rating (B)	Manager Final Rating (C)	Weighted Score = A x C/100

Note: Total Score can be rounded off to the nearest number.

SECTION B: ADDITIONAL RESPONSIBILITIES HANDLED OTHER THAN KPI (20%)

S I No	Additional Responsibilities	Self-Rating	Rating by the HoD /The Dean

SECTION C: COMPETENCIES DISPLAYED TO ACHIEVE THE KPI (5%)

1. Job Competency

Job Knowledge, skills, quality and safety consciousness	1	2	3	4	5
Has knowledge of concepts, policies, procedures & latest developments relevant to the job					
Effectively applies knowledge to carry out work on a daily basis					
Exhibits quality & safety in terms of satisfying requirements of neatness, timeliness, safety protocols etc.					

2. Commitment and Initiative

Punctuality, initiative and learning, adherence to work ethics and dependability	1	2	3	4	5
Is he/she punctual & report timely on the job & deliverables					
Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks					
Follows operating procedures & protocols with sincerity & does not resort to short cuts. Also, reflects the organization's values in daily behaviour					
Can be relied upon to handle all situations effectively. Is able to identify the problem even in stressful situations & generate alternative solutions.					

3. Interpersonal Relations:

Team work, effective communication, positive empathetic attitude, preventability	1	2	3	4	5
Works effectively with all concerned internal & external customers as per demands of the job					
Is clear in communication (oral &/ or written) as per job requirements					
Deals with internal & external customers with courtesy, empathy and respect, in verbal & non- verbal communication					
Presents herself/ himself in a pleasing manner in terms of personal grooming & hygiene, with adherence to requisite standards.					

SECTION D: PERSONAL DEVELOPMENT PLAN

Attributes	Self-Assessment by Appraisee	Appraiser's Remarks
1. Personal Development Plan (PDP)-Please indicate training, seminars, on-the-job training, projects etc		
2. Areas for job rotation/Career growth		

SECTION: E (To be completed by the Appraiser)

1. Overall comments & Recommendation:

2. Appraisee's Comment on the process:

Appraiser's Signature	Appraisee's Signature
Date:	Date:

3. Overall Performance Rating: (Please tick) to be based on performance against Key Performance Indicators (KPI) only.

Exceptional Performance	Exceeds Expectation	Fully Meets Expectation	Meets Minimum Expectation	Failed to meet expectations

SECTION F: (To be completed by the Reviewer)

Comments by Reviewer:	
Reviewer's Signature	Date:

PERFORMANCE IMPROVEMENT PLAN:

PIP has been developed for the employees who receive an overall rating of 2 or 1 during the annual performance review. Invite to Performance Meeting for Employee Attaining a Rating of 2.

After the discussion with the employee, University office will send a final letter to the employee informing the following: -

- Date, time and place of the formal meeting held.
- The issue of the first written improvement note and a performance improvement plan (PIP). The PIP will set out the areas where the current performance does not meet the standard required, areas for improvement and timescale
- Any measures, such as additional training, support or additional supervision/peer support to be provided will also be outlined.
- Date set for a performance review meeting (3 months)

- The consequences of failing to improve within the review period and right of appeal

Review Period - During the 3-month review period, regular progress meetings should be held and a note of every review is documented by reporting authority.

As this is the formal stage, progress meetings to monitor the employee’s performance against the PIP should take place on a regular basis in which the employee will be expected to demonstrate improvement in their performance.

A final review meeting will be called at the end of 3 months. The potential outcomes of the performance review meeting are,

1. **Satisfactory Improvement** - Where the Reporting Authority assesses that the employee has achieved the required standards no further action will be taken and a letter issued
2. **Partial Improvement** - Where the Reporting Authority assesses that significant improvement has been achieved and the required standard is likely to be achieved shortly, the review period may be extended maximum up to 6 weeks from the date of the earlier review. This must be confirmed in writing and a further review meeting date is defined. In case of no improvement seen in the performance of the employee after the second review. The employee will be provided with a final advice for his resignation after serving his notice period as per the terms of employment.
3. **Insufficient or no Improvement** - Where the Reporting Authority assesses there has been no overall improvement or an insufficient level in performance since the issue of the first written improvement note. The employee will be provided with final advice for his resignation after serving his notice period as per the terms of employment.

PERFORMANCE IMPROVEMENT PLAN FORM:

EMPLOY-EE NAME		REPORTING AU-THORITY NAME		
ROLE TI-TLE		ROLE TITLE		
DEPART-MENT		DATE		
S.NO	PERFOR-MANCE ISSUE/ CONCERN	EXPECTED IM-PROVEMENT ACTION/ PERFORMANCE	SUPPORT & DEPENDENCIES	DUE DATE

Reporting Authority comments:

Employees comments:

The PIP has been agreed by			
Reporting Authority Signature & Date		Employee Signa- ture & Date	

PIP Progress – Summary

Sl. No.	Date of Review	Progress	Next Action Required	Date



Self-Appraisal Form for Non-Teaching Staff



1	Name of the staff	
2	Date of Birth & Age	
3	Qualification	
4	Post held during the period:	
5	Qualification acquired and training under gone, if any, during this period:	
6	Date of Entry into Service	
7	Duties discharged during the period (Details to be furnished)	
8	Work Discipline -Disciplinary Proceedings or Number of memo's issued if any, details to be furnished	
9	Special duties entrusted, if any, during the period. Whether discharged?	Furnish details separately like Examination section duty, helping during inspection of the other department etc...
10	Significant Achievements if any: like appreciation for Participation in Community services	If Yes, Furnish details
11	Would you like to share any areas of improvements for the Department & the Institution	
12	Contribution towards the achievement of Institutional Vision & mission	

Note: 1) Column's which are "Not Applicable" may be indicated so by the staff.

(2) Additional reports can be enclosed as Annexures to the Appraisal Form.

Date:

Signature of the Employee

Evaluation form

Standards of Performance	Rating	COMMENTS
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities as stated in the job description.		
Understands the job’s relationship with and impact on other functions within the organization		
Possesses the knowledge required to perform the job effectively.		
Possesses the technical skills required to perform the job effectively (Applicable for technical staff)		
Formulates solutions effectively within the scope of the job		
Quality/Quantity of Work		
Completes work with minimal errors		
Produces the expected volume of work		
Demonstrates effective application of both technical and nontechnical skills as required in the job description		
Uses technology/resources available to achieve quality, service and productivity		
Interpersonal Skills		
Demonstrates the ability to work effectively with people at all levels in the organization, including community partners. (e.g. shows respect, understanding, sensitivity, courtesy, tact & flexibility)		
Communicates effectively with people at all levels in the organization		
Maintains confidentiality at all levels of the organization.		
Planning & Organization		
Demonstrates the ability to organize the workload efficiently and effectively		
Demonstrates the ability to establish and meet deadlines		
Possesses the flexibility to modify plans in order to meet changing needs and/or priorities		
Health & Safety		
Demonstrates appropriate knowledge of health and safety practices/procedures in the workplace.	Y/N	
Follows all safety rules, practices and procedures.	Y/N	
Uses and maintains equipment properly	Y/N	
Supports safety by keeping the workplace clean and safe.	Y/N	
Teamwork		
Promotes and demonstrates trust, mutual respect and a co-operative work environment		

Balances the needs of the organization and team with one's own needs and desires.		
Supports teamwork through open and honest communication.		
Encourages and recognizes the contributions of others.		
Offers assistance to others.		
Demonstrates the ability to resolve conflict within the team		
Demonstrates reliability/dependability/accountability		
Initiative, Innovation & Change		
Is a self-starter in seeking responsibilities, work and new learning experiences		
Demonstrates the ability to work with minimal supervision.		
Identifies, shares and is receptive to new ideas		
Adapts to new situations & helps others adapt to change.		
Contributes new ideas and methods of dealing with problems		
Overall Performance		

Supervisor's Signature

Date: _____

Employee's Signature

The employee acknowledges that he/she has received and read the appraisal.

- **Comments by the Head of the Department**

- **Comments by the Principal**

- **Comments by the reviewer/VC**



BLDE
(DEEMED TO BE UNIVERSITY)

Declared as Deemed-to-be-University u/s 3 of UGC Act, 1956

The Constituent College

SHRI. B. M. PATIL MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, VIJAYAPURA

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REVISED HR POLICY



BLDE

(DEEMED TO BE UNIVERSITY)

