



JAIN GROUP OF INSTITUTIONS

Introduction

ABOUT JGI

The Jain Group Of institution is a Human Development Group with over 75 World Class educational institutions that offer courses in more than 60 disciplines , affiliated to various National & International organizations .

Established under the dynamic leadership of Founder and Chairman , Dr.R Chenraj Jain in the Early 1992, JGI today has Spread its wings across the entire country with campus area over 24 million square feet in 25 different locations ,80000 students and dedicated work force of over 8000 .our vision being “human development at all levels though education and entrepreneurship to build sustainable communities “has inspired us to impart value based learning from early years to higher education, and charitable schooling to professional and research programmes .

Jain group of institutions has been at the forefront of imparting education par excellence thus creating intellectual capital , which is the most important factor for deciding India s fate in the Global Economic Map . We at JGI have our aims and aspirations clearly defined. Academic excellence combined with holistic development ensures that our students gain the highest quality of educational experiences in their best learning years . we make sure that our students are Well equipped for their careers and then life beyond professionally , intellectually and culturally , allowing them to make the most of the opportunities provided and preparing themselves in the best possible way for the future .

Our Vision

- To foster Human Development through education and Entrepreneurship.

Our Mission

- To provide quality education from cradle to career and thereby creating human assets.
- To fuel economic growth by developing new generation entrepreneurs with Innovative Ideas.
- To create a globally connected community network of leaders, technocrats, scientists, sportsmen and professionals.
- To foster an ethical environment in which both spirit and skill will flourish based on human values to enrich the quality of life.



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JGI, Group- Environment

Enter our institutions you will find them spacious and practical. IT environs superbly and is adequately suited to the mission it is intended for grooming global citizens. There is an aura of freedom, the excitement of all-round growth and enormous possibility of opportunities everything is here. Here, tradition and modernity blend in harmony, unifying character and intellect. The ambience is vibrant classrooms preparing the young for global competitiveness and the world outside the classroom becoming an excited hub of 'Innovations' strategies activities, seminars and training programs, all geared towards harnessing the full potential of an individual.

Culture

Quality is a religion here.

A feature that strikes you, as soon as you spend a few minutes at JGI-Group is its diversity. Languages, cultures, attire from all over India, mix and merge comfortably here. This is not a melting pot, rather a superb salad bowl, where identities are preserved yet a vision unites. The sense of pride in being part of JGI-Group is evident in all and everywhere. This is especially true when you encounter its myriad fests – each a gem in ingenuity, excellence of execution, cooperative spirit and just plain, honest, fun. Dress codes adhere to standards of aesthetics and are never rigid. The cuisine is excellent and healthy. The parking is chock a block but extremely disciplined, making one wonder about optimum utilization of space. Forums of free speech abound; from dramatics to toastmasters clubs, competitions, magazines, a radio station and soon a television studio. The cultural ambience of JGI is one of harnessing the best of the past with a rational anticipation of things to come.

Academics

Excellence is a way of life

Transformation, expansion, discovery, challenge and achievements: these encapsulate the academic environment at JGI-Group. From degree to dual qualifications in the field of Finance, Marketing, HR& Entrepreneurship. The academic roster has it all. Elements in education blending the best of the East and West, National, International and Twinning programs, all anticipate the future and shape young personalities. Pedagogy combines the best of



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methodology with state of the art technology, be it case studies or Internet. Industry interfaces are integrated into the curriculum and the classroom is charged with speculation, question and challenge.

At JGI-Group, learning 'happens' with a relentless passion.

Potential

Integrity is doing the right thing, even if nobody is watching

Personal growth at JGI-Group is purely a matter of effort and integrity. Empathetic support *to students* & teaching faculty from the management is an *assured* factor. Facilities and logistics which facilitate preparation and progress are plentiful. Access to Wi-Fi, computers in every staff room, a library replete with audio – visual facilities, books, journals and newspapers on every aspect of management and the best of general reading, seminar halls which represent the best of technology; each logistic aspect has been painstakingly crafted to promote ease of work and excellence in performance. All that remains is personal initiative and a proactive attitude *to* be fostered by the employee, especially the teaching faculty.

Also available are excellent faculty development programs, workshops and seminars at national and international levels, college sponsored courses of continuing education and upgrading of skills, experiential learning and independence of initiative.

Joining the JGI.

1. Joining Procedure.

- With the assistance of HR Division, you would need to complete the following formalities:
- Submit the joining report.
- Two copies of Birth Certificate/School Leaving Certificates along with the original certificate which will be returned to the employee after verification
- Academic and Professional Certificates (original and & 2 attested Xerox copies).
- Xerox copy of passport- duly attested by a gazette officer or a competent authority
- Self-attested passport size photographs of 4 No.s
- Salary certificate of the previous Institution—original copy



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- Relieving Certificate from Previous Employer/proof of previous employment issued by the previous Institution where you were serving
- Fill in & submit the Employee Information Form.
- Fill in form for opening Bank Accounts.

All the above formalities are to be completed by a candidate at the time of joining or latest within the first week of joining to the JGI-Group.

1.a) Induction

All individuals who accept a position with JGI-Group. Head will receive an induction to the organization as soon as they begin their duties. Induction will familiarize them with formalities, functions, performance, responsibilities and rewards. The length & content of induction will vary but will include:

- Completion of necessary documents
- Submission of Passport copy
- Attendance register formalities
- Formalities of opening a college related bank account Requisite guidance with regard to finance
- Procedure concerning internal communication
- Introduction to colleagues
- Overview of organization
- Overview of functions & responsibilities
- Overview of facilities
- Other relevant information

1.b) Probation

Newly inducted employees will be placed on a probationary period of 1 or 2 years during which period the employee's working skills, conduct, integrity, discipline & punctuality and overall performance with reference to his/her duties entrusted will be closely observed & evaluated by his/her immediate superiors & Head of the Institution who will in turn submit a detailed periodical confidential report to the B.O.M. Based on his/her performance the employee service may be confirmed by the B.O.M. However, if the B.O.M. desires that it is necessary, in the



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interest of the Institution, to extend the probationary period for a further period of 6/12 months (depending upon the performance of the employee), it may do so with an order in writing to the employee.

Experience certificate will not be given to an employee during the period of probation.

1.c) Promotion and Increment

JGI-Group recognizes the need to retain employees in all categories who have performed extraordinarily well in their duties and/or acquired additional qualifications during the academic year or excel in educational fields with which they are associated in the Institution and have brought laurels to the Institution by their work and such employees will be considered for suitable reward by way of increment or promotion or both. This, in turn contributes to the effective functioning of both the employee and the JGI group.

All cases of promotion and increment are reviewed in line with the compensation review. However, deviation may occur, depending on the situation and the discretion of the management. Employee performance, competencies, additional qualifications acquired, attitude, integrity & skills form the primary basis for decision in this matter.

The Board of Management will form a Committee & obtain its opinion and then takes the final decision for promotion of the employee.

The Head of the Institution does the necessary analysis of the performance of the employee and submits the report of the analysis to the Chairman/B.O.M. who will sanction increment or the promotion as per his scale.

1.d) Seniority

The Principal/Head of the Institution shall prepare and maintain every academic year, a seniority list of employees of/in each category of posts in the institution based on the records maintained in the Service Book of the employees, category wise and he should attest the entries as and when made based on the basis of records produced.

Whenever a person with higher qualifications/paper publications/seniority of service is appointed, his seniority will be decided & fixed by the BOM



Confidential Reports

The Principal/Head of the Institution should maintain the Annual Confidential Reports of all the employees working in the institution. He must make specific remarks about the employee's work skills, integrity, honesty, discipline, punctuality in attending his/her duties, his/her creativity in taking initiation in discharging duties

1.e) Transfer

Management reserves the right to transfer any individual to our sister concerns on administrative grounds:

1.f) Salary

Salary structure of the employee is as shown in the appointment order. Salary is fixed by the management at the time of the employment & the suitable & eligible employee is entitled to annual increments & promotional benefits. (Which are detailed in Para (1d) above).

However, the BOM reserves the right to change the salary structure in the future.

All the staff members are entitled to get the DA & HRA allowances, of a certain percentage of the basic salary, fixed at the time of appointment.

NOTE: All the employees please note that the rate of DA & HRA fixed at the time his/her employment will not be revised in future. However, they are entitled to the proportionate increase in the quantum of DA & HRA whenever they get their annual increments and promotions.

Tour Allowances:

All the employees are entitled to the following allowances during the official tours.

For Principals: Two tier sleeper AC coach railway two-way fare + Rs 1400/day lodging charges +Rs 300/day Contingency charges

For HOD/Professors: Three tier sleeper AC coach railway two-way fare+Rs 700 Lodging charges + Rs250/day contingency charges.

For others: Three tier ordinary Railway two-way fair +Rs 400/day lodging charges + Rs 250/day Contingency charges

In case where there are no rail facilities available to the place of travel two-way actual bus fare + other allowances are permissible as explained above



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Employees are requested to note that any false claims of allowances for their travel are liable for disciplinary action as deemed fit by the B.O.M.

Part time faculty is not entitled for vacation salary.

1.g) Termination & Resignation

A permanent staff member, teaching or non-teaching, desiring to resign/quit service, shall voluntarily give the Management three months' notice in advance or should repay three month's salary in lieu thereof.

The service of an employee, employed for a specific period not exceeding a maximum of six months (Visiting Faculty) or a part-time employee employed for a specific period of less than one year or one who is on probation, may be terminated at the end of a specific period without assigning any reason. However, if an employee who is on probation desires to leave the service shall voluntarily give the management one month notice in advance or give one month's salary in lieu thereof.

Management reserves the right to terminate an employee on disciplinary grounds.

1.h) Separation

On acceptance of separation notice, the employee shall hand over all materials belonging to the organization in his / her possession – that includes library books, P.C., laptops and/or its hardware accessories, presentation materials, data, literature, drawings and documents or the softcopies of any document belonging to the college. He/she shall not make or retain copies of the same. Exit interview will be conducted for the employee while leaving the organization.

1.i) Retirement

All teaching staff members will retire at the age of 60 years.

The administrative/nonteaching staff will retire at the age of 58 years.

1.j) Provident Fund

All the employees shall contribute monthly 12% of their basic salary subject to a maximum of Rs. 1800 (whichever is less) towards their Provident Fund account.

The JGI will contribute an equal amount monthly, subject to a maximum of Rs 1800 per month.



1.k) Pensioner Benefits

There are no pensioner monetary benefits to the employees after retirement as per the existing rules.

1.l) Qualifications: Educational, other skills, age, experience etc. to the following categories of posts

- 1) Principal/Director, HOD, Professors and Associate Professors, Assistant Professors
- 2) Demonstrators, Lab supervisors, Lab assistants
- 3) Librarian
- 4) Office Superintendent/ Managers/Administrative Officer
- 5) Accountants/cashiers
- 6) Clerks/SDA/FDA
- 7) Drivers
- 8) Peons
- 9) Other posts, if any.

The qualifications & experience for the selection of the **FIRST TWO CATEGORIES** of posts shall be as per the norms prescribed by **AICTE/UGC/UNIVERSITY & FOR THE REST** of the categories of posts are **AS PER POLICIES OF THE JGI**.

DUTIES & RESPONSIBILITIES

- Curricular, co-curricular ;
- Duties related to AICTE/UNIVERSITY/NAAC/NBA
- Duties related to Exams & paper valuation
- Maintaining all the records related to students academics-HOD/PRINCIPAL
- Lab & library records
- Cash register & financial ethics
- Stock & issue registers

Assets register—every institution must maintain assets register and stock and issue registers. Care should be taken by the principal and should see that all these records are maintained properly.

CORPORATE OFFICE will maintain the consolidated register of all assets of all institutions



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Maintenance of vehicle: Log book etc. movement and usage of the vehicle, if provided to the institution, should be maintained in the log book duly signed by the principal and the driver. The details of the fuel consumed and the repairs carried out to the vehicle should be invariably maintained (on the last pages) in the log book. It should be checked and certified by the concerned official.

Service registers of all employees have to be maintained by the head of the institution.

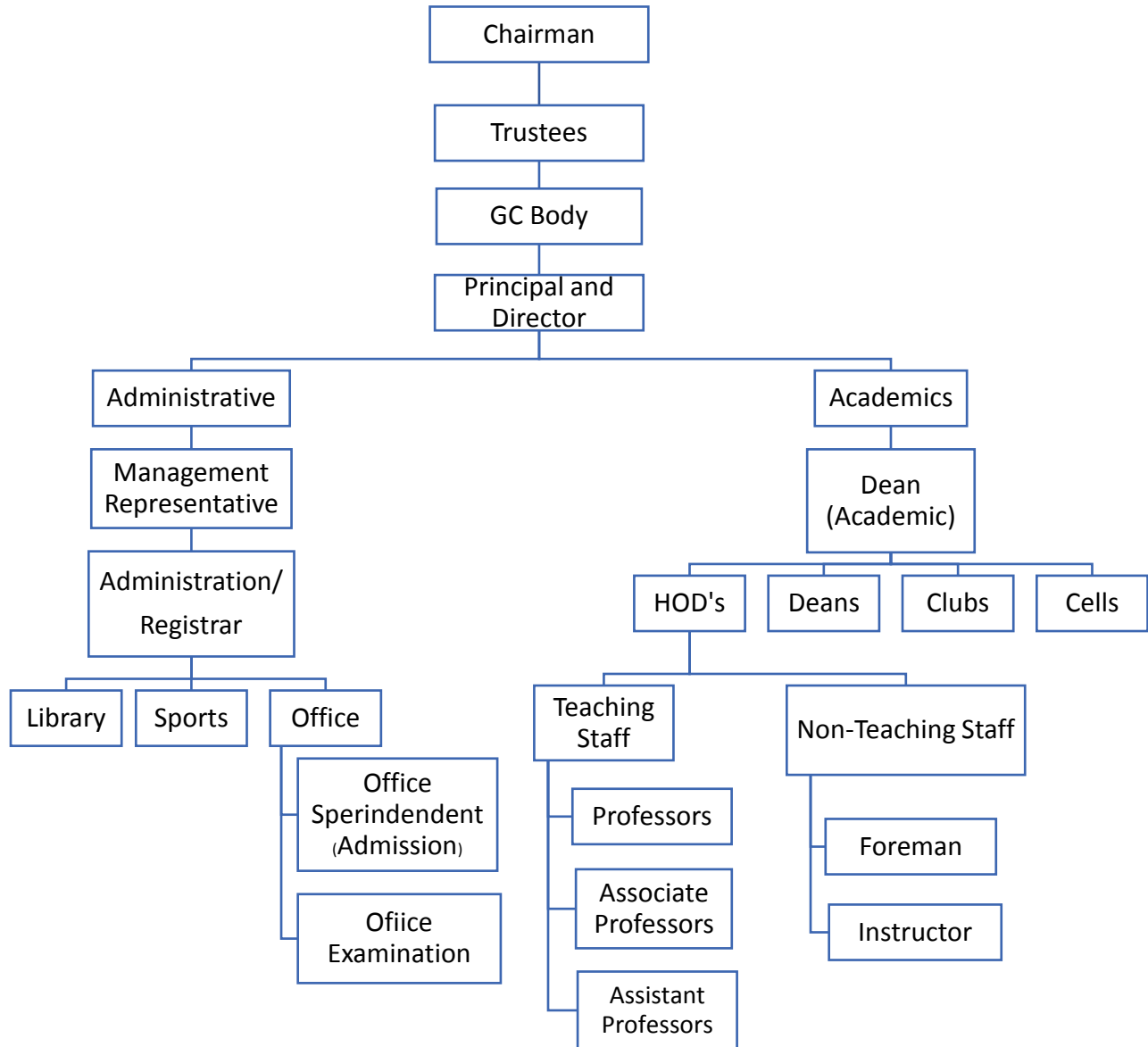
1.m) SELF EVALUATION BY THE EMPLOYEES

The employees shall submit their annual performance report in the prescribed format to the principal through the HOD.



2. General Information

2 a) Organisation Structure





2.b) Job Description

I) Faculty

1) Class Teacher

- Mentoring and motivating students to participate in college activities
- Taking reviews from various subject teacher's about the performance of their students.
- Conducting PTA meetings and addressing students' issues.
- Conducting activity classes
- Encouraging students in presentations
- Encouraging extra-curricular activities
- All normal subject teacher responsibilities
- Maintaining registers of your class
- In conjunction with the subject teacher, identify and mention students who are weak in studies.
- Work load of 16 hours / week
- Those with less than 16 hours of work load will be expected to make up the hours in co-curricular activities.

2) Subject Teacher

- Effectively teaching and completing the syllabus on time
- Preparing the sessions one week in advance
- Giving assignments connected to topics taught and evaluating the same
- Giving subject modules to the students after completion of each chapter
- Evaluating answer scripts and giving internal marks as per preset equation
- Informing class teachers about the performance of the class
- Identifying and mentoring good and weak students
- Maintaining their registers and activity sheets
- Undertaking assigned university invigilation and valuation duty. It is mandatory. In case of a contingency, you may provide an alternate arrangement
- Updating work diary on a daily basis
- Updating notice boards with current updates



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- Arranging workshops and seminars for the subject taught.
- Using the library extensively for preparation / reference. It is a center of learning and preparation for both staff and students.

3) Part-Time / adjunct faculty

All the responsibilities of the subject teachers will be undertaken by the adjunct faculty including university invigilation if required. However, their duration of work will be four and half hours per week.

II) For Administrative Staff

1) System Administrator

- Upkeep of systems
- Updating software whenever necessary
- Checking Staff room and Lab computers on a daily basis
- Checking / updating the college website

2) Placement Coordinator

- Interacting with different companies and consultants for placement of students
- Preparation of list of students who need placement along with their areas of preference
- Displaying the list of placements on the notice board
- Continuous check on the placement market
- Orientation

3) Fest Coordinator

- College Fests
- Collegiate and Inter-Collegiate Competitions

4) Student Counselors

- Helping the students to handle dysfunctional conflicts.
- General motivation and guidance of students.
- Motivating and counseling students who come with grievances.
- Maintenance of counseling records



5) Computer Lab In-charge

- Conducting computer sessions for students
- Helping the administrative staff with office automation
- Preparing progress reports
- Designing brochures
- Ensuring the security of lab equipment

6) Attendance In-charge

Collection of attendance registers from faculty members after the sessions, updating the same on the system and returning it to the respective faculty on the same day

7) Sports Coordinator

- Sports in-charge
- Inter Collegiate selections
- Conducting the athletic and sports meet
- General administration work
- Maintenance of sports equipment
- Maintenance of Gymnasium

8) All Faculty Records In-charge(Admin section)

- Maintenance of Faculty and Administration registers
- Marks card in-charge
- General administration work

9) Infrastructure In-charge (Admin section)

- General upkeep of college infrastructure
- Principal's office work
- Monitoring house keeping
- Outdoor jobs
- Maintenance of the campus

10) Office Superintendent

- Office work & University Co - ordination work



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11) Accounts In-charge in the Corporate Office

- All the money collected in the form of fees & others under different accounts in various Institutions should be deposited in the Bank under appropriate A/C on daily basis.
- Daily Cash Book should be properly written & should be properly attested.
- Cash book should be brought to the knowledge of COO on a regular basis.
- Handling college accounts.

12) Librarian

- Collection of the required reference material and text books based on the syllabus
- Maintenance of discipline and decorum in the library
- Maintenance of all books and journals in the library
- Collection of national and international journals
- Filing Articles
- Filing Question papers
- Maintenance of accession Register
- All journals should be converted into binding form by every year-end/semester-end for future reference.

13) Front Office Executive- Reception

- Attending official calls
- Handling EPABX
- Sensitive handling of all enquiries and complaints with requisite follow-up
- Note : All the administrative staff have to fill up their worksheet on a daily basis.

14) Sub staff

- Maintaining cleanliness of the campus
- Fixing OHP and LCD in the classes as per requirement
- Helping faculty to maintain discipline and decorum on the campus
- Note: Each employee will be provided with a detailed job description of the position to which he/she has been appointed however amendments may be made to the job description from time to time in relation to our changing needs and the employee's own ability.



2.c) Hours of Work

- All the employees will be required to work for a minimum period of 9 hours on all working days
- The working hours will be specified by the respective Institution separately.
- However, during some of the national holidays like Jan 26th, Aug 15th, Oct 2nd etc the attendance is mandatory & the working hours will be specified separately.
- Maximum of 16 hours of teaching schedule per week along with co-curricular activities those with less than 16 hours of work load are expected to make up their work load through co-curricular and extracurricular activities.
- For part-timers - Four and half hours of work schedule per week.
- For non-teaching staff, the time allotted is from 9am - 5.30 pm OR as specified by the Head of the Institution depending upon the local conditions.
- There will be full-time working days during all college fests and other days as notified by the Institution.
- There will be full-time working days during the period of inspections /visits by the UGC/UNIVERSITY/NAAC/NBA authorities.
- Also, there will be full-time working days during the course of visits/inspections by B.O.M. and/or by the Chairman of our organization.
- Also, there will be full-time working days during the course of preparation and presentation of all/any work related to getting recognition from NAAC/NBA.
- It is to be noted meticulously by all the employees that during all such periods of full-time working days, it is mandatory on the part of all the employees that they should execute & do all the work/duties entrusted to them diligently & meticulously to the best of their abilities & within the time specified.
- All the employees should note that no leave of whatsoever nature will be, excluding on ill-health of severe nature, allowed to be availed during these periods of time mentioned above
- It is mandatory for each employee to sign in the attendance register from the day of joining. Every Employee is required to sign the attendance register daily upon his/her



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arrival and departure from office. The Register will be available at Principal's office. In the event of not signing the attendance register by any employee on any day may be considered as casual leave.

- However, to instill punctuality & discipline the Institution, in immediate feature, may introduce biometric attendance system which will record the attendance of the employees both at the starting & closing hours of the each working day.
- All the employees are required to sign in their attendance register within the stipulated time; however there, may be, in rare exceptional circumstances, a grace period of 10 minutes beyond the stipulated time of attendance. In case, if an employee is late not beyond 10 minutes due to any reason, he/she must contact Admin Department immediately on arrival. If any employee comes after the maximum grace period of 10 minutes, red mark will be marked in the attendance register as a warning to such employees. Every 3 such marks indicating their late attendance will be treated as one day's casual Leave. However, employees habitually attending late to their duties should note that they are liable for disciplinary action as well.
- Employees engaged in extended shifts and travel, as certified by the immediate supervisor may be allowed suitable grace for coming late the next morning. The supervisor / department head's written authorization regarding these needs to be given to the Admin department.
- The employee will be marked absent in case he/she has not signed in the attendance register. In case of absence, employee will be liable for disciplinary action and no salary will be paid for that period.
- In case an employee goes for outdoor/official work, he/she has to inform his/ her supervising officer accordingly, fill the outdoor duty form and pass it to the HR Department. All Sanctioned Official Duty (OD) / Official Tour (OT) application, authorized by the relevant sanctioning authority in the prescribed format has to be submitted to the Admin office in advance. Only in very exceptional circumstances application can be submitted on return, if sanctioning authority is satisfied that reason for not submitting the application in advance is genuine.



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- In case any employee has to move out of the office for any reason except during lunch hours, he is required to get prior approval from his/her immediate manager or Admin office
- Note: Lunch recess should be aligned to college schedules and should not exceed the permitted time frame

2.d) Punctuality

- All employees are expected to attend work punctually.
- Employees should strictly adhere to rules regarding punctuality and any time recording procedures related to their area of work.
- Coming late beyond the stipulated time is considered late and three consecutive instances of lateness will be considered as a day's casual leave.
- Reporting for work half an hour late will be considered as a day's leave.

2.e) Dress Code

- JGI has a dress code. All female faculty including admin female employees are expected to dress in Saree.
- Male employees are expected to dress in formals and sub staff is expected to dress in the uniform provided to them.

2.f) Use of phones / Internet / Photocopiers

Employees are expected to use the college phone only for official purposes. In case of an emergency call, employees are expected to keep the call brief to avoid inconvenience to others. Faculty members should limit internet usage to official work. A high speed photocopier is provided in the Administration office on the ground floor. Employees are expected to take official purpose only. Personal photocopies are not permitted. A register containing all the details shall be maintained by the person in charge of the photocopier & it shall be reviewed regularly by the Superintendent of the office to avoid misuse.

Note: Faculty members may bring their four wheelers to the campus subject to the availability of the parking space.



2.g) Cafeteria

A modern hygienic cafeteria will function on the Campus of the Institutions, from Monday to Saturday, 8.30 am to 5.00pm on all working days.

2.h) Identity Cards

Identity cards will be issued to all staff members. The ID card must be carried by all staff members during working hours. The ID card is designed to facilitate identification / documentation as required. In case of loss of ID cards, the employee should report the same to administration office for issue of duplicate card.

2.i) Change in address / marital status / addition to family / qualification

All staff members are advised to inform the Faculty records -In-charge of any change in their residential postal address, phone numbers, change in marital status, addition to family details and change in qualification at the earliest.

2.j) Copyright

All research & written material by faculty / staff held on paper or electronic content which was written or acquired by the employee during the course of employment with us is the property of JGI& we retain the copyright for the same.

At the time of termination of employment with JGI or any other time upon request, employees will return to JGI any such material in their possession. All study material / text books authored by the staff, should acknowledge service at JGI.

2.k) Research and Examinations

Research is rated as priority at JGI and actively encouraged. Work related to academic/industry-oriented research will merit due consideration. Presentation of research papers and attendance at seminars / conferences related to research will be treated as part of duty.

Research leave can be given by The Head of the Institution while maintaining the rules & regulations of JGI.

Examinations

Acquiring new skill sets and upgrading academic qualifications are also supported and promoted by the management. However, where such examination(which the employee wishes to



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appear for upgrading his/her academic skills) dates clash with regular academic work, CL should be availed by the staff. Maximum care should be exerted by the staff who wish to appear for such examinations that the regular academic work should not suffer under any circumstance. Hence, they are advised to take up such examinations during vacations.

2.l) Parameters for choosing faculty members for International visits

Employees who have completed probation are eligible to accompany students for Management Development Programmes (MDP) conducted by our foreign affiliates.

Communication skills and academic self-improvement are mandatory & will be selected by BOM and the Principal.

2.m)Attending outstation Seminars/Conferences organized by other Institutions/Organizations.

The teaching faculty may attend seminars/conferences organized by other Institutions/Organizations which are purely academic in nature. These are allowed keeping in view that the participants will be enriched in their knowledge of their subject which would help to sharpen their teaching skills. The sole purpose is that the students' community & the Institution are benefitted.

The Principals/HOD's/Faculties are permitted to attend only one such seminar/conference OR a reorientation programme in an academic year

A maximum of Rs 2,000 per year will be paid to each participant of our organization attending such seminars of state/national/international seminar if conducted in India. The allowance will be Rs 7000 per year if such seminars are held outside India.

However, participants must seek prior approval of the BOM.

Also, it should be noted that any of our participants are not permitted to use official vehicles while attending outstation seminars.

The Principal OR the head of the Institution should make sure that the following are adhered to whenever a faculty member is allowed to attend such conference.

- Employee may be allowed to attend these seminars if the Timings & periods of these seminars do not hamper the academics of the Institution.



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- Under such circumstances, Care should be taken in consultation with the principal to make alternate arrangements so that academics should not suffer.

2.n) Organizing Seminars/Conferences by our Institution

- Depending on the need of the hour, the Principals of our Institutions are permitted to host/organize seminars/orientation courses
- But the Principal should submit the detailed project including budget to the BOM & get prior approval before organizing such seminars

2.o) Internal Audit

Annual internal audit of academic and allied material provided to staff is an ongoing exercise to ensure standards of excellence. Kindly treat the audit as a professional exercise and co-operate with incumbent administrative staff.

2.p) Confidentiality

You are not permitted to disclose confidential information pertaining to JGI during or after your employment. You have a personal responsibility to protect and maintain confidentiality of both group and student information. This is applicable to:

- All financial information (including management and published accounts and back up data).
- Salaries and personal details.
- Student details

You are not permitted to make statements to the media/external parties. Only a authorized individual will give any statement to reporters from newspapers, radio, television etc.

3) Policies & Procedures

3.a) Performance Review

Performance appraisal for the entire faculty who have completed their one year of service with JGI, takes place once a year in the month of June and covers the period of the academic year. The annual performance appraisals for all the employees are conducted and the results/



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recommendations are collated. This then translates into a compensation review. To facilitate the process of continuous assessment, performance review sheets are used.

Performance management conducted on an annual basis comprises of the following steps

- Performance review meeting held between Employee and Principal.
- Evaluation based on 5 Key Result Areas (KRAs), with major thrust on feedback and results.
- Feedback on assessment given by the Principal.
- “Performance Planning” for the next year is to be planned and discussed.

3.b) Self Evaluation by the employees

Periodical Submission of self-evaluation reports in the prescribed format of their performance is a must. This shall be reviewed by the Principal/The Head of the Institution.

3.c) Feedback Reports by the students

Students will be requested periodically to submit their feedback, in the prescribed format, about the teaching of the faculty, facilities in the Institution & any other inputs

3.d) Monitoring the performance of the students

- Teaching faculty is required to monitor periodically the performance of all the students.
- They will be required to maintain a record of this & should be handed over to the Principal who in turn will initiate action to inform the students & the parents if need be.

3.e) Measures to be taken to maintain cordial relations with the students

All the teaching faculty should strive hard to the best of their abilities to respond positively to all clear all academic doubts of the students, even when the students’ approach them outside the teaching classes. The head of the Institution should earmark certain fixed hours during the working hours for this purpose only.

Other steps to be taken to maintain discipline in the Institution

All the staff is strictly required to maintain corridor discipline i.e. they are supposed not to disturb the activities that may be going on the adjoining class rooms. The staff are strictly advised not to criticize the Management, Members of the Board or their activities, decisions or the policies.



3.f) Leave Policy

Ethical considerations will have to be borne in mind while availing leave

- Faculty members should keep in mind the inconvenience that may be caused to other colleagues owing to their absence. Except for dire emergencies leave should not be availed half an hour before the class starts.
- Faculty members should inform the concerned authority a day prior to taking leave. Faculty cannot take leave during university examinations.
- The leave form to avail casual leave should be delivered to the Head of the Institution, as far as possible in person and well in advance, & get the approval before proceeding on leave. Only during emergencies the casual leave application may be delivered at the office at least on the day of leave availed, but the employee should make sincere efforts to inform the Head of the Institution by other means like a phone call as early as possible.
- The head of the Institution should make immediate alternate arrangements so that the academics & discipline of the students & the Institution does not suffer.

If an employee wishes to avail earned leave for a longer period (this leave will be a planned leave of the employee for his/her personal work), the employee should submit the application in the prescribed format at least ten days in advance from the day he/she wants to proceed on earned leave, mentioning all the details including the exact period of leave to be availed, address during the period of leave, contact phone numbers etc..

The employee should not proceed on long earned leave without the prior sanction of the Head of the Institution, failing which disciplinary proceedings will be initiated against the employee.

Normally, keeping with the interest of the Institution & the employee leave will be sanctioned subject to the availability of leave title in the account of the employee. However, if the situation so demands, the leave applied may be refused & the employee will have to resume the duties.

1) Holidays

There shall be specified National /Festival holidays notified in a calendar year.

- All staff members are entitled to National holidays & Festival holidays.



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- Attendance on Republic day and Independence Day functions is & other national holidays mandatory.

When seminars, workshops, camps etc. are arranged, staff members are expected to attend, even when such seminars/workshops/camps are organized during holidays due to unavoidable circumstances.

2) Vacations

Teaching staff are entitled to vacations. However, if required by the management, AICTE or the UNIVERSITY they should report for duty on those days but they are required to inform the Head of the Institution & get the approval before joining for such duties. Non teaching staff are not entitled for vacation.

All members of the teaching faculty & other staff should be present in the college/Institution on the first and last working day of each academic year.

For members of the faculty the vacations would be as per holidays specified by the Rules & Regulations of the P U Board of the State Government/ University /AICTE as the case may be applicable to the faculty by which they are governed.

During the entire period of vacation, if the member of the faculty who may wish to move out of the headquarters they are strictly directed to keep the Institution well informed about their movements, address including the contact phone numbers so as to facilitate the Institution to be in touch with them for any sort of emergent work. During emergencies the employee may be called back for duties.

However, the college may reopen a few days prior to the university stipulation.

3) Earned Leave

EL is a leave that is typically used for planned vacations. EL is earned by an employee through the year and is credited to the employee's leave account twice in a year. i.e., 1st of January 5 days and 1st of July 5 days of the respective year for teaching staff and for non-teaching staff 20 days in a year in two segments. After the completion of the probation period an employee earns 10 days of EL for every 12 months of paid employment. If any employee is on "Leave without Pay" for any period, he/she stops earning EL for that period.

An employee is eligible for EL after successfully completing the probation period of two years.



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Earned leave is applicable under 2 circumstances:

A) As Planned vacation

B) As Emergency Leave:

- Teachers taking planned vacation should give one month's prior notice and a substitute teacher should be provided by the employee for the same period.
- In case of Emergency leave, when the employee becomes medically unfit to resume work, they should provide a medical certificate, showing the details of hospitalization and medical discharge summary. The faculty should provide a substitute teacher in this case too.
- At no point in time, more than 30 days cannot be sanctioned under EL.
- For employees joining during the year, EL shall be pro-rated and credited accordingly.
- Temporary employees are not entitled to EL during the probation period.
- All leave prefixed, suffixed or intervening holidays (any Sunday, national & festival holiday), will be counted towards EL availed. For instance if a public holiday falls on Friday and faculty member is reporting for duty on Monday, Saturday and Sunday will be considered as a part of EL availed.
- EL may be accumulated and carried forward.
- EL encashment is not permitted
- EL can be accumulated and carried forward up to a maximum of 180 days
- EL accumulated is not permitted to be utilized during the period of notice concurrent with his /her resignation or termination.
- Part timers are not entitled to EL
- EL should be taken only in case of emergencies with valid justification

4) Casual leave

- Employees are entitled to a maximum of 12 days of CL per calendar year starting after the probationary period.



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- Restricted holidays of a maximum of 2 days in an academic year is allowed subject to the approval of the Head of the Institution.
- During the probation period employees are entitled to 12 days of CL (after completion of one month service one day CL will be credited).
- CL can be availed for a minimum of a day and a maximum of four working days at a stretch. Employees should check the leave balance before applying for the same.
- If CL is availed adjacent to holidays the total leave duration should not exceed four days at a stretch.
- Application should be made at least 24 hours in advance before the CL is availed except in case of emergency or unforeseen circumstances in which case the HOD must be informed at the earliest.
- Weekly Off or Holidays may be prefixed or suffixed to CL.
- Weekly Off or Holidays, which fall in the course of the period of CL, shall be counted as part of the period of CL. The maximum number of days for which CL may be taken is 4 days at a time.
- For the purpose of leave, accounting period shall be calendar year January-December.
- Weekly off or Holidays which fall in the course of CL shall be counted as part of CL.
- After casual leave is exhausted Leave without pay is applicable, if the B.O.M. agrees.
- If the employee wishes to avail casual leaves when there are no credit of CL's in his account, then under genuine conditions the Principal may permit the employee to avail from his EL A/C subject the condition that the minimum period for such a leave period is of 5 days.
- Note: Leave may also be availed in case of natural calamities and / or public protest (bandh etc.) acknowledged by the government / media.
- CL cannot be accumulated and carried forward to the next year. Leave not availed in a particular year will lapse at the end of the year.

5) Maternity Leave

- A written application for the maternity leave along with doctors certificate should be submitted by the employee at least one month prior to start of maternity leave with the



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joining date. This employee will be availing the last drawn salary during maternity leave period. Increment if any will be credited after the employee rejoins college for duty.

- All permanent female employees are entitled to maternity leave for a maximum of 75 days or 3 weeks prior to the date of delivery and 7 weeks from the date of delivery (two days grace). In both cases, the leave application is to be supported by a certificate issued by a medical professional to the effect that this pregnancy is either the 1st or 2nd pregnancy. 75 days period will include all intervening Sundays, and prescribed National & festival holidays. Only the permanent female employees are eligible for the above mentioned benefit. Other leave, namely, EL and CL will not be included as part of maternity benefit.

Maternity leave can be availed only twice during service.

6) Unauthorized Absence

We aim to encourage the full attendance of all employees at all times. However, we recognize that a certain level of non-attendance is unavoidable.

In managing absence, our approach is not intended to be punitive with regard to illness or to doubt the validity of absence.

Any employee proceeding on unauthorized leave (EL or CL) will be subject to disciplinary action. The disciplinary action will include deduction from salary and postponement of increments and or stopping of promotions.

Accident and Tragedy

Accidents resulting in a major injury or in absence from normal work for more than three days must be reported to the Principal. In case more leave is required it will be deducted from the EL or CL and will be at the complete discretion of the Principal.

In case of a tragedy a maximum of three days leave can be availed (contingency leave) and the rest of the leave will be deducted from the EL or CL and will be at the complete discretion of the Principal.

If the faculty is not able to take class for any reason, mere physical presence on campus without delivering the sessions will not be considered as being present for the day.



7) Attending conferences and Seminars

A faculty member is permitted to attend two National Conferences / Seminar / Workshop (henceforth only be referred as Conference) in a year. The faculty member will be considered to be on duty for the entire duration of the Conference plus 2 days for journey. For attending conferences or seminars outside India, the faculty must inform the admin office and head of the Institution well in advance.

At a given point of time only two members or with the permission of the head of the Institution one more member can take part in the said Seminar / Conference.

3.g) Deputation & Lien

Deputation of the employees of different categories to other organizations, like UNIVERSITY/AICTE/UGC , for their work is allowed on certain criteria acceptable to the BOM & the decision taken by the BOM shall be final.

Normally period of deputation should be for the min period possible subject to a max period of 3 yrs...BOM reserves the right to recall the employee on deputation , at any point of time during the period of deputation, asking the employee to rejoin his/her duties without assigning any reasons.

An employee of the organization , with the prior approval of the BOM, may be allowed to proceed on long leave without salary for acquiring higher skills/studies ,PhD etc

However the employee is not allowed to keep the lien on the post he holds during the period of deputation.

3.h) Disciplinary Procedure

We aim to have a work place free from the necessity of disciplinary action but recognize that such an environment is not always possible. We also realize that it is necessary to have a set of rules in the interest of all.

The rules set standards of performance, attendance, timekeeping and behavior and the procedures are designed to promote fairness and order in the treatment of individuals.

Disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner. The employee will only be disciplined after careful investigation of the facts and the opportunity to present his/her perspective.



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It is not possible to specify all disciplinary rules or offences which may result in disciplinary action as circumstances vary depending on the nature of work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, the breach of other conditions, procedures, rules etc. will also allow disciplinary procedures to be adopted.

Stages of the Disciplinary Procedure

Stage 1 - Formal Verbal Warning

Stage 2 - First Written Warning

Stage 3 - Final Written Warning

Stage 4 – Dismissal

Unsatisfactory Conduct and Misconduct

JGI management is empowered to take on employee disciplinary action if he/she is found to have acted in any of the following ways :

- Attending late beyond 10 minutes on more than 3 occasions-
- Persistent absenteeism or unauthorized absence from duties.
- Failure to devote the assigned amount of time, attention and duties to our college and its affairs during working hours.
- Failure to carry out all reasonable instructions or to follow the Rules and procedures
- Unauthorized use, damage due to negligence or otherwise, the employee causes loss to our property, movable or immovable.
- Dereliction of duties OR negligence in duties entrusted to him as per the job chart & the duties entrusted by the Head of the Institution or the employee's immediate superiors from time to time.
- Embezzlement or misappropriation of funds of the Organization/Institution.
- Misbehavior with B.O.M ,. Or with colleagues or students.
- Disobedience to any/all the rules & Regulations of the JGI.
- Non-compliance of the duties orders entrusted by the PU Board/The UNIVERSITY/AICTE.
- Non-integrity shown to the JGI Organization OR to the Institution where the employee is presently OR was previously working.



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- Any of employee's actions which are harmful to the interests of the JGI.
- Any other activity of the employee which the Management may consider to be not in the best interest of the Organization.

3.i) Grievance Policy

We understand that disagreements and misunderstandings will happen from time to time in a working environment and also appreciate that dysfunctional conflict can have a negative effect on employees' morale and inevitably on work. It is for all of these reasons that JU is in favor of resolving issues as they arise and in the fairest and most straightforward way possible.

General Grievance Process

- **Informal Stage:** Informal discussion can frequently solve problems without the need for a written record. Where you initially feel aggrieved, we recommend that you discuss this with the individual concerned and try to resolve your issue.
- **Formal stage :** You may report the issue to the Principal.

3.j) Work Ethics

JGI is an equal opportunity employer. To ensure a work environment that has high ethical standards, we encourage mechanisms to report malpractice, illegal actions, and omissions by its employees or ex-employees. However, these may go beyond his/her personal employment position and require to be handled sensitively.

Contingencies may include:

1. Malpractice or ill treatment of staff, student, faculty and sub-staff by anybody.
2. Repeated ill-treatment of student, teaching or non-teaching staff despite a complaint being made.
3. Breach of standing financial instructions.
4. Breach of code of conduct.
5. Show of undue favor to students over a contractual matter.
6. Situations where
 - A criminal offence has been, is being or is likely to be committed.
 - The environment has been or is likely to be damaged.

Information or any of the above has been/ is being / or is likely to be concealed.



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Any harassment or victimization (in any form) of a person bringing to notice any malpractice will invite stern disciplinary action by the Management.

As educationists, to ensure high standards in public conduct, please note the following.

- Class should be conducted , strictly adhering the time-table
- Attendance is more than an academic activity and should be marked accurately, with minimal corrections.
- Change to the work environment that is progressive, should be accepted by the staff.
- Evaluation of answer scripts should be unbiased and transparent.
- In an emergency, additional papers may have to be evaluated by existing faculty
- Library books / Journals are to be renewed as per library rules
- Receiving personal favors' / gifts from students or borrowing money from the student community is strictly prohibited.
- Do not celebrate birthdays in any manner with students, on campus.
- Swapping of classes without informing the time table committee should be strictly avoided
- Sole responsibility of personal belongings is vested with the individual
- Faculty members are expected to book seminar halls and LCD well in advance. It will be available on an first-come first-serve basis
- Presentations and video clippings used in the class should be related to the topic of study and the faculty should give a copy of the same to the activity co-coordinator
- As far as possible, avoid scheduling meetings/ appointments during normal college hours.
- Ensure that internal marks are awarded as per the prefixed parameters.
- Avoid doing personal work during evaluation schedules.
- Faculty members should not take up jobs after college hours, including tuitions in whatsoever manner. Violating the same will invite punitive action.
- This list is not exhaustive.



JAIN GROUP OF INSTITUTIONS

Effective Date

The objective of this document is to lay down guidelines concerning policy and performance for faculty and staff at JGI Group. These rules will come into effect from **June 2011**. The management of JGI-Group has the power to amend, alter, add and revise the rules and policies.

Note: This handbook is the sole property of JGI-Group. In the event of separation from the institution, it should be returned to the college office.



JAIN GROUP OF INSTITUTIONS

EMPLOYEE RULES & REGULATIONS

Agreement

I, Sri/Smt, _____, appointed as _____ in JGI , have read and I am conversant with all the rules and regulations of JGI detailed in this hand book and I shall abide by them. In case of any contravention of rules by me, JGI can take appropriate disciplinary action as deemed fit.

Date: Signature of the Employee:

Place: Name of the Employee:

Designation:

SIGNED IN MY PRESENCE

HEAD OF THE INSTITUTION



JAIN GROUP OF INSTITUTIONS

EMPLOYEE'S HANDBOOK

Group Head Office

#44/4, District fund road,
Jayanagar 9th Block
Bangalore-560069
Email :- info@jgi.ac.in
Phone :- 080-43432500

Jain Corporate Office at BELGAVI

Jain Corporate Office,
Adjunct Jain Heritage School, Rani Chenamma Nagar,
Udyambag, Belagavi- 590006
Fax No ; 0831-2411458
Phone No; 0831-2483025

List of Institution of Jain Group of Institutions, Bangalore

Institutions

Jain University (Constituent Colleges and Centres)

School of Graduate Studies, J C Road, Bangalore, Karnataka
School of Engineering & Technology, Kanakapura, Karnataka
Center for Management Studies, Bangalore, Karnataka
Center for Post Graduate Studies, Bangalore, Karnataka
School of Commerce & Management Studies, Bangalore, Karnataka
CMS Business School, Bangalore, Karnataka
Centre for Research in Social Science and Education, Bangalore, Karnataka
Centre for Emerging Technologies, Kanakapura, Karnataka
Centre for Research in Pure and Applied Sciences, Bangalore, Karnataka
Centre for Disaster Mitigation, Bangalore, Karnataka
Centre for Ancient History & Culture, Bangalore, Karnataka
Centre for Indian Psychology, Bangalore, Karnataka
Centre for Advanced Studies in Biosciences, Bangalore, Karnataka
Chenraj Roychand Centre for Entrepreneurship, Bangalore, Karnataka
International Institute for Aerospace Engineering and Management, Bangalore, Karnataka
Centre for Nano & Material Sciences



JAIN GROUP OF INSTITUTIONS

Colleges (Pre-University, Under Graduate, Post Graduate)

Sri Bhagawan Mahaveer Jain College (SBMJC), V V Puram, Bangalore, Karnataka

Sri Bhagawan Mahaveer Jain College, J C Road, Bangalore, Karnataka

Sri Bhagawan Mahaveer Jain Evening College, V V Puram, Bangalore, Karnataka

Sri Bhagawan Mahaveer Jain Evening College, J.C Road, Bangalore, Karnataka

Sri Bhagawan Mahaveer Jain College, K.G.F, Karnataka

Jain College, Belgaum, Karnataka

Jain College, Kanakapura, Karnataka

Jain College, Hubli, Karnataka

Jain College, Jayanagar, Bangalore, Karnataka

Jain College, Rajarajeshwari Nagar, Bangalore, Karnataka

Jain College, Jamshedpur, Jharkhand

Jain College of Engineering, Belgaum, Karnataka

Jain College of MCA & MBA, Belgaum, Karnataka

Jain Institute of Technology, Davanagere, Karnataka

Jain Polytechnic, Belgaum,

Jain Polytechnic, Davanagere

Management & Professional Excellence Institutions

MATS Institute of Management & Entrepreneurship, Bangalore, Karnataka

Human Networking Academy, Bangalore, Karnataka

School for Leadership & Entrepreneurial Excellence, Bangalore, Karnataka

Jain Animation School, Bangalore, Karnataka

SBMJC Centre for Design, Bangalore, Karnataka

Schools (Preschool to 12)

Jain International Residential School, Kanakapura, Karnataka

Jain Heritage School, Bangalore, Karnataka

Jain Heritage School, Belgaum, Karnataka

Jain Heritage School, Tirupathi, Andhra Pradesh

Jain Heritage School, Madanapalli, Andhra Pradesh

Jain Heritage a Cambridge School, Kondapur, Andhra Pradesh

Jain Heritage a Cambridge School, Shamirpet, Andhra Pradesh

Jain Heritage a Cambridge School, Visakhapatnam, Andhra Pradesh

Jain Heritage a Cambridge School, Nagpur, Maharashtra

Jain Public School, Kanakapura, Karnataka

Jain Public School, Davanagere, Karnataka

Jain Public School, Ratlam, Madhya Pradesh

Jain Public School, Badnagar, Madhya Pradesh

Jain Public School, Jhabua, Madhya Pradesh

Jain Public School, Secunderabad, Andhra Pradesh

Jain Public School, Ranebennur, Karnataka

Jain Public School, Korba, Chhattisgarh

Jain Public School, Tumkur, Karnataka

Jain Public School, Chintamani

Jain Public School, Bijapur, Karnataka

Jain Public School, Shimoga, Karnataka



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Jain Public School, Bellary, Karnataka
The Jain International School, Bangarpet, Karnataka
The Jain International School, KGF, Karnataka
The Jain International School, Hubli, Karnataka
The Jain International School, Aurangabad, Maharashtra
The Jain International School, Mulbagal, Karnataka
Jain English Medium School, Kadri, Andhra Pradesh
Jain Toddlers, Bangalore, Karnataka
Jain Toddlers, Jayanagar, Bangalore, Karnataka
Jain Toddlers, Jubilee Hills, Hyderabad, Andhra Pradesh
Jain Toddlers, Kondapur, Hyderabad
Jain Toddlers, Mahindra Hills, Secunderabad, Andhra Pradesh
Jain Toddlers, BITS Pilani, Secunderabad
Jain Toddlers, Aurangabad, Maharastra
Jain Toddlers, Kanpur, Uttar Pradesh
Jain Toddlers, Hubli, Karnataka
Jain Toddlers, Indore, Madhya Pradesh
Jain Toddlers, Shimoga, Karnataka
Jain Toddlers, Madanapalli, Andhra Pradesh
Jain Toddlers, Mysore, Karnataka
Jain Toddlers, Hindupur, Andhra Pradesh
Jain Toddlers, Kolar, Karnataka
MI Kids, Bangalore

Sports Schools

Jain Academy for Sporting Excellence, Kanakapura, Karnataka
Jain Academy for Sporting Excellence, Hyderabad, Andhra Pradesh

JGI Life (JGI's Social Initiatives)

Jain Vidyaniketan (An Opportunity School), Kanakapura, Karnataka
Jain Vidyaniketan, Amethi, Uttar Pradesh
Radio Active - Community Radio (90.4 MHz) , Bangalore, Karnataka

Area of Specialization

Educational Institutions

Educational Services

Training Services

Training Programs

Entrepreneurial Development

Incubation of Businesses

Social Initiatives



JAIN GROUP OF INSTITUTIONS

Employees: 3000+

Students: 30,000+

Jain Group of Institutions

The group represents a cluster of 7 educational establishments that are home to over students from across the world & over staff members engaged at the K-12, undergraduate, graduate & postgraduate levels across 7 campuses and centers of excellence. It is powered by the vision of a secular, Innovative and truly educated India. To realize this objective creative and challenging academic programmes are on offer in Science, Management, Commerce, Arts, Communication and Visual media. The aim is to help every aspiring student realize his/her complete potential through holistic and stimulating education.

Introduction to Manual

This manual provides information on a wide range of subjects related to your employment with the JGI Belgaum. The Manual is designed to help you settle into the JGI, and quickly familiarize yourself with the organization by informing you about our background, aims and objectives, facilities and amenities, employment policies, terms and conditions, code of conduct, development and training, health and safety, security and confidentiality.

We expect that you will read the manual in its entirety and the table of contents, which follows, will help you to find quickly those subjects in which you are particularly interested. This manual is designed to answer many of the general questions you may have about working for the JGI Organization and the terms of your contract are as contained in your letter of Offer of employment and Statement of Terms and Conditions of your employment. We wish you a productive and rewarding career and a great & satisfactory association with the Organization.



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