



JAIN COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)

Jain College of Engineering (JCE)
Belagavi

SERVICE RULES

JGI JAIN COLLEGE OF ENGINEERING BELAGAVI
Approved by AICTE, Affiliated to VTU

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Vision:

To be a university as a resource of solution to diverse challenges of society by nurturing innovation, research & entrepreneurship through value based education.

Mission:

- To provide work culture that facilitates effective teaching-learning process and lifelong learning skills.
- To promote innovation, collaboration and leadership through best practices.
- To foster industry-institute interaction resulting in entrepreneurship skills and employment opportunities.

Core Values:

- ❖ **Accountability**
- ❖ **Continuous learning**
- ❖ **Competency**
- ❖ **Team work**
- ❖ **Holistic development**
- ❖ **Social responsibility**

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PART - I SERVICE RULES

Chapter-1

Service Records

1.1. RECORDS OF SERVICE

1.1.1. A service book for keeping the record of service of staff shall be maintained in respect of each employee of the College.

1.2. SERVICE CONDITIONS FOR THE STAFF

1.2.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.2.2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal / Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

1.2.3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal or his nominee.

1.2.4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

1.2.5. Any staff member, on appointment, except on contract, shall be on probation for a period of one/two year.

1.2.6. All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms. In addition, contribution shall be made by the management towards the employees' provident fund, at a rate fixed by the Government.

1.2.7. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

1.2.8. Staff should be available in the college premises during the entire period of office hours, on all working days. Any movement outside the premises will be

after grant of permission by HOD and record will be maintained in the movement register of the Department

- 1.2.9. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.
- 1.2.10. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal/Designated Authority.
- 1.2.11. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- 1.2.12. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal has the discretion to award punishment such as warning, censure, withholding increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
- 1.2.13. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- 1.2.14. In any meeting or assembly, decorum should be maintained and differences of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- 1.2.15. Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college
- 1.2.16. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- 1.2.18. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.
- 1.2.19 **Retirement:**
The retirement age is 58 years.

1.3 TERMINATION OF SERVICE

- 1.3.1. A member of the staff shall have his / her service terminated by giving one month notice
- 1.3.2. The Principal shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
 - a. Serious misconduct and willful negligence of duty;
 - b. Gross insubordination;

c. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.3.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

Chapter-2

Method of Recruitment

2.1 ADVERTISEMENT & SCREENING

- 2.1.1. Recruitment is normally done twice in a year during May and November.
- 2.1.2 An advertisement will be published in leading news papers requesting the eligible candidates to apply to the principal within the stipulated time. Such applications along with the resume and supporting documents will be collected at the office of the principal.
- 2.1.2. Number of vacancies is notified by Principal/Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.
- 2.1.3. Screening of applications is done by the respective screening committee.
- 2.1.5. Short listed candidates are informed over telephone/call letters by the Principal office.
- 2.1.6. Merit list will be prepared as per the requirement of the department.
- 2.1.7 An expert panel consisting of principal, HOD, subject expert and university nominee will be formed.
- 2.1.8 At times, Walk- in interviews are also conducted for immediate postings.

2.2 INTERVIEW

- 2.2.1. A written test is conducted for faculty post and short listed candidates shall be called for personal interview and selection be made on merit.
- 2.2.2. Discussions with the candidates will be carried out to know their potentials, strengths, teaching skills etc.
- 2.2.3 Based on the performance and requirement, selection list in the order of merit will be prepared and appointment orders are issued to the selected candidates.
- 2.2.4 Selected candidates will be reporting to the duty on or before the given date.

2.3 PROMOTION POLICY

The promotions are performance based. The staff performance is judged based on student's feedback twice in a semester, self appraisal from the staff and performance report submitted by the HOD once in a year. The overall performance is processed through principal by the management for rewarding Increments, incentives and promotions based on the merit and demonstrated performance.

CHAPTER-3**LEAVE RULES****3.1. LEAVE RULES**

- 3.1.1. Leave shall not be claimed as a matter of right.
- 3.1.2. A member of the staff shall not normally or on any pretence absent himself or herself from his/ her duties without prior permission of his / her superior
- 3.1.3. Leave letter/form is to be submitted in advance and approval must be obtained prior to availing the leave.
- 3.1.4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- 3.1.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

3.2. CASUAL LEAVE (CL):

- 3.2.1. All employees are eligible for 12 days of casual leave per year @ 1 day per month
- 3.2.2. Probation period staff members are allowed to take leave after completion of the respective month only. A probationer will be credited with one days of leave at the end of each month. A probationer joining after the 15th of a month is not entitled to leave in that month. A maximum of 12 days can be availed in the calendar year.
- 3.2.3. At a time not more than 3 days including holidays shall be granted. Carryover of lapsed CL is not permissible.
- 3.2.4. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority. Any absence beyond one hour will be termed as half days leave.
- 3.2.5. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL for 5 permissions.

3.3. VACATION LEAVE (VL) FOR TEACHING STAFF

- 3.3.1. These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal or Designated Authority.
- 3.3.2. Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

3.3.3. The total number of VL days for members of faculty (teaching staff) is limited to 15 days, for a continuous service of 12 months in the institution.

3.4 EARNED LEAVE (EL) FOR NON-TEACHING STAFF

3.4.1. The number of days of EL for Non-Teaching Staff is restricted to 20 days per year which should be availed within the corresponding year.

3.4.2. A staff member becomes eligible for EL only after rendering a continuous service of one full academic year

3.4.3. However, in special / deserving cases, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, In such cases, staff members are required to serve the institution for a further period of six months or one semester,

Earned Leave for Teaching Staff

Teaching members are authorized 10 days of Earned leave. A minimum of 5 days earned leave can be availed at a time. Earned leave can be avail for Research work, Personal marriage/ Family member marriage, Family emergency etc.

3.4.4. In case a staff member, after availing EL as per para 3.4.3. does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

3.4.5. If any staff member is prevented from availing EL in the interest of the college by the orders of the Principal/Designated Authority, equivalent compensation shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority.

3.4.6. Any unused part of EL can be carried over to the next academic year.
Any unused part of EL can be carried over to the next academic year. The maximum accumulation of earned leave is 180 days in a service of more than 10 years continuous service.

3.5. LEAVE WITH LOSS OF PAY

3.5.1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

3.5.2. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

3.5.3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

3.5.4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL/EL in the semester in which the second break in service occurs.

3.6 MATERNITY LEAVE RULES

3.6.1. A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 30 (Thirty) days, subject to prior approval of the Principal/Designated Authority.

3.7. OUT-STATION DUTY (OOD)/ DUTY LEAVE (DL)

3.7.1. OOD/DL will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority.

3.7.2. When staff members go for examination work for Universities other than affiliating University, OOD/DL will be limited only for 12 days per year at the rate of 6 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

3.7.3. In addition to the above a faculty member is eligible for 10 days OOD/DL to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

3.7.4. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

CHAPTER-4

MEDICAL FACILITIES

On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the nearby hospital for treatment.

CHAPTER-5**CONDUCT & DISCIPLINE****5.1 CONDUCT**

- 5.1.1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- 5.1.2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- 5.1.3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- 5.1.4. Every employee shall Endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.
- 5.1.5. No employee shall be a member , or be otherwise associated with, or any organization shall he/she take part in, subscribe in aid of, or assist, in any other manner any activity.
- 5.1.6. No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government.
- 5.1.7. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- 5.1.8. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- 5.1.9. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

- 5.1.10. An employee of the College shall not, without the prior permission of the Principal, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
- 5.1.11. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.
- 5.1.12 Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College

5.2. DISCIPLINE

- 5.2.1. The Principal or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- 5.2.2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Principal and shall remain under suspension until further orders.
- 5.2.3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

CHAPTER-6

ANNUAL CONFIDENTIAL REPORT

- 6.1 All the staff members are required to submit their Self Evaluation Report at the end of every academic year

Part- II The Duties and Responsibilities of Teaching Faculty

CHAPTER-7

Responsibilities

- a) In view of your position and office, you must effectively, diligently and to the best of your ability perform all the task assigned to you and ensure results.
- b) You shall ensure that you will comply with all the policies of the organization. Consequently, you are required to understand the scope and intent of the policies and comply with the same.
You shall also ensure to update yourself with the change or updated policies, which the organization may effect from time to time and comply with the same.
- c) It also becomes your responsibility to bring to the notice of the management, any such violation to the policies, committed by any other member in the organization.
- d) You may be required to undertake travel on behalf of the organization for which you will be reimbursed Travel Expenses

Conflict of Interest:

- a) You are required to engage yourself exclusively in the work assigned by the organization and shall not take up any other part time or full time employment with any other organization.
- b) You shall not engage in any such activity that will affect the interests of the organization directly or indirectly

Confidentiality:

- a) As a member of the organization, you may gain access to such information that may be considered "Confidential" by the organization. Therefore you shall not divulge any confidential information to anyone outside the organization or to anyone inside who is not entitled to such information.

General:

- a) We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.

Notice period:

- a) This contract is terminable without reasons, by either party giving one month's notice period during probationary period and three month's notice on confirmation. The organization reserves the right to pay or recover the salary in lieu of the notice period.
- b) The organization may relieve you at its discretion from such date prior to expiry of the notice period without assigning reasons.

On Separation:

On acceptance of separation notice, you shall ensure to handover all the materials of the organization in your possession that includes library books, presentation materials, data literature, drawings, and documents belonging to the organization. You shall not make or retain any copies of these items.

You are governed by the service rules framed by The JGI Group and your services are subject to these rules. These rules may be amended from time to time depending upon the need

CHAPTER-8**GENERAL**

- 8.1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- 8.2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- 8.3. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 20 hours a week, of which teaching-contact hours should be at least as follows:
- | | |
|---------------------------|-----------------|
| (i) Professor | 8 hours / week |
| (ii) Associate Professor | 12 hours / week |
| (iii) Assistant Professor | 16 hours/week |

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 20 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

- 8.4. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- 8.5. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- 8.6. The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- 8.7. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

CHAPTER-9

DEPARTMENT

- 9.1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- 9.2. The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- 9.3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- 9.4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
- 9.5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted
- 9.6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 9.7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

CHAPTER-10**CLASS ROOM TEACHING**

- 10.1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
- 10.2. The Faculty Member should get the lesson plan and course file approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes,
- 10.3. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- 10.4. The Faculty Member should refer to more books and prepare his/her detailed lecture notes. These lecture notes are his/her aids.
- 10.5. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.
- 10.6. The Faculty Member should engage the full 60 minutes and should not leave the class early.
- 10.7. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 5 minutes conclude and say what we will see in the next class.
- 10.8. The Faculty Member should always aim for 100% pass results in his /her subjects and work accordingly
- 10.9. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- 10.10. The Faculty Member should make himself/ herself available for doubt clearance.
- 10.11. The Faculty Member should motivate the students and bring out the creativity / originality in the students.

CHAPTER-11

LABORATORY

- 11.1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 11.2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 11.3. The lab observations/records must be corrected then and there or at least by next class.

CHAPTER-12

TEST / EXAM

- 12.1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
- 12.2. During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.
- 12.3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).
- 12.4. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD
- 12.5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

CHAPTER-13

STUDENT - FACULTY REPORT

- 13.1. The Faculty Member should have a good control of students.
- 13.2. As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.
- 13.3. The Faculty Member should act with tact and deal with insubordination by students maturely.
- 13.4. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

CHAPTER-14

INDUCTION PROGRAMME FOR NEW EMPLOYEES

An induction programme is organized for all the employees joining JCE to bring about the common interaction and understanding of the values, history, policies, and processes of JCE. The programme details will be sent to all departments so that necessary reception and conduct is done as per standard operating procedures. The induction programme will be conducted within one month of joining the Institution.

Actions before new employee reports to the Institution:

Sr. No	Activity	Responsibility	Remarks
1	Generation of new employees list and intimation to concerned department.	Administrator	
2	Arrange the new employee's desk, stationery kit, temporary ID, business cards etc. VTU Faculty ID.	Department	
3	Ensure that the system and email ID are available one day prior to joining date	Department	
4	Issue induction programme details	Department	All other departments to be informed of schedule

Actions on employee joining the Institution

Sr. No	Activity	Responsibility	Remarks
Day 1			
1.	Documentation as per SOP, briefing on life at JCE.	Administrator/ Office	
2.	Walk through of entire premises including laboratories, departments and facilities, introduction to HODs and faculty members	Department	
Day 2			
3.	Mission and Vision of JCE, VTU processes/ procedures. Conduct of classes and marking systems, work norms, class teacher concept. Department documents and stock register maintenance	Department	Applicable to teaching staff

4.	Standard operating procedures of JCE. Conduct of examinations an overview	Dean Academics	
5.	Various institutional policies, leave regulations, TA/DA and claims procedures	Administrator	
6.	Scholarships and documentation processes including the employee service book	Administrator	
7.	Job orientation and execution processes	Department	
Day 3			
8.	Issue of appointment letter, opening of bank salary account, entries on biometric machine and leave records. Issue of Identity card.	Administrator	

A Feedback will be taken from the participants after the program as under:

Sr. No	Actions	Status Y/N
1	Intimating the candidate to bring all necessary documents required	
2	Reception and coordinating the accommodation for the candidate (for out station candidates)	
3	Joining Kit - List of items and containing Company's Vision and Mission statement, goals, logo and a line saying 'Kick start your great career with us'. Joining report and introduction of the candidate to all the staff. A directory or sheet containing important telephone numbers.	
4	Briefing about the office layout as well as Institution layout.	
5	Personal file checklist, collecting employee data sheet from the employee	
6	Allotting the ID number and work station (based on eligibility)	
7	Taking certificates – academic salary, experience, relieving, etc	
8	Introduction to the Department and work practices	
9	Workplace and system allotment (based on eligibility. creation of credentials, VTU Faculty ID, Email ID of JCE (based On eligibility), issue of temporary ID card	
10	Allotment of the equipment for work, employee events planned for the quarter	
11	Contact person for stationary, technical support	
12	Informing the accounts regarding all the financial matters of the candidate	
13	Providing the roles and responsibilities/KRA(key result areas in coordination with reporting authority	

14	Photo copies of academic certificate(s)	
15	Last drawn salary slip (if not fresher)	
16	Proof of residence	
17	Filled employee data sheet	
18	Birth certificate / 10 th std school certificate, 4 copies of passport size photograph, photo copy of passport/PAN/Voter ID	
19	Bank account form, mediclaim form, Tax declaration form based on eligibility, ESIC – declaration form based on eligibility	
20	Non disclosure agreement, Do's and Don'ts,	
21	Appointment Terms & Conditions Letter	
22	Signed Offer/Appointment Letter (s	

Place:

Signature:

Date:

Name of Employee:

CHAPTER-15

Exit Formalities**NO Dues Form for Relieving****(Please ensure that all the contents are checked in the Department)**

Name		Emp. Code & Location	
Designation		Department	
Date of Joining		Date of Resignation Date of Relieving	

Functional Department:

Check List	Status	Dues/Balances	Authorization
Documents			
Status of the Work			
Responsibility in Hand			
Amount Collection (If any)			
Stocks / Samples			

(Reporting Head – Signature)

Administrator:

Leave Balance	
Notice period ____ days	
Desk Key	
Identity Card	
Any others	

(Administrative Officer - Signature)

Accounts Dept.

Salary Advance	
Collections / Payments	
Others, if any	

(Accounts Manager – Signature)

Head of Department Comments:

**Employee
Signature**

**HOD
Signature**

Received by JCE Office (Date):

Exit Interview

An Exit Interview will be conducted on the preceding working day of the date of relieving; The Principal shall hold the exit interview. The exit interview process will be facilitated by the office of Principal. The purpose of the exit interview is to identify workplace, organizational or human resources factors which have contributed to the employee's decision to leave. The interview will identify operational and administrative areas requiring attention, opportunities for improving the response to employee issues, effective mechanism for retention of key people and opportunities for extending better services. Exit Interview will be conducted based on a standard structured questionnaire (Annexure 1).

Office of the Principal shall collect the exit interview data and submit the attrition report to the management.

Format

(Annexure 1)

We are interested in identifying opportunities for JCE'ans to learn and benefit from your wealth of experience, knowledge, and expertise. As you leave the college, you have a unique perspective on the strengths and weaknesses of our institution, including information about your work experiences and why you have chosen to leave. We believe that this information is of vital importance to us in analyzing employee retention and turnover trends. It will also provide an opportunity for you to achieve closure and completion on your journey at JCE.

We would appreciate your taking the time to answer the following questions as honestly as possible. Your individual responses are treated as confidential, will be used in summary form only, and will not become part of your personnel file. Thank you for your cooperation!

1. Employee information:

Name:

Position held/Designation:

Mobile & Email:

Department:

Reporting Head:

2. Questionnaire:

- a. Which of the following reasons contributed to the decision to leave your current position (check all that apply)

Professional/Personal

Can you explain professional reasons for leaving?

- b. What changes can you recommend to benefit the college and/or your department?

- c. What do you value most about working at JCE?

d. I would recommend the college as a good place to work.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

e. My job duties and responsibilities were clearly defined (during the interview process and on the job).

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

f. I received the proper training in order to perform my job effectively.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

g. If I had questions or concerns, I felt comfortable speaking with upper management.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

h. If I had questions or concerns, I felt comfortable speaking with Human Resources.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

i. I was kept well-informed about the college, its policies and procedures, and other important information.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

3. Please rate the following statements regarding your Reporting head.

a. Considered me a valuable member of the department.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

b. Provided recognition on the job.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

c. Provided regular helpful feedback and performance evaluations.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

d. Provided resources and support necessary to perform my job effectively.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

e. Encouraged and listened to suggestions.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

f. Resolved complaints and problems.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

g. Followed policies and practices fairly and consistently.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

h. Developed cooperation and teamwork in the department.

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree

4. Additional comments and suggestions are encouraged.

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Employee's Signature _____

Date _____

Interviewer Comments:

Principal / Interviewer's Signature _____

Date _____

Exceptions Handling

Management reserves the right to alter/ change/ modify/ obsolete the content of the policy based on the Business needs and priorities of the Organization