

Service Rules & Appraisal Policy

SERVICE RULES

Preamble

This exercise is undertaken once in a year in the month of Jan/Feb before the budget is finalized. The Director is required to assess the manpower requirement both in terms of Faculty and Non-teaching staff based on the current teaching load, new courses to be introduced, size of sections, usage of technology, new core competency needs to be added, regulatory requirement and the overall quality parameters. The typical process to be adopted is explained below for compliance.

Process Description

Assessing the Need of Teaching Faculty and Non-Teaching staff

- Director in consultation with the senior department faculty members is required to assess the need of the faculty based on the overall work load for the various programs. A faculty meeting may be convened for the purpose.
- A skill audit is also carried out to provide the identification of the gap that may exist among the faculty.
- The Director forwards the Manpower requirement to the COO/ Chairman along with workload of the department.

Approval of Manpower

- Director examines the manpower requirement along with the workload and accordingly recommends the same for consideration by a committee. The HR department coordinates and documents the discussion and takes it to Chairman for approving the manpower requirement planning.
- HR department takes the approval from the Chairman for notification of the vacancy.

Assessing the Need of Non-Teaching Staff

- The Director identifies the vacancy and tries to fit in the internal staff in sharing the workload in case a need occurs to get an additional staff.
- The Director prepares the man power requirement request form and forwards it to the COO/ Chairman along with workload in the department and the same process of committee recommendation is taken before presented to COO/ Chairman
- HR department takes the approval from the Chairman for notification of the vacancy.

EMPLOYEE RECRUITMENT & SELECTION PROCESS

Process Description

The HR Department starts sourcing the CV and Profiles internally and externally through various sources including Advertisement, Referrals, website advertisement, consultants etc.

The Job Description, specification, KRA sheet for the particular post needs to be prepared before the process is started for more clarity

The shortlisting of CV will be facilitated by HR In charge and the Director will help HR to close the shortlisting of candidates to be called for selection process.

The HR will send the interview communication mail, letter to candidates, facilities to conduct the interview as per the schedule.

In case of Faculty, the candidates need to make a demo presentation to the faculty committee and the faculty senior member committee will interview the shortlisted candidate

The criteria to be considered include the technical, cultural and compensation fit as per the prevailing system. The weightage will be given to the candidates with higher qualification like UGC NET, MPHIL/ MBA and PhD with adequate and relevant experience.

The demos assessment will be given by the committee members individually and the interview comments will also be given individually by the panel members.

Based on all the above-mentioned assessment, the final round of interview will be conducted by the senior management chaired by the chairman.

The final selection and rejection of candidates will be recorded and send to HR department for issuing final letters

Induction and On Boarding

- Once the final approval of the right candidate is approved, offer letter is prepared.
- The terms and conditions and other requirements are explained in detail.
- The acceptance of the offer letter has to be authorized by signing in the copy of it.
- Required credentials are collected from the employee. All statutory forms required for the organization records have to be filled. For the proof of address valid document like passport copy, Aadhar, voter ID or driving license has to be produced.
- The selected candidates are required to submit the original qualification document or they will deposit one-month salary to be kept as deposit and the same can be taken back at the time of leaving the Institute.
- Once the preliminary requirements are done, on the day of joining Appointment letter is given and authorized copy has to be signed and preserved with other documents. A personal file is maintained for each employee by the HR department. Subsequently employee appraisal forms, salary revision, leave records etc. will be added to the personal file as the employee continues in the organization.
- A formal request is sent by the HR department for the creation of Biometric ID and for employee identification card.
- All the information regarding the employees will be strictly kept confidential under the supervision of the HR personnel.
- All the new joiners will have to undergo 3 days well planned induction programme including the ISO and regulatory compliance details

Probation and Confirmation

- An employee shall be on probation for a period of six months from the date of joining. The probation can be extended at the discretion of management on account of non-satisfactory performance. The employee will be confirmed in the services based on the satisfactory completion of probation and or any extended period thereafter. The confirmation will be issued in writing by the designated authority.

- The similar procedure is adopted for appointing the non-teaching Staff members also and the only exemption is waiving of demo or practical session as it is not relevant for them.

The employee shall be on probation for a period of six months from the date of joining the Institution. During this period the work performance and general suitability will be assessed and if it is satisfactory, the employment will be continued in writing. However, if the work performance is not up to the required standard or you are considered to be unsuitable for the position to which employee has been appointed, the institution may either take remedial action or terminate the employment without recourse to the disciplinary procedure. At the end of the probationary period, the employee will again be assessed and, if satisfactory will become a member of the regular staff. If the employee has not reached the required standard, institution may either extend the probationary period in order that remedial action can be taken. Full terms and conditions in relation to the probationary period are provided in the Employee Handbook to which the employee should refer.

SERVICE RULES & CONDITIONS

Dress Code

All teaching and non-teaching staffs are expected to be well groomed and presentable at all times both within and outside the Institute. Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. The dress and grooming of IAGI employees shall be clean, neat, in a manner appropriate for their assignments. In general, anything that may cause students/employee to be distracted should not be worn.

Men attire: Shirts, Trousers and

Closed Shoes Women attire:

Sarees/Salwar Kameez

Attires that are not permitted are: Sports Wear and Collarless T-shirts

Language within the Campus

English shall be the language for all communication at Indian Academy, both internally and externally.

Working Hours

All teaching and non-teaching staffs are informed about the time they have to spend within the campus. This is to inculcate a sense of discipline amongst teaching and non-teaching staffs.

Characteristics 1. Teaching Staff

Degree College/PG-IADC/IACRPGS	
Monday to Friday	8.00 a.m. to 3.00 p.m. 9.00 a.m. to 04.00p.m, 10.00 a.m. to 5.00 p.m.
Saturday	8.00 a.m. to 12.00 Noon, 9.00 a.m. to 1.00 p.m., 10.00a.m to 2.00 p.m.
Sunday	Holiday

2. Non-Teaching Staff (General)

Monday to Friday	9am - 5pm, 9.30am - 5.30pm, 10am - 6pm, 8.45am -5.30pm
Saturday	9am- 4pm, 9.30am- .30pm, 10am- 5pm, 8.45am-4.30pm
Sunday	Holiday

3. Transportation Department- (College Drivers)

Monday to Friday	7.30am to 6.00pm
Saturday	7.30am to 5.00pm
Sunday	Holiday

Holidays are as per IAGI holiday list. If the drivers are instructed by the institute to work on Holidays/Sundays, overtime will be paid accordingly.

Any employee may be asked to work late hours/holiday due to exigency of work.

Punctuality

- All the employees should report to duty on time. If, it is observed that any employee is reporting late to duty will have to provide explanation
- The employee reports late for duty with prior approval from the competent authority for genuine reasons on one or two occasions in a month. Late reporting will not be adjusted against permission.
- Permission (either late reporting or early leaving) will not be allowed for more than an hour in a month.
- Late reporting will not be adjusted against permission.
- All the employees are required to stay in the College Premises during the working hours even if there is no class/work.

Code of Conduct

Preamble

Code of conduct at Indian Academy is a set of rules outlining principals, values, standards, or rules of behavior that guide the decisions, procedures and systems of the institute in a way that high professional and ethical standards can be maintained. Our institute expects its employees conduct in conformity with code of conduct and shall not indulge in disobedience of the instructions given.

During the period of employment, employees are expected to work with honesty, faithfulness, diligent and efficiently for the growth of the institute. Highest standards of behavior are expected from all employees from both teaching and non-teaching. These standards have to be maintained even when the employees represent Indian Academy at any other place. This policy is applicable to all teaching and non-teaching staffs of IADCA.

Characteristics

1. Professional Interactions

All teaching and non-teaching staffs are expected to work without personal biasness and should be courteous and impartial.

2. Abstinence from Politics

Employees should not encourage or indulge in any politics within the organization.

3. Merit Allied Employment

Selection of employees should always be made on merit and not be influenced by relationships or friendships

4. Equality

All teaching and non-teaching staffs have the right to be treated with fairness and equality. Respect and dignity should be maintained irrespective of the positions in the organization.

5. Optimal use of Resources

All resources are expected to be used responsibly and minimize the wastage of it.

6. Accepting Gifts

Receiving gifts from anybody outside the organization, especially service providers should be avoided. Gifts of significant financial value have to be avoided. Any gifts accepted during any conventional occasion should of less financial value.

7. Non-Disclosure of Information:

All Employees are expected to maintain utmost secrecy with regard to the affairs of the organization and shall maintain confidentiality related to any information (verbal or documented) associated to the organization that may have come to their knowledge as an employee of the organization. Teaching and non-teaching staffs making unauthorized communications shall render themselves liable to disciplinary action.

8. Other Confidential Information

Teaching and non-teaching staffs are requested to maintain high confidentiality regarding their salaries and expect them not to enquire or discuss such matter.

9. Surfing and Emails

Internet access provided to teaching and non-teaching staffs is expected to be used only for work purposes. Institute policy strictly prohibits access to unsolicited sites.

10. Dedication to the Job

After accepting the job at Indian Academy, an employee is expected to devote exclusively to the job. Employees are not entitled to accept, whether directly or indirectly, any part-time or other job or businesses of any kind whatsoever during their employment with the organization.

11. Inventions

All the work programs, procedures etc including invention or any other development during the employment with the organization, in which employee of Indian Academy is associated, shall be the sole property of IAGI and the institute will be free to apply for patents, copyrights in respect of the same.

Workplace Hygiene Objective

To ensure a safe and healthy work environment for all teaching and non-teaching staff of IADCA

Characteristics

- A good, healthy team work is expected from all the employees of the organization. For achieving this there will be continuous support and encouragement from the management.

- All efforts are taken to maintain and improve the cleanliness and hygiene in and around the work place and also in the common areas.
- Employees are expected to keep away from unwanted controversies and rumors to maintain a healthy environment to work.
- All staffs are expected to adhere to all rules and regulations put forth by the institute.
- Staff should bear the responsibility to be the role model for the students to follow.

Workplace Security

Policy Objective

To provide a safe and secure workplace to all IADCA teaching and non-teaching staffs

Characteristics

- Indian Academy ensures and maintains the safety and security of its entire teaching and non-teaching staff.
- All are expected to support for maintaining a safe and secure environment to work.
- Any unwanted, unexpected incidence like accidents, illness or death has to be reported immediately.

Alcohol and Drug Abuse

Policy Objective

To maintain an alcohol and drug free workplace

Characteristics

All are committed to providing a safe working environment. Hence, teaching and non-teaching staffs of IAGI are required to perform their job duties unimpaired by illegal drugs, alcohol, or the improper use of legal substances.

- Definitions of terms used

Drugs: —Any mind altering or non-prescribed controlled substance or controlled substances used for non-medical purposes.

Alcohol/Drug dependence: —Habitual drinking of intoxicating liquor/taking of drugs other than drugs prescribed as medication, whereby ability to perform duties is impaired or attendance at work is interfered with, or safety of others is endangered.

- All teaching and non-teaching staffs are prohibited from working or reporting to work when impaired by alcohol or drugs.
- Teaching and non-teaching staffs are responsible for complying with IAGI policies on professional behavior, harassment, violence-free workplace.
- The Institute forbids the possession, use, sale, or solicitation of illegal drugs and the irresponsible use of legally obtained drugs in the workplace and while conducting Institute business at any location. Appropriate action will be taken, irrespective of the position that individual hold. The disciplinary action up to the dismissal of the individual from service.

Non-Discrimination Policy

Objective

To provide equal opportunity to all the employees. There will not be any kind of discrimination among employees with regard to race, color, religion, sex, national origin, age, sexual orientation, disability, and/or any other characteristic.

Characteristics

- Indian Academy is committed to maintaining a working environment that is free from sexual harassment and other types of discriminatory harassment.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Any conduct of such kind is taken seriously and should report to HR personnel.
- Disciplinary action includes counseling, warnings and suspensions may culminate in termination of employment.
- Investigation regarding any kind of harassment will be taken seriously and is investigated discreetly and confidentially as possible.



PERFORMANCE APPRAISAL

Preamble

The performance management system of the College will be the key driver of Planning, setting, measuring, managing, improving and ensuring the achievement of goals and objectives of the College through a transparent and comprehensive process which will result in recognizing and rewarding performance.

The main theme and objective of the PMS is to improve performance and instilling a high performance culture and to adhere to Total Quality Management

The methodology would be clinical, mutual discussion with expectation clarity, forward looking, consensus and development oriented. It is neither a faultfinding approach nor a control-oriented approach.

This exercise is undertaken for four levels of employees;

- 1. Faculty**
- 2. HOD**
- 3. Principals/Directors**
- 4. Non-Teaching Staff Process for Appraisal of Faculty**

- The Faculty members are required to submit the filled Self Appraisal Form to the HOD and to the Principal directly
- Both the HOD and the principal will assess their Performance individually and allot scores in the prescribed Appraisal sheet
- The domain of assessment would be in three levels: Teaching, Research and Institutional service and contributing to stretched goals of the college including extra-curricular activities
- The student's feedback would be given adequate weightage in the appraisal process
- The senior management committee would examine any significant differences in the

appraisal assessment of HOD/Principal and moderate the scores accordingly

- Based on the total scores obtained, the Faculty members would be awarded the performance Grade, The subjective comments about the potentiality and other areas of improvement would also be documented and communicate to the Faculty.
- The performance Grade would be –
- The Faculty can appeal to the next higher level in regard to the grade awarded and they would be given an opportunity of hearing and accordingly the final grade would be informed to them
- The next step is to link the increment amount based on the obtained scores, budget allocation
- The amount of increment would be considered at three levels; Basic increment; special/merit and moderation increment based on the corrections needed.

Process for appraisal of HOD

- The HOD will submit their Self Appraisal to the Principal and another copy directly to the Chairman
- The domain for assessment would be Governance, teaching, research and holistic institutional service
- The Feedback of Faculty would also be given adequate weightage
- The appraisal would be undertaken by two authorities simultaneously; Principal and the Chairman
- The general competency of HOD would also be taken in to consideration along with other appraisal scores
- Attempt would be made to moderate the overall scores of Principal and the Chairman
- Accordingly the HODs would be awarded the performance Grade accordingly
- They can appeal and final grade would be communicated along with subjective comments
- The increment amount would be fixed on the same uniform patterns of Faculty but the quantum of amount for the base would be higher than the amount given to Faculty

Process for appraisal of Principal/Directors

- They have to refer to the KRA/KPI document mutually decided and issued and accordingly write their self-appraisal report
- They can also make a presentation to highlight their performance during the period of assessment
- The Senior management committee headed by Chairman would evaluate in a holistic manner and conclude their contribution to the college
- The increment amount would be finalized based on the assessment and meeting the moderation requirement.

Process for the appraisal of Non-Teaching Staff

- The Staff would be facilitated to write the achievement against the core responsibilities and objectives in a measurable manner
- The HOD would give their comments and forward to Chairman
- They would be given increment based on their contribution, number of years of service, potentiality, loyalty etc.

Time Period of Assessment

- The Performance Appraisal is conducted on a yearly basis. All employees those who have completed one year of service are eligible for the assessment process.
- All those employees who have completed One year of service will be eligible for the annual increment.
- For administrative reasons, the annual increments are given twice in a year i.e June and December. The employees who have joined the organization between 1st June and 30th November will qualify for increment with effect from June and those who have joined between 1st December and 31st May will qualify for increment with effect from December. This rule is applicable only from the Second Annual Increment.
- Employee database is updated with the increment/ promotion details.

