SHANTHA GROUP OF INSTITUTIONS

HUMAN RESOURCE POLICY MANUAL

INDEX

ANNEXURE I

1. INTRODUCTION

Welcome to Shantha Group of Institutions

Shantha Group of Institutions, nestled in the heart of Chikkaballapur District, has stood as a beacon of excellence in education since its inception. Under the esteemed trusteeship of the Sri Sai Krishna Charitable Trust, the institution is dedicated to providing holistic, career-oriented education through its school, diploma, and undergraduate programs across various disciplines.

Our Mission

Shantha Group of Institutions is dedicated to empowering students to pursue their passion across a broad spectrum of disciplines, including school education and higher studies in health sciences. Set in a serene and nurturing environment, our institution embraces a unique, holistic approach to academics and research, fostering a culture of knowledge, innovation, and values. Through thoughtfully designed programs, we strive to build meaningful connections and impart wisdom that promotes the well-being and progress of both present and future generations, enhancing the overall quality of life.

Our Vision

Our vision is to democratize access to affordable, high-quality education, enabling students from diverse backgrounds to become ethical, responsible, creative, and innovative global citizens. By prioritizing education, knowledge creation, and youth transformation, we aim to position our society at the forefront of global excellence, making a significant contribution to the advancement of humanity and achieving parity with the world's leading institutions.

Exceptional Facilities

Shantha Group of Institutions is equipped with state-of-the-art infrastructure that supports both school education and higher studies across various health science disciplines. Our expansive campus includes modern classrooms, well-equipped laboratories, libraries, and dedicated learning spaces that foster academic excellence from the foundational school level to advanced professional education. Additionally, students in health science programs benefit from hands-on training and clinical exposure through a 100-bed parent hospital and a 300-bed affiliated multispecialty hospital. This comprehensive environment ensures a holistic learning experience, nurturing well-rounded, future-ready individuals.

Community Engagement and Placements

At Shantha, we believe in giving back to the community. Through partnerships with primary healthcare centers, community health centers, and adopted villages, our students gain invaluable exposure to real-world healthcare challenges. Additionally, our robust placement program guarantees 100% placement in our parent hospital and affiliated healthcare institutions, setting our graduates on the path to success.

Our Commitment to Student Success

Our dedicated faculty members are committed to fostering an environment of academic excellence, personal growth, and professional development. Through mentorship, guidance, and unwavering

support, we ensure that every student at Shantha achieves their fullest potential and emerges as a competent and compassionate healthcare practitioner.

Core Values

At our institution, we believe in nurturing a culture that inspires both students and educators to strive for excellence in every endeavor. Our core values serve as guiding principles, instilling a sense of purpose and direction in our academic community:

I. ***DISCIPLINE***: Discipline forms the cornerstone of meaningful learning and personal development. It molds character, fosters excellence, and cultivates an environment of focused determination and mutual respect.

II. ***HONESTY***: We uphold the pursuit of truth and knowledge by embracing intellectual and personal honesty in all aspects of learning, teaching, research, and service.

III. ***TRUST***: Clear standards, practices, and procedures establish a foundation of trust within our academic community. We value fairness in all interactions among students, faculty, and administrators.

IV. ***RESPECT***: Recognizing the collaborative nature of learning, we honor and respect the contributions of every individual within our community. We celebrate diversity and cherish the unique perspectives each member brings.

V. ***RESPONSIBILITY***: Personal accountability is paramount in maintaining integrity within our academic community. We take proactive measures to address wrongdoing, ensuring that actions align with our values and principles.

2. RULES TO POLICY AMMENDMENT

Disclaimer: The regulations and procedures outlined in this Policy Book/HR Manual are subject to the existing Management Orders and may be amended with or without prior notice at the discretion of the Management. The Management reserves the right to make exceptions, modify rules, and implement additional requirements as deemed necessary.

Introduction:

This Handbook will serve as a guide to the Terms and Conditions of Employment, benefits and other related matters pertaining to the service of a staff of Shantha Group of Institutions. It supplements the Terms & Conditions of Employment as detailed in the staff contract of service agreement. The company reserves the right to amend, delete or annex any terms and conditions of service as and when necessary. The Management will approve all changes to the terms and conditions of service. These terms and conditions will, where applicable, be subjected to the provisions of any relevant Government legislation and its amendments. The content of this book is to be kept strictly confidential and is intended to be used as reference for the company and the staff. Any doubt or query concerning the content of this handbook should be forwarded to the Human Resource Department.

3. CODE OF CONDUCT

- ***Integrity***: Upholding integrity is fundamental to our success, both internally and externally. We commit to fulfilling our promises and obligations consistently.

- *Quality*: We strive for excellence in all endeavors, aiming to exceed expectations and uphold our vision of being leaders in value-based education and business-focused research.

- *Innovation*: Innovation is ingrained in our culture, driving continuous improvement and creativity to enhance the learning experience for our students and adapt to the evolving marketplace.

- *Specialization*: We embrace specialization as a mark of quality and service excellence, leveraging our expertise to deliver exceptional value to our students.

- *Respect*: We foster a culture of mutual respect, professionalism, and support among all members of our community.

- *Results*: Our focus is on achieving tangible, positive outcomes that add value to our students' experiences and align with our organizational values.

4. WORKPLACE ETHICS

Conduct Rules:

Every staff member is expected to maintain the highest standards of integrity, decorum, and commitment to duty. They must adhere to instructions from superiors, refrain from actions detrimental to the institution's interests, and conduct themselves in a manner befitting a member of the Shantha group of Institutions.

Shantha Group of Institution's commitment begins with the recognition that all forms of discriminatory harassment are unethical and unlawful. To reinforce this commitment, we have developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Our policy against harassment covers employees and other individuals who have a relationship with us and enables us to exercise some control over the individual's conduct in places and activities that relate to our work (e.g., directors, officers, faculties, contractors, vendors, volunteers, etc.) Shantha Group of Institution's property (e.g., telephones, copy machines, computers, and computer applications such as e- mail and Internet access) may not be used to engage in conduct that violates this policy.

5. PROHIBITION OF SEXUAL HARASSMENT

Shantha Group of Institution's policy against sexual harassment prohibits sexual advances/requests for sexual

favors or other physical/verbal conduct of a sexual nature, when:

- Submission to or rejection of such conduct is used as a basis for employment.
- Such conduct has the purpose/effect of unreasonably interfering with an employee's performance or creating an intimidating, hostile, humiliating, or offensive working environment.

Some of the circumstances which would constitute sexual harassment (including but not limited to):

- Unwelcome sexual advances whether they involve physical touching or not
- Requests for sexual favors in exchange for actual or promised job benefits
- Coerced sexual acts
- Depending on the circumstances, the following conduct constitutes sexual harassment:
- Use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life.
- Sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, cartoons
- Sexual gestures or sexually suggestive comments, leering/whistling/catcalling
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

6. DISCRIMINATION:

It is against our policy to engage in any kind of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or individual's relatives, friends, or associates) that:

- Has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

The following conduct may constitute discriminatory harassment:

- Epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race,
- color, gender, religion, sexual orientation, age, national origin, or disability
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is communicated in the workplace. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

7. CONTROLLED SUBSTANCES:

Shantha Group of Institutions has a strong commitment to a healthy and safe environment for all members of the organization. Any use of alcohol and drugs that is illegal or violates this Policy will not be tolerated. It is the policy of the organization that the unlawful use, possession, sale, distribution, or manufacture of controlled substances and alcohol on organization property or at Shantha Group's- sponsored programs and activities are prohibited.

Even though its possession or consumption may otherwise be lawful, alcohol, and any other controlled substances are not permitted on organization property or at Shantha Group of Institution's-sponsored programs and activities. This Policy applies to each member of the organization, as well

as to contractors, vendors, licensees, invitees and visitors. If with reasonable proof, any authorized person requests a check of the employee's personal belonging, the employee is requested to co-operate. Any lack of co-operation or refusal to do say may make the employee liable to disciplinary action, as the situation demands. Should you have any related questions, please contact the Management.

8. OFFENCES

Minor Misconducts:

The following activities shall constitute misconduct. It is to clarify the company's position and to avoid misunderstanding. Violations of this type can lead to disciplinary action

- Negligence or failure to perform assigned duties
- Unauthorized absence or habitual late/irregular attendance
- Habitual indebtedness or insolvency
- Smoking within premises
- Disorderly conduct
- Minor breach of the written statement of terms and conditions of employment.
- Minor damage to Institute's property.
- Minor failure to observe institute's policies or procedures.

Gross Misconducts:

The following offences are examples of gross misconduct. Gross misconduct will result in the initiation of Shantha Group of Institutions' disciplinary procedure and may result in immediate dismissal with or without notice.

This list is not exhaustive, and all cases will be treated individually.

- Furnishing false information at the time of joining
- Taking or giving bribes
- Dishonesty, theft, fraud, or damage to property
- Drunkenness, riotous or disorderly behavior
- Gambling on premises
- Willful insubordination or disobedience
- Commission of criminal offenses or moral turpitude
- Unauthorized communication of official documents/information
- Engaging in unauthorized business activities
- Holding unauthorized meetings or engaging in political activities during working hours
- Involvement in illegal strikes or subversive acts
- Spreading false information or rumors
- Refusal to accept written communication or warnings
- Unauthorized absence beyond 3 days.

9. **ZERO TOLERANCE POLICY AND REPORTING**

Employee Disciplinary Policy:

These rules apply to all employees of SGI, from Management to Fourth Tier and Contractual Employees. Any violation will result in a warning, and repeat offenses will lead to termination without notice.

The misuse of one's designation to override these rules will result in immediate termination without warning.

In cases of violent acts or sexual misconduct, including molestation or rape, committed by any employee of Peresandra Chickaballapura International Shantha Group of Institutions (SGI), termination and police FIR will be initiated.

Disciplinary Action

Punishment for offenses will be determined by the disciplinary authority based on inquiry findings, the gravity of misconduct, and the employee's past record. Punishments may include censure/warning, fine, stoppage of increment, demotion, suspension, or dismissal.

Suspension

The disciplinary authority may suspend a staff member pending inquiry, with the delinquent staff member receiving subsistence allowance as per applicable rules.

Reporting:

Victims must report incidents directly, rather than through a third party.

For female-related cases, the Principal Staff Officer or a designated nominee will be contacted, who will then refer the matter to the Principal and the Anti-Harassment Committee for prompt action based on facts and evidence.

SGI reiterates its commitment to upholding the dignity of all individuals, especially women, and maintains zero tolerance for any misconduct.

Escalation Matrix – Women Cell:

   I.   Mrs. Ambika H A , Academic Coordinator, Shantha Vidyaniketan

   II. Dr. Ayesha Bhat, HOD, College of Physiotherapy

   III. Mrs. Diana Hepsziba, Principal, College of Nursing

   IV. Mrs. G Sireesha, Teacher, Shantha Vidyaniketan.

10. ONBOARDING AND ORIENTATION

Orientation for a "New Hire" On the Day of Joining

Joining Documents: Upon joining SGI, you must submit the following documents/certificates within three days:

- Relieving letter with salary annexure/pay slips from the last three months.
- Educational certificates from Class X onwards. (originals)
- Identity Documents (Aadhar, PAN, Passport)
- Experience certificates from the first job onwards.
- Relieving certificate/NOC from all previous organizations.
- PF, Family Declaration forms, Nomination form, Declaration of Address.
- Medical certificate/background verification report (if applicable).
- Copies of Aadhar Card, Pan Card, Birth Certificate, Cancelled Cheque or Passbook for salary purposes.
- Police Verification report (for Grade – IV / Security Staff).

Employee ID: You will receive a unique employment identification number for all SGI processes and communication.

Seating Arrangement: Our Administration staff will assist you with seating arrangements on your first day.

Bio-metric Records, Library Accounts, Email ID, Website Profile: These will be set up on your joining day.

Mentor Allocation: A seasoned employee will be assigned as your mentor/buddy to guide you through organizational practices and introduce you to relevant individuals.

Orientation Program: New employees will participate in a half-day orientation program designed to help them adjust to their roles, work environment, and instill a positive work attitude. This includes attending classes with senior faculty members and receiving guidance during 'assisted' sessions.

11. SEPRATION AND TERMINATION

Objective:
To provide guidelines to be followed when the employee leaves the company either due to Resignation or Termination. This is to ensure that both parties have all issues tied to mutual satisfaction in a fair manner.

Resignation and It's procedure:
- Employees intending to resign from Shantha Group of Institutions are required to provide two months' prior notice if resigning at the end of the academic year. If the resignation occurs during the academic year, the employee must serve one month's notice and pay two months' salary in lieu of early separation.
- Faculty members, whether confirmed or not, are expected to refrain from resigning from Shantha Group of Institutions during the academic year once they have accepted the offer letter.
- Failure to adhere to this policy will result in the faculty member being liable to pay two month's salary. All faculty members are also required to complete an Exit Form upon leaving Shantha Group of Institutions.
- The resignation notification must be addressed to the Dean Academics, Principal and HR.
- Written confirmation of resignation, specifying the date of relieving, will be provided to the employee by the HR departement.

- During the notice period, employees are expected to assist in completing all formalities, including completion of the tasks assigned, filling out the exit interview form and obtaining a no dues certificate.
- The HR department will facilitate the procurement of the No Dues Certificate.
- Upon receipt of the duly completed no dues certificate, the full and final settlement of accounts will be processed. A cheque will be issued or the amount will be deposited into the employee's bank account. The employee may collect the cheque from the Accounts Department if applicable. Please note that the clearance process may take up to 45 business days from the date the no dues certificate is received.

Termination of Service:

Terminations must be handled in a confidential and professional manner by all parties involved. Regardless of whether an employee is on probation, extended probation, or confirmed, termination may occur at any time following verbal warnings or written warnings based on performance or conduct. In cases of gross misconduct, termination may be carried out within 24 hours without notice. No notice period or compensation is applicable in disciplinary cases.

Retirement:

Staff shall retire from service of the Shantha group of Institutions on attaining the age of superannuation fixed at 60 years as per Govt norms. However, the retirement age may be changed from time-to-time by the management. To determine age of retirement, the official record of age available with the Shantha group of Institutions shall be treated as final However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

Monetary Settlements: Any outstanding advances or dues owed by the separating or terminated employee will be deducted from their final settlement by the HR./Payroll Department.

12. WORKING HOURS AND ATTENDANCE POLICY

Working Days:

SGI operates six days a week to meet its academic and administrative commitments. While third Saturdays are generally considered non-working days, the institution reserves the right to schedule work on third Saturdays based on operational requirements.

Official Duties:

Employees are expected to be available for official duties during designated working hours based on their designation/hierarchy.

Academic Schedule:

Classes are conducted six days a week throughout the academic year. Faculty members must adhere to the scheduled class timings provided by the Programme Office, and any delays or rescheduling of classes is not permissible.

Shift Timings:

Shift 1 (09:00 AM – 04:30 PM): College Teaching Faculty

Shift 2 (08:45 AM – 04:30 PM): School Teaching Faculty

Shift 3 (09:00 AM – 05:00 PM): Non-Teaching and Administrative Staff

Shift 4 (09:00 AM – 03:30 PM): Transportation Staff

Lunch Break:

School: 12:45 PM to 1:15 PM

College (College of AHS, Nursing, Paramedical Sciences and Physiotherapy): 1:15 PM to 2:00 PM

College of Pharmacy: 12:30 PM to 01:00 PM

Punctuality

Signature in attendance registers and finger impression on Bio-Metric-Machine shall be mandatory to all Teaching & non-Teaching staff. More than three late comings or early leavings of office hours lead to deduction of salary and will be considered loss of pay.

Shantha group of Institutions reserves the right of implement / amendments to the leave rules as per requirements from time to time without any prior notice.

Leave Sanctioning Authority

S.No.	Employee	Recommending Authority	Sanctioning Authority
1	Director/Director		Chairman
2	Dean Academics		Chairman
2	Principal		Director and Dean Academics
3	HOD / Vice Principal		Principal and Dean Academics
4	Academic/Teaching Staff	HOD	Principal and Dean Academics
5	Department Head(Administrative Department)		Dean Academics
6	Administration/Campus/ HR / IT Manager		Dean Academics

7	Administrative, Front Office Staff / Warden /Lab Assistants	Department Head / Vice Principal/ HOD	Administration Manager
8	Technical Staff	Department Head	Administration Manager
9	Grade IV Staff	Department Head	Administration Manager

Grace Period and Attendance Regulations:

I. *For Teaching and Non-Teaching Staff (except Grade IV):*
- Employees may have a grace period until 9:05 AM (from the scheduled arrival time of 9:00 AM) thrice a month.
- Punching in after 9:15 AM will result in a half-day salary deduction for the first occurrence and a full-day deduction for subsequent occurrences within the month.
- If an employee punches out before the end of their designated shift more than three times in a month, it will be treated as early departure. Repeated instances will lead to half-day salary deductions for each additional occurrence.

II. *For Grade IV Housekeeping Staff:*
- Grade IV employees have a grace period until 8:05 AM (from the scheduled arrival time of 8:00 AM) thrice a month.
- Late arrival beyond the grace period will lead to a half-day leave deduction for the first instance and a full-day deduction for subsequent occurrences within the month.
- If employees punch out before the end of their shift, resulting in early departure on more than three occasions in a month, half-day leave deductions will apply.
- Insufficient leave availability will result in loss of pay.

Attendance Recording and Permissions

Logging System:

Employees must record their attendance using the biometric system upon arrival and departure from the office/campus. Failure to do so will result in being marked as absent.

Employees requesting half-day leave must apply through EduMerge and punch out or in accordingly.

Out of Campus Duty:

Obtaining written permission from the Director/Dean Academics/Principal/Admin/HR (as appropriate) is mandatory for employees going on tours, outside duty, or leaving the campus during office hours.

13. BIOMETRIC- PUNCH IN AND PUNCH OUT

Introduction: The electronic time tracking (bio metric) system allows employees to accurately monitor and keep track of their time in and time out to efficiently process employee time worked and

leave taken for monthly payroll purposes. The following guidelines have been created to ensure accurate record keeping and compliance within the Shantha group of Institutions.

Locations of Bio Metric: Bio metric time clocks are located at designated places for the ease of use by the employees in School Building Opposite to Accounts department.

Daily Clock in & Clock out Requirements: Employees are expected to clock in and out at their regularly scheduled times (As per the Policy). Clocking IN and clocking OUT by the employee(s) before the regularly scheduled time is prohibited.

In situations such as off-site trainings, extracurricular events, or other official duties where employees cannot clock in at the worksite, they must fill out the On Duty (OD) form and obtain prior approval from their reporting authority for submission to the HR department. Failure to do so will result in the days being treated as Leave Without Pay (LWP).

Falsification, Tampering and Unauthorized Viewing / Accessing:

The following infractions are strictly prohibited and will be considered severe for strict disciplinary action including immediate termination of employees from the services:

- Any attempt to tamper with timekeeping biometric hardware or software.
- Interference with another employee's use of the biometric system.
- Unauthorized viewing /access of another employee's biometric system.
- Punching in or out with the smartphone/tablet or through any other app while not at your job site.

Bio Metric Punch in / Punch out Problems:

If an employee is unable to punch in or out due to biometric malfunction, network issues, accidental oversight, human error, skin conditions (such as henna application), or any other reason, it is the employee's responsibility to fill out the missed punch form and immediately inform the IT team. The issue must be reported and resolved within 24 hours from the time of the missed punch.

Once done, the same form should also get approved by the concerned reporting authority such as Principal /Dean Academics / HOD (strictly as per official hierarchy as per SGI Organization Chart) before sending the same to the HR department for incorporation of correct monthly attendance.

Note: The error rectification is allowed strictly **thrice** in a month – hence there is no scope for multiple entries more than once in a month. Doing so shall lead one day deduction from the monthly payout & considered to be as LWP.

Adding and removing employees from the bio metric system:

New employees will be added to the bio metric system as soon as the employee(s) join with the Shantha group of Institutions providing the dedicated bio metric id which is unique by nature by HR & IT department. New employees should obtain their ID number prior to beginning work. Guest / Visiting faculties / Ad hoc employees may be assigned to a different bio metric machine / access card where ID may be different than that of regular employee(s).

Similarly, when there is a separation from the SGI employment, the bio metric id of the concerned employee should be deactivated and the monthly attendance of the left out employee should be stored into an archive file / folder in the database by the IT team so as to retrieve / access the data for full & final settlement by the HR department etc.

Unreported Working Hours:

Employees are required to punch in before beginning any work and must punch out only after completing their assigned duties. All time worked must be accurately recorded. Employees who fail to report actual hours worked or intentionally Overreport their time may be subject to corrective action, up to and including termination.

Examples of inaccurate time reporting include:

Forgetting to clock in or out

Taking work home without informing the reporting authority

Once clocked in, employees are expected to begin work. After completing their duties, they must clock out. If an employee leaves the campus for personal reasons during working hours, they must punch out accordingly. Time spent on personal activities while clocked in may be considered "riding the clock" and could lead to disciplinary action.

14. DRESS CODE POLICY

General Guidelines:

- All employees are required to maintain a professional appearance at all times.
- Attire should be clean, well-maintained, and appropriate for the workplace environment.
- If an employee is unable to wear the uniform for any reason, they must obtain approval from management by providing a valid explanation
- Clothing with offensive or inappropriate designs, slogans, or symbols is strictly prohibited.
- Wearing the official **ID card is mandatory at all times** while on campus.

Uniform Policy:

School Staff (Teaching & Non-Teaching):

- Working Days: Monday to Saturday
- Dress Code: Uniform is mandatory on all working days.

College Teaching Staff:

- Tuesday & Thursday: Uniform
- Monday & Wednesday: Formal wear (Men – Formal attire, Women – Saree)
- Saturday: Casuals
- Note: Aprons and blazers are mandatory on all working days, including Saturdays.

College Non-Teaching Staff:

- Monday to Friday: Uniform
- Saturday: Casuals

Grade IV Employees:

- Monday to Saturday: Uniform is compulsory.

Acceptable Attire:

Examples of acceptable clothing include:

- Sarees, Salwar Kameez, Kurta and Leggings, smart plain T-shirts/polo shirts
- Shirts, jackets, dresses, business suits, ties

Non-Acceptable Attire:

The following items of clothing are not permitted:

- Mini-skirts, lycra cycling shorts, or footless tights
- Leisure shorts, tracksuits, trainers, flip flops
- See-through clothing, low-cut tops, vest tops, crop tops
- Clothing with tears, holes, or stains, offensive logos or emblems

Footwear:

- Footwear should be safe, sensible, and in good repair.
- Certain roles may require protective footwear, which must be worn accordingly.

Jewelry and Piercings:

- Jewelry should be discreet and non-hazardous.
- Facial piercings are not permitted.
- Jewelry/piercings should be removed during activities where they pose a safety risk.

15. PROBATION POLICY

Objective:

To provide clear guidelines for newly joined employees regarding the terms and conditions of probation and the confirmation process.

Probation Period:

- All newly appointed employees (teaching & non-teaching, except tier 4th grade staff) will undergo a probationary period of 3 months from their date of appointment.
- During this period, performance will be regularly reviewed, and feedback will be provided.

Performance Evaluation:

- At the completion of the probationary period, a formal feedback session will be conducted to evaluate performance.

- Satisfactory performance will result in the confirmation of services through written notification.

Unsatisfactory Performance:

- In cases of unsatisfactory performance, behavior, or attitude, the employee may be counseled for improvement.
- The probation period may be extended, or termination of services may be considered, depending on the circumstances and at the discretion of the competent authority.

Extension of Probation:

- If there is no improvement during the extended probation period, the employee may receive further counseling or face termination of services.

Leave Policy during Probation:

- Leaves are not permitted during the probationary period, except in cases of medical emergencies or other exceptional circumstances. In such cases, the leave taken will be treated as Leave Without Pay (LWP).

16. SALARY AND BENEFITS

Payment of Salary:

- Your salary will be deposited directly into your designated bank account. Within one week of joining, you are required to open a bank account at the institution's designated bank branch. After opening your account, you must notify the HR and Accounts department of your account number.

Salary Confidentiality:

- All details regarding compensation, including its components and eligibility, are considered confidential. It is the responsibility of all employees to ensure that this information is not disclosed to any unauthorized individuals.

Provident Fund (PF) & Employee State Insurance (ESI):

- The Provident Fund (PF) scheme is governed by the Employees' Provident Fund Organisation (EPFO) under the Ministry of Labour and Employment, Government of India, in accordance with applicable PF regulations.
- Currently, 12% of the employee's basic salary is contributed by both the employer and the employee towards the PF account, as per statutory requirements. Interest is accrued on the accumulated amount and is payable at the time of withdrawal, in line with government policy.
- The current wage ceiling for PF contributions is ₹15,000 per month of basic salary.
- For employees eligible under the Employees' State Insurance (ESI) scheme, the employer contributes 3.25% of the gross salary, and 0.75% is deducted from the employee's gross salary.
- The current ESI coverage limit applies to employees earning up to ₹21,000 per month in gross salary.

Gratuity:

- All permanent full-time regular employees (Teaching/Non-Teaching/Grade IV) of SGI are eligible to receive gratuity upon retirement, resignation, or superannuation, provided they have completed a minimum of 5 years of continuous service.
- Gratuity is calculated at the rate of 15 days of last drawn Basic Salary/Wages (Basic/DA if applicable) for every completed year of service, as per the Payment of Gratuity Act, subject to amendments.

17. LEAVE POLICY

General Conditions

- For Leave Rules calendar year (Sept – August) shall be followed. (As per Respective Calendar)
- Leave cannot be claimed as a matter of right and the discretion to grant or refuse leave rests solely with the sanctioning authority or Management.
- The company reserves its right to recall an Employee to get back to duty in the best interest of the company. Leave period will be re-computed in such cases.
- Employee cannot apply leave during Notice Period.
- Leaves cannot be encashed.
- Employee cannot adjust the Notice Period that required to be served with his/her leave balance.
- Leave shall be granted according to the exigencies of service. If so required, the Shantha group of Institutions may refuse or revoke leave at any point in time in the interest of the Shantha group of Institutions.
- In case an employee has to go out of the station, his/her outstation address in the leave application and shall also handover charge to another member of the staff in the manner directed by the Competent Authority. No member of the staff shall leave station at any time without prior written permission of the concerned Authority.
- Application for leave must be submitted on ERP and get sanctioned before proceeding on leave.
- Period of leave without par exceeding 15 continuous days in a year shall not be counted as service, for the purpose of leave, increment and promotion.
- Leave should be planned in such a way that the services of the employees are available during off peak periods in between the semester or annual as far as possible.
- In case of 4th tier staff, the concerned supervisor / head of the department shall assist for sanctioning / declining leaves of his / her team member(s).
- Absenteeism i.e. absence without approval will be termed as misconduct and will be treated as break in service. Sanction of leave without pay is equally essential failing which it will be treated as unauthorized absence.
- Employees planning extended leave must seek management approval to ensure smooth knowledge transfer.
- Leave cannot be combined with holidays or weekends without explicit management approval. Employees must report back to work on the next working day; failure to do so will result in the holiday being counted as leave taken. If this exceeds the available leave balance, it will result in loss of pay.

- The maximum combined limit for Sick Leave and earned leave is capped at 30 days.

Leave Types:

- I. Casual leave (CL)
- II. Sick Leave (SL)
- III. Earned Leave (EL)
- IV. Vacation
- V. Maternity Leave
- VI. Paternity Leave
- VII. Leave Without Pay (LWP)
- VIII. Comp Off

Casual Leave:

- For new joiners, casual leave (CL) entitlement begins only after the half-yearly review from their date of joining. CLs are not applicable during the probationary period.
- Casual leaves cannot be carried forward to the next calendar year.
- Casual leave entitlement: 12 days per year for college teaching and non-teaching staff, and 11 days per year for school staff.
- Casual leave requests must be submitted at least 3 days in advance.
- Casual leaves cannot be taken for more than **3 consecutive days** at a stretch.
- Employees are **not permitted to avail casual leave during the designated vacation months**.
- If a casual leave includes a weekend (Saturday and Sunday), those days will be counted as part of the total leave period.

Sick Leave:

- For new joiners, calculation begins post half-yearly review from their joining date, and sick leaves are not applicable during the probation period
- Sick leave entitlement for teaching and non-teaching staff: 6 days per year.
- Sick Leave Requirements: Sick leave requests should be made within 48 hours.
- Reporting Emergencies: In case of a medical emergency, employees must inform their absence within 48 hours. Failure to do so will result in salary deductions for subsequent days.
- Employees who avail more than 2 days of Sick Leave (SL) are required to submit a valid medical certificate for the same.
- Accumulation Limit: Sick leave can accumulate up to a maximum of 6 days for confirmed employees. However, this leave cannot be converted into cash and may be carried forward.
- Weekend Consideration: If sick leave includes weekend days (Saturday and Sunday), they will count as 2 days out of the total leave period.

Earned Leave:

- Earned Leave (EL) Entitlement: Teaching and Non-teaching staff is eligible for 6 days.
- Employees must complete one full year of employment from their date of joining to be eligible for earned leave.

Vacation:

- School teaching staff are entitled to a 30-day summer vacation as per the School Calendar and a 10-day winter vacation in December.
- College teaching staff are entitled to a 10-day summer vacation as per the College Calendar and a 10-day winter vacation in December.
- Non-teaching staff are granted 5 days of leave during summer vacation, divided into two slots (Slot-1 and Slot-2), based on the School/College Calendar. Similarly, they are eligible for 5 days of leave during the winter vacation in December.
- The management reserves the right to modify or reschedule vacation dates at any time based on institutional requirements.

Maternity Leave:

- Maternity leave requests on ERP are considered solely for confirmed staff.
- Upon confirmation of pregnancy by the attending physician, the employee must notify the relevant Dean Academics/ Principal / HOD and Human Resources department. This notification should include a physician's certificate detailing any work restrictions and specify the latest date recommended by the physician to continue working.
- Pregnant employees may continue working until their physician deems it necessary to cease due to health concerns.
- Maternity leave can be granted for up to 6 months, comprising 3 months with pay and 3 months as extended leave without pay. Pay during this period is contingent upon the staff member's return to duty.
- Maternity leave may be availed twice during employment, but not within a single academic year.
- Unveiled maternity leave is not eligible for any pay or compensation.
- Upon delivery, the employee must inform the concerned Principal / HOD and HR department of her readiness to return to work along with a physician's certificate.
- Failure to return to work after the maternity leave period, despite certification of physical and mental fitness by the attending physician, will result in termination of employment without notice.
- After rejoining and completing one month, the salary for the three months of maternity leave will be disbursed.

Additional Maternity Leave Details:

- As per SGI norms, maternity leave is limited to 3 months with paid salary for first 2 child.
- For first 2 children, mothers are entitled to three months or 12 weeks of unpaid leave.
- Medical documentation related to maternity leave must be submitted to the HR department upon returning to work.
- Maternity leave guarantees job retention at the same position for the duration of the leave period.
- Failure to notify the Reporting Authority, including HR, in writing about any delay in return or extending leave by more than 10 working days will result in automatic termination of employment.

Paternity Leave:

Male employees who meet the eligibility criteria are allowed to take a leave of absence for up to 7 days within the six months following the birth or adoption of a child who is under three months old. To qualify, an employee must have completed a minimum of 90 days of service in our organization within the 12 months leading up to the anticipated delivery or adoption date. This leave benefit is applicable to both teaching and non-teaching staff members.

Leave Without Pay (LWP):

- During the probationary period, employees are not eligible for any form of leave, including Casual Leave, Sick/Medical Leave, Academic Leave, or any other type of leave. Any leave availed during this period will be treated as Leave Without Pay (LWP).
- Leave Without Pay (LWP) is available for employees when no other leave option is applicable. During this period, employees are not entitled to any pay or allowances.
- LWP requests must receive prior approval from the reporting authority, such as the concerned Dean Academics/ Principal/ HOD, before submission to the Human Resource department.
- Relevant documents must be submitted by the employee(s) justifying their LWP to the concerned Dean Academics/ Principal/ HOD and the HR department.
- Approved LWPs cannot overlap with summer/winter vacations, as this may result in additional loss of pay (LOP) for the employee(s).
- Eligible employees (teaching & non-teaching) can avail LWP as ad-hoc leaves, with a limit of 15 leaves per academic year per person. Exceeding this limit will result in warning letters for the next three consecutive LWP leaves. Further actions, including relieving the employee of duties or considering them "Absconding," may be taken by the Chairman.

Leave policy for Grade IV:

- Employees such as Sweepers, Cleaners, Gardeners, Plumbers, Peons, Security personnel, Carpenters, Drivers, etc., fall into this category unless stated otherwise.
- Staff members working at the hostel can take one weekly off based on their attendance.
- Sweepers, Cleaners, and Gardeners are entitled to two leaves per month, based on their attendance.
- Compensatory Off may be granted to employees who are asked to be on duty during their weekly off or listed holidays, at the discretion of the concerned HOD.

Holidays:

- National Festival and Declared holidays as allowed are published before the beginning of the year according to SGI approved holiday list.

Comp off:

Compensatory leave, also known as comp off, is a form of leave that is determined solely by management's discretion.

18. PERFORMANCE MANAGEMENT SYSTEM (PMS)

The Performance Management System has been designed so as to achieve organization goals and facilitate individuals in achieving professional aspirations.

Objectives of the appraisal system:

The key objectives of the Performance Management System are to provide an objective basis for rewarding and recognizing the performance of employee(s).

- To strengthen the intellectual asset base of the institution
- To align and harness employee energies towards achieving superior results for our stakeholders
- To guide employees on the path to strengthening their professional capabilities
- To provide a rational and objective basis for identifying high potential to take on future leadership roles

Key components are:

- Self-Appraisal Form
- Employee Fact Sheet
- Peer Evaluation Form
- Evaluation by students
- Performance Appraisal by the final Reviewer and Appraiser.

The Performance Appraisal Cycle

- The appraisal is conducted once in a year that is in-between the month of March & August
- The Appraisal is strictly based according to the Regulatory Norms of SGI.
- Thus, individual performance and contribution will be reviewed on a regular basis through appropriate monitoring and feedback.
- In this appraisal the reference will be on review of performance against key deliverables and targets and on capabilities demonstrated in the course of the year.

The primary results from the end-of-year performance discussions will encompass:

- Establishment of a mutually agreed-upon action plan for the employee aimed at enhancing performance.
- Identification of developmental requirements and assessment of career advancement opportunities.
- Foundation for determining performance-based awards.

Annual Increments:

Annual increments, determined periodically, will be granted based on the annual assessment of performance as per the specified Performa, which may be amended as needed. However, the management reserves the right to, at its absolute discretion, consider advance/special increments or one-time awards for any staff members, or provide pro-rata increments, based on exceptional performance and potential demonstrated by the employee at any given time.

Promotion:

Promotion to higher grades will typically be contingent upon the needs of the Shantha Group of Institutions, the availability of positions, and the performance of the employees. Eligibility for promotion will adhere to the norms outlined by RGUHS/INC/PCI/UGC, as applicable.

Performance Appraisal - Annual Review:

The Management of the Shantha group of Institutions reviews the performance of faculty / teaching members every year and based on this, annual increment, career advancement, etc. will be given to the faculty. The following are the important provisions:

- Every faculty / teaching member should submit his/her annual performance report in the appraisal format prescribed by the Shantha group of Institutions. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty / teaching member should be factual and accurate, supported by evidence wherever necessary.
- It is incumbent on the part of Appraisal Committee i.e Director /Dean Academics/ Principal / HOD / HR, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- The Shantha Group of Institutions will establish an Appraisal Committee to evaluate the performance of each employee/staff member and make recommendations regarding annual increments and career advancement if warranted by their performance. If an employee/staff member consistently delivers unsatisfactory performance, the management will take necessary action, which may include termination of service, based on the committee's recommendation.

Promotion of Non-Teaching Staff (Administrative and Technical Staff)

Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should put in a certain number of years of service and have satisfactory performance as evaluated by an appropriate review committee/authority

Grouping of staff for sanction of increment

- The annual increment will be sanctioned once in a year i.e. Month of March (School) September (College) of the academic year instead of quarterly or any day throughout the year.
- Those who join duty in the middle of a semester will get their first increment after one year of service from the date of their joining to be effective from the nearest increment month cycle. The increment from the subsequent year will be sanctioned from March or September as per the cycle of the preceding year.
- In the event of either postponement / withdrawal of increment for a staff member on disciplinary grounds or otherwise, his/her case will be decided depending on the time duration of such postponement.
- The policies, regulations and procedures are subject to change without prior notice, if necessary.
- This policy is to be reviewed once a year. The Management reserves the sole discretion to make exceptions, review, change rules and other requirements as it may deem fit from time to time.

Performance Review:

Instructions

- Form should be filled by a pen.
- Please complete the form in the format that has been provided. If you need to add more information, you many use a separate paper.
- Your response should be to the point and clear. Where you feel that you have not been able to achieve an objective please indicate the reasons for the same. The section on joint review should be completed only after discussion with the supervisor.

Parameters for assessment are as follows:

- Outstanding - Performance surpasses norms significantly and consistently in all important areas.
- Very good - Performance exceeds norms in some important areas.
- Good - Performance consistently meets norms as reflected through achievement of objectives.
- Requires improvement - Performance falls short of norms.
- Unsatisfactory - Under-performance, both in lines of quality and norms you should return the form in a sealed envelope within one week of receipt

Period: From_____To_____

Name_____Latest Qualification_____ _____

Designation_____Grade_____

Joining Date_____

Confirmation Date_____

Academic & Professional Qualification	Degree / Diploma	Institution location	Year	Division (%)	Special achievements, if any

Experience

Designation	Organization/Location achievement, if any	Job Content	Period		Special
			From	To	

Administrative Responsibilities taken during the last term at SGI

Administrative Responsibilities	Supervisor's Comments

List your major achievements during the year under review

How do you rate yourself on the following parameters?

Outstanding-5   Very good-4   Good-3   Requires improvement - 2

Unsatisfactory-1

Interpersonal Effectiveness & Team Work			
Communication & Personality			
Integrity			
Commitment			
Innovation			
Targets achieved			
Involvement in Institutional Activities			
Initiative			
Emotional maturity			

Comments based on a discussion between the Reviewer and the Appraise (to be filled after Discussions with the reviewer)

Vertical Head / Director's comments and review

Strengths

Weaknesses

Post Evaluation Recommendation

(To be filled by the HR department – as per applicable components):

Date of last assessment: _____

Increment given in last assessment: _____

Remuneration Details_____

Basic	HRA	LTA & Medical	Conveyance	Academic & Research	Other Allowances	Gross	Last increment

Increment proposed: _____

Final Order:_____

Basic	HRA	LTA & Medical	Conveyance	Academic & Research	Other Allowances	Gross	Last increment

Revised Remunerations with effect from_____
New Designation if any: _____ Extension of probation (if any):_____

Director_____Chairperson_____
Date_____

Peer Review - Form

S.No	Statements	1	2	3	4
1.	Ability to learn and use new skills				
2.	Offer constructive and creative suggestions for Improvement				
3.	Participate and share information (Cooperation)				
4.	Seek improvement in performance				
5.	Take assigned responsibilities				
6.	Assist in conducting examination				
7.	Willingly collaborate with others				
8.	Help in Placements				
9.	Considerate, respectful and treat others fairly				
10.	Help in admissions				
11.	Accept mistakes/failures and take criticism Positively				
12.	Able to perform under pressure				
13.	Comfortable working with different colleagues				
14.	Accept and adapt to change				
15.	Constantly seek improvement and is willing to learn				

16.	Display initiative and commitment				
17.	Participate and attend institutional events regularly				
18.	Proactively seek additional responsibilities				

- Excellent (4) – Performance surpasses norms significantly and consistently
- Good (3) - performances better than average
- Average (2) - performances below average
- Poor (1) -Performance falls well short of norms

19. POLICY FOR SCHEME OF APPOINTMENT

Honorarium of Guest / Part-Time Teachers (Strictly As Per U GC / RGUHS Guidelines)

Policy:

I. As per "The UGC guideline (ref to: No. F. 10-1/2009 (PS), February, 2010)", this has been decided that, the Guest/Part-time Teachers who possess the minimum qualification for the post of an Assistant Professor should be paid Rs.500/- to Rs.800/- per lecture to a maximum of Rs.25,000/- per month. Revised guidelines for the appointment of Guest/Part-time Teachers are as under:-

II. Guest/Part-time Teachers may be appointed only against sanctioned post decided & duly approved by the Director / Principal.

III. The qualifications for Guest/Part time Teachers should be same as those prescribed for the regular teachers of Universities/Colleges in UGC's Regulation.

IV. Selection procedure for appointing Guest/Part time Teachers should be the same as for a regularly appointed faculty.

V. Guest/Part time faculty / teacher may not be treated like regular teachers of the faculty / teacher for the purpose of voting rights or for becoming the members of the boards of studies.

VI. Retired teachers may also be considered for appointment for Guest/Part time teachers provided the candidate should meet the eligibility criteria as prescribed by the UGC or equivalent govt statutory councils.

VII. Guest/Part time teachers are not eligible for the benefit of allowances, pension etc.

A. **Category - Visiting Professor as a Guest Faculty:**

I. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person, who has achieved distinction outside the Shantha group of Institutions sector, should be considered for appointment as Visiting Professor.

II. The maximum tenure of appointment of a Visiting Professor is two years and the minimum not less than three months. The Shantha group of Institutions may appoint a person up to the age of 70 years as a Visiting Professor.

III. A Professor should not be appointed as a Visiting Professor in the same Shantha group of Institutions in which he/ she holds a post immediately before or after superannuation.

IV. If a superannuated person is appointed as a visiting professor, the honorarium payable should not exceed Rs.15,000/• p.m. excluding any superannuation benefits.

V. A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to Rs.20,000/•p.m.

VI. In case a person serving in an Indian Shantha group of Institutions is appointed as visiting professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent Shantha group of Institutions. The receiving Shantha group of Institutions would also contribute towards pensionary benefits or CPF/GPF as per usual rules.

VII. It is expected that when a serving person is appointed as Visiting Professor, the parent Shantha group of Institutions would give him/her duty leave without pay.

VIII. If a person working abroad on a permanent basis is invited as a Visiting Professor, the Shantha group of Institutions may meet the cost of international air travel from its own resources. Visiting Professors appointed may be paid travel expenses within India in accordance with the rules of the Shantha group of Institutions.

IX. Guest House accommodation is expected to be provided free of charge by the host Shantha group of Institutions, but food charges would be paid for by the Visiting Professor.

B. Visiting Fellow:

I. A Visiting Fellow should be a scholar of eminence in his/her subject. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow subject to the approval from the VC. The minimum tenure of a Visiting Fellow should not be less than a week and maximum • up to three months.

II. The Visiting Fellow may be paid daily allowance not exceeding Rs.600/• per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.

III. Travel expenses / existing conveyance facility may be met in accordance with the rules of the Shantha group of Institutions.

IV. It is expected that the parent institution will grant the pay and usual allowance for the duration of the appointment as Visiting Fellow.

V. The same person may not be invited as Visiting Fellow more than once in a year in the same Shantha group of Institutions, but the period of 3 months can be spilt up as desired by the Shantha group of Institutions within the period of one year.

IT POLICY

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NEED FOR IT POLICY STATEMENT

Information technology ("IT"), is used daily to create, access, examine, store, and distribute material in multiple media and formats. Information technology plays an integral part in the fulfillment of Peresandra Chickaballapura International Shantha group of institutions research, education, administrative, and other roles.

The purpose of this Policy is to ensure an information technology infrastructure which is required in the basic missions of the Shantha group of Institutions such as teaching, learning, research and administration. In particular, this Policy aims to promote the following goals:

A. To ensure the integrity, reliability, availability, and superior performance of IT Systems;

B. To ensure that use of IT Systems is consistent with the principles and values that govern use of other Shantha group of Institutions facilities and services;

C. To ensure that IT Systems are used for their intended purposes; and

1. DEFINITIONS

A. IT Systems

These are the servers, personal computing devices, applications, printers, networks (virtual, wired and wireless), online and offline storage media and related equipment, software, and data files that are owned, managed, or maintained by Peresandra Chickaballapura International Shantha group of Institutions. For example, IT Systems include institutional and departmental information systems, faculty / teacher research systems, computer workstations and laptops, the Shantha group of institutions campus network, and computer clusters.

B. User

A "User" is any person, whether authorized or not, who makes any use of any IT System from any location.

C. Systems Administrator

Systems Authorities may designate another person as "Systems Administrator" to manage the particular system assigned to him or her. Systems Administrators oversee the day-to-day operation of the system and are authorized to determine who is permitted access to particular IT resources.

D. Warrant and Annual Maintenance

Computers purchased by any School/Centre/Department/Project should preferably be with 3- year on-site comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include OS re-installation and checking virus related problems also.

2. IT HARDWARE INSTALLATION POLICY

IT department needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

A. Who is Primary User

An individual in whose room the computer is installed and is primarily used by him/her, is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

B. What are End User Computer Systems

Apart from the client PCs used by the users, the Shantha group of Institutions will consider servers not directly administered by IT Department, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the IT Department, are still considered under this policy as "end-users" computers.

C. Shifting Computer from One Location to another

Computer system may be moved from one location to another with prior written intimation to the IT Department, as IT Department maintains a record of computer identification names and corresponding IP address. Such computer identification names follow the convention that it comprises building name abbreviation and room No. As and when any deviation (from the list maintained by IT Department) is found for any computer system, network connection would be disabled and same will be informed to the user by email/phone, if the user is identified . When the end user meets the compliance and informs IT DEPARTMENT in writing/by email, connection will be restored.

D. Maintenance of Computer Systems provided by the Shantha group of Institutions

IT Department will attend the complaints related to any maintenance related problems.

E. Noncompliance

SGI faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's non- compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole Shantha group of Institutions. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

3. SOFTWARE INSTALLATION AND LICENSING POLICY

Any computer purchases made by the individual departments should make sure that such computer systems have all licensed software (operating system , antivirus software and necessary application software) installed. Respecting the anti-piracy laws of the country, Shantha group of Institutions IT policy does not allow any pirated/unauthorized software installation on the Shantha group of Institutions owned computers and the computers connected to the Shantha group of Institutions campus network. In case of any such instances, Shantha group of Institutions will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals" rooms

A. Operating System and its Updating

i) Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them. Checking for updates and updating of the OS should be performed at least once in a week or so.

ii) Shantha group of Institutions as a policy encourages user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.

B. Antivirus Software and its updating

i) Computer systems used in the Shantha group of Institutions should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

ii) Individual users should make sure that respective computer systems have current virus protection software installed and maintained. He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from representative of IT Department.

C. Non-compliance

SGI faculty, staff, and students not complying with this computer security policy leave themselves and others at risk of virus infections which could result in damaged or lost files inoperable computer resulting in loss of productivity risk of spread of infection to others confidential data being revealed to unauthorized persons An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole Shantha group of Institutions. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

4. RESPONSIBILITIES OF IT DEPARTMENT

A. Maintenance of Computer Hardware & Peripherals

IT Department is responsible for maintenance of the Shantha group of Institutions owned computer systems and peripherals that are either under warranty or annual maintenance contract, and whose responsibility has officially been entrusted to this department.

B. Receiving Complaints

IT Department may receive complaints from users, if any of the particular computer systems are causing network related problems. IT Department may receive complaints from the users if any of the computer systems or peripherals that are under maintenance through them is having any problems. The designated person in IT Department receives complaints from the users of these computer systems and coordinates with the service engineers of the respective brands of the computer systems to resolve the problem within a reasonable time limit.

C. Scope of Service

IT Department will be responsible only for solving the hardware related problems or OS or any other application software that were legally purchased by the Shantha group of Institutions and was loaded by the company.

D. Installation of Unauthorized Software

IT Department or its service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

E. Reporting IT Policy Violation Incidents

If IT Department or its service engineers come across any applications that are interfering with the network operations or with the IT policies of the Shantha group of Institutions, such incidents should be brought to the notice of the IT Department and Shantha group of Institutions authorities.

F. Reporting incidents related to Network Operations

When the network port of any particular computer system is turned off due to virus or related activity that is affecting the network performance, the same will be informed to the IT Department. After taking necessary corrective action service engineers should inform IT Department about the same, so that the port can be turned on by them.

G. Rebuilding the Computer System

When the service engineers reformat the computer systems and re-install OS and other application software, care should be taken to give the same hostname, IP address, network Mask, gateway as it was having earlier. Further, after installing the OS all the patches/latest service pack should also be properly installed. In case of anti-virus software, service engineers should make sure that its latest engine and pattern files are also downloaded from the net. Further, before reformatting the hard disk, dump of only the data files should be taken for restoring it back after proper re-installation. Under no circumstances, software files from the infected hard disk dump should be used to write it back on the formatted hard disk.

5. RESPONSIBILITIES OF SCHOOL DEPARTMENT

A. User Account

Any School, department, or division or other entity can connect to the Shantha group of Institutions network using a legitimate user account (Net Access ID) for the purposes of verification of affiliation with the Shantha group of Institutions. The user account will be provided by IT Department, upon filling up the prescribed application form and submitting it to IT Department. Once a user account is allocated for accessing the Shantha group of Institutions"s computer systems, network, mail and web services and other technological facilities, that account holder is personally responsible and accountable to the Shantha group of Institutions for all the actions performed using that user account. Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others, changing the passwords frequently and keeping separate passwords for Net Access Id and for email account ID) to prevent unauthorized use of their user account by others. As a member of SGI, when using the Shantha group of Institutions" network facilities and its user account, it becomes user"s duty to respect the Shantha group of Institutions"s reputation in all his/her electronic dealings within as well as outside the Shantha group of Institutions. It is the duty of the user to know the IT policy of the Shantha group of Institutions and follow the guidelines to make proper use of the Shantha group of Institutions"s technology and information resources.

B. Setting up of Wireless Local Area Networks/Broadband Connectivity

This policy applies, in its entirety, to school, department, or division wireless local area networks/broadband connectivity within the academic complex. In addition to the requirements of this policy, school, departments, or divisions must register each wireless access point with IT Department including Point of Contact information.

    i) Obtaining Broadband connections and using the computers alternatively on the broadband and the Shantha group of Institutions campus-wide network is direct violation of the Shantha group of Institutions"s IT Policy, as Shantha group of Institutions IT Policy does not allow broadband connections within the academic complex.

    ii) School, departments, or divisions must secure permission for the use of radio spectrum from IT Department prior to implementation of wireless local area networks.

    iii) School, departments, or divisions must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.

    iv) As inter-building wireless networks are also governed by the Shantha group of Institutions IT Policy, setting up of such wireless .networks should not be undertaken by the Schools/Centres without prior information to IT Department.

C. Security

In connecting to the network backbone, a school, department, or division agrees to abide by this Network Usage Policy under the Shantha group of Institutions IT Security Policy. Any network security incidents are resolved by coordination with a Point of Contact (POC) in the originating

department. If a POC is not available to contact, the security incident is resolved by disconnecting the offending computer from the network till the compliance is met by the user/POC.

D. Preservation of Network Equipment and Accessories

Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different locations by the Shantha group of Institutions are the property of the Shantha group of Institutions and are maintained by IT Department. Tampering of these items by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to,

i) Removal of network inlet box
ii) Removal of UTP cable from the room
iii) Opening the rack and changing the connections of the ports either at jack panel level or switch level
iv) Taking away the UPS or batteries from the switch room.
v) Disturbing the existing network infrastructure as a part of renovation of the location IT Department will not take any responsibility of getting them rectified and such tampering may result in disconnection of the network to that segment or the individual, until the compliance is met.

E. Additions to the Existing Network

Any addition to the existing network done by School, department or individual user should strictly adhere to the Shantha group of Institutions network policy and with prior permission from the competent authority and information to IT Department. Shantha group of Institutions Network policy requires following procedures to be followed for any network expansions:

i) All the internal network cabling should be as on date of CAT 6 UTP
ii) UTP cabling should follow structured cabling standards. No loose and dangling UTP cables be drawn to connect to the network.
iii) UTP cables should be properly terminated at both ends following the structured cabling standards.

6. RESPONSIBILITIES OF THE ADMINISTRATIVE UNITS

IT Department needs latest information from the different Administrative Units of the Shantha group of Institutions for providing network and other IT facilities to the new members of the Shantha group of Institutions and for withdrawal of these facilities from those who are leaving the Shantha group of Institutions. The information that is required could be broadly of the following nature:

A. Information about New Appointments/Promotions
B. Information about Superannuation/Termination of Services
C. Information of New Enrolments
D. Information on Expiry of Studentship/Removal of Names from the Rolls
E. Any action by the Shantha group of Institutions authorities that makes individual ineligible for using the Shantha group of institutions network facilities

Information related items nos. A through E should reach HOD of IT Department and Information related items nos. Hard copy of the information that is supplied by the concerned administrative unit duly signed by competent authority along with its soft copy (either on a floppy or CD or by email) should be sent to IT Department so as to reach the above designated persons.

7. GUIDELINES ON COMPUTER NAMING CONVENTIONS

A. In order to troubleshoot network problems and provide timely service, it is vital to be able to quickly identify computers that are on the campus network. All computer names on the campus network must use the following conventions. Computers not following standard naming conventions may be removed from the network at the discretion of IT Department.

B. All the computers should follow the following naming convention. The host name should start with the building abbreviated name, followed by the room No and the computer No., if more than one computer is installed in the same room. The abbreviated names of different School/Dept are as given below:

- Shantha Vidyaniketan School   SVS
- College of Pharmacy   PHA
- College of Nursing   NSG
- College of Physiotherapy   BPT
- College of Allied Health Sciences   AHS
- College of Para Medical Sciences   PMS

8. GUIDELINES FOR DESKTOP USERS

These guidelines are meant for all SGI users. Due to the increase in hacker activity on campus, Shantha group of Institutions IT Policy has put together recommendations to strengthen desktop security.

The following recommendations include:

A. All desktop computers should have the latest version of antivirus such as Quickheal & Microsoft Forefront etc.

B. When a desktop computer is installed, all operating system updates and patches should be applied. In addition, operating system updates and patches should be applied regularly, on an ongoing basis. The frequency will be a balance between loss of productivity (while patches are applied) and the need for security.

C. All Windows desktops (and OS X or later Macintosh desktops) should have an administrator account that is not used as the regular login account. The login for the administrator account should be changed from the default.

D. The password should be difficult to break. Password, defined as:

i) must be minimum of 6-8 characters in length

ii)   Must include punctuation such as! $ % & * , . ? + - =

iii)   must start and end with letters

iv) must not include the characters # @ ' " `

v) must be new, not used before

vi) Avoid using your own name

vii) Passwords should be changed periodically and also when suspected that it is known to others.

viii) Never use „NOPASS" as your password

ix) Do not leave password blank and

x) Make it a point to change default passwords given by the software at the time of installation.

E. The password for the user login should follow the same parameters outlined above.

F. The guest account should be disabled.

G. New machines with Windows 7 & Windows 8 should activate the built-in firewall.

H. All the software on the compromised computer systems should be re-installed from scratch (i.e. erase the hard drive and start fresh from installation disks).

When the hard disk of the PC is formatted, the OS and all the application software should be installed from the original CDs of the software. Only the data or document files should be copied from the old hard disk and care should be taken to see that no virus residing in the old hard disk gets into the newly formatted and installed hard disk.

9. ACCOUNT TERMINATION AND APPEAL PROCESS

Accounts on SGI network systems may be terminated or disabled with little or no notice for any of the reasons stated above or for other inappropriate use of computing and network resources. When an account is terminated or disabled, IT Department will make an attempt to contact the user (at the phone number they have on file with IT Department) and notify them of the action and the reason for the action. If the termination of account is of temporary nature, due to inadvertent reasons and are on the grounds of virus infection, account will be restored as soon as the user approaches and takes necessary steps to get the problem rectified and communicates to the IT Department of the same But, if the termination of account is on the grounds of willful breach of IT policies of the Shantha group of Institutions by the user, termination of account may be permanent. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may first approach the IT Department, justifying why this action is not warranted. If the issue is not sorted out he/she may appeal to the Appeals Board duly constituted by the Shantha group of Institutions for this purpose to review the evidence and hear reasons why an appeal should be considered. If the Appeals Board recommends revival of the account, it will be enabled. However, the decision of the Appeals Board is final and should not be contested. Users may note that the Shantha group of Institutions"s Network Security System maintains a history of infractions, if any, for each user account. In case of any termination of User Account, this history of violations will be considered in determining what action

to pursue. If warranted, serious violations of this policy will be brought before the appropriate Shantha group of Institutions authorities.

10. EMAIL POLICY

A. Email ID Creation Policy

Every Department of the Shantha group of Institutions will be assign unique Email ID which will be managed and handled by the Head of respective department a part from this each individual will be assigned a unique Email ID. New employees will be required to fill form for creation of new Email ID.

B. Email Account Use Policy

In an effort to increase the efficient distribution of critical information to all faculty, staff and students, and the Shantha group of Institutions's administrators, it is recommended to utilize the Shantha group of Institutions"s e-mail services, for formal Shantha group of Institutions communication and for academic & other official purposes. E- mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal Shantha group of Institutions communications are official notices from the Shantha group of Institutions to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general Shantha group of Institutions messages, official announcements, etc

i) the facility should be used primarily for academic and official purposes and to a limited extent for personal purposes

ii) Using the facility for illegal/commercial purposes is a direct violation of the Shantha group of Institutions"s IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.

iii) While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.

iv) User should keep the mail box used space within about 80% usage threshold, as „mail box full" or „mailbox all most full" situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

v) User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user"s computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.

vi) Users should configure messaging software (Outlook Express/Netscape messaging client etc.,) on the computer that they use on permanent basis, so that periodically they can download the mails in the mailbox on to their computer thereby releasing the disk space on the server. It is user"s responsibility to keep a backup of the incoming and outgoing mails of their account.

vii) User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

viii)   User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

ix) While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

x) Impersonating email account of others will be taken as a serious offence under the Shantha group of Institutions IT security policy.

xi) It is ultimately each individual's responsibility to keep their e-mail account free from violations of Shantha group of Institutions"s email usage policy.

11. NETWORK (INTRANET & INTERNET) USE POLICY

Network connectivity provided through the Shantha group of Institutions, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection is governed under the Shantha group of Institutions IT Policy. The IT Department is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Shantha group of Institutions"s network should be reported to IT Department.

A. IP Address Allocation

Any computer (PC/Server) that will be connected to the Shantha group of Institutions network, should have an IP address assigned by the IT Department. Following a systematic approach, the range of IP

Addresses that will be allocated to each building is decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorisedly from any other location. As and when a new computer is installed in any location, the concerned user can Collect the form from the IT Department and fill it up and get the IP address from the IT Department. An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports. IP address for each computer should be obtained separately by filling up a requisition form meant for this purpose.

B. DHCP and Proxy Configuration by Individual Departments /Users

Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the Shantha group of Institutions. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the service run by IT Department. Even configuration of any computer with additional network interface card and connecting another computer to it is considered as proxy/DHCP configuration. Non-compliance to the IP address allocation policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

C. Dial-up/Broadband Connections

Computer systems that are part of the Shantha group of Institutions' campus-wide network, whether Shantha group of Institutions' property or personal property, should not be used for dial-up/broadband connections, as it violates the Shantha group of Institutions' security by way of bypassing the firewalls and other network monitoring servers. Non-compliance with this policy may result in withdrawing the IP address allotted to that computer system.

D. Wireless Local Area Networks

i) This policy applies, in its entirety, to School, department, or division wireless local area networks. In addition to the requirements of this policy, school, departments, or divisions must register each wireless access point with IT Department including Point of Contact information.

ii) School, departments, or divisions must inform IT Department for the use of radio spectrum, prior to implementation of wireless local area networks.

iii) School, departments, or divisions must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.

iv) If individual School wants to have inter-building wireless network, prior to installation of such network, it should obtain permission from the Shantha group of Institutions authorities whose application may be routed through the Director, IT Department.

E. Internet Usages Policy

i) Use of public IMs such as Yahoo and MSN is strictly prohibited, unless specified.

ii) Use of public Email services such as Gmail, Yahoo, Hotmail etc is not allowed.

iii) Installing software such as download accelerators, IDM and Torrent software is not allowed.

iv) Don't visit objectionable websites which have offensive content and pornography. Website access is monitored centrally and anyone found to be doing so would be sent a warning.

v) Visiting casual websites in not permitted during office hours.

vi) Don't download unnecessary software, songs or videos. These take up significant Internet bandwidth.

F. Remote Access Policy

In case any machine needs to be accessed remotely, it need to be scheduled prior and same needs to be informed to IT Department in advance.

12. ASSETS ALLOTMENT POLICY

Laptop, Desktop, Data Card, Mobile, Projector, Camera & other IT items will be issued to the employees with permission of the Head of administrative department. Employee need to fill requisition form. IT Department will be keeping a track of all the issued items.

The assign assets (Moveable) need to be carried by employee on regular basis to Shantha group of Institutions premises. Items like Camera, Laptop, Data card which are issued on temporary basis needs to be submitted back on the very same day, the work gets over.

13. ASSETS LOSS, DAMAGED & THEFT POLICY

SGI has issued Laptop, Desktop, Mobile, Data card and other assets to the staff members working with different department of SGI.

In case any of the above assets is found missing/lost, the bearer of the assets is required to lodge FIR in the nearest Police Station. The copy of FIR needs to be submitted to the IT Department of SGI. Management will decide the fine which bearer needs to pay. Decision of management will be treated as final.

Damage includes physical damage, which needs to be reported to IT Department of SGI. Management will decide the fine which bearer needs to pay for the damaged assets. Decision of management will be treated as final.

14. BACKUPS OF DATA

A. Department Wise

IT Department will be taking regular backups for the data of various Departments.

B. Individual Users

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. Preferably, at the time of OS installation itself, one can have the computer‟s hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user‟s data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data either on official Email or official Google drive.

Policy Amendment:

The regulations and procedures in this policy have been overruled the existing one and are subject to change with prior notice, if necessary. The Management reserves the sole discretion to make exception, change rules and other requirements as it may deem fit from time to time.

SHANTHA GROUP OF INSTITUTIONS

ANNEXURE II

FORMS

This form is designed to ensure that the required processes are followed and that all institutional property and equipment is returned. Please have this checklist signed by the following people to confirm that the appropriate items have been returned and/or actions completed. This form has to be filed in the employee's personal file.

It is the employee's responsibility to ensure that this form is completed and returned to HR dept. on your final day. Please note that your final pay will not be prepared until this form has been sent to HR/Finance dept.

1. EXIT CHECKLIST

(To be filled by the HR Department):

Name: _____   **Dept.:** _____

Designation: _____   **Exit date:** _____

Resignation letter given to HR, date : _____

Reason for leaving:_____

Notice period_____

Employee Date of Joining:_____

Employee Date of leaving:_____

Agreement signed: _____

Access / Identity Card: _____

Have you submitted your tax related papers?_____

Have you handed over all the details of the_____

Responsibilities you were handling?_____

System admin (LAN/Email ID deleted)_____

Salary dues if any :_____

Office Keys (e.g. desk, drawers, filing cabinets etc)_____

Exit Interview conducted: _____

Mailing address_____

Any other remarks_____

_____Employee signature:_____Date: _____

Dean/ HOD:_____Date:_____

Director General:_____Date:_____

  HR Manager:_____Date: _____

SHANTHA GROUP OF INSTITUTIONS

2. EXIT INTERVIEW FORM

Objective	To get the unbiased views of the outgoing employee.
	To get feedback and suggestion relating to GMG policies, culture etc.
	To use the reason(s) of quitting for the further development of the organization.

1. Personal Details

Name	
Designation	
Reporting Authority	
Date of Joining	
Date of Leaving	
Key Responsibility Areas	

2. Reasons for Leaving.

[Please mark a tick against the reason(s) for leaving.] Career & Growth

Higher job responsibilities in the next job	
Better prospects in the next job	
No perceived growth in the present job	
Lack of personal growth	

3. Compensation & Benefits

Low Salary	
Perks not adequate	
Expected salary	

4. Personal Reasons

Higher studies	
Marriage	
Health problem	
Unable to adjust	
Old age	
Leaving country	
Any other (specify)	

5. HR & Administration Policies

Promotion scheme is not good	
Last increment was not satisfactory	
Organization n culture	
Working conditions	
Job location	
Others (Specify)	

6. Job Related

Lack of challenges	
Lack of job satisfaction	
High pressure at work	
No work	
Underutilized potentials	
Working hours	
Superior does not cooperate	

SHANTHA GROUP OF INSTITUTIONS

1. Comments on your relationship with

    a. Superior(s):

    b. Colleagues:

    c. Subordinates:

Please give your perception in respect of the following organizational process (es) by rating them. (Put a tick mark in the appropriate column.)

Factors	Highly Dissatisfactory	Dissatisfactory	Satisfactory	Highly Satisfactory
Challenges & satisfaction in terms of job.				
Authority Commensurate with responsibility				
Recognition in terms of respect & rewards				
Opportunity in terms of growth & development				
Compensation package with respect to job				
Quality of Superior- Subordinate relationship				
Employee's welfare				
Training Policy				
Employee's participation in decision making				

Organization culture				
Openness & trust				
Working conditions				
Communication process				
Team work				
HR & personnel policies				
Freedom to work creatively				
Employee are encouraged to take higher responsibility				
Support & cooperation from the peers				

2. Kindly suggest improvements that in your view can help the organization to grow.

_____

_____

_____

_____

3. Did organization treat you well after you decided to quit? Did you expect anything different?

_____

_____

_____

_____

4. If given an opportunity, would you like to rejoin the organization in the future? If yes then why', if not then_ why not'.

_____

_____

_____

_____

5. Any specific remarks / appreciation you would like to give regarding the organization and/or any colleague.

_____

_____

_____

6. Comments on the behavior of the outgoing employee (by the reporting authority):

_____

_____

7. Comments on the exit interview (by cross functional head/Head HR:

_____

_____

_____

For HR Department

Name of Interviewing Officer:_____

Date:_____

SHANTHA GROUP OF INSTITUTIONS

SHANTHA GROUP OF INSTITUTIONS

2. **TEACHER'S FEEDBACK/EVALUATION**

FORM (DISCREET METHOD)

DATE:-

NAME OF SCHOOL	NAME OF FACULTY PRESENT AND TAKING CLASS (from DOJ)	LECTURE (Subject / Topics / Semester) & status of the courses completed / under completion	CLASS TIMING	NUMBER OF STUDENTS PRESENT & SINGLE CLASS OR COMBINED	
POINTS (1 – 5) Where 1 is poor & 5 is excellent	**5 (Excellent)**	**4 (Very Good)**	**3 (Good)**	**2 (Average)**	**1 (Poor)**
Punctuality					
Interactive					
Q & A Session					
Subjective					
Communication Skill					
Language of Communication (Eng & Or Hindi) of faculty					
Mode of Lecture / Teaching Methodology :- Through PowerPoint Presentation/ Verbal/ Notes/ Writing/ ICT OR other(s) :					
Specify, if others :-					
Class according to the time table on ERP or other(s):					

(Report Submitted to Management)

Signature of the Assessor: _____

Signature/Date (Director / HOD): _____

Signature/Date (Principal): _____

Note: Use separate /additional sheet for each of the different schools / classes

1. **EMPLOYEE BIOMETRIC MISSED PUNCH FORM**

Instruction: Mention the missed punch date & timing below (should not exceed more than once in current month) followed by date and to be approved by your reporting authority:

Shantha Group of Institutions
MISS PUNCH REQUEST FORM

Name: _____

Employee ID: _____

Department: _____

Date of Miss Punch: _____

Type of Miss Punch:

☐ Missed Punch-In

☐ Missed Punch-Out

Reason for Miss Punch:

_____

_____

Employee Signature: _____ **Date:**

_____

Principal's Signature: _____ **Dean Academic's Signature:** _____

<u>**Note:**</u> **For Grade IV employees, HOD / Supervisor shall assist his team member to rectify the issue.**

SHANTHA GROUP OF INSTITUTIONS

2. SELF APPRAISAL

(Please rate yourself)

S. No.	Statements	1	2	3	4
1.	Ability to learn and use new skills				
2.	Offer constructive and creative suggestions for Improvement				
3.	Participate and share information (Cooperation)				
4.	Seek improvement in performance				
5.	Take assigned responsibilities				
6.	Assist in conducting examination				
7.	Willingly collaborate with others				
8.	Help in Placements				
9.	Considerate, respectful and treat others fairly				
10.	Help in admissions				
11.	Accept mistakes/failures and take criticism Positively				
12.	Able to perform under pressure				
13.	Comfortable working with different colleagues				
14.	Accept and adapt to change				
15.	Constantly seek improvement and is willing to learn				
16.	Display initiative and commitment				
17.	Participate and attend institutional events Regularly				
18.	Proactively seek additional responsibilities				

Excellent (4) – Performance surpasses norms Significantly and consistently

Good (3) - performances better than average

Average (2)-performances below average

Poor (1) Performance falls well short of norms

1. How can SGI contribute to increasing your work efficiency?

To be completed by HR Department:

Joining date_____Confirmation Date_____

_____Date of last Increment	
Increment given in the last assessment	
Date of last assessment	
Attendance (Total Number of days worked)	

Number of leaves vailed	CL	SL/ML	EL	LWP	Other

Remuneration Details: (As applicable components):

1. Existing

Basic	HRA	LTA & Medical	Conveyance	Academic & Research	Other Allowances	Gross	Last increment

2. Revised gross effective from (As applicable components):

Basic	HRA	LTA & Medical	Conveyance	Academic & Research	Other Allowances	Gross

1. New Designation, if any……………………………..

2. Extension of probation, if any (Yes / No)