



Date: 01/07/2021

Human Resource Policies (Revised)

1. College Timings:

- 1.1 In general, the institute's working hours shall be from 10.30 a.m. to 5.30 p.m. For non-teaching staff, the working hours shall be 15 minutes before and 15 minutes after the scheduled time.
- 1.2 The change in the working hours for any reason such as the local Climatic conditions, Government directives, Examination schedule, and Curricular or Extra-Curricular activities will be notified; if made for a short duration temporarily.
- 1.3 All the employees shall be required to mark their attendance in the biometric machine set for thumb impression or face recognition.
- 1.4 Cases of missed / wrong punch by any employee will be considered only if the application is submitted in the prescribed format and approved by the principal.
- 1.5 The record maintained in the biometric machine shall be considered authentic.
- 1.6 The Management is pleased to extend a facility to its employees to come late or go early by one hour, twice a month.
- 1.7 If an employee comes late or goes early for the third time in a month it will be considered as one day leave.
- 1.8 In case, there is no leave at the credit of the employee, it will be considered as Leave without pay.
- 1.9 After six late coming or early going in a month, one more leave will be considered.
- 1.10 If an employee comes late and goes early on the same day, it will be considered as a half-day leave.
- 1.11 More than six late coming or early going in a month shall not be allowed. Such cases will be subjected to submission of explanation in writing.
- 1.12 Lunch breaks for students shall be as per the timetable. Therefore HoDs, Library, Student section, and Accounts section should differ their lunch break so that students can approach them for their work during their lunch break.
- 1.13 No employee can leave the premises without a gate pass issued by the competent authority. For faculty → Principal, for non-teaching staff → HoD.

2. Leave Rules:

- 2.1 The leave cannot be claimed as a matter of right of an employee.
- 2.2 The Leave Sanctioning Authority has the right to sanction, refuse, or revoke the leave applied for.
- 2.3 The employee shall not proceed on leave unless leave is sanctioned.
- 2.4 In exceptional circumstances Leave Sanctioning Authority may accord post-facto sanction provided that the application is submitted by the employee on the day of joining back on duty.

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- 2.5 If Leave Sanctioning Authority is not satisfied with the justification for not obtaining prior sanction, the leave may be treated as leave without pay.
- 2.6 The employee on leave shall not accept any other employment.
- 2.7 Sunday and/or holiday may be prefixed or suffixed to any kind of leave except for medical leave.
- 2.8 If an employee has to leave Head Quarter (HQ) during leave, necessary permission to leave HQ shall be obtained from the Head of the institute.

3. Procedure for grant of any Leave:

- 3.1 The employee shall apply for leave in the prescribed format available in ERP.
- 3.2 The employee shall make alternative arrangements before submitting a leave application.
- 3.3 HoD shall take necessary action on the request for leave.
- 3.4 HoD shall forward the application to the Principal.
- 3.5 Principal shall forward to Admin.
- 3.6 Leave applications of the Principal should be submitted to the CEO for approval.

4. Record Keeping:

- 4.1 Admin shall maintain the record of the leave.
- 4.2 Admin shall prepare a statement of attendance on the first day of the next month.
- 4.3 Admin shall send the list of faculty/staff along with attendance to the Account section within a day or two for preparing the salary bill.

5. Half-Day Leave:

- 5.1 The standard time for considering half day shall be 2.00 p.m.
- 5.2 Half-day leave time shall be 10.30 a.m. to 2.0 p.m. (Three and half hours) or 2.0 p.m. to 5.30 p.m. (Three and half hours).
- 5.3 If an employee desires to avail of half-day leave, early going or late coming on that shall not be allowed.
- 5.4 Application for half-day leave shall also be submitted on ERP.
- 5.5 If faculty has a lecture during the period of half-day leave, alternative arrangements should be made and communicated to the HoD.

6. Casual Leave:

- 6.1 The record of casual leave shall be maintained for one academic year from 1st June to 31st May.
- 6.2 All employees shall be entitled to eight (08) casual leaves in a year.
- 6.3 More than 3 days of casual leave shall not be granted at a time.
- 6.4 Sundays or holidays falling during the period of casual leave shall be excluded.
- 6.5 Number of casual leaves shall be evenly distributed during each half of the calendar year i.e. 4 CLs in the first half and 4 CLs in the second half of the year.

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- 6.6 Half-day casual leave can be granted on a full working day. (Forenoon or Afternoon). However, half-day leave shall not be granted on half-working days.
- 6.7 Casual leave shall not be prefixed or suffixed to vacations or long leaves.
- 6.8 Casual leave shall not be carried forward to next year. CLs at credit on 31st May shall get lapsed.
- 6.9 All the non-teaching staff members appointed on a contract basis shall also be eligible for 4 CLs every semester.

7. Medical Leave:

- 7.1 An employee shall be entitled to avail of full-pay medical leave for 5 days in one academic year.
- 7.2 If an application for leave on medical grounds is for more than three days, the application shall be accompanied by the certificate issued by the registered Medical practitioner and the employee shall submit a fitness certificate at the time of joining duties.
- 7.3 The Leave sanctioning authority may seek a second opinion by requesting any other Medical Practitioner to have the applicant medically examined at the cost of the employee.
- 7.4 If medical leave is available at the credit of the teacher it may be granted for the purpose of Ph.D. study as a special case if requested by the teacher.
- 7.5 An employee who has completed one year of service without a break, shall be eligible for 4 CL and 2.5 ML every semester.
- 7.6 Newly appointed employees shall be eligible for 4 CLs per semester only.
- 7.7 Half-day Medical leave can be granted.

8. Compensatory Off:

- 8.1 Compensatory off is normally allowed only to the non-teaching staff and in exceptional cases to the teaching faculty.
- 8.2 If teaching faculty engages in extra class on holiday for 2 hours, he/she shall be granted half day compensatory off and if he engages more than 2 hours, he will be entitled to one day compensatory off.
- 8.3 Schedule of extra class need to be pre-approved by the HoD or Principal.
- 8.4 Officers are not entitled to compensatory off unless the entire college functions on holiday for the whole day because of some exigency such as an Expert visit of UGC, AICTE, etc.
- 8.5 Compensatory off shall not be allowed to be accumulated for more than three days at any point of time during the calendar year. After 3 days it will lapse.
- 8.6 Compensatory off cannot be carried forward to the next academic year.
- 8.7 The holidays can be prefixed or suffixed to the compensatory off.

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9. Duty Leave:

- 9.1 Teaching faculty/ non-teaching staff shall be entitled to duty leave for academic or official involvement outside the headquarters.
- 9.2 Academic involvement shall include attending workshops, seminars, conferences, presentations, representing national sports, etc. with the approval of the Head of the Institution in writing.
- 9.3 Academic Involvement shall include meetings of academic bodies convened by the Government, Universities, and other bodies, an expert in the selection panel, a member of LEC, an External Examiner within the University area, or an Examiner for PG or Ph.D. candidates outside the University area, Assignment given by DTE, AICTE or any such statutory body.
- 9.4 Official involvement shall include going to DTE, AICTE, UGC, etc.
- 9.5 Duty Leave is not granted for work related to evaluation/moderation or invigilation etc.

10. Office Duty (OD):

- 10.1 When the employee has been deputed for carrying out some office job locally and is therefore unable to attend office at the scheduled time, such absence is considered as office duty.
- 10.2 Office duty includes deputation for official assignment in University / Jt. DTE / Social Welfare office / Industry/ Bank or any other office at HQ for collecting some information, submission of some documents, etc. as directed by the Head of the institution.

11. Promotion Policy

- 11.1 A promotion is the lift to an employee from present position to another position at higher position with more responsibilities where there is an opportunity to use his skill, talent and experience he gained so far.
- 11.2 Promotions are also based on merit and qualifications prescribed for higher posts by the statutory bodies such as AICTE, University etc.
- 11.3 Once the person is placed on higher position, a pay rise is eminent as applicable to the higher post. However, the faculty must possess the prescribed qualification for that post.
- 11.4 Once the employee is elevated to higher post, he is bound to get all allowances and perquisites.
- 11.5 Normally all the posts of the teaching cadre need to be filled through the selection process through duly appointed staff selection committee.
- 11.6 The teaching faculty has to apply for the post when the advertisement is published in the newspapers and has to appear for the interview.
- 11.7 A faculty desiring of promotion to a higher post faces the Selection Committee appointed by the University and only on the recommendations of the committee he /she is granted promotion.

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12. Staff-welfare & Retention Policy:

- 12.1 The ward of teaching faculty or non-teaching will be provided a concession of 50 % in the Tuition fees, if he seeks admission to any school or engineering college managed by Sir Shantilal Badjate Charitable Trust.
- 12.2 In the case of siblings of a staff member, or a student a concession of 50% in Tuition fees will be given to one ward.
- 12.3 In case of staff member leaves the Institute, the above-mentioned benefits of the Staff Welfare Policy will stand cancelled.
- 12.4 Faculty of the Institute will be covered under Group Insurance Scheme.
- 12.5 Incentives will be given in the form of additional increments depending on the feedback and appraisal results.
- 12.6 Staff members shall be promoted to a higher cadre depending upon the capabilities and initiatives.
- 12.7 Faculties shall be promoted for receiving consultancy projects. The amount received will be shared in the proportion of 70:30 proportions between the faculty and the institute respectively.
- 12.8 Teaching faculty will be paid incentives for publishing research papers in standard publications, completing NPTEL courses, submission of patents, copy rights and other intellectual properties.
- 12.9 Various functions, sports competitions, cultural events will be organized in which staff will enjoy and will remain happy with the atmosphere of the institute.

13. Student Welfare Policy:

- 13.1 Students belonging to economically weaker section of the society will be provided financial assistance through the Trust scholarship scheme.
- 13.2 Students of the Institute will be covered under Group Insurance scheme.
- 13.3 The Institute needy students should be guided by Institute for availing the educational loans in bank.
- 13.4 Students with exemplary achievement in co-curricular and extra-curricular activities shall be appreciated with awards and certificates.
- 13.5 The classes will be organized free of cost for Personality Development, Entrepreneurship, Ethics, Communication skills, Computing Skills, and Placement specific programs for the students.
- 13.6 There shall be a free/subsidized Industry-based skills development program for students on a regular basis.

14. Participation in Co-curricular and extra-curricular Activities:

- 14.1 In order to encourage the participation of students in University, State, national- and international Level Co-curricular, extracurricular, and Sports activities, the Governing Body of S.B. Jain Institute of Technology, Management & Research has framed the Financial Assistance Policy for students.



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- 14.2 Students willing to avail of this facility have to generate reimbursement claims for attending the Seminars / Conferences / Workshops / Training / Technical / Cultural / Sports activities etc. The norms for the reimbursements are prescribed below:

Reimbursement Norms for Students' Participation

S.N.	Particular of Claim	State Level	National Level	International Level in India
1.	Registration fee	50 %	50 %	50 %
2.	Bus fare to and fro Journey	50 %	50 %	50 %
3.	Train Fare to and fro Sleeper Coach	50 %	50%	50%

Permission before Commencement of the activity:

- 14.3 The students need to take prior permission to participate in Co-curricular and extra-curricular activities from Head of the Department.
- 14.4 After the participation is confirmed, the students shall communicate to the Head of the Institution through HoD along with a copy of Invitation/Acceptance Letter/Registration receipts.
- 14.5 Students should apply for the financial assistance to other funding agencies such as Bus and Railway Stations for Concessions in travel fares etc.
- 14.6 If permitted, the students shall attend the co-curricular and Extra-curricular activity initially at own cost which will be reimbursed subjected to the conditions mentioned herein.
- 14.7 No financial assistance shall be extended prior to actually attending the Co-curricular and Extra-curricular activity.

After the commencement of the activity:

- HoD shall ensure the following:
- Certificate of participation from organizers is submitted.
- Presentation by the students for the fellow students.
- A copy of the certificate is submitted to the Department.
- Reimbursement claim is submitted within 4-5 days.

Consideration in Attendance:

The minimum period required for the to and fro journey and the duration of Co-curricular/Extra-Curricular/Sports activity shall be considered.

- If the period of absence exceeds the permitted leaves, the students will not benefit from Attendance.



Limitations:

- The financial claim will be reimbursed only if the student has actually participated.
- Financial assistance is provided to the student once in an academic year.
- If the student desires to attend the activity entirely at their own cost him or she may be allowed by the Head of the Institution in consultation with HoD ensuring that the student does not suffer academic loss.

Financial Claim:

The financial claim Application should be submitted with the following documents:

- Participation Certificate
- Original Registration fee receipt
- Original copies of Train Tickets/ Bus Tickets/Boarding pass in case of air travel

Scrutiny by the Office:

The Head of the Institution shall scrutinize the claim made by the students and ensure that the prior permission was granted and all documents are produced and other requirements are compiled.

Financial Assistance to Student's Innovative/Patent Projects:

Under this policy, financial assistance will be offered to the Innovative Projects or to the projects applied for the patent.

The head of the Department will identify such projects in their respective departments.

The head of the Department should ensure that:

- The project work is actually carried out by students in-house.
- Students have submitted the copies of filing of the patent.
- Presentation by students shall be given to fellow students.
- Initially, the cost of the project has to be incurred by the students, on their own.
- After identifying such a project, the Institute will provide finance of 50 % of the total cost of the project (maximum of Rs.15, 000/- per project).


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Principal

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