

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



HUMAN RESOURCE POLICY



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	Human Resource Policy	
Short Description	The policy and procedure related to Human Resources	
Scope	This policy is applicable to all faculty and non-teaching staff of the constituent colleges and departments of SDUAHER (Deemed to be University).	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	12 October 2020	
Revision No.	0	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines		
Details of division	Date of Revision	Approved by

Overview

General Information about SDUAHER

Policy & Procedures Manual

The Sri Devaraj Urs Academy of Higher Education and Research (SDUAHER) Human Resources Policy and Procedures Manual has been developed to facilitate the implementation and clearly define SDUAHER's policies on Human resource management.

The Manual provides guidelines to be followed in the administration of these policies, and assists all employees in defining who is responsible for each Human resource management decision, and the correct procedure which is to be followed.

The policies specified within are consistent with those of best practice management principles.

HR policies must be kept current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or for new procedures to be added.

These policies and procedures apply to all areas of operations within SDUAHER and related entities.

1.0 PERSONAL CONDUCT

Policy Statement

SDUAHER expects its employees to achieve and maintain a high standard of ethics, professional conduct and work performance.

1.1 Dress Code

Dress choice is a matter of personal discretion, but work attire will have an impact upon SDUAHER's image as well as your work colleagues.

As a minimum standard, dress should be clean, neat and professionally appropriate.

SDUAHER reserves the right to request a staff member to dress to an appropriate standard as a condition of employment. The dress code could be specified by the academy from time to time.

If you are in a work environment with inappropriate clothing you may be sent home to change, before returning to work.

1.2 Personal Communications

1.2.1 Phone Calls

It is acknowledged that personal communication is inevitable and sometimes necessary. It is expected this will be kept to appropriate or reasonable levels.

1.2.2 Email

Email has legal status as a document and is accepted as evidence in a court of law. Access to emails can be demanded as part of legal action in some circumstances.

It is therefore important that email is used within the following guidelines: You are required to use the official email domain of the academy for official correspondence

Email should mainly be used for formal business correspondence and care should be taken to maintain the confidentiality of sensitive information. Formal memos, documents and letters for which signatures are important, should be issued on company - organization letterhead regardless of whether a physical or electronic delivery method is used

If electronic messages need to be preserved, they should be printed out and filed

2.0 EQUAL EMPLOYMENT OPPORTUNITY

2.1 Policy Statement

SDUAHER provides equal employment opportunity to all qualified persons adhering to the statutory norms and procedures without discrimination on the basis of age, sex, race, caste, disability, marital status or religion in accordance with applicable local, state and national laws and regulations. SDUAHER will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

All employment and promotion decisions will be based solely upon individuals' qualifications, experience, prior contribution and demonstrated capacity to perform at higher or improved levels of performance and will be in accordance with the principle of equal employment opportunity. SDUAHER will take whatever affirmative action is necessary to attract and retain qualified persons.

3.0 SEXUAL HARASSMENT

Policy Statement

SDUAHER is committed to ensuring employees are treated fairly and equitably in an environment free of intimidation and sexual harassment. Sexual harassment is an unacceptable form of behavior which will not be tolerated under any circumstances. It is also unlawful. All complaints of sexual harassment will be treated seriously and promptly, with due regard to confidentiality. Disciplinary action will be taken against any employee who breaches the policy.

Sexual harassment as per (The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013), is any unwanted, unwelcome or uninvited behavior of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many

different forms and may include physical contact, verbal comments, jokes, propositions, the displaying of offensive material or other behavior which creates a sexually tense or hostile working environment.

Any complaints or reports of sexual harassment will be treated promptly, seriously and sympathetically by the constituted committee. They will be investigated thoroughly, impartially and confidentially.

Depending on the severity of the case, consequences can include an apology, counseling, transfer, dismissal, demotion or other forms of disciplinary action. Immediate disciplinary action will also be taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment.

4.0 INDUCTION

Policy Statement

All new employees should complete an induction program upon their commencement. The induction period also refers to the probationary period during which it is recognized all staff may need ongoing familiarization with their roles and responsibilities.

5.0 HEALTH, SAFETY & ENVIRONMENT

Policy Statement

SDUAER, primarily being a healthcare institution, strongly discourages substance abuse that includes alcohol, tobacco and other forbidden substances by law on its campus and is committed to providing and maintaining a safe work environment for the health, safety and welfare of our staff.

5.1 Smoking

SDUAHER employs follows a no-smoking policy. Smoking is not permitted on SDUAHER property or offices at any time. Smoking is accepted to be harmful to the health of those who smoke and those around them (passive

smokers). Consequently, smoking while on the premises of SDUAHER will be considered as gross misconduct.

5.2 Alcohol, Drugs (& Other Substance Abuse)

This policy applies to all levels throughout SDUAHER. The policy is not concerned with social drinking or the taking of prescribed drugs for medical purposes, the concern is directed to instances where alcohol or other drug dependence or abuse affects the job performance and or/safety of any employee(s), and its social impact on the people visiting the institution.

SDUAHER is committed to creating and maintaining a safe, healthy and productive workplace for all employees. SDUAHER has a zero tolerance policy in regards to the use of illicit drugs on its premises.

Attending work under the influence of alcohol will not be tolerated and may result in disciplinary action or ultimately dismissal.

Driving under the influence of alcohol or any other illicit drug substance is illegal.

6.0 PERFORMANCE MANAGEMENT SYSTEM

6.1 Performance Management Philosophy

To succeed and excel, we recognise people need to know what is expected of them, what authority they have and how they are performing. In addition, the approach to managing them needs to be consistent.

The Performance Management System is designed to be the foundation for fulfilling careers at SDUAHER.

6.2 Job Descriptions

All employees will have Job descriptions. The objective of all Job descriptions is to provide an accurate picture of the responsibilities required within specific job roles. All new employees are to be given a copy of their position description with their letter of offer.

6.3 Probationary Period Reviews

Policy Statement

All new employees will serve a two year probationary period to ensure both SDUAHER and the employee are happy with a permanent commitment to the role.

Prior to the completion of the two year probationary period new employees will undergo a performance appraisal to provide feedback on performance, The objective of the probationary performance appraisal is to ensure both SDUAHER and the employee are satisfied with the role as agreed upon and a re-commitment to the permanent nature of the position can be made. If the supervisor/s of the employee is/are not satisfied with their performance, the employment of such an employee can be terminated

6.4 Performance Appraisals

Policy Statement

All employees will undergo performance appraisals.

The objective of the performance appraisal system is to constantly monitor progress of the capabilities and achievements of employees and to identify when an employee has demonstrated readiness for greater responsibility.

6.5 Professional & Personal Development

Policy Statement

SDUAHER may, from time to time, require employees to attend specific training or instruction delivered by internal or external facilitators. This may be on or off-site.

Development may take the form of training, education, mentoring, coaching or counselling.

6.5 Superannuation

Policy Statement

The age of superannuation for Teachers shall be 65 years with a provision for re-employment up to 70 years, if there is an acute need for the institution. The age of superannuation for Non-Teaching Employees shall be 60 years with a

provision for re-employment up to 65 years, if there is an acute need for the institution.

6.7 Employment

Classification of Employees

- a. Probationary
- b. Permanent
- c. Temporary
- d. Fixed term contract

Probationary: A probationer is provisionally employed to determine his/her overall performance of work against a permanent vacancy and whose services to a permanent post has not been confirmed.

The period of probation shall ordinarily be for two years.

If the supervisor/s of the employee is/are not satisfied with their performance during the probation period, the employment of such an employee can be terminated

Permanent: The Employee is appointed to fill a permanent post and who has satisfactorily completed the period of probation and is confirmed in writing by the officer as may be duly authorized by the Academy.

Temporary: The Employee is appointed for a limited period on a work which is essentially of a temporary nature or an employee appointed temporarily as an additional employee to do the work of a permanent nature and shall also include a person appointed to work provisionally for a limited period in a post till permanent arrangement for filling that post is made.

Fixed term contract: The Employee is engaged for a fixed term on contract. The appointment of the Employee ceases automatically after the completion of the fixed period unless and until the employment is extended by the Academy.

All employees must be physically and mentally fit to work in the specified area of employment, failing which, the employee may be provided alternate

and appropriate place of employment consistent with his/her fitness, or his employment may be concluded.

Retirement

The Date of retirement of a Teaching employee and a Non-Teaching Employee from the service of the Academy on superannuation shall be the date on which he/she attains the age of 65 years and 60 years respectively.

7.0 LEAVE POLICY:

Policy Statement

All employees are entitled to leave in accordance with the service rules of SDUAHER. Following is the summary of leaves admissible and their details are available in the service rules of SDUAHER.

7.1 Casual Leave

The total Casual Leave granted to an employee shall not exceed 12 days (including half day Casual Leave) in an academic year.

7.2 Half day casual Leave

Will be up to 4 hours duration for example 8.30 AM to 12.30 PM in the forenoon and 12.30 PM to 4.30 PM in the afternoon. It will be strictly monitored by biometric attendance.

7.3 Special casual Leave

Special Casual Leave, not exceeding 15 days in an academic year, may be granted to an employee for the purposes as stated in the service rules of SDUAHER.

7.4 Earned Leave

Earned Leave becomes due only on completion of a satisfactory service of 12 months. Earned leave accrued in a year will be credited at the beginning of the next calendar year. 23 days of Earned leave is admissible to an employee in a calendar year.

7.5 Encashment of Earned Leave

The encashment of earned leave shall be regulated on the basis of the last pay drawn which includes basic pay and dearness allowance.

(Basic pay +DA) X No. of days of unutilized Earned Leave at credit 30

On Dismissal or Removal

The encashment of leave will not be admissible on dismissal or removal from service of an employee.

On Retrenchment

The employee shall be paid accrued Earned Leave Salary (Basic plus D.A.) due to him.

On Retirement

Where an employee retires on attaining the age of retirement under the terms and conditions governing his/her service, the authority competent shall suo moto grant cash equivalent of leave Salary (Basic plus D.A.) for Earned Leave, if any, at the credit of the employee as on the date of his/her retirement subject to a maximum of 180 days.

On Death

The leave Salary (Basic plus D.A.) in respect of Earned Leave standing to the credit shall be paid to the nominee(s) declared for receiving the Provident Fund and Gratuity or in the absence of nominee to his legal heir(s).

7.6 Commuted Leave

The Earned Leave accrued by an employee above 180 days will be credited as Commuted Leave. Commuted Leave will be granted to a permanent employee on the basis of Medical Certificate from a registered medical practitioner. The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 240 days, at a time.

Maximum commuted leave balance at any given time can be a maximum of 60 days.

7.7 Extraordinary Leave

A permanent employee may be granted extraordinary leave when no other leave is admissible. The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the employee has no other kind of leave to his credit.

7.8 Study Leave

The study leave shall be granted to an entry-level appointee as Assistant Professor/ Assistant Librarian/ Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Academy or to make a special study of the various aspects of Academy and methods of education, giving full plan of the work. The leave shall not be granted for more than three years in one spell.

7.9 Sabbatical Leave

The permanent, whole-time teachers of the Academy who have completed seven years' of service as a Reader/ Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the Academy and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

7.10 Maternity Leave

The duration of paid maternity leave available for women employees shall be 26 weeks. This benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth. For women who are having 2 or more surviving children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).

7.11 Paternity Leave

Paternity leave of 15 days may be granted to male employees during the confinement of their wife, and such leave shall be granted only up to two children.

7.12 Leave for Employees on Fixed Term contract

An employee on fixed term contract shall be entitled only for the following leaves.

Casual leave at the rate of one day for every month's duty. No leave shall be granted for rendering service of less than a month.

10 Commuted Leaves after one year of service on the basis of Medical certificate from a registered medical practitioner at the rate of maximum 10 days per year. Special Casual Leave, not exceeding 15 days in a calendar year, may be granted to an employee on FTC.

Encashment of un-availed Special Casual leave is not permitted.

7.13 Leave for Temporary Employees

Temporary employees in their first year of their service can avail casual leave at the rate of one day for every month of service. In the next subsequent year they can avail 12 days of casual leave.

7.14 Leave for Employees on Post retirement Engagement

Any employee appointed as per the terms of post retirement engagement policy of the Academy is entitled for the following leave during the tenure.

Casual Leave - 12 days per year.

Commutated Leave after one year of service on the basis of Medical certificate from a registered medical practitioner at the rate of maximum 10 days per year. Special Casual Leave, not exceeding 15 days in an academic year, may be granted to an employee.

7.15 Miscellaneous- Leave provision

No leave other than casual leave shall be granted to an employee who has given notice of resignation during the notice period.

8.0 EMPLOYEE RELATIONS

8.1 Discipline

Policy Statement

SDUAHER has a Human resources' strategy that recognises the value of its people. Part of this strategy is the fair treatment of all employees. This requires a minimum standard of conduct and performance as stated in the Service rules of SDUAHER. If employees do not meet this standard in performance, appropriate corrective action, such as training, shall be undertaken.

Where an employee has deliberately engaged in misconduct, disciplinary procedures shall be initiated as per the Service rules of SDUAHER.

8.2 Grievance

Policy Statement

SDUAHER supports the right of every employee to lodge a grievance with Grievance redressal committee if the individual believes a decision, behaviour or action that affects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

Grievances should be actioned discreetly and promptly dealt with in an objective manner.

Process

The employee should attempt to resolve the complaint as close to the source as possible. This can be at a quite informal and verbal level. If the matter is not resolved then further steps need to be taken.

All available attempts to settle a grievance before starting the formal grievance process should be taken.

For the formal grievance process to begin, complainants must fully describe their grievance in writing, including dates and locations wherever possible and the remedies sought.

Employee welfare

Policy Statement

Employee welfare boosts Staff morale and confidence that SDUAHER as the employer is interested in their overall well-being.

SDUAHER extends certain benefits to the employees either through intramural and Extramural welfare facilities including Financial services, Recreational facilities - Playground, Gym, Canteen, Doctor's club, Transport facilities, Health Insurance and Terminal benefits - gratuity, Earned leave encashment etc.

Intramural welfare facilities are those within the working environment and include condition of the working environment (safety, cleanliness, and safety measures), employee convenience (bathrooms, drinking water) and health services (first aid, ambulance, and counseling). Medicare facilities, School fees reimbursement, etc.

Extramural welfare activities include comfortable residences, proper roads, infrastructure and sanitation.

Process

Staff quarters would generally be allotted on the Basis of Seniority list which will be maintained depending upon a) number of years of service & b) Cadre wise subject to priority. Allotment of Staff quarters shall be as per the Staff Housing Policy.

All the employees travelling from the Kolar town is provided with bus services free of cost.

Post Retirement Employment

Policy Statement

Due to Non-availability of suitable candidates in filling sanctioned teaching posts, the Academy Re-appoints superannuated Teachers on fixed Term

contract. Re-employment of superannuated non-teaching employees may be made only against regular sanctioned posts, which could not be filled up.

Process

The selection of suitable candidate for teaching post shall be through an Expert committee constituted by the Vice-Chancellor of SDUAHER. A superannuated Teacher shall be treated on par with the Regular Teacher. The tenure of appointment of a superannuated teacher shall be for a maximum period of three years at a time or up to the teacher reaching the age of 70 years, whichever is earlier. However, it shall be open for the Academy to make appointments for shorter periods of time, like one/two years, or for a further maximum period of three years, as the case may be, so long as the teacher is below the age of 70 years.

The tenure of appointment of a superannuated non-teaching employee shall be for a maximum period of three years at a time or up to the Non-Teaching employee reaching the age of 65 years, whichever is earlier. However, it shall be open for the Academy to make appointments for shorter periods at a time, like one/two years, or for a further maximum period of three years, as the case may be, so long as the Non-Teaching Employee is below the age of 65 years, the re-appointment shall be only against sanctioned vacant posts. In case of filling the sanctioned Non-Teaching Posts by superannuated Non-Teaching Employees, an Expert committee chaired by the Vice chancellor shall evaluate and select the candidates.

HUMAN RESOURCES MANUAL AGREEMENT

I, _____, have been provided with access to the HR Manual of SDUAHER and have read and understood all the policies and process contained within.@

I acknowledge that these policies and process form part of my employment with SDUAHER.

Signed _____

Dated _____