

GURU NANAK INSTITUTIONS

HUMAN RESOURCE POLICY HANDBOOK

OVERVIEW

We take pride to introduce ourselves as Guru Nanak Institutions (GNI), Hyderabad, a premier educational organization established in 2001 by Guru Nanak Educational Society providing education in Engineering, Medical, Pharmaceutical and Management Studies. There has been rapid growth since establishment of Guru Nanak Engineering College. Starting with a meager strength of 240 students in 2001, making rapid strides and expanding by leaps and bounds, the Society has grown into a large group of GNI having strength of more than 8000 students at Hyderabad. The GNI is accredited by NBA & NAAC. All courses offered by GNI are approved by All India Council for Technical Education and Affiliated to JNTU, Hyderabad.

GNI is having a large number of Engineering Colleges, Dental College, Pharmacy College, Management Institutions, PGDM Institutions and Schools.

GNI have tie-ups with many International Universities. The GNI have MoU with Microsoft and more than 300 students are given internships in Multi-National Companies connected with Microsoft.

UG (Batch) Courses: Civil Engineering, Electrical & Electronics Engineering, Mechanical Engineering, Electronics & Communication Engineering, Computer Science & Engineering, Information Technology, Aeronautical Engineering.

PG (Batch) Courses: MBA, PGDM & Executive PGDM, M.Tech (CSE), M.Tech (Digital Electronics & Communication System), M.Tech (Digital Systems & Computer Engineering), M.Tech (Information Technology), M.Tech (CAD/CAM).

PHARMACY: B.Pharmacy, M.Pharmacy–Pharmaceutics, Pharmacology, Pharmaceutical Analysis, Pharmaceutical Management & Regulatory Affairs.

DENTAL: BDS (5-years course) and MDS.

The institution reserves the right to amend or eliminate any of these policies from time to time and the institution may apply, withdraw or modify the policies when circumstances warrants individualized consideration

In order to smooth working at GNI please follow the rules and regulations of GNI.

Looking forward to welcome you, to become a valuable member of our team and to contribute your best to the Institution.

Talent Management Policy:

GNI vision is to build holistic approach, to optimize faculties skill set, to achieve short term goals as well as building culture, engagement, capability and capacity through integrated talent acquisition, development and deployment processes that are aligned to the institutional goals.

Talent Management includes Recruitment and Selection, Induction, Goal-Setting, Performance Appraisal and Faculty Development Programs. These procedures aim to retain employees and foster their continuous development of skills and competencies to achieve institutional long term goals and institutional objectives.

- i. **Recruitment and Selection:** The Recruitment and Selection is the paramount importance in order to recruit staff with proper skills and attributes to enable the institution to fulfill its objectives. Being apart, the institution adheres to the UGC Guidelines attracting the right talent through the panel of Staff Selection Committee.
- ii. **Induction:** The incumbent who got shortlisted will then join the GNI Group with proper on-boarding and induction formalities.
- iii. **Goal Setting:** Each faculty member prepares his/her profile in coordination with HOD/Associate Director/Director/Principal which details his/her attributes, research activities, books published, etc and sets goals for the next year. The strategy of being SMART (**S**-Specific, **M**-Measurable, **A**-Achievable, **R**-Realistic and **T**-Time bound) is followed in Setting individual goals in line with institutional goals. It is imperative to understand the importance of goal setting, is to grow and expand the department in terms of its departmental goals, student success and own career.
- iv. **Performance Appraisal:** Faculties are being judged and evaluated by Students, HODs, Associate Directors and Director all the time through

Self Appraisal. The various parameters include the Results Analysis, Student's Feedback, Conferences / Workshops attended, Research Areas, etc so as to distinguish between Evaluation, Assessment and Review.

- v. **Faculty/Admin Staff Development Programs:** An individual's Faculty Development Plan is fundamental to a faculty member's professional growth and successful performance in teaching, scholarly activity and service. On the same lines, Admin Staff Development Program will ensure the effective functioning of all the stakeholders, maintaining the healthy environment and campus decorum in line with the betterment of institution.

In consideration to the priorities of faculty's professional growth and development, all faculties shall prepare and submit the Employee Evaluation Agreement Form to HoDs which portrait their annual development plans along with personal plans for promotion, tenure participation in faculty development programs. HoDs will submit these plans to Associate Directors/Director/Principal.

ATTRACTION AND RETENTION POLICY:

GNI is committed to Talent Retention to manage the employee turnover and attract the quality manpower in the institution. Apart from the Competitive pay and statutory benefits; the employees are treated with proper workload, job security, clarity in role, rewards and recognition, sufficient resources & funding and above all, the best practices in employee management.

To name a few, the strategies that GNI imparts for attracting and retaining best talent is the two-way communication, right selection, provide opportunities for development and growth, performance based appraisal, equitable and fair treatment for every employee, including juniors in decision making and transparency in accountability.

FACULTY PAYSCALES:

GNI believes that it is in the best interest of both the institution and its employees to fairly compensate its workforce for the value of work provided. The Pay Scales of all the faculties is determined as per their cadre in line with the Sixth Pay Commission laid down by the statutory bodies.

The Pay Scales for designated faculties are as shown hereunder:

Pay Scale of Faculty	
Designation	Pay Scale
Professor	37400 - 67000+AGP 12000
	37400-67000+AGP 10000
	37400-67000+AGP 9000
Associate Professor	37400 - 67000+AGP 10000
	37400 - 67000+AGP 9000
Assistant Professor	37400 - 67000+AGP 9000
	15600-39100+AGP 7000
	15600-39100+AGP 6000

EMPLOYEE ON-BOARD:

Policy for new appointment of faculty:

1) Approval:

- Get the approval of appropriate authority.
- Before getting the approval of the appropriate authority, the documents i.e. original certificates, percentage of marks and other required parameters are to be verified by the concerned HoD/Associate Director/Director/Principal.

2) Submission of Documents:

Individual should submit their academic credentials with the HR Department like SSC, Inter, UG (CMM and OD), PG (CMM and OD), PhD (OD) and any other certificates as per requirements on or before the date

of joining.

In addition to the above following documents are also to be submitted:

- a) Copies of appointment order, relieving and salary certificate of previous employer.
- b) Copies of all experience certificates.
- c) 6 passport size photographs.
- d) Copies of Form 16, Previous SCM Document/Ratification Copy as per applicability.
- e) PAN Card, Aadhar Card, Voter ID Card and Passport (if held).

3) Joining Report:

- a) Individual should complete joining formalities by submitting joining report and faculty information form to the HR Department after getting signatures of Section Head, Associate Director/Director/Principal of concerned campus.
- b) Individual should also fill up faculty information form and JNTU information form along with joining report.

Opening of Bank Account

After joining the college the individual is need to open a salary account with SBH/ Andhra Bank (those who are not having an account with the above banks) and will submit the account number to Accounts Department and HR Department.

LEAVE RULES

KINDS OF LEAVES

The following kinds of leaves shall be admissible to employees of the Guru Nanak Institutions:

1. Casual Leave
2. Earned Leave
3. Compensatory Casual Leave
4. Study/Sabbatical Leave
5. Medical/ Sick Leave
6. Duty Leave (OD)
7. Maternity/Paternity Leave
8. Summer Vacation

Leave cannot be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority.

1. CASUAL LEAVE

- i. Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. The maximum numbers of casual leaves in a calendar year are 12.
- ii. Sundays and other holidays may be prefixed, Inter-fixed and suffixed with the casual leaves.
- iii. Casual leave cannot be combined with any other kind of leave.
- iv. Casual leaves can be availed on quarterly basis. 3 leaves can be availed any time up to 31st March, 06 leaves up to 30th June, 9 leaves up to 30th September and 12 leaves up to 31st December.

- v. Balance casual leaves will be converted into earned leaves as 2:1 ratio.
- vi. 6 days special casual leave can be granted by the Director/ Principal to an employee for self marriage (only once). However, this can be clubbed with the balance CLs/ELs, if the employee completed his/her service for one year.
- vii. 4 days special casual leave may be granted by the Director/ Principal in case of death of his/her own dependents (own parents, own children or legally wedded spouse) and these leaves can be clubbed with the balance CLs/ELs.

2. EARNED LEAVE

- i. The teaching staff of the college will be eligible for annual leave / earned leave as per following details:

Period of service	Teaching	Non-Teaching
Up to 1 year	Nil	Nil
After completion of 1 year & up to 3 years	4	4
After completion of 3 years onwards	5	5

- ii. The EL can be availed during the academic period as applicable without causing any academic disturbance and should be recommended by HoD.
- iii. EL cannot be Inter-fixed with Sundays or any other holidays.
- iv. EL can be encashed after accumulation of 30 days ELs. Balance of 5 ELs has to be maintained at any instant when going for encashment purpose.
- v. In case the staff member leaves the service causing any financial loss to College/ pending repayment of any advance /loan, he will have to forgo any encashment of leave at the time of exit. If he is properly resigned and relieved his/her EL's are to be paid with his/her last salary.

3. COMPENSATORY CASUAL LEAVE

- i. Compensatory Casual Leave may be granted to the employees in lieu of working on closed day(s) and can be availed within 30 days of working.

4. STUDY / SABBATICAL LEAVE

- i. The teaching staff of GNI may be granted leave for advancement of their education in India or abroad under specified terms and conditions.
- ii. The faculty who is going on leave must have completed a minimum of three year service as aforesaid and will have lien on employment, and is eligible for 50% (full-time) or 100% (part-time) pay during such leave of absence.
- iii. The faculty will sign an agreement with GNI specifying the terms and conditions of leave as aforesaid, as determined by the Director/ Principal duly approved by the management on case to case basis.
- iv. The Management, at its discretion will extend assistance towards higher education fees as interest free loan or 100% assistance.
- v. Staff members availing facilities for full time study need to sign agreements with the management to serve the institution for a minimum period of five years (Ph.D.) or three years (M.E. or Ph.D. course work), along with sureties. In case of breach of agreement, staff member has to repay the fees and the salary availed along with existing bank interest rate.
- vi. Staff members undergoing part time programs need to sign agreements with the management to serve the institution for two years on half pay and four years bond on full pay, after obtaining the qualification of M.Tech. along with sureties. In case of breach of agreement, staff member has to repay the amount equivalent towards along with existing bank interest rate.

- vii. Higher educational programs need to be completed in stipulated time of two or three years.
- viii. A faculty can be sponsored for six months for Ph.D. program with pay but he/she has to execute a bond for two years to serve the institution after completion of the program.
- ix. Sabbatical Leave is provided to the faculties who proceed on their research work.

5. MEDICAL/SICK LEAVE

- i. Five days special leave can be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee.
- ii. This leave can be availed only on medical grounds i.e. hospitalization or serious illness for more than three days.
- iii. Proper documentary evidence is required to avail this leave.
- iv. Sickness of general short-time duration is expected to be covered under CL/EL.
- v. This leave can be combined with CL/EL for hospitalization or serious illness.

6. DUTY LEAVE (ON DUTY)

- i. The Institute can permit on duty to any staff member to take special assignments with other institutions or industrial units for any official purpose.
- ii. On duty may also be granted to visit faculty programs, observer duty etc. on the behest of the management of the institution.
- iii. Where the staff is proceeding on a training program duly sponsored by the institution, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites though he is not working in the college during such period.
- iv. On duty may also be granted to the staff members who are pursuing

their higher studies at the maximum limit of 6 days in a calendar year for their examinations. They should submit a proof of examination for applying OD along with their application.

7. MATERNITY LEAVE/ PATERNITY LEAVE

- i. Women employees of GNI except those on casual basis may be granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S./ M.D.).
- ii. Maternity leave will not be debited to any other kind of leave.
- iii. Maternity leave may be combined with other kinds of leave except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate from a qualified doctor (MBBS./ M.D.).
- iv. The payment of maternity leave will only be released when the women employee re-joins on duty after availing the maternity leave.
- v. Maternity leave is to be granted to an employee provided she gives a certificate that she has less than two surviving children.
- vi. Maternity leave must be applied at least 3 months in advance.
- vii. Male staff members are eligible for 6 days paid paternity leave.

8. SUMMER VACATION:

- i. A circular on Summer Vacation and its terms and condition shall be released every year for the Faculties/Staff of GNI. The vacation for such staff member may be applied well in advance to their respective Authorities with the consent of Director/Principal.
- ii. In case of extension of leave, Summer Vacation may be clubbed only with EL which shall be intimated to the concerned authority well in advance.
- iii. Employees who are eligible for additional vacation who travels to the distance above 1000 kms, the travel tickets of the same is to be submitted accordingly.

EMPLOYEE BENEFITS:

GNI is committed to being a preeminent and global Institution. To achieve this goal, GNI promotes various benefits to the employees to create and improve sound and healthy employee relations, to boost up employee morale, to motivate the employees by identifying and satisfying their unsatisfied needs, to provide security to the employees against social risks like medical and maternity benefits, to protect the health of the employees and to provide safety to the employees against accidents and above all, to create a sense of belongingness among employees and to retain them.

This includes statutory benefits like EPF, ESI, Maternity Leaves, Medical Leaves, etc. Being apart, GNI encourages the fringe benefits to all its faculties/staff like Laptop and Mobile facility to eligible staff, Group Mediclaim Policy, Group Personal Accidental Policy, Periodical Health Checkup, Reimbursement for attending International / National Conferences and Workshops, Reimbursement for meeting Medical Emergencies, Paternity Leaves, Marriage Leaves, Special Leaves meeting emergency requirements, etc.

FACULTY INCENTIVE SCHEME (FIS):

GNI encourages its faculties to escort in the Academic Performance Indicator (API) mechanism of UGC.

The objective of initiating FIS is to ensure that the faculty would enhance their academic credentials in line with the UGC expectations by participating more actively in academic, research and administrative duties. This scheme is also expected to result in a more rational incentivisation of the key areas of the Institutional Development.

FIS is based on three major categories:

i. Teaching and Learning related activities:

Maximum points: 140 points

Minimum score to be eligible for incentive in this category is 100 points.

The incentive pattern in this category is as follows:

Points Scored	Incentive
< 100	NIL
100-130	Rs. 1500/-
131-140	Rs. 3000/-

ii. Co-curricular, Extra Curricular and Professional Development Activities:

Maximum points: 50 points

Minimum score to be eligible for incentive in this category is 30 points.

The incentive pattern in this category is as follows:

Points Scored	Incentive
< 30	NIL
30-40	Rs. 1000/-
41-50	Rs. 1500/-

iii. Research and Related Academic Activities:

Maximum points: 100 points

Minimum score to be eligible for incentive in this category is 70 points.

The incentive pattern in this category is as follows:

Points Scored	Incentive
< 70	NIL
70-90	Rs. 3000/-
91-100	Rs. 5000/-

RESEARCH AND DEVELOPMENT:

One of the maxims that GNI guarantees for its faculties/scholars is “Learning is a Celebration”. To institutionalize this principle of learning, GNI has devoted itself to extend extensive opportunities for its faculties to pursue research and development activities.

GNI’s commitment to advanced research in the area of science, engineering and technology has nurtured 12+ centers of innovation and excellence. Every department is encouraged to have at least one such center.

The centers focus primarily on applied research, product development, learning resources development and industrial training. All these centers have advanced equipment and current technology in place.

GNI focuses on inter-discipline research, especially in the areas of nano-technology, Robotics, Automation, Big Data, etc that generates with the new ideas and promotes the development of innovative products and processes.

DRESS CODE / UNIFORM:

In the current competitive scenario in the Education Sector, the faculties/staff play a very critical role in this aspect. Besides being trained and competent, it is important for them to be properly groomed and presentable at all times at work. In this connection, an effective uniform policy is incorporated at all categories leading to proper campus decorum.

CUG SIM CARD POLICY:

GNI provides mobile usage allowances to those employees who are required to be in regular contact with the parents of students / staff / external agencies connected to the institutional requirements all the time. All employees are required to be professional and conscientious at all times when using institution phones.

The SIM Card (CUG) is provided to the employees as per the cadre.

Category	Ceiling Limit
HOD and Above	Rs.500/- & Above / Actuals as per their roles
Assistant Manger to General Manager	Rs.300/- to Rs.500/- as per their roles
OAs and AOs	Rs.250/- to Rs.300/- as per their roles

The respective employees should understand that the SIM Cards are issued for institution usage only. Employees are expected to make every effort to not exceed the contracted allowed minutes.

HEALTH CHECKUP POLICY:

GNI aims to help employees to undergo a comprehensive health checkup every quarter and to foster preventive measures wherever required and to ensure physical and mental fitness in carrying out their roles effectively.

This policy applies to all the staff members who are experiencing any health issues during their employment. This periodical health check up will help them to manage their health. Sometimes, occupational health hazards are also diagnosed and treated through this.

The institution has MOU with OMNI Hospitals which is one of the prestigious and super specialty hospitals in Hyderabad.

RESIDENTIAL ACCOMMODATION:

Residence facility at campus will be provided to the faculty members at subsidized charges. The rent for the same will be as under:-

Type of Accommodation	Rent (per month)
2 BHK	Rs.3,300/-
1 BHK	Rs.2,200/-
Single Room	Rs.1,500/-

Allotment of quarter will be on the basis of availability and first-cum-first serve basis. For availing campus accommodation, the individual should give an application along with a copy of Appointment Order/Joining Report, duly recommended by Associate Directors and Director/ Principal and submit to GM (Admin.) for processing and approval of MD.

Maintenance and repairs /replacement will be the responsibility of the college. Electrical Power consumed will be paid by the occupant.

RELIEVING/RESIGNATION/TERMINATION:

Resignation will not be accepted during the academic session. It may be submitted on the last working day of the academic year i.e. 31st March except exceptional cases.

Staff member recruited will be on probation for a period of one year. During this period if a staff member wants to resign or the authorities like to terminate his/her services, one month notice should be given from either side.

Probation period is deemed to be over after the period of one year, unless otherwise extended or reduced by the management. After the probation period, if any faculty wants to resign three months notice should be given from either side or equivalent salary should be paid in lieu of notice period.

The Management reserves the right to waive-off / reduce the notice period.

TRANSPORT FACILITY

The institute buses are running on “No Profit No Loss” basis. For the smooth running of buses, please follow the instructions:-

- i. Contact Transport Manager for availing Transport facility.
- ii. The bus charge, as applicable, will be deducted from the salary of the individual.
- iii. All faculty and staff should reach the designated boarding point before 5 minutes of the scheduled time to board the bus to avoid inconvenience to self and others.
- iv. All faculty and staff should board / drop the bus at designated boarding/dropping points only.
- v. Every one travelling in the bus to carry bus passes, issued by Transport Dept.
- vi. Every one to travel in the allotted busses only, otherwise it may invite penalty.

DOs & DON'Ts FOR FACULTY

Some of the DO's and DON'Ts for faculty members are enumerated below. These are to be strictly followed for achieving academic excellence.

DO'S

- Be at College before 09:15 AM. Sign attendance register by 09:20 AM.
- Strictly obey the instructions and circular issued by the institution's from time to time.
- Be in time for all classes and leave classes exactly in time after completion of session.
- Take attendance at start of class.
- Insist on timely submission and accuracy of lab records.
- Timely submission of all tasks allotted and proper feedback.
- Be ethical, thorough professional and a good team member.
- Academic excellence through continued self education (M.Tech & Ph.D)
- Contribute in academic and administrative activities.

DONT's

- Don't avail leave without prior sanction (In emergency only, inform HoD timely).
- Don't absent from Lab or classes on any pretext.
- Don't avoid feedback.
- Don't get into altercation with seniors and students.
- Don't give lame excuses for not doing a job in time.
- Avoid Grape Wine Communication, discuss technology instead.
- Don't spread rumors or accept them.
- Don't be disgruntled.
- Avoid unethical exit.

Date: December 31, 2016

**Dr. H.S. Saini
Managing Director**