



HR POLICY HANDBOOK

**CT Institute of Management & IT
Maqsudan, Jalandhar**

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1. Introduction

This document has been in order to orient employees with CT INSTITUTE OF MANAGEMENT AND IT, herein referred to as the CT INSTITUTE OF MANAGEMENT AND IT and provide make knowledgeable about working conditions, key policies, procedures, and benefits of employment at CT INSTITUTE OF MANAGEMENT AND IT and to inculcate with its general rules, service conditions, values, ethics and culture. The information provided in the book applies to all employees of the institution. The book is a summary of our policies, are presented here only as a matter of information and not as a promise of employment or as a contract between CT INSTITUTE OF MANAGEMENT AND IT and any of its employees.

The employee is held accountable for reading, understanding, and abides by the provisions of this book. These policies are subject to change at any given point of time at the sole discretion of the Management and shall be intimated as and when such changes are made.

Purpose of this Book

To maintain a congenial work culture and to enlighten the employees on the values and culture that CT INSTITUTE OF MANAGEMENT AND IT stands for and to streamline the processes within the institution and departments to ensure that employee satisfaction is inclined with these cultures and values.

2. Vision

To be a leading Institution in providing quality education that prepares students to be responsible citizens.

Mission

The CT INSTITUTE OF MANAGEMENT AND IT strives to

- To provide dynamic learning environment that enables students to excel in their chosen fields of study.
- To develop in students a sense of social responsibility and commitment to make a positive difference in their communities.
- To enable high-quality education delivered by dedicated academicians who act as industry liaison.

3. DEFINITIONS

1. Short Title and commencement:

These rules may be called 'Service Rules' for CT Educational Society, Jalandhar.

Applicability:

These rules will be applied to every employee of the Society (already appointed or to be appointed in future).

2. Definitions of terms used:

Society: Society means CT Educational Society, Jalandhar, established under Societies Registration Act of 1860.

Institutions: Institutions means institutions being managed by CT Educational Society, Jalandhar.

Chairman: Chairman of the CT Educational Society, Jalandhar.

Vice Chairman: Vice Chairman of CT Educational Society.

Managing Director: Managing Director of CT Educational Society.

Director: Director appointed for the administration of institute.

Appointing Authority: Appointing authority means the authority which is authorized by the Society to make appointment of its employee.

Management: Management means Management Members of the Society.

Employee: Employee working under the CT Educational Society.

Department: Department means a department, formed/established by the Society as per requirement.

Board: Respective affiliating board of the concerned institution

University: Respective affiliating university of the concerned institution

College: Various institutions come under the definition of 'Institutions'.

Service: Service means a person so appointed for service under Society.

Probation: Probation means a person appointed on clear Regular basis and is required to be confirmed by an order in writing by the appointing authority.

Officiating: Officiating means temporarily performing duties of a post on which another person has lien or which is temporarily vacant.

Business or profession: Any business or profession, full time or part time, meant for profit or non profit motive.

Leave: Leave is a period when an employee is away from her/his job, while maintaining the status of employment. It is granted to employees with a good intention of providing rest, recuperation of health and for fulfilling family and social obligations.

Accounts Office: Accounts Office of the Society.

Regulatory Bodies: Those bodies which are controlling various educations in different domains.

Outdoor Duty: Outdoor duty refers to the duty assigned to an employee, which is intended to perform outside the institution.

EPF: EPF means Employees Provident Fund

ESI: ESI means Employees' State Insurance Scheme of India

HOD: Head of Department under specific institute.

AICTE: All India Council for Technical Education

4. Employee Status

Probationary/Tenure period for New Employees

CT INSTITUTE OF MANAGEMENT AND IT monitors and evaluates every new employee's performance for a specific period of one year to determine whether further employment in a particular position or with the institution is appropriate.

5. Administration Policies

New Employee orientation

The formal welcoming process is conducted. This will be followed by the concerned department to which the employee has been appointed to work with.

Official Languages

1. All written communication within the Institution will be in English or Punjabi language (if required local authorities).
2. All employees shall verbally communicate either with each other or with clients in the English or Punjabi language or the language understood by him.
3. All publications for external circulation issued by the Institution shall be reviewed by the Director for English content and suitability.
4. All internal communication shall be printed or written in English and in Punjabi language (if required by the law).
5. All telephonic conversations regarding Institution business shall be carried out in the English or Punjabi, the language understood by the called or receiver.
6. All e-mail, Internet, or other electronic transmissions shall be carried out in the English language.

Notice Board

1. It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Director. Posted material should always be displayed in English and if required in Punjabi.
2. Posting on Employee Notice / Bulletin Boards / Posters / Display of Information.

3. No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.
4. All the Employee related information displayed on the notice board should be in English.
5. Duty Roaster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department. All Notices / Internal Memo's / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information area to be posted on the Employee Notice / Bulletin Boards must be related to the CT INSTITUTE OF MANAGEMENT AND IT / subject connected with the Students, Examinations, Competitions, etc. only.
6. All such Notices and other information posted on the Notice / Bulletin Board must be reviewed by the Director / HoD before the same is displayed.
7. The undated Notices / Other information will remain posted for a maximum of 15 days.
8. The Director/HoD will ensure that Notices and other information posted / displayed must be for official purpose only.

Communication

1. Channels of communication within the Institution are to be clear, comprehensive and made known to all the Employees. These agreed channels of communication must be used and Employees are to be made aware of it.
2. It is also the aim of the Institution to inform and consult with Employees as necessary on issues that concern them. Employees should be informed about plans, intensions and proposals that give information about the achievements and results and with the aim of assisting employees to see how they can contribute towards achieving the Institutions & Departmental goals and objectives.
3. The HoDs have a duty to ensure that all their Employees are kept informed about Employee issues and that the communication upwards of Employees' comments and suggestions are encouraged and facilitated.
4. Confidentiality should be maintained in all official and Employee related matters.

Employee Identification Cards

1. To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.
2. All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information: Name, DOB, Photograph, Contact no., Address & Blood Group.
3. Employees will be required to wear their ID Cards along with the lanyard at all times while on premises.
4. When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the HR office.

Fire Prevention

Following recommendations are to be followed by all the Departments to ensure a safe fire-free environment in the campus:-

- ❖ Free access to fire extinguishers.
- ❖ The NO SMOKING rule shall be enforced throughout the Institution.
- ❖ Doors of inflammable liquid storage rooms / LPG Cylinders must be kept closed and latched at all times.
- ❖ Always familiarize yourself with fire procedures.

Workplace Violence

1. Violent act occurring in the workplace greatly affect the individual's of safety and security while at work and may have far reaching effects. In order to provide Employees with a safe environment in which to work, the Institution will not tolerate Violence or Threats of Violence in the entire workplace.
2. An act of violence may be any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.
3. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
4. Workplace includes all Institution facilities, viz., Canteen / Hostel/ Campus Store / Play Area. Etc., and off-campus locations where Employees are engaged in Institution business.
5. Any person experiencing or observing acts or threats of violence should notify the HoD. Employees should also report the event to his HR Head and the Director.

No Smoking

Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

Confidentiality

1. No staff shall divulge or use, except in furtherance of the Institution's interests, any business or other information's which may come to his knowledge in the course of his employment with the Institution or its associates / sister companies. This shall apply both during the period of employment and thereafter.
2. Members of the staff, except where necessary, shall not, without the prior written consent of the Director retain in their private possession, any papers / documents / records, etc. relating to the Institution's business. All such materials shall be returned to the Institution once their work is completed and on separation.

Reporting

Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their HoD. Concealment of such information will be construed as misconduct.

Personnel Record and Administration

The task of handling personnel records and related administration functions at CT INSTITUTE OF MANAGEMENT AND IT is assigned to the office. Personal files will be kept confidential at all times and include some or all of the following documents.

- Profile
- Appointment Letter
- Educational Certificates & Work experience certificates
- Joining Report

6. Standards of Conduct

General Guidelines

All employees are expected to get accustomed with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conduction their work.

Hours of work

The normal hours are generally from 9.00 AM to 4.30 PM. An employee may be required to follow different work hours under special circumstances. Employee's immediate/reporting head is to be consulted if required.

Attendance and Punctuality

The institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to regularly mark their attendance through the bio-metric attendance system.

Absence and Punctuality

In case of emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorised absence will be viewed seriously and attract strict disciplinary action.

Unscheduled Absence

Absence from work for seven (7) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 7 consecutive days without proper approval.

Gender Harassment Policy

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral / unsocial / unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employees must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.

Dress code & ID card display

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and does not go by the culture. It is mandatory for all employees to display in person, the ID card/ Badge issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the institution.

Misconduct

An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

Outside Employment

The institution prohibits employees from taking any outside job for pay.

Return of Institution Property

Any of the institution property issued to employees, such as computer equipment, keys, employee ID card, official records must be returned back to the institution at the time of relieving. Employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

7. Education qualification for Teaching Faculty: As per IKG Punjab Technical University Norms

8. Recruitment, Designation, Joining, Promotion and Resignation

1. Recruitment is normally done during May/June and Dec/Jan.
2. The number of vacancies in the different cadres shall be communicated by the Director /designated authority based on the student strength / existing faculty / resignations staff members to the management approval.
3. Vacancies shall be advertised in leading newspapers and employment websites.
4. Screening of applications shall be done by the HR Official.
5. Screening will be done as per the qualifications, experience and other credentials prescribed

by the AICTE & IKG Punjab Technical University.

6. Shortlisted candidates shall be informed through call letters and over telephone by the Institute office.
7. Selection committee for interview shall be constituted of the following members:
 - a. Director
 - b. Head of the Department / Senior Professor
 - c. Subject Expert

Designation

Designation for the selected candidates in teaching cadre shall be followed (given below) as per the education qualification and experience.

- Professor
- Associate Professor
- Assistant Professor

Technical Staff General Services

Administrative officer, Deputy Registrar, System Admin / Lab Technician / Web Developer / Lab Assistant / Instructor Electrical Supervisor / Electrician / Electrical Technician / Attender / Turner / Carpenter / Welders / Security / Housekeeping.

Promotion:

The Promotions under Career Advancement Scheme of teaching faculty will follow the guidelines given below Subject to the condition that the candidate possesses the prescribed minimum qualification the candidate should present herself / himself before the selection committee.

- Self-appraisal reports (required)
- Research contribution, books, articles, etc. published.
- Seminars/Conferences attended.
- Significant contribution to teaching / academic environment / institutional corporate life.
- Attended FDP's.
- Any other academic contributions.
- For every upward movement, a selection process as per the rules and regulations of AICTE / University to which the institution is affiliated will be followed.

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the Corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

Resignation:

Employees can resign from the services of Institute by giving notice applicable as mentioned below

- For Director / Teaching Staff- Director of the institute Teaching staff is required to serve a notice of one month
- For Non Teaching/Admin Staff- Non Teaching/Admin staff is required to serve two month notice period.
- However, the appointing authority reserves the right to waive the notice period or the compensation thereof

9.Code of Conduct:

Director

- Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
- Coordination the activities with the University, AICTE, Government and NAAC for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- Making the short term and long term plans in setting out the priorities based on the 5 years strategic plan of the institution.
- Carrying out the mission, goals and the policy of the institution approved by the governing body giving top priority for discipline and quality education.
- Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and excellence.
- Managing the curricular, academic and other related activities.
- Monitoring the overall discipline, growth and development of the college. Staff meetings periodically.
- Encouraging Research / consultancy activities in the college by interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MoU.
- Encouraging and motivation the staff and students by identifying the hidden talents within them.
- To support in all aspects pertaining to the development of the individual and the institution.
- To take necessary steps to improve the placement services for the students.
- Coordination with the management for the recruitment of teaching and non teaching staff.
- Attending other works assigned by the Management.

Head of the Department

- Coordinating the activities of the faculty in the department to offer quality education to the students and achieve the desired goals of the college.
- Planning and monitoring the overall department's activities.
- Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- Arranging for the departmental requirements such as staff, equipment's, library books, and other infrastructural facilities.
- Developing, installing and maintain department laboratories.
- Convening departmental meetings.
- Counseling and guiding students.
- To publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.
- Assisting the Director in all administrative, academic and other matters.
- To motivate staff and students to become members in professional organizations.
- To take necessary steps to develop industry institute interaction.
- To check the course files of the faculty members and suggest corrective measures.

- Maintain all records as stipulated by University and equivalent Accrediting bodies.

Administrative Officer

- Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- Coordinate/supervise all activities related to maintenance of the college.
- Supervising Supporting staff
- All the Purchasing, Liaison with vendors is done by Administrative officer

Librarian

- Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.
- Preparation and co-ordination of annual budget of the library and library activities.
- Collection of indents from various departments and processing them for procurement, purchase and maintenance of books, new journals and renewal of subscriptions.
- Administration of library records, furnishing information on all matters relating to library, updating the records, books and computers.
- Arranging annual stock verification, collection and preservation of statistical records related to library and planning for changes and reorganization whenever need arise.
- Maintenance of library Automation and digitization of library.
- Maintenance of good inter-departmental relationship for better co-ordination.
- Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

Technical Staff

- Assisting in installation, operation and maintenance of laboratory equipment's and their calibrations.
- Assisting in scheduling and conducting practical and drawing classes.
- Helping in indenting and purchasing of stores and consumables for laboratories and workshops.
- Helping the faculty in research, consultancy and testing works in respect of projects.
- Assisting the faculty in matters relating to design, fabrication and computer work.
- Assisting in the operating of telephones, intercom, Internet, Audio visual aids and other housekeeping activities in the campus.
- Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.

10. Benefits to Employees

- The Institute offers a wide range of welfare programmes and benefits to both its teaching and non-teaching employees. The following is a brief description of some of the provisions.
- Provision of Tuition fee concession to wards of employees – Wards of employees studying in any institute of CT Group can avail tuition fees waiver .
- Provision of Medical facility – Staff members have access to medical care in the institute's medical room. The group insurance scheme also covers the institute's staff members.
- Provision of Subsidized accommodation in campus – For staff employees and visitors, the campus has a small number of lodging options including a guest house.
- Provision of Subsidized transport facility – to the staff members for their transport needs by institute vehicles.
- Provision of Incentive for attending conferences, workshops, FDPs, Seminars etc.
- Provision of Awards and Recognitions – CT INSTITUTE OF MANAGEMENT AND IT organizes Award Ceremony every year for the staff members for the following Awards and Recognitions:-
 - Aabhaar (Association Awards)
 - Best Teacher Awards
 - Research Excellence Award
 - Teaching Excellence Award
 - Service Awards
 - Best Mentor Award
- Provision of leaves:- The Institute leave policy sets out the various types of leaves that a staff member is eligible for and outlines the procedure for availing leave. The different types of leave / vacation are :
 - Casual Leave
 - Academic leave
 - On-duty Leave
 - Compensatory Leave
 - Summer and Winter Vacation
 - Maternity Leave
 - Paternity Leave
- 1. Provision of Advance facility – the staff and faculty members can apply for advance as per their financial needs to repay later in installments.
- 2. Provision of Gym & Yoga facility – the staff and faculty members can avail the gymnasium facility available in the Campus.
- 3. Provision of Excursion tours, Sports Activity, Open House Sessions for Stress Removal
- 4. Provision of celebration of Teacher's day, Diwali, Labor Day, Lohri, Birthdays etc.
- 5. For Non-teaching Technical and Admin Staff - Employees State Insurance benefit (ESI) and EPF is covered for those employees who are coming under the purview of the ESI Act, 1948.

6. Free boarding and Lodging for certain faculties, Staff holding Warden / Assistant Warden post.
7. Free Tea / Coffee is provided to the Administrative staff.
8. Staff are permitted free travel by for Training Programs, meetings, etc.,
9. Internet facility is made available in the campus
10. Free Transport for select staff

The Institute offers a wide range of welfare programmes and benefits to both its teaching and non-teaching employees. The following is a brief description of some of the provisions.

11. Service Conditions

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such may be stipulated from time to time by the competent authority.
2. Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Director or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.
3. Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Director.
4. Notwithstanding anything contained above, whenever any consultation work for any private firm or undertaken by the college, such members of the staff as are required will be commissioned by the College from time to time.
5. Any staff member, on appointment, except on contract, shall be on probation for a period of One year. The probation period may be extended by another year based on his / her performance.
6. All the teaching staff recruited as per AICTE norms shall be paid AICTE scale of pay and other allowances as per College norms. After successful completion of probation period, contribution shall be made by the management towards the employees' provident fund at a rate fixed as per EPF Act.

12. Leave Rules:

Casual Leave

- All the faculty/staff team members are entitled to a casual leave of 12 days in a calendar year on full pay. One leave will be credited every subsequent month in the account of the faculty/staff team member. Not more than 5 days casual leave will be allowed in a calendar month. Casual leave shall not be accumulated after the close of calendar year.
- A faculty/Staff member appointed a fresh is entitled for 1 casual leave in the first month in case they join on or before 5th of the month, half day casual leave if they join between 6th and 25th of the month and 1 leave every subsequent month.
- In the case of the faculty/staff team member appointed on regular basis and having put in a service of minimum 2 years, half of the total casual leave(s) in a year will be put to his credit at the beginning of the calendar year and he/she can avail this casual leave in advance. In case, in between he/she leaves the services of the Institution and he/ she has proportionately availed any excess leave, the same will be recovered from his/ her dues.
- **Sanction of leave in advance is mandatory.** If the leave is not sanctioned in advance, then it will be treated as **Post Dated Leave**.

The sanctioned leave(s) are to be submitted with HR department before proceeding on leave. In case, any official is not able to submit the same before proceeding for leave, the official has to submit the leave positively on the day of joining his/her duties after the leave.

It is also instructed clearly that no leave application form will be accepted by the HR department after the last day of the month, in any case. In case of delay in the submission of leave on the last days of the month due to non- availability of the Director, HOD can take verbal approval from the Director and put remarks on the leave about the same.

- Any faculty/staff team member proceeding o long leave (30 or more days continuous leave) will have to get his/her no dues done from the concerned department and submit the same with HR Department before proceeding on such leave.
- No leave can be applied or sanctioned more than one month in advance. In case of dire situations, the faculty/staff team member can apply the same after taking NOC from the HR Department.
- **Leave demanded via telephone:** Telephonic leave should be discouraged. Once a while, in emergency, it may be considered, but not as a matter of routine. In case any faculty/staff team member asks for Leave on phone more than 2 times in a semester his 1 day salary will be deducted along with the leave applied.

In case there is no leave available in the account of the official, his/her 2 days salary against 1 day leave shall be deducted on 3rd telephonic leave onwards.

It may be noted well that it is the responsibility of the concerned faculty/staff team member to get the lectures/workload adjusted on that particular day. However HOD should also help the faculty/staff team member in adjustment in emergency situation.

- In the case of **Hostel wardens**, since they are working 7 days in a week, they will be granted 3 days off in a month.
- Leave applied before & after any holiday(s) will be treated as **Sandwich leave(s)**.

- **Absent:** Any faculty/Staff team member which takes off on working day & do not submit duly sanctioned leave with HR Department, within the same month, will be treated as absent and his/her 1.25 days salary will be deducted against 1 day absenteeism.

Leave without Pay (LWP)

The Leave without pay is granted to a faculty/staff team member once a while, when some emergency is there, but this should not be made a habit. The work of teaching of the students is very important it should not be neglected and such leave without pay should be discouraged.

Duty Leave

If any faculty/staff team member is being deputed for any official work outside the campus, he/she should intimate to his/her immediate head and has to submit duty leave in HR Department/Administrative Office in advance.

The duty leave should be recommended by the office of Director.

Compensatory Leave

In case a faculty/Staff team member is deputed for some work on a holiday/ Sunday/ off day & he/she has worked for a minimum period of 6 hours, he/she will be granted full day compensatory leave in lieu thereof. In case they have worked for 3 hours, he/she will be granted half day compensatory leave in lieu thereof.

The faculty/staff have to ensure their biometric attendance or submission of duty leave (in case duty is outside the campus) for the off day they have worked. In case of non availability of both, the official will not be eligible for the compensatory leave.

This leave has to be availed within subsequent 2 years.

Marriage Leave

The faculty team member who makes a request for leave on account of his/her marriage will be granted Marriage Leave (with pay) for :-

The Teaching, Non teaching and administrative staff team member will be entitled for 4 working days marriage leave (with pay).

An employee working on regular basis is eligible for the marriage leave He/ She have to submit the proof of marriage attached with the application.

This leave shall be sanctioned by the office of Director.

Maternity Leave

The regular faculty/staff team member working in CT INSTITUTE OF MANAGEMENT AND IT will be granted Maternity Leave (with pay) for 2 months.

This leave can only be availed once in the services with CT INSTITUTE OF MANAGEMENT AND IT.

It may be noted well that the faculty/staff team member availing such leaves are required to join back their duty after completion of leave. No resignation will be accepted during the maternity leave and the member will not be entitled for any paid leave in case she doesn't join back her duty after the leave.

Paternity Leave

The regular faculty/staff team member working in CT INSTITUTE OF MANAGEMENT AND IT will be granted Paternity Leave (with pay) for 4 working days.

The Paternity leave shall be sanctioned by the office of the Director. This leave can only be availed once in the services with CT INSTITUTE OF MANAGEMENT AND IT and within 2 weeks of the birth of child.

Saturday Off

All the 1st Saturdays of the month will be considered off for all team members.

The timings of working Saturdays will be as per the routine.

Academic Leave

A faculty member may be granted **maximum of 8 days** Academic Leave in a year for the following purpose:

- To attend a conference as a delegate on related Subject.
- To present a paper in International Conference within India.
- To attend Faculty Development Programme (FDP)/Workshop.
- To attend International Conference- Abroad.
- To conduct practical exam/viva voce as external examiner. (Maximum 2 academic leaves per semester from the above mentioned 8 leaves. However the Doctorate faculty member can avail more than 2 academic leaves for Viva Voce of Master's or Ph.D. thesis of their own or external student).

The regular faculty/staff team member who has put in minimum two years/academic sessions service with CT INSTITUTE OF MANAGEMENT AND IT will be granted permission for the Conference/FDP/Workshop at the discretion of the Managing Director or Chairman on the recommendation of Director depending on the suitability and contribution of the faculty in the development of the Institution.

The faculty who availed the academic leave for conference or FDP/workshop is required to submit the report within a week after joining back their duties along with the presentation of the same in the office of the Director.

For Viva Voce, the sanctioning authority will be office of the Director.

Summer/Winter Vacation

Teaching Staff: All the regular teaching team members will be entitled for a total vacation of 6 working days during summer and 4 working days during winter days in an Academic Session. It is not accumulative.

Non-Teaching & Administrative Staff: All the regular non-teaching & administrative team members will be entitled for a total vacation of 3 working days during summer and 3 working days in winter in an Academic Session. It is not accumulative.

In case, the faculty/staff team member has been assigned work during the vacations, he/she can avail this leave even after the vacation, when there is no teaching work and before the declaration of next same slot.

The staff Members who has completed one year in service will be eligible for the winter and summer slot.

A faculty/staff member who has completed 6 months will be eligible for half slot only. No slot would be given to newly joined faculty/staff member (i.e. the faculty who have not completed at least 6 months CT INSTITUTE OF MANAGEMENT AND IT.)

Attendance

- It is mandatory for every team member of CT INSTITUTE OF MANAGEMENT AND IT to mark biometric attendance. The biometric attendance should be marked in CT INSTITUTE OF MANAGEMENT AND IT. No manual attendance will be considered.
- All the faculty/staff team members should adhere to the Institutional timings. Late Attendance & Early Departure is not allowed. 5 Minutes relaxations can be given to the late comer (Max. upto 2 days in a month) and 10 minutes relaxation can be given (Once in a month). In case of exceed in this limit, the faculty/staff will have to submit half day casual/compensatory leave(s) for every late or early attendance. If the faculty/staff team member do not submit the same in time, it will be automatically presumed that there is no casual/compensatory leave due in their account or they are not interested in getting them adjusted against the late attendance/early departure and their half day salary for every late attendance/early departure will be deducted.
- Faculty/Staff members are advised to contact HR Department for any problems pertaining to the Biometric attendance, like machine is not working, machine is not responding to figure prints, etc. In such cases they can mark their attendance on the Attendance Register placed in HR Department on the same day as per scheduled timings. HR Department can verify the same at any point of time as well.
- If Faculty/Staff members forget to mark attendance on Biometric Machine or in the HR Attendance Register due to one reason or the other, they can apply for rectification of attendance at the most once in a month on the prescribed form explaining due reason, within 2 working days of the forgotten attendance day.

13.Employee Communication

Open Communication

The institution encourages employees to solve any issues with a co-worker amicably that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the issue is not properly addressed, employees should contact the Director. Any information discussed in an open communication meeting is considered confidential, still allowing management to respond to the problem. At no point will an employee use offensive methods against any employee for appropriate usage of open communication channels.

Suggestions

CT INSTITUTE OF MANAGEMENT AND IT welcomes employee suggestions and innovative ideas about making the institution a betterplace to work and enhancing service to the society at large as envisioned. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

Closing Statement

Pleasant working environment and relationships solely rely on communication success. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at CT INSTITUTE OF MANAGEMENT AND IT.

14. Acknowledgment

I acknowledge that I have received a copy of the CT INSTITUTE OF MANAGEMENT AND IT employment policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding CT INSTITUTE OF MANAGEMENT AND IT policies I should direct them to my immediate superior or the Director.

I know that CT INSTITUTE OF MANAGEMENT AND IT policies and other related documents do not form a contract of employment and are not a guarantee by CT INSTITUTE OF MANAGEMENT AND IT of the conditions and benefits that are described within them. Nevertheless, the provisions of such the institution policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that CT INSTITUTE OF MANAGEMENT AND IT at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.