



Maitrey Educational Society's

**Nagarjuna**

**Institute of Engineering, Technology & Management**

# **Human Resource Policy Manual**



**Nagarjuna Institute of Engineering,  
Technology & Management- 4192**

**(Affiliated to RTMNU University, Nagpur)**



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**RULES AND REGULATIONS GOVERNING  
EMPLOYMENT**

**AT**

**NAGARJUNA INSTITUTE OF ENGINEERING  
TECHNOLOGY, AND MANAGEMENT NAGPUR**



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## **INTRODUCTION**

This HR Policy will serve as a guide to the Terms and Conditions of Employment, benefits and other related matters pertaining to the service of a staff of Nagarjuna Institute Of Engineering, Technology and Management Nagpur

The Institute reserves the right to amend, delete or annex any terms and conditions of service as and when necessary. The Board of Directors will approve all changes to the terms and conditions of service.

These terms and conditions will, where applicable, be subjected to the provisions of any relevant Government legislation and its amendments.

The content of this policy is to be kept strictly confidential and is intended to be used as reference for the Institute and the staff.



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## **SECTION 1**

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### **1. Definitions**

- 1.1 College/ Institution means Nagarjuna Institute of Engineering, Technology and Management (NIETM), Nagpur, Code 4192, Maharashtra, India.
- 1.2 Managing Body means the Board of Trustees: President, Secretary, Treasurer, Executive Committee Members, and General Body member.
- 1.3 Governing Council of the NIETM is constituted as per AICTE, DTE, RTMNU guidelines.
- 1.4 University means RTMNU (Rashtrasant Tukadoji Maharaj Nagpur University Nagpur Maharashtra.)
- 1.5 Director/Principal means Director/Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Director/ Principal, whatever is designation.
- 1.6 Year means a calendar year unless specified otherwise
- 1.7 Month means a Calendar Month.
- 1.8 Pay means Basic Pay with dearness allowances excluding medical Allowance, and Academic Grade Pay (AGP).
- 1.9 Duty: A person is said to be 'On Duty (OD)'



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- 1.10 When he/she is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Director/Principal/Governing Council having been on duty immediately before and immediately after such absence.
  
- 1.11 When he/she is absent during vacation, or when he/she is attending conferences of learned societies on deputation by the NIETM, or while he/she is on joining time.
  
- 1.12 When he/she is absent from routine work, he/she is attending to other university work that is unrelated to his/her usual routine and for which he/she has been specifically delegated in his/her official capacity by the Director/Principal.
  
- 1.13 When he or she is absent from routine work to accomplish college-related duties, whether remunerative or non-remunerative, provided that the duties have been assigned by the Director/Principal.
  
- 1.14 Employee means the Teaching or Non-Teaching Staff of the NIETM and wherever the word 'he' is used to refer to a male employee. The word "she" is to be read in relation to the female employee, as applicable.





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## SECTION 2

### *History of Change*

**2.1. Changes in Policy.** This Employee's Guide is designed to acquaint Employees with Nagarjuna Institute Of Engineering, Technology and Management Nagpur (NIETM) and provide the Employees with information about philosophy, culture, policies, rules and practices, working conditions and benefits affecting employment. The information contained in this Employee's Guide applies to all Employees. Abiding to the terms and conditions described in this Employee's Guide, is considered a condition of continued employment. However, nothing in this Employee's Guide alters an Employee's status. The contents of this Employee's Guide shall not constitute nor be construed as a promise of employment or as a contract between NIETM and any of its Employees. The Employee's Guide is a summary of the Institute's policies, which are presented here only as a matter of information and guideline. All Employees are responsible for reading, understanding, and complying with the provisions of this Employee's Guide. The Institute's objective is to provide the Employees with a work environment that is constructive to both personal and professional growth. This Employee's Guide supersedes all previous Employee Handbooks and memos that may have been issued from time to time on subjects covered in this Employee's Guide. However, since the Institute business and organization are subject to change, the Management reserves the right to interpret, change, suspend, cancel, or dispute with or without notice, all or any part of our policies, procedures, and benefits at any time. The Management will notify all Employees of these changes. Changes will be effective on the dates determined by the Management, and after those dates, all previous policies will be null and void. No other Employee aside from the Management has the authority to change policies at any time. If any Employee is uncertain about any policy or procedure, he/she is encouraged to speak with his/her Head of Department, Director/Principal or the Management.



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## SECTION 3

### **EXECUTIVE SUMMARY**

#### **3.1 Introduction :**

Nagarjuna Institute of Engineering, Technology & Management (NIETM) village: Satnavri Amravati Road, Nagpur was established in the year 2009 by Maitrey Educational Society, Nagpur. It is a self-financed unaided private institute approved by All India Council for Technical Education, New Delhi and Directorate of Technical Education, Maharashtra State. It is affiliated to Rashtrasant Tukadoji Maharaj (RTMNU) Nagpur University, Nagpur.

Nagarjuna Institute of Engineering, Technology & Management, Nagpur has established the quality in teaching learning process adhering to the ethical standards and professional integrity to enhance the satisfaction level of students and parents and hence Nagarjuna Institute of Engineering, Technology & Management, Nagpur become a preferred destination of the aspiring students.

#### **3.2 Vision :**

To develop a knowledge based society with clarity of thought. Come forward to learn, go forth to serve and excel in academics.

#### **3.3 Mission. :**

1. To be the premier institute for promoting & pursuing multidisciplinary engineering.
2. Attain a significant educational presence in the region.
3. Develop a community of scholars with talent and expertise that will participate in engineering excellence and national development.



## SECTION 4

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### *Employment, Policies, Rules and Practices*

- 4.1 **Employment Application.** The Institute rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.
- 4.2 **Selection and Recruitment.** Selection and recruitment of Employee shall be made on an open competitive basis in accordance with the needs of the Institute. All Teaching, Teaching Supporting and Non-teaching Staff appointments shall be made by Management. When an applicant is successfully appointed, he/she shall be given a letter of appointment signed by Director/Principal and/or an authorized person by the Management. Additional Employee shall only be recruited when adequate justification is satisfied by the Management. Successful applicants, if required, may at the discretion of Management, have to undergo a medical examination. All Employees have to submit all their original certificates as determined by the Management to the Institute before commencement of their service and the same will be returned to them immediately after scrutinisation. In case original certificates/documents to be retained by the Institute, for whatsoever reason, the same will be handed over to the Central office for which an acknowledgement will be provided to the individual. The original certificates and documents will be returned to the Employee as and when the formalities are over.
- 4.3 **Transfer.** An employee may be transferred, assigned or seconded from one department, location, branch to another branch. He may also be required to undertake additional duties apart from the normal duties of the post to which he is appointed. An Employee may request for transfer from one working place to another, however, transfer of Employees shall be the prerogative of the Institute and shall not be disputed.



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- 4.4 **Non-Discrimination.** In order to provide equal employment and advancement opportunities to all Employees, employment decisions at the Institute will be based on merit, qualifications, and abilities. The Institute does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability. The Institute will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their Superior, or the Management. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.
- 4.5 **Non-Disclosure/Confidentiality.** The protection of confidential business information and official secrets is vital to the interests and success of the Institute. Such confidential information includes, but is not limited to, the following examples: Compensation data, Financial information, Marketing strategies, Personnel/Payroll records, and Conversations between any persons associated with the Institute. All Employees may be required to sign a non-disclosure agreement as a condition of employment, if the Institute sees this as necessary. Any Employee who improperly use or disclose official secrets or confidential business information will be subjected to disciplinary action, including suspension, termination of employment and legal action, even if he/she does not actually benefit from the disclosed information.
- 4.6 **New Employee Orientation.** New Employee Orientation is a formal welcoming process that is designed to make the new Employee feel comfortable, informed about the Institute, and prepared for the role in his/her new position. New Employee orientation shall be conducted and shall include an overview of the Institute history, an explanation of its core values, vision, and mission; and its goals and objectives. The orientation shall be conducted by his/her immediate superior.



- 4.7 **Probationary for New Employees.** The specific probationary period shall be as per norms of AICTE, DTE and RTMNU.
- 4.8 **Office/Working Hours Timings.** The Institute office hours are from 09.30 a.m. to 4.30 p.m. Mondays through Saturday, except for Holidays. For Teaching and Supporting staff 1<sup>st</sup> & 3<sup>rd</sup> Saturdays will be holidays. The standard workweek is Forty-eight (48) hours of work. Certain employees like security guards/watchman whose services are required throughout the working period will have to operate on a shift basis such that no employee is required to work for more than 8hrs a day subject to exigencies of work. The shifts of such employees will be decided after deliberation by the Institute which will be binding on all employees. Requests for change of shifts will be considered only if appropriate slots are available without compromising on the quality of the work concerned. All employees are required to observe the normal hours of work. The management may at its discretion re-arrange the prescribed working days and hours depending on operational needs and norms of university.
- 4.9 **Lunch Periods.** Employees are allowed a half hour lunch break. Lunch breaks are generally taken between the hours of 01.00pm to 01.30pm for teaching and 01:30 to 02:00pm for office staff on a staggered schedule (approved by Institute) so that the Institute remains operational during the lunch hour.
- 4.10 **Tea Break.** There shall be a small tea break of 15 min for office staff 03:00 to 3:15pm
- 4.11 **Personnel Files.** Employee personal files include the following: job application form, resume, copy of the acknowledgement letter of submission of original certificates, records of participation in training events, salary history, records of disciplinary action and documents related to Employee performance reviews, coaching, and mentoring. Personnel files are the property of the Institute, and access to the information is restricted. Only management personnel of the Institute who have a legitimate reason to review the file are allowed to do so. Employees who wish to review their own file should contact their Superior. With reasonable advance notice, the Employee may review his/her personnel file in Institute office and in the presence of their Superior.



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**4.12 Personnel Data Changes.** An Employee's personal data should be accurate and current at all times. It is the responsibility of each Employee to promptly notify their Superior of any changes in personnel data such as: (a) Mailing address, (b) Residential address, (c) Telephone numbers, (d) Change in marital status, (e) Income tax number, (f) Name and number of dependents, and (g) Individuals to be contacted in the event of an emergency.

**4.13 Employee Performance Review and Planning Sessions.** Superiors shall conduct formal performance reviews and planning sessions with all Employees at least once every academic year, after confirmation of service. Superiors may conduct informal performance reviews and planning sessions more often if they so require. Performance reviews and planning sessions are designed for the Superior and the Employee to discuss his/her current job tasks and areas of improvement, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, Employee and Superior discuss ways in which the Employee can accomplish goals or learn new skills. The planning sessions are designed for the Employee and his/her Superior to make and agree on new goals, skills, and areas for improvement. The Institute directly links wage and salary increases with performance of work. The Employee's performance review and planning sessions will have a direct effect on any changes in his/her compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully. New Employees will be reviewed at the end of their performance on first semester. After the initial review, the Employee will be reviewed yearly.

**4.14. Outside Employment.** Employees are not allowed to hold outside full time or part time jobs having similarities of their present assignment.

**4.15 Corrective Action.** Employees are expected to adhere strictly to the work rules and code of conduct. When an Employee deviates from these rules and standards, the Employee's head of the Institute shall be take corrective action. Corrective action shall be progressive. That is, the action taken in response to a rule infraction or violation of



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standards, typically follows a pattern increasing in seriousness until the infraction or violation is corrected. The usual sequence of corrective actions includes an oral warning, a written warning, suspension probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, the Institute head will consider the seriousness of the infraction, the circumstances surrounding the matter, and the Employee's previous record.

**4.16 Employment Termination.** Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

Resignation – voluntary employment termination initiated by the Institute.

Termination – involuntary employment termination initiated by the Institute.

Layoff – involuntary employment termination initiated by the Institute for nondisciplinary reasons.

When a confirmed Employee intends to terminate his/her employment, he/she shall give the Institute a written notice in accordance with the appointment letter. For Employees under probation, please refer to section 4.7. Any Employee who terminates employment shall return all files, records, keys, and any other materials that are property of the Institute to immediate Superior. No final settlement of an Employee's pay will be made until all items are returned in appropriate condition and payment in lieu, of any, is fully settled and a no dues certificate is issued by the accounts and personnel dept. The cost of replacing non-returned items will be deducted from the Employee's final pay cheque. If the deduction from the Employee's final cheque is insufficient, the Employee is required to settle the outstanding before leaving the Institute. Furthermore, any outstanding financial obligations owed to the Institute will also be deducted from the Employee's final cheque. All accrued vested benefits that are due and payable at termination will be paid. Every employee will have to give a written notice of Three months prior to resignation from service while other employees will have to give a written notice of one month prior to resignation from service. However once a notice is given, The management reserves the right to prematurely terminate the employment under certain conditions such as 1) A suitable replacement is found in which case all accrued benefits will be paid to the employee up to the date of termination 2) The Employee's conduct with fellow employees and the management is not cordial and respectful in



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which case premature termination of employment without a board of inquiry will be observed uniformly for all employees. In such cases the management will decide on a case by case basis if the accrued benefits will be paid at all and if paid whether in full or in part. Though committed to a progressive approach to corrective action, certain rule infractions and violations of standards are grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of Institute property, inadequate care of Institute equipment, the use of Institute equipment and/or Institute vehicles without prior authorization from Institute, untruthfulness about personal work history, skills, or training, divulging Institute business practices, and misrepresentations of the Institute to a contractor/supplier, a prospective customer, the general public, or an Employee.

**4.17 Summary Dismissal – Misconduct.** An employee is liable to be summarily dismissed if, at any time he or she is, in the opinion of the management detrimental to the interest of the Institute, or found guilty of misconduct or of willful and persistent disobedience or fail to perform diligently duties assigned.

**4.18 Age of Retirement.** Employees are required to retire from service on attaining the age as prescribed in the AICTE, DTE, RTMNU norms.

**4.19 Safety.** The Institute provides information to Employees about workplace safety and health issues through regular internal communication such as: (a) Training sessions (b) Team meetings (c) Bulletin board postings (d) Memorandums (e) Other written communications. Each employee is expected to obey safety rules and is exercise caution and common sense in all work activities. Employees must report any unsafe conditions to their superior. Employees must also take due care of the instruments and equipment provided to them and any alteration in the working parameters of the equipment suggestive of malfunction of the equipment should be brought to immediate notice of their superiors. Each employee is responsible for safe keeping and daily maintenance of the equipment provided to them and in case of equipment malfunction it is the employee's responsibility to follow up with the respective equipment service and maintenance provider for suitable corrective action at the earliest.

**4.20 Health-related issue** Employees who become aware of any health-related issue, including pregnancy, should notify their Superior, and/or Institute head. of health status.





This policy has been instituted strictly to protect the Employee. A written “permission to work” from the Employee’s doctor may be required at the time or shortly after notice has been given. The doctor’s note should specify whether the Employee is able to perform regular duties as outlined in his/her job description. A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, Employees should notify their Superior and/or Departmental Manager and/or Personnel Department. An Employee suffering from serious infectious and contagious disease such as Hepatitis, Aids, Tuberculosis, shall immediately report such infection to Management.

4. **21.Employee Requiring Medical Attention.** In the event an Employee requires medical attention, whether seriously injured or becoming sudden ill while at work, the Employee’s personal physician or family member shall be notified immediately. If it is necessary for the Employee to be seen by the doctor or go to the Institute, a family member shall be called to transport the Employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/medically unfitness of an Employee on-site, the Employee will be responsible for any transportation charges. Furthermore, Employees shall not be responsible for transportation of another Employee due to liabilities that may occur. A physician’s “return to work” notice may be required.

**4.22 Building Security.** All Employees who are issued keys to the office are responsible for their safekeeping. These Employees will sign a Register kept for the purpose upon receiving the key. Employees who are not authorized to the issued keys are not allowed to duplicate the office keys. Actions shall be taken against anyone who breaks the rules. The last Employee, or a designated Employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Where applicable, the Employee shall ensure that the alarm system is armed and air-conditioners are set on appropriate evening and/or weekend setting. Each Employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their Superior. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject



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to disciplinary action including termination of employment. In the case of an accident that results in injury, regardless of how insignificant the injury may appear, Employees should notify their Superior, and/or manager (See Section 4.21, Employee Requiring Medical Attention).

**4.23 Personal Belongings.** All Employees are responsible for their own personal belongings and properties left at the office. The Institute assumes no liabilities for any loss or damage to personal belongings and property.

**4.24 Institute Property.** The Institute's office space, equipment, materials and other properties shall be used only for NIETM business. Employee who uses the Institute's portable property such as Mobile Phones, Laptop, Video Projector, Camera and Video Camera are responsible for the safekeeping of these equipments. The Employee will be held responsible for any loss or damage to these portable properties. Cost of replacement or repair will be borne by the Employee.

**4.25 Supplies; Expenditures; Obligating the Institute.** Only authorized persons may purchase supplies in the name of the Institute. No Employee whose regular duties do not include purchasing shall incur any expense on behalf of the Institute or bind the Institute by any promise or representation without written approval from Management.

**4.26 Visitors in the Workplace.** To provide for the safety and security of Employees, visitors, and the Institute's facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards Employee welfare, and avoids potential distractions and disturbances. All visitors must enter through the main reception area, accompanied by the staff who is playing host to the visitor. Authorized visitors will be escorted to their destination and must be accompanied by an Employee at all times. The visitors must not wander around the office unaccompanied.



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## SECTION 5

**Code of Conduct.** The work rules and code of conduct are very important, and the Institute regards them seriously. All Employees are urged to become familiar with these rules and code of conduct. In addition, Employees are expected to follow the rules and code of conduct faithfully in doing their own jobs and conducting the Institute's business. Any Employee who deviates from these rules and conduct will be subject to corrective action, up to and including termination of employment. While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment. Theft or inappropriate removal or possession of property; Working under the influence of alcohol or medically illegal drugs ; Possession, distribution, sale, transfer, or use of alcohol or medically illegal drugs in the workplace ; Fighting or threatening violence in the workplace; Boisterous or disruptive activity in the workplace; Negligence or improper conduct leading to damage of Institute-owned property; Insubordination or other disrespectful conduct; Violation of safety or health rules; Smoking in the workplace is strictly prohibited in the institute campus. Sexual or other unlawful or unwelcome harassment ; Excessive absenteeism or any absence without notice ; Unauthorized use of Institute-owned equipment ; Using Institute equipment for purposes other than business (i.e. playing games on computers or personal Internet usage); Unauthorized disclosure of business "secrets" or confidential information; Violation of personnel policies; Offering and accepting bribes, kickbacks and other illegal payments.

5.1 **Attendance/Punctuality.** All Employees are expected to be regular and punctual in attendance. This means being in the institute, ready to work, at their starting time each day. Absenteeism and tardiness place a burden on other Employees and on the Institute. If an Employee is unable to report for work for any reason, he/she shall notify in advance to his/her Superior. The Superior is then responsible to inform office of the Director/Principal. The Employee is responsible for speaking directly with his/her Superior about his/her absence. It is not acceptable to leave a message on a Superior's WhatsApp or messenger or voice mail or through another Employee except in extreme emergencies. Should undue tardiness become apparent, disciplinary action may be required.



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5.2 **Absence without Notice.** When an Employee is unable to work owing to illness or an accident, the Employee shall notify his/her Superior. This will allow the Institute to arrange for temporary coverage of the Employee's duties, and to help other Employees to continue work in his/her absence. If the Employee does not report for work and the Institute is not notified of his/her status, it will be assumed after two consecutive days of absence that the Employee has breached the service terms and conditions of the employment. If an Employee becomes ill while at work or must leave the institute for some other reason before the end of the workday, he/she shall inform his/her Superior of the situation who will then inform to the office of the Director/Principal.

5.3 **Harassment, including Sexual Harassment.** The Institute is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. If an Employee believes that he/she have been the victim of harassment, or know of another Employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal. Any Superior who becomes aware of possible harassment should promptly advise Management or the Personnel Department Representative who will handle the matter in a timely and confidential manner.

5.4 **Usage of Illegal Software.** Employees are not allowed to use Institute's computer system to download or install illegal or unauthorized programs, software or data. In case it is found that any illegal software has been downloaded in any system, the person operating the particular computer will be held responsible for the lapse and necessary disciplinary action will be initiated against him/her.

5.5 **Dress Code.** While the Institute do not wish to limit the Employee's expressions of taste and individuality, the Employee's must be aware that what the Employee wear to work is a reflection of the Employee's own professionalism and that of the Institute. Employee is to be dressed appropriately for the type of business and the Employee's position in particular. In addition, certain requirements must be observed. Clothing should not be provocative (e.g. lowcut, revealing and extremely tight fitting). Extremely casual



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dressings is generally not considered appropriate for work. Management considers the following examples, on its own, as inappropriate working attire:- strap outfits, Tank tops or revealing blouses, Short mini skirts, Pedal pushers and T – shirts. Obviously, a professional appearance is especially important for those Employees who at any time come in contact with students and parents. Please use good judgment and good taste, remembering rightly or wrongly, people do judge the Employee as the organization, based in part of the Employee's appearance.

**5.6 Tobacco Products.** The use of tobacco products is not permitted anywhere in the Institute's premises except in authorized and designated locations.

**5.7 Office Cleanliness.** The Institute attaches considerable importance to the cleanliness of the office as it is impossible to obtain neat and methodical work if the office itself is untidy. Employees are expected to be responsible enough to keep their surroundings in best possible housekeeping and see that at the end of the working day, their respective departments are left clean and tidy. Institute premises shall be kept clean and free from effluvia arising from any drain, privy or other nuisance. Accumulation of dirt and refuse shall be removed daily by sweeping or by any other effective method from the institute premises and disposed of in a suitable manner.

**5.8 Power/Water Saving.** It is the responsibility of each employee to save Power and Water. All machineries, computers, electrical equipment, lights and electrical installations will be switched off when not in use. Prior to leaving their department, each individual should ensure that all switches are put off. Though adequate water will be provided to the employees, it is expected that employees do not waste the water and whenever any leakage of water is found the same will be reported Admin Department immediately.

**5.9 Protection of Environment.** We have borrowed this world from our children and it has to be returned to them without causing any damage to the environment. We in Nagarjuna Institute of Engineering, Technology & Management (NIETM)., pledge to preserve the environment and undertake not to involve ourselves in any activities that may



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pollute the Air, Earth and other substances. All norms as prescribed by Pollution Control Department will be strictly adhered to. Effective arrangements shall be made for the treatment of wastes.

**5.10 Gift or Favor.** It is the policy of the Institute that no employee or any member of his immediate family will accept any form of gifts or favors from contractors, suppliers, students, or any other party having business dealings with the Institute. However, in such circumstances where it is customary to do so, employees are permitted to accept such gifts of nominal value or favors provided that such gifts or favors are not extended and/or accepted for the purpose or with intention of :-



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## SECTION 6

### *Wage and Salaries Policies*

The employees shall be paid salaries as prescribed by AICTE, DTE, Govt of Maharashtra and RTMNU.

**6.4 Annual Increment.** as prescribed by AICTE, DTE, Govt of Maharashtra and RTMNU.

**6.5 Lumpsum Payment.** To certain employees, a Lump sum payment as decided by the management will be disbursed based on their valuable contribution rendered to the Institute. Lump sum payment is not a right and is prerogative of the management to identify and award lump sum payment to an employee.

**6.7 Paydays.** All Employees shall be paid monthly on a scheduled payday, usually in the first week of every month. In the event that a regularly scheduled payday falls on a weekend or holiday, Employees shall receive pay on the next day of operation. The Institute pays Employees by way of a direct credit into the Employee's bank accounts with Union Bank of India. Employees shall be notified, in the event of a change in the Institute's bankers. The salary is credited into respective Employees accounts at Union Bank of India after deduction of Tax, instalments towards loans and advances and other mandatory contributions, for certain category of employees the salary will be given in cash as decided by the Management.



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## SECTION 7

### *Expenses Reimbursement Policies*

**7.1 Expenses Reimbursement.** Employees are eligible to claim reimbursements for expenses done against the duties performed by them in an extra -ordinary circumstances.

**7.2 Transportation Expenses.** Certain Employees are entitled to claim traveling expenses as per the rates as mentioned in separate orders issued time to time. Reimbursement claim supported with tour notes must have approval from his/her Superior prior to submitting to the office.

**7.4. Local Conveyance Allowance.** The applicability of Local Conveyance Allowance within duty station as well outstation station with mode of vehicle as per institute policy.

**7.5 Free Transportation** The Institute provides free bus services to all faculty, office staff and students.

**7.6. Daily Allowance.** The daily allowance applicable to various category of employees will be notified through office order issued at frequent intervals.

**7.7. Tour Report.** On return from any outstation tour, a report about the visit will be submitted at the earliest and not later than one week for follow-up action.

**7.8 Parking.** The Institute provides parking facilities for the Employees.





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## SECTION 8

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### *Benefits and Services*

**8.1 Tax Deduction at Source.** Tax will be deducted at source for all employees at the designated rates every month and a copy of the income tax returns that have been filed will be kept in employees' personal file of the employee concerned.

**8.2 Professional Tax.** Professional tax will be deducted and remitted as per the taxation schedules based on gross salaries, applicable in different locations of the country, where the employees are employed.

**8.3 Employees Provident Fund.** The Institute will contribute the statutory contribution for the benefit of employees. Any contribution made by the employer and the employee to any statutory funds or social security will be at the rate gazetted by the Government and/or other authorities vested with the power to decide the same. The eligible employee shall contribute 12% of his/her gross salary and the Institute shall contribute for each Employee an amount as applicable Salary means the last drawn salary.

**8.4 Vacation/ Leave.** Paid vacation is only available to Employees following their confirmation of service in the first-year of employment with the Institute and is provided based on the following guidelines:

**8.5 Casual Leave.** Every confirmed employee will be allowed 10 days casual leave on full pay in a calendar year. Employees can avail half day casual leave for first half or second half of the shift with prior permission. Employees who join service in the course of the year will be allowed proportionate casual leave after their confirmation in the Institute's service. While calculating casual leave, fraction of leave for half day or more shall be treated as full day's leave and fraction of less than half day shall be omitted. The casual leave is non-accumulative. However, unveiled full day casual leave will be added to the privilege leave in the following year. Not more than two days of CL can be taken at a time.



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**8.6 Sick Leave.** Every confirmed employee will be allowed 10 days sick on full pay in a calendar year. Granting of Sick Leave will be at the sole discretion of the Management.

**8.7 Maternity Leave.** A married female employee will be granted paid maternity leave as per AICTE, DTE, RTMNU norms.

**8.8 OD leave.** The days of the duties performed outside the Institute for Institute work /Examination work/ for attending FDP, STTP, Conferences, Workshop etc shall be consider as OD leave after approval from head of the Institute.

#### **8.9 Compensatory Leave**

An employee may be granted compensatory holidays or leave if he is required to work on any holiday under the written orders from the Director/principal.

**8.10 Record Keeping.** Every head of Department maintains vacation/leave days accrued and used and will communicate to the office of the Director/Principal. Each Employee is responsible for verifying his/her leave status to make sure the correct amount of leave days taken and balance is correct.

**8.11 Public Holidays.** NIETM observes all publicly declared national holidays by the RTMNU Nagpur.

**8.12 Training and Professional Development.** The Institute recognizes the value of professional development and personal growth for Employees. Therefore, the Institute encourages its Employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses. Where applicable, the Institute reserves the right to impose a bond for the Employee for specific training and professional program to a maximum of three years.



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## SECTION 9

### *Employee Communications*

**9.1 Board Meetings and Staff Meetings.** Board Meetings will be held at frequent intervals and only the Senior Level Managers as authorized by the management are allowed to attend these meetings. Other personnel may be invited to attend on a need basis. All directors are involved in the decision making process and will have one vote each. The Managing Director will have the absolute right to decide which subject on the agenda will be put through a voting process and the final decision will be made by the Managing Director or the General Manager in his absence after the vote which will be binding on all Employees. Minutes of the Previous Board Meeting will be circulated at the subsequent Board Meeting. Staff meetings will be held at least two (2) times a year. These informative meetings allow Employees to be informed of recent Institute activities and changes in the workplace.

**9.3 Suggestion Box.** The Institute encourages Employees who have suggestions that they do not want to offer orally or in person to write them down and leave them with their Superior or the Management. Every care will be taken to preserve the Employee's privacy. No action will be taken on anonymous complaints or suggestions and the management has the right to reject such suggestions. Suggestions may be sent by e- mail to their respective Superior or Departmental Manager.

**9.4 Procedure for Handling Complaints.** Under normal working conditions, Employees who have a job-related problem, question or complaint should first discuss it with their immediate Superior. At this level, Employees usually reach the simplest, quickest, and most satisfactory solution. If the Employee and Superior cannot solve the problem, the Institute encourages the Employee to escalate the issue upwards in the management hierarchy until the problem is resolved.

**9.5 Grievances.** An Employee shall convey grievances to the Management only in writing. The Management shall respond, in writing and within a reasonable time, as to whether the grievances



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would be given due consideration or otherwise. The Management may opt to implement corrective measures immediately or at their discretion, establish a Board of Inquiry to review and consider the grievances. The Board of Inquiry shall recommend to Management the corrective measures to be undertaken.

**9.6 Press Relations.** Employees should not give press statements or grant interviews to the press, television or radio on any matters connected with the Institute, particularly on policy matters, without the prior consent of the Management.



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## **SECTION 10**

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### ***Breaches***

**10.1 Breach of Code of Conduct, Policies, Rules and Practices.** An Employee who is alleged to have breached any of the code of conduct, rules or policies as stipulated in this document (or its addendums and revisions) shall be informed in writing and shall be entitled to 'due process' to refute the allegations and/or submit a defense. The Management shall establish a Board of Inquiry to determine the actual breach(es) and the Board of Inquiry may recommend to Management to impose specific disciplinary action. The Management shall decide and appropriate disciplinary action to be imposed unto the Employee. Disciplinary actions may range from verbal reprimand to immediate dismissal depending on the severity of the breach committed.