

ASHOKA Education Foundation (AEF)

Human Capital Resource Manual

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Ashoka Education Foundation

Statement of Purpose

“We are committed and determined to redefine the cause of excellence in education and implement it through accelerated need based practical oriented process with holistic approach to empower learner for self exploration to become a responsible global citizen with deep rooted ethos of Indian culture and tradition.”

Vision:

AEF's vision is essentially focused on developing educational centres of excellence providing need-based globalised education from school to the highest level in traditional and emerging areas empowering our nation to be a Developed Country ~~by 2020~~.

Mission:

The Mission of Ashoka Education Foundation is to promote educational and technological growth of the nation to realize the VISION ~~2020~~ of making INDIA a developed country

Strategy for Human Capital Development:

AEF believes in the strategy of developing human capital as innovative thinker and the organizational development (OD) through operations research)



Message from Chairman

In consonance with the statement of purpose of AEF, we recognize our employees as our biggest asset. To assist and facilitate transparency, it is imperative to institutionalize process across all functions and hierarchies that are accessible to all.

The issuance of this first HR Manual is an attempt to bring transparency in all that encompass our daily life at our work place and this will help us to synchronize what is expected of us with what we expect of the system.

This HR Manual is the first building block to a journey towards making our SOP a reality.

Welcome to the AEF family!

MANUAL DISCLAIMER

I understand that I am responsible for reading the manual, familiarizing myself with its contents, and adhering to all of the policies and procedures of the Foundation, whether set forth in this manual or elsewhere.

I understand that the information in this manual represents guidelines only. AEF reserves the right to modify this manual, amend or abolish any policies, procedures, or employee benefit programs whether or not described in this manual at any time, or to require and/or increase contributions toward these benefits programs.

AEF would periodically review policies in part or as a whole, to ensure that they continue to reflect current thinking in the field of Human Resources Management and are consistent with trends and legal requirements applicable in the context of the organization.

Manual at a Glance

The Human Capital Resource Policy & Process Manual has been developed to guide the action and govern the rights of the employees at ASHOKA Education Foundation, Nashik. This manual contains the policies and procedures suggested by the governing council & by the promoters of the foundation.

The manual is for the use within the preview of the foundation and information is believed to be reliable and current at the time of adoption.

Approval of this manual and subsequent Amendment will be by:

- Governing council & Executive council for statements of policy.
- Director General, Directors, Principals of Different units & Administrator can propose the changes for different statements of Process which will finally be approved by the Chairman of the Foundation.

Trust Background

Ashoka Education Foundation AEF) (is an ambitious educational body duly registered by Societies Registration Act, 1860 & Bombay Public Trust Act, 1950. AEF established in the year 2002, previously the Founder Members of Ashoka Education Foundation were involved in Educational Field through the Ashoka Training Institute from June 1997. After the registration of AEF, Management has started the "Centre for Excellence in Mathematics & Science" and "Ashoka Universal School" in June 2005.

The Ashoka Education Foundation was established in the year 2002 at Nashik. The Foundation is patronized by the renowned '**Ashoka Buildcon Limited**' engaged in Infrastructure Development activities. The group comprises of dynamic, innovative visionary promoters who have a vision to create new "records" of excellence in the academic field to serve the Global Community.

Visionary Promoters of Ashoka Buildcon Limited decided to serve the society in the Academic field and established the '**Ashoka Education Foundation**'. The vision is to provide facilities for pre-nursery to higher education and research - with a notable difference. The educational activities are & will be pursued by Dynamic and Devoted Academicians attracted from all over the world. Ashoka Education Foundation has undertaken the educational endeavour as a social mission right from the beginning and therefore started its activities by running schools with certain novel ideas about education. Ashoka Education Foundation does not intend to prepare talkative or rote-learning minded machines, but foundation is keen on preparing students as sociable and ambitious personalities. The efforts are, therefore, focused on ultimately to establish an international university level institution. Twenty years from now, India with her young Population will have to rise to support the global society. This can create unprecedented wealth for India, provided her young men and women are endowed with outstanding competencies and are proficient in modern technology. We need to groom them to become competent, thoughtful, ethical and morally balanced contributing members of this global village. **It will be our endeavour to provide a holistic educational experience to every learner and later look forward to our International University.**

Governance: Governing council will be chaired by the Honourable Chairman. The other members of council include

1. Nominee from the Foundation
2. Nominee from the Foundation
3. Retired Govt. Official
4. Renowned Economist
5. Social Worker
6. Industry Nominee (HR)
7. Industry Nominee (Fin.)

8. Industry Nominee (Mkt.)
9. Industry Nominee (Operation)
10. Director General

The Director General, AEF is the Member Secretary of the governing council. Besides, three renowned and prominent trainers/ consultants/ Industrial/ social workers in the field of Education /Management /Technology are nominated by the Promoters.

Governing Council

A governing council needs to think for the future, and it will often be involved in developing long-term plans for an institution. Appointments are for long periods for five years, allowing council members to act independently and remain insulated from short-term external developments. Governing Council is a mix, with a significant number of members drawn from outside the academic community.

Objectives of Governing Council -

1. To maintain quality assurance processes and continuous improvement in its delivery of higher education qualifications.
2. To support and enhance policies, procedures and implement key quality controls within a continuous improvement framework to ensure that courses delivered by AEF Higher Education:
 - meets students' needs;
 - meets industrial needs;And are:
 - delivered in a quality assured manner;
 - equivalent in standard to similar courses delivered by REPUTED INTERNATIONAL universities and other higher education institutions;
 - Delivered in an appropriate way, using appropriate facilities.
3. To meet the requirements of the SOP OF AEF's Higher Education

Responsibility and Delegations to Executive Council:-

1. The Executive Council ensures that AEF Higher Education meets its obligations and responsibilities as a higher education institution.
2. The Executive council has responsibility for academic policy making, academic administration, various accreditations and overview of the educational process.
3. AEF Higher Education Executive Council is the primary operational decision-making body of the higher education institution and oversees higher education operations of AEF.
4. It sets and delivers quality benchmarks in terms of academic results and placements.
5. Executive council ensures that the foundation remains free from any kind of legal or social complexities

Meetings:-

The governing council meetings will be held twice a year in the months of March/ April and October.

Executive Council:

Executive Council is chaired by the Chairman, AEF. Director General and all the Directors of the different streams are the members. Chief Accountant, Auditor, Govt. Nominees, Renowned Academicians, Industrialist, Faculty Members and students' nominees are also member of executive council. Advisory committee of executive council will serve the term maximum for three years, except student nominee:

1. Chairman of the Foundation
 2. Nominee of the Foundation
 3. Principal of Management Faculty - Office Bearer
 4. Principal of Education Faculty - Office Bearer
 5. Administration head - Office Bearer
 6. Chief Accountant / Auditor - Office Bearer
 7. Director General - Office Bearer
 8. HR Manager - Office Bearer
- Advisory Council
1. Renowned Academician - Academic Council Member of Pune University
 2. Industry Nominee
 3. Industry Nominee
 4. Govt. Nominee - Local Social Welfare Officer
 5. Faculty Member - Duly Elected from the faculties
 6. Faculty Member - Duly Elected from the faculties
 7. Non Teaching Member - Duly Elected from the Nonteaching Staff
 8. Student Nominee - Duly Elected from the Students(Every year)
 9. Student Nominee - Duly Elected from the Students(Every year)

Powers and functions of Executive Council:

1. To create various posts; prescribe qualifications, experience and pay scale, which may be required for proper administration of the institute from time to time.
2. To scrutinize budget estimates of the institute which should reflect all estimated receipts and payments for approval by the Council?
3. To approve the annual program (Action Plan) / Academic Calendar of the Institute submitted by the Director General / Directors.
4. To approve appointment of the auditor for statutory audit of accounts of the society.
5. To review the working /functioning of each committee constituted by the council and lay down norms or guidelines for each of them.
6. To issue necessary directions and guidelines to the Director General / Directors of the Institute for proper administration and utilization of funds and resources of the foundation.
7. To approve long term plans for the Growth and development of the Institute submitted by the Director General / Directors.
8. To take necessary steps to ensure proper execution of the plans /schemes approved by the general Body.

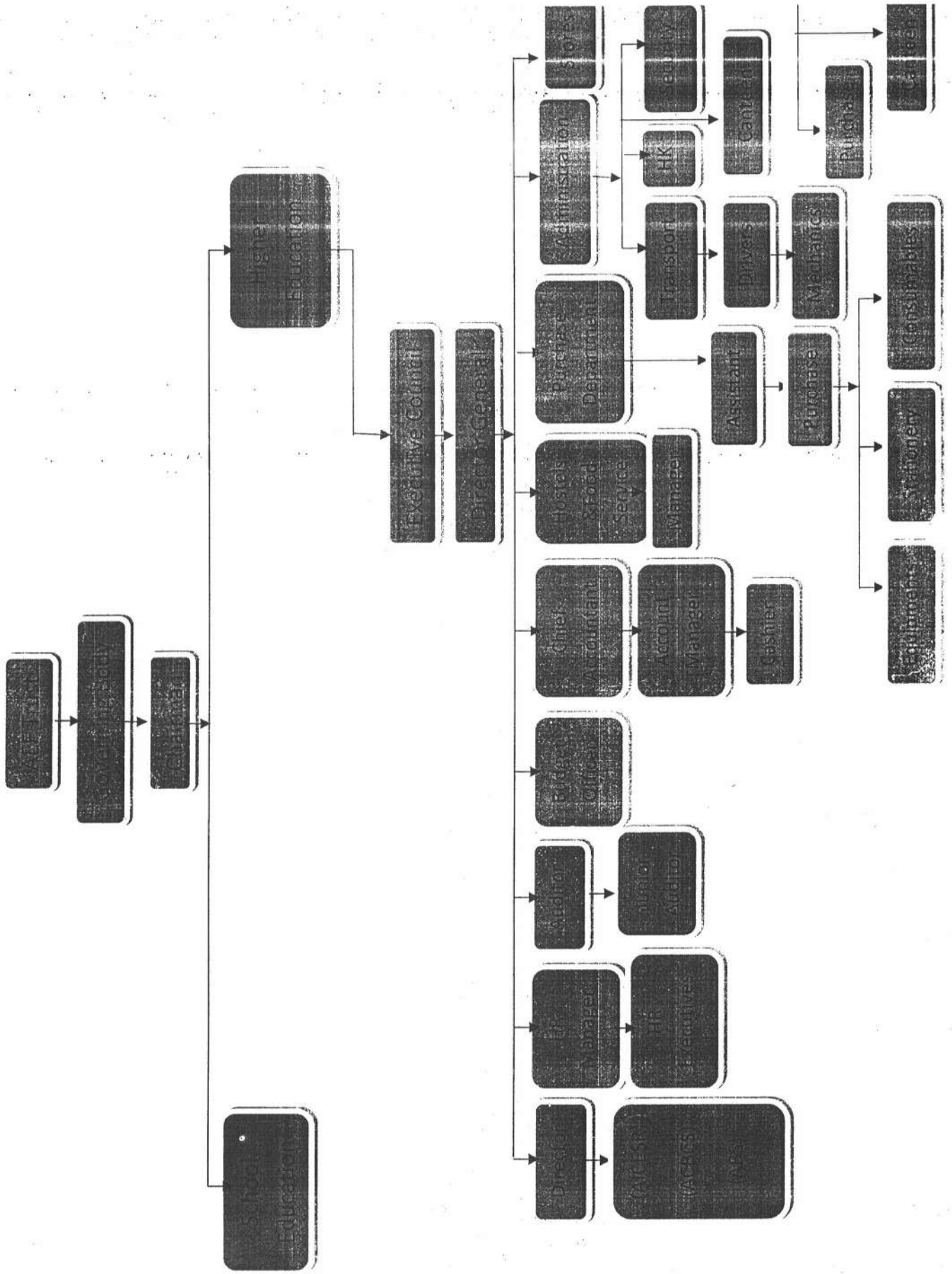
9. To undertake any other function or liability delegated /entrusted by the governing board from time to time.

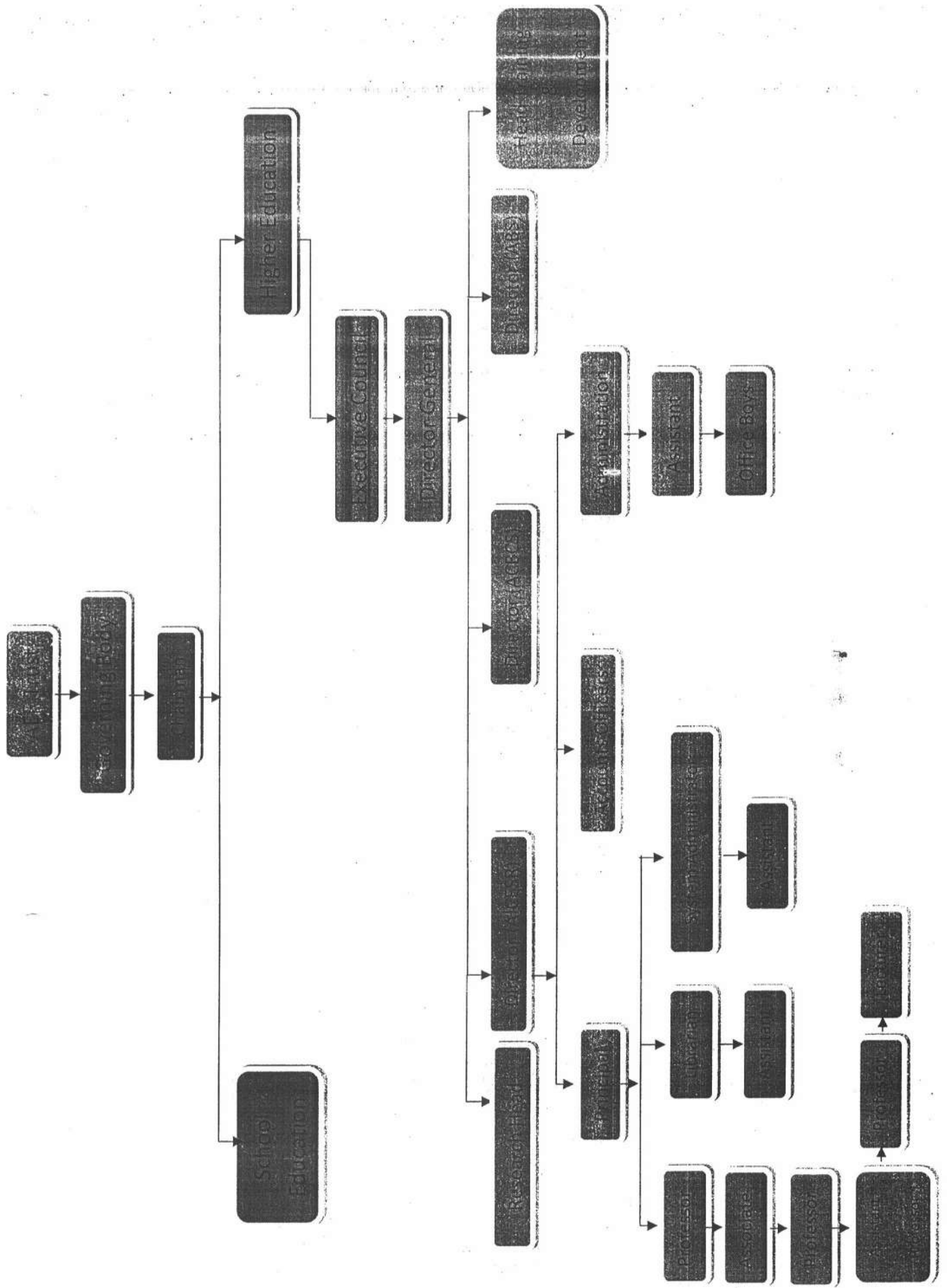
The Directors of the institute execute Academic, Training and Operational research work. Administrative Officer of the institute facilitates the day-to-day administration of the institute.

Frequency of Executive Council meetings:-

Executive Council members are scheduled to meet in quarterly meetings held in the months of April, August, November and January every year.

Organizational Structure





Human Capital Resource Policy

For sustainable growth, institutional effectiveness and employee satisfaction, it is imperative to have personnel policies that are dynamic and accommodative to create conducive working environment where employees can utilize their best in conformance to the objectives of the foundation.

The institution encourages its employees to think, express and share their views and concerns with the management to facilitate decisions and operations through collective wisdom; and follow a prudent approach recognizing their contribution through appreciation.

The HR Policy encourages the institution's staff to be proud of 'who we are' and 'what we do' within the broad framework of institutional culture, where motivation, ownership, involvement and development are the keys.

With focus on Human Capital Resource, the policy aims at

1. Building competence of staff through repeated exposures in refining their technical skills.
2. Opportunities for career development.
3. Development of Group dynamics and team spirit.
4. Sharing personal and professional problems.
5. Inculcation of 3 Ds :Discipline, Dedication and devotion

The Policy stays committed to support the overall development of its human resource.

Non - Discloser Policy

Broadly maintaining the "open" culture, the foundation, in order to serve and behold its interest, restricts the disclosure of classified information related to-

1. Personnel compensation
2. Research information
3. Training material developed
4. Personnel data
5. Certain kind of financial information
6. Developmental plans & accreditations, approvals in process.

All employees are required to sign a non-discloser agreement as a precondition of employment. Employees who improperly use or disclose secrets or confidential institutional information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Employee Privacy/Individual Confidentiality

The Foundation will not release employee information to third parties unless the recipient has a business reason to know. The information will not be released to outside sources without the employee's approval, except to verify employment dates and most recent job title, or as required by law. Only the Human Resources Department is authorized to disclose employee information

In case monitoring of computer & internet usage within the foundation's network is needed, it can be done only on specific written approval of a respective Vertical Head.

Recruitment

Team Work

Our success begins and ends with teamwork. It is expected that each person will do his part to avoid situations that disrupt or promote others in their group to act in ill-will, to be insubordinate to a supervisor or to intentionally disable the efforts of other employee teams or departments.

The process is dictated by requirement which at times is need based, and follows a fair procedure through open advertisement, interaction on personal basis, putting the potentials on a scale and matching it with the job functions, and ends with negotiation before induction in the Institute.

A. Manpower planning – Process steps in recruitment followed

i. Finalization of number of posts required in each Institute / Department.

ii. Approval

- a) Approval of posts - (Nature and Number) by executive council.
- b) Requisition prepared by HOD/ Dept. Head/ Principals for HR and submitted to the Director General along with job description, the competencies/ skills required with desired academic qualifications and experience and name of the project/ department where s/he will be absorbed and for what period, and package.
- c) First preference is given to internal candidates by giving them opportunities of promotion, if found suitable for the post.

iii. Advertisement

Advertisement is through local / national news papers and/ or uploading information on website (www.aefindia.org, www.ashokabuidcon.org) and circulation through job portals i.e. www.naukri.com, www.monster.com etc.

iv. Selection

The recruitment process will be conducted at AEF Main Office only. After the manpower requisition, duly approved by the Chairman, is received by HR Department the following process is adopted:

- a) Advertisement / Consultancy / Reference / Local Search
- b) Receiving applications
- c) Short listing suitable candidates as per our requirement and parameters.
- d) Sending interview calls.
- e) Filling of application blank by the candidates before personal interview.
- f) Written / Online test (If required)
- g) Interview with the Panel constituting Principal, Subject/ Functional Expert and HR Manager.
- h) Negotiation and Selection
- i) Approval by executive council member (Chairman).
- j) Issue of offer Letter
- k) Joining, completion of personal file, issue of Appointment Letter and Induction

Interviews: The short-listed candidates are informed through Email and call letters under postal certificate to appear for the interview. The interview panel is decided at the level of competent authority. However, the names of panel members are disclosed to the member concerned a day before only. The final selection bears the approval of the chairman. Interviews may be conducted by Video Conferencing or by Telephone.

Proficiency Tests: Depending on nature of work (for Computer, Finance and accounts) proficiency tests & Demo Classes for the teaching faculties are conducted for assessing the potentiality before final personal interaction. If required these tests can be outsourced.

References: At the time of applying, the potential aspirant is required to give two recent past references one of whom has to be from the organization the applicant has worked in past. However, these references should not be related to the applicant. HR Department is required to check the authenticity of references and may verify, if needed.

B. Joining Formalities:

The HR Department initially issues the offer Letter and on acceptance by the selected candidate Appointment Letters for the selected candidates duly signed by the Director/ Chairman within 7 days.

The candidates at the time of joining are required to submit-

- i. Certificates/ marks sheets of educational qualifications
- ii. Experience Certificates
- iii. Proof of Age & permanent address
- iv. Blood group
- v. Certificate of fitness from the competent medical Authority
- vi. Police verification certificate (exempted for passport holders).
- vii. 2 latest coloured photographs
- viii. Last Pay Slip (Three months)
- ix. No Dues / Relieving Certificate from previous employer. (can be submitted within 45 days from the date of joining)
- x. PAN card
- xi. Non Judicial stamp paper of Rs 100/- or 500/- as the case may be for entering into a contract with AEF. Agreement/Contract letter provided by the HR Department.

New recruits are required to sign and submit a relevant undertaking at the time of joining. The entire employee's information is then entered into the employee database by the HR Department for timely executing the periodical appraisals and contract renewal. HR Department has to take the biometric images of right / Left thumb for daily attendance system.

Categories in which recruitment or engagement can be done

1. Members of the strategic business units- Directors, Principals, HODs
2. Core functions-Faculty members, Research heads.
3. Administration and support function-Administrative officer, - HR Dept., Account, Audit, Purchase, Store, Support staff, Class III & IV
4. Outsourced Support - Consultants, External Agencies, House Keeping, Garden Maintenance

Job Descriptions

- I - Director General
 - C) Director General of AEF is the CEO of the Higher Education and is responsible for the day-to-day affairs of the Institutes.
 - D) All the activities of the Institute viz. Education, training, research, consultancy, specialized services etc. are carried out under his guidance and supervision.
 - E) S/He is also the administrative and financial head of the Institute.
 - F) As Member-Secretary of the Governing Body and EC.
 - G) The Director General is also responsible for organizing the meetings of these bodies and maintaining records of the proceedings
- I. Administrative Officer -
To support Director in

- H) All administrative and establishment matters concerning the Institute.
 - I) Recruitment, promotion, vigilance etc.
 - J) Financial and budgetary control of funds , etc
 - K) Matters relating to the meetings of the Governing Body/Executive Committee, etc.
- II. Professor - Attached Separately
 - III. Asso. Professor - Attached Separately
 - IV. Asst. Professor - Attached Separately.
 - V. PMS
 - VI. Training & Development
 - VII. Vehicle management
 - VIII. Building maintenance
 - IX. Accreditations, liasoning
 - X. CSR initiative
 - XI. Renewal of affiliation and licences

Induction Program for New Entrants:

The new recruits are welcomed and provided with accurate information relevant to his/her employment. New AEF employees are required to attend an Induction program designed to make new recruits: feel comfortable in their new work environment; learn about AEF employment, benefits.

Objectives of Induction Program

AEF induction program is designed to help new hires feel welcome and inform them of what AEF offers, and what performance and behavior standards it expects.

1. **Introduction to AEF:** New recruits are provided with information on Rensselaer's history, values, services, customers, and other programs. Representatives from various departments will brief about how their area supports employees either in the performance of their job duties, or for the employee personally.
2. **Human Resource Policies, Procedures and Benefits:** Employees will receive their Welcome Kit with HR Manual depicting the different policies, Benefits and processes. The welcome kit will also include enrollment materials like Bank Account Opening Forms, PF Account Opening / Transfer forms, Mediclaims, Identity cards developed for the retention of the employee. If required the necessary information and guidance will be given to employee.
3. **Tour of Campus:** Employees may be given a tour of the AEF campus.

The new recruits joining a designated category, i.e. Teaching & Non Teaching. The teaching category includes Principal, Faculties, Coordinators, and Educators. While nonteaching staff includes. Lab Assistant, System Administrator , Librarian Admin & support staff of the foundation. Depending on the profile the staff members will be offered a proper work station, Computer with internet, Lockers, waste bin etc. The following things will be provided in the Welcome Kit:

- I. Teaching Staff :
 - A. Welcome Note - By Chairman
 - B. AEF Brochure
 - C. HR Manual
 - D. Stationary
 - Notepad / Diary
 - Pen, Pencils, Eraser, Sharpener
 - Stapler
 - Punch Machine
 - List of Intercom numbers
 - School Policy booklet, which will be available with concerned A.O.
 - E. Micro planning

- Understanding of the Syllabus.
- SOP, Vision & Mission
- Syllabus

F. Interaction with the educators on micro planning, syllabus, overall development of the students by principal/ director of the respective stream.

II. Nonteaching Staff: The following things will be provided in the Welcome Kit to Admin staff:

- Welcome Note
- AEF Brochure
- Stationary
 - Notepad/ Diary
 - Pen, Pencils, Eraser, Sharpener
 - Stapler
 - List of Intercom numbers
 - HR Manual

D. Interaction with the team and formal handing over the charge to lab assistants & stores in charge

C. Hierarchy and Reporting System :

Category	Reporting To
Director General	Chairman
Director, Human Resource Manager, Auditor, Budget Officer, Chief Accountant, Food Services, Purchase Officer	Director General
Faculties / OS/ Accountants / Account Officer / Cashier / Clerks	Principal, Director
System Administrator / Supportive staff / Any other staff/librarian	HOD & Principal
Purchase & Store Department	Purchase Manager
HR Executive / Admin Executive / Staff of the Department	HR Manager
Accounts staff not related with the Institutes	Chief Accountant
Audits staff not related with the Institutes	Auditor

D. Policy for Issuing Letter

Intent: To issue Offer/Appointment/Confirmation/Increment/Warning letter/letter of appreciation/any other memorandum, as per the requirement

i) Offer Letter

- The HR Officer will issue the Offer Letter to the newly recruited employee/ after the final interview with the Admin Manager/ Principal/ Director General. After confirming receipt of all the required documents
- Personal file of the employee will be created by the HR Officer and a copy of the duly signed Offer Letter will be filed in it.(along with assessment sheet and demo sheet which is mandatory)

ii) Appointment Letter

- HR will issue the Appointment Letter to the new employee on his/her date of joining duly signed by the Principal/ Director General within seven days.
- The Appointment Letter shall contain all the terms and conditions of the employment.
- A copy of the signed Appointment letter will be filed in the Personal file of the concerned employee by the HR.

iii) Confirmation/Increment Letter

- On completion of probation period mentioned in the appointment letter, the review of the performance of the employee will be taken by the concerned Co coordinator / Admin Manager / Principal /Director General. If performance is found satisfactory then only confirmation procedure will be followed. Otherwise the employee will be given the opportunity for improvement for specific period decided by the management by extending probation period.
- Probation period can be extended twice for a period of 3 months each time and extension of probation shall be communicated timely to concern employee.
- On review of performance of the staff, increment is awarded during the next academic year i.e. April to March.

iv) Warning Letter

- If any employee does an act of indiscipline, misbehaviour, insubordinate or fails to perform his/her duties which are likely to have negative effects on the management control and profitability of the institutes, a warning letter will be issued to such employee/ employees to this effect.
- Only Principal /Admin Manager as per the protocol will decide for issuing warning Letters and inform HR Department to issue such letters.
- HR department shall file such letters in the personal file of concerned employee.
- Director General may alter the increment as per regular Performance Appraisal system on the basis of such letters.
- Code of Conduct would be issued every year duly signed by Authority and the same copy would be signed and filed in the personal file.

v) Appreciation Letter

- If any employee performs any extraordinary job which has a positive effect on management control and profitability of the organization his/her efforts will be appreciated by issuing an Appreciation letter to the employee/ employees.
- Principal, Admin Manager and HR / Admin Officer will decide for issuing appreciation letter and inform HR Department to issue such letter.
- HR Department shall file such letter in the personal file of concerned employee.

Director General may alter the increment as per regular Performance Appraisal System on the basis of such letters.

Concurrent employment

Consistent with applicable laws, any employee of AEF shall not, without the requisite, officially written approval of the foundation, accept employment or a position of responsibility (such as a consultant or a director) with any other institute, nor provide freelance services to anyone, with or without remuneration. In the case of a full-time director or the chief executive, such approval must be obtained from the board of directors of the foundation. Moderate speeches, writing, social activities, political affiliation is permitted.

Conflict of Interests

Employees should not allow their responsibilities outside of work to create a conflict of interest. If an employee has an opportunity to serve on another board or committee professionally they should first weigh the possibility of conflict. If conflict of interest is unavoidable, the employee should decline such offers to serve.

In cases where family members of employees are employed by or serve in companies of our clients, competitors, etc. you are required to notify human resources by a formal notification of such association.

Non Disclosure

All employees at one time or another will receive or be exposed to personal, privileged and/or confidential information. That information may concern other employees, the foundation's operations, recipes, customer lists, foundation affairs, product development, trade secrets, business models or other organizations with whom we do business. You are obligated to ensure that this information remains confidential and is not disclosed. This is true regardless of whether you are actively employed, on leave or your employment with the foundation ends (for any reason). Employees who disclose such sensitive information will be disciplined, up to and including immediate termination or legal action.

In addition, employees are not permitted to photograph, record, photocopy, or otherwise preserve foundation forms, lists or other materials belonging to the foundation without prior authorization. This is especially critical for items that were prepared or saved for an employee's own or someone else's current or future use

Administrative Procedure

Personnel Records:

Basic information of staff will be collected and maintained by the HR department in separate staff personal files. Following documents are to be maintained in personal files of each staff.

1. Application for the Post with resume
2. Joining Report
3. Self Attested copies of Certificates / Mark sheets of educational qualification, Experience Certificates which should be endorsed by the Administrator of AEF after the verification of the originals.
4. Original Relieving Letter from previous employer
5. Pan Card
6. Permanent Address Proof
7. Original Last Pay Slip
8. 2 latest coloured Photographs
9. Agreement/ Contract letter provided by the HR department (If Any)
10. Subsequently the following will be added to the personal file
 - Copy of certificate : seminar, conference, workshop, FDP attended; paper presentation / paper publication ;
 - Copy of reports on training programs attended by the staff
 - Leave Records
 - Personal data update form (to be filled by concerned faculty/staff as and when changes occur in his/her personal data).

Working Hours & Days:

1. There will be Six full working days in a week (i.e. Monday to Saturday)
2. The total working hours for the teaching staff will be of 6.15 hrs. & for nonteaching staff will be 8 hrs with half hour lunch break. However it may be altered during the vacation or as per the change in management policy.
3. Working hours for AEF employees are from 9.00 am to 5.00 pm with lunch break for half an hour from 1.30 pm to 2.00 pm. However the timings for the institutes will be as follows...
4. You are required to clock in for your scheduled start time and clock out at the end of your scheduled shift. Your recorded time is a legal **evidence** of the hours you are at work and your pay check is based on the time recorded in the biometric system/attendance register.
 - Reporting for work regularly and on time is essential, since **unpunctuality** or absence interferes with the daily running of the FOUNDATION and places an extra workload on your fellow employees. Please use your personal days to schedule business, medical, dental and other appointments which conflict with your work schedule.
- 6.

SR. NO.	ASHOKA EDUCATION FOUNDATION BRANCHES	ACADEMIC STAFF		ADMIN. STAFF	
		Reporting Timing	Lunch Break	Reporting Timing	Lunch Break
1	BBA	7.45 am	½ Hr.	7.30 am	½ Hr.
2	BCA/B.Sc.(CS) college	10.30 am	½ Hr.	10.30 am	½ Hr.
3	B. Ed (SNDT) College	08.00 am	½ Hr.	9.00 am	½ Hr.
4	BA & B.Sc. B.Ed, B.Ed.(Co.Ed.)	10.15 am	½ Hr.	9.00 am	½ Hr.

5	AEF	8.30 am	½ Hr.	8.30 am	½ Hr.
6	Ashoka Centre for Excellence in Maths & Science	9.30 am	½ Hr.	9.00 am	½ Hr.
7	Ashoka Training Institute	7.00 am	½ Hr.	7.00 am	½ Hr.
8.	Ashoka Business School	8.00am	1/2Hr	8.00am	1/2Hr

- For all positions the working hours may vary to certain extent depending on the training programmes planned at any point and time. The nature of work may occasionally demand extra time.
- Office will remain closed on Sunday if there is no scheduled activity in the institute.

Attendance :

- Attendance record is maintained in a manner that the record remains authenticated and unquestionable.
- Attendance register should be maintained along with biometric (fingerprint) attendance system. The office duty timings are mandatory for all staff members.
- Every staff member should report on duty before the prescribed time as per the working timings of the Institute. The register should be sent to the Director / HR Manager after 9.00 am. Employees reporting late than the reporting time, a concession for first three times shall be given. Every fourth late coming will amount for half day deduction from the salary for all the employees.
- If the same observed repeatedly, HR Dept of concern branch will send warning letter or strict action shall be taken against the employee.
- Every staff member is expected to perform his / her duties at the scheduled time, unless s/he has previously obtained special permission for late attendance.
- Similarly leaving the office early will be only with due permission of the Director/Principal and will be allowed in exceptional cases of emergencies only. 2 Hrs late reporting or 2 Hrs. early leaving is allowed only once in a month.
- The register will be maintained under the personal supervision of the HR-Head who will see that entries are made correctly. Strict measures are taken for the enforcement of punctuality. HR officers should be very particular in scrutinizing the attendance register.
- In case of staffs that leave office early without permission before the time for closing of office, he/she is treated as absent.
- In the event employees are on tour & if s/he return late night, reporting time is relaxed as follows
 - Before 10.00 pm - Normal reporting timing
 - After 10:00 pm - before 00:00 hrs- 1 hr. late to reporting timings
 - After 00:00 hrs - next day Half Day leave will be given.

Holidays & Leave:

- All leaves shall be calculated from date of joining of the employee as per the academic year.
- Leave structure for Teaching & non Teaching is as follows

Sr. No.	Types of Leaves	Teaching Staff (In days)		Nonteaching, HR & Admin (In days)	
		Permanent	Probation	Permanent	Probation
A	Casual Leaves (CL)	15	15	15	15
B	Sick Leave (SL)	07	07	07	07
C	Earned Leaves (EL)	00	00	15	07
D	Maternity Leave (ML)	90	N.A.	90	N.A.

Note: Teaching Staff will not be entitled for the Earned leave, they will be given a vacation instead. The vacation schedule will be evolved by the competent authorities, so as the counselling for the new admissions will be continued. However if any of the faculty is undergoing some additional course for the career advancement, his/her vacation schedule may be altered with the term end or Summer Vacation schedule.

Nonteaching staff is entitled for the earned leave. The earned leave will be calculated on the basis of the no of days worked, i.e. 1 day will be credited to the employees account after working of 15 days. So, in total they will be getting 25 EL in one academic year. Employee can avail 15 days earned leave at his /her discretion after the approval of competent authorities mentioned in reporting structure. The rest of 10 days vacation s/he has to avail as per the summer vacation schedule prescribed by the organization.

Employee may accumulate the earned leave maximum for 3 years, there after the earned leave will be lapsed.(Balance Earned Leaves are converted into cash entitlements at the time of superannuation)

3. Vacation Structure for Teaching & non Teaching :

Sr. No.	Type of Leaves	Teaching Staff (In days)		Nonteaching, HR & Admin (In days)	
		Permanent	Probation	Permanent	Probation
A	Diwali Vacation	07	07	07	07
B	Term End Vacation	15	7	00	00
C	Summer Vacation Leave	1 month	15	15	07

4. Casual leave may be prefixed &/or suffixed holiday and Sunday.
5. The quantum of unavailing leave at the end of the year deems to be lapsed.
6. Sunday & holiday falling during a period of casual leave will not be treated as a part of casual leave.
7. The leave of concern staff will have written approval on the leave application form. In case of leaving the head quarter the candidate will have to seek prior approval and will have to mention the telephone number & leave address.
8. The concerned staff will give prior information to his/her superior even in case of availing casual leave. Telephonically sanction is to be regularized by written sanction within 24 hours.
9. If Sick Leave exceeds more than 2 days, employee have to submit Medical Certificate.
10. Any leave over and above the casual leave will be treated as Leave without pay.
11. Director will be the competent authority for sanctioning/ approving leave without pay for any institute/ college staff.
12. Only Permanent employee can avail maternity leave. Maternity leave can be availed only twice in a service period. The written application shall be submitted to the HR Dept. No one is allowed to take a maternity leave for third child or thereafter. (2 Leaving Children)
13. All employees are entitled for Examination Leave related to academic development & these leave can be availed maximum 6 days only in each semester. These leave will be approved on production of original hall ticket & submission of self endorsed Xerox copy in front of competent authority.
14. 5 days special paid leave will be given in case of death of blood relatives (father, mother, spouse, brother, sister, son and daughter). It is applicable for Confirmed as well as employees on probation at the discretion of the management. The leave shall be given from the date of the incidence. The applicant shall apply for leave in the leave form mentioning the leave as special paid leave, the employees those who are not confirmed can submit a written application.
15. Compensatory Off can be availed during that academic year only, (June – May) which the employee has worked. Compensatory Off has to be availed within two months. After that it will get automatically lapsed if not availed. Compensatory Off can be availed by Permanent as well as employees on probation Co-coordinator, Department Head, Managers, Principal are not entitled for the compensatory off. Compensatory off shall not be encashed.
16. A record of all the leave and leave without pay availed by the concerned staff member will be maintained in the personnel records of the staff.
17. In case any staff member remains absent from duty for more than 5 days without any intimation to the concerned authorities, is liable for the disciplinary action. The disciplinary action involves the memo to the concerned staff,

management. may take appropriate step if the explanation given ,not found suitable. Any staff receiving three memos in a period of a month will be terminated immediately.

18. All Casual & Sick leave will be credited to the concerned staff's account at the beginning of each year, and the leave remaining at the end of the year will automatically lapse. There is no provision of carrying forward leave to next year or of leave encashment to any AEF staff.

Competent Authority to sanction leave & vacations:

1. Director General, Principal & Administrator are competent to sanction leave & vacation to staff working under them.
2. Leave & vacation of staff will be sanctioned by Director.

Public holidays:

AEF will remain closed on Sundays and all public holidays adopted by the list declared by Govt. of Maharashtra/SNDDT University/University of Pune & respective local authorities. However if there is any work / event falls on Sunday or on any holidays, it is mandatory for all concern staff members to attend the office without fail. They will be entitled for the compensatory off thereafter. In exceptional cases director may allow any employee to avail compensatory off before working & s/He may be called for work on subsequent dates. However if any holiday falls on Sunday, no compensatory off will be given.

List of Public Holidays:

Makar Sankranti	Good Friday	Ganesh Chaturthi
Republic Day	Dr. Ambedkar Jayanti	Mahatma Gandhi Jayanti
Mahashivratri	Maharashtra Day / Labour Day	Dasera
Rangapanchami	Rakshabandhan	Bakri ID
Gudipadva	Independence Day	Diwali
Mahavir Jayanti	Ramzan ID	Gurunanak Jayanti
New Year	Declared by Collector (If Any)	Christmas

Special Duty Leave (SDL) :

In addition to leave policy, special DUTY LEAVE (DL) may be granted to AEF staff for academic pursuit & administrative pursuit including attending workshops, conferences, Administrative work at University, DTE, and AICTE. It's mandatory for all approved staff of the college to attend the University related work without fail as per the orders issued by the Director / Principals.

Office Management

Addresses of staff

A list of address of all the staff members, including their contact numbers, working in office/section is maintained in the office/section.

Office rooms

1. When leaving office, every member of the staff should see that all files, papers, books, registers etc in his/her custody are kept in proper place. Pending paper should be kept together in a separate folder appropriately marked.
2. It shall be the duty of the every staff member to ensure that the personal computers, fans, air conditioners, lights etc. are used only when necessary and that are switched off when not required during office hours and also every evening before leaving the office.
3. The telephone provided in the office is used strictly for official calls under no circumstances; the telephone should be used for private calls except in cases of emergency.

Responsibility of the Staff:

Each member of the staff is responsible for the work assigned to him/her. She/he is also responsible for all official papers and articles belonging to the office which are entrusted to her/him for custody/ use. A formal Key Responsibility Area (KRA) statement will be issued to all staff members in due course of time.

Admission to outsider in office:

The Admission of outsiders or private persons in any part of the section, for any purpose whatsoever, is strictly prohibited. Any person calling on business or entitled by position to make enquiry should do so from the Director or the Administrator only. No member of staff should, under any circumstances, give any information on any subject to any outsider except when permitted by Director/Administrator. Any doubtful enquiries made by visitors should be brought to the notice of the Director.

Taking of papers outside the office

Officers, members of staff dealing with official work, may with the prior permission of Director / Administrator, take official paper files to their houses, if absolutely necessary for dealing with any case of an urgent nature.

Maintenance of order in the office

1. While the Director/Head of the Department/Office is responsible for the general discipline of the office, every officer is responsible for the maintenance of order in office and should refrain from idle talking, loitering reading/ of news papers etc by his staff.
2. Every staff should attend the office punctually and do the work allotted to him/her sincerely and honestly during office hours.
3. Every staff to carry him/ her in a dignified way in the prescribed dress code while in the office and maintain the dignity of office.
4. Every staff has the responsibility to ensure that smooth functioning of the office. If any suspicious happening is noticed in the office; immediately it should be brought to notice of Administrator/Director.

Transfer of Employees

1. Employee may be transferred from one post to another post or one office to another office or one branch to other branch (Education Wings) if management deems necessary, as mentioned in appointment letter.
2. There may be changes in duties and responsibilities.
3. On transfer it will be the responsibility of concerned employee to clear all the assignments, dues and handover the assets, registers, files to concerned authorities, get clearance certificate from concerned authority and submit to HR department.
4. If employee fails to report on the new post & place, then s/he will be liable for disciplinary action.

Issue of identity card

- Identity card will be provided to all employees by HR / Admin Department.
- Identity card to be always borne by the employees and produced on the demand of HR Department or authorities.
- Identity card will be exclusive property of the institute's management.
- Identity card will be provided within 15 days after getting colour passport photograph from employees. In case of promotion or change of designation new identity card with changes will be issued to employees.
- In case of loss or damage of card, the employees will be issued new card within 15 days after depositing Rs. 100/- and colour passport photograph to HR / Admin Department.

Salary Disbursement

Every staff member is expected to submit the details of the leave taken inclusive of CL/DL/EL/SL/OD etc. to the HR department before 25th of every month. The salary sheet working will be initiated on 26th of every month, any leaves taken during 26 to 28th/30th /31st need to be submitted immediately for smooth processing of the Salary. If last working day is falling on Sunday it should be provided by Saturday.

HR department will prepare the information sheet which will include No. of days present, leave with pay, leave without pay and unauthorized absence, after the authorization of HR Department, Audit, Account & Director, Salary statement will be prepared. This will be duly signed by HR Department, Chief Accountant, Auditor, Director General & Chairman on last working day of the month.

HR Department expects that any changes made in days calculations; it should be duly and timely communicated to concerned staff responsible for it. The account department shall deduct applicable taxes beside contribution towards EPF and state Insurance and deposit it with concerned department by 7th of the following month.

- Salary will be paid through bank only. Employee should open their account in the bank where the account of company is maintained.
- Salary will be signed by concerned authority till the last day of every month. (In case of holiday on last day of the month, the same procedure shall be conducted prior to the holiday.)

Policy for payment of festival advance

At the time of Diwali / ID / Christmas festival employee can take festival advance as per the following.

- Employee who has completed six months service in the organization and not entitled for bonus is to be paid festival advance.
- 50% of their gross salary will be paid as festival advance.
- Minimum Rs. 1000/- & maximum Rs. 4000 /- will be paid as festival advance.
- It will be recovered in four equal instalments.

Policy for Advance / Loan against Salary for Staff

- **For employees with 2 or more years of Service:** The amount of advance to be given to them will be 50% of their Monthly Net salary.
- **For employees with less than 2 years of Service:** The amount of advance to be given to them will be proportionate of their Net salary as per the completion of their service period.
- **These advances are subject to the following conditions**
 - ✓ The amount of advance availed shall be deducted from the salary of the concerned employee till the total advance given is fully recovered.
 - ✓ The minimum amount deducted every month will be 20% and maximum would be 25% of the sanctioned amount.
 - ✓ Next advance can be availed, only when the previous advance is fully recovered.
 - ✓ Advance can be availed only 2 times in a year or as per the discretion of the management.
 - ✓ HR dept / Accounts Department are responsible for timely recovery of advance.

The authority for sanctioning such advance will rest with the respective Administrative Manager/ Principal .

Disbursement of loan

- Loan facility is to be provided only to confirmed employees working in the organization.
- Loan will be available for following purposes:-

House	: Deposit and Margin amount
Medical Treatment	: For self, blood relatives (wife, children, mother, and father, dependent brother and sister for which doctor's certificate is required).
Education	: For self, wife and children
Marriage	: For self and dependent sister.

The borrower has to complete the following documents:-

- Application for loan (prescribed form)
- Blank cheques as per instalments, Guarantors forms, undertaking forms,

- **Quantum of loan**

The quantum of loan minimum of Rs. 2000/- and maximum will be Rs. 15,000/-.

- **Guarantor**

Two guarantors shall be essential whose above-mentioned security shall be 75% of loan amount. Guarantor's form is available in HR Department. Out of which at least one guarantor should not have taken loan.

If guarantor leaves the organization responsibility of loan borrower is for replacing new guarantor. Guarantor must have completed 3 years in the Organization.

- **Recovery of Loan**

Loan amount (with interest) will be recovered in 8 equal instalments. In case of loan borrower employee leaves the organization the loan amount is to be recovered from his full and final settlement dues and if there is any balance of loan shall be recovered from the guarantors.

- **Interest**

The interest shall be charged @ 8% per annum. Interest is to be recovered monthly on balance outstanding amount for the period. Interest details are to be provided on balance outstanding amount for the period. Interest details are to be provided by accounts department within 15 days of disbursement of loan.

Interest free loan for Education:

- The Parents who are employed in Ashoka and have completed one year of service, their children seeking admission in Ashoka Buildcon Limited of Institution can avail this facility.
- The half of the tuition fees will be waived off by the management. However the rest of the fees like tuck shop, other events, stationary etc. will be charged as per the norms.
- Rest of the Tuition Fees can be paid by self resources or obtaining advance from the concern company they are working in.
- The tuition fee is to be certified by school Coordinator addressing a letter to the Concern Parent.
- The certified copy received from the school has to be submitted to HR & Admin Department for approval.
- The certified copy shall be forwarded to concern accounts department for payment.
- The deductions will be made from the remuneration of employees in 8 equal instalments.
- The facility will be restricted to two children only up to 10th standard

PF Norms / Bonus / Gratuity

PF Norms

- Employee's Provident Fund & Pension Scheme, employees those who are on payroll will be entitled for PF as per the PF Act 1952.
- One copy of 3A (Employees, Employee's and Pension contribution for the year) will be forwarded to the employees.
- Yearly PF slips shall be forwarded to all the employees.
- Staff eligible under Employees State Insurance Scheme will be covered under the policy as per the ESIC Act.

FUNERAL ASSISTANCE:

- Funeral Assistance to be paid as per Funeral Benefit mentioned in ESIC Act, 1948 as amended from time to time.
- Payment to the eldest surviving member of the family of an employee who has died, towards the expenditure on the funeral of the deceased employee.

Performance Management

The purpose of this is to evaluate and appraise the performance of the employee and to develop the individual personally and professionally.

The objectives of the performance appraisal at AEF are as follows:

1. Provide feedback to the employees on their performance.
2. Assessment of training needs
3. Compensation (increment) decision
4. Benchmark for promotions
5. Personal development of the employee

The HR team is in charge of the performance appraisal process, which will also provide guidance on conducting appraisal and will coordinate timely execution of the same. HR will also impart skills to concerned evaluators for executing appraisals on objective and impartial basis. All performance evaluations are monitored by the immediate supervisor of the evaluator/ HR head/ HR department performance evaluation scores are also used to determine the annual compensation increase.

Periodicity

Performance appraisals are required to be done for the following purpose with specific periodicities.

For purpose of assessment of training need, personal development and feedback on performance- Half yearly- March and October.

For promotion and compensation increase purposes- annually in March (For financial year April to March basis) & the implementation will be according to their joining.

Process

Performance appraisal at AEF is conducted on the basis of individual performance set-out in job profile. Further, Institutional Objective/Goals/Targets etc. are set at the beginning of the academic year. These are then broken down into departmental level, and then on individual level. The individual objectives are linked to the compensation scheme and the performance on these objectives is the basis for determining the rewards pay outs for individual employees. The additional activity performed by the employee pertaining to events / functions which are not regular in nature shall be included in performance appraisal.

For performance appraisal employee level wise formats will be designed and the rating system is inbuilt. Performance is judged by immediate superior. The concern superior/department head shall submit completed appraisal and it will be finalized by the Principal with the recommendation from Director General for Academic and Administrative staff, respectively. Increment and Promotion solely depends on the performance of the employee. The copy of Performance Appraisal form shall be submitted to HR Dept. for his/her personal file.

Policy For Promotion :

Intent: To promote or to fix the increment of the employee as per the requirement. The criteria for promotion is

For Academic staff

- Existence of vacancy
- Length of service
- Annual appraisal
- Suitability for posts (skills required to perform)
- Attitude & integrity of Individual.

For Admin staff

- Existence of vacancy
- Suitability for the post (skills required to perform)
- Annual appraisal
- Length of service
- Attitude & integrity of Individual.

Conditions:

- The employee shall be promoted on the basis of his/ her performance and experience.
- The tenure of an employee to perform at one post shall be of minimum 3 years, however depending upon the performance and requirement it may be shortened at the sole discretion of management.
- The promoted employee shall be issued the promotion letter of that post and to be reviewed in that respect by immediate superior.
- Permanent and Probationary employee both are entitled for promotion.
- Review of employees who have worked for 5 years and more at one post shall be taken and necessary development plan will be chalked out for further advancement
- At one time single promotion to be considered.
- The promotion shall be considered on 30:30:40 ratios. (30-Qualification , 30-Experience, 40- Performance)

Encouragement:

- The objective of this policy is to motivate the employee for better performance.
- All employees of AEF are covered under this policy.
- Appreciation letter will be awarded on monthly performance basis.
- Recommendation and Suggestion of employee name will be the decision of higher authority.
- Same employee can receive the Appreciation Letter more than one time for his/her performance
- The appreciation /performance letter will be considered at the time of Increment.

Staff Training & Development

All employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are expected to undertake training as and when required, which is viewed as a continuous process throughout employment.

As one of the main activities of the organization is in the area of training & soft skills it is mandatory for all employees upwards to communicate with each other in English during office hours.

Accountability for staff development and training rests with management at every level. Staff development and training provision will be evaluated and reviewed to ensure that it is adequate, relevant, and effective.

Considering the quality of work and achieving the institutional goals successfully, AEF committed for continuous learning culture within the institute. It will be possible on the basis and support of highly trained, adaptable and effective educators & support staff to meet challenges and achieve the set goals of AEF. Accordingly, training and development initiatives are driven from strategic plans and designed to work towards meeting the overall goals and mandate of the AEF.

Training programs at AEF are designed to:

1. Improve the effectiveness of staff members in current roles.
2. Increase adaptability of staff members for future challenges.
3. Ease the introduction of new technologies or methodologies.
4. Standardize work processes to increase overall efficiency.
5. Reduce costs by decreasing employee turnover.

Training benefits individual staff members by allowing them to:

1. Improve their professional skills and overall productivity.
2. Increase job satisfaction through understanding of the task to be performed.
3. Improve self confidence
4. Opportunity for career advancement.

Training Program at AEF:

1. Induction training
2. On the job training
3. Training outside AEF

Induction Training

All new recruits of AEF to receive a comprehensive orientation of

- AEF's SOP, vision, mission, core values organizational structure, key management, office procedures and entitlements, training and developments and also the AEF's expectations from the new recruits, such an induction program serves to build an internal culture of cohesion, clarity and focus.

On-the-job Training

After the induction training, the staff will go through a formal system of being "attached" to the concerned OS/HOD respectively for 7-10 days each for on-the-job training. This enables them to understand issues with the day to day implementation of desired functions, identify areas where they could contribute more meaningfully and also to build rapport with the existing staff.

The fledgling in fact need extensive orientation in the concerned issue. However keeping in mind the basic need this has been designed for 7 days wherein they are expected to interact with senior personnel and understand work. Any further required clarification needed can be taken up later during the service period of the individuals.

Exposure Visits:

Exposure visit may be organized for employee of the institute to understand the industry expectation. After all such visits, the employees are expected to submit training reports in which they can recommend changes to the existing policies and procedures.

Training Outside AEF:

AEF conducts various training programs for various components. AEF nominates staff according to their area of specialization to such training course/ workshops. Employee who attends training/ exposure visits outside AEF, should also submit a training report in which they can provide their comment on quality of the training they have attended & whether they would recommend similar training to the other employees in future. Educators are expected to give a presentation along with the reports to their fellow colleagues about their learning's & take away for the same.

Training Evaluation:

Management assess the impact of the training in terms of the expected results and investment made.

Training feedback format will be designed in consultation with HR Department along with training modules. Senior management may also attend some of the in-house training sessions and provide their feedback on the content and style of delivery of training separately to the HR department. The HR Department analyses the feedback and provides a summary to both senior management and the trainers and the recommended changes if any, are incorporated in the training content. This is how the external resource pool at the institute is decided.

Training Planning:

Planning, scheduling, coordination and evaluation of induction, on the job, refresher and motivational training will be done by HR department before the beginning of the financial year and will seek approval of the concerned heads.

Travel Rules

The employee, for official work, may be required to travel locally as well as out station. Expenses will be reimbursed on the following basis:

Note –

1. The accommodation and meals reimbursement will be reduced proportionately if the accommodation and meals are arranged by the institute or are otherwise available like in training program etc.
2. While availing local travel facility, if the travellers are more than one to and fro same destination, the conveyance facility should be availed jointly.
3. Day starts from Zero hour. If the travel time is less than 12 hours related entitlement will reduce proportionately.
4. For outstation travel the ticket arrangements will be made by the employee only and services charges of the travel agent will be paid.
5. The bills for reimbursement of expenses must be submitted within 3 days of return from journey otherwise the travel advance taken if any, will be deducted from the salary of that month. The advance taken if any must be deposited back if the journey is not taking place within a day or two.

Sanctioned mode of travel for AEF staff

Travelling /Dearness Allowance (TA/DA) Rules (All figures are in Rs.)

Category	Except metropolitan cities		Metropolitan Cities		Stay Facility	Travel Entitlement
	Lodging Max Limit	D.A	Lodging Max Limit	D.A		
A	Actual	Actual	Actual	Actual	Actual	Company Car, 2 nd AC Train, Air
B	700	300	1000	400	--	Luxury Bus, 3 rd AC, Train
C	600	250	700	350	--	ST Bus , 2 nd Class train, Luxury Bus
D	500	150	600	250	--	ST Bus , 2 nd Class Three tier train
Students	600	250	700	350	--	ST Bus , 2 nd Class Three tier train, Luxury Bus

Note :

1. A= Director General / Director, B = Principal, Vice Principal, Headmistress, Managers, C = Teaching Staff, Admin Staff, Coordinators, A.O., HR, D = Office boys, Peons, Drivers
2. The employees who will be on duty shall inform the concern head and fill the OD; prior approval is needed from Higher Authority. The telephonic approvals must be converted into written ones immediately after reporting to the office
3. Lodging charges will be paid on production of actual bills issued by lodges / hotel subject to limits mentioned above. The lodging expense is not applicable, if the staying arrangement is done at the Office Guest Office. If the employee stays at the relative's house, 40% lodging expense can be given if demanded by the employee (In this case the employee has to give in writing and the address).
4. Driver will be paid Rs.50/- a Night Allowance for each night if they drive 11 pm onwards.
5. If the driver is on tour he has to make lodging arrangements as per chart mentioned above.
6. If two or more employees go together to the same destination or for the same job, all of them shall claim the travelling expenses either on actual or as per allowances.
7. Whenever expenses for guests are claimed, supporting bills and or receipts showing the names of people should be attached to the OD expense claim. Normally and whenever feasible, such expenses to be incurred with prior permission of the Higher Authority.

8. If the employee has to travel by the mode of transport not as per the above chart should get it pre-sanctioned from the concerned Higher Authority.
9. Only under special circumstances private vehicle will be allowed at the discretion of the Director General

TA / DA for Sports, Performing Arts, Academics

For Staff Member:

- Educators who get selected only for National level competition are entitled for this policy.
- Educator gets selected for National level through the foundation or on personal selection process, will be considered as "On Duty". Whereas they will be entitled for TA / DA as per above norms.

For Students:

- Students and accompanying staff member going for presentation / competition on Division/State/ National level will get an advance to cover TA DA. For which they have to submit TA DA form along with the presentation / competition proposal letter from the concern Divisional Sports Office / College / University or Institute.
- Staff member and students will not be entitled for DA, if all the arrangements like meals, accommodation etc. are made by the host. (Only TA will be applicable)
- For TA DA claim, all tickets, bills and other expenses documents are compulsory to attach along with the TA DA form.
- Only under special circumstances private vehicle will be allowed at the discretion of the Director General /

Policy for local conveyance-Principals/Directors are authorised to sanction local conveyance incurred in official work by the employees under their control, subject to prior sanction and submission of relevant bills.

Employee Separation

Purpose

To explain the separation process for voluntary resignations terminations, downsizing, retrenchement and death.

Policy

When an employee voluntarily resigns, employee should intimate it before by giving one month notice. Resigning employee notify their immediate superior in writing in advance of his/her departure. All employees who are leaving their jobs with AEF for any reason are required to return employers' property to their superior or appropriate department personnel. Employees shall be responsible for Institute property if not returned. The employee's superior is responsible for ensuring that all property has been returned in by the departing employee. Separating / terminating employees may be asked to participate in an exit interview process. This policy applies to all employees, including faculty & non teaching staff.

Department Responsibilities: The employee's superior should discuss the separation process with the departing employee including the requirement to return Institute property in possession. On or before the last day of employment the superior should reclaim the employee's identification card, keys, Information Technology equipment, software, and any other property to the stores department and should obtain material return note including research, data material and equipment that may have not been previously returned. It is recommended that the superior complete the Department Section of the Separation Checklist. Before relieving employee ensure about his/her clearance certificate marks by various department/sections of institute. Substituting the separating employee for the completion of syllabus. The notice period may be extended if the proper substitute is not found or the charge is not handed over completely.

Exit Interviews (Purpose) to gather feedback on the employment experience at AEF from separating employees.

Policy

All employees separating from AEF may be invited to participate in an exit interview process either through completion of a written form or a personal interview with a representative of the Human Resources department, Principal, Director. The purpose of the questionnaire and interview is to get a departing employee's honest opinion about working at AEF – what we do well and what needs improvement. All employees are encouraged to be honest, candid, and forthright in completing the survey. This policy applies to all employees, including faculty and non teaching.

Procedure

When notified of an employee's separation, the Human resources department mails a questionnaire to the employees. Employees should complete the questionnaire carefully; a signature is optional. Employees are also invited to schedule a personal interview with a representative of the Human resources department to discuss their responses to the questionnaire in detail. Employees are assured that their completed questionnaires are maintained in confidence by the Human resources department and that their responses, observations, and comments remain confidential and in no way affect their future job references or prospects for reemployment.

Full and Final Settlement Of Dues

- When employee leaves the organization it is the responsibility of the employee to hand over the charge, assignments, organization's assets to concerned employee and get the clearance certificate from the respective department and submit the same to HR department.
- It will be the responsibility of concern Departmental head to give the clearance maximum within 3 days.
- In case of any dues it has to be reported to the HR Dept.
- On receipt of clearance certificate the full and final i.e. salary and allied entitlements (bonus, encashment the earned leaves etc.) within seven days & gratuity within 45 days (if applicable), will be settled and cheque will be issued to the concern person.
- PF Withdrawal form has to be filled and submitted after 60 days to the HR Dept where as the HR Dept will submit the form to the PF Office.
- Experience certificate & salary certificate will be issued at the time of his full and final settlement by the HR dept.

SENDOFF:

- The employee who has completed 5 yrs of continuous service and voluntarily separates or retires, shall be eligible for send-off by the institute
- HR & Admin Dept shall arrange send-off ceremony.
- Send-off Gifts shall be given as per following:-

Grades	Amount Rs.
D	100
C	250/-
B	500/-
A	1000/-

- Send-off function will be arranged at the location where the individual was working lately on last day of his leaving the organization.
- Budget per person for the refreshment shall be Rs. 25/-
- Management reserves the discretionary power to deviate from the above policy.
- The retirement age will be as per the prevailing government policies at the time of Retirement.

Grievance Procedure

The grievance shall include any dissatisfaction that disturbs the employee contribution to the goals and objective of the organization, the nature of grievance may be communicated on the following terms: Expressly stated, written or verbal, they may be valid, legitimate, any injustice done. Therefore grievance is the feeling which may be real, imagined which the individual may have in regards to the employment situation. The best possible method should be identified to resolve the grievance. These grievances may arise for change in policies and procedure, the amendments and review for the same is known as the grievance redressal procedure.

Peer Review Appeal Process

To establish a dispute resolution procedure that ensures fair treatment and prompt resolution of work-related problems

Work Related Problem: A written statement of complaint, problem or dispute submitted on an Prescribed Form as an appeal of a situation or condition where the employee does not agree with the immediate supervisor/manager's decision related to implementation of AEF policy, practices, procedures or working conditions.

Policy: The peer review grievance procedure is designed to provide a process by which problems and concerns can be resolved through employee participation and shared responsibility without fear of punishment or retaliation. AEF recognizes that employees possess sufficient ability, skill; knowledge and interest to participate in problem solving and to ensure applicable policies or practices have been followed correctly and fairly.

Procedure of eligibility

All regular employees below the department head or administrative staff level who have completed their probational period of employment.

Step One:

An employee verbally presents his/her grievance to his/her immediate supervisor or department head within five working days of the incident causing the issue or problem.

(NOTE: "working days" are defined as weekdays, Monday through Friday. Saturdays, Sundays, and designated holidays are excluded.) The supervisor/ department head/Principal will work with the employee to attempt to resolve the situation and must provide a written decision to the employee within three working days of receiving the complaint.

Step Two:

If an employee is not satisfied with the written decision, he/she may contact Human Resources within three working days to appeal to the next higher level of management. At that time, the employee will complete the Appeal Form. A representative of the Division of Human Resources will be available to assist the employee in completing the required information. A representative of the Division of Human Resources will attempt to resolve the problem through facilitating discussions with the employee, the employee's supervisor, and/or the department head and Principal. The department manager should respond with a written decision within five working days of receipt of the written complaint.

Step Three:

If the employee is satisfied with the written decision, he/she should inform Human Resources in writing. If the employee is not satisfied, he/she needs to inform Human Resources in writing within three working days if the employee intends to proceed with the problem-solving process.

A representative of the Division of Human Resources will facilitate a meeting with the Principal/HOD/supervisor within five working days of the employee's written notice to Human Resources. Principal/HOD/superior will then make a written decision on the problem within five working days of the meeting with the employee.

Step Four:

If an employee is satisfied with the written decision, he/she should inform Human Resources in writing. If the employee is not satisfied, he/she should notify Human Resources in writing within three working days if the employee intends to proceed with the problem-solving process. A representative of the division of human resources will facilitate the convening of a panel within five working days of being notified of the employee's decision.

The Peer Panel will be composed of four employees, one representative of HR dept, one department head, Principal & Director.

Outside consultants, current employees (other than those already on the panel) and non-employees will not be allowed to attend or participate in the problem-solving proceedings(unless asked for. Failure to adhere to these procedures will disqualify the employee from further participation in the appeal procedures.

Human Resources will provide copies of the written appeal and prior responses at each step of the process to the Peer Panel, as well as all other documents of information relevant to the proceedings.

The panel will interview and gather data only when meeting as a group. No individual investigations will be permitted. The panel will call in order of appearance: the appellant, the appellant's supervisor and any witnesses. Written questions to be asked to either party or the witnesses may be submitted to the panel by the appellant or the supervisor at the start of the hearing. Only the panel members and a member of the Human Resources Department will be present during the testimony and deliberations.

After all testimony and evidence have been presented, the panel will deliberate and vote on its recommendation by secret ballot.

In all unsolved issues, management's decision will be final and binding and will be communicated to aggrieved employee

The following matters shall **not** come under the purview of the grievance Procedure:

- ✓ Annual performance appraisal /confidential report;
- ✓ Promotion / increment;
- ✓ Grievance of a collective nature which does not relate to an Individual employee;
- ✓ Grievance arising out of discharge or dismissal of an employee.

Code of Conduct

To have diligence in performance of work, all employees of AEF should adhere to professional behaviour in interactions both within the institution as well as with colleagues and associates.

- AEF staff will always be honest, cordial and transparent with associates, fellow employees, and supporting institutions. They will also maintain all the institutional information in the strict confidence.
- AEF staff will act with integrity and trustworthiness.
- AEF staff will maintain a respectful relationship with all fellow colleagues within the institution and also with the community at large.
- AEF staff will maintain clean and neat personal appearances along with dress code and identity card whether in the office, attending training or while representing the organisation.
- AEF staff will maintain proper cleanliness and security of all office equipments, materials, working space, records, vehicles and buildings.
- AEF staff will be diligent, hard working, efficient and effective in their working styles.
- AEF staff will not use institutional time or privileges for personal work.
- AEF staff will act creatively, confidently and courageously to share the best values and ideals, with staff or other persons.
- AEF staff will seek positive solutions and outcomes for all concerned, in any relationship or interaction they undertake.

Violation of the code of conduct would attract disciplinary action, and may even lead to termination. The nature of the disciplinary action will be decided by the disciplinary committee after due investigation. The disciplinary committee consists of a HR Head and senior management member. The composition of the team is decided by the Director.

Act of omission and commission constituting misconduct.

1. Telephone and Computer Usage

The Foundation understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However, employees should limit their personal use of the telephone and computer during office hours. Because telephone and e-mail systems are provided by the Foundation at its expense for business use, all messages sent by or received on those systems are foundation documents. The Foundation reserves the right to access and to disclose the messages that you send or receive on the voice mail or e-mail systems. Employees should also be aware that "deleted" messages from the computer screen may not actually be deleted from the e-mail system. Those employees who are allocated foundation SIM Card are bonded with usage limits, (Allocated as per designation) usage of any extra services like mobile downloads, caller tones, alerts, SMS packs etc will be deducted from employees salary. Employees who abuse this policy are subject to disciplinary procedures as decided by the management.

2. Protection of the assets of foundation

The assets of the foundation shall not be misused; they shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as equipment and teaching devices, systems, facilities, materials and resources, as well as intangible assets such as information technology and systems, proprietary information, intellectual property.

3. Use of the AEF brand

The use of the AEF name and trademark shall be governed by emblems, manuals, brochures/other branding means issued by the foundation.. No employee/ third party or joint venture shall use the brand to further its interests without specific authorization.

4. Dress Code

The Foundation believes in maintaining a **formal** dress code at work environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

Foundation's objective in establishing a formal dress code is to enable employees to project the professional image that is in keeping with the needs of our stakeholders to trust us.

Please Note:

- ☑ Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.
- ☑ A general rule of conventional and neat clothing should be followed
- ☑ Body piercing other than a single ear ring hole in each ear should be avoided.
- ☑ For Footwear boots, flats, conservative athletic shoes, sneakers, dress heels, and leather deck shoes are acceptable. Flashy athletic shoes, flip-flops, slippers, are not acceptable in the office.
- ☑ Caps/Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honour cultural tradition are allowed.

If clothing fails to meet these standards, as determined the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense.

Dress Down Days

Certain days will be declared as dress down days, generally Saturdays or Festive Days. On these days, casual clothing is allowed.

5. **Safety.** In all cases where a question of personal safety arises for individual employees, co-workers or other persons on Foundation premises, or other locations where a Foundation employee is present and fulfilling his or her work-related responsibilities, addressing the safety issue should take precedence. Employees should always be cognizant of the need to adhere strictly to all safety policies and regulations.
6. **Alcohol, Controlled Substances, etc.** All employees should make sure they are fit and able to perform their assigned duties when they report for work. The use, sale, possession, manufacture, dispensing or distribution of alcohol, unauthorized drugs or controlled substances by an employee on Foundation premises is prohibited. The abuse of legal drugs on Foundation premises or during normal work hours is likewise prohibited. Employees who are taking legally prescribed drugs and who are concerned that such drugs may impair their ability to perform their normal work assignments must consult with their physician immediately. **The Foundation retains the right to search any and all Foundation property, as well as the employee's person and personal possessions, at any time.** Controlled, prohibited or illegal substances will be confiscated, and where appropriate, turned over to the authorities.

7. **Weapons.** The possession of firearms or other weapons or any other dangerous or illegal articles on Foundation premises or while on Foundation business, with is prohibited. **Fair and Courteous Behaviour.** All employees should treat their co-workers fairly and courteously without regard to race, colour, creed, religion, gender, national origin, age, sexual orientation, veteran status or Disability.
8. **Sexual Harassment.** The Foundation will not tolerate any form of sexual harassment. It is Foundation policy to provide all employees with a work environment free from unwelcome sexual overtures. Managers and supervisors must be alert to possible violations of this policy and foster an environment in which such conduct is not tolerated. Any questions concerning issues of sexual harassment should be directed either to the employee's supervisor/ Human Resources.
9. **Violation of Laws.** Employees are not authorized to achieve any Foundation objective by violating any Federal, state, city, town, or other governmental or regulatory body's laws, statutes, regulations or generally accepted rules and standards.
10. **Integrity and Professionalism.** Employees should remember that they are a reflection on the Foundation and are constantly being judged or otherwise appraised by everyone they come in contact with. All employees should conduct themselves with the highest degree of integrity and professionalism in the workplace or any other location while on Foundation business

Punishment for Misconduct:

Any employee found guilty of misconduct may be given any of the following punishment:

Minor punishments:

- Warning.
- Fine (not exceeding One third of basic salary)
- Recovery to the full extent of the actual amount of loss caused to the institute or to the employee to the extent of the cost legally advisable.
- Withholding of increments for any -specific period with or without cumulative effect.
- Demotion to a junior post, lower grade, lower pay.

Major punishments:

- Suspension without pay.
- Termination of service.

Procedure for dealing with cases of misconduct:

If a major misconduct is alleged against an employee, the management before taking any action against the employee will hold an enquiry by an officer appointed for the purpose. The employee concerned shall be given a charge sheet, clearly setting forth the circumstances alleged against him/her and requiring explanation within the stipulated time. If charges against him found true a necessary action will be taken by management.

HR Initiatives/ Employee Engagement and Development Activity

1. HR team responsible for facilitating employee welfare & team building activities to improve staff retention.
2. Initiate Fun at work, calendar to enhance morale and spirit of the employee
3. Roll out motivational activities.
4. Carrying out contests / arrangement for employee engagement activities for all categories of personnel.
5. Getting the families of staff involved in image building of AEF.
6. Token of affection on personnel special occasions.
7. Birthday celebration of employee.
8. Skill development program for staff.
9. Monthly evaluation exercise.
10. Exit Interview of candidate leaving the job.
11. Identity card and dress code of employees.

Recreation Activities:

1. Games
2. Special days celebration
3. Picnic

Recognize and Celebrate Excellence : Design and implement employee Appreciation scheme

Know your colleagues : An effort to introduce new employee to the entire Institute.

Employee Feedback and designing suggestion scheme.

Suggestion Scheme

The institute encourages participation and involvement of all the employees in finding innovative ideas in the interest of safe and easy procedure, institutes growth, profitability, cost saving, associated satisfaction and image building.

All the employees are expected to contribute their innovative ideas in the above-said areas as an activity and on regular basis by way of suggestions.

The employee concern can give suggestions orally or in writing in a closed envelop mentioning his/her name contact number mail-id and put the same in suggestion box.

Suggestions can be handed over in person to HR department. The Suggestion will be examined by senior HR officer. Any suggestion found useful and worthy of implementation capable of yielding desired result will be considered. The same will be circulated to all in the institute so that others get encouragement.

Feedback

This manual contains policy and procedure relating to overall aspects of human resource in the AEF. Except the Chairman/ Governing council, no employee of whatever designation is authorized to make any changes in the same.

If there appears any problem in implementing any condition of this manual it will be brought to the knowledge of Director and Human Resource Department with alternative suggestions. These will be dully considered and appropriate decision will be conveyed.

Human resource department will continuously monitor implementation of this manual and will seek feedback for progressive development on any provision. Deviation from the said policies is not permitted. We are always open to feedback and value your suggestions.

:Annexure:

1. **Policy for Purchase :** The purpose of this policy is to give the authority to Purchase as per procedure.

Sr. No.	Position	Maximum limit of purchase
1	Director General	1,00,000/-
2	Director	25,000/-
3	Principal	10,000/-
4	Admin Manager	5,000/-
5	Admin Officer	1000/-
6	Purchase Officer	1000/-

- The purchasing is to be done as per the Purchase Policy.
- The material should be purchased which is included in the Budget and for non - budgeted item prior approval is mandatory from the Director General

2. **Policy For Marriage Gift:**

- Employee who has completed probation period will be entitled for marriage gift (Once in the duration of service).
- For getting marriage gift invitation card to be produced to HR Department.
- Marriage gift is given to employee or his close blood relative (siblings or children)

Sr. No.	Grade	Entitlement (Rs.)	
		Self	Blood relatives
1	F	501/-	151/-
2	E	1001/-	251/-
3	D	1501/-	501/-
4	C	2001/-	751/-
5	B	2500/-	1000/-
6	A	3000/-	1500/-

3. **Policy for Circular:**

- All circulars shall be issued from HR & Admin Department only.
- A copy of all other circulars of Academics though not related to HR Department shall be kept with HR Dept for record purpose.
- For the celebrations at office it will be the responsibility of PR Officer to give the invitation of the same over the phone for Director General, Directors and other dignitaries.
- Festivals celebrated at office (especially Important 6 annual events), the circular shall be sent to Board of Director along with their family by the Principal.

7 Annual events-

- Founder's Day
- Independence day
- Educator's day
- Children's Day
- Excellence Day
- Sport

➤ Republic day

The circulars that are pertaining to policy matters the copy of the same shall be forwarded to the Director General for information by HR Dept.

4. Events of AEF :

Sr. No.	Month	Events	Venue	Dress Code	
				For Admin	For Academic
1	July	Founders Day	Hall	Formal Trouser, Shirt, & Black Tie	Formals for Gents & Saree for Ladies
2	August	Independence Day	Ground	White Saree or Salwar Kameez/ White Jhabba Kurta (men)	White Saree or Salwar Kameez/ White Jhabba Kurta (men)
3	Sep	Educator's Day	Within the City	Formal Party Dress	Decent Party Dress
4	Oct	Annual Staff sports Meet	AUS	Sports Dress & White Caps	White Saree/ White Salwar Kameez/ Sports Dress & White Caps
5	Nov	Children's day	Funfair(School Fete)	Suitable to Event	Suitable to Event
6	Dec	Excellence Day	Hall/ School ground	Formal gents wear White shirt, Black pant, tie	Uniform Saree
7	Jan	Sports Day & Republic Day	AUS	Formal gents wear White shirt, Black pant, tie	White Saree or Salwaar Kameez

These various events shall be conducted by following programmes as per the requirement:

- Participation of Students.
- Invitations to parents.
- Invitations to Media.
- Refreshment (Snacks/Lunch/Dinner/B/F)
- Gifts and Mementos.
- Photography and Videography.
- News Coverage

Dos and Don'ts:

Dress code:

- As per the policy and events every employee of AEF should follow the dress code.
- Gents staff should be in the proper and neat dressing with tie whenever necessary.

Make-Up:

- The makeup of every Lady employee should be natural and simple.(i.e. it should not be tacky or overdone).
- Heavy jewellery should be avoided.

5. Policy For Refreshment

- All the employees working in the organization are covered under this policy (i.e. employees working on muster)

- The birthday function of the Board of Directors will be celebrated after school hours and function budget for the same has to be submitted to Management for approval.
- PR and HR will keep the record of birthday, and arrange for refreshments coordinating with House-keeping and Purchase.

6. Policy for Arrangement of Various Meetings

Meetings to be conducted in school shall be classified as under:-

- A class meetings** – These will include meetings of Chairman / Secretary / Joint Secretary / Director with top officials of educational institutions, statutory agencies like ICSE, Meeting of Board of Directors.
- B class meetings** – These will include meetings of Chairman /Secretary / Joint Secretary / Director with internal auditors, government officials.
- C class meetings** - These will include meetings of internal staff i.e. meeting with admin, educators and parents.

• The responsibility of making arrangements for meeting will be of HR Officer or A:O. The following arrangements will be done for A and B class meetings. before the meeting :

- ✓ Projector arrangement
- ✓ Minutes of previous meetings to be kept ready.
- ✓ Refreshments etc.

Housekeeping in charge shall personally see that all air conditioners, fans, TV, Display Board etc. are all in good working condition and cleanliness is maintained at the venue of meeting.

Housekeeping department shall maintain in its custody stock of following material of best quality required for meeting-

1. 24 cups / saucers
2. 24 glasses
3. 5 trays
4. 48 coasters
5. 24 plates for serving biscuits / snacks
6. 24 sets of writing pads / pens or pencils
7. Dinner set of good quality
8. Mineral water can be kept in stock
9. Paper napkins minimum 1 packet in stock

Following arrangements shall be made for A class meetings

Welcome Drink – Cold drink will be served in glasses in trays outside meeting venue by office boy with Uniform.

Following arrangements shall be done for meetings.

1. A glass filled with mineral water shall be kept in front of each chair prior to start of meeting. The glass will be covered by a coaster.
2. Tea and biscuits of two types shall be served at tea break. The Housekeeping Officer shall keep tea and biscuits ready after the start of meeting and serve it in the meeting when the chairperson calls for it.
3. No office boy or HR & Admin person shall enter the meeting place without being called.
4. Lunch (if required) shall be arranged at the end of meeting from the Kitchen, but prior information should be given to Kitchen Dept for preparing food with the approval of Higher Authority.
5. The menu for lunch shall be a) Tomato Soup b) Salad c) Papad d) Two vegetables e) Dal f) Raita g) Jeera Rice or Pulav h) Tandoori Roti / Paratha i) One desert.

7.

8. Policy for Birthday celebration of Admin/Academic Staff

- ✓ Front-Office (F.O) Executive and Receptionist will keep track of Birthdays of the staff. The F.O Executive will inform the Admin/Academic staff members to gather at the Staff Room or any common room to wish the particular employee on his/her birthday.
- ✓ The birthday will be celebrated during the recess or free time as per the convenient schedule of the staff members.
- ✓ The venue for the celebration of Birthday of Educators would be Staff Room of their respective floors and admin will celebrate the birthday at Admin Office. The respective coordinators and HR/admin will be responsible to make the arrangement for the Birthday celebration of the concern employee. If the employee is absent on his/her birthday than the celebration would be done before/after that day.

Entitlements for various gift categories of employees are:

SR. NO.	GRADE	ENTITLEMENT	BUDGET (IN RS.)	HONOR BY
1	Educator/ Admin Staff	Flower, AUS Card and Parker Pen (Quink)	85	Coordinator
2	Coordinator / Dept. Heads	Flower, AUS Card and Parker Pen (Ball Pen)	85	A.O
3	Admin Officer	Flower, AUS Card and Parker Pen (Beta BP Pre)	85	Admin Manager
4	Admin Manager	AUS Card, Bouquet. Paper, Pen	220	Director General
5	Principal, Director General	Bouquet, AUS Card, Cake	550	Director
6	Director	Bouquet, AUS Card, Cake	550	Director General

9. Policy For Entitlement of Mobile Handset

SR. NO.	Designation	Amount of Handset Rs.	AMOUNT OF BILL/ MONTH (RS.)
1.	<u>Director General (Black Berry)</u>	<u>15,000</u>	<u>1500</u>
2.	<u>Director (Black Berry)</u>	<u>12,000</u>	<u>1000</u>
3	<u>Principal (Black Berry)</u>	<u>10,000</u>	<u>1000</u>
4.	<u>AM</u>	<u>6000</u>	<u>1000</u>
5.	<u>Public Relation</u>	<u>2000</u>	<u>500</u>
6.	<u>A.O.</u>	<u>2000</u>	<u>500</u>
7.	<u>Transport In charge</u>	<u>5000</u>	<u>1000</u>
8.	<u>Purchase In charge</u>	<u>2000</u>	<u>500</u>
9.	<u>Drivers</u>	<u>2000</u>	<u>300</u>
10.	<u>Exe.Assist to chairmn</u>	<u>2000</u>	<u>500</u>
11	<u>Academic Co ordinator.</u>	<u>2000</u>	<u>400</u>
12	<u>AEF Co ordinator</u>	<u>3000</u>	<u>500</u>
13	<u>Activity Co ordinator</u>	<u>2000</u>	<u>400</u>
14	<u>Personal Assistant to Principal</u>	<u>2000</u>	<u>400</u>
15	<u>Presiding Officer</u>	<u>2000</u>	<u>400</u>

- The mobile handset and Sim Card will be issued after the analyzing the requirement and approval from the Authority.

- The mobile handset will be replaced if it is found necessary, as per the discretion of management. However any handset lost/damaged will be replaced as per policy.
- The employee should take utmost care of handset and if lost by him then the new handset of same model to be purchased by him/her if it is less than one year old. If it is older than one year organization will share the amount depending on the depreciation value. Handset older than two years will be replaced by organization.
- The battery and repairing cost of the handset will be borne by organization.
- If the employee quits the institute and does not handover the handset the deductions will be made on basis of depreciations as per income tax rate applicable time to time.
- The mobile handset will be provided as per the norms decided by the organization; no employee will be at discretion to purchase above the limit sanctioned to the designation applicable to him.
- New joining employee will be given handset within 15 days of joining when it will be approved by the Principal /Director General.
- If the handset is not given to the employee, the amount of bill shall be given to the employee and the bill limit will be decided by the management.
- The records of the bill will be checked at the end of the every month by the Concerned Dept. In case of pre paid card the employee has to give the detail and has to be sanctioned from the Higher Authority.
- The amount of Personal Calls shall be debited to the employee's salary A/C.
- The handset and monthly budget amount will be decided as per the use and requirement by the Director General /Principal / Concerned HOD.

Presented by :

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Chairman