



SHRI GANGAJALI EDUCATION SOCIETY'S
SHRI SHANKARACHARYA MAHAVIDYALAYA
JUNWANI, BHILAI NAGAR (C.G.)
NAAC RE-ACCREDITED WITH 'A' GRADE
(Recognized by Govt. of C.G., SES REC Institution & Affiliated to Hemchand Yadav Univ.
Durg and Under Section 2(f) and 12(B) of the UGC Act, 1956)

COLLEGE MANUAL

(Modified / Updated as on 1st August 2020)



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General Guidelines

1. This document shall be called "**Shri Shankaracharya Mahavidyalaya College Manual**"
2. This manual shall apply to all the employees of Shri Shankaracharya Mahavidyalaya.
3. Shri Shankaracharya Mahavidyalaya reserves the right to amend this manual from time to time and such amendment shall be binding on all the employees from its effective dates.
4. **Shri Shankaracharya Mahavidyalaya College Manual** is "Private & Confidential".



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Vision

Shri Shankaracharya Mahavidyalaya should be among the best Educational institution in Central India imparting high quality education, training and an acclaimed center for research, consultancy and continuing education.

Mission

Shri Shankaracharya Mahavidyalaya is dedicated to the creation and transmission of new knowledge. In its pursuit, it will focus on the ethos of our ancient culture and shall inculcate the value of good conduct and morality.

Core Values

- Team Work
- Moral and ethical values
- Mutual Trust and respect
- Honesty and integrity
- Devotion
- Dignity of labour in attaining all its states and implied goals

Objectives

- To emerge as a leading center in education
- To impart quality based higher education
- To offer research and consultancy
- To conduct professional training
- To undertake societal transformation
- To participate in nation development activities.



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Code of Conduct

The Code of Conduct of Shri Shankaracharya Mahavidyalaya consists of the policies relating to the ethical and legal to be followed by college's Director & Principal, Additional Director, Teaching and Non-Teaching Staff.

It is the policy of the college to comply with all the applicable laws whether UGC, NCTE, State Department of Higher Education and Hemchand Yadav University norms and supporting ethics and humanity also.

It is the personal responsibility of every person in the college to observe the standards of conduct and other requirements of Code of Conduct. Whether or not these standards and requirements are imposed by laws, no employee shall reserve to comply with these standards and requirements.

The underlying formal policies themselves have more details than it is contained in this booklet. It is the responsibility of each employee of the college to familiarize himself or herself with details of these policy.



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SERVICE RULES

(Modified / Updated as on 1st August 2020)



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SERVICE REGULATION FOR TEACHING & OTHER EMPLOYEES

1. Same as otherwise provided in the C.G. Vishwavidyalaya Adhinyam, 1973 and its Statutes. The provisions of this Regulation shall apply to all the teachers and other employees of the Institute.
2. In this regulation:
 - a. “College” means Shri Shankaracharya Mahavidyalaya, Junwani, Bhilai.
 - b. Teacher of the College means Director & Principal, Additional Director, Professor, Associate Professor, Assistant Professor and such other persons as may be appointed for imparting instructions, conducting classes and research in the College.
 - c. Other employees of the College means, employees appointed by the College for doing job other than one assigned to the teachers of the Institute.
 - d. “Vacation Post” means a post involving teaching duties in the College entitled for summer and other vacations.
 - e. “College Code” means Statute No.28 framed under Section 35(j) of the C.G. Vishwavidhyalaya Adhinyam, 1973.
 - f. “Governing Body” means the Governing Body of the Institute constituted with provisions of para 6 of Statute No.28
 - g. “Managing Trustee” means Chairman/President of the Governing Body.



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SERVICE CONDUCT RULES

1. Every employee including teachers shall at all times:
 - a. Maintain absolute integrity;
 - b. Show devotion to duty; and
 - c. Do nothing which is unbecoming of an employee of the Institute.
2. No employee/teacher shall join or continue to be a member or such association the object or activities of which are prejudicial to the interest of the Institution or public order, decency or morality.
3. No employee/teacher shall:
 - a. Engage himself or participate in any demonstration which is prejudicial to the interest of the Institution/University, Public Order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
 - b. Resort to or, in any way, about any form of violence in connection with any matter pertaining to his/her service or the service of any employee.
4. No employee/teacher shall except with the previous sanction of the Institute own wholly or in part, or conduct, or participate in the editing or management of any newspaper or periodical.
 - i) No employee/teacher shall except with the previous sanction of the Institution or the prescribed authority or in the bona-fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his/her own name or anonymously, pseudonymously in any newspaper or periodical or write a book:
Provided that no such sanction shall be required if such broadcast or such contribution or writing is or a purely literary, artistic or scientific character.
5. No employee/teacher shall except in accordance with any general or special order of the Institute or in the performance in good faith of the duties assigned to him, communicate directly or indirectly an official document or any part thereof or information to any other employee or any other person to whom he/she is not authorized to communicate such documents or information.
6. No employee/teacher shall bring or attempt to bring any political or other influence or bear upon any superior authority to further his interest in respect of matters pertaining to his/her under the Institution.
7. No employee/teacher shall, except with the previous written sanction of the appointing authority, join any college/school or appear at any examination conducted by the affiliating University or any other University or Board. Permission to attend classes or take an



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examination will be granted only, if it is consistent with Institution's interest and it cannot be claimed as a matter of right.

8. No employee/teacher except those specifically employed on a part time basis shall, without the previous permission of the Institute, apply for any post, outside the Institute.
9. Teaching faculties who have been appointed under University Statute-28 and permitted by the College for pursuing further studies leading to Ph.D. Programme/Higher Academic Studies should execute an Undertaking to serve the College/Department, for a period of two years, after the completion of the Programme/Study.
10. Any infringement of provisions of this regulation shall be regarded as subversive of good discipline and misconduct and will well justify the disciplinary action against such employee.

APPOINTMENT

1. a. The Governing Body shall have power to appoint teachers of the College in accordance with the provisions of the University Statute 28.
b. Subject to the control of the Chairman of the Governing Body, the Director & Principal of the College shall have the power to appoint the Non-teaching staff, work charged and contingency paid staff of the College.
2. Same as provided in the University Adhinyam, Statutes and the Ordinances, the Qualification for appointments to the posts in various classes in the College shall be such as may be determined by the appointing authority from time to time according to norms of State Govt. / University / Other concerned regulatory bodies.
3. In the matters of appointment, code of conduct, age of superannuation, disciplinary proceeding and action, Provident Fund, in respect of the teachers of the College, the provisions of the University Statute 28 shall apply.



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PROBATION & CONFIRMATION

1. Ordinarily appointment against a permanent post shall, in the first instance be on probation for a period of two years. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall exceed four years.
Teachers and other employees appointed in probation shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.
2. The whole time of an Institute employee including Teacher is at the disposal of the Institute and he/she may be employed in any manner required by the proper authority without claim for additional remuneration.
3. The Head of the Department under whom the employee/teacher is working shall send to the Director & Principal every year not later than 15th April a report on the work and conduct of the employee/teacher during the preceding year ending on 31st March in the form to be prescribed by the Director & Principal.

Provided that in case of person appointed on probation, such report should be submitted by Head of the Department concerned at least one month before the date of expiry of probationary period to the Principal also stating in the said report his/her opinion about fitness or otherwise for confirmation.
4. A temporary appointment may be one month's notice on either side. Further if the appointing authority is not satisfied with the work and conduct of the probationer, his/her services may be terminated the engagement by giving one month's notice or one month's salary in lieu of notice.
5. A permanent employee/teacher of the Institute shall be required to give three months' notice or three month's salary in case he/she wishes to resign from the services of the Institute. If institute terminates the services of a permanent employee/teacher, a notice to that effect shall be served on him/her three months before the date on which he/she is to be relieved or in the absence of such notice the Institute shall pay him/her three months' salary. Such notice shall not be necessary if the person is removed from service, dismissed or compulsorily retired. Provided that in case of teachers, such notice as envisaged in this regulation shall not include summer vacation or any part thereof.
6. The pay of an employee/teacher in scale of pay in which he/she is appointed shall be regulated by the Governing body. Annual Increment shall ordinarily be drawn as a matter of course unless it is withheld.



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LEAVE

As per provisions of the leave rules in vogue, SSMV employees are eligible for the following leave/vacation:

Summer Vacation	:	15 days per year for all Teaching staff. 10 days per year for all Non- Teaching staff.
Earned Leave	:	05 days per year for all Teaching staff.
Half Pay Leave	:	10 days per year for all regular employees which can be commuted to 05 days full pay leave on medical grounds.
Casual Leave	:	13 days per year for all employees.
Maternity Leave	:	Admissible to women employees. Maximum twice during service period.

Employees are also eligible for Special Casual Leave, Duty Leave, Study Leave , etc. as per provisions of the leave rules of the Institute.

In addition, the employees are eligible for festival leaves/holidays as per academic calendar issued by affiliating University/State Govt.

LEAVE RULES

INTRODUCTION

Leave is a provision to stay away from work for genuine reasons with prior approval of authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or to fulfill social obligations or in extra-ordinary conditions.

AIM

To provide the required rest to the employees of the college and to encourage them to avail the leave in a planned manner, without affecting the academic interest of the college.



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SCOPE

These rules are applicable to all the employees (both teaching and non-teaching staff) on the rolls of the college.

Teaching Staff

DURATION OF SERVICE	CL	VACATIONS	EL	HPL/ML
At the time of joining (Non-completion of 1 year)	1 CL per month	-	-	
On completion of 1 year	13	-	-	
On completion of 2 year	13	-	-	
On completion of 3 year	13	15*	5*	10/5

* At the discretion of Principal/Director and subject to exigency, total summer vacation will be 20 days out of which 15 days are to be availed in summer. Remaining 05 days will be credited as EL.

Non-Teaching Staff

DURATION OF SERVICE	CL	EL	HPL/ML
At the time of joining (Non completion of 1 year)	1 CL per month	-	-
On completion of 1 year	13	-	-
On completion of 2 year	13	-	-
On completion of 3 year	13	10	10/5

* At the discretion of Principal/Director and subject to exigency, EL will be 10 days out of which 06 days are to be availed in summer. Remaining 04 days will be credited as EL.



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Computation of leave

- (a) Being an educational institute, Academic year (1st July to 30th June) will be considered for computation of leave.
- (b) First credit of leave (EL/HPL) will be on completion of one year and three years of service respectively and thereafter at the close of the academic session i.e. on 30th June every year.
- (c) Those who have completed one year of service as on 30th June will get full credit.

Types of Leaves admissible are:

1. Casual Leave (CL)
2. Earned Leave (EL)
3. Maternity Leave (ML)
4. Study Leave (SL)
5. Half Pay Leave (HPL)/ Medical Leave (ML)
6. Commuted Leave/Medical Leave
7. Vacation Leave (VL)/EL
8. Special Casual Leave (SPL)
9. Duty leave (DL).
10. Sabbatical Leave
11. Festival Leave

1. Casual Leave

1. All the employees (both teaching & Non-teaching), who have completed one year of service are eligible for 13 days casual leave in a year. Normally, CL more than 8 days cannot be availed at a time. The total period of absence on CL including intervening & prefix/suffix holidays shall not exceed 10 days. Either Sunday or college holidays are not counted in CL during the leave period.
2. During the first year of service, employees may be allowed CL @ 1day per month of service.
3. CL cannot be combined with any other leave except Special Casual Leave.
4. CL cannot be carried forward to the next year.



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2. Earned Leave (EL)

1. Teaching employees are eligible for 5 days EL per year on completion of three years of service.
2. Non-Teaching employees are eligible for 04 days EL per year on completion of three years of service.
3. EL can be combined with any other regular leave, except CL.
4. The maximum EL or EL in combination with other kind of leave that can be divided at a time is 60 days.
5. EL can be accumulated up to 180 days.

3. Maternity Leave (ML)

1. A female employee may be granted maternity leave (which shall not be debited against any kind of leave) for a period of 180 days.
2. M.L. may also be granted in case of miscarriage or abortion (including abortion covered under Medical Termination of Pregnancy Act) for a period not exceeding 45 days twice in the entire service period.
3. M.L. may be granted on medical certificate from a Registered Medical Practitioner and can be combined with any other leave except C.L.
4. M.L. will be granted only twice in the entire service period. It will be permissible for maximum of two children.

4. Study Leave (SL)

Study Leave may be granted to the Teaching Staff only on the permission of sanctioning authority and management.

5. Half Pay Leave /Medical Leave

1. Both Teaching & Non-teaching employees on regular rolls are eligible for 10 days HPL / 05 days ML per year on completion of three years of service.



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2. Employees working on temporary/ad-hoc basis or on consolidated pay will also be eligible for 10 days HPL per year, after completion of three years of service.
3. Maximum HPL or HPL in combination with other kind of leave that can be availed at a time in 120 days.

*** 10 days HPL/ 05 days ML shall be given to those employees only who are actively involved in the activities of "Chakravahini Club"**

For others, it will be 08 days HPL / 04 days ML.

6. Commuted Leave / Medical leave

1. Commuted leave not exceeding half the amount of HPL due may be granted to an employee on medical grounds (self sickness) on the following conditions:
 - a) Commuted leave during the entire service shall be limited to 60 days.
 - b) Not more than 60 days commuted leave shall be granted at a time.
 - c) Commuted leave combined with EL/HPL will be limited to 60 days at a time.
 - d) Commuted leave exceeding 3 days will be granted on medical certificate from a registered medical practitioner and will be granted with the approval of management.
 - e) Commuted leave up to 3 days may be granted without medical certificate when sufficient CL is not as credit, subject to a maximum of twice a year.
 - f) Commuted leave for a period up to 3 days will not be granted when sufficient CL is at credit.
2. During the period of commuted leave, an employee is eligible for full pay.

7. Vacation Leave/EL



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1. Teaching employees are eligible for 20 days VL per year on completion of three years of service, of which 15 days are for summer vacation (VL) and 05 days shall be credited to leave account (EL).
2. At the discretion of Principal/Director and subject to exigency, EL will be 10 days out of which 06 days are to be availed in summer. Remaining 04 days will be credited to leave account (EL).
3. All the Teaching Staff must be presented on duty on last working day for the college before vacation.
4. Likewise they must be present on duty on opening of the college after vacation.
5. No request for leave on these two days would be accepted.

8. Special Casual Leave

Teaching employees are eligible for SCL not exceeding 7 days in an academic year may be granted to attend Conferences/ Seminars/ Workshops/ Symposia / to conduct university examination / to attend meetings of Board of Studies or other similar bodies/ institutions etc.

9. Duty Leave

1. Duty leave can be granted to an employee on his/her deputation to any place in connection with the institutes work with prior approval of the sanctioning authority.
2. Duty leave will be granted for the actual number of days of work for which the employee is deputed, including to and fro journey period involved.
3. Duty Leave may be granted to attend Conferences/ Seminars/ Workshops/ Symposia etc. on behalf of the college with the permission of competent authority.
4. Duty Leave may be granted to deliver lectures in institutions and universities at the invitation of institutions or universities received by the college.



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10. Sabbatical Leave :

1. The teaching faculties in service under University Statute-28/Regular teachers of the College who have completed three years' of service may be granted sabbatical leave to undertake study or research or any other pursuit. The duration of leave shall not exceed two year, at a time, and three years in the entire career.
2. A teacher, who has availed of study leave, would not be entitled to the sabbatical leave, until after the expiry of three years from the date of the return from study leave.
3. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation. The teacher may, however, be allowed to accept a fellowship or a research scholarship or Ad-hoc teaching service or contractual teaching service or temporary teaching service (by whatever nomenclature it may be called) in an institution of advanced studies, provided that in such cases the Management may, at its discretion, if it so desires, sanction the sabbatical leave on no pay or reduced pay.

11. Festival Leave

The employees are eligible for festival leaves as per academic calendar/notifications issued by affiliating University/State Govt.

General

1. Leave can't be claimed as a matter of right and may refuse or revoke leave of any kind by sanctioning authority.
2. Sanctioning of leave is at the discretion of sanctioning authority based on exigency of business or seriousness of the case.



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3. Application for leave of any kind including CL shall be submitted in advance to the sanctioning authority duly recommended by the HOD/Section In-charge. Leave should be availed with prior approval of the sanctioning authority. Employees are expected to proceed on leave only after confirmation of grant of leave. Habitual availing of leave without prior permission will be considered as misconduct.
4. No leave will be sanctioned on telephone except in case of extraordinary circumstances, sudden illness etc. This shall, however, be regularized immediately upon joining duties in writing.
5. Applications for leave shall be addressed to the Chairman and President by Director/Principal and Additional Director and to the Director/Principal and Additional Director by the other members of the staff.
6. Leave may be sanctioned by the Director/Principal or Additional Director or by a member of staff to whom the power has been delegated by the Principal.
7. Employees whose date of joining the service falls between 1st to the 15th of a month are entitled to get leave credit for that month.
8. Employees whose date of joining the service falls between 16th to the end of a month are not entitled to get leave credit for that month.
9. Eligible leave will be credited to the employees leave accounts on 1st July every year.
10. Absence from duty after expiry of leave will entail disciplinary action.
11. Absence without leave not in continuation of any authorized leave will constitute an interruption in service unless it is regularized.
12. Continued absence of more than 6 days or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services.



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13. Intervening Holiday/weekly off will be counted as leave in all kinds of leave except casual leave (CL). However, prefixing and suffixing holidays/weekly offs shall be permitted.
14. Leave account in each case may be maintained in the leave book of the employee or in any other form as prescribed. Entries in the leave account will be attested by the Head of the institution or any other officer authorized by him/management.
15. Notwithstanding anything contained in these rules of leave, the Director/Principal may relax any of the conditions mentioned in these rules, in exceptional cases.
16. Teaching Employees having leave balances from VL, EL and HPL/ML are eligible to take leaves in case of extra-ordinary circumstances and shall be granted at a time.

SANCTIONING AUTHORITY

Director/Principal and Additional Director of the College shall be the sanctioning authority for all kinds of leave.



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TRAVELLING ALLOWANCE

Travelling allowance is in the nature of reimbursement of reasonable expenditure as determined by the Institute incurred in travelling, boarding and lodging while employees including teachers are required to undertake journey on duty. Reimbursement of such expenses is not intended to be a source of income.

LOCAL TRAVELLING ALLOWANCE

The management may, if it considers desirable may sanction monthly local travelling allowance to the employees of the Institute who have to travel in around headquarters.

Local Travelling Allowance is for Teaching & Non-Teaching employees to perform some sort of official assignments by travelling to University, Govt. Offices, Banks etc. as a part of duty. This Allowance shall be paid @ Rs.5/- per kilometer. The rate is subject to revision from time to time.

The claim for allowance (up to the ceiling of Rs.500) may be paid without production of vouchers against self-certified claim. The self-certified claim should clearly indicate the purpose, Name of organization travelled date/period of travel, distance covered in kms. (To & From) and any other relevant fact.

This rule shall be applicable for travel by own vehicle only.

HOUSE RENT ALLOWNACE & CITY COMPENSATORY
ALLOWANCE

The employees/teachers shall be eligible to house rent allowance and city compensatory allowance at the rates sanctioned by the Governing Body.



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PROVIDENT FUND

Employees/Teachers of the Institute shall be entitled to the benefit of Provident Fund as per provisions contained in paras 33(1) to 33(7) of the Statute No.28 – College Code, as reproduced below:

1. The Governing Body maintains a Provident Fund scheme for the benefit of its employees.
2. Every whole time teacher and employee of the college, other than those whose services have been lent to the college by Government or another Institution, permanently appointed to substantive post shall, as a condition of his service become a depositor of the Provident Fund in the College.
N.B.: A teacher/employee of the college who has held a temporary/probationary appointment followed immediately without break of service by a permanent appointment to substantive post shall in respect of such temporary/probationary appointment be deemed to have held a permanent appointment for the purpose of Provident fund Rule, provided that subscription to the fund shall be optional for the teacher/employee for the period of his temporary/probationary appointment.
3. The employees have the benefit of contributory fund scheme under Employees provident fund department of Central Government.

A fixed amount as per EPF rules are deducted from employees and same amount is contributed by the Management. PF account, its operation and maintenance are done by EPF department (Government).

Provided also that the depositor may raise, at his option, his contribution to the Provident Fund to any amount not exceeding fifteen per cent of his monthly salary.

Even when the contribution is so raised, the contribution of the Institution shall be twelve percent of the Salary of the depositor.

4. (i) An employee on leave on full average pay shall continue to subscribe to the Provident Fund during the period of such leave.
(ii) A teacher/employee under suspension shall not contribute to the Provident Fund

During the period of suspension nor shall the contribution of the Institution be due in this case.



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5. The Governing Body may under such conditions as may be laid down by it, permit the payment of premium of Life Assurance Policy or Policies on the life of the depositor out of his personal contribution to the Provident fund. The amount to be deposited in the Saving Bank Account of the depositor shall be reduced to the extent of such premia. In all such cases the Life Insurance policy for which the premia are so paid shall be assigned in favour of the Institute.

On retirement of the depositor from the service of the Institute the policy shall be reassigned to him by the Institute. In case of maturity of the policy during the service of the depositor in the Institute, the full amount of the policy shall be credited to the Provident Fund Account of the depositor. In the event of the death of the depositor during his period of service in the Institute the full amount of the policy shall be paid to the legal successor of the deceased to the Provident Fund.

6. When a depositor's service in the Institute comes to an end by his retirement, resignation or otherwise he/she shall be entitled to receive the entire amount standing to his credit in the Provident fund.

Provided that a depositor whose services have been dispensed with for what in the opinion of the Governing Body is gross misconduct or who has been in the service of the Institute for a continuous period of less than two years from the date from which he was allowed to subscribe to the Provident Fund shall not be entitled to any part of the contribution made by the Institute or to the interest accrued thereon.

Provided also that in the event of the death of the depositor during his service in the Institute, the entire amount standing to his credit shall be paid to the legal successor of the deceased.

N.B. the provisions of the first provision shall not be invoked in the case of an employee who is prevented from rendering the minimum two years' service by reason of death, disability which in the opinion of the Governing Body prevents him from rendering further service or any scheme of retrenchment affecting such employee.

7. The Governing Body shall frame rules for temporarily advances from the Provident fund, which shall, inter alia, include the following as the legitimate object for such advance.
- i. To meet expenses in connection with the prolonged illness of the subscriber or any person actually dependent on him.



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- ii. To pay for overseas passage for reason of health or education of the subscriber or any person actually dependent on him.
- iii. For meeting obligatory expenses, on a scale appropriate to the applicant's status, in connection with marriage, funerals and religious ceremonies.
- iv. To purchase land or building for his residence or for construction of a residential house.

GRATUITY

There shall be provision of gratuity for all the employee according to provision of Payment of Gratuity Act, 1872 as amended from time to time.

MEDICAL FACILITY

The employees including teachers of the Institute shall be entitled to ESIC (Employees State Insurance Corporation) Scheme for self and their families. This will entitle them to avail of treatment in ESIC hospitals all over the India on cashless / reimbursement basis as the case may be.

Employees are entitled for one free medical check-up in a year at Shri Shankaracharya Institute of Medical Sciences. Apart from this, employees are also entitled for free specific check-ups as and when such specific check-ups are executed.

Apart from this the employees are entitled to concessional medical check-up and treatment facility at Shri Shankaracharya Institute of Medical Sciences which is being run by the Management of the college as herein under:-

1. 20% discount on IPD basis care & treatment, and super specialities services.
2. 30% discount of OPD basis check-up, and all investigations.
3. 10% discount on ambulance services and Emergency medical services.

The provisions mentioned above shall be for individual patients who are on rolls their dependents on the basis of Patient's Booklet issued to them.



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EDUCATIONAL FACILITY

If any of the children of employee/teacher is admitted to the Institute, facility for free education in the Institute will be provided to his/her children up to maximum of 2 children. However fees payable to University will be borne by the employee/teacher.

If any of the children of employee/teacher is admitted to any sister-institute being run under same Management, the concession in fees shall be provided ranging from 50% - 80% to his/her children up to maximum of 2 children. However fees payable to University/Board will be borne by the employee/teacher.

STAFF LOAN POLICY

1. Preface

Shri Shankaracharya Mahavidyalaya admits the financial needs and independence of its employees and incessantly making endeavours to provide favourable circumstances to achieve the objective of welfare.

The Shri Shankaracharya Mahavidyalaya, to obtain the goal, would consider granting of loans to employees on a limited scale. This loan scheme shall be known as "Employee Hardship Loan".

2. Scope

This policy shall cover all the regular full-time employees who have completed two years of employments. The regular full-time employees may request an interest-free loan maximum equal to five months salary. The loan is to be paid back through deduction in salary every month till the complete repayment. This policy excludes salary shortfalls due to any reason.

3. Coverage

Shri Shankaracharya Mahavidyalaya extends financial support to its employees by granting interest-free loans for following purposes:

- i) Medical emergency not covered by medical insurance.
- ii) Family Emergency
- iii) Domestic/Unanticipated Emergency
- iv) Funeral Arrangements of close relatives.
- v) Education requisites of dependent children.

4. Provisions

Loans shall be granted subject to following provisions:-

- i) Budget and cash flow position of the college shall be key-factor before loans are granted.



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- ii) All the loans ranging within Rs.1,00,000/- shall be redeemed over a maximum of 12 months.
- iii) All the loans ranging from Rs.1,00,001/- to Rs.5,00,000/- shall be redeemed over a maximum of 36 months.
- iv) Loan must be redeemed in full before another one.
- v) Employee shall have to submit and undertaking in this regard.
- vi) An employee shall not be granted a loan of the portion of what he/she has already paid towards the loan owing.
- vii) Management reserves the right to withdraw this facility at any time.

5. Review

Policy shall be reviewed periodically in keeping with the trends observed in granting loan.

6. Authorization

All the loans shall be approved by Chairman/President on Advice of Director & Principal/Additional Director.

FORWARDING OF APPLICATIONS

- a. An employee/teacher in employment of the Institute whether on Ad- hoc basis or on contract or on regular post or on probation or otherwise may submit his application through proper channel for the post within the jurisdiction of the Institute, provided that the post applied for is higher than the post held by the applicant employee/teacher and carries a higher scale of pay or envisages higher offer. Number of such applications shall not exceed more than one in a calendar year.
- b. An employee/teacher is bound to apply through proper channel for the post outside the jurisdiction of the Institute and no application shall be sent directly without the knowledge of the Institute Administration. Sending application directly for outside employment shall constitute violation of conduct rules and the employee/teacher concerned shall be liable for disciplinary action. The number of applications shall not exceed more than one in a calendar year.
- c. Merely by routing the application through the Institute Administration, the employee/teacher does not make himself entitled to any relaxation or waiver with regard to the notice period or payment of amount in lieu of notice period as laid down in the offer of appointment and/or Service Regulations of the Institute.
- d. The Institute Administration reserves it right to forward any application, withhold or return the same to the applicant concerned.



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MOTIVATION / INCENTIVES FOR STAFF

A financial reward scheme is in operation in the Institute to motivate the faculty members for publication of research papers and other academic achievements.

S.N.	Achievement (Per Year)	Award Amount
1.	Staff of the year award (04)	1,000/- x 4 = 4,000/-
2.	Book Publication <ul style="list-style-type: none">• National• International	5,000/- 10,000/-
3.	Paper published in reputed journals with ISSN registration: Category-I: Papers published in journal originating from a country outside Asian continent. Category-II: Papers published in a journal originating from a country inside Asia including India with a title of Journal bearing International status and listed in various internationally recognized societies. Category-III: Papers published in journals originating from a country inside Asia including India with national status but listed in various Internationally recognized societies. Category-IV: (i) Papers published in journal originated in India with National/International status but not listed in any Internationally recognized societies. (ii) Online journal of International status. (Above categories) Publication of papers in paid journal (private in nature) will not be encouraged.	5,000/- 4,000/- 3,000/- 2,000/-
4.	Paper Presentation in Seminar/Conference <ul style="list-style-type: none">• National• International	- 5,000/-
5.	Patent <ul style="list-style-type: none">• Individual• Institutional	2,500/- 35,000/-
6.	Copyright	1,500/-



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Health, Safety and Environment Policy

Protection of health, safety and the prevention of pollution to the environment are main objectives of the College.

The College will work to develop and provide products and services that have no harmful environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources and can be recycled, reused or disposed of safely.

General Policy on Conduct

The Code of conduct of the consists of the policies relating the ethical and legal to be followed by College's Director & Principal, Additional Director, Teaching & Non teaching Staff.

It is the policy of the College to comply with all applicable laws whether UGC, NCTE, State Govt. & Hemchand Yadav University norms.

It is the personal responsibility of everybody in the College to observe the standards of conduct and other requirements of code of conduct. Whether or not these standards and requirements are imposed by laws, no director, employee, and associated College shall reserve to comply with these standards and requirements or acting outside the scope of his or her employment responsibility.

The underlying formal polices themselves have more details than it is contained in this booklet. It is the responsibility of each director, employee, Executives, Teaching & Non teaching Staff , also associated College to familiarizes himself or herself with the details of these policies of the College that apply to his or her assigned duties.

Ethical Practice

College policy requires Directors and all the employees to observe high standards of education and personal ethics while discharging duties, practice honesty and integrity in every aspect of dealing with other College, employees, the public, the community, suppliers, competitors and Government authorities and not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or other unfair dealing practices when acting on behalf of the College.



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- **Accounting Policy**

Applicable laws and College policy require the College to keep books and records that accurately and fairly reflect its transactions and the dispositions of its assets. In addition, the College must maintain a system of internal accounting controls that will ensure the reliability and adequacy of its books and records.

Those transactions have proper Management approval, that such transactions are properly accounted for in the books and records of the College, and that the reports and financial statements of the College are timely prepared, understandable and fully, fairly and accurately reflect such transactions.

- This Code of Conduct shall apply to all Departments, and every persons working in the College and to other entities acting on behalf of them.

Staff working Policy

The College recognizes its responsibility to respect and protect the rights of its employees. As such, the College has adopted the following guidelines as part of its goal to respect the fundamental rights of its employees.

The College:

- Shall obey and comply with UGC, NCTE, State Govt. & Hemchand Yadav University norms, practices and maintain good working relationships with its employees.
- Shall seek to provide a safe and healthy work environment.
- Shall not engage in nor support the use of corporal punishment, mental or physical coercion, or verbal abuse.
- Prohibits discrimination of employees based upon sex, race, national origin, political beliefs, or religion and maintains a discrimination-free work environment.
- Prohibits, and complies with laws prohibiting acts of sexual harassment or threats in the workplace.
- Shall comply with applicable industry standards relating to work hours and payment of wages.



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Employment Terms

1. Employee services will be governed by the provisions of the Chhattisgarh Universities Act, and the Statutes, Ordinances, Regulations and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing Body of Shri Shankaracharya Mahavidyalaya.
2. Employee will be on a contractual appointment from the date of joining of the services in this college till the end of Contract. Appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UGC, NCTE, State Govt. & Hemchand Yadav University norms. If employee does not fulfill the required qualification during the academic year or during services are not found suitable, employee services can be discontinued without assigning any reason and without any notice.
3. Appointment is purely on Ad-Hoc basis for the period mentioned in the appointment letter of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to employee to fall under any jurisdiction against this notice. Employee has to give three month's notice or three month's salary/ one month's notice or one month's salary as the case may be, in lieu of the notice, to the College while resigning the job. It is desirable that one does not leave the job during the teaching session. The chairperson however has discretion to relax this condition.
4. Employee will report to the Principal.
5. Employee services shall be discontinued without any notice non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non deliverable performance at work or any wilful act of misconduct on employee part without any notice and any time during the said tenure and if so in such case employee will be paid the salary only till employee last working day with the organization.
6. Employee appointment is subject to approval from the Hemchand Yadav University. Employee has to fulfill all the required qualifications & experiences for the said post according to the UGC, NCTE, State Govt. & Hemchand Yadav University norms time to time. If the University objects about any point with respect to qualification, NET/SLET/ experience, age requirement etc. then in such case the university and decision will be final and any claim on the said post after or during the service period will not be considered.



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Employee on Probation :

- 1 All New joiners Employed by Shri Shankaracharya Mahavidyalaya shall be under the 'Probation Period' unless specified otherwise.
- 2 This probation period shall be for atleast Two Years .
- 3 Management has all the rights to extend or reduce this period based on the performance of an employee.

Work Days, College Timings & Attendance System

Scope –All employees of Shri Shankaracharya Mahavidyalaya

- 1 **Teaching Staff:** Working days are from Monday to Saturday. Sunday is a weekly off.
Non Teaching Staff : Working days are from Monday to Saturday. Sunday is a weekly off.
- 2 The work timings of is as follow:
 - For Teaching staff: 10.00 am to 05.00 p.m.
 - For Non Teaching Staff: 10:00am to 05:30p.m.

This includes 30 minutes of lunch.

Office timing will be as per rules or as prescribed by the Principal.

Department specific time as per the College need may differ which shall be communicated to the concerned Employees separately.

* However, Library timings may vary during the period of examination.

- 3 **Lunch Time**
Applicability: Employees who are present in the College.
For Teaching and Non Teaching staff,: Lunch break is for 30 Minutes

- 4 **Grace Time, Half day & late coming**
Grace Time

- Upto 15 minutes“ grace time is available for employees reaching late to their respective work place after their official in-time.



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Late Coming

- Any employee coming after grace time shall be considered as late.
- Three (3) late marks shall attract deduction of a half day's leave.
- Employee must inform HR if he / she is coming late.
- Employee must inform HR if he / she won't be coming to work due to any reason or emergency.

Half day

Half day shall be defined as 4 hours of work **excluding** the lunch.

- 5 Employees may require to work on weekly off, Holidays and on non working days as per the decision of Management.

In an event employees are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmes/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., employee shall attend duties without fail and no extra remuneration will be payable for the same.

In such scenario, „Compensatory Benefits“ policy shall be applicable.

6 Attendance System

It is mandatory for all the Employees to mark their attendance daily in Attendance Register.

Any employee, if comes late to the college, his/her attendance shall be marked with red asterisk. If such asterisk commutes to three (03) in numbers, his/her half casual leave shall be deducted from leave account.

All Employees should mark their attendance daily in the morning and in the evening in Bio-Metric Attendance system as per given instruction and training.

Employees should mark their attendance in Bio-Metric Attendance system every time going out of College for official or personal work and when back to College.



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7 **Verification and Calculation of Attendance**

The attendance shall be verified and calculated based on attendance records present in Attendance system. (Bio Metric Attendance system and / or Attendance register as per the applicability)

Important Point:

Any attendance records in the register found tempered (i.e. re-writing with on white Ink, cancelling and re-writing) shall attract that Day's absent. Under no circumstances the same shall be reversed.

Public Holiday Policy

Scope – All employees of Shri Shankaracharya Mahavidyalaya

1. Public Holidays – National & Festival Holidays mentioned below are declared by as Public Holidays.

2. List of Public Holidays

Republic Day
Mahashivratri
Holi
Good Friday
Dr. Babasaheb Ambedkar Jayanti
Ram Navmi
Mahavir Jayanti
Buddha Pournima
Id-UI-Fitar
Independence Day
Ganesh Chaturthi
Bakri Id (Id-UI-Zua)
Dasara
Moharum
Diwali (Laxmi Pujan)
Guru Nanak Jayanti
Id-E-Milad
Mahatma Gandhi Jayanti
Christmas



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Compensatory Benefit Policy

Scope – All employees of Shri Shankaracharya Mahavidyalaya.

1. Eligibility: Having worked on non-working day.

2. Benefits :

Shri Shankaracharya Mahavidyalaya acknowledges the contribution of its employees who have gone all the way and shown the dedication to the work by working on any of the non working day. To value this dedication, College offers as a compensatory benefit.

Employee can opt for leave for one day against worked on Non-working day.

This option shall be availed within 30 days' of working on non-working day.

3. Compensatory off application Process:

- Fill in Compensatory Benefit Application by providing details
- Get the approval from Principal,
- Forward this application for HR for further processing.

Salary, Increment,

1. Salary

- Salary will be paid on or before 7th of every month.
- It is advisable for employees to have a savings account with Bank as per the communication from HR in this regards so that the salary can be directly transferred to the respective savings account of employees.
- Employees will get payment through Online Bank Transfer.
- The Details of Salary and Increment shall be kept confidential.



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2. Increment

- Shri Shankaracharya Mahavidyalaya follows Annual Increment Cycle i.e. once in a year.
- Employees are eligible for the increment along with the annual appraisal subject to his/her performance and Colleges performance.
- Ad-hoc increment can happen subject to Management decision.

3. TDS

- Tax Deducted at Source (TDS) will be deducted from all the payments with respect to salary, Incentives as per the provision on Income Tax Act.
- It is strongly recommended that employee must have the Permanent Account Number (PAN) to avoid any Issues related to Tax compliance.

4. The Management decision in all these matters shall be final.

Discipline, Decorum & Code of Conduct

1. Identity Card

- i. Identity cards shall be issued to all eligible employees.
- ii. Wearing Identity card is compulsory in College premises, on duty in a manner that it is visible.
- iii. Employees must return their Identity card at the time of separation from the College.
- iv. It is expected from employees to take proper care of the ID card including its safe preservation.
- v. This Identity card is the property of Shri Shankaracharya Mahavidyalaya and shall be surrendered immediately when demanded by the Management of Shri Shankaracharya Mahavidyalaya.
- vi. It is expected that employees do not misuse the Identity card in any manner.



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2. Reporting:

- i. Employee must inform the HR in case of change of address, addition in their qualifications, changes in important personal information such as receipt of PAN card, Passport etc. has been changed or issued.
- ii. If the new address has not been informed to HR, then all the official communication will be at the last address of an employee as per the College records.

3. Responsibility for Property

- i. Employee must handle College equipments carefully.
- ii. Employee must switch off computers, Monitors, unwanted lights and electricity operated appliances before leaving College Premises or while attending lectures and Practicals in College, in meeting, during lunch etc.
- iii. Employee must Focus on their work while they are on the College premises.
- iv. It is expected from employee to complete their day's work before leaving at the end of day.

4. Code of Conduct

- Employee must follow processes identified by the Management from time to time so as to improve working of
- Employee shall not commit theft, fraud, misappropriation or dishonesty in connection with Shri Shankaracharya Mahavidyalaya or property.
- Employee shall not interfere with any other employee's work, disturb him/her or cause annoyance to him/her at work.
- Employee shall not disturb the peaceful atmosphere in Shri Shankaracharya Mahavidyalaya by demonstrating, shouting and loud talk or indulge in any act, which is prejudicial to the peaceful working of Shri Shankaracharya Mahavidyalaya.
- Employee shall not indulge in any quarrel, abusive language, fight or violence or any other disorderly and/or indecent and/or riotous behaviour on any of the premises of



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- Employee shall not distribute or forward any E Mails, notice(s), leaflet(s) or material, which is detrimental to the smooth functioning of the institution.
- Employee shall not make collection of money for any purpose other than Shri Shankaracharya Mahavidyalaya official purpose without prior written approval from Management.
- Employee shall not Tamper or Disfigure or Damage any property, records, notice etc. of by writing or otherwise.
- Employee shall not tamper with any record(s) or notice(s) of Shri Shankaracharya Mahavidyalaya
- Every employee shall show due consideration, courtesy and attention towards all other employees, customers, suppliers and associates of Shri Shankaracharya Mahavidyalaya
- Employee shall not use College address for personal correspondence other than approved by the Management on receipt of appropriate justification and application in writing.
- Employee shall not misuse or damage Phone Calls, Cash, Internet, software applications, Telephone, Appliance, Stationeries, Machine, papers, any raw material, Property etc. of and its customers, Vendors, faculty of other colleges etc.
- Employee must share the knowledge with their colleagues.
- Employee shall not perform any of his / her personal activity during the College hours / in the College premises.
- Employee shall not share his / her personal E-mail ID to any employee or ex employee of Shri Shankaracharya Mahavidyalaya Customers and Vendors.
- Employee shall not make unauthorized copy of any software or any copyrighted material.
- Employee shall not criticize or malign Shri Shankaracharya Mahavidyalaya Employees, Stake holders and Vendors.
- Employee shall not take undue cash / Advantage from Shri Shankaracharya Mahavidyalaya and Vendors etc.



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- Employee must maintain professional relationship with Persons / employee of Shri Shankaracharya Mahavidyalaya and vendors etc. during College duty.
- Employee shall not encourage the Employment Referring Activities“ among Shri Shankaracharya Mahavidyalaya, vendors etc. directly or indirectly, unless acquired necessary approval from the Management of Shri Shankaracharya Mahavidyalaya
- No Employee take photocopy / scan / Photograph any official documents of and its customers, Vendors etc. present in College premises their respective College premises or belonging them without taking necessary approval from the concerned authority in case of need of such document(s).
- Any work assigned to Employees strictly need to adhere to time.
- **Documentation**
 - It is mandatory to submit various documents such as Address proof, Residential proof, Professional and educational certificates etc. as and when required by the Management or HR.

5. Dress Code

- As a member of the Shri Shankaracharya Mahavidyalaya family, each employee is expected to present in a professional appearance at all times. All men are expected to wear Casuals i.e. Formal Trousers, Khadi/Cotton Shirt, and Smart Formal Polished Shoes.
- While the range of lady's attire is broader, they must maintain comparable standards i.e. Sari, Salwaar-Kameez.

For Teaching staff: Sari, Salwaar-Kameez

For Non Teaching staff: Sari, Salwaar-Kameez

6. An employee of the college shall be eligible for one (01) additional casual leave if he/she comes to the college by bicycle for one entire month.



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7. Communication Protocol

- The official language of communication shall be Hindi and English.
- All the E-mail communications shall be done on Shri Shankaracharya Mahavidyalaya official IDs.
- Employee must check their E-mails at least once in a day and reply to necessary mail immediately.
- Employee must communicate with all the colleagues and students with due respect.

8. Training

- Shri Shankaracharya Mahavidyalaya believes in constantly upgrading the skills of its employees by providing regular training. To achieve this objective, the College has initiated Faculty Development Program Program - (FDP).
- It's very important and compulsory to attend all the training programs as applicable and assigned by the Management.
- Employee must attend the training sessions held by Shri Shankaracharya Mahavidyalaya based on the training communication. It is expected that employees undergoing training shall put the learning in practice to sharpen skills for the benefit of both the parties.

9. Non-disclosure

The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the **Confidential Information** that he/she may acquire or possess in any manner during the course of his/her employment with and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of **COLLEGE** and its **ASSOCIATES** or allow to be divulged or disclosed such **Confidential Information** in whole or in part belonging to **COLLEGE** and its **ASSOCIATES**, in any form viz. verbal, written, digital, print, electronic, physical etc. to any **THIRD PARTY** save and except for the purpose of his/her employment with by and under the instructions and after seeking written approval from authorized person of **COLLEGE**.



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10. Non adherence to HR Policies / Instructions by the Management

The following process shall be followed in case any employee found non adhering to any of the HR Policies or non-following any instruction by the Management or respective reporting authority:

- Personal Meeting with the Reporting Authority
- Despite of Personal Meeting if there is no improvement shown then HR & Management will intervene
- If Employee found, despite of meeting with HR, non adhering to the policies, a warning letter will be issued.
- After two such warning letters any indiscipline may result in termination of the services of that employee.

Employee Separation

1. Retirement & Extension

- After attaining the age of superannuation, i.e. **60/65** years, the employee shall retire from the services of Shri Shankaracharya Mahavidyalaya
- The age of superannuation is decided on the basis of the date of birth of the employee as entered in the records of and proof submitted therewith. No subsequent justification towards the information furnished shall be entertained.
- Every employee shall retire on the last day of the month in which he / she attains the age of **60/65** and written intimation of the retirement date shall be sent to the employee at least 1 month in advance.
- The final dues of the employee shall be settled as per the normal procedure.
- Extension of services of an employee who has reached at the age of Retirement age shall be at the sole discretion of the Management.

Such employees shall be given an appointment letter as fixed term contract for 11 months period, renewable of contract subject to fulfilling the physical, technical and other conditions as may be described in the letter.



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2. Resignation:

- Employees can resign from the services of by giving notice applicable as mentioned in the appointment letter, which may be revised from time to time.
- It is preferred and expected that the Employee must talk with his / her Reporting Authority or with the Management on the reason/concerns before giving formal intimation for resignation.
- Final dues shall be settled after 30 days from the last working day after ensuring that the employee has completed with his / her obligations to
- Employees not giving proper one month notice, hand over or failing to meet any process as laid down in the afore said „Exit Process“ may not be relieved, and settlements due to such employees may be withheld and / or forfeited.
- The Management shall have the right to refuse to accept the resignation of any employee when any disciplinary action is contemplated or pending against him/her and / or any task assigned to the concerned employee is incomplete or pending.

3. Notice Period

- The resignation letter must be submitted in writing with sufficient notice of minimum 30/90 days or as mentioned in the letter of appointment.

4. Termination / Dismissal

- The services of an employee are liable to be terminated in the following cases:
 - i. Major misconduct
 - ii. Unsatisfactory performance
 - iii. Giving false statements about his / her personal / professional background or suppression of relevant facts during the selection process / at the time of joining.
 - iv. Involvement in criminal offence(s).



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- v. Violation of the terms Contract and undertaking given at the time of joining / thereafter.
 - vi. Non-adherence to any Rules.
- Termination of services shall not be made unless the concerned employee has been given a reasonable opportunity to explain the facts relevant to the case & the Management decision will be final & binding.

5. Death while in Service

- All dues shall be settled in favour of the nominees as appearing in the records after ascertaining the identity of the nominees and obtaining an indemnity bond from them. In no circumstances after settlement of dues shall take place without ascertaining the legal heir ship in case of any dispute arises.

Reimbursement Policy

Scope – All employees of Shri Shankaracharya Mahavidyalaya

- 1. Eligibility:** All kind of reimbursements viz. Food, conveyance, Travel etc. shall be applicable and cleared subject to the **prior approval from the Management.**

Note:

In case of failure to submit the claim within stipulated time, no claim shall be entertained under any circumstances.

- 2.** All kind of Food, Conveyance and travel bill shall be reimbursed at actual subject to the submission of valid bill on time and pre-approval from the Management.