



HR POLICIES HANDBOOK 2019

FOREWORD

Dear Colleague:

We are pleased to present to you a HR/PRINCIPAL Policies Handbook related to the staff detailing all the updated policies of NEW HORIZON PU COLLEGE.

We request you to read and get familiar with the policies.

You may feel free to contact the undersigned for any clarifications.

We wish you a very fulfilling association with NHPUC.

With Warm Regards,

PRINCIPAL

HR/PRINCIPAL POLICIES INDEX

CONTENTS

1	Designations	4
2	Recruitment Policy	5
3	Probation Policy	6
4	Induction Policy	8
5	Mediclaime and Personal Accident Insurance	9
6	ESI Benefit	10
7	Tuition Fee Concession at New Horizon	10
8	Reimbursement of Telephone Expenses	11
9	Staff Referral Incentive Policy	12
10	Local Conveyance Reimbursement	13
11	Travel and Dearness Allowances Policy	13
12	Policy on Personal use of Official Vehicle	15
13	Leave Policy	16
14	Vacation Leave	18
15	Promotion Policy	19
16	Time and Attendance Management Policy	22
17	Staff Welfare Policy	23
18	Grievance Management Policy	25
19	Code of Conduct	27
20	Retirement	32
21	Appointing Authority and Disciplinary Rules	33

DESIGNATIONS

The Designation Structure for Teaching and non-teaching are as under:

Principal

PRINCIPAL

LECTURERS

ADMINISTRATOR

HR

SENIOR OFFICE EXECUTIVE

OFFICE EXECUTIVE

LIBRARIAN

HOD - ACCOUNTS

ACCOUNTS EXECUTIVE

SYSTEM ADMIN

LAB INSTRUCTOR

PHYSICAL EDUCATION INSTRUCTOR

FRONT OFFICE EXECUTIVE

HOUSE KEEPING SUPERVISOR

OUT DOOR ASSISTANT

RECRUITMENT POLICY

Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Applicability:

All new recruits in all grades

Policy & Procedure:

The approved recruitment policy will be a pre-requisite for all recruitment in the institution.

Any departure from the Recruitment policy, will need special approval from the appropriate approving authority. The Principal is to get in the details of the manpower required with the HR Department and then seek approval of the Vice Chairperson for further process of recruitment. Principal shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department.

The HR Department shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference etc.

The HR Department shall screen and shortlist the profiles depending on their suitability for conducting the interviews. The list of shortlisted profiles will be communicated to the Vice Chairperson.

Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the concerned HOD, PRINCIPAL. The selection panel evaluates the candidate based on a set of predefined criteria. Acceptance or rejection of candidates is at the sole discretion of the institution.

At the time of appointment, the selected candidates are required to submit all relevant academic certificates and testimonials in original. They will be in the safe custody of the institution and will be returned to them when they leave the institution.

PROBATION POLICY

Objective:

To assess the potential and suitability of the candidate selected and hired for the vacant post.

Eligibility & Coverage:

All new recruits of the institution on regular rolls.

Policy & Procedural Formalities for Completion of Probation.

All new employees will be on probation for a period of 12 months from the date of joining.

While the formal probation appraisal shall be at the end of 11 months, the concerned PRINCIPAL / CO ORDINATOR / HOD will review the performance of the probationer on completion of 1st month, 3rd month, 6th month and 11th month. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The final role fitment report will be submitted to PRINCIPAL.

The PRINCIPAL / CO ORDINATOR / HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee.

Duly completed Probationary Role Fitment report with the recommendations of the PRINCIPAL / CO ORDINATOR / HOD for confirmation, will be sent to PRINCIPAL at least two weeks before the completion of the probation period.

During the period of probation, an employee shall be liable to be discharged from the service without assigning any reason, at the sole discretion of the Management without giving any notice.

During probation, no request for resignation will be entertained. In case of emergency, the probationary staff leaves the job then the notice period pay will be applicable.

The management may, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.

Extension of Probation Period:

Instances where an employee does not meet the required standards of performance, the PRINCIPAL / CO ORDINATOR / HOD may recommend extension of the probation for a maximum of **one year**.

Probation period may be extended under any of the following circumstances:

- Performance of the probationer is not up to expectations, but showing interest in improving
- The role and the skills of the probationer are not aligned
- A mutually agreed and detailed Role Fitment Report involving counselling and training will be documented and areas of improvement clearly communicated to the employee.

The probation may be extended only once. When probation is extended for an employee, the PRINCIPAL/CO ORDINATOR / HOD shall send the Probationary Role Fitment report to PRINCIPAL Department at least 15 days before the expiry of probation, clearly stating the reasons for extension. PRINCIPAL will send necessary reminders in time.

Based on the recommendation of the PRINCIPAL /CO ORDINATOR / HOD will formally communicate the extension of the probation through a letter to the employee through the PRINCIPAL.

The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.

If the probationer's performance remains unsatisfactory after the extended probation, his or her services may be summarily terminated, without assigning any reason.

Confirmation of services:

On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.

Upon confirmation, the notice period on either side will be two months for teaching , non teaching, library and technical staff, three months for Principal. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The Management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee.

In case, any permanent teaching staff wishes to resign / desire to get relieved, he / she shall give **two months advance notice period**. For Principal it shall be **three months notice period**. For technical, library and non teaching staff members it shall be two months notice period in such a way it is coinciding with the **end of the academic year**.

If any staff member **resigns** and wants to get relieved immediately in between the academic year, he / she needs to pay gross salary (notice period) to the institution and also has to pay the equal amount of salary drawn during adjoining vacation/break.

The working hours of the staff members shall be **eight** hours from Monday to Friday. First and Third Saturday of every month will be a holiday and second, fourth Saturday will be full working day and fifth Saturday will be a half day working. The working hours may be amended by the Head of the Institution / Management as and when required, suiting the needs of the institution.

In case, the work or conduct of a staff member is found to be unsatisfactory or if he / she absents himself / herself without prior intimation or disobeys the rules and regulations of the institution or violates the instructions issued by the Principal / Management, he / she is liable to be terminated from the service, without any prior notice.

INDUCTION POLICY

Objective:

To facilitate smooth assimilation of *new employees* into the institution and help them understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institution.

Applicability:

All new employees of the institution

Policy:

The PRINCIPAL shall ensure that every employee, irrespective of grade, goes through an Orientation Program, which will be mandatory for the employee to attend.

The duration and scope of Orientation program may vary with the grade of the employee and the depth of information that needs to be shared during induction.

The Orientation program shall include the following:

- Introduction to the Institution
- Institution Vision, Mission, Values and Quality Policy
- Introduction to PRINCIPAL Policies
- Introduction to key officials
- Welfare measures
- Work culture

MEDICLAIM AND PERSONAL ACCIDENT INSURANCE

Objective:

To provide employee welfare through basic assurance of healthcare to employees and help them meet unforeseen personal expenses arising from medical emergency.

Eligibility & Applicability:

All regular employees of the institution, including probationers will be covered.

Mediclaime Insurance coverage is applicable for the P.E staff, non teaching / technical employees.

Policy & Procedure:

Mediclaime Insurance

A minimum hospitalization of 24 hours is a pre-condition for any claim, for ailments as covered under the Mediclaime Policy.

Annual entitlement of Medical Insurance is Rs.2,00,000/- (Rupees Two Lakhs only). This can be used only by the individual employee.

All claims are governed by the terms & conditions agreed between the Insurance company and the employee under the Mediclaime Insurance Policy.

In all disputes arising in respect of medical insurance, the decision of the management shall be final.

Personal Accident Insurance:

Applicability: To all the Drivers, Purchase Officers and Outdoor assistants.

Annual entitlement of Personal Accident Insurance is Rs.10,00,000/- (Rupees Ten Lakhs only) and also eligible for Mediclaime of Rs. 2,00,000/- This can be used only by the individual employee.

All claims are administered / settled as per the terms & conditions between the Insurer and the institution under the Personal Accident Insurance Policy.

ESI BENEFIT

All Employees who are drawing a gross salary of INR 21000 and below, covered under ESI Act , are entitled for the benefits as mentioned below, administered by ESI Corporation:

1. Medical Benefit
2. Sickness Benefit
3. Extended Sickness Benefit
4. Temporary and Permanent Disablement Benefit
5. Dependents Benefit
6. Maternity benefit
7. Rajiv Gandhi Shramik Kalyana Yojana
8. Funeral Expenses
9. Confinement expenses
10. Medical care to retired insured persons

TUITION FEE CONCESSION AT NEW HORIZON

Objective:

To provide employee welfare through tuition fee concession to the dependent children of employees who opt for admission into the Institution.

Eligibility & Applicability:

All regular employees who have completed two years of service in New Horizon are eligible for fee concession for a maximum of **one child**.

Policy & Procedure:

The child will be entitled for 50% concession in the tuition fees for all the years.

Those seeking this concession shall apply in the prescribed **format** with requisite details and supporting documents to Accounts Department.

Accounts Department will check all the relevant documents for processing and approval and will arrange for the disbursement of the amount. The reimbursement shall be made annually.

In the event of separation of an employee from the institution, the fee concession will be stopped with immediate effect. However, the Financial Assistance already extended shall be waived, provided the separation is not on disciplinary grounds.

REIMBURSEMENT OF TELEPHONE EXPENSES

Objective:

To facilitate communication for employees where such facilitation is considered necessary for greater effectiveness in one's official role. To provide for reimbursement of such expenses.

Eligibility & Applicability:

Regular employees of New Horizon, working in Administration, Accounts, Training & Placement, other shared services, etc., depending upon work exigency and special approval of Vice Chairperson.

The eligibility limits specified for each grade shall be decided by the Management from time to time and is subject to changes at the sole discretion of the management.

Policy & Procedure:

The mobile allowance is provided strictly on need basis with special approval of the Vice-Chairperson.

All mobile phone bills shall be settled directly by the employees and reimbursement claimed at actual or based on eligibility, whichever is lower.

In case the bill amount exceeds the grade-wise eligibility approved, the reimbursement shall not exceed the specified limit mentioned against each grade, unless there is a special approval.

Any exception to the reimbursement limit would be approved only upon proper justification and will be done as an exception and not resorted to as a routine practice.

Employees shall settle their phone bill on a monthly basis & claim eligible reimbursement from the Accounts Department. This facility is provided to a few employees, based on their need and nature of work.

Incentive for Paper Publication:

It is expected that in an academic year, every staff member should publish minimum two papers in approved list of journals. In case more than two papers are published, they are entitled for a cash incentive of Rs.2000/- (Rupees Two Thousand only) per paper.

Incentive for Patents:

In order to encourage and motivate staff members for filing more number of patents, Rs.2000/- each will be paid for filing the patents and Rs.3000/- each will be paid on approval of the patents by the concerned patent office.

Incentive for participation in Workshop / Seminar / Conference:

The staff members are expected to participate in minimum of two workshop / seminar / conference in an academic year, conducted by External Agencies. Registration charges up to Rs.2000/- (Rupees Two Thousand only) shall be paid only for two workshops or seminars or conferences per staff. Also they can utilize OODs for attending the same.

STAFF REFERRAL INCENTIVE POLICY**Objective:**

To provide incentive to existing staff members to refer and bring in external candidates to New Horizon

Eligibility:

All staff members on rolls

Policy and Procedure:

Staff referring (Referee) a candidate for appointment to New Horizon shall ask the referred candidate to attach the Staff Referral Form to his or her application form when applying to the Institution. The referral incentive shall be paid to the Referee, after the referred candidate completes at least three months of service with New Horizon.

The referral incentive shall be :

Rs.5000/- per candidate to the Referee who refers any candidate for the post of teaching staff.

Rs.2000/- per candidate to the Referee who refers any candidate for the post of non teaching staff.

LOCAL CONVEYANCE REIMBURSEMENT**Objective:**

To govern the reimbursement of local conveyance expenses.

Eligibility & Applicability:

All employees on regular rolls of New Horizon.

Policy & Procedure:

Employees using taxis for official purpose are entitled to claim reimbursement at actual.

Reimbursement should be claimed on a weekly basis.

TRAVEL AND DEARANCE ALLOWANCES POLICY

Employees are entitled to travelling allowances (TA) & daily allowances (DA) based on the basic pay range category as indicated below:

Gradation of Employees	
Category	Description
A	Principal
B	Co ordinators
C	HOD & Lecturers
D	Non-Teaching

The deputation for the school on duty purpose can claim these benefits.

ITEMS	Category			
	A	B	C	D
Travelling Allowance				
1.Travel by air within state & outside state	Eligible	*	-	-
2. Travel by train	I Class AC	II AC	III AC	II Class Sleeper
3.Travel by bus	Highest grade	AC Volvo	Deluxe	Ordinary
4.By taxi/own vehicle	As per actual	Rs.10/- per KM	Rs .5/- per KM	-
Daily allowance				
(a)Within Karnataka				
Bangalore	Rs.350/-	Rs.275/-	Rs.225/-	Rs.150/-
Cities**	Rs.275/-	Rs.225/-	Rs.175/-	Rs.100/-
Other Places	Rs. 225/-	Rs. 175/-	Rs .150/-	Rs.100/-
(b) Outside Karnataka				
Cities**	Rs. 450/-	Rs.350/-	Rs. 300/-	Rs. 225/-
Other Places	Rs. 300/-	Rs. 275/-	Rs.225/-	Rs. 175/-
Lodging				
(a)Within Karnataka				
Cities**	Rs.2000/-	Rs.1500/-	Rs.1000/-	Rs. 750/-
Other Places	Rs. 1500/-	Rs. 1000/-	Rs. 750/-	Rs. 500/-
(b)Outside Karnataka				
Cities***	Rs.3000/-	Rs.1500/-	Rs. 1000/-	Rs. 1000/-
Other places	Rs. 2000/-	Rs. 1000/-	Rs. 750/-	Rs. 750/-

Note:

Travelling allowance/Daily allowance/Lodging is not additional income but only the reimbursement of expenses to norms. Wherever the expenses are less than the maximum indicated, the institution shall pay only actual.

All hotel stay shall be supported by vouchers/bills and reimbursement to actual subjected to the above limits. DA need not be supported with bills.

DA is paid as follows in a day of 24 hours:

- Up to 6 hours – Nil
- 6 to 12 hours – 50%
- More than 12 hours – 100%

Journey from Institution and return to Institution is part of the DA entitled period.

TA & DA is for deputation to higher studies/training/ seminar/conference/ workshop/tour for student counselling/ official works with other controlling authorities. The period spent on the above purpose will be treated as on duty & eligible for TA & DA as mentioned above. TA & DA is only admissible, if the organizing authority is not ready to pay.

Wherever possible, staff members are to share transport and also to use transport if provided by outside agencies. In case of sharing, **only one of the staff will claim the conveyance charges.**

DA is not permissible for the days the staff member is on leave while on tour.

The claim with the supporting vouchers and letters should be submitted within one week on return to headquarters.

POLICY ON PERSONAL USE OF OFFICIAL VEHICLE

Preamble:

Certain key employees are permitted free use of official vehicle by the management for personal use. While use of official vehicles for personal use is not encouraged in general, occasionally such requests keep coming. This policy lays down the conditions for such use.

Objective:

To provide for the use of office vehicles, subject to availability, for personal use by certain *Key employees* from time to time

Eligibility and coverage:

The Key Employees for the purpose of this policy shall be Principal/ Head Mistress. Eligible employees may be permitted at the rate of Rs. 12/- per km.

Such use is not a matter of right and the eligible employees are advised to use the facility sparingly. The approval authority shall be Chairman.

The relevant charges will be paid by the eligible employee directly to Accounts Department.

The charges will be settled within 7 working days. When seeking payroll deduction, the deduction must be effected in the same month or, (in case the travel happened in the last five days of a month) in the immediately following month.

The rate specified is subject to revision from time to time.

While the main log book will reflect all movements of a vehicle, a separate log book recording all personal use by eligible employees will also be maintained in each vehicle.

Employee shall email a soft copy of the Vehicle Requisition Form to Chairman's office with all the required details. After the vehicle is used, Transport department will fill in the meter reading at the time of start and end of the journey, and then forward the requisition to the Accounts Departments.

LEAVE POLICY

Objective:

To communicate the leave entitlements and provide guidelines for availing these leave.

Eligibility & Applicability:

All employees on regular rolls of the Institution.

Policy & Procedure:

Categories of leave available to the employees are: Casual Leave, Maternity Leave, Compensatory Off, Vacation, and Leave without Pay.

For the purpose of leave, "Year" shall mean the Academic Year commencing 1st January and ending 31st December.

All leaves shall accrue effective 1st January of every Year on real time basis.

Employees shall apply for leave on prescribed formats or on-line or by uploading the information in the online platform on the institution.

Holidays and weekly-offs between the leaves will be treated as a part of leave only.
Entitlement & Procedure for availing Leaves:

CASUAL LEAVE (CL):

All Employees are eligible for 12 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis, until the completion of one year of service.

Employees may avail CL for half-day also.

CL may be prefixed or suffixed to intervening holidays or weekends but not on both the sides.

Un-availed CL will automatically lapse at the end of the Academic year. Lecturers are not entitled for encashment for unavailed casual leave.

Part - time employees are not entitled for any kinds of leave.

The permanent employee can avail Casual leaves up to 3 days at a time.

The Principal/ Co ordinator can sanction up to 3 days of casual leave to staff members. The casual leaves beyond 3 days shall be the approved by the Vice Chairperson in case of extreme emergency.

C.L. shall not be availed without prior sanction of the sanctioning authority. The sanctioning authority may refuse to grant C.L., if he /she feel that the work cannot be managed due to functional reasons. In exceptional cases such as, an emergency caused due to sudden illness or death in the family, information shall be sent to the respective leave sanctioning authority in time enabling them to arrange a substitute.

Casual leave availed on Saturday will be considered as one full casual leave.

If the casual leave is both prefixed and suffixed to general holidays, then one side of the holiday is included as a casual leave. If a casual leave is not available, then the leave will be considered as leave without pay.

Leave without pay shall be granted in continuation of casual leave on special Occasions / Emergencies.

Staying away from duty without prior permission in the normal circumstances will be construed as absence without leave, resulting in loss of pay. Each day of unauthorised shall be liable to two days of pay deduction.

No leave of any kind can be availed without prior sanctions. Absence without prior permission will be treated as Loss of Pay (L.O.P). Such absence may subsequently be regularized as C.L. if the competent authorities are satisfied with the given circumstances. Repeated absence without prior permission will be viewed as an act of indiscipline and suitable action will be initiated. If the leave application is not submitted properly and in time, the leave will be rejected and for one day of unauthorized leave, two days salary will be deducted and necessary entries shall be made to record the same.

In the event that one does not have C.L. to his/her credit, the absence with prior permission will be treated as leave without pay. **If they do not apply on that day, a salary of 2 days will be deducted.**

Staff members frequently applying for leave due to sickness will have to produce medical and physical fitness certificates from a registered medical practitioner.

10 minutes grace time is allowed for reporting to duty. If the employee reports beyond the grace time, 3 late in's is considered as ½ CL or ½ LOP.

MATERNITY LEAVE (ML):

The Institution permits ML for teaching staff, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays. All permanent female employees who have put in not less than **two years** of service in New Horizon are eligible for Maternity leave. Maternity leave shall be limited to an employee's first two confinements. The employee shall inform the Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate. ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave. Teaching women employee may report back at the commencement of the next academic year with full pay of two months' only.

Non teaching and technical female employees may avail Maternity leave up to 90 days, both pre-natal and post –natal with full pay for two months' only.

However if the female staff availing maternity leave in the beginning of the calendar month, they must report in the beginning of the next academic session.

Maternity leave shall be granted on the condition that such employee shall serve or shall have served any of the institutions belonging to the New Horizon Educational Institution for a period not less than two continuous years, failing which her leave shall be considered as "leave with loss of pay".

Maternity Leave benefits will be given on returning to work. Woman employee returned back after maternity period, if resigns within one academic year, shall pay the benefits received during maternity period and will be liable as per the Exit policy.

If any teaching / non teaching / technical women employee while on maternity leave wishes to resign from the post are required to pay the notice period (as per the institution's exit policy) pay to the institution.

COMPENSATORY OFF (CO):

CO applies to teaching, non teaching and technical employees. If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted by the Principal in units of half a day or full day.

Compensatory off shall be availed during vacation. Else it shall lapse.

LEAVE WITHOUT PAY (LWP):

If an employee has exhausted all types of leave, exceptionally, she/he may be allowed to take leave without pay up to a maximum of 05 days in a year.

In case, if the employees crosses 5 days of LOP, then the leave shall be approved by the Vice Chairperson subject to proper supporting documents.

ON OFFICIAL DUTY (OOD):

The Head of the Institution deposes / permits the staff member to attend the work outside the institution, it will be considered as On Official Duty.

The employee is entitled for OOD, if he / she is deputed for any kind of workshop / seminar / conference by the Head of the Institution. Attendance Certificate from the concerned institute / association is compulsory for considering OOD. Casual leave to the credit of the employees can be clubbed with the OOD.

ON EXAMINATION DUTY (OED):

The staff is entitled for 14 days of OED in a calendar year.

Casual leave to the credit of the employees can be clubbed with the OED.

The concerned Board, with whom New Horizon Educational Institution is having collaboration, may ask staff members for their examination work. Staff members may take up the same work up to 14 days in a year and it will be considered as On Examination Duty Leave. Attendance Certificate from the Board is compulsory for considering OED.

EARNED LEAVE (EL):

Principal is entitled for 21 days of Earned leave in a calendar year after completion of one year of continuous service in NHPS.

Earned leave must be utilized in that calendar year only. It will be decided by the Vice Chairperson from time to time.

In respect to those who joined during the middle of the calendar year, earned leave shall be credited at the proportionate rate for each completed month of service.

VACATION LEAVE

Preamble:

As per the Calendar of Events for the academic year the last working day and the first day of every academic year attendance is compulsory. Based on this and keeping in tune with the Leave Policy, the following Vacation Policy will be implemented.

Vacation Policy:

1. The following vacation can be availed:

- ❖ The vacation slots for teaching staff will be decided by the Management time to time.
- ❖ Permanent non-teaching and technical staff can avail 01 vacation slot. 15 days at a stretch or 13 working days (split vacation) of summer vacation.
- ❖ Probationary Non Teaching and Technical Staff are eligible for 03 days of Vacation.

2. Vacation slots will be assigned as **Sunday-Sunday** slots. Vacations cannot be taken in any other ways except the Sunday-Sunday slots. No exceptions! Comp. offs may be clubbed with the Vacation Leave with prior approval.

3. If a general holiday is in a given slot, the general holiday will be considered as vacation day. In other words, no additional vacation day will be given for the general holiday.
4. If a staff takes vacation from Sunday to any other day (e.g: Thursday) he/she loses the remaining vacation days of that slot (e.g: Friday & Saturday)
5. Staff members are to compulsorily do the assigned Invigilation / Valuation duties even if it comes in between / during their vacation slots. If a staff is found not doing his/her assigned duties even on one day, he/she will forfeit all the vacation slots. If a vacation is taken, it will be considered as loss of pay.
6. Any staff resigning or planning to resign before the beginning of the year cannot avail any vacation. If a staff resigns after availing any amount of vacation, those days will be considered as loss of pay.
7. Staff Members can avail the vacation after the minimum academic duties have been fulfilled. Please read the Academic Duty Policy for further information. **Principal/ Co ordinator** are to ensure that the staff members have fulfilled their academic duties before allotting the vacation slot.

PROMOTION POLICY

Preamble

This policy governs the promotions for the staff so as to encourage them through high quality teaching and Institutional commitment.

Eligibility

From Lecturer to Senior Lecturer, Senior Lecturer to Co-ordinator/HOD & in all disciplines

- Qualification
- Required number of years of experience
- Prescribed achievement in teaching
- Acceptable student feedback
- Demonstrated academic administration
- Performance / Self Appraisal system

The Eligibility shall stand modified in the following cases:

- For those whose probation may have been extended.

The Eligibility conditions may be extended at the discretion of the Management, in the following cases:

- Staff whose annual increments are on hold/delayed/deferred for want of fulfilment of academic commitments
- Staff with track record of misconduct

Administration of the Promotions:

Promotions Recommendation Committee, shall be constituted and the Committee shall comprise :

- Chairman
- Vice-Chairperson
- Principal
- Sr. Executive Director – Accounts and Finance
- Head – Human Resources
- Any member assigned from the Management

Note: The above are only eligibility criteria. Mere eligibility to promotion does not entitle one to promotion.

The Management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion. Administration of this policy is within the sole discretion of the Management.

PROMOTION POLICY FOR NON TEACHING STAFF

Objective:

To provide a detailed framework for advancement of career for the staff in a manner that shall incentivize superior work performance and provide for greater recognition of efforts

Eligibility:

All non-teaching, library and technical staff.

Policy & Procedure:

Pre-requisites for promotion:

Promotions shall always be subject to appropriate vacancy in the higher grades, except when the Management, at its discretion, enhances a job at a given grade to a higher grade.

A promotion must always lead to an enhanced responsibility in the institution.

The Employee shall have the potential, beyond mere eligibility, to take up higher role / responsibility.

Eligibility for promotion:

- Requisite performance rating in the previous years.
- No adverse remarks/reprimand in the personal file in the preceding three years.
- Requisite educational qualifications as per Job Description

- No. of years of experience in the existing grade

However, mere eligibility is not a criteria for promotion.

Promotion Process:

The process governing the promotion cycle is as under:

List of eligible employees (LEE): HR shall prepare LEE by April 30th .

Promotion Recommendation Form (PRF): The Administrator/Principal shall fill in the PRF for the employee recommended for promotion and send it to the HR by specified timeline.

Verification and submission of PRFs by Head-HR:

In order to ensure due justification for a promotion, new job description shall be entered in the PRF. Head - HR shall then submit the PRFs to the Management.

Head-HR shall bring any exceptional cases recommended for promotion to the notice of the Chairman.

Review of PRFs: A duly constituted Promotion Recommendation Committee (PRC) shall review all the LEE cases and submit their final recommendations to the Chairman for approval. The PRC will comprise the following:

Chairman
Vice-Chairperson
Senior Executive Director – Accounts and Finance
Principal
Head - HR

Approving Authority:

The Chairman will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the Chairman. Upon approval, the Chairman shall review and approve the PRFs. All the promotion letters will be then signed by the Chairman.

Responsibility of the Promotion Recommendation Committee:

To scrutinize, review and discuss all PRFs diligently in terms of eligibility, ascertain the staff member's ability to take up higher responsibility in the promoted position, before making the final recommendation.

Head - HR shall verify the job description.

Implementation:

Promotions shall be taken up only once in a year during the PMS cycle.

As a rule, all promotions shall be effective from June 1st. Exceptions, if any, shall be approved by the Chairman. Promotion letter along with the JD shall be prepared by Head-HR and handed over to the Chairman.

All promotions letters shall be handed over to the employee by the HR.

TIME AND ATTENDANCE MANAGEMENT POLICY

Objective:

To communicate the general office / school timings of the institute.

To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

Applicability :

All employees on regular rolls are covered under this policy

Procedure :

The timings of the institute are from 8.50 AM to 4.00 PM on all working days (Monday to Friday) of the week & allotted working Saturdays 9.00 am to 3.00 pm, except Sunday.

I and III Saturday holiday, II, IV & V Saturdays are half working days.

Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register and/or in biometrics. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.

Grace Period:

Up to 10 minutes after the designated starting time is considered as "grace period". After the grace period every late arrival to the workplace, half day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, half day of any other type of leave to the credit will be debited. In case there is no leave available at credit, then half day salary will be debited from the employee. The names of the employees exceeding the number of instances of grace period will be notified to the Accounts department by school office.

STAFF WELFARE POLICY

Statement:

The Institution recognizes all their employees to be the most valuable resource and that the health and welfare of all employees is essential in achieving the Institution's mission.

The well being of all employees is of a primary concern by investing in the health and welfare of employees, the Management is investing in the efficiency and effectiveness of the Institution.

The Institution is committed to producing a caring and supportive working environment which is conducive to the welfare of all employees, and which enables them to develop towards their full potential.

Welfare includes anything that is done for the comfort and improvement of employees and is provided over and above the salary. Welfare helps in keeping the morale and motivation of the employees high so as to retain the employees for longer duration. The welfare measures need not be in monetary terms only but in any kind/forms. Employee welfare includes monitoring of working conditions, creation of institution harmony through infrastructure for health, institution relations and insurance against disease and accident.

Aim:

To provide a framework for the provision of staff welfare support.

Roles of Responsibility:

All staff members have a role to play with regards to their own health and well being at work and are advised to raise any matters of concern. The staff members have a responsibility to be sensitive and responsive to the welfare of other colleagues at work.

A staff member who has a concern regarding their welfare should address this initially to the Principal.

The Staff members also have a responsibility to co-operate as far as possible with any initiatives, recommendations, introduced in relation to their welfare and to follow any guidance provided by the Principal.

The Institution recognises the importance of the professional relationship between Head Mistress/co ordinator and staff members, they have primary responsibility for the welfare at work of the staff under their supervision. They should respond to staff in a supportive manner taking into account their feelings and difficulties, in an atmosphere of trust and confidentiality. They should provide support and ensure all staff members are treated in a fair, sensitive and confidential manner, at all times they are to be aware of Institution welfare policy.

Principal has a responsibility to manage individual members of staff. Confidential advice and support will be provided to staff that have personal, family, medical or work related problems with a view to assisting them to identify solutions.

If it is not the role of the Principal, Head Mistress, Co ordinator to provide ongoing counselling for staff, the role is to:

- Provide quality listening and helping service, offering support and information
 - Intervene and facilitate where appropriate in assisting to resolve welfare problems
 - To assist with contacting external organisations medical/health professionals and other relevant agencies and to maintain up to date knowledge of welfare discipline.
- Information, advice and support will be provided through the Principal the range of information and advice available will include:
- Institution policies and procedures relating to staff health and welfare

Monitoring, evaluation and review:

The implantation of the policy will be subject to regular monitoring, evaluation, and using effective indicator tools and will be strategically reviewed or modified to as required in the light of changing circumstances.

Staff Welfare Measures:

- Recreational Trip for staff members.
- Gifts for staff members during Teacher's Day / Dussehra / Diwali.
- Free transport facilities for staff.
- Concession in tuition fee for staff child(one only) studying in New Horizon.
- Staff Referral Incentives.
- Medical Insurance for P E Staff, Technical and Non Teaching staff members.
- Subsidized food and accommodation for security staff members.
- Birthday celebration of staff members.
- Reimbursement of books, bags, uniform, shoes etc., for staff children whose income is less than Rs.16000/- per month.
- Uniform for class 4 employees.
- Maternity leave with two months paid salary.
- Ambulance facilities.
- Personnel counselling.
- Medical and Accident insurance to the transport department staff members.
- Free Health checkup

GRIEVANCE MANAGEMENT POLICY

Introduction:

Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to, may affect morale and productivity.

There is a need for formal grievance process to address such matters.

Objectives:

The objectives of the grievances process is to settle/redress:

- Grievances of the employees in the shortest possible time
- At the lowest possible management level
- With appellate stages so that it is fair, transparent and reasonable.

Eligibility & Applicability:

All employees on regular rolls of the institution including part time employees

Scope and Coverage:

Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.

Grievances for the purpose of this policy will cover individual grievances such as:

- Payment of Salary
- Recoveries of dues etc.
- Increment
- Working conditions/Health & Safety
- Leave
- Medical Insurance / facilities
- Non-extension of benefits under rules
- Promotion
- Administration or Academic issues
- HR/PRINCIPAL Policy administration
- Compensation & Benefits
- Related to Appraisals
- Reimbursements
- Interpersonal Conflicts/Issues with the Coordinator or team members
- Role fit
- Only grievance affecting an individual employee may be raised.
- Separation/Retention
- The grievance arising out of the following will not come under the purview of the grievance procedure:
 - Terms of appointment settled prior to joining
 - Matters relating to disciplinary enquiry / action
 - Where the grievance does not relate to an individual employee

Procedure for handling Grievances:

The individual can raise grievance according to following procedure:

STAGE-I:

The aggrieved employee may take up the grievance in writing with the **Principal /Head Mistress/ Co ordinator**, who must try to resolve the grievance at that level immediately.

In case any grievances need more number of working days to resolve, the respective employee should be informed.

In case the employee is not satisfied with the redressal of the grievance he/her may submit the grievance, in writing, to the Principal with a copy to PRINCIPAL.

The PRINCIPAL will record comments on the grievance form after making necessary enquiries along with Principal.

In case of any delay in resolving the grievance, the PRINCIPAL will inform the aggrieved employee with a copy to Principal of such a delay with reason.

STAGE- II :

The aggrieved employee who is not satisfied with the decision of the Committee will have an option to appeal to Chairman with the detailed reasons for the appeal.

The Chairman will take a decision and communicate the same to the aggrieved employee and the decision will be final and binding.

GENERAL CONDITIONS:

If the grievance is against the Principal/ Head Mistress/ Co ordinator/ HOD then employee can skip one level and escalate her/his grievance to next level.

The executive shall bring up the grievance immediately within a reasonable period of time. Only an aggrieved employee can raise the grievance.

If the grievance is arising out of an order passed by the Management, the said order shall be complied with before the executive concerned invokes the procedure laid down for redressal of the grievance.

Quarterly MIS will be recorded in PRINCIPAL's office on the various grievances raised by employees of the institution.

CODE OF CONDUCT

Preamble:

NEW HORIZON PUBLIC SCHOOL believes that for an institution to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.

The Code of Conduct and Ethics, articulated below, embodies the Institution's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.

All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institution's objectives.

The Institution's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

Objective:

The Institution's prides itself on the high standards embodied in its working principles. The institution expects its employees to adhere to these in their day to day activities.

The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behaviour that the institution expects from its employees.

Applicability:

All employees on regular rolls of the institution including employees on Part time are governed by this Policy.

Employees are the representatives of the institution and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institution, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institution and its Values.

Policy Guidelines of Conduct:

National Interest: NEW HORIZON PU COLLEGE is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

Use of the New Horizon Brand: The use of New Horizon name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institution. No employee, third party or joint venture shall use the New Horizon Brand for any purpose without specific authorization.

Quality of Services: New Horizon is committed to deliver services of world class quality based on the requirement of its stakeholders and built to National and International standards.

Equal Opportunities: New Horizon shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

Protection of Intellectual Property: Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as "Work made for hire" and the intellectual property rights over the same shall vest with the Institution.

Collaboration within New Horizon Institutions: All New Horizon Group businesses shall cooperate with each other by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its stakeholder value.

Confidentiality and Non-disclosure: Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institution.

Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

Using equipment and consumable resources: Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

Using the Internet, Intranet, and Electronic mail : Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.

Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused.

The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

Protecting Institute's assets"

Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institution.

Unethical Transaction:

No employee shall assist in the misuse of Institution's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers.

All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

Gifts and Entertainment: Except in connection with and specifically pursuant to programs officially authorized by the institution, no employee shall accept, directly or indirectly take any money, objects of value, or favours / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institution. All employees must disclose authorized transactions of this nature to the higher authorities.

All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institution's books and records.

Relationship with Government and Public officials: An employee of New Horizon may occasionally contact government and regulatory officials to keep them informed about her/his operations and positions on issues. She/he is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. She / he should also be familiar with specific rules set by individual agencies or other governmental bodies.

Public Representation: No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institution.

Charitable Contributions: Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institution's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institution.

Political Activity: No employee shall involve in any political activity directly or indirectly.

Regulatory Compliance: Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

Third Party Representation: Third Parties which have business dealings with New Horizon but are not members of the New Horizon Group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent a New Horizon Group without the written permission.

Sexual Harassment and other harassment policy: New Horizon Group recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behaviour as per the Group's policy against Sexual Harassment.

Other Harassment: The Group prohibits harassment of one employee by another employee or group of employees or supervisor on any basis including but not limited to race, colour, religion, marital status, national origin, physical or mental disability and/or age.

The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.

Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

Whistle Blower policy: The New Horizon Group provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institution without fear of reprisal or victimization.

Ethical Conduct: New Horizon Group expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. A GMR employee is supposed to inform in case, if he deviates from the above standard.

No New Horizon employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with New Horizon Group, he must disclose the nature of such relationships and transactions beforehand.

Dress Code: New Horizon Group's expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

Substance Abuse- To meet our responsibilities to Employees, the Group shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviours, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury
- Making threatening remarks
- Aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.

No Smoking- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.

Disciplinary Actions : All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.

Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institution will recover any loss suffered by it due to violation of the provisions of this code by any employee.

Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

RETIREMENT

The date of compulsory retirement of a school employee shall be the afternoon of the last day of the month in which he/she attains the age of superannuation of 60 years for teaching and non teaching.

Provided further that where the date of compulsory retirement of a school employee is a general holiday or the date of compulsory retirement and the days preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowances for the holidays.

School may grant re employment to any school employee beyond the date of his/her compulsory retirement if he/she is physically fit such that reemployment can be granted, except in very special circumstances, with the prior and specific sanction. They will be appointed on contract basis.

Notwithstanding anything contained in sub-rule a competent authority may remove or dismiss any school employee or may require him/her to retire compulsorily, on the ground of misconduct or insolvency or inefficiency.

Notwithstanding anything to the contrary contained in this rule or any other rule made or in the contract, or the terms and conditions of retention of any school employee in service after the date of compulsory retirement, the services of a school employee so retained shall be liable for termination at any time by a notice in writing given either by the school employee to the appointing authority or the appointing authority to the school employee and the period of such notice shall be one month.

The competent authority to sanction terminal benefits shall prepare every year i.e. on the 1st June and last working day in the month of April. A list indicating the names, designations, date of birth and date of retirement of all employees of school employees who are due to retire within the next 12 to 18 months. He/she shall send the list to Principal's office not later than 10th January.

The Management is empowered to exercise the right over and above the conditions stipulated in the matter of retirement age and / or appointing such retired personnel on contract basis. The rules & regulations will vary from time to time for such contractual appointment.

Note: In the case of a school employee retiring for reasons other than superannuation, the Head of Human Resources shall promptly inform the school office as soon as the impending retirement becomes known to him / her.

APPOINTING AUTHORITY AND DISCIPLINARY RULES

Appointing authority : All appointments to all categories shall be made by the Chairman, New Horizon Educational Institution.

Nature of Penalties

One or more of the following penalties for violation of the code of conduct as applicable to the staff of New Horizon Public School amended from time to time may be imposed on an erring member of the staff of the Institution.

A. Minor Penalties

- i) Fine in the case of class IV staff
- ii) Censure
- ii) Withholding of increment
- iv) Withholding of promotion
- v) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order of the Principal/Head Mistress/Management.

B. Major Penalties

- i) Removal from service which shall not be a disqualification for future employment in the Institution.
- ii) Dismissal from service which shall ordinarily be a disqualification for future employment in the Institution.

Suspension (not a penalty)

Appointing authority may place under suspension an employee.

- a) Where a disciplinary action proceeding against him is contemplated or is pending.
- b) Where a case against him in respect of any criminal offence is under investigation or under trial.

An order of suspension, as stated above, may at any time be modified or revoked by the issuing authority.

Suspension shall not be considered as a penalty until the employee is proved guilty.

During suspension, no pay is admissible to the employee under suspension.

Procedure for imposing major penalties

- A. Whenever the Disciplinary Authority is of the opinion that there are grounds for enquiry into the truth of any imputation against a member of the staff of the Institution, it may itself enquire into, or appoint under this rule an authority to enquire into the truth thereof.
- B. When it is proposed to hold an enquiry against a member of the Institution, the Disciplinary Authority shall draw up or cause to be drawn up.
- C. The substance of the imputations in definite and distinct articles of charges.
- D. A statement of the imputations in support of each article of charge
- E. A statement of all relevant facts including any admission or confession made by the delinquent official.
- F. A list of documents by which and a list of witness by whom the articles of charge are proposed to be sustained. The disciplinary authority for imposing minor penalties shall be the Principal/Head Mistress and for imposing major penalties including suspension shall be the Chairman, New Horizon Educational & Cultural Trust