

HR POLICIES AND SERVICE RULES FOR PROFESSIONAL AND SUPPORT STAFF EMPLOYEES

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HAND BOOK



**MANGALAM
COLLEGE OF
ENGINEERING**

Ettumanoor, Kottayam

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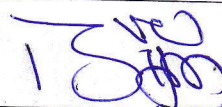
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Approved by:-

Secretary, Mangalam Educational Society

Signature:-



HR POLICIES & SERVICE RULES
MANGALAM EDUCATIONAL INSTITUTIONS (MEI)

PREAMBLE:-

This policy will support the Institution to attract and retain motivated staff who will embrace the future with energy, creativity and will be focused on the quality of education and growth of students

OBJECTIVE:-

To enable selection and induction of the right candidate in the right position and aim to ensure:

- Effective & Efficient Recruitment Process
- Selection Process based on merit
- All new staff is inducted appropriately

SCOPE:-

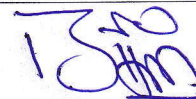
This procedure applies to the recruitment and selection of candidates to all vacant positions across the functions, levels and hierarchy based on manpower requisitions

SELECTION PROCESS

1. All selection recommendations will be made by a Selection Committee. The final decision will be on the basis of the Minutes of the Selection Committee meeting
2. Selection Committee will use various methods to make their decisions, including:
 - a. review of curriculum vitae
 - b. behavioral interviews
 - c. assessments (for example, presentations, interview, performance-based tasks, psychometric assessments)
 - d. External references
 - e. If the position requires the staff member to have a mandatory background check (for example, a Working with Children check or police verification etc.) this will be conducted by HR Dept. at the final stage of the selection process. The offer will be subject to successful completion of these background checks.

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THE SELECTION COMMITTEE

1. Chairman
2. Governing Board Member(s) /Management Representative
3. Principal
4. HOD
5. Subject Expert
6. HR Head

PROCEDURE STEPS AND ACTIONS

Procedure	Responsibility
<p>1. Identify Manpower need</p> <ul style="list-style-type: none"> • Has an established position become vacant, or is there a demonstrated need for a new position? • Get approval from the Delegated Authority of the Mangalam Educational Institutions (MEI) to start recruitment process. 	Academic Head/HOD
<p>2. Seek approval of the following from Delegated Authority of MEI</p> <ul style="list-style-type: none"> • recruitment and advertising request • updated position description • selection panel composition • advertising preferences 	Human Resource Department
<p>3. Sourcing and advertising</p> <p>The position can also be advertised through:</p> <ul style="list-style-type: none"> • online websites • print media (newspapers, magazines, journals) • referrals /word of mouth 	Human Resource Department
<p>4. Shortlist candidates for interview</p> <p>Short listing can be done by the:</p> <ul style="list-style-type: none"> • Human Resource Department • Department authorities 	Human Resource Department/HODs

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Procedure	Responsibility
6. Recommend preferred candidate (s) This will be the candidate (s) who best meet (s) the selection criteria.	Selection Committee
7. Make a verbal offer <ul style="list-style-type: none"> Finalize the terms and conditions of the offer Obtain approval from the Delegated Authority of MEI to generate offer of appointment Extend a verbal offer of appointment to the preferred candidate once the offer has been approved. 	Human Resource Department
8. Contract offer and acceptance <ul style="list-style-type: none"> Prepare the letter of offer (as per the agreed & approved terms and conditions) Send the letter of offer to the selected candidate. Receive signed letter of acceptance of the offer from selected candidate. 	Human Resource Department
9. Commence induction The HODs will be notified that the staff member has signed the contract and will be advised of the start date and induction.	Human Resource Department


INDUCTION

Objective: To support the successful alignment of new staff with the Institutions strategic direction and ensure that:

- Staff members are inducted effectively into the area of their expertise and understand their role and responsibilities
- Understand the culture, working environment, and organizational structure
- Have satisfactorily completed the mandatory joining formalities,
- Understand their obligations, and are committed to Equal Opportunity and Health and Safety in the workplace
- Are aware of key policies and procedures

SCOPE:-

All staff members appointed

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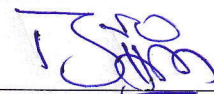
PROCEDURE STEPS AND ACTIONS

Procedure	Responsibility	Timeline
<p>1. Preparation of local induction HR Dept. informs the department regarding the new staff member's commencement date. HR Dept. is responsible for completing the following before the new staff member commences:</p> <ul style="list-style-type: none"> • Co-ordinate with facility manager for facilitating workstation • Consider assigning a team member as a buddy/mentor for the new staff member. 	HR Dept.	Before the new staff member commences
<p>2. Reporting on joining formalities HR Dept. monitors and reports on the completion of staff joining formalities as per the entry check list</p>	HR Dept.	Within 4 days
<p>3. Local induction meeting HR Team undertakes local induction meeting with the new staff member.</p> <ul style="list-style-type: none"> • Introduce the new staff to key persons • Explain the staff member's role and responsibilities • Explain the probation process • Issue the staff member ID card • Collects the Bank details and Pan Card details • Enable Bio-matrix attendance registration • Provide the staff member with the required/appropriate information about leave policies and other formalities • Give occupational health and safety information: show where the first aid box and fire extinguisher are kept; introduce the new staff member to the local first aid officers 	HR Dept.	Within first week of employment
<p>4. Initial induction Undertake initial induction & review of appointment</p>	HR Dept., HOD Principal and Management of MEI	At the commencement of employment and not later than 4 weeks from commencement of employment.
<p>5. Induction events The new staff member will be enrolled into the induction events of Mangalam</p>	HR Dept.	Next available session

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QUALIFICATION/ EXPERIENCE/PAY:

Norms:- The qualification, experience and pay for the faculty positions are as per the AICTE/UGC/ Relevant Regulatory/Statutory norms/guidelines as applicable

SALARY POLICY

Salary will be as per the AICTE/UGC/ relevant statutory/regulatory norms/guidelines. The salary policy is governed by the following principle.

- Competitiveness:- Mangalam Educational Society aim to pay salary which are competitive in the market for similar jobs
- Individual Profile:- External Experience in relevant field, research, Additional qualifications are given due advantage while fixation of salary.
- Internal Equity:- Designations are categorized and same salary ranges with appropriate variations as per Individual profile is applied

PAY REVIEW & INCREMENT

Pay reviews are conducted every year based on performance appraisal.

Annual Increment according to the scale applicable to the employee will be granted after every year if the service of the employee is reported to be good as per Appraisal report. The annual increment will be withheld as a disciplinary measure if the Appraisal report is not satisfactory. Special Increment is granted in exceptional cases.

In case of promotion to higher level, the increment of the employee promoted will fall due after he completes one year of service in the higher post.

In case the employee is on loss of pay leave, the increment date will be postponed in proportion to the number of days the employee is on leave.

VACATION SALARY

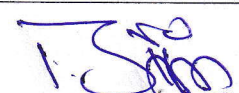
Vacation salary will be on the same scale as granted during the preceding month

CONTRACT/PROBATION

The selected candidate will be initially on probation/contract. Regularization is based on the performance appraisal. In case, the appraisal report is not satisfactory, extension of probation/contract period may be effective.

RETIREMENT

Every teaching and Non teaching staff of Mangalam will retire from service after 58 years of age respectively. After retirement, Physically fit employees whose service are considered as beneficial to the Institution, may be appointed on contract service.

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RESIGNATION

The employee who decides to resign must submit notice of resignation to the Principal through the HoD in the prescribed format. The approved letter shall be submitted to the HR department. However, the teaching staff shall not resign from their post during the midst of an academic year/semester. Any member of the faculty in the permanent service shall give three months notice as a mandatory requirement for resigning from their service. Alternately, the employee shall pay three months' salary in lieu thereof. Teaching faculty will not be relieved in the middle of the semester.

The Management of Mangalam Educational Institutions reserves the right to recover outstanding dues (if any) and or value of the goods/property issued to the resigned employee (if any) prior to relieving.

TERMINATION OF SERVICE

The service of an employee are liable to be terminated with one month's pay in lieu of the notice period in the event of subordination, dereliction of duty, professional misconduct and other undesirable activities, unsatisfactory appraisal report or the position is non-existent due to closure of the department/function by the Management of MEI.

The service of the temporary employee is liable to be terminated at any time without assigning any reasons whatsoever.

ABANDONMENT OF SERVICE

If an employee does not attend the duty for a period of 7 days or more without informing the authorities, the absence will be treated as unauthorized absence and will be considered as abandonment of service voluntarily from the date on which his absence exceeds seven (7) consecutive working days.

GENERAL CONDITIONS

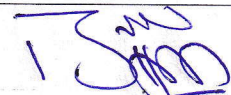
A personal file shall be maintained for each employee maintaining all the documents in regard to their employment and service with the Institution/Group.

The Mangalam Education Society/Management of Mangalam Educational Institutions is the authority for introducing, repealing or amending any service rules necessary for day to day administration of the Group Institutes

The service conditions of the incumbent will be governed by the rules and regulations of the Mangalam Group Institutions amended and issued from time to time.

PROMOTION POLICY

Mangalam Education Society aims in providing career advancement opportunities to develop and utilize their potential whenever possible, while at the same time recognizing the outstanding performance.

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Selection for Promotion to a higher level of service as per the Cadre defined by AICTE/UGC /relevant statutory/regulatory agencies shall be made subject to the availability of posts and eligibility of staff on the basis of:-

- Seniority
- Competence & Potential
- Performance Appraisal (includes feedback)
- Quality of work
- Additional academic qualification for the job
- Commitment
- Dedication of the staff to the all round development
- Improvement of Corporate ambience of the Institution

PERFORMANCE APPRAISAL

Introduction

The objective of the performance appraisal system is to constantly monitor progress of the capabilities and achievements of faculty members, to facilitate the ongoing development of them and to identify when a faculty member has demonstrated readiness for greater responsibility. The Performance Management System is designed to measure and recognise the contribution of individuals and help the organisation to be established as a quality education provider. Appraisal is done semester wise.

TEACHING STAFF

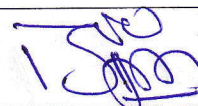
The Appraisal System is based on the following parameters.

1. Academic Performance
 - Engagement of class
 - Extra Knowledge provided and Innovations Used
 - Students Result
 - Support extended to conduct co-curricular, extracurricular and skill development activities
 - Application of set standards for academic growth
 - Contribution towards enforcement of discipline in class & Campus
 - Feedback from Students

2. Student Support
 - Extra Teaching duties for weak students-Tutorial Systems
 - Support and Participation in Extra Curricular Activities

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- Support for innovations/Inventions
 - Contribution to students participation in co-curricular, skill development etc.
 - Guidance to Placement Activity
 - Support Students Preparation in GATE, IRSE etc
 - Counseling
 - Grievance Redressal Forum
3. Research Contributions, Publications & other Developmental activities
- Referred/non-referred journals & conferences
 - Publication of Books
 - Review of Books
 - Research Projects
 - Consultancy Projects
 - Project Output
 - Research Guidance
 - Patents
4. Self Development Activities
- Membership in University & Additional Qualification
 - Stage of progress in PhD
 - Training Programmes attended
 - Paper Presentation & Talks
 - Membership in Professional Bodies
 - Awards/Honours received
5. Institutional Development Activities (Admissions, Accreditation, Laboratory/Infrastructure Development, Academic administration, Government/University liaison etc)

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NON TEACHING STAFF

The Self Appraisal System based on the following parameter is designed to monitor the progress and capabilities of the non-teaching staff for the support and management of Administrative as well as Academic activities.

Intelligence- the extent to which the employee understands and handles the new and difficult situation
Accomplishments - the extent to which the employee meets expectations in performing the job functions of his/her position .

Service & Relationships - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a diverse workplace, respect for one's fellow workers, and cooperation with students, visitors, suppliers and other external agencies.

Accountability & Dependability - the extent to which the employee contributes to the effectiveness of the department and the overall mission of the Institution

Resilience - The ability of the employee to with stand pressures, stress and setbacks.

Adaptability - the extent to which the employee exhibits openness to new ideas, programs, systems, structures and use the delegated power to achieve the goal.

Decision Making & Problem Solving - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the Institution.

Leadership and Drive - the extent to which the employee takes initiative and responsibility to share the information for accomplishing the team work

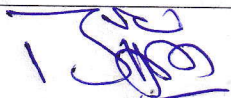
Motivation & Development - the extent to which the employee is motivated and take extra efforts by sharing Knowledge & inputs innovative ideas for Institutional development as well as for self development.

Self Development Activities - the extent to which the employee is motivated and take extra efforts to acquire additional qualification and attend short term sponsored/non-sponsored programmes for improvising skill & Knowledge

GENERAL CONDUCT RULES

All Employees shall maintain absolute integrity and sincere devotion to duty and loyalty to Mangalam Educational Institutions and their profession and shall not do nothing that would tarnish the image or reputation of the Group/Institutes

All staff shall carry out their duties and responsibilities assigned to them and willing to perform the duties assigned from time to time.

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LEAVE POLICY

PREAMBLE

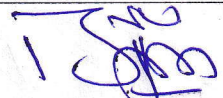
Leave Policy of Mangalam Educational Institutions (MEI) is developed for the personal emergencies and welfare of their employees. This revised Leave Policy is effective from June 2021.

As Leave is generally treated as a privilege and not as a right, all employees are advised to avail the same with restraint. For the smooth running of the organization, it is expected that employees do advanced planning and obtain necessary approval from the Competent Authority prior to proceeding on leave (other than in case of emergency). When the exigencies of service require so, discretion to refuse or revoke leave of any description is reserved to the Sanctioning Authority. For all leave calculations, calendar year stating from January to December splitting in to two semesters of six months each will be considered.

CASUAL LEAVE

1. Teaching faculty & laboratory staffs are eligible for 15 days casual leave in a year. All administrative staffs are eligible for 18 days casual leave in a year. Total eligible casual leave will be proportionate to the number of months employed with the Institute/Group in a particular year.
2. The entitlement of casual leave shall be on semester basis (Odd Sem - January to June & even Sem- July to December) and carry forward only to the second semester of the year in consideration. Casual leaves can be availed in half days also.
3. The maximum period of casual leave fixed shall not exceed three consecutive days at a stretch.
4. Any faculty/staff availing casual leave must apply through leave management Portal and wait for the approval before availing the leave. In case of any technical issues, leave may be applied manually to HOD/Principal in the prescribed Leave Application Form detailing alternate work arrangement with co-faculty/staff & obtain approval prior to proceeding on leave. Leave taken due to emergency/unforeseen circumstances should be intimated to HOD before 8:50 am on the day of leave.
5. Casual leave can be combined with Sundays or other Declared Holidays but such continuous period of absence shall not in any case extend to more than **three days** at a stretch. In any case where the total absence exceeds 3 consecutive days, the Holidays/Sundays falling in between the absence will be counted as leave. However, for very genuine medical cases, written permission and approvals from concerned Department Heads/Principals will be considered the Institute Management to club the continuous casual leave with holidays or any other type of leave. The request for such approvals should be attached with supporting evidence.

COMPENSATORY LEAVE

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1. Employees are eligible for compensatory leave against extra institutional duty carried out during Holidays/vacations if such duties assigned and approved by the Competent Authority of the Institute/Group.
2. Compensatory leave has to be taken within three months from the date of extra duty attended.
3. Compensatory leave clubbed with casual leave shall not exceed a continuous period of three days

MATERNITY LEAVE

1. All confirmed employees are eligible for maternity leave for a period of 6 months in total. Maternity leave will be granted only on prior written request by employee duly supported by a medical certificate from the attending doctor.
2. For teaching faculty, maternity leave availed during the declared vacation will be treated as Maternity Leave and hence no extra vacation leave can be availed.

VACATION LEAVE


1. Block leave is granted as a reprieve from the academic duties for 15 days during an academic year to the Faculty Members who have attended to their academic duties in the preceding year for a continuous period of one year. One week block leave will be sanctioned for those who have completed at least six months. Even if Vacation Leave is granted, the Faculty/Staff Member is bound to attend to any duties assigned by the Head of the Institution/Institute Management.
2. Loss of Pay leave if any which falls in the declared vacation period of the academic year will not be treated as loss of pay. However, this policy is not applicable for those Faculty Members who are in Loss of Pay Leave for longer periods.

DUTY LEAVE

Employees attending authorized outside Institutional work will be considered as on duty. Such outstation Duty shall be in a planned without disturbing the conduct of the academic programmes and prior sanction from HOD/Principal is mandatory for such outstation duties. All such approved external duty assignments are to be reported to HR for attendance records.

SABBATICAL LEAVE

Faculty members are eligible for Sabbatical leave for further advanced professional training/research in their field of specialization. Confirmed faculty of an Institute who have completed twelve years of continuous may be granted sabbatical leave to undertake research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Mangalam Educational Institutions. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty.

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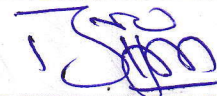
The Sabbatical leave shall not be granted until after the expiry of five years from the date of rejoining from previous study leave or any other kind of leave taken for professional growth with duration of more than 3 months. The details of the Training/Research to be undertaken during sabbatical leave & admission letter from the inviting Organization shall be submitted to the Institute Management for approval sufficiently early and approval of such sabbatical leave will be solely at the discretion of the Management of Mangalam educational Institutions.

LOSS OF PAY LEAVE

Loss of Pay leave for longer period is strictly discouraged as it will affect the career advancement. However, it will be considered only by the Management on individual basis after considering the merits of each requirement.

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Signature:-



Employee Welfare Measures

MEI aims to keep up the morale and motivation of the employees to ensure the wellness of its Faculty & Staff. The Institution is keen on the overall development of staff and enable them to optimize their potential. The Teaching and Non-Teaching staff is encouraged for their Professional as well as Self development.

Statutory Welfare Measures

- Drinking Water, Comfort Rooms
- Canteen facility at subsidized rates
- Workstations with Proper Seating Facility
- Uninterrupted Power supply for Desktops/Laptops
- Rest Room

Non Statutory Welfare Measures

- Group Insurance (Accident Coverage)
- Professional development through periodic training/ workshops /seminar etc for Faculty Members
- Free Wi-Fi and email addresses using the institutional domain name
- Staff Hostel with all facilities(Paid)
- Subsidized Lodging and boarding for non teaching staff
- Gymnasium (it existed before)
- ATM facility
- Celebration of festivals and National days
- Transportation
- Employee Referrals
- Temporary Flexible work schedules for Professional/Personal needs
- Annual retreat and orientation for teaching and non- teaching every year

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Secretary, Mangalam Educational Society

Signature:-



Employee Grievance Cell

PREAMBLE:-

MEI aims to provide a safe, secure, healthy and a supportive working environment of all the staff. Staffs refer to all academic and non-academic staff members. It includes faculty (full time, part time or visiting), teaching assistants, academic and non- academic support staff members. In order to redress the grievances of the staff of the Institutions under MEI, a Grievance Redressal Mechanism has been devised.

GRIEVANCE:-

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the Institution that a staff thinks, or even feels, is unfair, unjust or inequitable.

REDRESSAL CELL

Through the Grievance platform staff members are allowed to voice their concerns in an open manner. The complainant shall exercises due diligence in deciding whether to qualify the grievance as serious matter and that it deserves the attention of this committee comprising of senior administrators and faculty of the Institution

Objectives:-

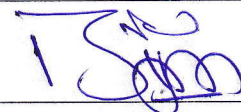
- To provide a platform where grievances are expressed without fear or victimisation
- To facilitate a work culture where no grievances exist and also help in improving performance and productivity of the concerned employees
- To ensure a fair and speedy redressal of grievances

Definitions:

- "MEI" means "Mangalam Group of Educational Institutions."
- "Administration Level Committee" means the authority empowered to make decision in the second level wherein the committee will record the proceedings in Minutes and inform the employee in writing through chief coordinator
- "Staff Affairs Committee" means the authority empowered to make the Final decision and forward to the Chairman for approval

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Signature:-



CONSTITUTION OF THE EMPLOYEE GRIEVANCE REDRESSAL COMMITTEE (EGRC):

- | | |
|---|---------------------|
| 1. Principal of the Institution | - CHAIRPERSON |
| 2. Senior Professor | - CHIEF COORDINATOR |
| 3. Management Representative(s) | - MEMBER |
| 4. Three Faculty Members of the Institution | - MEMBER |
| 5. Human Resource Head | - CONVENOR |

PROCEDURE

First Level (section/department level):

The aggrieved employee represents his/her grievance either in person or in writing to the concerned HoD in the dept, which is acknowledged. A written reply is sent to the employee under the signature of the HoD within 15 days.

Second Level (Administration level):

If the employee is not satisfied with the first level of resolving, he/she may either request the HoD to forward his/her grievance or represent directly in writing to the grievance committee constituted at the Administration level comprising the following

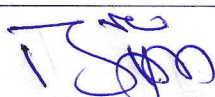
- Principal
- Chief Coordinator
- HR Manager

The Administration level committee would address the issue/grievance and the recommendations of the grievance committee shall be communicated to the concerned employee within 7 working days. A copy of the minutes of the grievance committee meeting is also supplied to the employee.

Third Level (Staff Affairs Committee):

If the employee is not satisfied with the reply given by the Administration Level Committee (second Level), he/she can represent the matter to the Management at Staff Affairs Committee.

At this stage, the representation or the grievance of the employee is forwarded to the Secretary of the management committee. The HR department head will forward the minutes of the second level meeting to the Staff Affairs Committee. HR department head will convene a meeting. The matter will be resolved at this level with proper action required thereto. The employee will be informed about the decision and will take down the consent in

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writing. Based on a careful analysis of the grievance in the light of feedback and views of the Administration level committee, the Staff Affairs Committee of the Grievance Cell would make its recommendation within a period of 3 working days and send it to the Chairman for consideration and appropriate action, if any. The decision of the Chairman of the company shall be final and binding on the concerned employee

REPORTING


The convenor of the Grievances Redressal Committee will report to the Chairman with a quarterly written report of grievances handled, if any.

GUIDELINES :-

1. The employee shall submit their grievance immediately or within a period of one week from the date of occurrence.
2. If the grievance arises out of an official order issued by the management, initially the said order shall be complied as per the procedure laid down in this policy document.
3. Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channelled to the Competent Authority as per the Conduct, Discipline and Appeal Rules of the Institution and in such cases the grievances redressal procedure shall not apply.
4. Grievance pertaining to the following shall not come under the purview of the grievance procedure:-
 - Matters related to collective disputes/bargaining such as salary, allowances, hour of work and other benefits and also causes related to disciplinary procedures.
 - If the grievance does not relate to individual employee.
 - Grievance arising out of removal or dismissal of an employee.
 - Any matter pertaining to the period before the date of joining at MEI
 - Any matter relating to terms and conditions of appointment settled prior to joining or appointment/absorption.
 - Any other as may be decided with the approval of the Chairman.

INTERPRETATION AND AMENDMENTS

The Management of MEI may modify, alter, delete or add any clause or sub-clause to this Policy as and when considered necessary for the efficient conduct of the functioning of Institution. The Chairman shall be the final authority in the interpretation of this Policy and in the cases not covered by this Policy his decision shall be final.

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AMENDMENT

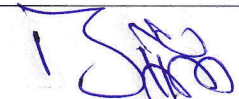
CONSTITUTION OF THE EMPLOYEE GRIEVANCE REDRESSAL CELL (EGRC)

PREAMBLE

F. No. 001/ Policy/EGRC -The Constitution of the ERGC cell stipulated in the policy (Employee Grievance Redressal Policy) of MEI is **amended** for the technical Institution(s) under Mangalam Educational Institutions. As per the new All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021, the following members will constitute the Employee Grievance Redressal Committee of Mangalam College of Engineering.

CONSTITUTION OF THE EMPLOYEE GRIEVANCE REDRESSAL COMMITTEE (EGRC): MANGALAM COLLEGE OF ENGINEERING


- | | |
|---|------------------------------|
| 1. Principal of the Institution | - CHAIRPERSON |
| 2. Senior Professor from affiliating University | - MEMBER |
| 3. Official from University/State DTE | - MEMBER |
| 4. Management Representative | - MEMBER |
| 5. Head of the Concerned Department | - MEMBER |
| 6. Senior Faculty | - MEMBER & CHIEF COORDINATOR |
| 7. Faculty Member | - MEMBERS |
| 8. HR Head | - CONVENOR |

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CODE OF CONDUCT

A well-written code of conduct clarifies an organisation's values and principles, linking them with standards of professional conduct when it comes to the behaviour of the employees. The work rules and standards of conduct for Mangalam Group of Educational Institutions are important, and the organisation regards them seriously. All employees are advised to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards on letter and spirit while conducting the Institutional activities. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

1. While not intended to list all the forms of behaviour that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.
 - 1.1 Theft or inappropriate removal or possession of property;
 - 1.2 Falsification of timekeeping records;
 - 1.3 Working under the influence of alcohol or illegal drugs. Substance Abuse, Smoking , chewing in the workplace;
 - 1.4 Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;
 - 1.5 Fighting , abusing, or threatening violence in the workplace;
 - 1.6 Boisterous or disruptive activity in the workplace;
 - 1.7 Negligence or improper conduct leading to damage of Institution'-owned property;
 - 1.8 Insubordination or other disrespectful conduct;
 - 1.9 Violation of safety or health rules;
 - 1.10 Sexual or other unlawful or unwelcome harassment, Including Sexual Harassment;
 - 1.11 Excessive absenteeism or any absence without notice;
 - 1.12 Unauthorized use of telephones, or other Institution'-owned equipment;
 - 1.13 Using Institution equipment for other purposes (i.e. playing games on computers or personal Internet usage);
 - 1.14 Unauthorized disclosure of confidential information;
 - 1.15 Violation of personnel policies; and
 - 1.16 Unsatisfactory performance or conduct.
 - 1.17 Acting against the interest/unity of the Institution

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2. ATTENDANCE/PUNCTUALITY

Mangalam Group of Educational Institutions expects that every employee will be regular and punctual in attendance. This means being in the campus, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Institution.

Any faculty/staff availing casual leave must apply to Reporting Manager/ HOD/ Principal in the prescribed Leave Application Form detailing alternate work arrangement with co-faculty/staff & obtain approval prior to proceeding on leave. Leave taken due to emergency/unforeseen Circumstances should be intimated to Reporting Manager/HOD before 8:50 am on the day of leave.

3. ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, please notify your HoD. This will allow the Institution to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Institution is not notified of your status, it will be assumed after three consecutive days of absence that you have voluntarily discontinuing the services and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform the HoD.

4. HARASSMENT, INCLUDING SEXUAL HARASSMENT

Mangalam Group of Educational Institutions is committed to providing a work environment that is free of discrimination & Harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated and strict action will be taken by the Competent Authority.

5. SUBSTANCE ABUSE

Mangalam Group of Educational Institutions is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the Institutions in the campus while they are in the premises or elsewhere on Institutional Assignment.

5.1 Being under the influence of drugs/ alcohol, or substances of abuse on Institutional property is prohibited.


5.2 Working while under the influence of prescription drugs that impair performance is prohibited.

6. TOBACCO PRODUCTS

The use of tobacco products is not permitted inside the campus /office.

7. INTERNET USE

7.1 Employees may use the Internet when appropriate to access information needed to conduct the

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Institution Activities.

- 7.2 Employees may use e-mail when appropriate for Institution's Academic/Non Academic and General correspondence.
- 7.3 Use of the Internet must not disrupt operation of the Institution computer network.
- 7.4 Use of the Internet must not interfere with an employee's productivity.
- 7.5 Employees are responsible for using the Internet in a manner that is ethical and lawful.
- 7.6 Internet messages are public and not private. Mangalam Group of Educational Institutions. Reserves the right to access and monitor all files and messages on its systems

8. UNAUTHORISED ACTIVITIES

Certain activities are not permitted on Institution premises without prior management permission. These include:

- 8.1 Bring friends or relatives beyond the reception areas.
- 8.2 Sports or games activities which could constitute a health and safety hazard or which involve the use of Institution equipment.
- 8.3 Using Institution equipment for private purposes.
- 8.4 Leaving the campus during office hours without prior permission.

9. SOFTWARE USE

All proprietary software used in the Institution' is copyright and unauthorized copies must not be made or installed on Institution' equipment, such copies could be illegal.


To protect the Institution's computer systems from 'viruses' you must not install or use any disk or other media which has been used on a non- Institution system until it has been checked and authorized by your System Administrator

10. ACTIVITIES CONFLICTING WITH INSTITUTE INTEREST

Generally, the Institution is not concerned about what you do in your own time but if you undertake any additional employment or activity which in the Institution's view is contrary to Institution's interests, or which impairs your performance in your job for the Institution', the Institution' reserves the right to require you to choose between your employment with the Institution' and that other employment or activity.

11. GIFTS

Employees should not accept personal gifts from Students, Parents, Suppliers or any Visitors, as such gifts could be deemed to influence the policy decisions.

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