

# RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



## CR - 6.2.2

**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

# MAHANADI EDUCATION SOCIETY, RAIPUR

SECRETARY

GOVERNING BODY

APPEX COMMITTEE

PRINCIPAL/DIRECTOR

IQAC

VICE  
PRINCIPAL

DEPUTY  
REGISTRAR

EXAMINATION  
COMMITTEE

TRAINING &  
PLACEMENT

ADMISSION  
CELL

STUDENT  
AFFAIRS

CENTRAL  
LIBRARY

SPORTS &  
EXTRA  
CURRICULAR

COMMITTEE

HOD

FACULTY

TECHNICAL &  
SUPPORTING STAFF

Academic

T & L  
L A B  
A D

STUDENT AFFAIRS

S F  
S C  
E C  
S D  
A I

PLACEMENT &  
MONITORING

T & P  
D P  
I I I

F&D

R C  
R A C

ADMINISTRATION

O S  
A C C  
S S O

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## HR POLICY

### **JOINING PROCESS**

Upon joining, a folder containing the following documents will be provided as a part of the welcome kit.

#### **1. Employee Data Sheet**

Consists of an employee's personal and family related information. This information is used for employment records and other statutory requirements. Please fill in all the required details and make it a point to intimate HR, should there be any change in the submitted information.

#### **2. Non Disclosure Agreement**

This is a standard document which is required to be signed by all employees of the Society / Institute. It basically covers - protection of proprietary, classified and copyrighted information belonging to the Society / Institute.

#### **3. Declarations**

Documents related to Provident Fund and Superannuation need to be filled and submitted.

You need to accurately fill in all the forms in order to complete the joining formalities. On completion of this, please do hand them over to the HR department. The HR representative will spend time with you explaining all about the Society / Institute in brief and clarify your doubts. At the end of this exercise you will be introduced to your reporting head.



  
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## OTHER INFORMATION

**Induction Program** – It aims to introduce all new entrants to the Society's / Institute's work culture and ethics. It is also aimed to help the new entrants to get familiar with their work and their colleagues and HOD; so as to help them perform better in their jobs.

**House Keeping & General Maintenance** – Regular cleaning of the premises helps to maintain hygienic environment. For any specific requests / comments, do contact the facilities coordinator. At the same time we believe that the employees will support us in keeping the premises neat and clean.

## SECURITY

### **Access Card -**

The Access Card is a multi-purpose photo ID card issued to each employee upon their joining for their identification. The card privileges are non-transferable. The individual identified by the card is responsible for all usage of his or her card and is the only one authorized to present the card. An employee using a card that does not belong to him or her may have that card confiscated and may be referred to the management for disciplinary action. All employees are required to display their Identity Cards within the office premises. Security guards have been advised to ask for identification. Your cooperation will be highly appreciated.

The card owner is responsible for reporting any lost or stolen ID card immediately to the Human Resources. The loss may be reported in person or through phone or mail. Damaged or defaced ID cards are not valid and must be replaced. A fee of Rs. 300/- is charged to replace a lost / stolen / damaged ID card. A defaced card is replaced for a fee of Rs. 150/-.

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## **Monitoring-**

We as a matter of policy intend to randomly monitor the use of technology and will consider the individual user's limited interest in privacy to the extent feasible and consistent with the Society's / Institute's interests and goals.

## **Visitors-**

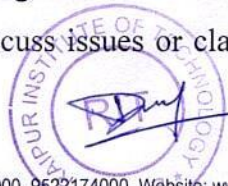
Employees are advised to refrain from entertaining personal visitors at the Society / Institute premises. However, due to any unavoidable circumstance, if any employee is required to entertain a personal visitor, it will be done within the visitor's area only. If the visitor must enter the office premises, they must be escorted in and out by the employee. Before they are allowed to enter, they must fill the visitor's book and get a visitor's card to be displayed while they are in the office premises. Further, the employee will be responsible for the conduct of the visitor. The act of the personal visitor of the employee if in any manner is found to be offensive or unprofessional and / or if the personal visitor of the employee causes inconvenience, in any manner whatsoever, to any of the employees of the Society / Institute or to the Society / Institute itself, then the Society / Institute has the sole right to request / direct such personal visitor to leave the Society / Institute premises with immediate effect.

## **Internal Communication -**

We believe and encourage an environment where all employees feel free to talk openly. This means that people would be accessible easily and would encourage communication in an open manner. The Society / Institute shares the information related to various areas like organizational plans, latest developments etc., on a continuous basis with the employees. Your suggestions, ideas and feedback are welcome and appreciated.

## **Open Door -**

We have an open door policy, where employees can go and talk to anyone in the Society / Institute, across all levels of the management, to discuss issues or clarify doubts or convey any grievances or report any unwarranted act.



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No employee will be called in for questioning for exercising the rights, provided that this right has been exercised within the parameters of internal communication and is nowhere abusive or insulting or lewd.

## **Review Meeting -**

Employees are encouraged to discuss various areas like academic, technical, and other problems they face at work, so that this becomes a forum to actively participate in various matters that affect the Society / Institute. This also acts as a two-way channel of communication.

## **PERSONAL APPEARANCE**

The objective is to create a uniform and standard office environment, with a view to develop modern traits and patterns in our employees. We believe in personal grooming and hygiene. It is expected that all the employees are well groomed as well as appropriately attired. The Society / Institute expects its employees to use their prudence and personal judgment while deciding as to what would be a formal wear in an office / work place environment.

## **EMPLOYMENT TERMS**

We do offer a competitive salary and benefit package. Growth in terms of role and compensation is purely performance driven.

## **Probation-**

Probation period is for a year from the date of joining or as specified in the appointment letter. Unless otherwise given in writing, you will be deemed to be confirmed and absorbed in regular grades of the Society / Institute, on successful completion of the probation period. For the confirmation process a review is done. The first review would be after 3 months. This review will be done to take a decision regarding the confirmation in the service. The

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probation period may be extended on the sole discretion of the management of the Society / Institute.

## **Attendance -**

On the first day of employment, all new entrants will be registered in the Attendance Recording Machine and the Attendance Register.

It is essential that all employees register their attendance at the time of arrival, as well as the time of departure.

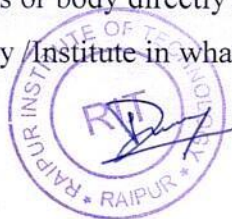
For any reason whatsoever, if the Attendance Recording Machine does not accept your attendance, the same should be brought to the notice of the HR Department immediately.

## **Paid Time Off -**

- |                       |                                                            |
|-----------------------|------------------------------------------------------------|
| ➤ Holidays            | - As per the published list.                               |
| ➤ Government Holidays | - 3 days.                                                  |
| ➤ State Holidays      | - 9 days.                                                  |
| ➤ Casual Leave        | - 12 days leave / year.                                    |
| ➤ Earned Leave        | - 18 / 30 (*) days leave / year; depending on eligibility. |
| ➤ Sick Leave          | - 5 (*) days leave / year; depending on eligibility.       |

## **Confidentiality-**

During the course of employment with the Society / Institute, employees may obtain confidential information, or may have, or are required to create confidential information. It's the duty of every employee of the Society / Institute to maintain the strictest confidentiality and acknowledge that all and any confidential information will not be disclosed to any person/s, association's, organization, institutions or body directly or indirectly, whether or not providing such information will harm the Society / Institute in what so ever manner directly or indirectly.



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Employees should maintain the confidentiality of information entrusted to them in carrying out their duties and responsibilities, except where disclosure is approved by the company or legally mandated.

Employees should not seek to take unfair advantage of the Society / Institute through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealings.

No user should view, copy, alter or destroy another's personal electronic files without permission; unless authorized or required to do so by the management and / or by prior approval from an appropriate authority.

In carrying out their duties and responsibilities, employees of the Society / Institute should endeavor to deal fairly and should promote fair dealings by the Society / Institute, its business associates and employees.

## **Separation-**

The separation from the services of the Society / Institute could be due to the below mentioned reasons.

- Resignation.
- Retirement on attainment of superannuation age.
- Death.
- Termination.

Any employee who desires to sever his professional and contractual obligations with the Society / Institute has to communicate the same to his HOD and to the Human Resources simultaneously.

Any employee who wishes to sever his ties with the Society / Institute has to submit his / her resignation letter in writing to the HOD and Human Resources giving an appropriate advance notice.

The employee who has submitted his / her resignation will be relieved on completion of the

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notice period. However, the management may relieve such employee, at any time, during the notice period, at its sole discretion.

The employee, upon submission of resignation, will serve the Society / Institute during the notice period or till the date the Society / Institute decides to relieve him / her. The recovery of salary in lieu of any un-served notice period will be at the sole discretion of the Society / Institute. In the eventuality of non-service of the notice period, an employee shall be bound to compensate an amount equal to or proportionate to the last salary drawn to the un-served notice period.

The final settlement will be processed only after all the exit formalities, laid down by the Society / Institute, are fulfilled by the employee.

The final settlement on any termination of service or contractual obligation is not possible if the exit formalities are not performed and all dues of the Society / Institute are not cleared. The exit formalities would have to be commenced by Human Resources prior to the employee's exit, after the resignation has been accepted and approved by the HOD and simultaneously by the Human Resources.

The Human Resources has to be intimated by the HOD as to whether a new candidate has to be recruited or an internal employee would be recruited for the position that is likely to be vacated by the employee.

- During Probation - 30 days.
- After Confirmation - 30 days.

During the notice period, an employee will not be entitled to any casual / earned leaves. All leaves during this period will be treated as Leave without Pay.



  
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## Working Hours

The normal working hours are mentioned below, which is inclusive of a 30 minutes lunch break on all weekdays (Mondays to Saturdays).

- Teaching / Technical Staff - 9:30 AM to 4:00 PM.
- Administrative Staff - 9:30 AM to 5:00 PM.

The philosophy of the Society / Institute is to focus on defining roles, responsibilities and goals / objectives of an employee. This is the responsibility of all HOD's / supervisors who have people reporting to them. The management's attention is focused to monitor and track these and normally not on how employees are spending their time.

The Society / Institute places its trust in the employees for contributing their maximum to accomplish their goals and objectives. It is the responsibility of all HOD's / supervisors to make sure that all the employees working for them understand their work / responsibilities / goals / objectives and are progressing in the right direction. The HOD's / supervisors must also watch out to make sure that all employees working for them are spending optimal time at work.

Occasionally, because of business exigency, employees can be required to work late, and the same has to be approved and intimated by the HOD to the Human Resources in advance. Such additional working hours will be calculated for reimbursement as a compensatory leave.

A grace period of 5 minutes will be allowed to all employees and any employee reporting for duty within the grace period is deemed to be present from the start of the day.

In case an employee reports for duty after the grace period, he / she will be marked as late for the day. More than 3 such late comings per month will invite a penal action to be initiated against the erring employee. An amount equal to a day's salary of the employee will be recovered from him / her for every 3 such late comings during a month.

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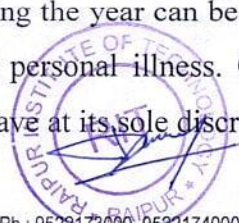
## LEAVE

The Society / Institute provides for the following number of leave days under the leavetypes specified below; per year.

1. **Casual Leave - 12 days.** - for all employees.
2. **Earned Leave - 18 days.** - for all employees.
3. **Sick Leave - 5 days.** - for all employees.

Leave eligibility will be calculated on a pro rata basis depending on number of monthsworked in the Society / Institute in a year. Employees are requested to plan for their leaves in advance whenever possible considering their job commitments and making sure that the impact of their leaves is minimal. The Society / Institute policy requires that an employee takes prior approval of their HOD's before taking (or going on) leave unless it is an unplanned leave. In the latter case, the employees must make sure that they call their HOD's and let them know. The information about leave taken must be reported to Human Resources. Presently, this can be done using the Leave Request Form. If the employees requires any time off occasionally, it must be with the prior approval of their HOD's.

1. **Casual Leave (CL)** – Leave availed by an employee to attend to any urgent or unforeseen contingencies. Unutilized leave balance cannot be carried forward to the next year.
2. **Earned Leave (EL)** – Leave earned by an employee on account of one's continuous service after one year completion. Unutilized leave balance cannot be carried forward to the next year and needs to be encashed at the end of the year. Encashment of the Earned Leave is allowed once in a year.
3. **Sick Leave (ML)** – Leave availed by an employee when one is not able to perform the assigned duties on account of sickness. Absence from duty for more than a day will require a submission of Medical Certificate duly certified by an MBBS doctor. Unutilized leave balance during the year can be accumulated and can be used by employees in case of prolonged personal illness. Only the management of the Society / Institute can approve this leave at its sole discretion.



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## **Maternity Leave –**

Women employees will be eligible for 3 calendar months of paid leave in case of childbirth and 6 calendar weeks of paid leave in case of miscarriage.

Women employees are eligible for availing the maternity benefit, twice during the total period of employment.

Women employees covered under the ESIC scheme; would be given salary for one month by the Society / Institute and for the remaining period such employees will be required to claim the same from ESIC.

## **Extraordinary Leave (EOL) –**

To be considered if no other types of leave are available. This leave will be without pay. Only the management of the Society / Institute can approve this leave at its sole discretion.

## **Compensatory Leave (CML) –**

Depending on circumstances an employee may be required to work on a Sunday / holiday, the same needs to be intimated by the HOD to the Human Resources in advance. Such additional working hours will be calculated for reimbursement as leave.

An employee can avail a maximum of 5 days leave, at a time, by combining two leave types, depending on the employees available leave balance.

During the period of leave, intervening holidays will be treated as leave and the leave account will be debited accordingly.

Any uninformed leave will be treated as unpaid leave, despite the fact that the employee has sufficient leave balance to his / her credit. This rule is subject to relaxation depending upon circumstances as also on the recommendation of the HOD.

## **Vacation Leave (VL) –**

Leave provided to an employee as a benefit on account of one's continuous service over a specified period of time.

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Maximum leaves that can be availed under each leave category are as mentioned below.

- Casual Leave - 3 days.
- Compensatory Leave - 3 days.
- Earned Leave - 5 days.

(Prior approval)

## BENEFITS

- (1) EPF
- (2) ESIC
- (3) Group Insurance
- (4) Transportation Facility
- (5) Fund support for attending seminar/workshop/webinar
- (6) Salary Advance

## MANAGING PERFORMANCE

The employees are encouraged to achieve excellence in their work.

### Performance Review System-

Each employee is encouraged to actively work with his / her HOD's in understanding / defining role, responsibility, goals and objective. Performance Review is a very important process. This is an on-going two-way communication between the HOD and the employee. The areas covered are objective-setting and feedback. There are three significant elements to the performance appraisal process. First, each employee is entitled to a fair and objective assessment of his / her performance. Second, the performance appraisal process represents an ideal opportunity for a two-way communication between each employee and his / her HOD. Third, the overall assessment developed during the appraisal process will bear a direct linkage to the compensation system, so that employees who make sustained and outstanding

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contributions to the academic and economic well being of the Society / Institute will receive a greater total compensation.

## CODE OF CONDUCT

The objective is to create a safe and equal work environment, which is free from any ambiguity. The Society / Institute is committed to integrity as the cornerstone of the way - it does its business. It also aims at creating a congenial environment which is growth oriented and encourages the employees to perform. The Society / Institute and its employees have a commitment to its customers, competitors, local communities, and the stakeholders to conduct business in an ethical and legal manner. The following acts mentioned below would also come under the ambit of violation of the Code of Conduct.

- Willfully stopping the work before time.
- Habitual late attendance.
- Absenteeism – Unauthorized absence without intimation.
- Offensive / abusive conduct and / or language.
- Irresponsible handling of the Society's / Institute's property.
- Personal use of Society's / Institute's property without permission.
- False expense claim.
- Smoking in the prohibited area's of the Society's / Institute's premises.
- Accessing obscene sites on the Internet.
- Violence and harassment to co-workers.
- Disturbing / distracting other employees.
- Falsification of Society's / Institute's records.
- Theft of Society's / Institute's property.
- Intentional destruction of Society's / Institute's property.
- Intentional violation of the Society's / Institute's rules.
- Unauthorized possession of firearms or weapons.
- Disclosing confidential / financial information to an outsider.
- Being under the influence of un-prescribed drugs, alcohol or narcotics while on duty.

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- Receiving or paying bribe.
- Not providing details to the concerned authority in the approved format while entering or exiting the office premises for long durations either for personal or professional work.
- Intentionally using or attempting to use sensitive, confidential and classified information and the Society's / Institute's resources for personal gains or to pass it on to competitors for personal gains or otherwise.
- Intentional and unauthorized falsification, misrepresentation, or invention of any information, data and committing the same against the Society / Institute or its clients.
- Misuse of the Society's / Institute's funds and other assets.
- The commitment of any act which brings the name of the Society / Institute into disrepute.
- Failure to follow procedures established by the Society / Institute to guard against theft, fraud or the commission of any other unlawful acts.

All employees are required to conduct the day-to-day business with integrity and maintain a high standard of personal conduct in outside activities.

Employees are expected to recognize and avoid activities or investments which involve, or might be perceived to involve a conflict of interest.

## GENERAL INFORMATION

This handbook contains the main conditions of service of employees of the Society / Institute. These practices are generally followed by good employers in India.

Any dispute of fact or interpretation on the conditions of service contained in this document will be resolved by the management. The management reserves its right to change, modify, cancel, amend, suspend and / or delete any or all clauses in this document, within its sole discretion and without a statement of cause or justification and the same will be notified in writing in advance, in the form of amendment. A letter of appointment / contract issued at the time of engagement, sets out conditions of service as may be applicable to the employees personally.

This is intended to be made applicable to all employees who are employed on a full-time



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basis. Any person, who is offered temporary, casual or part-time appointment, will be advised of the terms & conditions applicable to them separately, if they are in any way different to those outlined in this document.

## ANNEXURE – CLASSIFICATION & LIMITATION

### On Duty (OD)

An employee may be required to move out of office to a suitably distanced location which is not within the premises, to discharge an assigned official task / work.

The Society / Institute policy requires that an employee takes prior approval of their HOD before moving out for official work. This must be reported to Human Resources through the On Duty Form.

### **Description**

### **Limit**

- |                                                               |                      |
|---------------------------------------------------------------|----------------------|
| 1. <u>Seminar / Workshop / Conference / Short-Term Course</u> | – 6 days / Semester. |
| 2. <u>External Examiner</u>                                   | – 4 days / Semester. |
| 3. <u>General Duty</u>                                        | – N/A.               |