

# **BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL**



## **HR POLICIES**

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## **FOUNDER CHAIRMAN: SHRI. GERALD SELVARAJA**

### **College Vision**

To become a premier institution and center of professional education with moral ethics in engineering and technology to produce socio-friendly technocrats.

### **College Mission**

- To provide quality skill-based professional education for all deserving candidates belonging to all sectors of society.
- To adopt innovative strategies, add-on courses, and establish the state-of-the-art infrastructure for effective teaching learning processes and research activities.
- To attract and nurture the excellent and committed faculty members and the technical workforce.
- To organize healthy interactions with the stakeholders for the students' overall personality development.
- To inculcate the social responsibilities among the prospective engineers.

### **About BloE**

The Bethlahem Institute of Engineering is located on a sprawling 12 acre eco-friendly serene campus at Nadutheri, a hamlet which it is just 1 km from the Karungal bus station on the Karungal-Colachel highway. It is 23 kms from Nagercoil, the headquarters of Kanyakumari district and 52 kms from Trivandrum, the capital of Kerala state. The Institute can be reached by bus via Colachel and Thuckalay / Marthandam. The nearest railway station is Kuzhithurai West.

The college came into being in 2008, duly sanctioned under the self-financing scheme under the Government of Tamilnadu. Over the past ten years, the college has grown and expanded in a phenomenal way. Today it offers 6 undergraduate courses and 6 post graduate courses and the college is affiliated to Anna University, Chennai & Anna University, Tirunelveli. It is approved by the All India Council for Technical Education, New Delhi.

## **I. RECRUITMENT POLICY**

### **1. Recruitment Authorities**

1. The Chairman
2. Director
3. Administrative Officer (AO)
4. The Principal
5. Respective Department Head (HoD)

### **b. Recruitment Procedure**

1. The Head of the Departments should estimate the Manpower Requirement both Teaching and Non-Teaching three months before the start of each semester (i.e., before February or September) and send the report to the Principal.
2. Principal sorts the vacancies which have to be filled and sends the report to the Administrative Officer (AO) within a week time.
3. AO verifies the documents furnished by the Principal and ascertain the vacancy and gets concurrence from the Management for further process and proceedings.
4. AO makes Formal announcement in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
5. AO, with the support of the Director, screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications.
6. The shortlisted candidates are called for an interview.
7. The candidates are to fill in the Application form of the institution and then subjected to an Interview with the Interview Panel with members includes Management Representative, Director, Internal /External Experts, Principal, Head of the Department and language experts
8. Interview Panel decides on whether the candidate can be selected for the final round of interview with the Management Panel and then presents the potential candidates to the Management Panel.
9. The Management reviews the performance of the candidate in the previous rounds of interview and checks for the stability, attitude and educational adequacy of the individual with the organizational culture and then selects the candidate for employment.

10. The other terms of employment including monetary and non-monetary benefits are discussed with the candidate and Date of Joining is scheduled. If the employee satisfies the expectation of the Management, an Appointment Letter will be issued and the Date of Joining will be decided.

## **II. JOINING FORMALITIES**

The new employees are welcomed with a folder which contains the, List of Documents to be submitted, ID card Application Form, Website Application Form, Certificate Acknowledgement Form, and Central Library Membership Form. Softcopy of the HR manual will be sent to the individual mail ID. The Description of the above mentioned documents is given below.

### **1. List of Documents to be submitted**

A checklist for new employee so that he/she does not miss to submit relevant documents for personnel file. The documents to be submitted are (a) Address proof (b) ID Proof, (c) Age proof, (d) Education proof, (e) relieving and experience certificate from last employer, (f) Photograph and (g) Joining letter.

### **2. ID card Application Form**

This is the format which should be filled by employee attaching one of his/her photographs and same form can be sent to ID Card Printing Department to print ID card of the employee.

### **3. Website Application Form**

This document is used to get the information that is essential to add the employee's data in the website of the institution.

### **4. Certificate acknowledgement Form**

This form acknowledges the certificates that have been submitted by the employee to the institution. A copy of the form will be given to the employee and the institution holds another copy for the Personal File of the Employee.

### **5. Central Library Membership Form**

This form is used to register the employee in the Library database

### **6. HR Manual**

The Human Resource Manual is a document with all the necessary information that an employee should know about the Institution. This document contains descriptions of all the Policies and Procedures followed in the Institution and by the Staff member.

### **III. INDUCTION POLICY**

Given below are the processes and the procedures that will be followed while inducting a new employee and all queries at variance with this policy are to be addressed to the HRO. The induction will include the following:

- a. Completion of joining formalities
- b. Overview about Bethlahem Group, its services and its Institutions
- c. Introduction about the bridging of Educational Institutions - Industry gap
- d. Orientation of Teaching Methodologies and its processes
- e. Orientation for a day in the specific areas of work. Example, Institution Regulations, ERP- Campus Management Software, ISO, NAAC, NBA, NIRF etc.
- f. Training for 3 days for freshers (say Faculty with less than three years of experience in teaching) on Teaching Methods / Blooms Taxonomy and on Specific topics.

### **IV. CONTRACT OF EMPLOYMENT**

To provide clear and transparent terms and conditions of employment which are in tandem with all legal requirements, the terms and conditions of employment provided for employees are given below.

#### **a. Classification of Employees based on the Nature of the Job**

##### **Teaching Staff**

The employees who are actively involved in giving lectures/seminars with the objective of imparting technical/non-technical knowledge/skill to the students are categorized as Teaching Staff.

##### **Non- Teaching Staff**

The employees who are not directly involved in the teaching/ training the students are categorized as Non-Teaching Staff.

- i. Administrative Executives and Office staff
- ii. Lab In charge/ Department Assistants
- iii. House Keeping staff
- iv. Drivers and Securities
- v. Amenity in-charges and Mess staff

## **b. Classification of Employees based on tenure**

### **1. Probationer**

Probationer is a provisionally employed staff to fill a permanent vacancy and who has not completed the prescribed period of probation.

### **2. Regular Employee**

Permanent Employee is the one who is employed at a permanent post and includes any person who has satisfactorily completed the prescribed period of probation. However their performance will be assessed every year by the management.

### **c. Working Hours**

The institution works five days a week on a 7 hours swing, which excludes two tea breaks one in the morning and another in the afternoon n for 10 minutes each and a lunch break for about Forty minutes.

**Teaching Staff:** The weekly off will be on all Saturdays and Sundays. (The institution functioning on few Saturdays on necessity)

**Non-Teaching Staff:** The weekly off will be on all and Sundays(Essential staff attend duty on Saturdays)

### **d. Attendance**

- i. Every employee shall Fingerprint "Punch in" and "Punch out" his/her attendance at the time of entering and leaving the institution . The employee should register their attendance in the respective department register for both entry and exit
- ii. Every employee shall be present at the place of his/her work in his/her respective departments at the beginning of the day.
- iii. A period of ten minutes late coming after the start of daily activity is provided for employees one time in a month. This Provision is granted for the staff members are unable to come in time due to unavoidable circumstances.

### **e. Payroll Calculation Period**

The salary period is calculated from 1st to 30 or 31st of every month.

### **f. Dress Code**

#### **Men**

- ✓ The employees should wear full-sleeve shirt. It is recommended that color of the shirt is mild, basic and decent.
- ✓ Dress should be clean and not crumpled.
- ✓ Hair should be clean, neatly cut. It should be always well combed.

- ✓ Face should be clean shaven without beard.
- ✓ Shoes should be well- polished
- ✓ Wrist watch and other accessories should be formal and with appropriate size.

### **Women**

- ✓ Saree is the dress code for the female faculties.
- ✓ Hair should be put up and neatly combed.
- ✓ Make up should be light and properly applied.
- ✓ Shoes should be low heeled or sandals in good condition.
- ✓ Overcoat should be worn while handling classes.

### **V LEAVE RULES:**

1. No leave can be claimed as a matter of right. The leave sanctioning authority may reject or sanction the leave requested for, at his discretion taking into consideration the institutional need and genuineness of the case.
2. CASUAL LEAVE: The staff are eligible to avail casual leave at the rate of one day per completed month of service. In exceptional cases leave could be sanctioned in advance. However the maximum number of permitted number of days of casual leave is six, during the first semester of the academic year. The unavailed days of leave during the first semester can be carried over to the second semester. The eligible total number of days of casual leave per academic year is twelve. The days of leave availed in excess of the above will be treated as Leave on Loss of Pay.
3. Every staff has to sign in the concerned staff attendance register both in the morning (before 8:50 am) and evening (after 4:05 pm).
4. The staff who come late or avail permission or half day CL should sign only in the permission/late attendance register available in the office. However necessary entries to this effect should be made in the attendance registers by the controlling officers.
5. Permission & Late attendance : If a staff comes late to the college within ten minutes during the beginning of the day with prior intimation and making suitable alternate arrangements for his/her classes if any will be treated as **permission**. If a staff comes late (within one hour during the beginning of the day) without prior intimation then it will be treated as **LATE ATTENDANCE**.



The maximum permitted number of permissions per month is two (for calculation purposes one late attendance will be reckoned as equivalent to one and half hours of permission). If this limit is exceeded then it will result in a deduction of half day casual leave (for that session) from the individuals leave account

#### 6. Vacation Leave

All Teaching staff who complete six month of their service can avail two slots of vacation such as summer (14 days) and winter (10) days

All Non teaching staff can avail the summer vacation (10 days) and winter vacation for 10 days

### **VI. PROBATION POLICY**

1. Probationers are the staff whose performance is being evaluated to determine whether further employment in a specific position with the institution is appropriate. Employees who satisfactorily complete the probation period will be notified of their new employment classification
2. Probation period is normally for two completed year.
3. The performance of the probationers will be periodically evaluated by the respective Heads of the Departments (HoDs) and the Head of the Institution.
4. Confirmation of services of a probationer shall be in writing and in absence of such written order the employee shall be deemed to continue on probation.
5. On successful completion of the probation period, the probationer is employed on a regular basis.

### **VII. PROMOTION POLICY**

BIOE has established a detailed process for career progression for its staff members. The norms fixed by the MHRD affiliating and approving authorities like AICTE/Anna University are followed for the staff Promotion.

#### **(i) TEACHING FACULTY**

The career progression for a faculty who joins as Assistant Professor is Associate Professor and then to the Professor. The faculty members are promoted by considering their educational qualification, experience and the continuous performance appraisal points earned every year.

#### **a. ENGINEERING & TECHNOLOGY**

- 1. Assistant Professor to Associate Professor (with PhD)** – Total 5 years of experience, of which, 2 years shall be after completion of PhD.
- 2. Assistant Professor to Associate Professor (without PhD)** – Total experience of 13 years after completion of Under Graduate Degree (BE/B.Tech. and M.E/M.Tech or equivalent in the appropriate branch of Engg.)
- 3. Associate Professor to Professor** – PhD along with a first class in Under Graduate/Post Graduate is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor.

#### **b. SCIENCE & HUMANITIES**

- 1. Assistant Professor to Associate Professor (with PhD)** – Total 7 years of experience, of which, 2 years shall be after completion of PhD.
- 2. Assistant Professor to Associate Professor (without PhD)** – Total experience of 15 years after completion of Post Graduate with M Phil Degree. (Desirable:3 Publications in International Journal)
- 3. Associate Professor to Professor** – PhD with at least 55% marks in Post Graduate Degree is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor. (Desirable: Post Doctoral work and guiding PhD students in the relevant subject)

#### **(ii) NON – TEACHING STAFF**

##### **a. ADMINISTRATIVE STAFF**

- 1. Assistant to Senior Assistant** - Bachelor's Degree in Arts or Science or Commerce, A pass in Type-Writing English, Basic knowledge in Computer operations and 10 years of experience.
- 2. Assistant to Accountant** - Bachelor's Degree in Commerce, A pass in Computer Tally software, Knowledge of account maintenance through centralized automation.
- 3. Accountant to Superintendent** - Bachelor's Degree in Commerce, A pass in Computer Tally software, Knowledge of account maintenance through centralized automation and 15 years of experience

## **b. LAB IN-CHARGES / ASSISTANTS**

- 1. Assistant Technician to Technical Assistant** - ITI / Diploma in the respective trade and 5 years of Experience.
- 2. Technical Assistant to Senior Technician** - ITI / Diploma in the respective trade and 10 years of experience
- 3. Senior Technician to Instructor** - ITI / Diploma in the respective trade and 15 years of experience
- 4. Library Assistant to Assistant Librarian** – Master Degree in Library science with 5 years of experience
- 5. Assistant Librarian to Librarian** – Master of Library science with MPhil with 5 years of Experience

## **VIII ROLES & RESPONSABILITIES**

### **I. GENERAL RULES:**

1. All male faculty members should wear shoes and tie with ID card. All female faculty should wear sarees and half shoes with ID card and put their hair up.
2. Every staff should take part in the Morning Prayer without fail.
3. Every staff is expected to work hard with utmost sincerity.
4. This is an “English Speaking Campus”. So all the staff members should converse with the students and colleagues only in English.
5. The staff should be punctual in attending the institution and going to the classes. The assigned faculty should be present at the respective classes at least two minutes before the scheduled time.
6. Those who handle the classes should come out only after the bell goes and confirming that the staff for the next hour is available.
7. The staff handling the class just prior to the intervals, laboratory / drawing classes should leave the class room only after all the students have left.
8. Students should not be sent out for drinking water, bringing chalk, etc. during class time.
9. Whenever a staff goes on leave, he/she should make prior alternate arrangements only with the faculty handling classes for the same class.
10. Use of cell phones inside the class, seminar hall, library and laboratory is strictly prohibited.
11. Full utilization of the class hour should be made without any wastage of time.

12. The lectures should be subject oriented, understandable and interesting so that the students are fully attentive without any diversion. The teachers should talk loud so that his/her voice is audible even to the back benchers.
13. Keep a watch on the students while writing on the black board.
14. Enough opportunity should be given to the students for clarifying their doubts.
15. During the drawing/practical classes the staff should go round the class, supervise the students and extend to them the necessary guidance and help whenever required.
16. The staff are expected to be in their allotted seats involving themselves in preparing the lessons or correcting the answer scripts or be in the library when they do not have classes. They should not indulge themselves in chit-chatting with other staff.
17. The staff should not leave the campus during the working hours (inclusive of lunch break). However due to genuine reasons they may go out and come back getting the permission of the principal.
18. Five Library Borrower's Tickets will be issued to each faculty.

#### **For special attention of staff**

The staff are expected to produce high percentage of results in the subjects handled. Those who produce very good results will be honoured and those who produce poor results will be asked to give proper explanation.. Hence the staff are advised to work hard with utmost sincerity. The staff may arrange special coaching for the students who are lagging in studies so they can bring the students up to the level of other students.

#### **II. DUTIES**

1. Every class shall have Faculty Advisors, Attendance In-charge, Class Tests In-charge and Duty Officer and the following duties are assigned to them.

##### **a. Faculty**

##### ***i) Attendance Particulars***

Every staff handling the subjects (theory/practical) should furnish the list of absentees to the Attendance in-charge immediately after the conclusion of the class.

**ii) Class Tests & Series Tests**

The question papers should be set well in advance and handed over to the exam cell (ie) for weekly tests at least two days and for series tests at least three days prior to the day of exam.

The answer scripts should be valued immediately and the mark list should be handed over to the class test i/c without delay. The time interval permitted for valuation is one day for weekly tests and two days for series tests.

**b. Attendance In-charge**

- i. Every staff handling the subjects should furnish the list of absentees to the Attendance in-charge at the end of the class.
- ii. The Attendance in-charge should make necessary entries in the Master Attendance register of the concerned class.
- iii. At the end of each month, the attendance particulars of the students of that class with a special mention of the list of students having shortage of attendance should be submitted to the HoD for onward transmission to the Director/Principal.
- iv. Simultaneously the copies of the statement of attendance particulars have to be handed over to the concerned Faculty Advisors.

**c. Class Tests Incharge**

- i. The Class Tests in-charge should consolidate the subject marks of the students of the particular class obtained from the staff and should submit the consolidated mark statement to the HoD for onward transmission to the Director/Principal.
- ii. The analysis such as the number and percentage of failures in each subject should also be incorporated in the above consolidated statement.
- iii. Soon after each series test is over the Internal assessment marks as on that date has to be looked out taking into consideration the weekly test marks, Series Test marks and attendance put in by the students during the entire period upto the concerned series test. This updated internal assessment marks should also be handed over to the HoD for onward transmission to the Director / Principal concerned faculty advisor along with concerned faculty advisor along with series test marks.
- iv. Simultaneously the copy of the Internal Assessment marks has to be handed over to the concerned Faculty Advisor.

- v. The mark lists relating to all the weekly tests, series tests and updated internal assessment mark lists should be preserved in a file.
- vi. Whenever the Duty Officer is absent (being on leave or on OD), the Class Tests i/c should act as the Duty Officer for that class on that day/days.

**d. Faculty Advisor**

- i. A batch of students will be assigned to each Faculty Advisor.
- ii. The Faculty Advisor should monitor the regularity of attendance and progress in studies of the students attached to him/her and counsels them periodically.
- iii. They will have the responsibility of collecting the test (weekly & series test) marks, Internal Assessment Marks and attendance details from the Class Tests Incharge and Attendance Incharge respectively and incorporate these details in the 'Faculty Advisor's Record'.
- iv. Soon after the conclusion of each series test the mark lists of the allotted batch of students and the updated Internal Assessment Marks should be collected from the class test incharge and the progress report containing the mark list of series test along with the mark list of all the weekly tests conducted in between the series tests and the updated Internal Assessment Marks should be prepared and despatched to the parents within three days.
- v. The Faculty Advisors should make:
  - a. an analysis of the students performance in the series test, such as the number of failures in each subjects and the number of students failed in more than one, two, three.....subjects in the series test performance and
  - b. an analysis of the number of students falling short of the prescribed attendance.
- vi. If a student has failed in more than two subjects or has shortage of attendance, necessary counselling should be done and suitably warned. The HoD and the Director/Principal may also be informed. If necessary the parents may be called for and appraised of the situation in person.
- vii. They shall update the data, especially the contact address and telephone number of the students and parents.

### **e. Duty Officer**

- i. The Duty Officer should see that all the students take part in the morning prayer in an orderly manner.
  - ii. The Duty Officer should check whether the first period classes are engaged properly. He / She should also check the availability of the staff for the remaining hours.
  - iii. If any staff is on leave/absent, the Duty Officer should make alternate arrangements in consultation with the HoD. The alternate arrangements should be made only with the staff handling subjects for that particular class.
  - iv. The details of the numbers of hours of subjects lost by the staff who is on leave/absent as well as the number of hours gained by the staff who utilizes the hour should be entered in a separate register so that, a balance between the lost hours and gained hours could be maintained in future by re-allocating the hours between these staff.
  - v. The preparation and modification (if any) of the time table, allocation of invigilation duty for the class tests are also the responsibilities of the Duty Officer.
  - vi. If the Duty Officer happens to be on leave or on 'other duty' he/she should inform the 'Class tests i/c' who will act as the Duty Officer on those Days.
2. Staff handling the classes should monitor the students for proper dress code and ID and review the absentees of his/her previous class.
  3. The staff should mark the attendance at the beginning of each class and enter the roll number of the absentees in the Attendance Slip. At the end of the class, the original copy of the Attendance Slip should be handed over to the Class Attendance In-charge. Referring to the carbon copy of the Attendance Slip, the staff should also record the attendance in the "Attendance and Assessment Record".
  4. If the faculty for the next period does not turn up to the class in time, the class representative should be sent to the duty officer for alternate arrangement.
  5. The staff should see that the boys and girls are seated separately but according to their roll numbers.
  6. During the bus travel, the staff travelling by the same bus should verify whether the students in the bus are following the dress code. They are also responsible for the general behavior of the students in the bus.

### **III. ACADEMIC SCHEDULE:**

1. As per the existing curriculum each course is divided into five units. On an average every unit should be covered in 8-10 lecture hours.
2. The detailed **lecture plan** for the courses have to be prepared one week before the commencement of the semester and at least 20 **lecture notes** should be kept ready at any point of time .
3. The detailed lecture plan and lecture notes should be verified by the HoD and put up to the Principal/Director for scrutiny.
4. A 'Question Bank' consisting of exhaustive number of 'Two Marks' questions (with answers), and 'Long answer' questions should be prepared for every unit of each courses handled, get it approved by the HoD , Director/Principal and issued to the students well in advance, so that the students could appear for the weekly tests/ series tests(IAT)/model examination with full preparation. The questions may be chosen from the previous University Question papers and other important areas.
5. All the faculty should complete the whole syllabus well within the stipulated time.
6. Every day morning weekly test of one period duration in each theory course will be conducted apart from the monthly series of two periods duration.
7. After the test is over the course teacher should evaluate the answer scripts and issue to the students with his /her comments within two days after the test. At the same time the mark list copy should be handed over to the class test in-charge of the class.
8. Entries in the 'Attendance and Assessment Records' should be made and put up to the HoD for perusal at the end of every fortnight and put up to the Director/Principal at the end of each month without fail.

### **IX) Staff Welfare Scheme**

College has effective welfare measures for Teaching and Non-teaching staff

#### **A) Teaching Staff:**

##### **1. Financial welfare Scheme:**

The management provides financial assistance to staff members for their wellbeing and fostering the positive work environment.



#### **a) Support for Professional Growth:**

The Management Sanctions Fund for staffs to attend workshops, seminars, conferences and other training programs relevant to their field of expertise. The Maximum grant amount of Rs.5000 is sanctioned as onetime payment. Besides this any faculty member is sent to attend important activity, they will be given a nominal fund which is decided by the management.

#### **b) Emergency Fund:**

The staffs are offered Financial assistance for unexpected and urgent situations such as medical emergencies and sudden financial crisis.

#### **c) Children's Education Scholarship:**

The management extends financial support to staff members for their children's education, covering both school and higher education expenses. Additionally, deserving staff members are benefited with fee concessions and even free education at our group of institutions.

### **2. Medical Reimbursement**

The organization offers financial assistance to deserving employees who experience unforeseen events.

### **3. On Duty (OD) to attend seminars/ conferences**

Employees are encouraged to take part in a range of academic-related activities, including faculty development programs, conferences, seminars, and workshops. A period with maximum of 10 ODs is granted for the staff members in each semester.

### **4. Maternity benefits as per norms**

A period of maximum 6 months (more days if required) is granted as maternity leave without pay.

### **6. Academic Benefits:**

#### **a) Leave for Research studies:**

The institution encourages the research studies of staff members by granting maximum 10 ODs for part time scholars (for 4 years) and maximum of 3 years leave without pay for regular scholars. The staff member should have completed minimum of one year of service to avail this provision.

#### **b) Library Support**

The library service is kept opened for the staff members after the college hours, till 5.00 Pm in order to equip them to access various online and offline study materials.

### **c) Wi-Fi support on campus for all the academic activities**

The institution provides Wi-Fi facilities for the staff members to access e-resources from any part of the campus.

### **B) Non-teaching**

#### **1. Medical Reimbursement**

The organization offers financial assistance to deserving non-teaching staff who experience unforeseen events.

#### **2. Vehicle allowance for transport Staff**

All transportation staff members receive daily travel allowances from the management, which is calculated by the distance they must travel from their place of residence to the bus parking area.

#### **3. Uniform allowance for transport staff and security staff.**

The uniform allowance policy provides transport and security staff with a set allowance for purchasing and maintaining uniforms. This ensures staff present a professional image consistent with organizational standards while performing their duties.

#### **4. Financial gifts to both staffs and their sibling's family functions.**

A fixed amount is allocated for the family functions involving either the staff member or their siblings. This provision aims to support various ceremonial events within the family circle, ensuring their meaningful celebration and enhancing familial needs.

### **IX. RESIGNATION POLICY**

1. Any permanent employee desirous of leaving the service shall provide three month notice or three month's wages in lieu of notice to the Management in writing.
2. The employee shall formally inform the Management in writing either in the month end of September (for the employees who intend to get relieved by the end of the Odd Semester) and in the month end of March (for the employees who intend to get relieved by the end of the Even Semester) about their intention to get relieved from the services.
3. The AO and the representatives from the Management will conduct an exit interview with the relieving employee to ascertain feedback on the institution and the management.

4. After completion of three months of notice period, the employee, by producing the Certificates Receipt and Acknowledgment form can get the certificates from the Human Resources Department.
5. All the leaves that the employee applies during the notice period should be approved by the HoD and the Principal with the prior consent of the Management.
6. All payments due to the employee or the management will be settled in full before the discharge.

#### **X. EMPLOYEE TERMINATION**

1. In the case of termination of Service, a permanent employee's one month notice or one month's period wage in due off may be issued.
2. The reason for terminating the employee shall be communicated in writing at the time of discharge.
3. All payments will be settled in full before the notice period expires.

#### **XI. POWER TO MODIFY THE RULES**

Rules mentioned above are subject to modifications or amendments as may be made from time to time by the Management.