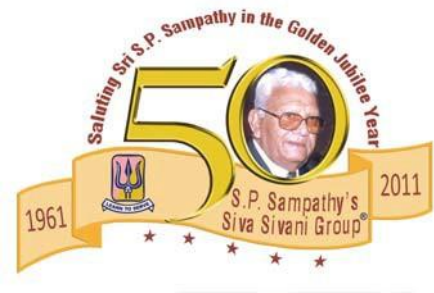




SIVA SIVANI GROUP OF INSTITUTIONS



EMPLOYEE HAND BOOK

(A quick reference for HR policies and procedures)

Issued by

SIVA SIVANI INSTITUTE OF MANAGEMENT

About the Siva Sivani Group of Institutions

The Siva Sivani Group of Institutions was founded by Late. Shri. S. P. Sampathy, recipient of 'Arch of Excellence Award' in the field of education. The Group established its first school on 3/8/1961 at Sanathnagar, Hyderabad. Subsequently, it has grown into several institutions across the State.

Presently, the S.P.Sampathy's Siva Sivani Educational Society is running the following prestigious institutions namely..

1. SIVA SIVANI INSTITUTE OF MANAGEMENT, a premier B-school in the country
2. SIVA SIVANI DEGREE COLLEGE, affiliated to Osmania University
3. SIVA SIVANI JUNIOR COLLEGE
4. SPS HIGH SCHOOL, recognized by Govt. of Andhra Pradesh

The members of the managing committee of the society are well experienced in the management of such educational institutions. Smt. Aarathy Sampathy, the co founder of the group is the President and Chief Executive of the society and is assisted by the other members viz., Shri. Sailesh Sampathy, Smt. Deepika Sampathy, Dr. Neeraj Sampathy, Dr. Preethi Sampathy, Prof. M. Kamalakar Sri. Z. Ramesh Kumar and Smt. Mamta Shah

Siva Sivani Institute Of management is guided by a board of governors and an Academic Advisory Board(AAB) comprising of eminent academicians and industry experts in respect of the various programs offered by it.

About Siva Sivani Institute of Management

Siva Sivani Institute of Management is amongst the first Autonomous Management Institution in Andhra Pradesh to get approval from AICTE to conduct Two Year Management program. Today, it is one of the largest AICTE approved Autonomous Business Schools in India with a permitted intake of 420 a year with four diversified and specialized full time management programs in first shift and two specialized programmes in second shift. The Programmes of SSIM are:

- **PGDM (Triple specialization)**
- **PGDM (Banking, Insurance, Finance and Allied Services)**
- **PGDM (HR) with dual specialization**
- **PGDM (Marketing) with dual specialization**

All the above programmes are fully residential.

Programmes under second shift permitted by AICTE from the academic year 2010-11 are:

- **PGDM (GLOBAL BUSINESS)**
- **PGDM (BIFAAS) i.e. Banking, Insurance, Finance and Allied Services**

These two programmes under second shift are non residential

FOREWARD

I am happy that a book detailing the policies and procedures for the group institutions in respect of its employees has come out in this golden jubilee year. This is a fitting tribute to the founder Sri. S.P.Sampathy, who was admired as the most humane administrator. I hope that the use and implementation of the hand book would facilitate smooth and transparent administration.

I appreciate the efforts put in by Prof. Kamalakar, our Executive Vice President and his team in compiling the hand book.

S. Aarathy
(President and Chief Executive)

Vice President and
Deputy Chief Executive

PREFACE

The Siva Sivani Group has entered its Golden Jubilee Year. In the process, there has been tremendous growth in terms of intellectual capital, physical infrastructure and the back bone – the Human Resource. The face of the group has now changed into corporate and there is need for enhanced systematic and professional administration than ever before. It is time to consolidate the policies and procedures that have been announced and implemented from time to time. While there is such need in all its functional activities, there is particular need in the area of human resources in order to standardize the policies relating to recruitment, selection, career planning, employee welfare and such crucial activities that contribute to continuous growth of the colossal entity called '**Siva Sivani**'. This hand book is an attempt to compile and consolidate the various policies and procedures in respect of the Human Resource Management at the Group Institutions.

On the personal front I have been toying with the idea for almost 3 to 4 years; reviving my inspiration drawn from the hand book titled "NMDC and you" which was given to me when I was in service at NMDC. It detailed out extracts from the Human Resource manual that are relevant for day to day use by an employee and the credit goes to the then Chief Personnel Manager Sri. K.N. Vidyanathan. I feel I should remember him in replicating such an effort, here at Siva Sivani, that appealed and interested me most in those days. To day, any way such a hand book is a must. This hand book is of course not an extract, but a HR manual in itself, albeit the first edition, needing further additions and modifications.

I also take this opportunity to thank the management in particular Mrs. Aarathy Sampathy, who made me write down certain policies and certain decisions on the applications of employees, for her approval, on some HR matters and that encouraged me to further pursue the process of developing this hand book. I also thank Sri. Sailesh Sampathy for bearing with me, the delay in compiling this. I thank Dr. S.F. Chandrasekhar, for the support in developing the frame work and intense reviewing of the draft. Ms. Sai Sireesha, despite being pressured by various other commitments, despite being made to run from pillar to post and despite being made to relentlessly pursue the completion with me (owing to my non availability to her) remain the co-author for this hand book. She deserves all the appreciation and thanks from my side in my personal capacity as well as official.

I will be failing in my duty if I do not thank Mrs. Asavari Barpute and Mrs. Swapna who have been bothered continuously by me or Sireesha in collecting the information.

I would like to reiterate that this manual is a first attempt and certainly desires improvement. I hope its use, in the present form, will help each and every employee to be guided in respect of personnel policies and procedures and also provides the required transparency that contributes to the growth of harmonious relations. I earnestly welcome suggestions and improvements, from the members of the "Siva Sivani Family" for their own benefit.

Thanking you,

(M. KAMALAKAR)

Executive Vice President

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EMPLOYMENT POLICIES AND PROCEDURES

1) Equal Employment Opportunity and Affirmative Action: POLICY:

Siva Sivani Institute of management is dedicated to develop intellectual excellence and rich cultural heritage. In this process it recognizes the essential contribution of diverse communities to the advancement of its goals and ideals. Accordingly, Siva Sivani commits itself to maintain a welcoming environment for all people irrespective of those who feel vulnerable to discrimination, on the basis of their language, region, caste, creed and the like.

Siva Sivani rejects and condemns all forms of harassment, wrongful discrimination and disrespect. It has developed procedures to respond to incidents of harassment whatever the basis or circumstance. Moreover it is the policy of Siva Sivani Institute Of Management, while reserving its lawful rights to comply with all state and federal laws prohibiting discrimination in employment and in its educational programs on the basis of a person's race, religion, color, national origin, age, sex, marital or parental status, veteran status, or disability, and to comply with state laws prohibiting discrimination on the basis of a person's sexual orientation.(Law on Sexual harassment and discrimination.)

The Affirmative Action Plan elucidates policies, procedures, and safeguards designed to advance the aims of equal employment opportunity and affirmative action at the Institution. It covers all employee categories and facets of employment relationships including (but not limited to): recruitment, hiring, promotion, training, benefits, grievance procedures, and pay. The Plan further analyzes the distribution and representation of people of color and women; identifies problem areas; cites progress made toward the achievement of parity; and offers recommendations for achieving affirmative action goals. We do open recruitment. In work environment, there are no hindrances that prevent adoption of practices relating to Individuals, Race, Religion etc.

The Affirmative Action Plan acknowledges and documents the Institution's sustained and continuing efforts towards providing equal employment opportunities and an environment free of discrimination. The Plan communicates the importance and significance of this agenda to each member of the Institution and assures that each administrative officer understands her/his role and responsibilities in supporting its effective implementation.

Our policy is to attract and retain the most highly qualified faculty and staff members who have a proven track of academic achievements. Faculty at Siva Sivani plays a very important role in the overall growth and development of the institute by partaking in various activities like teaching and course development , establishing industry institute interface, R & D activities, Mentoring of students and research associates and also Administrative activities.

PROCEDURE:

Recruitment:

a) Sources of Recruitment:

The sources of recruitment which we adapt in recruiting our employees are **Open Advertisement** – Advertisement in the form of display on Newspaper / Periodicals and in the job portals including that of SSIM web site are released on need basis. Prior approval of the **President and Chief Executive/ designated officer** has to be acquired before releasing the advt. or displaying the requirement. Depending on the requirement / quality of staff,

advertisement should appear in the Newspaper etc. Usually for unskilled / skilled staff advertisement should feature in the classified display column and for Executive level and above advertisement should appear in the display column. Sufficient time for the response by aspirants will be given in such occasions and is usually 15 days. Prior to publishing the requirement, advertisement release format should be filled up by the head of the department/Director (Academic) or higher authority. After release of advertisement in Newspaper/job portal, they should maintain the post-advertisement data and the responses may be used even for a later need.

- 1) **Internal Recruitment** – Internal recruitment is resorted to whenever considered necessary. An equal opportunity to existing staff members to compete along with the external candidates in all such situations, is given as a policy.
- 2) **Referrals** – Employees are encouraged to refer external applicants for appropriate job openings.
- 3) **Unsolicited applicants** – Applications sent by aspirants on their own through website or post are called as unsolicited Applicants and they will be considered depending upon the need and merits on the same lines as those received and sought in other modes.
- 4) **Talent identification** – Specific search for required candidates with requisite qualification, experience and skill set is made through job portals and other sources to identify the talent available and attract the same.
- 5) **Others**- Any other method considered appropriate and necessary at a point of time can be adopted to source the candidates. All the above methods of sourcing need specified and prior approval of the President and Chief Executive/ designated officer.
- 6) **Employment of relatives** – Employment of relatives is permitted, except in circumstances where an appointment would place related people in supervisory and subordinate roles within the same office or department or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of employment, promotion, or compensation.

b) QUALIFICATIONS AND EXPERIENCE OF APPLICANTS:

For all teaching posts, the qualification and experience should be as prescribed by the AICTE/Regulating Authority from time to time. Presently the following are the qualifications and experience in vogue. All those who fulfill the following criteria may apply.

(i) Faculty Qualifications for teaching at SSIM for AICTE approved program:

Assistant Professor: First Class or equivalent in Masters and Degree in Business Administration / Sociology or and 2 years relevant Experience.

Associate Professor: Qualification as above, that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.

Experience: Minimum of 5 years experience in teaching and / or research and / or industry of which at least 2 years shall be post PhD.

Professor: Qualifications as above that is for the post of Associate Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable.

Experience: Minimum of 10 years teaching and / or research and / or industrial experience of

which at least 5 years should be at the level of Associate Professor. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members in selection committee.

If the experience at the industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ Designing, planning executing, analyzing, quality control, innovating, training, technical books / research paper publications /IPR / patents etc. as deemed fit by the selection committee.

Director: Qualifications as above that is for the post of professor, as applicable. Post PhD publications and guiding PhD students is highly desirable

Experience: Minimum of 10 years experience in teaching and / or Research and / or Industry out of which at least 5 years shall be at the level of professor in relevant discipline. In case of research experience , good academic record and books/ research paper publications / IPR / patents record shall be required as deemed fit by the expert members in selection committee.

(ii) For teaching in a undergraduate institution:

The qualifications and experience will be as prescribed by Osmania University for the teachers and principal of affiliated colleges. The selection and appointment process will also be as per the rules and regulations prescribed by the university for affiliated colleges.

(iii) For teaching in a school:

The qualifications and experience will be as prescribed by State Board Of Education for the teachers and principal of affiliated schools. The selection and appointment process will also be as per the rules and regulations prescribed by the State Board Of Education.

c) **Selection procedure:**

Step 1: Scrutinizing the CV's and short listing the candidates. Short listing will take into consideration the candidate's educational background, academic and administrative achievements and other factors as are relevant for the position under consideration.

Step 2 : Sending call letters and of telephonic for the short listed candidates in order to participate in the selection process.

Step 3: Selection process may consists of any or all of the following three steps.

- a) **Selection seminar** – A seminar has to be presented by the candidate in his/ her area of interest on a scheduled date and should be finished the presentation with in a stipulated time. There would be a query handling session and the candidate will be evaluated by the top management, external experts, faculty members, students etc as the case may be.
- b) **Functional interview** – A round of interview will be conducted by the functional experts in order to test the subject knowledge of the candidate.
- c) **HR interview** – A HR interview will be conducted by a designated authority.

Step 4: Issuance of offer letter specifying joining time. Step 5: Issuance of appointment letter on joining Step 6: Induction

Step 7: Declaration of probation

For all non teaching posts, the selection seminar is waived and the functional and HR interview will be conducted by a designated committee/ Authority. In respect of teaching posts in university affiliated institutions and institutions affiliated to State Board of Education, the additional requirements if any prescribed in the selection process shall be adhered to.

d) Terms and Conditions Of Employment :

Every employee shall scrupulously adhere to the rules and regulations (also referred to as the terms and conditions) of employment contained here in as well as in the appointment letters issued to the employee and also to the subsequent revisions, additions, modifications and deletions made there from time to time.

1) Probationary Period:

The first twelve months of employment for employees are considered a probationary period. During this time, work performance is regularly monitored and assessed in order to determine whether or not continued employment status should be granted. A new employee who does not perform satisfactorily, according to the group's standards, and/or does not conform to the terms and conditions of employment and / or conducts himself/herself in a manner detrimental to the interests of the group institutions, may be terminated after he/she has been given notice in writing as applicable. The section on Compensation and Salary Administration in this booklet provides further information relating to salary adjustments in connection with the probationary review process.

2) Hours of work:

Full-time professional like faculty/administrative positions are expected to carry a commitment of at least 40 hours a week; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of a job.

For office/clerical and service employees, most full-time positions entail a 48 hour work week, Monday through Saturday. However, some positions involve upto 55 hour week with varying schedules. The Institute will approve flexible work schedules that are consistent with the needs of the employee and, importantly, the needs of the work unit. As a result, the responsibility for recommending a flexible work schedule rests with the Academic head/appropriate Administrative head/ Vice President of the institute. Monetary and other compensations, for the extended hours of work, if and decided payable, will be at the sole discretion of the President and Chief Executive.

All members are expected to be in the workplace in time. They should be available as and when they are required.

3) Discharge of duties:

Every employee shall discharge the duties assigned to him/her in relation to his/her nature and grade of employment from time to time. The core activity of faculty positions such as Assistant Professor, Associate Professor and Professors are to handle course, conduct and attend seminar, present papers, publish papers in national and international journals, act as guide for PG students and PhD students, evaluator for project reports, PhD thesis, guiding students through summer internships, specialization projects etc. These and other , co-curricular and extra curricular activities are suitably grouped and the minimum performance under these categories of work as specified from time to time has to be discharged by the

incumbant. An employees performance is measured based on the duties assigned to him from time to time. The PMS document will be released/ circulated to all concerned at the beginning of the academic year. Each member of staff is required to submit an annual plan of his proposed performance in advance at the beginning of the academic year. This plan should include the minimum prescribed activities and areas and should cover the minimum required points as notified from time to time. A generic job profile of some of the key positions which involve Administrative roles in addition to academic activities in as follows:

1. Executive Vice President
2. Director – Academic
3. Director- Administration
4. Director- Training and Consultancy
5. Director- Placements
6. Director – Promotions
7. Controller of Examinations
8. Head of the Department
9. Course – Coordinator

a. ROLE AND RESPONSIBILITIES OF KEY SENIOR POSITIONS:

i. Executive Vice President:

1. Providing overall administrative and academic guidance to the group Institutions.
2. Looking after the administrative and technical infrastructure of the group
3. Providing guidance and approval for various events and their management
4. Implementation and monitoring of the Performance Measurement System of the faculty across the board
5. Monitoring the manpower requirement at various levels- Recruitment, selection, Induction, Evaluation etc.
6. Scheduling Academic Board Meetings and also conducting the same
7. Monitoring overall discipline of the students on campus including punishments and grievance handling
8. Designing measures for prohibiting ragging.
9. Overall supervision of the Admission, Placement and Promotions activities
10. Monitoring academic calendar and activities in consultation with the academic head
11. Looking after the legal aspects and issues for the group institutions
12. Preparation of proposal and project report for new courses, new institutions etc.
13. Guiding and monitoring quality management issues
14. Co-ordination for accreditations such as NBA, NAAC, ISO etc.

15. Liaison with AIMA, HMA, AMDISA and such professional bodies.
16. Foreign collaboration and promotion issues

ii. Director - Academic

- 1) Providing academic guidance and Leadership
- 2) Faculty supervision and management
- 3) Management of Coordinator's work
- 4) HODs management & Coordination
- 5) Approving guest faculty and external examiners of Viva boards
- 6) Approving faculty nominations to seminars / external programs
- 7) Approving Subject allotment
- 8) Approving time tables
- 9) Supervision of class room administration
- 10) Monitoring the work of faculty
- 11) Administrating faculty performance
- 12) Approving project works – SIP / Specialization
- 13) Approving conduct of Seminars / FDPs.
- 14) Performance Management System
- 15) Overseeing Foreign Language classes and identification of concerned faculty
- 16) Preparations relating to Academic Board Meetings
- 17) Modification of existing courses
- 18) Designing new academic programs
- 19) Assessing Man Power Requirement and Recruitment of faculty
- 20) Providing strategic direction for academic excellence
- 21) Preparing and monitoring academic calendar.
- 22) Designing new courses, preparation of DPRs and also marketing the courses with the help of the support staff.
- 23) Restructuring existing courses as per the requirements of the corporate
- 24) Foreign collaborations in academics issues

iii. Director Administration

1. Monitoring overall student facilities such as Hostel and Mess facilities
2. Monitoring the discipline of the students, prevention of ragging
3. Ensuring student records and progression in a systemic way

4. Supervision and Management of administrative staff
5. Monitoring the logistics
6. Guiding and Monitoring event Management
7. Constitution of Committees.

iv. Director Training and Consultancy

1. Preparing and designing various training programs for different target groups in the organizations.
2. Customizing the existing programs in tune with the requirement of the corporate.
3. Preparing the training calendar of the institute
4. Preparing inventory of faculty profiles for different topics and different programs.
5. Mapping the faculty resources with the requirements for varied topics.
6. Preparing action plan for assessment of training conducted.
7. Suggesting suitable programs for different levels of employees.
- 8 Promoting and carrying out consultancy Assignments
9. Assessment of post training performance of the trainees.
10. Administering the entire training cycle and documenting the training cycle.

v. Director- Placements

1. Overall incharge for promotion activities of the group
2. Supervision and management of the placement wing
3. Monitor the preparation of placement brochure
4. Designing and monitoring of pre-placement training activities.
- 5) Liaisoning with corporate professionals
- 6) Liaison with National professional bodies such as NHRD, AIMA etc.

vi. Director- Promotions

- 1) Designing and monitoring promotion schedule for the academic year
- 2) Designing advertisement campaign and other publicity campaign.
- 3) Implementation of new ideas to promote the quality & branding of the institute
- 4) Monitoring the preparation of various survey reports

vii. Controller of Examinations

- 1) Preparing the calendar for the examinations for the programs on trimester basis in line with the dates of the academic session.
- 2) Assessing and designing new model of examination system from time to time in

consultation with the core team that includes Director – Academic, HODs and Top Management.

- 3) Preparation of panel of examiners in consultation with faculty concerned , Director Academic and HOD
- 4) Selection of paper setters and evaluators in consultation with the Board of Examiners including payment of remuneration
- 5) Monitoring paper setting and evaluation
- 6) Scheduling the viva voce exams at the end of each term
- 7) Preparation of marks memo
- 8) Declaring the results
- 9) Preparing the list of candidates eligible for award of Diplomas
- 10) Preparing the list of candidates eligible for award of medals
- 11) Preparing the certificates to be presented to the passed out students at the convocation every year

viii. Head of the Departments

- 1) Ensuring proper work allotment among faculty of the Department
- 2) Follow up on time tables
- 3) Ensuring the preparation, approval and delivery of caselets / cases/ other material.
- 4) Guest Lectures approval
- 5) Follow up on Continuous evaluation
- 6) Periodical evaluation of the faculty
- 7) Question paper evaluation
- 8) Supervision of projects
- 9) Periodical review of courses and suggesting modifications to Director – Academic
- 10) Arranging Viva-voce
- 11) Seminars / MDP / FDP – idea generation and coordination with faculty for conducting
- 12) Supervision of events – SAMANVAY, SAMAROAH etc.,
- 13) Complying with requirements as per PMS.

ix. Course – coordinator Activities

A Course coordinator is expected to perform the following tasks:

- a) Preparation of Time Tables in consultation with the other coordinators and HOD/ Director – Academic at the beginning of each term.
- b) Administering the Time Tables
- c) Ascertaining that the course work in each course of the term at any given point of time is

conforming to the lesson plan prepared.

- d) Accommodating guest lectures
- e) Facilitating industrial visits
- f) Allocating Summer Project guides the students in consultation with the individual faculty/ HOD / Director – Academic.
- g) Providing sufficient time for final and summer placement interviews during 5th, 6th terms and 3rd terms respectively for the seniors and the juniors.
- h) Ensuring that attendance is calculated and posted on the notice boards by the concerned office staff every 15 working days.
- i) Ensuring administration of faculty feedback forms by the concerned staff.
- j) Help in the final preparation of the almanac in advance in consultation with the HOD/ Director (Academic).
- k) Preparation and planning of induction programme for the 1st year students and ensuring that the plan prepared is implemented.
- l) Preparation and planning for counseling sessions
- m) Allocate the students to their mentors in consultation with the Director – Academic / HOD/ individual faculty members.
- n) Coordinate Fresher's and Farewell Parties.
- o) Complying with requirements as per PMS.

b. Other Terms and Conditions

- a) As an employer, this organization is entitled to make use of all the skills that employee possess and that employee acquire while in employment of this institution.
- b) In addition to the academic work, employee may have to take up any administrative work related to Siva Sivani , as assigned to you from time to time.
- c) Employee will be required to submit all their original certificates. The original certificates will remain in the custody of the institution and will be returned to employees upon being relieved.
- d) This organization will not come in any employee's way, in case employee wants to shift to another organization or discontinue with their services in this organization. However, they will be required to route their application, to any organization through the Vice President and Dy. Chief Executive. Breach of this clause in any manner will entail termination of their services from this organization without any notice, irrespective of the fact whether they are still under probation or their services have been confirmed.
- e) Prior permission has to be obtained from the competent authority if they wish to take up any other assignment, whether part or full time, voluntary or remunerative.
- f) Employee will work under the supervision of /or such officer, as may be decided upon, from time to time by the institute. Employee shall diligently and satisfactorily carry out the instructions given to him/her by their superiors, in connection with the work assigned to them, to the best of their skills and ability. So also they will be under obligation to strictly observe punctuality.

- g) Any service of communication of whatever kind, an employee will be informed by ordinary post, at the address given by them at the time of joining the employment or such other address which they may thereafter intimate in writing to the institute. It will be their duty to intimate in writing to the institute under due acknowledgement, whenever there is any change in their address, failing which the address in the records of the organization will be treated as the address for service of communication.
- h) During the tenure of their service, he/she will keep their emoluments as secret from other employees of the organization and will treat all the information coming to him/her in the conduct of discharge of their duties and information contained in all documents and papers and other matter relating to the working of the institute as strictly confidential and shall not be divulged by them to any other person other than those of the management.
- i) The institute shall have the right to require an employee to subject him/herself at any time during their employment with a registered medical practitioner of its choice, to a medical examination. If an employee is found medically / physically / mentally unfit, their services will be liable to be terminated at any such time, without any notice or salary in lieu thereof.
- j) All salary, increments / promotion and demotion will be at the sole discretion of the institution and will depend upon their efficiency, intelligence, sense of discipline, loyalty and good behavior and subject to prosperity also.
- k) An appointment in the group institution is made on the basis of information given by the applicant in his/her application for employment. In case any information, declaration, statement given by the applicant at any time, is found to be false, untrue, incorrect, conceded or any material information is suppressed, his/her services are liable to be terminated forthwith without any notice or salary / compensation in lieu thereof at any time during or even after completion of the probation period.
- l) On disassociation with the institution of the group, for whatsoever reason, employee will not take up any employment with a competitor institution for a minimum period of six months.
- m) During the course of any employees service with the institute or in the event of cessation of their services in future, due to any reason whatsoever, employee shall, for a period of six months from the date of such cessation, directly or indirectly, either on his/her own accord or on behalf or in conjunction with any other person/s, firm or company, refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the institute to join the services of their new employer/firm/company or any other competitor of the institute. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the management.
- n) Services of an employee with the group institution are liable to be terminated
 - i) without assigning any reason and without giving any notice during probation period
 - ii) At any time during their tenure with the institute in the event of
 - a) Any breach of the conditions mentioned in the appointment letter read with this annexure on their part
 - b) Any incorrect information furnished by the employee like
 - Mismatch in their previous employment data even for a day

- Mismatch in their previous pay slip
 - Fake qualification certificates
 - False experience etc.
- c) Suppression of any material information by the employee.
 - d) Any breach of the Rules and Regulations of the group as applicable/may be made applicable to an employee from time to time.
 - e) Any misconduct during their service in the institute.
 - f) Willful negligence in discharge of their duties.
 - g) Disobedience and indiscipline of any nature during their tenure of employment with the group institutions.
 - h) Any act/acts that will vitiate the harmonious environment and smooth functioning of the institute or any of the group institutions.

4) Dress Code :

All employees are required to be in formal dress on all working days. All male faculty members are expected to wear a tie and formal shoes and business suits on special occasions where as women employees are expected to be in saree or salwar kameez. Jeans, t- shirts are prohibited for either sex.

5) Leave Rules:

The President and Chief Executive is the sole authority to set up and implement leave rules for the staff of the group institutions. The President and Chief Executive reserves the right to review and revise the eligibility of different types of leaves based on exigencies and type of work at the group institutions and also set up such rules differently for different categories of employees and institutions in the group. At present every staff member teaching and non- teaching are eligible for leaves as per following rules

a) Leave eligibility:

(i) Casual leave:

- 1) Every employee (teaching & non teaching) is eligible for Casual leaves @ 1 leave per calendar month commencing from January of each year. However, if an incumbent joins the group institute on or after 16th of a month he/she will be eligible only for ½ day C.L. for that month.
- 2) The leaves can be availed in advance, as required under exigency circumstances, to an extent of total absence not exceeding 9 days (Including Saturday, Sunday and holidays) at one time.
- 3) The casual leaves can be suffixed or prefixed with Public Holidays, Sundays and Compensatory Offs and such other holidays declared for the institute from time to time, except term/ Semester / Year end / Quarter end vacation.

An employee must invariably be present on the last working day before any vacation or the first working day after any vacation failing which the vacation, whatever be its length, including Public holidays, Sundays etc during that period , would be treated as

leave.

- 4) If an employee resigns before accumulation of the availed casual leaves, availed in advance, the balance leave unaccrued shall be treated as Leave Without Pay at the time of relieving the employee.
- 5) The casual leaves can not be accumulated beyond December of every year.
- 6) Unavailed CLs can be encashed to an extent of not more than 5 days in a year.
- 7) Availment of Casual Leave is not by right, but can be availed of only when sanctioned.

(ii) Late Coming/Early Leaving:

Early leaving/late coming, (1 hour) occasionally, is permissible with specific sanction of appropriate authority. However, 3 such permissions in a month will be accounted for as ½ day Leave.

(iii) **Other leaves:**

- 1) Privilege leave – (p.l.):

TEACHING STAFF:

Teaching staff are not eligible for PLs. However, they are eligible for a vacation of 30 days per completed academic year. The schedule of availment will be decided before commencement of vacation of the institution each academic year. Normally, vacation not availed will lapse. However, such unavailed vacations can be accumulated with specific permission of the President & Chief Executive to be availed, as PL, as per the rules and regulations applicable to PL, at a later date. This provision is at the sole discretion of the President & Chief Executive.

NON-TEACHING STAFF:

Non teaching staff is eligible for Privilege Leave of 30 days per completed year of service. Privilege leaves can be accumulated to an extent of 120 days. Encashment of P.Ls is admissible at the time of leaving the organization, or once every year, subject to a maximum of 30 days or 50% of the leave to the credit of the employee, whichever is less.

In case, P.Ls are exceeding 120 days, application for encashment should be submitted to the concerned authority before December of such year when the P.L's are exceeding 120 days.

As per the regulations, no P.L. would be granted except for leave during vacations, if an applicant has any other leave to his/her credit.

However, if the application for absence in the form of CL be considered for the reasons of ineligibility of such leave, PL s will be granted for the said leave of absence. P Ls can be availed in a minimum of 3 at a time.

2) Sick Leave:

A member will be eligible for full pay for a maximum period of one month in case of hospitalization. when advised complete bed rest subject to a maximum of one month per year and six months during the entire service of the employee.

Above sick leave will be applicable to incumbents who are hospitalized or required to take bed rest owing to certain serious medical circumstances post hospitalization or a treatment due to which bed rest becomes necessary. This , is however, not applicable

for ordinary reasons such as fever, exhaustion and such which invariably would involve confinement to house.

3) Maternity Leave:

An Employee is eligible for the following type of leaves. Maternity leave for a period of 45 days will be granted with full pay for the first issue. Paternity leave of 1 week will be granted to the male employees for the first issue.

The sanctioning authority has the right to refuse any type of leave requested for when such leave, in the opinion of the Sanctioning Authority will impede smooth functioning of the Institution and in all such cases of refusal of leave, the leave if availed of without prior sanction will be treated as leave without pay and there will be a break in service for such period.

The competent authority can modify these rules or portion of the rules as deemed fit and as and when necessary. The decision of the President & Chief Executive in this regard is final and shall be binding on all employees.

4) SABBATICAL LEAVE / LIEN :-

As an impetus to career development and enable higher learning by the employee in environment, both in practice and academics, employees may be permitted to go on sabbatical leave/lien subject to the following conditions:

- a) An employee shall be eligible to apply for a sabbatical leave / lien only after he/she completes three years of continuous service in the group institution.
- b) The period of sabbatical leave / lien is for a maximum period of two years in the entire career of an employee and shall not exceed one year at a time and shall not be less than three months at a time. Extension of sabbatical leave/lien may granted , on case to case basis and on merits, solely at the discretion of President & Chief Executive, for a maximum period of six months over and above the two year period.
- c) The employee and the employer contribution towards P.F, ESI, Medical / Health Insurance during the period of lien shall be the sole responsibility of the employee on lien to be paid either by the employee on his/ her current employer if the employee on lien is permitted to take up employment during the period of lien.
- d) There shall be no financial implication of any other nature to the group institution. After expiry of the period of sabbatical leave/ lien granted, an employee shall join back the group institution at the same cadre and pay at which he proceeded on leave/lien.
- e) He shall have no claim as to the seniority in the matter of financial and or career incentives / advancements that might have been awarded to group employees during the period of his absence on leave/lien. The President & Chief Executive, however, on application, at his/ her sole discretion may grant such benefits to employees on return, based on merits and on case to case basis.
- f) An employee may be sent on training in specific skills as per the requirements of the group institution and also for the purpose of career advancement and enhancement in his/her learning. In all such cases the group reserves the right to utilize the knowledge acquired through such training for the institution's benefit at the sole discretion of the President & Chief Executive.
- g) The cost of training may be reimbursed at the discretion of President & Chief Executive,

either fully or partially based on merits on case to case basis and such reimbursement shall not in any circumstances exceed Rs. 50,000/-, per training.

- h) Such an employee who has been trained at the cost of institution (either partially or fully reimbursed) shall not leave the organization for a period of one year from the date of completion of the training. If such an employee leaves the organization earlier, due to any reason what so ever, including termination, an appropriate proportion of the amount spent on training amount, as deemed fit by the management will be recovered from the employee.

RULES AND CONDITIONS APPLICABLE TO FULL TIME FACULTY OPTING FOR A PART TIME ASSIGNMENT:

Conversion of faculty from full time to a part time assignment and vice versa will be at the sole discretion of the Management. They will be permitted to avail of this facility for a maximum period of 3 months at a stretch.

A faculty member opting for such conversion should have put in a minimum of two consecutive years of service as a full time faculty member at this organization. The management reserves the right to extend or curtail the period of time sanctioned to such faculty after giving a notice of one week.

They will not be entitled to any salary / emoluments during summer vacation if they are not on the payrolls of the institution at least one calendar month before the start of summer vacation or the first of March of the calendar year before the summer vacation, which ever is earlier.

They will not be entitled to work in any other organization unless prior permission is obtained during the period of such conversion from the management .They will be present at all meetings of the faculty and attend all functions of the institution, whether formal or informal during the period of conversion .

Only 1 member out of each department will be permitted to convert into part time faculty at any given point of time. Full time faculty who obtained permission to work as a part time faculty will be entitled to total emoluments to be decided by the management at the time of permission for such conversion. Such emoluments will however not exceed 50 % of the emoluments drawn as a full time faculty at the time of such conversion.

However the part time faculty members will be eligible for PF contributions (and deductions) during this period. Other allowances will be decided as appropriate at the time of conversion.

They are not entitled for any leave, except casual leave which is admissible on proportionate basis (1 day in a month) provided they have classes on all five days of the week. Faculties who have classes for four days or less in a week will not be entitled to any leave including casual leave. In case they fail to take the classes allotted to them on a particular day proportionate payment would be deducted out of their emoluments.

If a full time faculty opts for conversion into part time faculty, the period of such conversion will be treated as not in service and there will be a break in the service of such faculty member .The next increment of such a faculty member will be affected only after completion of twelve months of service , including that part of twelve months prior to such conversion and after the last increment effected.

During the part time tenure if the performance of a faculty member is not satisfactory, the management reserves the right to either cancel the remaining period of the permitted to work as a part time faculty member or terminate the services of such a member even as a full time faculty

with a notice of one week.

Part time faculty are expected to assist the institute for invigilation work, setting the question papers, evaluation of the answer sheets, framing of syllabus etc. at no extra emoluments.

In case of any other works they should assist the management when it is requested for.

Compensatory Off:

Faculty and staff who are required to work on the days declared as holidays for the institute are eligible for Compensatory Off. In other words, since a holiday has been made a working day for them, they can opt to make any other working day as a holiday. However, this provision can be availed subject to the following conditions.

1. There should be an explicit authorization from the concerned controlling officer to work on a day declared as a holiday.
2. Similarly the availment of compensatory offs requires specific sanction from the concerned authority.
3. A full day's work is only eligible for compensatory off of full day. If any person works upto 4 hours , then he/she will be eligible only for ½ day compensatory off.
4. Compensatory offs should be availed within one month from the date of working by the incumbent.
5. Compensatory offs should not be clubbed together unless someone had to come to office for special duties, continuously, on holidays. Such availment can be made with specific approval of concerned authority.
6. Compensatory offs can be Prefixed/suffixed to a holiday subject to above condition.
7. Compensatory offs not utilized will lapse after expiry of 30 days from the date of accrual and no cash compensation is payable for the same

It is also to be noted that the sanctioning of Compensatory off as per above rule is solely at the discretion of the sanctioning authority and is not a matter of right.

The President and Chief Executive may, at sole discretion sanction cash compensation in lieu of a c.off. as considered proper and fit for an employee and the above rules will stand suspended if such a cash compensation is put in vogue.

The President & Chief Executive is the sanctioning authority of leave of any kind to any employee of the group. The President & Chief Executive may delegate this power to any other officer of the group at his/her sole discretion and such delegation may be cancelled by the President & Chief Executive at any point of time.

Persons on essential services:

Those who are on essential duties and services such as hostels, house keeping, maintenance, mess, medical and such other student and several service activities are eligible for the following type of leaves and vacations.

An employee will have two paid holidays in a month in lieu of weekly offs. These holidays have to be availed in consultation with the concerned controlling officer so as to not hinder the services they are detailed for.

Promotions and Demotion policies:

In filling positions at Siva Sivani Institute of Management, preference is given whenever possible to qualified persons currently employed at the Institution, with factors such as competence, relevance, experience, potential for employee growth. Employees are encouraged to express interest in positions for which they believe they are qualified and competent.

A promotion is an advancement from one position to another (either in the same office or in another office) that is classified at a higher grade level. A promotion normally, but not necessarily, is accompanied by an increase in salary but with additional tasks, Assignments/ Responsibilities.

A transfer is defined as a change from one position to another within the same classification level and salary range and normally does not include an increase in salary.

To be eligible for a promotion, a person must have completed at least the probationary period, and a two year of prior service at the institution is strongly preferred.

Promotions, transfers , relocations are processed by a committee constituted by the President and Chief Executive for the purpose, from time to time

Termination Policies: Notice by the Individual

A staff member should submit adequate written notice to his/her supervisor before voluntarily leaving the College. Those individuals whose responsibilities are determined by the academic calendar are expected to fulfill their commitments through the academic year or at least the term they are planning to leave. Professional and administrative employees are expected to provide a minimum of three month's notice. More advance notice may be appropriate for senior level positions. Office/clerical and service staff members are expected to provide a minimum of one month's notice. In case an employee fails to give such a notice or needs to be relieved in exigency, a sum equivalent to the salary for the shortage of the notice period shall be paid by the employee before relief.

Authority to waive or otherwise reduce the notice period is at the sole discretion of the President and Chief Executive.

Notice by the College:

Termination of an individual may result from inability of the incumbent in a position to perform/discharge his / her duties, as a result of disciplinary proceedings, prohibited by law to be employed in the specified position or under summons for cognizable offences or for offences under Cr.P.C/ cyber law reorganization or financial exigencies or such other circumstances which the management considers fit. The termination of an employee for cause by the institution may also be a result of an individual's inability to attain the required level of performance in the job, failure to comply with required policies and procedures or standards of professional behavior applicable to employment, or repeated failure to perform required duties. Written notice of termination for such reasons will be as per the terms and conditions of employment specified in the appointment letter of the employee.

The President and Chief Executive may order payment of the compensation amount, not more than the salary for the period of notice under the terms of employment of the employee, in the event of an immediate relief of the employee in such circumstances. However, no such compensation is payable for termination as a result of disciplinary proceedings, failure to comply

with required policies and procedures or standards of professional behavior applicable to employment, or repeated failure to perform required duties, for cognizable offences or for offences under Cr.P.C/ Cyber law reorganization.

Any termination must be approved by the President and Chief Executive, or his/her designee, and must be in accordance with established policies and procedure.

Disciplinary Matters:

All employees of the group are required to abide by the rules and regulations of the group in vogue from time to time. Non adherence to such rules, regulations, procedures and behaving and conducting themselves in a manner that amounts to non adherence to the rule and regulations and non adherence to discipline laid out with reference to punctuality , permissions and discharge of duties as per the job description described for the position they are holding would amount to indiscipline and entail disciplinary action. Maligning the image of the institute in any form in public or private shall be treated as indiscipline and such employees will be subjected to disciplinary proceedings.

In all such cases and otherwise disciplinary action may be initiated based on a complaint , be it oral or written, and/or suomoto by the competent authority or the controlling officer against the erring employee. The competent authority, if considered fit and proper, may appoint a disciplinary committee to address all such cases and grievances. A committee so appointed will follow the prescribed procedure for handling the case such as issuing show cause notice etc. An opportunity will be given to the employee to put forth the grievance what he/ she is facing in front of the committee. The decision of the Disciplinary committee will be communicated to the employee. Appeal on the decisions and recommendations of the committee lies with the President and Chief Executive and the decision of the President and Chief Executive shall be final and binding all concerned.

If during such period of disciplinary proceedings, an employee is required to be suspended, a subsistence allowance will be paid to the employee as determined reasonable by the President and Deputy Chief Executive, subject to the employee fulfilling the terms and conditions for claiming such allowance.

COMPENSATION AND SALARY ADMINISTRATION

1) Position Classification System

Siva Sivani utilizes a classification system in which each job is reviewed based on information provided in a role description. The analysis of a job considers requirements such as knowledge of the area, problem-solving, organizational breadth, accountability, and required skills and experience. This information is evaluated in the context of internal equity and competitiveness with the appropriate job market. Based on the results of this analysis, each position is assigned an appropriate band level. This band classification system is utilized for the fixation of the pay and allowances and other compensations for such bands of employees. Statutory requirements and guidelines such as

The job classification process is initiated for the creation of a new position or a significant change (increase or decrease) in the key responsibilities of a position. An organizational statutory requirements and guidelines such as UGC/ AICTE/ Government pay scales are applied as appropriate in such fixations. The cadre ratio as statutorily required will also be considered while formulating the position classifications.

2) Payroll Procedures

Siva Sivani follows the pay scales and other pay structure as per AICTE norms. Normally the pay will be distributed on the last working day of the particular month. In certain exigencies / circumstances pay and allowances may be distributed on a day other than last working day with the approval of the President and Chief Executive.

The President and Chief Executive at his/ her discretion, may announce and sanction any incentives that encourage employee and organizational development and enhance employee satisfaction.

3) Overtime

Teaching staff are eligible for payment for extra hours worked at times when workloads or unusual circumstances make it necessary. Whenever possible, the extra hours will be offset by allowing the employee an equivalent number of hours off during the same pay period so that the total hours worked will not exceed the limit in a week. "Compensatory time" for extra/overtime hours is not permitted to be carried over to subsequent months. Extra hours worked are compensated at the rate that is appropriate for the position and the work. This provision is discretionary and subject to specific recommendation and approval of controlling authority.

4) Probationary Review

The performance of new employees is reviewed at the end of the official probationary period, that is, after six months or one year, as the case may be, of employment. Probationary reviews provide an opportunity for the management and the employee to determine the appropriateness of continued employment for the employee and to discuss performance and areas for further development.

5) Annual Performance Review

Each employee is expected to perform as per the parameters specified for their position. A Performance Management System developed on the basis of requirement of job positions and also that facilitates overall employee development, career advancement and that enables

retention, boosts up the morale has been put in position and is operating since academic year 2008 – 2009.

All employees are eligible for a merit review on an annual basis as provided in the PMS. Exceptions may include those hired into temporary, externally funded positions and those who have not completed the new hire probationary period.

The purpose of the merit review is to provide an opportunity for employee and superior to discuss the employee's performance over the past year in the context of the employee's position responsibilities and the objectives of the department or work unit. The annual merit review is an opportunity to provide suitable rewards in the form of increments or otherwise to reward good performance.

Superiors (HOD's) are expected to complete a written annual performance plan for each of their subordinates, in concert with the Siva Siavni's Performance Management system, and to schedule time to discuss the appraisal with the employee. The supervisor shall monitor the planned performance and record the periodic reviews which shall form part of the PMS for both the employee and the reviewer. Every employee shall be furnished the necessary extracts, scheme and formats of PMS for his/ her use. The entire document of PMS is available for the reference with the HR department of the office.

PROFESSIONAL AND PERSONAL DEVELOPMENT

a) Career planning:

A well charted career progression is available at Siva Sivani. For teaching staff, the normal entry is at the level of lecturer/ Research Associate depending on the qualification and experience. Teaching faculty are encouraged to acquire higher qualifications and certain incentives are also provided for this purpose. Research Associates will be promoted as Assistant Professors/ lecturers after they have been trained in handling the academic work both in classroom and outside. Assistant Professors / Lecturers will be promoted as Associate Professors/ Readers, in terms of the qualification and experience as prescribed by the AICTE. Similarly Associate Professors/ Readers will be promoted as professors. The institute maintains a cadre ratio better than the one prescribed by the approving agency and hence vacancy is no bar for such promotions.

Whenever an open recruitment is resorted to , the internal faculty members are also given an opportunity to compete when ever possible internal recruitment is preferred over the direct recruitment. The organization also provides for opportunity to acquire multiple skills by the teaching faculty by nominating them to the various administrative and organizational roles such as Course co-ordinators , Event co-ordinators , project guides, mentors etc. This will enable their progressions to administrative roles as Assistant Directors, Deputy Directors, Directors, HOD etc.

Similar career planning initiatives are also available for non- teaching staff who will scale up the ladders to the level of directors having joined as administrative assistants.

b) Employee counseling

The Employee counseling Program provides professional counseling, information, and referral services to faculty and staff. The Program offers confidential consultation on a wide variety of personal, family, or work-related problems that may contribute to high levels of stress and interfere with health and work performance. Individuals are free to discuss any problem that concerns them, such as anxiety, depression, family or marital stress,

substance abuse, smoking cessation, separation and divorce issues, job or career-related conflicts, financial or legal concerns, and stress management.

The Employee Counseling Program treats all contacts confidentially. Any records of contacts are kept by the Program Director and do not become part of an employee's personnel record. The Program Director is nominated by the President and Chief Executive, in consultation with the HR professionals and Department from time to time.

It is the policy of the group institutions to provide ample opportunities for individual development that contributes not only to the individuals growth but also to that of the organization.F

c) **Acquiring Higher Qualification**

All employees are encouraged to acquire qualifications that are higher and related to their field of work. Suitable and appropriate incentives are announced and implemented from time to time for such acquisitions. The incentives may take the form of financial incentives / rewards , treating absence as O.D and such others. The rules prescribed for the Acquisition/ Qualification while in service are appended to this manual. The President and Chief Executive reserves the right to amend / withdraw the promotion and the incentives there of at his/ her sole discretion.

d) **Faculty Development Program**

Faculty is encouraged to attend FDP's being conducted by various prestigious educational institutions where certain type of expertise with the faculty rests. Similarly Siva Sivani also conducts FDP's for faculty of other institutions and also in house training in certain specialized and specific areas.

e) **Professional Development**

Continuous learning is at the core of excellence for an educational institution. In order to facilitate learning, Research contribution and Industry-institute-interface, all employees are encouraged to take part in academic related work such as publication of articles, books, seminar participation, consultancy and such, that will not only enhance the personal knowledge and skill of the faculty but will also result in a position of pride for the institute. The faculty members are provided with facilities and resources and are encouraged to present papers and / or attend seminars in their respective stream for development in his or her area.

The following incentives are available in this direction, at the present time.

- i) **Publication of articles** : Employees are encouraged to publish their research works in reputed journals. The list of approved journals is available with the institution. This list will be updated as and when unnecessary in the interest of the faculty members. An incentive will be paid as under for publication of an article by an employee.

i)	Any Journal in the general list	Rs. 2,000/- per article
ii)	Referred Journal	Rs. 4,000/- per article
iii)	E – journal (international)	Rs. 4,000/- per article
iv)	International Journal	Rs. 6,000/- per article

- (ii) **Seminar Participation:** Faculty members are encouraged to participate in seminars. However, they can participate only in their areas of specialization since it will help

them to further upgrade the skills and knowledge in their areas. Further, such participation also benefits the students. The following financial assistance will be available per academic year for attending /paper presentation in seminars/Trainings/Conferences of faculty's choice.

	AMOUNT	NO.OF DAYS OF OD
Professors	20,000	15 days
Associate. Professors	15,000	12 days
Assistant professors	10,000	10 days
Research Associates	6,000	6 days

If a paper is presented /published in the seminar proceedings an additional incentive of Rs. 2,000/- would be given.

(iii) **Developing a Case:** Faculty members are encouraged to develop cases in their own areas of their specialization for use as instruction material in the classrooms. The cases so developed may also be published and will be evaluated by an expert committee and those accepted will be rewarded as under:

- i) Cases developed out of primary data Rs. 5,000/-
- ii) Cases developed out of secondary data Rs. 2,000/-

In order to facilitate younger faculty members to prepare and present papers, a systematic and step by step activity is suggested as under:

2.1 - working Papers: All the faculty members are required to undertake working papers in their specializations. These working papers can be developed into a full paper after necessary discussion and review by colleagues . Each academic year, they are required to list the areas of their papers in their PMS proposals.

2.2 - Faculty members are required to publish research based articles in their specialization only and contribute to the department of their specialization. However , cross functional learning and inter disciplinary papers are also encouraged.

2.3 - Caselets and case studies have to be developed and published by the faculty members. Cases in their respective specialization could be used in classroom instruction.

(iv) **Publication of Books:**

Faculty members are expected to publish text books, research and reference books in their own areas of specialization. Such books shall be published in national / reputed publishing houses. A faculty member who authors and publishes a book will be rewarded Rs. 25,000/- for a text book, Rs 15, 000 for a reference book, Rs 20, 000 for a research book. However, proceedings of seminar/ conference/ workshop brought out as book shall not qualify for this purpose. A committee constituted for this purpose will decide upon whether the book deserves such incentives or not .

f) **Management Development Program**

We have set up separate training and consultancy department headed by a Director. This

department conducts training programs for executives of corporate both at Siva Sivani premises and at the clients place. Faculty from different disciplines are encouraged to design, develop and conduct such training programs on specialized and current topics in their respective disciplines as also suggest and recommend such programs to the MDP cell for marketing and conducting the same . The revenue generated out of such training programs is shared with the program design directors as well as faculty. Whenever the faculty services are utilized , the details of remuneration to be paid to the faculty for their services as programmed/resource persons will be notified by the President and Chief Executive. At present this scheme operates in the following manner.

INTERNAL

Whenever MDPs are conducted by this department, the services of some faculty members are also availed, either on working days or holidays. All the expenses are borne by the company. In these cases, when sessions are handled by a faculty member, an honorarium of Rs. 1,000/- per session (60 minutes – 90 minutes) on working day / Rs. 1,250/- on holiday will be paid. Coordinators of the programme along with their team are paid 20% of the net surplus. Coordinator's report in this regard shall be got approved by EVP.

EXTERNAL

If the MDPs are procured by any member of faculty, without involving Institute's training department, but conducted at Siva Sivani, the revenues generated should meet all expenses including the honorarium of faculty, internal or external. In such cases, the internal faculty should also be paid on the same lines of external faculty. The surplus (profit) generated will be shared between faculty (organizer/s) and institute in 70:30 ratio.

- g) **Consultancy, Research & Training:** Faculty members are encouraged to interact with industry to carry out executive training programmes and consultancy. The surplus generated out of such programmes will be shared between faculty and institute in the ratio to be announced by the management from time to time. Faculty members are also encouraged to design, develop and conduct Faculty Development Programmes which also will be treated in the above manner.

Procedure, Rules and Regulations:

Faculty members, undertaking the above activities are guided by a prescribed procedure and set of rules and regulations to facilitate administrative convenience and operational efficiency. Rules and regulations for operational convenience are framed and implemented by the Director Academic/ EVP in this regard from time to time.

At present the following procedure and rule shall be followed for the purpose of availing the incentives.

(i) Publication of papers:

- 1) Every employee who gets an article published shall submit copy of the same indicating the details of the journal where the article is published.
- 2) A committee constituted for this purpose will decide upon whether the journal is referred journal or an international journal deserving such incentives.

(ii) Seminar Participation:

Procedure: prior permission of Director Academic / EVP is to be obtained by an employee for this purpose. Director / EVP reserves the right to scrutinize the appropriateness of the seminar / workshop/ conference to the field of the study of the employee and permit him/ her. This permission is also subject to exigencies of work and will be at the discretion of HOD/ Director/ EVP. Prescribed format for the purpose are appended as annexures .

Rules:

1. Faculty members while proceeding to seminars should not link up with any leave either as a suffix or a prefix.
2. Attending seminars should be spread over the entire year and not concentrated at any particular time, inconveniencing the academic work in the institution.
3. Not more than two faculty members are allowed for the same programme at the same time.
4. Faculty members while actually proceeding to seminar and on return, should intimate the Director – Academic.
5. Faculty should take permission from the Director- Academic before proceeding to attend the seminar even though it is sanctioned earlier or the faculty is going on their own. In other words in every case , it has to be brought to the notice of the Director. Failure to comply with this will result in treating the absence as unauthorized absence and such seminar attendance will not go into the personal record of the faculty.
6. The faculty are submitting a report after attending the seminars should ensure that report must be comprehensive, in the sense that it should contain the main objective of the programme, session wise gist of the programme and eventually whether it has resulted in any value addition to the concerned faculty.
7. The concerned faculty, at the earliest, should arrange for presentation in consultation with the HOD and pass on the knowledge gained to other faculty members.
8. If any papers are published in the seminar , faculty should submit an entire copy of the publication, highlighting his or her contribution specifically. Publication will eventually go to library.
9. The faculty should also note that if they are proceeding to the next seminar they have to complete all the procedural aspects of Previous seminar like
 - a) Submission of TA bill
 - b) Submission of Comprehensive report
 - c) Completion of internal seminar

iii) PURSUING HIGHER EDUCATION

The organization encourages acquisition of higher qualification in the respective fields of specializations / areas of work.

The group institution provides the following incentives for pursuing higher studies in their related field.

- 1) Permission to absent himself/herself from the work place for purpose of consulting the guide, collecting data and such related academic work, Subject to the conditions it shall not exceed more than one day per week. However, they can be accumulated and availed but not

more than 5 days at a stretch.

The total period of such absence, for an employee, during his entire period of employment with the group institutions shall not exceed the following periods.

For acquiring higher qualification in relevant discipline such as

- 1) M.Phil for faculty, MBA/ M.A/M. Lib science for non- teaching staff. — 30 days.
- 2) For higher qualifications such as Ph.D — 90 Days.
- 3) No financial support / reimbursement will be given to an employee for pursuing higher studies.
- 4) On acquiring higher qualification in his relevant field, an employee will be granted increments in his scale as under:

For acquiring M.Phil – One Increment For acquiring Ph.D – Two increments

For acquiring MA/MBA/ M.lib science or equivalent (Non -teaching staff) - 1 increment.

These increments will be with effect from the date they acquire the above qualifications.

The procedure and rules for availing this facility at present are as under:

1. Every employee desirous of pursuing higher educational qualifications is required to take specific written permission from the President & Chief Executive, failing which qualifications so acquired shall not be treated as valid for any incentives or concessions as having been obtained with due validity.
2. Every employee is eligible to seek permission to pursue higher studies or studies in interested disciplines only after completion of probation or one year, whichever is later.
3. Employees who enroll / register themselves for higher studies such as M.Phil /Ph.D or any other educational qualifications at the time of joining the group institution shall, in writing, intimate the fact along with their joining report and shall obtain specific permission to continue the course from the President and Chief Executive.
4. All the employees who acquire additional qualifications with permissions from the competent authority , while in service at Siva Sivani group of institutions shall serve for a minimum period of 2 years after they acquire such a qualification, failing which the President and Chief Executive reserves the right to withdraw any such incentives granted and also impose such other penalties as deemed proper and fit in the circumstances
5. All permissions and incentives are available only for acquiring higher qualifications in the field directly related to the area of work and those that would aid in the career development of an employee. All such permissions and incentives granted shall be subject to the rules and regulations of employment in vogue for the Group Institutions and shall be subject to exigencies of work and shall not become detrimental to discharge of duties assigned to employees from time to time.

iv) Knowledge Management Initiatives:

In order to disseminate the knowledge and learning that accrued at the seminars attended by the faculty members, each faculty member is expected to submit a report in writing bringing

out the developments in the various areas, salient learning and addition to the body of knowledge and also appraise all the faculty members of the institution in an internal seminar.

IV) Work Environment and Miscellaneous provisions

- 1) The members are expected to be present on the opening and the closing days of every term and academic year of the institute.
- 2) All members are expected to be present for all the functions of the group institutions, and are also expected to be punctual
- 3) All members are expect to attend all meetings of their respective departments/ institution/ group and shall be present at the venue atleast. Five minutes before the scheduled start of the meeting.

Smoking Policy:

No employee shall smoke on the campus.

4) Consumption of Intoxicating Drinks and Drugs:

An employee of the Institute shall :

- 1) strictly abide by any law relating to intoxicating Drinks or Drugs in force in any area in which he happens to be for the time being;
- 2) Not be under the influence of any Intoxicating Drink or Drug during the course of his duty;
- 3) Refrain from consuming any Intoxicating drinks or drug in a public place and on the campus
- 4) Not appear in a public place and on campus in a state of intoxication.

SSGI Campus here would mean the entire geographic area of the buildings, class rooms, library and all other public places of the campus including the public entrances to the campus.

5) Private Telephone Calls :

No employee shall, except with prior permission, use the organizations telephone, telex and fax facilities for private purposes. In case, of emergencies, such a use is permitted, charges for which should be recovered from the employee.

6) Sexual Harassment:

All members are expected to respect the gender issues of each other . They must be careful about the language, words and symbols that could be derogatory to the others. As and when a complaint of sexual harassment is received from any lady or gentleman against an operating staff, the President and Chief Executive may have the complaint investigated in a confidential manner either by himself/ herself or by a team of two employees at least one of them being a women of the establishment . Based on the confidential report of such investigation, the President and Chief Executive may terminate the services of the concerned operating staff. Such termination shall be in terms of the provisions of clause 18 of these standing orders.

7) Holidays:

The institute observes all national holidays and also some religious holidays for the convenience of all employees and students of all respective faiths. The religious holidays that will be observed, will be informed from time to time. The holidays for the class work and office both for Teaching and Non-Teaching staff are decided appropriately from time to time in an academic year. The total number of holidays and vacations that would be observed by the Institute will be decided, keeping in view the requirement of the academics and requirement of minimum working days prescribed by the applicable statutory authorities / provisions.

8) Cultural Events:

All members of Teaching and Non-Teaching staff are encouraged to guide, participate and conduct various cultural and co-curricular activities of the group institutions in order to create and maintain a congenial work environment.

9) Employee Grievance Procedures:

All employees are required to air their grievances, if any, strictly in accordance with the procedure laid down here under and are not expected to take up their grievance with any other authority except those specified and authorized under the provision of this manual.

For Teaching Staff:

The procedure requires the aggrieved employee to take up the matter first of all with the concerned Head of the Department. If not satisfied with the reply of the HOD, the aggrieved member may submit his grievance formally in writing to the Academic head within 30 days from the occurrence of the case of grievance. Director(Academic) will communicate the decision to the aggrieved employee within 15 days, if required he may give a personal hearing to the incumbent before the disposing of the grievance. If the employee is still not satisfied, he may appeal to the chief Executive in writing. The decision of the chief Executive or the Vice President will be communicated to the aggrieved employee within 30 days. General issues involving scale of pay, allowances, benefits, promotion policy and matters relating to disciplinary actions, vigilance and security are beyond the scope of the Grievance Procedure.

For Non-Teaching Staff

An aggrieved employee in the first place should present grievance verbally to his immediate superior, who in turn would try to resolve the matter within three days. If not satisfied, the employee may submit his/her grievance in writing in the prescribed form to the head of the department, concerned manager or senior executive within 60 days from the occurrence of the cause of the grievance. The head of the department, concerned manager or senior executive will give a formal reply within 7 days of the receipt of the grievance, and if required the HOD may also give a personal hearing to the aggrieved employee.

If the employee is not satisfied with the reply or does not receive a reply within the stipulated period, he may take the matter to the top management who will give their decision on the grievance within 30 days of the receipt of the grievance.

Decision of the President and Chief Executive in the matter of all grievances shall be final and binding on the employees concerned.

10) Benefits : various employee benefits are announced and implemented from time to time. At present the following benefits are available to all regular employees of the group.

10.1) **Health Benefits:**

All the employees drawing a pay of Rs.10, 000/- and more are covered under family Medclaim Facility under the Andhra Bank – Aurogyadan Scheme. Whether a operation of the premium is reimbursed to the employee. All those employees who do not fall under this category are covered under E.S.I Scheme.

10.2) **Health Services:**

Siva Sivani Group of Institutions utilizes the services of near by hospitals (distance about 1 km) through Memorandum of Understanding for taking care of the students and staff on the campus. A qualified Staff Nurse is also on the roles of the Institute who can take care of resident medical problems for all the employees and students of the group institutions.

10.3) **Group Personal Accident Insurance Scheme:**

All the employees, Teaching and Non-Teaching are covered under a Group Personal Accident policy with a medical rider for amount appropriate to their cadre. Employees detailed on driving duties are additionally covered as per Motor Vehicles Insurance provisions.

10.4) **Retirement Program:**

Retirement is a relative term, which here should mean leaving the services of the company on attaining the age of superannuation and entering into wider fields of life & human interest. Under the existing service conditions of the Company an employee will superannuate on reaching the age of 65 years for teaching staff and 60 for non teaching staff. However teaching staff are allowed to continue their employment as per the norms prescribed by AICTE from time to time. Accordingly Directors, senior professors at present superannuate on completing the age of 70 years. After being formally intimated of the date of retirement (normally about a year in advance) an employee may avail leave accumulated to his/her credit and start filling in prescribed forms for timely settlement of dues.

Retirement benefits on superannuation

1. Encashment of the earned leave at credit.
2. Full provident fund contribution in the Company along with matching contributions and interests accrued on the whole.

Staff society:

Employees of the group are allowed to form into a self governed welfare society which functions on the lines of a registered society. Membership is open to all categories of employees of the group. This society caters to the thrift and other financial needs of the society, and is managed by the elected representatives from among the employees. Management of the group Institutions supports the activities of the staff society as needed from time to time.

11) **Facilities and Services**

11.1) **Identification Cards:**

Every employee shall be provided with an Identity Card indicating his/her name, personnel number, Designation, Qualification, Address and also a stamp size photograph. Every employee shall wear the id card prominently visible while on campus and on duty out- side campus. The employee shall show the Identity Card whenever asked for by the security or other staff

designated for the purpose and failure to comply with these conditions may entail punitive actions against the employee. If the employee loses his/her Identity Card, he/she shall obtain duplicate Identity Card as the case may be by paying Rs.50/

- along with one stamp size photograph for issuance of an Identity Card. Every employee, to whom Identity Card has been issued, must, on the termination of his/her service or before proceeding on leave preparatory to retirement or following his/her suspension from work, surrender his/her Identity Card to the personnel Department.

The Id cards are the property of the group institutions and shall not be used for any other purpose except for identification on official duties as required. Misuse of the card for personal gains is viewed as punishable offence.

11.2) **Dining facilities :**

The Institution provides dining facilities to all the faculty and staff members at subsidized rates.

11.3) **Campus Safety and Security Policies:**

The entire campus is provided with necessary Safety Equipment and security provisions. Watch and ward personnel are appointed for round the clock vigil in the campus. Fire extinguishers of appropriate type have been provided at all vulnerable places. In the campus and concerned personnel have also been trained on operations, and use of these types of extinguishers. The Identity Cards provided for all the employees, students and ensure legitimate access into and out of campus and avoid trespassing.

11.4) **Parking** - All employees are expected to park their vehicles only at designated places and all vehicles are parked at their own risk.

11.5) **Shuttle Service** - The Institute provides shuttle services to all the Teaching and Non-Teaching staff from specified boarding points in the city.

