



S. P. Sampathji's Siva Sivani Group of Institutions
SIVA SIVANI INSTITUTE OF MANAGEMENT
(Crafting Careers Since 1992)
(AICTE Approved)



EMPLOYEE HAND BOOK
2022

(A quick reference for HR Policies and Procedures)



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SIVA SIVANI INSTITUTE OF MANAGEMENT
has been awarded as
"WORLD'S GREATEST BRAND 2018-19"
by United Research Service,
Chosen by Consumers & Industry
of ASIA ONE, Dubai



Smt. AARATHI SAMPATHY,
The President of SSIM has been awarded
"WORLD'S GREATEST LEADERS 2018-19"
by United Research Service,
Chosen by Consumers & Industry
of ASIA ONE, Dubai



SIVA SIVANI

INSTITUTE OF MANAGEMENT

EMPLOYEE HAND BOOK

(A quick reference for HR policies and procedures)

Issued by
SIVA SIVANI INSTITUTE OF MANAGEMENT



VISION

“To be a Premier Management Institute significantly contributing to Corporate World and Society”.

MISSION

SSIM’s Mission statement defined as follows:

- To disseminate management knowledge through focused educational programmes.
- To contribute to management knowledge through extension and research activities.
- To develop responsible management graduates through ethics based education.
- To promote the culture of critical, innovative thinking and Social entrepreneurship.

Values:

The institute believes and practices the following values in all its internal and external relationships with its stakeholders which includes, students, parents, employee, vendors, government authorities and the like.

Equality | Fairness | Honesty
Transparency | Continuous learning

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About the Siva Sivani Group of Institutions

Siva Sivani Institute of Management is amongst the first Autonomous Management Institution in combined states of Telangana and 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 320 a year with four diversified and specialized full time management programs. The Programmes of SSIM are:

- PGDM
- PGDM - Banking, Insurance and Financial Services
- PGDM - Business Analytics

FOREWARD

I am happy that the revised edition of the book detailing the policies and procedures for the institutes in respect of its employees has come out in this Diamond jubilee year of the group.

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 alongwith HR Policy Manual would facilitate smooth and transparent administration.

I appreciate the efforts put in by Prof. M. Kamalakar - Executive Vice President, Dr. S.F. Chandrasekhar - Professor in HR and their team in compiling the hand book.

S. Aarathy

President & Chief Executive, SSIM

PREFACE

The Siva Sivani Group is entering its Platinum Jubilee Year in 2022. Siva Sivani institute of Management in its near completion of three decades, it has witnessed 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 annunciated 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, job descriptions, work norms, 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 Institutes.

I take liberty in reproducing the extract from the 1st version of this book, just as a reminder for the origin of this version.

“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. Today, 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”.
Unquote.

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 Dr. Sailesh Sampathy for bearing with me, the delay in compiling this.

I thank Dr. S.F. Chandrasekhar, has been both my left and right hands in developing the frame work and content and thereafter for the intense and repeated reviewing of the draft with my fastidious approach.

I will be failing in my duty if I do not thank Mrs. Asavari Barpute who has been bothered continuously by me in collating the content.

Mr. Rajsekhar needs to be appreciated and thanked for the never ending editing and compiling work done by him, but for which the present shape would not have come.

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 the benefit of all employees of the institute.

(M. KAMALAKAR)

Executive Vice President

Employee Grievance Procedures

1.0 EMPLOYMENT POLICIES AND PROCEDURES

Equal Employment Opportunity and Affirmative Action:

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, and 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 employee and staff members who have a proven track of academic achievements. Employee 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.

1.1 RECRUITMENT PROCEDURE:

1.1.1. Sources of Recruitment:

The sources of recruitment which we adapt in recruiting our employees are Open Advertisement, Publicity in print or electronic media such as job portals, institutes' website, other online communication elements. 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 Top management / 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. Similar prominent display forms should be used for other mode of publicity. 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.

1.1.2 Other sources of sourcing include :

- i) **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.
- ii) **Referrals** – Employees are encouraged to refer external applicants for appropriate job openings.
- iii) **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.
- iv) **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.
- v) **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.
- vi) **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 Top management / designated officer.

1.2 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.

1.2.1 Employee Qualifications for teaching at SSIM for AICTE approved program:

Assistant Professor: First Class or equivalent in full time Master's Degree in Business Administration / Management from recognized university/institute or and 2 years teaching experience at post graduate level. Preference will be given to those who are pursuing PhD or have published at least one or two papers in Scopus indexed or ADBC journals.

Associate Professor: Qualification as above, that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline from a recognized university/institute. Post PhD publications and guiding PhD students is highly desirable. Preference will be given to those who have published at least one or two papers in Scopus indexed or ADBC journals.

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 in the form of text books by reputed publishing house or sponsored research projects from appropriate government bodies and guiding PhD students is highly desirable. Preference will be given to those who have published at least four papers in Scopus indexed or ADBC journals.

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.

1.3 **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 /or telephonic intimation 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.

Selection seminar – A seminar has to be presented by the candidate in his/ her area of interest on a scheduled date.

Such presentation should be finished within a stipulated time. There would be a query handling session and the candidate will be evaluated by the top management, external experts, employee members, students etc. as the case may be.

Technical/Functional interview – A round of interview will be conducted by the subject experts in order to test the proficiency of knowledge in appropriate field of expertise of the candidate.

HR interview – A HR interview will be conducted by a designated authority for finalization of the selection process.

Step 4: Issuance of offer letter specifying joining time.

An offer letter to the selected candidate will be issued specifying the institutes intention of employing him/her as discussed and agreed terms, but without any details of the discussion

Step 5: Issuance of appointment letter on joining.

It is the policy of the institute to issue the covering appointment letter detailing pay and allowances and detailed terms and conditions of employment only on joining the job.

Step 6: Induction

Step 7: Declaration of probation

For all non-teaching posts, the selection seminar is waived. However, the functional and HR interview will be conducted by a designated committee/ Authority.

1.4 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 herein as well as in the appointment letters issued to the employee and also to the subsequent revisions, additions, modifications and deletions made there to from time to time.

1.4.1 Probationary Period:

The first six 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 confirm to the terms and conditions of employment and / or conducts himself/ herself in a manner detrimental to the interests of the institutes, 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.

1.4.2 Hours of work:

Full-time professional like employee /administrative positions are expected to commit 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 up to 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 Top management.

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

1.5 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 employee 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 extracurricular 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 incumbent. An employee's 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. Assistant Vice President
3. Director
4. Chairperson- Training and Consultancy
5. Chairperson /Head - Placements
6. Chairperson /Head – Promotions
7. Chief Controller of Examinations/ Controller of Examinations
8. Heads of the Departments (Academic)
9. Course – Coordinator

1.6 ROLE AND RESPONSIBILITIES OF KEY SENIOR POSITIONS:

1.6.1 Executive Vice President/ Assistant Vice President

1. Providing overall administrative and academic guidance to the institutes.
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 employee 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 institutes
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, NHRD and such professional bodies.
16. Foreign collaboration and promotion issues

1.6.2 Director

1. Providing overall administrative and academic guidance to the institutes.
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 employee 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 institutes
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, NHRD and such professional bodies.
16. Foreign collaboration and promotion issues

Director is also responsible for the administrative aspects of the institute. They are as follows:

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 IT facilities
7. Guiding and Monitoring event Management
8. Constitution and monitoring of Committees.

1.6.3 Chairperson/ Head 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 employee profiles for different topics and different programs.
5. Mapping the employee 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.

1.6.4 Chairperson- Head Placements

1. Overall in charge for promotion activities of the institute
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. Liaising with corporate professionals
6. Liaison with National professional bodies such as NHRD, AIMA etc.

1.6.5 Chairperson- Head Promotions

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

1.6.6 Chief Controller of Examinations (CCE)/ Controller of Examinations (COE)

1. Preparing the calendar for the examinations for the programs on trimester basis in line with the dates of the academic session and in consultation with Director .
2. Assessing and designing appropriate model of examination system from time to time in consultation with the core team that includes Director, HODs and Top Management. (as/if required)
3. Preparation of panel of examiners in consultation with employee concerned , Director 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

1.6.7 Head of the Departments

1. Ensuring proper work allotment among employee of the Department
2. Follow up on time tables
3. Ensuring the preparation, approval and delivery of case lets / cases/ other material.
4. Guest Lectures approval
5. Follow up on Continuous evaluation
6. Periodical evaluation of the employee
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 employee for conducting
12. Supervision of events – curricular and extracurricular in nature.
13. Complying with requirements as per PMS.

1.6.8 Course – coordinator Activities

1. A Course coordinator is expected to perform the following tasks:
2. Preparation of Time Tables in consultation with the other coordinators and HOD/ Director at the beginning of each term.
3. Administering the Time Tables
4. Ascertaining that the course work in each course of the term at any given point of time is conforming to the lesson plan prepared.
5. Accommodating guest lectures
6. Facilitating industrial visits
7. Allocating Summer Project guides the students in consultation with the individual employee/ HOD / Director.
8. Providing sufficient time for final and summer placement interviews during 5th, 6th terms and 3rd terms respectively for the seniors and the juniors.
9. Ensuring that attendance is calculated and notified to the students periodically and as frequently as required .
10. Ensuring administration of employee feedback forms by the concerned staff.
11. Help in the final preparation of the almanac in advance in consultation with the HOD/ Director.
12. Preparation and planning of induction programme for the 1st year students and ensuring that the plan prepared is implemented.
13. Preparation and planning for counseling sessions
14. Allocate the students to their mentors in consultation with the Director / HOD/ individual employee members.
15. Coordinate Fresher's and Farewell Parties.
16. Complying with requirements as per PMS.

1.7 Other Terms and Conditions

- A. As an employer, this organization is entitled to make use of all the skills that employee possess and those the employee acquires while in employment of this institution, with or without sponsorship / support from the organization.
- 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. 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.
- D. 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.
- E. 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.
- F. 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.

- G. 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.
- H. 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.
- I. 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.
- J. An appointment in the institute 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.
- K. 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.

- L. 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.
- M. Services of an employee with the institute 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 institutes.
- h) Any act/acts that will vitiate the harmonious environment and smooth functioning of the institute or any of the institutes.

1.8 DRESS CODE:

All employees are required to be in formal dress on all working days. All male employee 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.

1.9 LEAVE RULES:

The Top management is the sole authority to set up and implement leave rules for the staff of the institutes. The Top management reserves the right to review and revise the eligibility of different types of leaves based on exigencies and type of work at the institutes 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

1.9.1 Leave eligibility:

i) Casual leave:

No employee shall absent himself without prior sanction of appropriate leave. Usually the absence should be for one day only and after adjustment of workload (teaching and non-teaching) suitably.

Provided that in case of unforeseen emergency a employee

may be allowed to avail of two day's casual leave without prior sanction, subject to the condition that the leave sanctioning authority is promptly advised of the circumstances in which prior sanction could not be obtained.

Provided further that in the case of temporary indisposition the production of a medical certificate may at the absolute discretion of the leave sanctioning authority be dispensed with.

- a) 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 institute on or after 16th of a month he/she will be eligible only for ½ day C.L. for that month.
- b) The CL's can be availed in advance as required, under exigency circumstances to an extent of total absence not exceeding 8 days (including Saturdays, Sundays and Holidays) at one time
- c) 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 on 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.

- d) If an employee resigns before accumulation of the availed casual leaves, availed in advance, the balance leave accrued shall be treated as Leave without Pay at the time of relieving the employee.
- e) The casual leaves cannot be accumulated beyond December of every year.

- f) Unveiled CLs can be encased to an extent of not more than 5 days in a year.
- g) Ailment 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 $\frac{1}{2}$ day Leave.

iii) Other leaves:

Privilege leave – (PL.):

Teaching Staff: The eligibility for PL for teaching staff is conditional to the contingencies which require the teaching staff to work during holidays. However, they are eligible for a vacation of 30 days (at the rate of 2 $\frac{1}{2}$ days for every completed service of one month) per completed academic year. The schedule of allotment will be decided before commencement of vacation of the institution each academic year. Normally, vacation not availed will lapse. However, such unveiled vacations can be accumulated with specific permission of the Top management 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 Top Management.

Non-Teaching Staff: Non-teaching staff is eligible for Privilege Leave of 15 days per completed year of service. Privilege leaves can be accumulated to an extent of 120 days. Encashment of P.L.s 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.L.s 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 including CL/C.Off.

However, if the application for absence in the form of CL cannot be considered for the reasons of ineligibility of such leave, PLs will be granted for the said leave of absence.

PLs can be availed in a minimum of 1 at a time.

iv) 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.

v) 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 Top Management in this regard is final and shall be binding on all employees.

vi) 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 institute.
- 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 Top Management, 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 institute. After expiry of the period of sabbatical leave/ lien granted, an employee shall join back the institute 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 Top

management, 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 institute 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 Top management.
- g) The cost of training may be reimbursed at the discretion of Top management , 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.

10. RULES AND CONDITIONS APPLICABLE TO FULL TIME EMPLOYEE OPTING FOR A PART TIME ASSIGNMENT:

Conversion of employee 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 employee member opting for such conversion should have put in a minimum of two consecutive years of service as a full time employee member at this organization. The management reserves the right to extend or curtail the

period of time sanctioned to such employee after giving a notice of one week.

They will be entitled to only proportional salary/emoluments. They will be eligible for proportional vacation for the period they are in service as full time employee @ 2 ½ days per month (as being allowed to regular employee) subject to the condition that the concerned member has a minimum service of 6 months in the particular A.Y before converting to be part timer.

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 employee and attend all functions of the institution, whether formal or informal during the period of conversion .

Only one member out of each department will be permitted to convert into part time employee at any given point of time.

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

All the employee, who obtain permission to work as part time employee will be entitled to a total emoluments for the period they worked proportionately (worked out with mutual consent) before proceeding on such conversion or a consolidated pay not exceeding 50% of the salary drawn at the time of such 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 those on a particular day proportionate payment would be deducted

out of their emoluments.

They are entitled to take only 5 library books on loan which includes 2 reference books.

If a full time employee opts for conversion into part time employee, the period of such conversion will be treated as not in service and there will be a break in the service of such employee member. The next increment of such a employee 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 employee member as a part timer is not satisfactory, the management reserves the right to either cancel the remaining period of the permitted to work as a part time employee member or terminate the services of such a member even as a full time employee with a notice of one week.

Part time employee 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:

Employee 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 up to 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 ailment 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.
8. Stay in the office for lesser periods of time will not be clubbed to make it eligible for either ½ day or 1 day compensatory off.
9. Personnel from departments of Placements, Examination etc. would be required to be present at the institute on certain days when the placements/examination process is on. This extended stay will not be eligible to be treated for grating of compensatory off. Henceforth, on the day an employee is asked to work on a holiday, work requiring stay of 4 hours or more at a stretch would be available for compensatory off of ½ day and stay requiring 8 hours or more would be eligible for comp. off of 1 day.

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 Top management may, at sole discretion sanction cash compensation in lieu of a Comp. 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 Top management is the sanctioning authority of leave of any

kind to any employee of the group. The Top management may delegate this power to any other officer of the group at his/her sole discretion and such delegation may be cancelled by the Top management at any point of time.

10.1 Persons on essential services:

Those who are on essential duties and services such as hostels, housekeeping, maintenance, mess, medical and such other student related 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. They are however eligible for other leaves as other employees, except C.Off.

10.2 Promotions and Demotion policies:

Promotion is a function of relevance (vacancies) and competence (suitability). Therefore, based on vacancies arising, the promotions of employees will be decided. 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. However, this stipulation of minimum service

can be reviewed /waived by the top management based on the exigencies of work

Promotions, transfers, relocations are processed by a committee constituted by the Top management for the purpose, from time to time

10.3 Termination Policies

Notice by the Individual

A staff member should submit adequate written notice to his/her supervisor before voluntarily leaving the Institute. 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 months' 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 Top management.

10.4 Notice by the Institute:

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, provisions of law to be employed in the specified position or under summons for cognizable offences or for offences under Criminal Procedure Code/ cyber law 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 Top management 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.

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

10.5 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. On 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 somite 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 Top management and the decision of the Top management 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.

11 Conduct, Discipline, Penalty and Appeal

11.1 General

Every employee (Teaching and Non teaching staff) of the Institute shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these rules and shall observe, comply with and obey all orders and direction which may, from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence or control he/she, may for the time being, be placed.

No employee shall, by any express or implied act of omission or commission, do anything which may have the effect of compromising the interest, aims and objects of the Institute or embarrassing the relationship of the Institute with any government or agency.

11.2 Every employee shall endeavor to attain and maintain a collegial atmosphere and a learning environment that foster academic and research initiative and excellence.

11.3 No employee shall except with the prior sanction of the Director /management give evidence in connection with any inquiry conducted by any person, committee or authority. However, this restriction shall not apply to the evidence given to the following with prior information given to the Director.

- a. An enquiry before an authority appointed by any Government, Parliament, State Legislature or the Institute or
 - b. Any judicial inquiry or
 - c. Any departmental inquiry ordered by the Institute or by the Government
- 11.4 Every employee shall serve the Institute honestly and faithfully and shall use his utmost endeavor to promote the interest of the Institute and shall show courtesy and attention in all transactions.
 - 11.5 No employee shall participate, directly or indirectly, in politics or stand for political elections without a written prior permission of the Director.
 - 11.6 No employee shall, without prior written permission of Director, engage or participate in any demonstration which involves incitement to an offence nor shall he resort to or abet any form of strike.
 - 11.7 No employee shall except with the previous sanction of the Director, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication.
 - 11.8 No employee shall, except with the previous sanction of the Director, participate in a radio or television broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.
 - 11.9 No employee shall, accept, solicit or seek any outside employment or office, whether honorary or compensatory, without the previous sanction of the management.
 - 11.10 No employee shall undertake part-time work for any person, organization or institution or accept fee /remuneration therefor without the prior sanction of the Director who shall grant sanction only in exceptional cases when he is satisfied

that the work can be undertaken without detriment to his official duties and responsibilities. The Director may, while granting such sanction, stipulate that any fee received by the employee for undertaking the work shall be paid in whole or in part to the Institute.

A employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency.

11.11 a employee shall not have more than one legally married spouse at the same time.

11.12 Misconduct

11.13 The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action namely

- a. Negligence or failure to perform duties such as lectures, invigilation, evaluation, submission of grades and other matters connected with teaching and examination in the Institute and their assigned duties (in respect of teaching & non-teaching staff)
- b. Furnishing false information regarding age, qualifications, including percentage of marks and previous employment at the time of joining the Institute or during the course of employment such as
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates
 - False experience etc.,
- c. Violation of the canons of intellectual honesty, such as misappropriation of writings, research and finding of others.
- d. Taking or giving illegal gratification
- e. Receiving or giving undue favor or benefit

- f. Writing offensive language / tone in official communications.
- g. Commission of any act which amount to an offence involving moral turpitude or bigamy or disorderly conduct.
- h. Bringing disrepute to the Institute by talking in public forum.
- i. Fraud, misappropriation and acts amounting to offences of financial nature.
- j. Tampering or fabricating official records.
- k. Unauthorized absence, unauthorized overstay after leave and habitual late attendance.
- l. Undue discrimination.
- m. Unauthorized collection or expenditure of funds on behalf of the Institute.
- n. Unauthorized occupation or sub-letting of the quarters of the Institute.
- o. Employment or engagement for or without money in day or night anywhere without prior sanction of the Director/ Management.
- p. Disobedience of any lawful order or instruction of the competent authorities and insubordination to them.
- q. Making any form of official communication including electronic mail which vitiates the collegial atmosphere of the Institute.
- r. Misuse of the Institute's infrastructure facilities such as IT, library, photocopying, telephone, fax, vehicles, computers etc. or allowing outsiders to use them in one's office given by the Institute.
- s. Bringing or attempting to bring any political or outside influence to bear upon any superior authority to further the employee's interest in respect of matters pertaining to his service to the Institute.

- t. Resorting to or abetting any form of strike.
- u. Not honoring commitment made to the external parties as a part of the consulting, assignment taken up with the permission of the Director.
- v. Sexual harassment or any employees or others both inside and outside the Institute...
- w. Any other conduct which is unbecoming of a member of the teaching staff.

12. Penalty

12.1 Any one or more of the following penalties may be imposed by the disciplinary authority for good and sufficient reasons, on a employee who commits a breach of any or the Rules, or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interest of the Institute. On conflicting with the instructions or who commits a breach of discipline or is guilty of any misconduct or any other act prejudicial to good conduct.

- a. Censure
- b. Withholding of one or more increments either permanently or for a specified period and non-consideration for promotion either permanently or for a specified period.
- c. Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the Institute. By his negligence, breach of orders or misconduct.
- d. Reduction to a lower service or post or to a lower time-scale or to a lower stage in a time-scale.
- e. Compulsory retirement.
- f. Dismissal from service which shall be a disqualification for further employment at the Institute.

12.2 Penalties enumerated in (a) to (c) above are minor penalties and those enumerated in (d) to (f) above are major penalties

12.3 Imposition of minor penalties

No order imposing a minor penalty shall be passed except after the employee is informed in writing of the proposal to take action against him and of the allegation on which it is proposed to be taken and given an opportunity to make any representation he may wish to make and such representation if any, is taken into consideration by the disciplinary authority.

12.4 Imposition of major penalties

12.5 No order imposing any major penalty on a staff member shall be passed by the disciplinary authority without following the procedure as under:

a. There must be one or more allegations in writing

b. There must be preliminary inquiry into the facts alleged to have been committed by an officer of the Institute. Not below the rank of the concerned employee or by a member of the Board or any other external person approved by the disciplinary authority, to determine prima facie whether there are sufficient ground for proceeding further or drop the allegation as unfounded.

c. If the allegations are not dropped the disciplinary authority shall call for an explanation from the concerned employee as to why a disciplinary proceeding shall not be initiated against him on the allegations. The concerned employee shall be informed of the allegations and the fact that on preliminary inquiry the same prima facie appears to be true.

d. On receipt of the explanation of the concerned employee, the disciplinary authority shall consider the same and decide whether it is satisfactory and the matter should be dropped or it is not satisfactory and disciplinary proceeding needs to be initiated. If, however, the concerned employee

admits the allegations, the disciplinary authority shall propose a penalty without any inquiry. If the concerned employee contests the allegations and it is decided to initiate a disciplinary proceeding, the disciplinary authority shall frame specific charges in writing and communicate the same to the concerned employee in writing, simultaneously calling upon him to submit a written statement of his defense and exercise his option as to whether he wants to be heard in person. Copy of all relevant and permissible documents shall be supplied to the concerned employee on his requisition before he submits his written statement of defense.

e. On receipt of the written statement of defense or if no such statement is received within the time specified, the disciplinary authority may itself enquire into such charges as are not admitted or if it considers if necessary to do so, appoint a Board of enquiry or an Enquiry officer for the purpose. The disciplinary authority shall nominate a Management's representative to present the case in support of the charges before the enquiry officer. The disciplinary authority shall intimate such appointments to the concerned employee and shall simultaneously ask him and the management's representative to appear before the enquiry officer on a particular day at a specified time and place to take further orders from him. The enquiry officer shall also be intimated of such facts.

f. The enquiry officer shall receive all relevant oral and documentary evidence, first from the side of the management's representative and then from the side of the concerned employee. He will conclude the enquiry and submit a report of the enquiry before the disciplinary authority, recording the findings on each charge with reasons therefore.

g. The disciplinary authority shall consider the report and the record of enquiry and record of findings on each charge.

h. The disciplinary authority shall, if he decides to impose

penalty, propose a penalty and communicate it along with a copy of the enquiry report and a copy of his findings on each charge to the concerned employee calling upon him to make any representation to him against the proposed penalty, if he so desires.

i. On receiving and considering such representation or if no such representation is received within the stipulated time, the disciplinary authority shall impose appropriate penalty by order in the disciplinary proceeding and shall communicate in writing thereof to the concerned employee.

j. All parties to the disciplinary proceeding shall be given due opportunity to put their respective stands on record.

12.6 Suspension

12.7 The Director or any other authority to whom he is subordinate may place a employee under suspension/

a. where a disciplinary proceedings against him/her is contemplated or is pending or

b. where a case against him/her in respect of any criminal offence is under investigation or trial.

12.8 An employee detained in custody for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Director, and shall remain under suspension until further orders.

12.9 Where a penalty imposed upon a employee under suspension is set aside under these rules on appeal or review and the case is remitted for further enquiry or action, the order of his suspension shall be deemed to have continued in force on and from the date of the original order imposing penalty and shall remain in force until further orders.

12.10 Where a penalty imposed upon a employee is set aside by a court of law or is rendered void by a superior court of law and the Director decides to hold a further enquiry against him on the same allegations, the employee shall be deemed

to have been placed under suspension by the Director from the date of the original order imposing penalty and shall continue to remain under suspension until further orders.

- 12.11 An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which made or deemed to have made the order or by any authority to which that authority is subordinate.
- 12.12 A employee under suspension shall be entitled to subsistence allowance at the rate of 50% of the salary provided that where the enquiry is prolonged beyond 180 days for reasons directly attributable to the employee the subsistence allowance shall for the period exceeding 180 days be reduced to 25% of such salary.
- 12.13 When the suspension of the employee is held unjustified or the employee under suspension is reinstated, the disciplinary appellate or reviewing authority, as the case may be may grant him for the period of absence from duty.
- a. If he is an honorably acquitted, the full pay and allowances which he would have been entitled to if he had not been suspended less the subsistence allowance.
 - b. If otherwise, such proportion of pay and allowance as the disciplinary appellate or reviewing authority may prescribe.
- 12.14 In case of honorable acquittal, the period of absence from duty will be treated as a period spent on duty. In other case it shall not be so treated, but the disciplinary appellate or reviewing authority may, at its discretion, grant leave for the period to the extent admissible to the employee under these rules. Any period of absence which has not been treated as period on leave in such case, shall not count as service for any purpose under these rules, but will not constitute break in service.
- 12.15 No order passed under sub-rule (3.6.7) above shall have the effect of compelling any employee to refund the subsistence allowance payable under sub-rule (3.6.8)

13 Right of Appeal

13.1 Every employee shall have a right of appeal to the Chairman against an order imposing any minor penalty and to the Board against an order imposing any major penalty on him. An appeal against an order of suspension shall lie with the authority to which the authority, which made or is deemed to have made the order of suspension is immediately subordinate.

13.2 No appeal shall be entertained unless it is submitted within a period of 30 days from the date on which the appellant received a copy of the order appealed against.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied on the showing of the appellant that he had sufficient cause for not submitting the appeal in time.

13.3 The appeal shall contain all material statements and arguments on which the appellant relies and shall not contain any disrespectful or improper language. It may challenge the findings of guilt or the severity of the penalty or both.

13.4 The authority which made the order appealed against shall without any avoidable delay, transmit the appeal to the appellate authority together with its comments thereon and the relevant record. The appellate authority may direct such transmission too.

13.5 The appellate authority shall pass orders setting aside, reducing, confirming or enhancing the penalty, confirming or revoking the suspension or remitting the case to the authority which passed the order appealed against with such direction, as it may deem proper in the circumstances of the case.

Provided that enhanced penalty shall not be imposed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

Provided further that if the proposed enhanced penalty require an enquiry and such enquiry has not already been held in the case, the appellate authority shall itself hold such enquiry or direct that such enquiry be held and thereafter on consideration of the proceedings of such enquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty pass such order as it deems fit.

- 13.6 All appeals should be disposed of as expeditiously as possible as and in any event not later than 6 months from the date of receipt of the appeal by the appellate authority. But no appellate order shall be rendered illegal or void on the sole ground of delay in disposal of the appeal provided the order contains good and sufficient reasons of such delay which may or may not include reasons attributable to the appellant exclusively.
- 13.7 Review:
- 13.8 notwithstanding anything contained in these rules the Board may on its own motion or otherwise, after calling for the records of the case, review any order at any time and
- a) Confirm, modify or set aside the order;
 - b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
 - c) remit the case to the authority which made the order to any other authority directing such other action or enquiry as it considers proper in the circumstances of the case or
 - d) Pass such other orders as it deems fit provided that an enhanced penalty shall not be imposed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.
- 13.9 The authority to which an appeal lies against an order imposing penalty may on its own motion or otherwise call for the records of the case in a disciplinary proceeding,

review any order passed in such case and pass such orders as it deems fit, as if the employee had preferred an appeal against such order.

Provided that an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such penalty or enhanced penalty.

Provided further that no action under this sub-rule shall be initiated more than 6 months after the date of the order to be reviewed.

- 13.10 A employee whose appeal has been rejected by the Chairman or in a case the Chairman has enhanced the penalty either on appeal or on review, may write to the Board of Governors in respect of that matter within 3 months from the date of receipt of a copy of the order giving rise to the appeal.

14. COMPENSATION AND SALARY ADMINISTRATION

14.1 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 AICTE, UGC, (State/ Central) will be followed as appropriate and as applicable.

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. Organizational

need and statutory requirements and guidelines such as UGC/ AICTE/ Government are applied as appropriate in such cases and the new job positions and pay structures are evolved. The cadre ratio as statutorily required will also be considered while formulating the position classifications.

This applies to the positions in non-teaching area also.

14.2 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 Top management.

The Top management at its discretion, may announce and sanction any incentives that encourage employee and organizational development and enhance employee satisfaction.

At present the following are Salary structure as per the AICTE, Government of India norms reflected in the Pay Band.

The salary of the three tier Professors with Academic Grade Pay (AGP) has been fixed by 6th Pay Commission of 2006- Adopting Pay Band 4.

Assistant Professor: Rs 15,600-39,100 (AGP: Rs 6000), total amount: Rs 45,000/- per month.

Associate Professor: Rs 37400-67000 (AGP Rs 9000), total amount: Rs 80,000/- per month

Professor: Rs 37400-67000 (AGP Rs 10,000), total amount: Rs 82,000-120,000/-

14.3 Overtime

Only non 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 may be offset by allowing the employee an equivalent number of hours off in the form of C.Offs during the same pay period so that the total hours worked will not exceed the limit in a week. "Compensatory off" 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.

14.4 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.

14.5 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. The PMS system has undergone three revisions to accommodate the more staff developmental and reward integrations until 2018.

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 Saanvi'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.

15. PROFESSIONAL AND PERSONAL DEVELOPMENT

15.1 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/ Teaching Associate depending on the qualification and experience. Teaching employee are encouraged to acquire higher qualifications and certain incentives are also provided for this purpose. Research /Teaching 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 employee members are also given an opportunity to compete whenever possible internal recruitment is preferred

over the direct recruitment. The organization also provides for opportunity to acquire multiple skills by the teaching employee by nominating them to the various administrative and organizational roles such as Course coordinators, Event coordinators, project guides, mentors etc. . . . This will enable their progressions to administrative roles as Assistant Chairperson, Deputy Chairpersons, Director, and HOD etc. Similar career planning initiatives are also available for non-teaching staff who will scale up the ladders to the level of functional heads and above, having joined as administrative assistants.

15.2 Employee counseling

The Employee counseling Program provides professional counseling, information, and referral services to employee 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.

- 15.3 The Employee Counseling Program treats all contacts confidentially. Any records of contacts are kept by the Program Coordinator and do not become part of an employee's personnel record. The Program Coordinators are nominated by the top management, in consultation with the HR professionals and Department from time to time.

It is the policy of the institutes to provide ample opportunities for individual development that contributes not only to the individual's growth but also to that of the organization

15.4 Acquiring Higher Qualification

All employees are encouraged to acquire qualifications that are higher and related to their field of work. All of those

employee members who have registered for their PhD programmes shall complete their submission within three years from date of appointment.

The employee should furnish an undertaking that post-completion of Ph.D, he/she will serve the institute for a minimum period of 3 years.

Suitable facilities 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 Top management reserves the right to amend / withdraw the promotion and the incentives thereof at his/ her sole discretion.

15.5 Employee Development Program

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

15.6 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 employee but will also result in a position of pride for the institute. The employee 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.

a) Publication of articles: Employee members must publish their research articles in UGC approved or SCOPUS indexed or ADBC listed journals only. They 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 necessary in the interest of the employee members. An incentive will be paid as under for publication of an article by an employee.

I)	Any Journal in the general list	Rs. 3,000/- per article
ii)	Referred Journal	Rs. 5,000/- per article
iii)	E – journal (international)	Rs. 4,000/- per article
iv)	International Journal	Rs. 10,000/- per article
V)	Conference Proceedings	Rs. 2,000/- Per article

b) Seminar Participation: Employee 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 /seminars/Trainings/Conferences of employee's choice / Publication Fee.

S. no	Cadre	Amount	No. of days of OD
1	Professors	20,000	15 days
2	Associate Professors	15,000	12 days
3	Assistant professors	10,000	10 days
4	Research Associates	6,000	6 days

If a paper is accepted for presentation in conference in the foreign land, a grant of 1 lakh is granted once in three years.

c) Developing a Case: Employee 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:

d) Cases developed out of primary data Rs. 5,000/-

e) Cases developed out of secondary data Rs. 2,000/-

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

a) **Working Papers:** All the employee members must undertake working papers in their specializations. The draft of such papers shall be made available in digital form online or in print form in the library. 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.

b) Employee members must 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 since management is an integrative discipline.

c) Case lets and case studies have to be developed and published by the employee members. Cases in their respective specialization could be used in classroom instruction.

Publication of Books:

Employee 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

(to name a few – sage, Cengage, Tata McGraw-Hill, Wiley, oxford-ibh. A employee 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. The committee for such evaluation will be constituted by the Director from time to time.

Management Development Program

SSIM has set up separate training and consultancy department headed by a senior employee member. This department conducts training programs for executives of corporate both at SSIM premises and at the clients place. Employee 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 directors as well as employee. Whenever the employee services are utilized, the details of remuneration to be paid to the employee for their services as programmed/resource persons will be notified by the Top management. At present this scheme operates in the following manner.

Internal

Whenever MDPs are conducted by this department, the services of some employee 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 employee 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 programmer along with their team are paid 20% of the net surplus. Coordinator's report in this regard shall be got approved by EVP / AVP.

External

If the MDPs are procured by any member of employee, without involving Institute's training department, but conducted at Siva Sivani institute of management, the revenues generated should meet all expenses including the honorarium of employee, internal or external. In such cases, the internal employee should also be paid on the same lines of external employee. The surplus (profit) generated will be shared between employee (organizer/s) and institute in 80:20 ratio.

Employee members are also encouraged to design, develop and conduct Employee Development Programmes which also will be treated in the above manner.

Consultancy, Research & Training: Employee 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 employee and institute in the ratio to be announced by the management from time to time.

Consultancy Projects from Industry: Employee members are encouraged to do consultancy projects for the industry. The surplus (profit) generated will be shared between employee (organizer/s) and institute in 80:20 ratio.

Procedure, Rules and Regulations in respect of Professional Development activities:

Employee 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 / EVP / AVP 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:

Every employee who gets an article published shall submit copy of the same indicating the details of the journal where the article is published.

A committee constituted for this purpose will decide upon whether the journal is refereed journal or an international journal deserving such incentives.

(ii) Seminar Participation:

Procedure: prior permission of Director / EVP / AVP is to be obtained by an employee for this purpose. Director / EVP / AVP 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 / AVP. Prescribed format for the purpose are appended as annexures.

Rules:

- a) Employee members while proceeding to seminars should not link up with any leave either as a suffix or a prefix.
- b) Attending seminars should be spread over the entire year and not concentrated at any particular time, inconveniencing the academic work in the institution.
- c) Not more than two employee members are allowed for the same programmer at the same time.
- d) Employee members while actually proceeding to seminar and on return, should intimate the Director.
- e) Employee should take permission from the Director before proceeding to attend the seminar even though it is sanctioned earlier or the employee 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 employee.

- f) The employee who 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 employee.
- g) The concerned employee, at the earliest, should arrange for presentation in consultation with the HOD and pass on the knowledge gained to other employee members.
- h) If any papers are published in the seminar, employee should submit an entire copy of the publication, highlighting his or her contribution specifically. Publication will eventually go to library.
- j) The employee should also note that if they are proceeding to the next seminar they have to complete all the procedural aspects of Previous seminar like
 - 1) Submission of TA bill
 - 2) Submission of Comprehensive report
 - 3) 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 institute provides the following incentives for pursuing higher studies in their related field.

- a) 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 institutes shall not exceed the following periods.

For acquiring higher qualification in relevant discipline such as

- 1) for non-teaching staff acquiring post graduate programmes in management, arts, social sciences — — 30 days.

For faculty members pursuing Ph.D. — — 90 Days.

- 2) No financial support / reimbursement will be given to an employee for pursuing higher studies.
- 3) On acquiring higher qualification in his relevant field, an employee will be granted increments in his scale as under:
 - i) One increment for M.Phil qualification for teaching staff
 - ii) Two increments for Ph.D qualification for teaching staff
 - iii) For acquiring post graduate degree or equivalent (Non –teaching staff) - 1 increment.

These increments will be with effect from the date of submitting their thesis/ the date of last examination of degrees acquired in the above stated qualifications, as applicable.

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 Top management , failing which qualifications so acquired shall not be treated as valid for any benefits like promotions, 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 Ph.D. or any other educational qualifications at the time of joining the institute shall, in writing, intimate the fact along with their joining report and shall obtain specific permission to continue the course from the Top management.

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 3 years after they acquired such a qualification, failing which the Top management 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 Institutes 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 employee members, each employee 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 employee members of the institution in an internal seminar.

v) Work Environment and Miscellaneous provisions

i) The members are expected to be present on the opening and the closing days of every term and academic year of the institute.

ii) All members are expected to be present for all the functions of the institutes, and are also expected to be punctual.

iii) All members are expected to attend all meetings of their respective departments/ institution/ group and shall be present at the venue at least five minutes before the scheduled start of the meeting.

All Members are expected to maintain official decorum during the meetings and should actively contribute to the agenda presented. Each of them should contribute their ideas for and/or against the issues discussed. Avoid irrelevant issues and cross-talks to be focused.

Smoking Policy:

SSIM campus is no smoking zone. Therefore, no employee shall smoke on the campus.

4) Consumption of Intoxicating Drinks and Drugs:

An employee of the Institute shall:

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;

Not be under the influence of any Intoxicating Drink or Drug during the course of his duty;

Refrain from consuming any Intoxicating drinks or drug in a public place and on the campus

Not to appear in a public place and on campus in a state of intoxication.

SSIM Campus here would mean the entire geographic area of the buildings, class rooms, library and all other institutions of the group and their abutting areas and other public places of the campus including the public entrances to the campus.

No employee shall be involved in substance abuse in whatever form it may be like tobacco, ganja, marijuana, hashish, psychotropic etc...

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.

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 Top management 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 Top management 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.

Every 1st and 3rd Saturdays shall be observed as holiday for all the employee members. However, such days may be converted into working days either for some or for all employee members owing to the requirements of their services for emergencies or for contingencies.

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 institutes in order

to create and maintain a congenial work environment.

Non-teaching staff members are expected to take lead roles in order to exempt employee members for doing their academic work.

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.

Health Benefits:

At present all the employees drawing a pay of Rs.10,000/- and more are covered under family Medical aid Facility with a General Insurance Company where a portion or 100% 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.

Health Services:

SivaSivani Group of Institutions utilizes the services of nearby 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 institutes.

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

Encashment of the earned leave at credit.

Full provident fund contribution in the organization along with matching contributions and interests accrued on the whole.

Gratuity as per the rules of the Gratuity scheme .

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 institutes supports the activities of the staff society as needed from time to time.

Facilities and Services

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.100/- Along with one stamp size photograph for issuance of an Identity Card. Every employee, to whom Identity Card have 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 institutes 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.

Dining facilities:

The Institution provides dining facilities to all the employee 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 such as CC Cameras. 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.

Parking - All employees are expected to park their vehicles only at designated places provided on the campus and all vehicles are parked at their own risk.

Transport Facility - The Institute provides free shuttle services to all the Teaching and Non- Teaching staff from specified boarding points in the city.

Employee Grievance Procedures:

Grievance procedure allows Employees to have their grievances redressed through proper channel. SSIM also believes in open door policy, which encourages employees to express their grievances to the President or Vice President in case if they are not satisfied with the solution provided by their immediate superiors or by the Director. Grievances can be registered through Grievances' portal.

The employees having grievances, which are either academic or administrative in nature, can submit the same to the concerned heads of academics or administration in written form.

The concerned authority of academics and administration respectively shall look into the employee grievances and redress them within 48 hours from the time of submission.

If the above redressal is not satisfactory, the employee may approach the Director of the institute who will redress the same in three working days, depending the nature of the grievances. A further reference may be made to President /Vice President in exceptional cases by the Director or the employee through the Director. The decision of the President /Vice President shall be binding in all cases of employee grievances.

The grievances related to teaching work, workload, timetables, subject allotment, class adjustments, any other duties like invigilation, exam paper setting, evaluation of exam papers and the like shall be treated as academic grievances.

The grievances related to terms of employment and conditions of work like salaries, incentives, and hours of work, leaves, holidays, promotions, supervision, facilities, and resources shall be treated as administrative grievances.

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**TERMS & CONDITIONS OF APPOINTMENT
(Teaching and Non-teaching)**

This Appointment is subject to the rules & regulations of the institution in vogue from time to time. Please note that if it is noticed, at any time during your employment, that there has been any breach of the terms and conditions in respect of your applying, appointment and employment thereafter, the undersigned reserves the right to terminate your services without any notice and also deny/ withhold your benefits, if any, that may become due to you, as also recover the dues, if any, from you.

You will be on probation for a period of one year from the date of joining. Thereafter the said probation period may be extended for further period as per performance. Unless your services are confirmed in writing, you will be deemed to be on probation, even after expiry of the above mentioned probation period or the extended period of probation. After successful completion of probation and confirmation you may, if so asked, be required to execute and follow a service bond, for a minimum period of employment.

During the probation period, your services can be terminated by the undersigned without any notice. However, if you intend to leave the organization during probation period, then you shall give at least 30 days prior notice.

You are required to serve the organization for a minimum period of three years from the date of joining including the period of probation.

However, the period of minimum service is “Two Years” for non teaching staff.

That if at any time during your employment, you are found guilty of misconduct or continuous negligence of the terms of this appointment letter or instructions given to you, from time to time, or breach of trust or the rules and regulations of the group of institutions in vogue from time to time, the organization may,

without any notice or payment in lieu of notice, put an end to your services and terminate your appointment. So also, if your services are required to be suspended pending inquiry, during such suspension period, you will be entitled to 50% of your salary towards subsistence allowance, subject to your marking of attendance on each such working day at the start of duty hours. While claiming suspension allowance you will give an undertaking in writing that you were neither employed nor self-employed during such period.

You will be entitled to a casual leave and other leaves as applicable to appropriate category of employees of the group and can be availed as per the rules and regulations in vogue.

Non teaching staff, are however not entitled to any other leave during 4 months of service. Any leave taken during the first 4 months of service will be treated as leave without pay and all LWP would entail extension of probation period by the period of leave.

On being confirmed as a regular employee, you shall give a notice of three months or the remaining part of a term in progress in which you are teaching / involved whichever is later for leaving the organization / discontinuation of services. The management, in its sole discretion, can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the organization the gross salary for the notice period so reduced / waived off. A similar notice will be given to you if you are terminated for reasons other than the breach of rules and regulations of employment. However the notice period will be only one month from your side during probation period.

Please note that this Organization, as an employer, is entitled to make use of all the skills that you possess and those you acquire when in employment of this Institution, and also reserves its right to use your services in other group organisations as the management deems fit and proper.

A standardized JD for each position is applicable for all employees and you are required to perform the duties assigned therein. However, the work assigned may be modified, appended,

expanded as required from time to time, to ensure utilization of your skills and the achieving the Vision of the organization.

This Institution encourages learning and knowledge sharing. The institute has initiated incentives for this purpose. Teaching employee are encouraged to participate in seminars/conferences/workshops as delegates/paper presenters/session chair and such academic roles. Grants to subsidize the expenditure on participation fee, travel etc., are also available besides leave of absence in the form of on duty.

These incentives will be announced by the President and Chief Executive, from time to time. these incentives shall be availed as per the rules and regulations laid out in this context and the President and Chief Executive reserves the right to enhance / curtail/ modify the availment as considered necessary. The details of these incentives for knowledge management, available at present, are as given in Annexure - II.

Prior permission has to be obtained from the undersigned if you wish to take up any other assignment, whether part time or full time, voluntary or remunerative.

This organization will not come in your way, in case you want to shift to another organization or discontinue with your services in this organization. However, you will be required to route your application through the undersigned. Breach of this clause in any manner will entail termination of the services from this organization without any notice and without any financial burden/ commitment of the organization, irrespective of the fact whether you are still under probation or your services have been confirmed.

This appointment is also subject to the other terms and conditions set out in Annexures - i and ii to this order. These rules, terms and conditions are general and common to all employees. However, if the 'job/position' requires specific activities and attainment needed, the same will be specified for that particular position and may even have measurable parameters attached to it. Notwithstanding anything contained in this order and the

attached Annexures-I and II where applicable, your services shall be governed by the service rules of the group as amended from time to time contained in the HR Manual/Handbook and The President & Chief Executive is the final authority to interpret, modify, amplify or authorize application or otherwise of the rule/rules.

This appointment letter along with Annexures – I and II is being sent to you in duplicate. You are requested to go through the terms and conditions carefully, retain the original and return the duplicate copies of the order and annexures duly signed as proof of your acceptance of the terms and conditions. Such an acknowledgement and your subsequent joining of the organization would constitute an undertaking by you that you will abide by the rules and regulations of the institute and the group that are in vogue from time to time.

Annexure - I

You are hereby informed:

That you will work under the supervision of /or such officer, as may be decided upon, from time to time by the institute. You shall diligently and satisfactorily carry out the instructions given to you by your superiors, in connection with the work assigned to you, to the best of your skills and ability. So also you will be under obligation to strictly observe punctuality.

That for any service of communication of whatever kind, you will be informed by ordinary post, at the address given by you at the time of joining the employment or such other address which you may hereafter intimate in writing to the institute. It will be your duty to intimate in writing to the institute under due acknowledgement, whenever there is any change in your address, failing which the address in the records of the organization will be treated as the address for service of communication.

That during the tenure of your service, you will keep your emoluments as secret from other employees of the organization and will treat all the information coming to you in the conduct of discharge of your 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 you to any other person other than those of the management.

that the institute shall have the right to require you to subject yourself at any time during your employment with a registered medical practitioner of its choice, to a medical examination. If you are found medically / physically / mentally unfit, your services will be liable to be terminated at any such time, without any notice or salary in lieu thereof.

that all salary, increments / promotion and demotion will be at the sole discretion of the institution and will depend upon your efficiency, intelligence, sense of discipline, loyalty and good behavior and subject to prosperity also.

that your appointment is being made on the basis of information given by you in your application for employment. In case any information, declaration, statement given by you at any time, is found to be false, untrue, incorrect, conceded or any material information is suppressed, your 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.

that on disassociation with the institution of the group, for whatsoever reason, you will not take up any employment with a competitor institution for a minimum period of six months, except when you apply through proper channel. In case of breach of this condition, the institute reserves the right to take appropriate action that is needed in the interest of the institution including informing your new employer and/or taking to legal recourse to protect the IP of the institution in terms of the learning the incumbent had while being a member of this institution

that during the course of your services with the institute or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your 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 your 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.

An employees' services with the group institution are liable to be terminated at any time during his/her tenure with the institute in the event of any breach of the conditions mentioned in the appointment letter read with this annexure on his/her part.

- i) without assigning any reason and without giving any notice during probation period.
- ii) Mismatch in your previous employment data even for a day
- iii) Mismatch in your previous pay slip
- iv) Fake qualification certificates
- v) False experience etc.,
- vi) Suppression of any material information by you.

Any breach of the Rules and Regulations of the group as applicable/may be made applicable to you from time to time.

Any act/acts that will vitiate the harmonious environment and smooth functioning of the institute or any of the group institutions.

Dr. SAILESH SAMPATHY

VICE PRESIDENT & DY. CHIEF EXECUTIVE

Annexure – II

The following financial and other incentives, as detailed below, will be given to facilitate learning, research contribution and industry-institute-interface.

A) Publication of Articles:

I)	Any Journal in the general list	Rs. 3,000/- per article
ii)	Referred Journal	Rs. 5,000/- per article
iii)	E – journal (international)	Rs. 4,000/- per article
iv)	International Journal	Rs. 10,000/- per article
V)	Conference Proceedings	Rs. 2,000/- Per article

A committee constituted for this purpose will decide upon whether the publication is a journal, a referred journal or an international journal deserving such incentives, or whether any publication that merits the grant of such incentive.

B) Seminar Participation: As Assistant Professor / Corporate Relationship Officer you are entitled to a maximum grant of Rs.10,000/- p.a. and a maximum of 10 days of leave which will be treated as 'On Duty' for attending Seminars/Trainings/Conferences each year, including time spent on travel.

If a paper is presented or published in Seminars/Conferences/Proceedings, an incentive of Rs.2,000/- would be given.

C) Developing a Case: An incentive of Rs.5,000/- would be given for every case that you develop using primary data and an incentive of Rs.2,000/- will be given for every case developed using secondary data.

D) Publication of Books: For authoring and publishing a book you will be paid an incentive of Rs.25,000/- per book.

In case of joint activities, the above incentives (from A to D) will be shared proportionately between participating members.

E) Consultancy, Research and Training: You are encouraged to design and conduct Training Programmes engage in Research and Consultancy either individually or in association with other

employee/organizations. Surplus generated out of consultancy, research and training programmes, will be shared between the employee and the institute at a ratio to be announced from time to time. The present ratio is 70% and 30% to the employee and institute respectively. Developing and conducting a employee development programme will also be treated in the above manner.

If your services are drafted for delivering lectures/conducting workshop etc., you will be paid the remuneration as per rules in vogue from time to time.

Detailed guidelines for the above mentioned activities will be issued separately by the academic head, under whose guidance and approval the above activities are required to be carried out. The above activities, however, need to be taken up by ensuring that the academic work does not suffer.

Dr. SAILESH SAMPATHY

VICE PRESIDENT & DY. CHIEF EXECUTIVE

Important Telephone Numbers

- | | | |
|-----|---|------------|
| 1 | Dr. S.V. RAMANA RAO
Director | 9701009955 |
| 2. | Mr. K. SREEHARI
Controller of Examinations | 9391115088 |
| 3. | Mr. M. PARDHASARADHI
PGP Chair | 7799207014 |
| 4. | Mr. M. CHAITHANYA
PGP Co-Chair | 9160054499 |
| 5. | Dr. ARIJIT SANTIKARY
Program Chair - PGDM | 9963713840 |
| 6. | Dr. V. JAYALAKSHMI
Program Chair - PGDM - BIFS | 9966727078 |
| 7. | Dr. K.S. HARISH
Program Chair - PGDM - BA | 9866600566 |
| 8. | Mr. DEVA SAHAYAM
Deputy Manager - Banking | 9393332654 |
| 9. | Mr. K. SANJEEV KUMAR
Warden - Boys Hostel | 9908526830 |
| 10. | Mr. SUNITHA
Warden - Girls Hostel | 9618789650 |
| 11. | NAVEEN KUMAR CHANDA
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