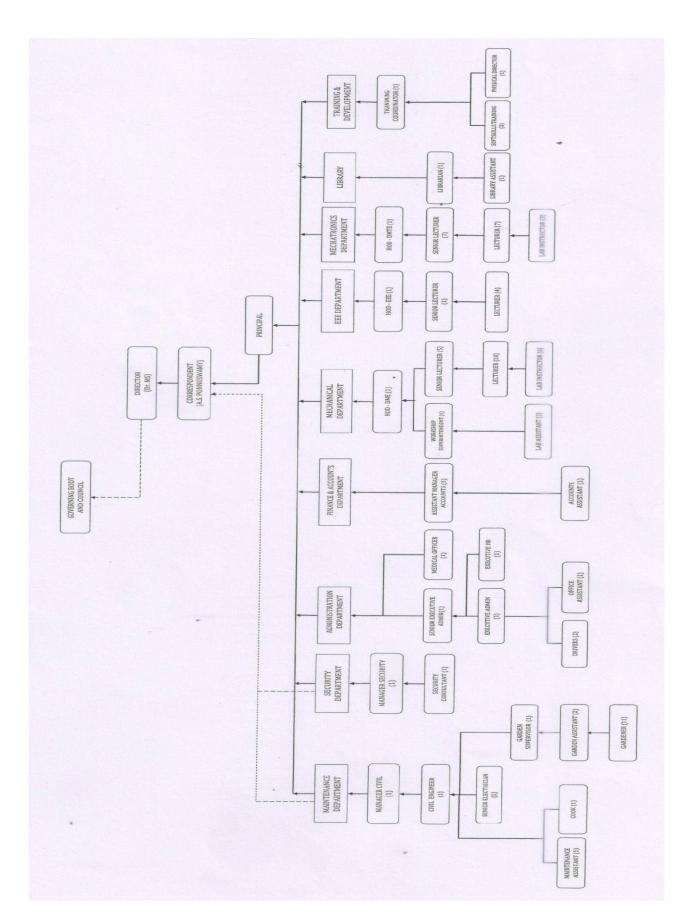


CPAT – TVS POLICY MANUAL





The revised groups and designations for Teaching and Non-Teaching faculty effective January 01, 2016 is as follows.

| S. No | Groups & Designations | | | | | |
|----------|-----------------------|-------------------------|----------------------------|-----------------------|-----------------------|--|
| | Group I-A | Group I | Group II | Group III | Group IV | |
| 1 | Correspondent | HOD | HOD In-charge | Civil Engineer | Senior Electrician | |
| 2 | Principal | Manager | Senior Lecturer | Librarian | Garden Supervisor | |
| 3 | | Training Coordinator | ТРО | Lecturer | Office Assistant | |
| 4 | | | Workshop Superintendent | Assistant Lecturer | Garden Assistant | |
| 5 | | | Senior Civil Engineer | Senior Executive | Plumbing Assistant | |
| 6 | | | | Executive | Driver | |
| 7 | | | | Accounts Assistant | Lab Instructor | |
| 8 | | | | Consultant | | |



1. Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

2. Applicability:

2.1 All new recruits in all grades

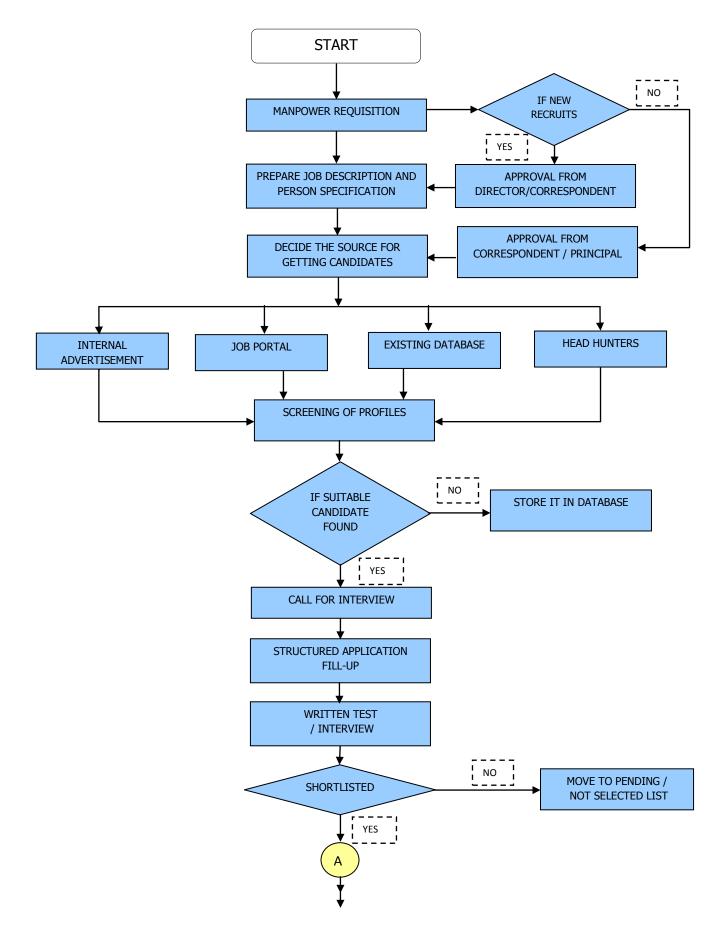
3. Procedure:

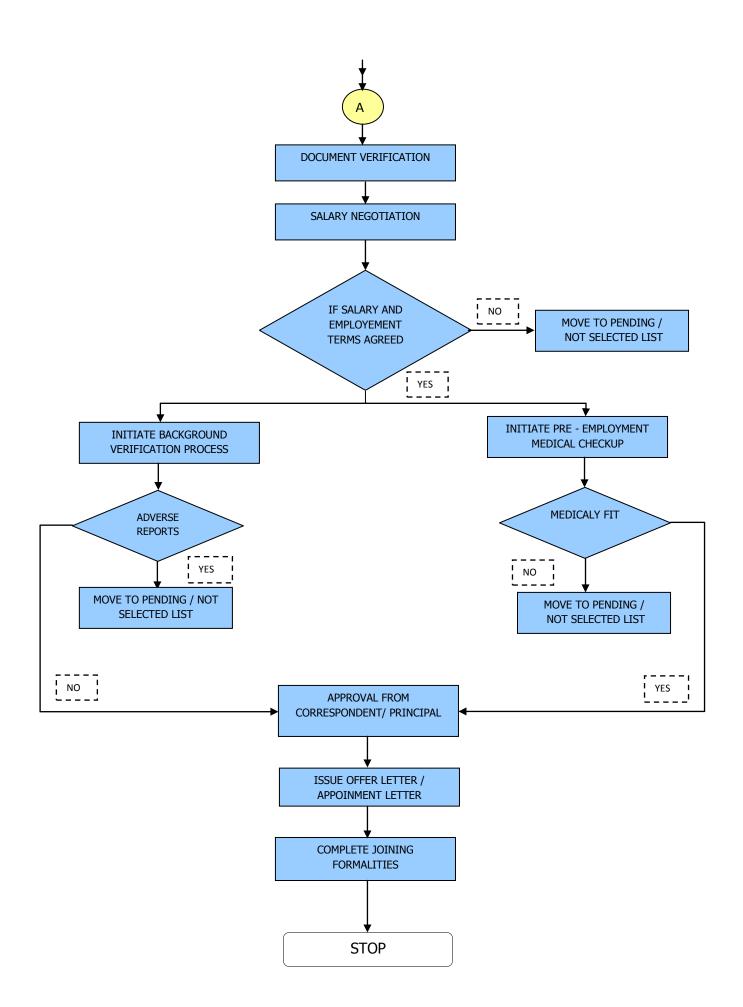
- 3.1 Provision in approved AOP will be a pre-requisite for all recruitment in the institute.
- 3.2 Any departure from 3.1 above will need special approval from the appropriate approving authority. The concerned HOD is to get in touch with HRD with the details of the manpower required.
- 3.3 HRD will then seek approval of Director through Correspondent / Principal, and only then proceed with the process of recruitment.
- 3.4 HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department .
- 3.5 HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference etc.
- 3.6 HR shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HOD, Principal and Correspondent.

- 3.7 HR will coordinate the entire process of conducting the interviews.
- 3.8 Depending on the grade/level of the position being recruited, the interview panel/selection committee will consist of the concerned HOD, Principal, Correspondent and Concerned Department members.
- 3.9 Selection to the different posts shall be made on the basis of Test and/or Interview.
- 3.10 Educational Qualification for selection is based on the guidelines set by All India Council of Technical Education and Directorate of Technical Education.
- 3.11 Pre-Employment medical test and Background verification will be carried out for shortlisted candidates. Based on fitness and verification report, candidates selected for appointment.
- 3.12 Candidates selected for the appointment shall be issued an Order in writing by the Appointing Authority, with details of terms of appointment designation, grade, pay and allowances, tenure and other service provisions as per existing regulations.
- 3.13 At the time of joining duty, the candidate shall be required to submit the copies of the following documents.
 - 3.13.1 SSLC/HSC for age proof.
 - 3.13.2 Copies all educational qualification as per the requirement of AICTE for the job position.
 - 3.13.3 Experience certificates, evidence of last salary drawn and relieving order from the previous institute.
 - 3.13.4 Aadhar card.
 - 3.13.5 Proof of Stay.
 - 3.13.6 Passport size photos and Passport in JPEG format.

| CPAT-TVS | Manı | oower Request I | Form |
|--|-----------------|---------------------------------|------------------------------|
| Department | | Designation | |
| Date of Request | | By When Required | |
| Number of Persons | | New / Replacement Vacancy | |
| Justification for the requirement | | | |
| Responsibilities: | | | |
| Person Profile: | | | |
| Educational Qualification | 5 | | |
| Age | 1 | | |
| Total Experience Preferred work | | | |
| Experience Additional Qualification | 1 | | |
| Other Specification(s) | | | |
| Whether updated in | | | |
| Requested by HOD | Passe Princi | | Approved by Correspondent |

RECRUITMENT PROCESS FLOW CHART







1. Objective:

To facilitate smooth assimilation of new employees into the institute and help them understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

2. Applicability:

All new employees of the institute

3. Policy:

- 3.1 The HRD shall ensure that every employee, irrespective of grade, goes through a Comprehensive Orientation Program (COP), which will be mandatory for the employee to attend.
- 3.2 The duration and scope of COP may vary with the grade of the employee and the width and depth of information that needs to share during induction.

| S. No | Particulars | Responsibility | Topic/Content |
|-------|----------------|----------------|--|
| | | Principal | Introduction to the TVS ES |
| 1 | TVS ES | | Running of film |
| | | | Running of the film on Values and Beliefs |
| | CPAT - TVS | Principal | Introduction of CPAT - TVS and Vision & Mission of CPAT |
| 2 | | | Introduction to Academics |
| | | | Introduction to Non Academics |
| 3 | DME | DME - HoD | Tour of Mechanical Department and introduction to key officials |
| 4 | DMTE | DMTE - HoD | Tour of Mechatronics Department and introduction to key officials |
| 5 | DEEE | DEEE - HoD | Tour of Mechatronics Department and introduction to key officials |
| 6 | HR Orientation | HR | Introduction to HR Policies and Procedures |

3.3 The COP shall include the following:

EMPLOYEE ORIENTATION FORM

| Name of the Employee | : |
|----------------------|---|
| Designation | : |
| Department | : |

| S. No | Particulars | | Evaluation | |
|-------|---|------------|------------|--|
| 5. NU | | | No | |
| 1 | Did you get a proper orientation of TVS ES and CPAT - TVS | | | |
| 2 | Have you understood your Job Profile adequately? | | | |
| 3 | Did you understand the Department structure and its functions? | | | |
| 5 | Have you been told about the applicable HR Policies? | | | |
| 6 | Were you satisfied with the orientation program? | | | |
| 7 | Anything else you would like to know or suggestions you would like to | ke to make | ? | |



1. APPLICABILITY:

These 'Service Rules' come into force from the academic year 2015 - 2016 and shall be binding on all the staff both Teaching and Administrative staff of the Centre.

2. DEFINITIONS:

- 2.1. 'Institution'/'Centre'/'the premises' shall mean and include the Polytechnic College at Vanagaram and /or other Training and Research Centres such as shall be promoted in future.
- 2.2. 'Management' shall mean the TVS Educational Society having its Registered office at No.8, Jayalakshmi Estate, Haddows Road, Chennai, 600 006, and its officers entrusted with the overall Management and control of the affairs of the Centre.
- 2.3. 'Appointing Authority' shall mean the Director/Secretary of the TVS Educational Society or Correspondent of the institution and /or another officer entrusted with the authority to do so.
- 2.4. 'Disciplinary Authority' shall mean and include the Secretary/Director of the TVS Educational Society or Correspondent of the institution and /or such other person duly authorized by him/her.
- 2.5. 'Employee' shall mean and include all the teaching and non-teaching staff appointed to execute any form of service in any of the functional units of the Centre and shall not include daily wage workers.
- 2.6. 'Teaching Staff' shall mean Lecturer, Senior Lecturer, Head of the Department, Librarian, training staff, instructor, lab assistant and Principal as designated by the management.
- 2.7. 'Non-Teaching Staff' shall mean and include all the Staff who are designated as the Administrative Staff, Accounts Staff, Maintenance Staff, Supporting Staff and any other division designated by the management
- 2.8. 'Salary' shall mean and include the Basic Salary + Grade Pay + Dearness Allowance and excludes all other allowances.

2.9. 'Year' shall mean the Calendar year 1st January to 31st December. 'Academic Year' wherever appearing in these Rules will be taken as the period beginning from the 1st June and ending on 31st May of the following year.

3. SELECTION AND RECRUITMENT:

It is the policy of the Management to select the most competent candidates for the different job roles, and to give them opportunities to develop their skills for effective functioning.

- 3.1. Selection to the different posts shall be made on the basis of Test and /or Interview.
- 3.2. Educational Qualification for selection is based on the guidelines set by All India Council of Technical Education and Directorate of Technical Education.
- 3.3. Candidates selected for the appointment shall be issued an Order in writing by the Appointing Authority, with details of terms of appointment designation, grade, pay and allowances, tenure and other service provisions as per existing regulations.
- 3.4. At the time of joining duty, the candidate shall be required to submit the copies of the following documents.
 - 3.4.1 SSLC / HSC for age proof.
 - 3.4.2 Copies all educational qualification as per the requirement of AICTE or the job position.
 - 3.4.3 Experience certificates, evidence of last salary drawn and relieving order from the previous institute.
 - 3.4.4 Aadhar card.
 - 3.4.5 Proof of Stay.
 - 3.4.6 Passport photos and Passport in JPEG format.

4. CONDITIONS OF SERVICE:

- 4.1 Duties of various categories of Employees with be either spelt out in the Order of Appointment and / or assignment to them from time to time by the Management.
- 4.2 Employees shall conform to all the rules and regulations in force for the time being at the institute, and obey all lawful orders and directions as he/she shall receive from time to time from any of the Authorized Officers of the centre.
- 4.3 Employees shall discharge their duties with utmost care and diligence and with a sense of commitment, besides conducting themselves with dignity, decorum and discipline.
- 4.4 Employees shall keep to the timings of the Centre and shall be prepared to perform duties outside the normal office hours during holidays, if the exigency of work would require it.
- 4.5 Employees shall wear the prescribed uniform and shall take sincere efforts to maintain the cleanliness of the premises. They shall be courteous in behavior at all times, setting an example to Students and fellow-workers.
- 4.6 Employees shall adhere strictly to safety measures and take sufficient care of all properties of the Centre cash, furniture, fittings, fixtures, machinery, equipment, tools, gadgets, registers, books, files, stationery etc. and shall take precaution to safe-guard them against misuse, theft, damage. They should also help to ensure the safety of fellow workers and students.
- 4.7 Employees shall ensure strict official secrecy and confidentiality and not to divulge any confidential information and shall not take any official document to outside the Centre- original or copy- unless specifically authorized by the Management.
- 4.8 No Employee shall be found in unauthorized possession of any materialsgoods, tools, gadgets, technical literature, books – or any other property belonging to the centre.
- 4.9 No Employee appointed to a full time position in the Centre shall seek or take up part-time work or accept any form of remuneration for any type of service rendered by him/her to carry on any private business without taking prior permission in writing from the Management.

- 4.10 An Employee in a regular appointment in the Institute may relinquish his/her post or be discharged from service on a three months' notice in writing on either side or on payment of three months' salary in lieu of notice. Probationers and others in temporary positions who wish to relinquish their post are required to give one month's notice in writing to the Management. Wavier of notice period in individual cases is at the sole discretion of the Management, depending on the merit of the each case.
- 4.11 No Employee shall engage himself/herself or participate in any activity which tends to create disharmony in society or in any demonstration which is prejudicial to the sovereignty and integrity of the country, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.
- 4.12 Any lapse on the part of any employee in the observance of any of these Conditions of Service and found guilty of the following acts of commission or omission will be construed as misconduct and shall render the Employee liable for Disciplinary action;
 - I. Negligence of duty
 - II. Insubordination
 - III. Disobedience
 - IV. Wanton wastage of materials
 - V. Using the facilities of the institution for personal gain;
 - VI. Dishonesty
 - VII. Theft
 - VIII. Falsification and tampering of records
 - IX. Riotous and disorderly behavior of any kind
 - X. Unauthorized organizations and demonstrations
 - XI. Indulging in active politics
 - XII. Working against the interest of the institution
 - XIII. Attempting to bring any political or other influence on superior authority in respect of personal service interests
 - XIV. All forms of slander, calumny, malignity and character assassination; and
 - XV. Any other act or conduct subversive of discipline and contrary to accepted norms or which are likely to affect adversely the fair name and reputation of the Institution.

The above list is illustrative and not meant to be exhaustive.

APPENDIX I – DISCIPLINARY PROCEDURES

The Appointing Authority shall be the Disciplinary Authority. He / She may impose punishments of written warnings, censure, or suspension right away on an employee depending on the severity of the lapse. Before imposing other punishments, such as stoppage of increments, compulsory retirement, discharge and dismissal, the Employee shall be informed in writing the allegations (s) against him/her and he/she shall be given an opportunity to make a representation within 48 hours. If the explanation submitted is not satisfactory, or where the allegation (s) is denied by the Employee, an Enquiry shall be held into the charges alleged, except in cases where it involves an act of moral turpitude.

At the Enquiry, the Employee shall be afforded reasonable opportunity of explaining and defending any action. If at the end of the Enquiry, the misconduct is established, the Disciplinary Authority shall proceed with appropriate Disciplinary Action and impose punishment as deemed fit. If the Employee has any grievances against the punishment imposed by the Disciplinary Authority, an appeal by him/her may be preferred with the Secretary of the TVS Educational Society, within 30 days from the date of issue the order of the punishment.

In cases involving moral turpitude no such opportunity will be given and the decision of the Disciplinary authority shall be final.

5. WORKING DAYS AND DUTY HOURS:

- 5.1. The Centre works six days a week (Monday to Saturday) on 2nd,4th and 5th weeks, and 5 days a week on 1st and 3rd weeks of any month, (Monday to Friday) for all teaching and non-teaching staff except maintenance staff. Maintenance staff will work six days a week for all weeks.
- 5.2. The normal working hours of the Centre is from 9.00 a.m. to 5.00 p.m. with tea breaks of 15 minutes each (mid-morning and afternoon) and lunch time of 30 minutes, that will be decided by the line manager based on the nature of duties.
- 5.3. The working time for the maintenance team is from 8.30 a.m. to 5.30 p.m. with tea breaks and lunch time.
- 5.4. Employees are expected to be present at the Centre during working hours, and shall not leave the premises without taking permission from the Correspondent/Principal and in their absence, from the Officer-in-charge.
- 5.5. Employees assigned institutional work outside must produce approved evidence of work assignment by the competent authority to HR office.

6. ATTENDANCE:

- 6.1. Employees shall on arrival register their biometric attendance. They are also advised to sign the attendance register kept in their line manager's office. Those who come late shall while signing indicate the time of arrival.
- 6.2. If on some reason, an Employee is detained elsewhere and happens to come late within 5 minutes of prescribed timing, such late coming is condoned. If it is more than 5 minutes for two occasions in any month, it is treated as two hour permission once eligible for the month. If late comings are beyond the above ceiling, half a day is deducted each time, from the leave to his /her credit. If no more leaves are available for deduction, half a day salary will be deducted for each time.

7. PERMISSION:

- 7.1 Permission to come late or leave the Centre early due to personal reasons is permitted two hours on a day per month. Beyond this, it may be treated as half a day leave each time.
- 7.2 The total number of permissions per year is restricted to 10 (one per month except for the months of November and May).
- 7.3 Permission is taken in to account only if duly signed such letter is submitted to Admin Office.

8. WEEKLY HOLIDAYS & DECLARED HOLIDAYS:

All Sundays and 1st and 3rd Saturdays of all months are weekly holidays for all employees except maintenance staff. All Sundays are weekly holidays for all maintenance staff. Apart from these, there shall be Declared Holidays (National and Festival Days) during the year and the same will be displayed during the start of the year.

9. LEAVE RULES:

9.1. General:

The following general principles shall govern the grant of leave to the Employees:

- 9.1.1. Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a causal purpose, or a planned activity, on medical grounds or in extra-ordinary conditions. In case of exigencies of work, leave of any description may be reduced, refused or revoked.
- 9.1.2. Leave of any form should be applied for in writing to the Principal and got sanctioned before it is availed, in all cases, except sudden illness or in an emergency. In case of emergency, Employee must arrange to inform the line manager/college office as soon as possible to inform.
- 9.1.3. Absenting from duty when leave is not sanctioned, and over-staying beyond sanctioned leave shall be treated as unauthorized absence. Absence without leave or permission, and in all cases of not being present at the place of work, the principle of 'no work, no pay' shall apply, without prejudice ot the right of the Management to take disciplinary action against such an Employee.

9.2. Leave Eligibility:

9.2.1. Casual Leave (CL):

- 9.2.1.1. Casual leave with full pay for a maximum of 10 days in the calendar year, on any reasonable ground.
- 9.2.1.2. Casual leave can be combined with Vacation/Restricted Holidays but not with any other kind leave.
- 9.2.1.3. Casual leave is not normally sanctioned for more than three consecutive working days except under special circumstances. Unavailed casual leave shall lapse at the close of the academic year.
- 9.2.1.4. Saturdays, Sundays, restricted holidays and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual leave.
- 9.2.1.5. Casual leave can be taken for half a day also.
- 9.2.1.6. Leave Travel Concession if any applicable, shall also be availed during Casual leave.

- 9.2.1.7. Casual leave shall not be combined with joining time/ on the day of reporting duty after annual leave/vacation.
- 9.2.1.8. Employees joining during the middle of a year may avail of Casual leave proportionately or to the full extent at the discretion of the competent authority.
- 9.2.1.9. Half day's Casual leave should be debited to the Casual leave account for each late attendance, if it exceeds permissible limit.

9.2.2. Sick Leave (SL):

- 9.2.2.1 Sick leave with full pay for a maximum of 5 working days in a calendar year on the ground of any sickness or injury sustained.
- 9.2.2.2 Sick leave for periods exceeding 3 days should be accompanied by a Medical Certificate from a Registered Medical Practitioner.
- 9.2.2.3 Unavailed Sick leave may be accumulated up to ten years' eligibility (50 days) during the total service of an employee. Accumulated Sick leave can be availed during period (s) of prolonged illness requiring hospitalization, on the recommendation of a Medical Doctor nominated by the Centre.

9.2.3. Annual Leave/ Earned Leave (EL):

- 9.2.3.1 Teaching staff shall be eligible for vacation with wages for 42 days (2 weeks in November, 4 weeks in May) in an academic year.
- 9.2.3.2 Teaching staff newly joined during the academic year shall avail proportionate annual vacation only in summer.
- 9.2.3.3 Teaching staff annual vacation shall be cancelled and can be called for duties assigned by the Chairman, Board Examinations. The days lost due to official duty shall not be compensated through further leaves or through other benefits.
- 9.2.3.4 Administrative, Accounts and Maintenance staff shall be eligible for 30 days of annual vacation during summer.
- 9.2.3.5 All Employees shall, after 12 months of continuous service, be entitled to 5 days of Earned Leave. Unavailed Earned Leave may be accumulated up to a maximum period of 30 days in the entire service. The Earned Leave accumulated over 30 days shall be paid in the month of June.

9.2.4. Maternity Leave (ML) / Paternity Leave (PL):

- 9.2.4.1 Women Employees in regular appointment are eligible for 26 weeks leave with full pay, not more than 2 times during their total service at the centre.
- 9.2.4.2 Male employees in regular appointment are eligible for 15 days leave with full pay, not more than 2 times during their total service to take care of their wife and new born child.

9.2.5. Sabbatical Leave:

All teaching staff shall, after 6 continuous years of service, be entitled to avail minimum 6 months and a maximum of 1 year on the ground of research, writing text books, industrial training and deputation for further research promotion with full salary.

9.2.6. Study Leave:

All teaching staff shall, after 6 continuous years of service, be entitled to avail maximum 24 months, 28 months including vacation, for P.G. Studies in their domain, and 36 months for PhD without pay.

10. ABANDONMENT OF SERVICE:

If an employee absents himself/herself for 30 days or more without sanctioned leave, or fails to rejoin duty at the expiry of the leave period, he/she shall be deemed to have abandoned the employment of the centre on his/her own accord. The services of such an employee shall stand terminated automatically with effect from the date of commencement of his/her absence, and the due process of law in such cases will prevail. Such an employee shall not have any claim on the Management for re-instatement or re-appointment.

11. RETIREMENT BENEFIT:

Employee will retire/superannuate from the services of the institution on completion of 58 years of age. For such employees, institution are paying Rs.10,000/- as retirement benefit for all employees.



1. DUTIES OF THE HEAD OF THE DEPARTMENT

1.1 Department of Mechanical Engineering:

- 1.1.1. Act as administrative head of the department and responsible for staff attendance sanctioning leave and student attendance.
- 1.1.2. Responsible for preparing the annual budget and presenting to Academic Council for approval.
- 1.1.3. Responsible for maintaining the department facilities.
- 1.1.4. Work with Principal and Dean's office for promoting additional courses/industrial training and other business models.
- 1.1.5. Responsible for liaising with parent's, industry and society.
- 1.1.6. Liaise with Training and Placement Officer for ensuring internship training and job placement for students.
- 1.1.7. Responsible for faculty training (Develop annual training calendar specific department).
- 1.1.8. Liaise with Principal's office for all statutory requirements (DOTE and AICTE).
- 1.1.9. Act as permanent member in the academic council.
- 1.1.10. Liaise with course leaders and tutors and Head of the Department.
- 1.1.11. Work as a team to cover the breadth of the programme and ensure quality assurance compliance with policies and regulations.
- 1.1.12. Liaise with quality head and head of teaching and learning to keep abreast of quality guidance and initiatives.
- 1.1.13. Responsible for the delivery of the courses according to the needs of the stake holders time to time.
- 1.1.14. Responsible for developing overall assessment plan and ensure the adherence throughout the year by programme team.
- 1.1.15. Conduct programme reviews and ensure the smooth delivery of the programme throughout the year.
- 1.1.16. Conduct programme annual review to investigate the annual outputs of the programme, revise the program specification based

on academic council, programme advisory committee and Industrial advisory committee's recommendations.

- 1.1.17. Represent programme in the academic council.
- 1.1.18. Prepare and present annual report for the programme and get it approved in the academic council.
- 1.1.19. Liaise with Head of the department for preparing the Operational Expenditure Budget and Capital Expenditure budget.
- 1.1.20. Any duty assigned by Principal and Dean's office.

1.2 Department of Electrical And Electronics Engineering:

- 1.2.1. Act as administrative head of the department and responsible for staff attendance sanctioning leave and student attendance.
- 1.2.2. Responsible for preparing the annual budget and presenting to Academic Council for approval.
- 1.2.3. Responsible for maintaining the department facilities.
- 1.2.4. Work with Principal and Dean's office for promoting additional courses/industrial training and other business models.
- 1.2.5. Responsible for liaising with parent's, industry and society.
- 1.2.6. Liaise with Training and Placement Officer for ensuring internship training and job placement for students.
- 1.2.7. Responsible for faculty training (Develop annual training calendar specific department).
- 1.2.8. Liaise with Principal's office for all statutory requirements (DOTE and AICTE).
- 1.2.9. Act as permanent member in the academic council.
- 1.2.10. Liaise with course leaders and tutors and Head of the Department.
- 1.2.11. Work as a team to cover the breadth of the programme and ensure quality assurance compliance with policies and regulations.
- 1.2.12. Liaise with quality head and head of teaching and learning to keep abreast of quality guidance and initiatives.
- 1.2.13. Responsible for the delivery of the courses according to the needs of the stake holders time to time.
- 1.2.14. Responsible for developing overall assessment plan and ensure the adherence throughout the year by programme team.

- 1.2.15. Conduct programme reviews and ensure the smooth delivery of the programme throughout the year.
- 1.2.16. Conduct programme annual review to investigate the annual outputs of the programme, revise the program specification based on academic council, programme advisory committee and Industrial advisory committee's recommendations.
- 1.2.17. Represent programme in the academic council.
- 1.2.18. Prepare and present annual report for the programme and get it approved in the academic council.
- 1.2.19. Liaise with Head of the department for preparing the Operational Expenditure Budget and Capital Expenditure budget.
- 1.2.20. Any duty assigned by Principal and Dean's office.

1.3 Department of Mechatronics Engineering:

- 1.3.1. Act as administrative head of the department and responsible for staff attendance sanctioning leave and student attendance.
- 1.3.2. Responsible for preparing the annual budget and presenting to Academic Council for approval.
- 1.3.3. Responsible for maintaining the department facilities.
- 1.3.4. Work with Principal and his office for promoting additional courses / industrial training and other business models.
- 1.3.5. Responsible for liaising with parents, industry and society.
- 1.3.6. Liaise with Training and Placement Officer for ensuring internship training and job placement for students.
- 1.3.7. Responsible for faculty training (Develop annual training calendar specific to department).
- 1.3.8. Liaise with Program Leader for providing administrative support for promoting the delivery of the program.
- 1.3.9. Responsible for creating curriculum and infrastructure for running a new Diploma program under the Mechatronics stream on the guidelines from Governing Council and Academic Council.
- 1.3.10. Liaise with Principal's office for all statutory requirements (DoTE and AICTE).
- 1.3.11. Act as permanent member in the academic council.
- 1.3.12. Perform any other duty assigned by Principal.

2. TRAINING COORDINATOR:

- 2.1. Act as a line manager for staff associated with training business.
- 2.2. Manage and maintain in-house exclusive training facilities.
- 2.3. Prepare training plans through mapping training outcomes, design and develop training programs.
- 2.4. Responsible for planning and execution of training as per the requirements set through business meetings /instructions from Correspondent or Principal.
- 2.5. Responsible for preparing / adherence of evaluation strategies.
- 2.6. Responsible for preparing the annual training budget and get it approved by Correspondent.
- 2.7. Liaise with HoD, Mechanical for allocation of trainers and facilities shared with mechanical engineering department.
- 2.8. Design and develop educational aids for materials for training programs.
- 2.9. Maintain updated training curriculum database and training records.
- 2.10. Provide inputs to correspondent and principal regarding the needs and development of new training programs and their economic viability.
- 2.11. Provide train-the-trainer sessions for internal subject matter experts.
- 2.12. Any other duty assigned by Principal/Correspondent.

3. TRAINING AND PLACEMENT OFFICER:

- 3.1. Training and placement of the students in the industry/ other user system.
- 3.2. Industry Institute Interaction.
- 3.3. Arranging Industrial visit of students.
- 3.4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
- 3.5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
- 3.6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
- 3.7. To monitor the working of alumni association and to arrange their meetings.
- 3.8. To sponsor students for various paper presentations and the Technical exhibitions.

- 3.9. To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.
- 3.10. To arrange entrepreneurship camps and to motivate the students for self employment.
- 3.11. To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.
- 3.12. To engage classes for teaching as well as for personality development of students.

4. SENIOR LECTURER:

- 4.1. Teaching : 14 hours per week for this purpose, a practical/ tutorial of 2 hours is treated as a teaching load of 1 hour.
- 4.2. There should be a rotation in the Engineering subjects taught by teachers after three years.
- 4.3. To assist the maintenance of Equipment in the laboratories.
- 4.4. Conduct of Practicals in the laboratory.
- 4.5. Planning and Implementation of Curriculum Development.
- 4.6. Development of Resource Material.
- 4.7. Participation in Co-Curricular and Extra Curricular Activities.
- 4.8. Student guidance and counseling and helping their character development.
- 4.9. Innovation in technician education and evaluation.
- 4.10. Providing leadership in teaching Diploma and Post Graduate diploma courses.
- 4.11. Promotion and Coordinating continuing Education Activities.
- 4.12. Self development through up-gradation of knowledge and skills.
- 4.13. Officer Incharge attendance/ examination/ Cash.
- 4.14. To work as Incharge of laboratory.

In addition, the Senior Lecturer helps the Head of Department in smooth functioning and control of the various activities of the department. The Senior Lecturer is responsible to ensure that the project work of the students is properly guided by him.

5. LECTURER:

- 5.1. Teaching : 18 hours per week. For this purpose, practical / tutorial of 2 hours is treated as a teaching load of 1 hour.
- 5.2. To work as Incharge of laboratory in the concerned discipline.
- 5.3. There should be rotation in the Engg. subjects taught by teachers after three years.
- 5.4. Maintenance of Equipment in the laboratories.
- 5.5. Conduct of Practicals in the laboratory.
- 5.6. Planning and Implementation of Curriculum Development.
- 5.7. Development of Resource Material.
- 5.8. Participation in Co-Curricular and Extra Curricular Activities.
- 5.9. Student guidance and counselling and helping in their career shaping and personality development.
- 5.10. Innovation in technician education and evaluation.
- 5.11. Providing leadership in teaching Diploma and Post Graduate diploma courses.
- 5.12. Promotion and Coordinating continuing Education Activities.
- 5.13. Self-development through up-gradation of knowledge and skills.
- 5.14. Officer Incharge attendance / examination.

In addition to the above duties, he is required to assist the administration in planning the academic/ administrative/ developmental activities, developing and updating the MIS and implementation of the same effectively.

6. WORKSHOP SUPERINTENDENT:

- 6.1. To monitor the training of students in various workshops of the institution.
- 6.2. To monitor the academic record of students in workshop.
- 6.3. To ensure the availability of various machines and equipments required in the workshops as per the curriculum.
- 6.4. To ensure that all the machines and equipment in the workshop are kept in working order.
- 6.5. To arrange for the training of workshop staff as per requirement of the curriculum.
- 6.6. To plan the future development of the workshops in the institution.
- 6.7. Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute.
- 6.8. To engage classes for theory and Practical training of the students.

7. LAB INSTRUCTOR:

- 7.1. To arrange the various machinery and equipment for the students training as per the curriculum.
- 7.2. To train the students as per the curriculum.
- 7.3. To develop the training skill amongst the students.
- 7.4. To maintain the machinery and equipment in working order.
- 7.5. To arrange the raw material required for the training well in time.
- 7.6. To keep himself updated about the various developments in the related industry.

8. PROGRAM LEADER:

- 8.1. Liaise with course leaders and tutors and Head of the Department
- 8.2. Work as a team to cover the breadth of the programme and ensure quality assurance compliance with policies and regulations
- 8.3. Liaise with quality head and head of teaching and learning to keep abreast of quality guidance and initiatives
- 8.4. Responsibility for the delivery of the courses according to the needs of the stake holders time to time
- 8.5. Responsible for developing overall assessment plan and ensure the adherence throughout the year by programme team
- 8.6. Conduct the program reviews and ensure the smooth delivery of the programme throughout the year
- 8.7. Conduct programme annual review to investigate the annual outputs of the programme, revise the program specification based on academic council, programme advisory committee and Industrial advisory committee's recommendations
- 8.8. Represent programme in the academic council
- 8.9. Prepare and present annual report for the programme and get it approved in the academic council
- 8.10. Liaise with Head of the Department for preparing the Operational Expenditure Budget and Capital Expenditure Budget



1. Preamble:

- 1.1 CPAT believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.
- 1.2 The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavours to lay down guidelines for employees to follow in their day to day work life.
- 1.3 All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.
- 1.4 The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

2. Objective:

- 2.1 The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these in their day to day activities.
- 2.2 The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the institute expects from its employees.

3. Applicability:

- 3.1 All employees on regular rolls of the institute including employees on contract governed by this Policy.
- 3.2 Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.
- 3.3 Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

4. Policy Guidelines of Conduct:

- 4.1 National Interest: CPAT is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.
- 4.2 Use of the CPAT Brand: The use of CPAT name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the CPAT Brand for any purpose without specific authorization.
- 4.3 Group Social Responsibility: CPAT Group's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and Livelihood. The Group encourages its employees and their families to actively participate in CSR activities.
- 4.4 Competition: CPAT Institute shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of business.
- 4.5 Quality of Services: CPAT is committed to deliver services of world class quality based on the requirement of its Customers and built to National and International standards.
- 4.6 Equal Opportunities: CPAT shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.
- 4.7 Accurate and Complete Accounting: Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's polices.
 - 4.7.1 No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute.
 - 4.7.2 Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

- 4.8 Settlement of Expenses: Employees shall settle all the expenses incurred on account of travel, loans & advance etc, as per the guidelines stipulated in the Policy/Policies.
- 4.9 Protection of Intellectual Property: Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as "Work made for hire" and the intellectual property rights over the same shall vest with the Institute
- 4.10 Collaboration within CPAT Companies: All CPAT Group businesses shall cooperate with each other by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its business interests and shareholder value.
- 4.11 Confidentiality and Non-disclosure: Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute.
 - 4.11.1 An employee of CPAT Group and her/ his immediate families shall not derive any benefit or assist others to derive any benefit from the access to the insider information about the Group, including information which is not available publicly. Such insider information may include among other things:
 - a) Merger or acquisition, divestment of businesses or business units.
 - b) Data or information such as profits, earnings and dividends etc.
 - c) Investment decisions, assets revaluation, restructuring plans etc.
 - d) Major supply and delivery agreements
- 4.12 Policy and Process Integrity:
 - 4.12.1 Antitrust or Fair Trading- Employees shall avoid any discussions or agreements with competitors about prices or credit terms, submission of bids or offers, allocation of markets or customers, restrictions on production, distribution or boycotts of suppliers or customers that would result in monopolization or anticompetitive markets.
 - 4.12.2 Falsification or Destruction of information No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.
- 4.13 Using equipment and consumable resources: Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

This excludes certain:

- a) Limited, occasional and brief private telephone calls and faxes.
- b) Limited and occasional use of a photocopier.
- c) Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail
- 4.14 Using the Internet, Intranet, and Electronic mail
 - 4.14.1 Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.
 - 4.14.2 Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.
 - 4.14.3 Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused
 - 4.14.4 The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.
- 4.15 Protecting Institute's assets
 - 4.15.1 Misuse of Resources Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for nonbusiness related reasons or purposes including improper use of systems and timekeeping.
 - 4.15.2 Theft Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Company.
- 4.16 Unethical Transaction: No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers.
 - 4.16.1 All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

- 4.17 Gifts and Entertainment: Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly take any money, objects of value, or favours / discounts from any person or other company / institute / organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the officer.
 - 4.17.1 All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institute's books and records.
- 4.18 Relationship with Government and Public officials: An employee of CPAT may occasionally contact government and regulatory officials to keep them informed about her/his operations and positions on issues. She/he is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. She / He should also be familiar with specific rules set by individual agencies or other governmental bodies.
- 4.19 Compliance of applicable law by Expatriate Employee: All Expatriate employees shall be responsible for obtaining and retaining a valid Work Permit / Residence Permit / Employment Visa, during the subsistence of her/his engagement with the Institute. The employee shall duly adhere to all rules, regulations and/or such other conditions imposed by any Government Authority. The employee shall keep the institute duly indemnified against all loss, damages, costs, expenses, proceedings, prosecution etc, arising out of any violation of the terms and conditions of the applicable laws, rules, regulations and orders passed in that regard.
- 4.20 Public Representation: No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.
- 4.21 Charitable Contributions: Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

- 4.22 Political Activity: No employee shall involve in any political activity directly or indirectly.
 - 4.22.1 No CPAT employee shall canvas for any political party or candidate at any point in time. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute. Any CPAT employee who stands in elections for any public office may do so after informing the concerned authority within the Organization. Further, if elected to the post, the employee has to resign from the services of the CPAT Group to pursue his public / political career.
- 4.23 Regulatory Compliance: Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.
- 4.24 Third Party Representation:
 - 4.24.1 Third Parties which have business dealings with CPAT but are not members of the CPAT Group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent a CPAT Group without the written permission. A Nondisclosure agreement is to be signed with the Third parties to support the confidentiality of the information. Third Parties and their employees are expected to abide by the Code in their interaction with and on behalf of CPAT.
- 4.25 Sexual Harassment and other harassment policy:
 - 4.25.1 CPAT Group recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the Group's policy against Sexual Harassment.
- 4.26 Other Harassment:
 - 4.26.1 The Group prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age.
 - 4.26.2 The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another. Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

- 4.27 Whistle Blower policy: The CPAT Group provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.
- 4.28 Ethical Conduct:
 - 4.28.1 CPAT Group expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities A CPAT employee is supposed to inform in case, if he deviates from the above standard.(or if any case is filed against him)
 - 4.28.2 No CPAT employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with CPAT Group, he must disclose the nature of such relationships and transactions beforehand.
- 4.29 Dress Code:

CPAT expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

- 4.30 Environment, Health & Safety:
 - 4.30.1 Environment, Health, Safety and Laws of the land Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of CPAT Employees, Customers and at the Community at large.
 - 4.30.2 Substance Abuse- To meet our responsibilities to Employees, Customers and Investors, the Group shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.
 - 4.30.3 Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

- 4.30.4 The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:
 - a. Causing physical injury
 - b. Making threatening remarks
 - c. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
 - d. Intentionally damaging employer property or property of another employee
 - e. Committing acts motivated by or related to sexual harassment or domestic violence.
 - f. No Smoking- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.
- 4.31 Disciplinary Actions:
 - 4.31.1 All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.
 - 4.31.2 Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.
 - 4.31.3 Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.
 - 4.31.4 The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations or this Code.



1. Purpose:

The purpose of this procedure is to ensure the provision of basic employee relations activities targeted to promote harmonious working relationships are carried out under controlled conditions and in a consistent manner.

2. Scope:

- 2.1 This procedure is to be followed by the relevant personnel within the Human Resources Department (HRD) of CPAT TVS, and by any other personnel where applicable.
- 2.2 The ownership of this procedure lies with the HR Department.

3. Definition:

3.1 Discretionary Authority Limit (DAL):

The approved documents stipulating the financial limits and discretion allowed for person responsible in each department and the hierarchy of approving authority

3.2 Head of Department (HOD):

The person in-charge of a department as stipulated in the approved organization chart.

3.3 Responsibility:

The responsibility to review, amend, update, obtain approval to implement or delete this procedure lies with the originator of this procedure.

4. Overview:

- 4.1 The institution recognises that healthy organisational environment is necessary for employees to perform productively towards achieving organisational goals and maintain harmonious working relationship between the Management and employees at all levels.
- 4.2 Employee relations through positive social, welfare, TEP and recreational programmes with active staff participation may be coordinated from time to time to enhance sense of togetherness, encourage healthy communication and exchange of feedback.

4.1 Staff Welfare:

- 4.1.1 The following may be provided as part of staff welfare:
 - (i) Staff Refreshment Employees may be provided with refreshments during working hours twice a day from Mondays to Fridays and on working Saturdays.
 - (ii) **Invitations to attend the marriage of an employee** will be responded by deputing the HOD or his nominee from the concerned department to attend the function (muhurtam). He/she will carry cash of Rs. 3,000/- with a relevant message, sealed in an institution envelope and handed over to the employee who is getting married.
 - (iii) Should there be an intimation of an unfortunate occurrence or message about the employees suffering a mishap/death in the family, a representative from the institution, preferably the HR staff will call on him/her and offer condolence. In cases which require any assistance from the institution, the same will be provided with the prior approval of the Director.
 - (iv) **Employee Bonus** As Per Policy.
 - (v) **Travel Claims** As per policy (For both Local and Out station travel).
 - (vi) **Monitory Benefits (Working on Holidays) -** Employees will be paid over time allowance based on the monthly emolument component duly approved by the Principal/Correspondent.
 - (vii) **Food Allowance -** All Employees are eligible for Dinner during late hours beyond 8.30 PM on Week Days. On Holidays and Weekends, eligible for Lunch and Dinner while working on Official Duty. The reimbursement for the above will be a maximum of Rs. 75/-each. Both will be subject to prior approval from Principal / Correspondent and upon actuals (i.e.) production of bills. This allowance will be applicable ONLY to off-shore employees. For on-site employees deputed on Implementation Project, where food is provided by the client, no claims will be entertained. For on-site employees deputed to the client on contract basis, will adhere to client's timing and will not be eligible for any food allowance.
 - (viii) **Staff overstaying beyond working hours** this habit must be monitored carefully and ensured that Lady staff's after 6 PM are sent home safely through transport arrangement done by Institution.
- 4.1.2 In coordinating the provision of the gift or contribution, the HRD will liaise with the employee for the relevant documentation to substantiate the claim.

4.2 Employee Communication:

4.2.1 Notice Board

- (i) The Institution shall provide notice boards to facilitate communication and effective means of disseminating information throughout the Institution.
- (ii) The Administration/Maintenance departments, where the notice boards are located shall be responsible for the proper maintenance of the notice boards.

4.2.2 Email Facilities

(i) Email facilities may also be provided as an alternative means of information dissemination.

4.2.3 Employee Feedback/Survey

- (i) Other than the "Exit Interview Questionnaire", HRD may from time to time conduct a climate survey to gather employees' feedback/input and gauge their level of satisfaction as an employee of the Institution.
- (ii) The survey which may be in the form of a questionnaire may cover several important factors such as:
 - (a) Communication
 - (b) Teamwork with superiors, peers and subordinates
 - (c) Compensation and benefits
 - (d) Training and development
 - (e) Career development
 - (f) Staff welfare
- (ii) Feedback and input received from such survey shall be used as a basis to recommend to the Management improvement on matters which mutually benefit the Institution's interest and staff well being/development in general.



To provide a policy framework for confirmation of regular employees after completion of the probation period

2. Eligibility & Coverage:

All new recruits of the institute on regular rolls

3. Policy & Procedural Formalities for Completion of Probation:

- 3.1 All new employees will be on probation for a period of 12 months from the date of joining.
- 3.2 While the formal probation appraisal shall be at the end of 12 months, the concerned HOD will review the performance of the probationer at quarterly intervals. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation report will be submitted to HR Department.
- 3.3 During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.
- 3.4 HR Department will send the Assessment Form to the concerned HOD at least one month before completion of the probation period.
- 3.5 The HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee.
- 3.6 Duly completed Assessment Form with the recommendation of the HOD for confirmation, will be sent to HR Department at least one week before the completion of the probation period for the issue of Confirmation Letter.

4. Extension of Probation Period:

- 4.1 In such instances where an employee does not meet the required standards of performance, the HOD may recommend extension of the probation for a maximum of six months.
- 4.2 Probation period may be extended under any of the following circumstances:
 - 4.2.1 Performance of the probationer is not up to expectations
 - 4.2.2 The role and the skills of the probationer are not aligned

4.2.3 Probationer's values are not aligned with the institute's values

- 4.3 A mutually agreed and detailed Performance Improvement Plan (PIP) involving counseling and training will be documented, and areas of improvement clearly communicated to the employee in the prescribed format.
- 4.4 The probation may be extended only once. When probation is extended for an employee, the HOD shall send the Probationary Appraisal Form to HR Department at least 15 days before the expiry of probation, clearly stating the reasons for extension. HR will send necessary reminders in time.
- 4.5 Based on the recommendation of the HOD, HR Department will formally communicate the extension of the probation through a letter to the employee through the HOD
- 4.6 The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.
- 4.7 If the probationer's performance remains unsatisfactory after the PIP, his or her services may be summarily terminated.

5. Confirmation of services:

- 5.1 On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.
- 5.2 HR shall send the confirmation to the employee through the HOD within one week of the end of probation.
- 5.3 Upon confirmation, the notice period on either side will be revised as per the below Table.

| Table I | | | |
|-----------|------------------------------|--|--|
| Group | Revised Notice Period | | |
| Group I | Three Months | | |
| Group II | Three Months | | |
| Group III | One Month | | |
| Group IV | One Month | | |

- 5.4 It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period.
- 5.5 Notice pay shall mean salary of the employee.
 - i) For teaching faculty: Basic + DA (Gross Salary)
 - ii) For Non-teaching faculty: Basic Salary



The objective of the appraisal process is to maximise the effectiveness and potential of each member of staff so that the institution successfully achieves its objective

The objectives of the appraisal process are to:

- 1.1 Maximise performance
- 1.2 Reinforce the trust, values and behaviours
- 1.3 Acknowledge good performance
- 1.4 Set objectives for the year ahead
- 1.5 Encourage staff development

2. Eligibility:

All regular employees who completed one year of continuous services in the institution

3. Purpose:

The purpose of the annual performance appraisal review is to:

- 3.1 Evaluate job performance over the previous year.
- 3.2 Develop and agree on a Work Plan (objectives and development needs) for the next academic year.
- 3.3 Translate the Institution and Department goals into individual objectives so that all staff are clear about their role in delivering the programs.

4. Procedure:

- 4.1 Steps for Teaching staff:
 - 4.1.1 HRD will provide the self-assessment form for all staff during the month of May (1st Week).
 - 4.1.2 Upon receiving, all individual staff must submit their filled-in self-assessment form to their respective HoDs before last week of May.

- 4.1.3 Head of the Department will provide their remarks based on the self-assessment.
- 4.1.4 HRD will collect the dully-filled self-assessment forms along with the HoD remarks from the respective departments before 1st week of June.
- 4.1.5 Principal will give his final remarks based on the selfassessment forms and HoDs remarks and finalize the assessment score based on the criteria (Ref: Assessment Criteria) specified.
- 4.2 For Non-Teaching staff
 - 4.2.1 HRD will provide the supervisory assessment forms of all the staff to their respective HoDs during the month of May (1st Week).
 - 4.2.2 Head of the Departments will assess their subordinates using the rating scale specified in the supervisory form.
 - 4.2.3 HRD will collect the filled-in forms from the HoDs and submit it to Principal / Correspondent for final recommendations.
 - 4.2.4 Principal is also responsible for rating the Head of the Departments.
- **5.** Approval Process:
 - 5.1 Principal / Correspondent finalize the proposed increment for all staff.
 - 5.2 HRD will prepare a note of approval and consolidated statement that consists of present and proposed salary workings of individual staff.
 - 5.3 Principal / Correspondent will present the dully-signed approval note and consolidated statement to the Director for approval.
 - 5.4 On approval from the Director, Individual appraisal letters will prepare by HRD.
 - 5.5 Principal / Correspondent will issue the letters to the individual staff.

1. Teaching Staff Self-Assessment

(Provide details & evidences only for happenings during the assessment period)

| 1. Name: | 2. Date of birth: | |
|------------------------------|-------------------|--|
| 3. Highest Qualification: | 4. Designation: | |
| 5. Date of Joining: | 6. Department: | |

7. Details of Teaching Experience: (Till date)

| S. No | Institution Name | Period | Position |
|-------|------------------|--------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

8. Details of Industrial experience:

| S. No | Industry Name | Period | Position |
|-------|---------------|--------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

9. Qualification obtained during assessment period (professional/technical/non-technical):

| S. No | Goal | Period | Plan of action | Outcomes | Evidence of Achievement |
|-------|------|--------|----------------|----------|-------------------------|
| | | | | | |
| | | | | | |
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10. Specific goals set and achieved by you during the academic year in assessment:

11. State reasons for goals that are not yet achieved and your modified plan of action for this academic year.

- 12. Professional Training undergone during assessment period (Attach copy of certificate/or any other document):
- i) Sponsored by the Institution:
- ii) On your own initiative:

- 13. Seminars/ Symposium / Workshops attended /Papers presented / Papers reviewed:
- 14. Details of Industrial training & interactions.

| Name of the Industry | Period | Area of Training | Outcomes of the Training |
|----------------------|----------------------|--|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Name of the Industry | Name of the Industry Period Image: Problem index ind | Name of the Industry Period Area of Training Image: Im |

15. Details of updating your content / domain knowledge (Teacher Training, FDPs attended, On-line courses completed, etc...):

| Remarks | | | |
|--|--|--|--|
| Pass (%) | | | |
| No of students passed | | | |
| No of students appeared | | | |
| Summary of audit observations (Peer / Internal / External) | | | |
| Teaching methods used | | | |
| Remediation / Extra coaching (In hrs) | | | |
| Direct delivery (In hrs) | | | |
| Course delivered | | | |

16. Summary of Class room delivery (Theory):

| | | 1 | |
|--|------|---|------|
| Remarks | | | |
| Pass (%) | | | |
| No of students passed | | | |
| No of students appeared | | | |
| Summary of audit observations (Peer / Internal / External) | | | |
| Teaching methods used | | | |
| Details of practice beyond syllabus | | | |
| Direct delivery (In hrs) | | | |
| Course delivered | | | |

17. Summary of Classroom delivery (Includes labs, student projects and special courses):

18. Lesson Plans:

| Remarks | | | |
|--|--|--|--|
| Details of your contribution in terms of addition of activities / teaching materials | | | |
| No of Lessons without LP (at the end of Assessment period) | | | |
| No of LPs modified | | | |
| No of new LPs created | | | |
| No of LPs existed before the ssessment period | | | |
| Course delivered | | | |

- b. State reasons for lesson plans that are not yet created and your plan of action for this academic year.
- 19. Details of additional responsibilities carried out: (Examples: Lab In-charge, Class teacher, Coordinator, Organiser, Course leader, Mentor, Committee chair, etc...)

20. Details of additional support and mentoring provided to students.

- 21. Details of your contribution in Teacher projects.
- 22. Details of contributions in extracurricular/community development activities

23. Reflections on the support received from the immediate line manager for smooth and efficient discharge of your duties.

24. Your goal for the next assessment year (In consultation with the line manager).

- 25. Leave / Permission / On-duty particulars:
- a. No of days of absence from campus on account of official duty. (Provide details)

b. No of days of absence from campus on account of personal reasons (CL/SL/EL/LOP)

c. No of days of permissions on account of personal reasons.

Signature of the Assesse

Remarks of HOD

Name :

Designation :

Give your remarks in the following areas with reference to the questions mentioned in the self-appraisal form:

| Question | | |
|----------|---|---------|
| No. | Area of Assessment | Remarks |
| | | |
| | | |
| | | |
| | | |
| 4.5 | Professional Training | |
| 12 | undertaken | |
| | | |
| | | |
| | Contribution in Seminars / | |
| | symposium / workshops/ papers presented/papers | |
| 13 | reviewed | |
| | | |
| | | |
| | | |
| | Industrial Training (| |
| 14 | Industrial Training / Interactions | |
| | | |
| | | |
| | | |
| | | |
| 15 | Updating Content / Domain Knowledge | |
| 15 | Knowledge | |
| | | |
| | | |
| | | |
| | | |
| 16 | Class room delivery - Theory | |
| | | |
| | | |
| | | |
| | | |
| 17 | Class room delivery - Practice | |

| Question No. | Area of Assessment | Remarks |
|-----------------|--|---------|
| | | |
| | | |
| | | |
| 18 | Lesson plan preparation | |
| | | |
| | | |
| | Additional Responsibilities | |
| 19 | taken | |
| | | |
| | | |
| | Support and mentoring | |
| 20 | provided to students | |
| | | |
| | | |
| 21 | Work in Teacher Projects | |
| | | |
| | | |
| | | |
| | Participation in Extra - | |
| 22 | curricular / community development activities | |
| | | |
| Ciamotra | | |
| Signature | of HOD with date: | |

Remarks by Principal

Name : Department :

Designation :

Level :

| Question No | Area of Assessment | Total % allotted | % Rewarded | Remarks |
|----------------|---|---------------------|---------------|---------|
| 12 | Professional Training Undertaken | | | |
| 13 | Contribution in Seminars / Symposium / Workshops / papers presented / papers reviewed | | | |
| 14 | Industrial Training / Interactions | | | |
| 15 | Updating Content / Domain Knowledge | | | |
| 16 | Class room delivery - Theory | | | |
| 17 | Class room delivery - Practice | | | |
| 18 | Lesson plan preparation | | | |
| 19 | Additional Responsibilities taken | | | |
| 20 | Support and mentoring provided to students | | | |
| 21 | Work in Teacher Projects | | | |
| 22 | Participation in Extracurricular / community development activities | | | |
| 25 | Attendance | | | |
| | Total | 100% | | |
| Principal's | s Summary Note: | | | |
| Signature | of Principal with date: | | | |
| Correspon | ident's Note: | | | |
| Signature | of Correspondent with date: | | | |

ASSESSMENT CRITERIA FOR TEACHING STAFF

a. Levels

| Level 1 | HoDs & Coordinator |
|---------|--|
| Level 2 | Senior faculty members with more than 7yrs of experience |
| Level 3 | Rest of the faculty |

b. Weightage for Questions:

| Question No | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 25 | Total |
|----------------|----|----|-----|----|-----|-----|-----|-----|----|----|----|-----|-------|
| Level 1 | 5% | 5% | 10% | 5% | 20% | 10% | 10% | 10% | 5% | 5% | 5% | 10% | 100% |
| Level 2 | 5% | 5% | 5% | 5% | 30% | 10% | 10% | 5% | 5% | 5% | 5% | 10% | 100% |
| Level 3 | 5% | 5% | 5% | 5% | 40% | 10% | 5% | 5% | 5% | 3% | 2% | 10% | 100% |

c. Percentage split up:

Question 13 : 2 seminars - 5%, 1 seminar - 3%

Question 14 : Min 3days - 3%, IPT Coordination - 2%,

Interaction for Updating curriculum & Practice - 5%

d. Increment % based on score:

| Individual score arrived | Increment in % | Basic + DA |
|--------------------------|----------------|------------|
| ≤ 50 | 3% | 3 + 0 % |
| 51 to 60 | 5% | 3 + 2 % |
| 61 to 70 | 8% | 3 + 5 % |
| 71 to 80 | 10% | 3 + 7 % |
| 81 to 90 | 12% | 3 + 9 % |
| ≥ 91 | 15% | 3 + 12 % |

2. ASSESSMENT REPORT FOR SUPERVISORY PERSONNEL

| Name: Designation: Department: Brief description of work done during the period und | ler revi | Date | : of Joining: |
|---|----------|------|--------------------------------|
| Factors | *Rat | ing | Reasons / Examples |
| PERFORMANCE Consider how well he has accomplished the resultsExpected of him. Also consider the quality andquantity of output by the team he supervises. JOB KNOWLEDGE Consider his knowledge in his own functional andRelated fields, and also his general awareness andunderstanding of environmental mattersnecessary for effective performance. | | | |
| ABILITY TO ORGANISE Consider how well he plans, delegates, controls and co-ordinates tasks for his team, Is he system conscious? Capable of setting priorities? *Rating scale: A-Outstanding B-Above Normal C-S | aticfac | | -Below Normal E-Uncatiofactory |

| Factors | *Rating | Reasons / Examples |
|--|---------------|-------------------------------|
| HUMAN RELATIONS | | |
| Consider the effectiveness of his relationship with subordinates, associates and superiors. Also consider his ability to handle employee grievances. | | |
| INITIATIVE | | |
| Consider his ability to originate decisions within the Company policies. Also his ability to develop new concepts and methods | | |
| LEADERSHIP | | |
| Consider his ability in setting realistic objectives for his team and also his ability to inspire confidence and sustained enthusiasm amongst the people in his charge in achieving these objectives. | | |
| COMMUNICATION | | |
| Consider his ability to express himself. Whether his expression is intelligent, persuasive and clear : | | |
| a) In writing | | |
| b) Orally | | |
| HEALTH | | |
| Degree to which his health affects the effectiveness on the job. | | |
| OVERALL ASSESSMENT | | |
| | | |
| *Rating scale: A-Outstanding B-Above Normal C-S | atisfactory D | Below Normal E-Unsatisfactory |

The above assessment has been shown and fully explained to me.

| ANALYSIS OF THE PERFORMANCE : (Based on the ab | ove Perform | ance apprais | sal) | | | |
|---|-------------|--------------|----------------|-----------------|--|--|
| (A) List the employee's strengths, giving supporting examples. (These areas are important Indications | | | | | | |
| of the direction in which his development could be plann | ed) | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| (B) List the areas in which his performance can and shout is needed in making plans to assist him in improving his | | | cific. (This i | nformation | | |
| | | , | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| (C) Summarize the employee's improvement and devel | onment nee | ds Whereve | er practicab | le indicate | | |
| (C) Summarize the employee's improvement and development needs. Wherever practicable, indicate specific work experience, training measures, or other improvement and development plans. | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| (D) Careen Plan | Indicate (√ |) the employ | /ee's readin | ess for the | | |
| If the employee is promotable, indicate specific | | | | | | |
| <pre>position(s) which appear(s) to be next step(s) ahead of him;</pre> | | | | | | |
| | Ready | Possible | 2-3 | More | | |
| | now | Now | Years | than 3 years | | |
| | | | | - | | |
| | | | | | | |
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Γ

| Recommendation by the Head of the Department : |
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| Signature: |
| Recommendation by the Principal : |
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| Signature: |
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| Recommendation by the Correspondent : |
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| |
| Signature: |
| DIRECTOR : |
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| |
| |
| |
| Signature: |

ACTION

Action taken by the HR Department regarding the development needs.

HR DEPARTMENT



1.1 This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.

2. Eligibility:

- 2.1 From Lab Instructor to Head of the Department in all disciplines
 - 2.1.1 Adequete Qualification
 - 2.1.2 Eight years with Bachelors Degree / Five years with Masters Degree in the current position (from the date of joining / attaining previous promotion / completing PhD)
 - 2.1.3 Prescribed research output
 - 2.1.4 Acceptable teaching feedback
 - 2.1.5 Demonstrated academic administration
- 2.2 The Eligibility shall stand modified in the following cases:
 - 2.2.1 For those whose probation may have been extended, the total years will commence only after confirmation
 - 2.2.2 For those who may not have cleared the ratification on the first attempt, the total years will commence only after the date of ratification
- 2.3 The Eligibility conditions may be extended at the discretion of the Management, in the following cases:
 - 2.3.1 Faculty whose annual increments are on hold / delayed / deferred for want of fulfillment of academic commitments
 - 2.3.2 Faculty with track record of misconduct

Note: When a faculty joins CPAT from another Institution, if that institution is regarded comparable to CPAT, the earlier experience may be counted for the purpose of eligibility period.

3. Policy and Procedure:

3.1. Lab Instructor to Lecturer:

- 3.1.1. Bachelors degree with two years of experience at instructor level
- 3.1.2. Lab audit reports / Workshop superintendent report
- 3.1.3. Training program attended
- 3.1.4. Managing / facilitating visitors to the lab
- 3.1.5. Training coordinator reports
- 3.1.6. Self / Peer observation reports

3.2. Lecturer to Senior Lecturer:

- 3.2.1. Bachelors degree qualification with eight years of experience in teaching / Masters degree with five years in teaching
- 3.2.2. Performance as Lecturer interms of facilitating classroom discussion, Workshop and Lab instructions
 - 3.2.2.1 Results / Students feedback / Audit report / Lesons plans
- 3.2.3. Managing comittees at college level / Core groups in their specialization
- 3.2.4. Contributions in managing the program
 - 3.2.4.1 Program committee minutes / Program leader report / Creation of new additional & special course / Contributions in managing IPT / Independently support student groups for seminars / Mini projects
- 3.2.5. Attending seminars / workshops / conferences / Technical papers presentation
- 3.2.6. Self / Peer observation reports

3.3. Senior Lecturer to Program Leader:

- 3.3.1. Bachelors degree with eight years of experience in teaching / Masters degree with five years in teaching
- 3.3.2. Involvement in curriculum development / Introducing new courses / Modify the existing courses through detailed gap analysis
- 3.3.3. Delivering and managing different courses in technical domain with understanding on linking them
- 3.3.4. Ability to link practice (Workshop / Lab / Industry) with the curriculum problems, case studies, projects.
- 3.3.5. Ability to mentor team in understanding the outcomes and attributes required for and by the industry
- 3.3.6. Managing program delivery leads to attainment of programs specifications

3.4. Program Leader to Head of the Department:

- 3.4.1. Bachelors degree with eight years of experience in teaching / Masters degree with five years in teaching
- 3.4.2. Involvement in curriculum development / Introducing new courses / Modify the existing courses through detailed gap analysis
- 3.4.3. Delivering and managing different courses in technical domain with understanding on linking them
- 3.4.4. Ability to link practice (Workshop / Lab / Industry) with the curriculum problems, case studies, projects.
- 3.4.5. Ability to mentor team in understanding the outcomes and attributes required for and by the industry
- 3.4.6. Managing program delivery leads to attainment of programs specifications
- 3.4.7. Ability to lias with government bodies
- 3.4.8. Mentoring team to develop personal traits and attributes
- 3.4.9. Managing student issues
- 3.4.10. Interacting with stake holders
- 3.4.11. Ability to connect with parents
- 3.4.12. Preparing and managing budgets in liason with program leader

4. Administration of the Promotions:

- 4.1 Promotions Recommendations Committee shall be constituted.
- 4.2 Committee shall comprise
 - 4.2.1 Correspondent
 - 4.2.2 Principal
 - 4.2.3 Training Coordinator
 - 4.2.4 Head of the Department
 - 4.2.5 Program Leader

5. Grievance Redressal:

- 5.1 Faculty shall have the right to represent their grievance to their HOD.
- 5.2 The HOD shall redress the grievance within 7 working days, failing which the grievance may be escalated to the next higher level.

Note: The above are only eligibility criteria. Mere eligibility to promotion does not entitle one to promotion.

The management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion.



To provide a detailed framework for advancement of career for the staff in a manner that shall incentivize superior work performance and provide for greater recognition of efforts

2. Eligibility:

All non-teaching staff.

3. Pre-requisites:

- 3.1 Promotions shall always be subject to appropriate vacancy in the higher grades, except when the management, at its discretion, enhances a job at a given grade to a higher grade.
- 3.2 A promotion must always lead to an enhanced responsibility in the organization.
- 3.3 The Employee shall have the potential, beyond mere eligibility, to take up higher role / responsibility.

4. Eligibility:

- 4.1 Requisite performance rating in the previous years (Annexure-1)
- 4.2 No adverse remarks/reprimand in the personal file in the preceding three year.
- 4.3 Requisite educational qualifications as per Job Description
- 4.4 No. of years of experience in the existing grade (Annexure-2)

However, mere eligibility is not a criteria for promotion.

5. Promotion Process:

- 5.1 HR will send the annual appraisal form to the HoDs during the PMS cycle.
- 5.2 Based on the eligibility criteria, HoD will provide the recommendation for promotion in the annual appraisal form.
- 5.3 The filled in appraisal forms will be submitted to Correspondent / Principal for final approval.

6. Approving Authority:

- 6.1 The Correspondent / Principal will be the approving authority for all promotions.
- 6.2 A proper statement from the HoD giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the Correspondent / Principal.
- 6.3 Correspondent / Principal shall review and approve the Promotion.
- 6.4 All the promotion letters will be then be signed and issued by Correspondent / Principal.

7. Implementation

- 7.1 Promotions shall be taken up only once in a year during the PMS cycle.
- 7.2 As a rule, all promotions shall be effective from June 1st.
- 7.3 Exceptions, if any, shall be approved by the Correspondent / Principal, Promotion letter along with the JD shall be prepared by HR.
- 7.4 All promotions letters shall be handed over to the employee by the Correspondent / Principal.

| Performance Rating | Eligibility for promotion | | | |
|--|---|--|--|--|
| Outstanding | Minimum of 3 years of Outstanding rating | | | |
| Above Normal | Minimum of 4 years of outstanding or excellent rating | | | |
| Satisfactory | Minimum of 5 years of consistent performance | | | |
| Previous year: Outstanding 2 years before: Above Normal 3 years before: Satisfactory | An increasing trend of performance is also considered for eligibility for promotion | | | |

<u>Annexure-1</u>

The details mentioned above are only the eligibility criteria, but does not mandate promotion.

Annexure-2

| Group | Required Qualifications for the grade | Minimum No. of years of experience in present grade |
|---|---|---|
| Croup I | Post-Graduation / professional qualification | 3 |
| Group I | Graduation with functional experience | 5 |
| Post-Graduation / professional qualification | | 3 |
| Group II | Graduation with functional experience | 5 |
| Croup III | Post-Graduation / professional qualification | 3 |
| Group III | Graduation with functional experience | 5 |
| Group IV | Post-Graduation / professional qualification | 3 |
| Group IV | Graduation with functional experience | 5 |
| Others | No educational qualification / SSC | No movement to higher grade |



- 1.1 To communicate the general office / college timings of the institute.
- 1.2 To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

2. Applicability:

2.1 All employees on regular rolls and on contract are covered under this policy

3. Procedure:

3.1. Working Days and Duty Hours:

- 3.1.1 The Centre works six days a week (Monday to Saturday) on 2nd,4th and 5th weeks, and 5 days a week on 1st and 3rd weeks of any month, (Monday to Friday) for all teaching and non-teaching staff except maintenance staff. Maintenance staff will work six days a week for all weeks.
- 3.1.2 The normal working hours of the Centre is from 9.00 a.m. to 5.00 p.m. with tea breaks of 15 minutes each (mid-morning and afternoon) and lunch time of 30 minutes, that will be decided by the line manager based on the nature of duties.
- 3.1.3 The working time for the maintenance team is from 8.30 a.m. to 5.30 p.m. with tea breaks and lunch time.
- 3.1.4 Employees are expected to be present at the Centre during working hours, and shall not leave the premises without taking permission from the Correspondent/Principal, in their absence, from the Officer-in-charge.
- 3.1.5 Employees assigned institutional work outside must produce approved evidence of work assignment by the competent authority to HR office.

4. Attendance:

- 4.1 Employees shall on arrival register their biometric attendance. They are also advised to sign the attendance register kept in their line manager's office. Those who come late shall while signing indicate the time of arrival.
- 4.2 If on some reason, an Employee is detained elsewhere and happens to come late within 5 minutes of prescribed timing, such late coming is condoned. If it is more than 5 minutes for two occasions in any month, it is treated as two hour permission once eligible for the month. If late comings are beyond the above ceiling, half a day is deducted each time, from the leave to his /her credit. If no more leaves are available for deduction, half a day salary will be deducted for each time.
- 4.3 Employees are expected to register out station duty like tours, trainings etc. either in advance or immediately after resuming the work. The intimation of this should be provided to the HR after approval of HOD for updating attendance.

5. Permission:

- 5.1 Permission to come late or leave the Centre early due to personal reasons is permitted two hours on a day per month. Beyond this, it may be treated as half a day leave each time.
- 5.2 The total number of permissions per year is restricted to 10 (one per month except for the months of November and May).
- 5.3 Permission is taken in to account only if duly signed such letter is submitted to Admin Office.

6. Weekly Holidays & Declared Holidays:

All Sundays, 1st and 3rd Saturdays of all months are weekly holidays for all employees except maintenance staff. All Sundays are weekly holidays for all maintenance staff. Apart from these, there shall be Declared Holidays (National and Festival Days) during the year and the same will be displayed during the start of the year.



To establish policy on the annual leave benefits for all the employees of CPAT.

2. Eligibility:

All confirmed employees of CPAT - TVS are eligible for the leave benefits under this policy. Employees who are "on probation", "on contract" & "on training" are eligible for a Leave of 1 day for 20 days worked, apart from 15 days of national & festival holidays.

3. Leave Rules:

3.1 General

The following general principles shall govern the grant of leave to the Employees:

- 3.1.1 Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a causal purpose, or a planned activity, on medical grounds or in extra-ordinary conditions. In case of exigencies of work, leave of any description may be reduced, refused or revoked.
- 3.1.2 Leave of any form should be applied for in writing to the Principal and got sanctioned before it is availed, in all cases, except sudden illness or in an emergency. In case of emergency, Employee must arrange to inform the line manager/college office as soon as possible to inform.
- 3.1.3 Absenting from duty when leave is not sanctioned, and over-staying beyond sanctioned leave shall be treated as unauthorized absence. Absence without leave or permission, and in all cases of not being present at the place of work, the principle of 'no work, no pay' shall apply, without prejudice ot the right of the Management to take disciplinary action against such an Employee.

4. LEAVE ELIGIBILITY

4.1 Casual Leave (CL):

- 4.1.1. Casual leave with full pay for a maximum of 10 days in the calendar year, on any reasonable ground;
- 4.1.2. Casual leave can be combined with Vacation/Restricted Holidays but not with any other kind leave;
- 4.1.3. Casual leave is not normally sanctioned for more than three consecutive working days except under special circumstances. Unavailed casual leave shall lapse at the close of the academic year.
- 4.1.4. Saturdays, Sundays, restricted holidays and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual leave.
- 4.1.5. Casual leave can be taken for half a day also.
- 4.1.6. Leave Travel Concession if any applicable, shall also be availed during Casual leave.
- 4.1.7. Casual leave shall not be combined with joining time/ on the day of reporting duty after annual leave/vacation.
- 4.1.8. Employees joining during the middle of a year may avail of Casual leave proportionately or to the full extent at the discretion of the competent authority.
- 4.1.9. Half day's Casual leave should be debited to the Casual leave account for each late attendance, if it exceeds permissible limit.

4.2 Sick Leave (SL):

- 4.2.1. Sick leave with full pay for a maximum of 5 working days in a calendar year on the ground of any sickness or injury sustained.
- 4.2.2. Sick leave for periods exceeding 3 days should be accompanied by a Medical Certificate from a Registered Medical Practitioner.
- 4.2.3. Unavailed Sick leave may be accumulated up to ten years' eligibility (50 days) during the total service of an employee. Accumulated Sick leave can be availed during period (s) of prolonged illness requiring hospitalization, on the recommendation of a Medical Doctor nominated by the Centre.

4.3 Annual Leave/ Earned Leave (EL):

- 4.3.1. Teaching staff shall be eligible for vacation with wages for 60 days in an academic year partly in winter and summer period or entire 60 days in summer period.
- 4.3.2. Teaching staff newly joined during the academic year shall avail proportionate annual vacation only in summer.
- 4.3.3. Teaching staff annual vacation shall be cancelled and can be called for duties assigned by the Chairman, Board Examinations. The days lost due to official duty shall not be compensated through further leaves or through other benefits.
- 4.3.4. Administrative, Accounts and Maintenance staff shall be eligible for 30 days of annual vacation during summer.
- 4.3.5. All Employees shall, after 12 months of continuous service, be entitled to 5 days of Earned Leave. Unavailed Earned Leave may be accumulated up to a maximum period of 50 days in the entire service.

4.4 Maternity Leave (ML) / Paternity Leave (PL):

- 4.4.1 Women Employees in regular appointment are eligible for 3 months leave with full pay, not more than 2 times during their total service at the Centre.
- 4.4.2 Male employees in regular appointment are eligible for 15 days leave with full pay, not more than 2 times during their total service to take care of their wife and new born child.

4.5 Sabbatical Leave:

All teaching staff shall, after 6 continuous years of service, be entitled to avail minimum 6 months and a maximum of 1 year on the ground of research, writing text books, industrial training and deputation for further research promotion with full salary.

4.6 Study Leave:

- 4.6.1 All teaching staff shall, after 6 continuous years of service, be entitled to avail maximum 24 months, 28 months including vacation, for P.G. Studies in their domain, and 36 months for PhD without pay.
- 4.6.2 All the leave benefits will have an advance credit for all confirmed employees.
- 4.6.3 All the leave (CL/SL/Vacation Leave) should be supported by a leave letter duly approved by the HOD. For Vacation leave / Special leave the approval from Principal and Correspondent is mandatory.



This policy has been developed in support of the provision for Compassionate Leave for all staff at CPAT - TVS.

2. Policy Statement:

Compassionate Leave is designed to enable a staff member to take leave when she or he needs to spend time with a person who is a member of her/his immediate family or a relative, because that person has a personal illness or injury that poses a serious threat to their life. Compassionate Leave is also designed to enable a staff member to deal with the circumstances following the death of a member of their immediate family or a relative.

3. Policy Purpose:

This policy informs staff members of their entitlement to Compassionate Leave and its application at CPAT - TVS.

4. Eligibility:

An employee may be granted paid compassionate leave of up to three days per occasion due to the death or life threatening illness or injury of an immediate family member.

Immediate family member' refers to:

- a. spouse;
- b. child, including adopted, foster or step child;
- c. parent, including foster parent or legal guardian;
- d. grandparent, grandchild or sibling;
- e. child, parent, grandparent, grandchild or sibling of the employee's spouse;

5. Conditions:

- 5.1. Compassionate leave is non-cumulative.
- 5.2. The period of leave taken under the provisions of compassionate leave is to be limited to the minimum time necessary in each circumstance.
- 5.3. The onus is on the employee to clearly establish the need for compassionate leave to the satisfaction of the authorising officer. Supporting documentation may be required.

6. Approvals:

- 6.1. An application for Compassionate Leave must be submitted for approval by the concerned staff.
- 6.2. Correspondent/Principal has the authority to approve leave.

7. Procedures:

- 7.1. A staff member who is absent from work due to the personal illness or injury or death of a member of her/his immediate family or a relative; will normally make contact with her/his nominated supervisor at the earliest opportunity to advise the nominated supervisor of her/his absence from work. If the staff member fails to make contact, the nominated supervisor will make arrangements to contact the staff member as earlier as possible.
- 7.2. All staffs are required to promptly complete and submit a leave application in respect of any absence on Compassionate Leave.

8. Further Assistance:

Any staff member who requires assistance in understanding this Policy should first consult her/his Department HOD who is responsible for the implementation and operation of leave arrangements in their work area. For further advice be required, staff should consult Principal / Correspondent.



1. Introduction:

The purpose of this policy is to facilitate the Employees in their jobs by increasing communication within the organization and outside the Organization. Also, this policy is used to specify the documents that the employee needs to assign while allotting him the assets used for the communication by the institution like Laptop, Mobile Handsets, Blackberry Handsets and Data Cards etc.

2. Scope:

This policy covers the usage of the Institution assets (Laptop, Data Cards, Mobile Handsets, Local and STD Dialing on Extension Number and Blackberry Cell phone) by senior staff where the regular use of such asset is necessary or useful to meet the requirements of the job. This includes issuing the asset to the employee that is to be used for official purpose only after the approval of the reporting head.

3. Applicability:

3.1 Group I-A3.3 Group I3.3 Group II3.4 Members of staff nominated by the above Group I-A members.

4. Responsibility:

The preparation of this policy, procedure, forms, letters, and its revision along with justification & obtaining approval from the Management and its implementation and monitoring is the responsibility of HR Department.

5. Rules:

- 5.1 The institution will provide the official Assets (Laptop, Mobile Handsets, Sim cards and Data Cards) to all entitled employees after they have signed an agreement for the Assets and the Assets authorization letter.
- 5.2 These assets are returnable upon transfer / discontinuation of the services with the institution.
- 5.3 This facility is provided purely for official purpose.
- 5.4 In case of loss of institution Asset, the employee must inform the institution as soon as possible to avoid any misuse of the asset. Detailed instructions in the case of a loss are given in the Assets authorization letter.

6. Registering an Asset:

Every Institution asset must have a owner. Each department that has a institution asset must have a sign out sheet indicating that has the institution asset, the make, model and Serial number. This information should be sent to HR department each time there is a change of the owner.

7. Reporting a Theft:

If institution-owned asset is stolen, its owner is expected to immediately file a theft report with all details as to the time, date, location and any other details that you feel is important with HR/Admin Department. If traveling, the owner must also report the theft to the local law enforcement agency.

8. Return the asset to the Institution:

An owner must return the asset to the Institution before their ending date of employment. HR will provide a list of assets and owners to Admin. At the meeting with Human Resources and Admin the Assets, keys, and other items will be collected. Separate file needs to be prepared for all the assets issued to the employees and also in the employee file. Failure to turn in the institution asset may result in withholding payments such as Full &Final settlement until the asset is returned.



- 1.1 With the change in institutional requirements, a Laptop has become an essential and efficient way of conducting one's day to day transactions. However, like any technology, the user should evaluate the cost of using the Laptop with benefits derived and only use this costly means of communication more effectively and in a disciplined way.
- 1.2 This policy established to provide guidelines to employees who, through the nature of their work, are required to be accessible through a Laptop, regardless of the time of day or day of the week.

2. Eligibility:

- 2.1 All employees in Group II and above will be entitled for an official Laptop, by default in lieu of Desktop Computer. Designated employees are also eligible for Laptops based on the nature of work, even if they may be in a lower grade than mentioned above.
- 2.2 Final approval of all such cases of exception will need to be given by the Correspondent/Principal. If Laptop is allotted then the Desktop Computer (if already allotted) will have to be returned to IT Department.

3. Procedure:

- 3.1. In order to get a Laptop, Purchase Requisition must be raised.
- 3.2. In case of newly recruited eligible employees (those eligible for a Laptop, by default), HRD will provide the information to IT Department to raise the PR, whereas, in all other cases, purely on the basis for institutional needs, the concerned HOD would need to raise the PR on behalf of the user employee.
- 3.3. IT In-charge will receive delivery of the Laptop for configuration and would thereafter handover the same to the user employee through Correspondent/Principal.
- 3.4. IT Department will issue Laptops under a proper receipt (Format attached). The copy of the same will be sent to HRD for record.

3.5. Executives, who are allocated Laptops, have to return their Desktop computers to the Information Technology Department. The IT department will decide reallocation of the desktop based on the instructions from the Principal.

4. Configuration:

- 4.1 The IT department is responsible for managing all dealings with Laptop Vendors and Service Providers and for recommending configuration as per need. The department will ensure that proper coverage scheme/s and communication plans are in place and adhered to.
- 4.2 It is the responsibility of IT department to decide on the sourcing and configuration of the machines depending upon the requirements of the user / indenter.

5. Replacement:

- 5.1 All Laptops issued to eligible employees could be considered for up gradation after a minimum period of five years of usage. In such an event, the old Laptop will be evaluated for its functionality by the IT Department and only after it is felt that the machine needs to be replaced, considering the wear and tear and also the obsolescence, a new PR will be moved by the user. The procedure will be the same as obtaining a new machine, as mentioned above.
- 5.2 In case it is felt by the IT Dept., that the machine need not be replaced immediately, subsequent evaluation for replacement will be made by the IT department every six months, thereafter. No eligible employee can claim a new Laptop as a matter of right after five years.

6. Theft / Loss of Laptop:

- 6.1 In the event of theft, the user employee will be required to lodge an FIR with the nearest police station where the theft happened and approach the IT Department with a copy of FIR for further necessary action
- 6.2 The Laptop users will have direct responsibility and custody of their assigned machines. They will be held financially liable for any loss and / or damage to the machine due to inappropriate usage / carelessness.

7. General Guidelines:

- 7.1 IT Department will maintain the updated, proper record of Laptop users.
- 7.2 IT department will keep inventory / issue details of the concerned employees in safe custody.
- 7.3 IT department will ensure that all the Laptops are covered under Annual Maintenance Contract after expiry of the warranty period. Institution will obtain insurance coverage for Laptops to cover the eventualities such as theft, sabotage or damage.
- 7.4 IT Department will ensure that Laptop is protected by Security Data Management Protection Scheme as per uniform policy for which they may recall the Laptop for updating and return as per schedule.

8. Separation of Employment:

On Leaving the service of CPAT - TVS, HR Department has to ensure that the user employee hands over institution's Laptop, with all its accessories to the IT department as the case may be, and receipt thereof may be obtained by the outgoing user employee. This should be clearly endorsed by the recipient of the Laptop in concerned employees no dues clearance form.

9. Please note:

- 9.1 Institution provided Laptops are intended to be used for Institution purpose only.
- 9.2 It is recognized, that it is impractical to limit the use of institution Laptop only to institutional use. Therefore, personal use is not prohibited, but the Institution expects user employee to exercise prudent judgment in keeping personal usage to a minimum.
- 9.3 Users are responsible for maintaining appropriate back-ups, especially of the work related documentation & data created that cannot be retrieved by reinstalling operating system or Program.
- 9.4 Do not expose Laptop to any Magnetic fields that could damage the contents of the Hard disk as Laptop contains a Magnetic Hard disk.
- 9.5 Turn Laptop off and place it in its folded position any time when it is to be moved.



This policy is to establish standard practices and guidelines for responsible, safe and productive use of the Electronic mail (e-mail) and to ensure the protection of information.

2. Scope:

This Policy applies to all CPAT - TVS employees who have been provided access to E-mail and Internet by the Institution. It is the responsibility of all departments to ensure that these policy guidelines are clearly communicated, understood and followed.

3. Policy:

- 3.1. It is the policy of CPAT TVS to ensure that e –mail is used primarily for communication, and is not used in any illegal, offensive, or unethical manner.
- 3.2. Chain mails consume valuable organization resources and time and it is strictly prohibited to aid and propagate the use of chain mail using CPAT's resources.
- 3.3. The company also prohibits such access for conducting non-company commercial business, and for an excessive personal use.
- 3.4. Employees are prohibited from the unauthorized access to other employee's e-mail messages. The company does reserve the right to access any employee's e-mail for any business purpose, and also for inspection subject to misuse of e-mail.
- 3.5. The Internet is powerful tool for quickly and easily searching large volumes of information, enabling us to tap into some potentially, very useful resources. Employees are encouraged to learn internet browsing on need basis. Since, Internet is to be used for Institution's purpose; the access would be given on need basis.

- 3.6. Employees may download information on topics which help them perform their job. However, be careful not to download any document, graphics, audio file, which is either not connected to the Education or does not help in their performance of the job / personal development. Institution's related information also should not be downloaded without authorization.
- 3.7. "Personal internet browsing" is any browsing that will not aid employee in performing his/her job function for the Company. "Off' hours are those outside of the normal working hours of all employees. Personal internet browsing is acceptable during non- company or "Off' hours but it shall be used for personal development purposes. However, browsing sites which contain sexually explicit or other socially objectionable material while using company computers is strictly prohibited and also will tantamount to grave misconduct which would call for disciplinary /legal action.
- 3.8. Internet and e -mail usages by all CPAT TVS employee's is monitored and tracked by IT Department

4. Purpose

- 4.1. All Employees share the Information facilities at CPAT TVS, which are provided to employees for the purpose of Teaching. The Institution does permit a limited amount of personal use of these facilities, including computers, Printers, e-mail and Internet access. However, these facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to negatively impact and interface with the work or rights of others. Therefore, all employees are expected to exercise responsible and ethical behaviour when using the Company's Information Technology facilities.
- 4.2. Any action that may expose the Institution to risks of an unauthorized access to data, disclosure of information legal liability or potential system failure is prohibited and may result in disciplinary action.

5. Procedure for Activation/Deactivation

All employees who are authorized to use the Institution's e-mail / Internet facility, they need to follow the laid down procedure for activation and deactivation for e-mail ids / Internet access.

5.1 Activation

5.1.1. HR Desk to initiate the email creation process by providing newly joined employees' details to IT department with a copy to Principal/HOD.

- 5.1.2. IT Department is responsible for creation and activation of email of the concerned employee.
- 5.1.3. As soon as the mail id is created, intimation will go from IT Department to the HR Desk with a copy to Principal/HOD.

5.2 Deactivation

- 5.2.1. When an employee is relieved from the services of the Institution, information is to be sent by the HR Desk, as the case may be, to IT Department.
- 5.2.2. IT Department must take a back of email of the relieved employee to be stored in the Institution server for future reference.
- 5.2.3. IT Department will be deactivating the mail id and inform about the same will be communicated to the HR Desk with a copy to Principal/HOD.



1. Purpose:

Disciplinary Appeals Committee is to hear the complaint and render decisions of a student who allegedly violates the college rules and regulations set by other statutory bodies. The hearing is formed to decide if indeed the student has violated any of the areas listed, and what, if any, disciplinary action should be taken against the student.

2. Academic Council Committees – Terms of Reference:

| Committee Title: Disciplinary Appeals Committee | | |
|---|-----------------------|------------------|
| 1 | Reporting to | Principal |
| 2 | Chair | Counselor |
| 3 | Executive Secretory | Security Manager |
| 4 | Current sub-committee | None |

3. Terms of reference:

- 3.1. Advise Principal to initiate action against any specific student disciplinary matter forwarded to the committee
- 3.2. Recommend suspension, withdrawal and suspension of a student who has allegedly involved in any misconduct
- 3.3. Define misconduct, criminal offence, class room disturbance and publish in all student notice boards
- 3.4. Ensure outcomes and penalties are published and known to students
- 3.5. Conduct disciplinary hearing and record actions
- 3.6. Brief appeal procedure in all hearings
- 3.7. Recommends policy which will help to maintain campus student discipline
- 3.8. Decide based on majority voting in case of conflict on awarding penalties

4. Composition and Membership:

5. Membership Terms:

One year for the staff members nominated by principal

6. Frequency of Meetings:

The committee will meet based on the requirement and meet regularly on the month of June to decide annual plan.

Committee Members for the Academic Year 2015 -16

1. Mrs. N. Rajamani,

Sr.Lecturer, Counseling Dept, CPAT

2. Mr. R. Shanmugam,

Security Manager, CPAT

3. Ms. B. Vinodha,

Lecturer-Values, CPAT

Nominated Members:

- 4. Mr. P. Sureshkumar Senior Lecturer, EEE, CPAT
- 5. Mr. T.M. Anil Kumar

Senior Lecturer, ME, CPAT

6. Mrs. S. Indumathy,

Senior Lecturer, MT, CPAT

7. Mr. S. Vasu

Lecturer, Basic Engineering

- 8. Student members
 - 1. KAILASH. N, DME
 - 2. MAHESH KUMAR. R, DME
 - 3. ABISHEK, DEEE
 - 4. VARSHINI, DEEE
 - 5. DHARANI KARTHIK, DMTE
 - 6. ROHIT, DMTE

Committee Members for the Academic Year 2016-17

1. Mrs. N. Rajamani,

Senior Lecturer, Counseling Dept, CPAT

- 2. Mr. R. Shanmugam, Security Manager, CPAT
- 3. Dr. Anoo Reckha, Lecturer-Values, CPAT

Nominated Members:

- 4. Mr. P. Sureshkumar Senior Lecturer, EEE, CPAT
- 5. Mr. T. M. Anil Kumar Senior Lecturer, ME, CPAT
- 6. Mrs. S. Indumathy, Senior Lecturer, MT, CPAT
- 7. Mr. S. Vasu Lecturer, Basic Engineering

- 8. Student members
- 8.1 Mechanical Engineering:
 - 1. S.Iraianbu, IV Year (SW)
 - 2. S.Albin Raj, III Year (SW)
 - 3. C.Sakthivel, III Year (Reg)
 - 4. V.Gowsikan, II Year (SW)
 - 5. G.R.Rohith, II Year (Reg)
- 8.2 Electrical Engineering:
 - 1. R.Sivamani, II Year (Reg)
- 8.3 Basic Engineering:
 - 1. I. Illanthiraiyan, DME(S), Sec C
 - 2. P. Gokulram, DMTE, Sec A



1. Purpose:

- 1.1 To provide opportunities for individuals to reflect on their own teaching and professional development
- 1.2 To stimulate discussion about improving student learning
- 1.3 To provide opportunities for reciprocal learning

2. Objective:

Sharing teaching excellence among academic community is one of the best way to create effective learning environment and providing an opportunity to all academic members to observe others classes will enrich the practices of all. Over a long period, staff should be exposed to variety of teaching experiences and contexts.

3. Guidelines:

- 3.1 Principal will be responsible for establishing and monitoring the scheme. He may devolve some responsibilities, as appropriate, to Heads of the Department. It may be advantageous for person A to observe B to observe C, etc. or a system of paired reciprocal observation. Peer observers should choose who they want to pair with. Heads of the department team along with ASQA head may decide on the system of pairing. Observation by a colleague with similar expertise may be useful to give feedback on context as well as process. Observation could occur across the boundaries of Departments. Observations may also link with peer mentoring where an individual would welcome advice over a number of sessions in order to develop particular skills.
- 3.2 ASQA has developed the steps of peer observation process and it is as follows:

Step 1: Pre-observation discussion

Step 2: The observation

Step 3: Feedback or de-briefing

- 3.4 To systemize the use of process, ASQA has developed templates to be used for carrying out these steps.
- 3.5 Teacher and observer jointly decide the focus of the observation, aspects to be observed and the method of recording feedback. Though, the process is confidential between teacher and observer/s, it is their joint responsibility to send the "Record of Observation" to the Principal's office and a copy to ASQA head. However, the process and discussions around are confidential to the staff involved.

4. Record-keeping:

- 4.1 All discussions and feedback forms are confidential between teacher and observer. Because this model is intended to be formative and developmental, records should be kept by the teacher as part of his/her professional development profile, and re-visited to 'close the loop'.
- 4.2 It is the responsibility of the teacher to act on professional development needs arising from the observation event.
- 4.3 As part of the de-briefing step, teacher and observer should complete the Record of Observation. This record should be sent to the ASQA head.

5. Peer Observation of Teaching: Implementation Guidelines for Staff:

- 5.1 Ideally, implementation should allow for:
 - Pre-observation meeting between observer and teacher 15-30 min
 - Observation of the teaching session
 50 min max
 - Feedback after the session 30 min
- 5.2 The observation should take place at an appropriate time during the semester preferably after the first two weeks. The teacher should decide which session should be observed and what s/he would like to discuss in the pre-observation meeting.
- 5.3 The pre-observation meeting should occur a day or two before the observation. The process should build in time immediately after the observation for feedback and discussion. Feedback should be given in confidence and without interruption.

Step 1: Pre-observation meeting

Teacher and observer should take time to discuss the elements given below to make the observer aware of the situation s/he is to observe. This discussion also leads to explain the context of the teaching, including the type and length of the session, aims, outcomes and subject, aspects of instructional design, etc. The observer must be briefed thoroughly about any new initiatives or changes that s/he may have made.

It is preferable to meet face-to-face for this discussion along electronic conversation about the following:

- Time and place of observation and feedback
- Type and length of the session (e.g. workshop, seminar, practical, etc.)
- Level and background of the students
- Content and its context within the curriculum
- Aims and outcomes of the session
- Potential difficulties or areas of concern
- Any concerns of the observer
- Relevant aspects to be observed.

Step 2: The observation

The students should be informed about the observation in advance so they know that the purpose of the observation. They should be clearly informed about the intent of the session which is to assist the professional development of the teacher to be observed and that the observer will not participate in the session.

During observation session, the teacher should simply acknowledge the presence of the observer, settle the students and continue to work effectively with students, ignoring the presence of the observer.

The observer then proceeds to:

- Observe against elements or criteria agreed in pre-observation l discussions
- Seat him/herself in a way that the vision for the teach or the group is not in line, but able to see the teacher and students.
- Non-participation during session
- Focus on learning and teaching process rather than the content of the session
- Observe methods including responses and processes
- Note the achievement of outcomes
- Note areas of successful and less successful achievement

Step 3: Feedback or de-briefing

Always start the session with teacher's own reflection. Allow teacher to talk about what was happening, what went well and observation needs to support the teacher to acknowledge the positive aspects of the learning situation. Then, the observer may describe what was observed, giving positive statements about skill, insight, competence and seek a responsive conversation to explore these in depth. After that, the observer should then identify what did not seem to be more successful and invite teacher to reflection on these comments. Strictly, the observer acts as a facilitator by listening carefully, responding professionally and continuing dialogue to prompt deeper reflection.

For example, the observer might ask, as appropriate:

- What were you trying to achieve at this point?
- Have you used alternate methods to achieve your aims earlier?
- What was the student involvement here?
- Is there ways to get some/more interactions?
- At what points did students have to think?
- How does this relate to students' previous knowledge/experience?
- How could you check whether that objective had been met?
- What were you most pleased about?

As good practice, positive feedback should always be given before the negative. The process needs to be followed in a reflective way. Feedback should always focus on behavior rather than the person and it should be specific enough to be constructive. The observer should not take the role of expert.

Both teacher and observer should concentrate on process not content, listen actively to each other and engage in reflective dialogue.

Lastly, the teacher is invited to identify alternative strategies for the future, any relevant staff development needs and a course of action. The teacher and observer complete the Record of Observation form. This form is sent to the Principal's office.

6. Peer Observation of Teaching:

6.1 Pre-Observation Form

Subject and Semester: _____ Date _____

Type of session and duration ______ Number of students _____

Observer/s _____

1. What are the aims and outcomes of the session? What other contextual information is relevant?

2. What would you like feedback on?

(e.g. use of new approach, interaction with students, use of technology, pace and timing, etc.)

3. What criteria are relevant to the observation?

(e.g. good use of activities to engage students, evidence of students' attention and interest, good presentation skills)

4. What information does your observer need to be aware of? (e.g. any changes you have incorporated, group problems or issues)

6.2 Observer's Comments

Subject and Semester: _____ Date: _____

Type of session and duration: ______ Number of students: _____

Observer: _____

| Teaching characteristic | Comments |
|--|----------|
| 1. Organisation Appropriate selection of aims, objectives and content. Appropriate organisation of content. Planning the use of resources and materials. | |
| 2. Presentation Clear introduction, continuity with other sessions and students' knowledge. Clarity of aims and objectives. Clarity of presentation and organisation. Appropriate pace and timing. Attempts to respond to student needs. Attitude to students (manner, style). Summary and reference to future work. | |
| 3. Teaching approach and aids Choice of teaching/learning approach and its relevance to learner group. Methods used to check/evaluate learning. Choice and use of teaching activities. Effective use of question and answer. Encouragement of student interaction. Management of the session, including opening and closure. | |
| 4. Student responseLevel of participation. Level of attention and interest. General class atmosphere.5. General observations | |
| | |

6.3 Observer's Comments:

| Subject and Semester: | Date | |
|-----------------------|------|--|
| | | |

Type of session and duration ______ Number of students _____

Observer _____

Notes on the observed session (can be attached as separate pages)

Things that went really well (about three)

Suggestions for the future (about three)

6.4 Teacher's Reflective Notes

(Teacher's Personal Record)

| Subject and Semester:_ | Date |
|------------------------|----------|
| | |

Type of session and duration _____

Observer _____

What I have learned about my practice is...

Changes I would like to make in my practice are.... because.....

The professional development I need is...

The actions I will take are...

6.5 Record of Observation

(This record of teaching observation should be sent to the Principal's office)

Academic year:

Name of observed teacher:

Name and Department of observer:

Teaching session observed, date and time:

Title of programme, type of session (e.g. seminar, workshop, practical), level and number of students:

Signatures of observer and observed and date:



- 1.1 Personnel files are the property of the Institution. Documents contained in these files will not be removed or destroyed while a staff member is currently employed at the Institution. These documents are the historical record of an employee's work and benefits history while at CPAT - TVS.
- 1.2 The Institution recognizes the rights of an individual to his/her privacy. Information about the employment and performance of Institution employees is considered to be confidential and will not be released to external organizations unless the employee has provided a written request for the release of specific information.

2. Procedure:

- 2.1 Access to a complete file is restricted to the auditors and staff who administer employment, benefits and compensation policies.
- 2.2 The employee may see all sections of his/her file.
- 2.3 If a supervisor (person who has the right to hire or fire or make the effective recommendation to do so, or handles disciplinary matters, or conducts performance appraisals, or delegates work and ensures that it is satisfactory) or designate has an operational need to see one of their employee's files, the supervisor will be shown the relevant information by an authorized member of the Human Resources staff. The supervisor may only see information from the Employment History and CV/Resume Sections.
- 2.4 An employee may make an appointment with Human Resources to view his/her file.



- 1.1. Sanction of salary advance is an out of the way financial support by the management for the employees in the lower salary group to tide over financial exigencies like child education, medical or unexpected financial commitments. Therefore it will not be available as a routine to anyone.
- 1.2. Salary advance is extended to all CPAT permanent employees including the garden workers who are on our regular muster. This option should be used only when all other financial alternatives are not viable to employees. Maximum of one salary advance will be granted for the financial year from June to May subject to availability of funds.

2. Guidelines for applying for advance:

- 2.1. An employee should submit a request letter to the Correspondent through the Principal, indicating the nature of the emergency and the requested salary advance not exceeding Rs. 20,000/- (Rupees Twenty thousand). The maximum limit of advance in respect of garden workers will be limited to Rs. 10,000/- (Rupees Ten thousand). Under any circumstances the requested advance should not exceed his/her three months basic salary.
- 2.2. If the Principal is convinced that the advance requested is warranted, he/she will forward the request letter to Administration with his recommendations.
- 2.3. HR will assess the financial dues and will forward the request with remarks to the Correspondent.
- 2.4. Correspondent will take a decision based the information provided and return the request to HR.
- 2.5. HR administration will retain the copy of the approval and will send the original approval to accounts department, if it has been sanctioned. If not sanctioned, he will communicate the decision to the applicant.
- 2.6. Accountant should make payment within 5 working days of receiving the approval. If payment is not made within such time, the accountant will brief the Correspondent on the 6th working day about the reasons for non-payment.

- 2.7. Maximum number of permitted instalment for repaying the advance is 10 but the employee may choose to repay in less number of instalments also.
- 2.8. Those who have availed such advance in 3 years in a row will not be considered for sanction of salary advance for the succeeding year.
- 2.9. Those staff who have not availed salary advance for five consecutive financial years will be given a special appreciation from Correspondents' office.
- 2.10. The salary advance is a facility and should not be used as a means of borrowing interest free loan.

SALARY ADVANCE APPLICATION FORM

| Employee Name: | Emp No. | |
|---------------------|---------------------|--|
| Designation: | Date of Joining: | |
| Department: | Date of Request: | |
| Purpose of Loan: | | |

I request you to kindly sanction me a personal loan as applicable to my grade, as per the policy.

DECLARATION BY THE EMPLOYEE

I hereby certify and confirm that I did not avail of the facility for the past five years and I authorize the organization to deduct the EMI from my salary as per the policy / undertake to repay the entire amount in the event of my separation from the services of the organization.

Date:

Signature of the Employee

(FOR OFFICE USE ONLY)

| Recommended | by |
|-------------|----|
|-------------|----|

Verified by

Passed by

Approved by

Forwarded to Accounts Department:

Please release Rs. ______ (Rupees ______) as Personal Loan recoverable in ______ and make necessary entries of loan details in the Payroll for monthly deductions.

For HRD



1.1 The objective of this policy is to help employees meet certain personal expenses arising during festivals.

2. Applicability:

2.1 All non-teaching employees of CPAT - TVS on regular rolls, whose gross salary is less than or equal to Rs.15,000/- per month.

3. Eligibility Conditions:

- 3.1 Employees in non-teaching whose monthly gross is less than or equal to Rs.15,000/- is eligible for festival advance equal to one month gross or Rs.8,000/- whichever is lower.
- 3.2 This is interest free advance and shall be claimed by the employee once in financial year. There should be a gap of 12 months between the last instalment of the advance availed and request for new advance.
- 3.3 The advance shall be recovered from the salary in 10 Equal Monthly Instalments (EMIs).
- 3.4 EMIs will commence from the subsequent calendar month of disbursement of advance.
- 3.5 The Approving Authority for the Advance will be Correspondent / Principal.
- 3.6 Exception: Eligible employees under this policy are also entitled to avail personal loan under the personal Loan Policy. However, they cannot avail both the loans.



In line with the recent amendment in the Maternity Benefit (Amendment) Bill, 2016 and to have a contemporary policy with the new benchmark, the existing policy guidelines are broad-based encompassing all other related benefits under the Maternity Benefits Scheme.

2. Eligibility:

All regular employees, which includes Probationers, Trainees and Contract employees of CPAT – TVS

3. Leave Entitlement:

3.1 Maternity Leave:

Women Employees in regular appointment are eligible for 26 weeks leave with full pay, not more than 2 times during their total service at the centre. This leave can be availed from 8 weeks prior to date of delivery.

3.2 **Paternity:**

Male employees in regular appointment are eligible for 15 days leave with full pay, not more than 2 times during their total service to take care of their wife and new born child.

This leave can be split and availed one month prior / after the date of delivery.

4. Medical Insurance Entitlement:

Actuals for all employees in the group companies (subject to availability of balance sum insured).

5. Performance Rating:

- 5.1 If leave is availed post mid-year review, then the performance rating / PI score as applicable to H1 will be reckoned for annual appraisal.
- 5.2 If leave is availed prior to mid-year review or when an employee has worked for less than 6 months; ME will be reckoned as performance rating and the individual PI score will be taken as 95.

- 5.3 While on Probation, if any employee avails maternity leave, the probation period will be extended accordingly and confirmation process will be completed thereafter.
- 5.4 Performance rating during maternity break, will not impact growth prospects.

6. Additional Benefits:

Gift basket (Mother & Baby care products) for the parent in lieu of Medical Bonus of Rs.1000/- (one time).

7. General guidelines for availing maternity benefit for female employees:

- 7.1 The total eligibility for availing maternity leave including additional leave from their own leave entitlement or LOP, cannot exceed more than one year. In the event of the total leave exceeding one year, the employee will be required to resign. However, she can be considered for re-employment based on merit/requirement.
- 7.2 New Maternity leave would be from effective 1st June 2017.
- 7.3 The leave entitlement under the scheme, cannot be accumulated or encashed.
- 7.4 Maternity Benefits of 26 weeks will be applicable upto two surviving children. The existing period of 12 weeks maternity benefit will apply from the third child onwards.
- 7.5 The paternity leave entitlement will be applicable upto two surviving children.



To provide group medical insurance and personal accident policy, as a part of employee welfare activity, which will also bring down the liability of the Management, in case an employee undergoes, an unforeseen medical emergency, during his employment with the Institution, and to motivate the employees to put long service with the Institution.

2. Eligibility:

- 2.1. All confirmed employees are eligible for group mediclaim insurance policy and group personal accidental insurance policy.
- 2.2. Since it is a group mediclaim insurance policy, the employees along with 3 of his/her dependents (Wife + child 1+ child 2) have been included.
- 2.3. If unmarried, Self + Parents are eligible for group mediclaim insurance policy.
- 2.4. Individuals who are "on Probation" and "on Contract" are not eligible for group mediclaim insurance policy.
- 2.5. Employees enjoying the benefits of ESI scheme have been excluded.
- 2.6. All employees are eligible for personal accident insurance policy for a sum of Rs.10,00,000/- (Rupees Ten Lakhs only) from the date of joining.
- 2.7. Employees appointed on direct rolls are also eligible for group mediclaim insurance policy and personal accident insurance policy from the date of joining.

3. Grouping of Employees and their limit:

| Group | Designation Under the Grade / Level | |
|-------|--|--|
| I - A | Correspondent, Principal | |
| I | HODs, Manager, Training Coordinator | |
| II | HOD In-charge, Senior Lecturer, Training & Placement Officer, Senior Civil Engineer, Workshop Superintendent | |
| III | Assistant Manager, Senior Executive, Assistant Lecturer, Lecturer, Librarian, Executive, Civil Engineer, Accounts Assistant, Security Consultant | |
| IV | Senior Electrician, Lab Instructor, Office Assistant, Garden Assistant, Driver, Plumbing Assistant, Garden Supervisor | |

(i) Grouping and grading of the employees is as follows.

(ii) Proposed sum assured for mediclaim insurance.

| Group | Designations | Sum Assured |
|-------|--|----------------|
| I | HODs, Manager, Training Coordinator | Rs. 2,50,000/- |
| II | HOD In-charge, Senior Lecturer, Training & II Placement Officer, Senior Civil Engineer, Workshop Superintendent | |
| III | Assistant Manager, Senior Executive, Assistant Lecturer, Lecturer, Librarian, Executive, Civil Engineer, Accounts Assistant, Security Consultant | Rs. 1,50,000/- |
| IV | Senior Electrician, Lab Instructor, Office Assistant, Garden Assistant, Driver, Plumbing Assistant, Garden Supervisor. | Rs. 1,00,000/- |

4. Policy Conditions:

4.1 Family Definition:

Family Floater (Employee, Spouse, Children and Parents)

4.2 Room Rent limits including Boarding, Nursing Charges, etc:

Room Rent limits including Boarding, Nursing Charges is restricted to 2% of Sum Insured.

If the Insured occupies a room with a room rent limit other than his eligibility as per the insurance policy, then all the other charges shall be limited to the charges applicable for the eligible room rent or actuals, whichever is lower.

Treatment in our network hospitals only, However in the case of Medical Emergencies & Accidents, treatment can be taken in other Hospitals. In all cases immediate intimation shall be given to our Call Center

4.3 Maternity Benefits limits:

Normal - Rs. 25000/- Caesarean - Rs. 35000/-

Maternity benefits, applicable only for the Employee or Dependent spouse

This policy is extended to cover the child delivery expenses incurred by the insured up to the limits indicated in the special conditions. In consequence thereof, exclusion no.12 stands amended as follows:

The company shall not be liable to make any payments under this policy in respect of any expenses what so ever incurred by the insured person in connection with or in respect of:

Family planning treatment and all types of treatment for infertility and its complications thereof

4.4 Day 1 cover for New born baby coverage limit:

The benefit payable hereunder shall be up to full floater

4.5 Ambulance Expenses limits:

Emergency ambulance charges up-to a sum of Rs.2000/-

4.5 Sub Limits:

Sublimit for Cataract as follows Rs.20,000/- per eye per person and Rs.30,000/- per policy period

- 4.6 Addition / Deletion of Employees & Dependents:
 - 4.6.1 After the inception of the Policy, NO midterm inclusion of employee & dependants unless he is a new joinee and dependents of the already insured employee unless they are newly married spouse and new born child and such inclusion is also subject to payment of additional premium on pro rata basis. For newly joined employees, the Insured shall provide the date of joining & for inclusion of dependents of the already insured employees, the Insured should provide the date of marriage for newly married spouse & date of birth for newly born child.
 - 4.6.2 We agree for providing cover for additions from the date of joining of the new by charging prorata premium from the date of joining till the expiry of the policy, subject to maintenance of free and adequate balance under Cash Deposit maintained by the Insured with us or the coverage will be effective from the date of payment of premium.
 - 4.6.3 The Insured shall submit of list of additions and deletions on monthly basis to reach us at the latest by the 10th of subsequent month.
 - 4.6.4 The Cover for Children is only for dependent children. In the case of female children, the cover will cease once they become earning member or on getting married. In the case of dependent Male Children, the cover will cease once they become earning member.
- 4.7 Other conditions:
 - 4.7.1 Day care procedures are allowed, as per the printed procedures (405 nos.) attached to this policy.
 - 4.7.2 Dependent Child means a child (natural or legally adopted) who is financially dependent and does not have his or her independent source of income and not over 30 years
 - 4.7.3 All Other Terms & Conditions Subject to printed Policy (Group Health Insurance Policy) Clauses attached.

5. Coverage:

- 5.1 Room, boarding, nursing expenses as provided by the Hospital / Nursing Home up to the limits mentioned in the schedule
- 5.2 Surgeon, Anesthetist, Medical Practitioner, Consultants, Specialist Fees.
- 5.3 Anesthesia, blood, oxygen, operation theatre charges, surgical appliances, medicines and drugs, diagnostic materials and X-ray, diagnostic imaging modalities, dialysis, chemotherapy, radiotherapy, cost of pacemaker, stent and similar expenses

- 5.4 Emergency ambulance charges up to the limits mentioned in the schedule for transportation of the insured person by private ambulance service when this is needed for medical reasons to go to hospital for treatment, provided however there is an admissible claim under the policy.
- 5.5 Relevant Pre-Hospitalization and Post-Hospitalization medical expenses up to the limits mentioned in the schedule



To provide group personal accidental insurance for all students for the purpose of safety both inside and outside premises.

2. Eligibility:

All students are eligible for Group Personal Accidental Insurance.

3. Policy Conditions:

| S. No | Risk covered | Sum insured |
|-------|---|-----------------|
| 1 | Personal Accident cover per student | Rs. 1,00,000 /- |
| 2 | Medical Extension | Rs. 1,00,000 /- |
| 3 | Medical OPD cover | Rs. 1,00,000 /- |
| 4 | Tution Fees | Rs. 50,000 /- |
| 5 | Parents cover for Death & Permanent Total Disablement | Rs. 1,00,000 /- |

Now this policy witnessedth that subject to and in consideration of the payment made or agreed to pay to the Company the premium for the period stated in the schedule or for any further period for which the Company may accept payment for the renewal of this policy and subject to the terms, provisions, exceptions and conditions herein expressed or contained or herein endorsed, the Company shall pay to the INSURED to the extent, unless agreed and stated otherwise and in the manner, hereinafter provided that if any of the Insured Personed shall:

- 1. Sustain any bodily injury resulting solely and directly from accident caused by external violent and visible means, the sum hereinafter setforth in respect of any of the Insured Persons specified in the schedule :
 - (a) If such injury shall within six calendar months of its occurrence be the sole and direct cause of the death of the Insured person the sum of Rupees Ten Thousand.
 - (b) If such injury within six (6) calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of.

- (i) Sight of both eyes, or of the actual loss by physical separation of the two entire hands or two entire feet of one entire hand and one entire foot, or of such loss of sight of one eye and such loss of one entire hand or one entire foot, the sum of Rupees Ten Thousand.
- (ii) Use of two hands or two feet, or of one hand an one foot, or of such loss of sight of one eye and such loss of use of one hand or one foot, the sum of Rupees Ten Thousand.
- (c) If such injury shall within six calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of.
 - (i) The sight of one eye, or of the actual loss by physical separation of one entire hand or one entire foot the sum of Rupees Five Thousand.
 - (ii) Total and irrecoverable of use of a hand or a foot without physical separation, the sum of Rupees Five Thousand.

NOTE: For the purpose of Clauses (b) and (c) above, 'physical separation' of a hand or foot means separation of hand at or above the wrist and/or of the foot at or above the ankle.

- (d) If such injury shall, as a direct consequence thereof, immediately, permanently, totally and absolutely, disable the Insure person from engaging in being occupied with or giving attention to his normal activities of any description whatsoever the sum of Rupees Ten Thousand.
- (e) If such injury shall within six calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of use or of the actual loss by physical separation of the following then the percentage of Rupees Ten Thousand in the manner indicated below:

Percentage of Capital Sum Insured

| i. | Loss of toes – all Great - both phalanges Great - one phalanges | 20 5 2 |
|------|---|--------------|
| | Other than great, if more than | |
| | One toe lost each | 1 |
| ii. | Loss of hearing - both ears | 50 |
| iii. | Loss of hearing - one ear | 15 |
| iv. | Loss of four fingers and thumb of one hand | 40 |
| ν. | Loss of four fingers | 35 |
| vi. | Loss of thumb - both phalanges | 25 |
| | one phalanx | 10 |
| vii. | Loss of index finger - three phalanges | 10 |
| | two phalanges | 8 |
| | one phalanx | 4 |

| viii. | Loss of middle finger - three phalanges | 6 |
|-------|--|----------------------|
| | two phalanges | 4 |
| | one phalanx | 2 |
| ix. | Loss of ring finger - three phalanges | 5 |
| | two phalanges | 4 |
| | one phalanx | 2 |
| х. | Loss of little finger - three phalanges | 4 |
| | two phalanges | 3 |
| | one phalanx | 2 |
| xi. | Loss of metacarpals | |
| | first or second (additional) | 3 |
| | third, fourth or fifth (additional) | 2 |
| xii. | Any other permanent partial disablement - percentage | e as assessed by the |

Doctor

EXCEPTIONS

PROVIDED ALWAYS THAT:

The Company shall not be liable under this policy for:

- 1. Compensation under more than one of the foregoing sub-clauses in respect of the same period of disablement of the insured person except sub-clause (f)
- 2. Any other payment to the same person after a claim under one of the subclauses (a), (b), or (d) has been admitted and become payable
- 3. Any payment in case of more than one claim in respect of such insured person under the policy during any one period of insurance by which the maximum liability of the Company specified in the schedule applicable to such insured person exceed the sum payable under sub-clause (a) of this policy to such insured person.
- 4. Payment of compensation in respect of Death, injury or disablement of the insured person
 - (a) from intentional self-injury, suicide or attempted suicide
 - (b) whilst under the influence of intoxicating liquor or drugs,
 - (c) whilst engaging in Aviation or Ballooning, or whilst mounting into, dismounting from or travelling any balloon or aircraft other than as a passenger (fare paying or otherwise) in any duly licensed standard type of aircraft anywhere in the world
 - (d) while racing on the wheels (other than as a sport activity organized by or under the approval of the insured),
 - (e) while racing on horse back
 - (f) whilst big-game hunting, mountaineering, or being engaged in winter sports, skiing, or ice hockey unless as a sports activity organized or under the approval of the insured
 - (g) arising or resulting from the insured person committing any breach of law with criminal intent.

5. Payment of compensation in respect of death, injury or disablement of the insured person due to or arising out of or directly or indirectly connected with or traceable to war, invasion act of foreign enemy, hostilities (whether war be declared or not), Civil war, rebellion, revolution, insurrection, mutiny, military or usurped, power seizure, capture arrests, restraints and detainments of all kings, princess and people of whatever nation condition or quality whatsoever.

6. Payment of compensation in respect of death of, or bodily injury or any disease or illness to the insured person :

- (a) directly or indirectly caused by or contributed to by or arising from ionizing, radiations or contamination by radio activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel. For the purpose of this exception, combustion shall include any self-sustaining process of nuclear fission.
- (b) directly or indirectly caused by or contributed to by or arising from nuclear weapons material.

Provided also that the due observance and fulfillment of the terms and conditions of this policy (which conditions and all endorsements hereon are to be read as part of this policy) shall so far as they relate to anything to be done or not to be by the insured and/or insured person be a condition precedent to any liability of the Company under this policy.

7. Pregnancy Exclusion Clause

The insurance under this policy shall not extend to cover death or disablement resulting directly or indirectly caused by, contributed to or aggravated or prolonged by childbirth or pregnancy or in consequence thereof.

8. Consequential loss or any nature.

CONDITIONS

1. Upon the happening of any event which may give rise to a claim under this policy, written notice with full particulars must be given to the Company immediately. In case of death, written notice also for the death must, unless reasonable cause is shown be so given before interment cremation, and in any case, within one calendar month after the death, and in the event of loss of sight or amputation of limbs, written notice thereof must also be given within one calendar month after such loss of sight or amputation.

2. Proof satisfactory to the Company shall be furnished of all matter upon which is based. Any medical or other agent of the Company shall be a claim allowed to examine the insured persons on the occasion of any alleged when and so often as the same may reasonably injury or disablement on behalf of the Company be required and in the event of death, to make a post-mortem examinations of the body of the insured, such evidence as the Company may from time to time requires shall be furnished and a post-mortem examination report, is necessary, be furnished within the space of 14 days after demand in writing and in the event of a claim in respect of loss of sight, the insured person shall undergo at his/her expense such operation or treatment as the Company may reasonably deem desirable.

No sum payable under this policy shall carry interest.

- 3. The Company shall not be liable to make any payment under this policy in respect of any claim, if such claim be in any manner fraudulent or supported by any fraudulent statement or device, whether by the insured or by any person on behalf of the insured.
- 4. The insured shall on tendering any premium for the renewal of this policy give notice in the Company of any disease, physical defect or infirmity with which the insured persons have become affected since the payment of last proceeding premium.
- 5. The policy may be renewed by mutual consent every year and in such event, the renewal premium shall be paid to the Company on or before the date of expiry of the policy or of the subsequent renewal thereof. The Company shall not, however, be bound to give notice that such renewal premium is due.
- 6. The Company shall not be bound to take notice or be affected by any notice of any trust, charge, lien, assignment or other dealing with or relating to this policy but the receipt of the insured shall in all cases be an effective discharge to the Company.
- 7. If any dispute or difference shall arise to the quantum to be paid under the policy (Liability being otherwise admitted) such difference shall independently of all other questions be referred to the decision of a sole arbitrator to be appointed in writing by the parties to or if they cannot agree upon a single arbitrator within 30 days of any party invoking arbitration the same shall be referred to a panel of three arbitrators, compromising of two arbitrators, one to be appointed by each of the parties to the dispute/difference and the third arbitrator to be appointed by such two arbitrators and arbitration shall be conducted under and in accordance with the provisions of the Arbitration and Conciliation Act 1996.

It is clearly agreed and understood that no difference or dispute shall be referable to arbitration as herein before provided if the company has disputed or not accepted liability under or in respect of this Policy. "It is hereby expressly stipulated and declared that it shall be a condition precedent to any right of action or suit upon this Policy that award by such arbitrators or umpire of the amount of the loss or damage shall be first obtained." It is also hereby expressly agreed and declared that if the company shall disclaim liability to the Insured for any claim herein under, and such claim shall not, within 12 calendar months from the date of such disclaimer have been made subject matter of a suit in a Court of Law, then the claim shall for all purpose be deemed to have been abandoned and shall not thereafter be recoverable hereunder.

WARRANTIES

- 1. Warranted that the Insured shall throughout the period of insurance keep and maintain a proper record or register containing the names of all the insured persons and other relevant details as are normally kept in any educational institutions.
- 2. Warranted that the Insured shall declare to the Company any additions in the number of insured persons, as and when arising during the period of insurance and shall pay the additional premium as greed.
- 3. Warranted that unless otherwise expressly declared and agreed to be covered by the Company all the Insured persons covered under the within policy are free from any disability *I* defect which shall be the subject of a liability under the policy.



1. Introduction:

- 1.1 Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity.
- 1.2 There is a need for formal grievance process to address such matters.

2. Objectives:

- 2.1 The objectives of the grievances process will be to settle:
 - 2.1.1 Grievances of the employees in the shortest possible time.
 - 2.1.2 At the lowest possible management level.
 - 2.1.3 With appellate stages so that it is fair, transparent and reasonable.

3. Eligibility & Applicability:

All employees on regular rolls of the institute including contract employees

4. Scope and Coverage:

- 4.1 Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.
- 4.2 Grievances for the purpose of this policy will cover individual grievances such as:
 - Payment of Salary
 - Recoveries of dues etc.
 - Increment *
 - > Working conditions/Health & Safety
 - > Leave
 - Medical Insurance / facilities
 - > Non-extension of benefits under rules
 - Promotion*
 - > Administration or Academic issues
 - ➢ HR Policy administration

- Compensation & Benefits*
- > Related to Appraisals
- > Reimbursements
- > Interpersonal Conflicts/Issues with the HOD or team members
- ➤ Role fit
- > Only grievance affecting an individual employee may be raised.
- > Separation/Retention

NOTE: "*" Grievance can be raised within 2 weeks from the date of issue of an increment/promotion letter.

- 4.3 The grievance arising out of the following will not come under the purview of the grievance procedure:
- 4.4 Terms of appointment settled prior to joining Matters relating to disciplinary enquiry / action where the grievance does not relate to an individual employee.

5. Procedure for handling Grievances

The individual can raise grievance according to this procedure:

5.1 STAGE - I:

- 5.1.1 The aggrieved employee may take up the grievance in writing with the HOD, who must try to resolve the grievance at that level within 5 working days.
- 5.1.2 In case any grievances needs more than 5 working days to resolve, the respective employee should be informed in writing in Form I within 5 working days of the receipt of grievance by the HOD.
- 5.1.3 In case the employee is not satisfied with the redressal of the grievance he/her may submit the grievance, in writing, to the Principal within 2 working days with a copy to HR.
- 5.1.4 The Principal will record comments on the grievance form within 5 working days after making necessary enquiries and discuss with HR.
- 5.1.5 In case of any delay in resolving the grievance, the Principal will inform the aggrieved employee with a copy to HR of such a delay with reason from 5 working days of receipt of the grievance and commit to a resolution date not exceeding an extension time of 4 working days.

5.2 STAGE - II:

- 5.2.1 In case the employee is not satisfied with the decision communicated to him/her at Stage-I or if she/he fails to receive the reply within the stipulated period, she/he may submit the grievance within a period of 2 working days from the date he/her receives final reply in stage I to Correspondent who must give a personal hearing to the grievance and a brief of same should be documented.
- 5.2.2 The Correspondent will examine the grievance in detail including discussions with the aggrieved employee, as necessary. The Correspondent will give his /her reply to the aggrieved employee within 10 working days from the date of receipt of the grievance. Correspondent may consult a committee before taking final decision on the grievance.
- 5.2.3 Grievances pertaining to PMP such as Promotion, Compensation & Benefits or Performance Management Process on whole, the normalization process followed in the institution will be invoked subject to there being a strong prima facie case for review as decided and recommended by Correspondent.

5.3 STAGE- III :

- 5.3.1 The aggrieved employee who is not satisfied with the decision of the Correspondent will have an option to appeal to Director with the detailed reasons for the appeal.
- 5.3.2 The Director will take a decision and communicate the same within 7 working days from the receipt of the appeal and the decision will be final and binding.

6. GENERAL CONDITIONS:

- 6.1 If the grievance is against the HOD then employee can skip one level and escalate her/his grievance to next level.
- 6.2 The executive shall bring up the grievance immediately within a reasonable period of time not exceeding 3 months.
- 6.3 Only an aggrieved employee can raise the grievance
- 6.4 If the grievance arises out of an order given by the Management, the said order shall be complied with before the executive concerned invokes the procedure laid down for redressal of the grievance.
- 6.5 All the written complaints made, and the annexure provided, if any, will be given to employees as an acknowledgement.
- 6.6 Quarterly MIS to Correspondent will be provided on the various grievances raised by employees of the institute



1. Preamble:

- 1.1 T.S. Srinivasan Centre for Polytechnic College and Advanced Training (CPAT-TVS) will not tolerate sexual harassment to the female staff / students in the workplace. No woman employee should be subject to unwelcome verbal or physical conduct that is sexual in nature or that shows hostility to the employee because of the employee's gender.
- 1.2 Sexual harassment does not refer to occasional compliments of a socially acceptable in nature.
- 1.3 It refers to behaviour that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.
- 1.4 Violations of this policy may result in disciplinary action up to and including dismissal.

2. Awareness:

These guidelines will be prominently displayed for the knowledge of the female staff / students.

3. Coverage:

CPAT - TVS has a policy of zero tolerance for sexual harassment during work, during business involving the Institution, or while on Institution duty by any employee (including supervisors and managers) or by any nonemployee (including customers, visitors, and independent contractors) or even after working hours. The policy applies to all employees of the Institution at all locations.

4. Management Responsibility:

Management at all levels of the Institution is responsible to prevent and deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

5. Sexual Harassment - Definition:

Sexual harassment prohibited by law and by this policy includes such unwelcome sexually determined behaviour such as physical contact, advances, sexually coloured remarks, showing pornography or making sexual demands whether verbal, non-verbal, graphic or electronic or by any other actions, which may contain:

- (a) Implied or overt promise of preferential treatment in that employees' employment
- (b) An implied or overt threat of detrimental treatment in the employee's employment or an implied or overt threat about the present or future employment status of that employee
- (c) The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment or
- (d) Such conduct can be humiliating and may constitute a health and safety problem

6. Examples of Sexual Harassment:

- 6.1. Sexual harassment may include a range of subtle and not so subtle behaviours and may involve individuals or groups. Depending on the circumstances, these behaviours may include, but are not limited to:
 - 6.1.1. unwanted sexual advances;
 - 6.1.2. subtle or overt pressure for sexual favours;
 - 6.1.3. sexual jokes; innuendos; advances or propositions;
 - 6.1.4. verbal abuse of a sexual nature;
 - 6.1.5. graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts,
 - 6.1.6. suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

7. Procedures:

7.1 Employees:

- 7.1.1. An employee who believes that she has been subjected to sexual harassment by anyone is encouraged—but not required—to promptly tell the person that the conduct is unwelcome and hence stop the conduct.
- 7.1.2. A person who receives such a direction must immediately comply with it and must not retaliate against the woman employee for rejecting the conduct.
- 7.1.3. The woman employee may also choose to raise the complaint through her immediate supervisor, who will in turn report it to the Complaints committee,
- 7.1.4. If the woman employee feels uncomfortable about discussing the complaint with the immediate supervisor, she should feel free to bypass the supervisor or official and take the complaint to the Complaints committee.
- 7.1.5. The woman employee may also make a written complaint and hand it over in person to one of the members of the Complaints Committee or drop in the box provided for, from where the same will be collected and appropriate remedial measures will be taken by the Complaints Committee.

7.2 Supervisors:

- 7.2.1. After receiving any woman employee's complaint of sexual harassment, the supervisor is required to immediately contact any of the members of the Complaints Committee and brief about the incident.
- 7.2.2. Even if a supervisor has not received a complaint, but suspects that conduct might constitute sexual harassment, the supervisor must immediately contact any of the members of the Complaints committee and brief about the incident, regardless of how the supervisor became aware of the conduct.
- 7.2.3. Even if the suspected sexual harassment had happened or involves persons who work in a department other than the supervisor's, the supervisor must report it.

7.3 Investigation and resolution:

- 7.3.1 Informal Resolution:
 - 7.3.1.1. Employees often can stop or prevent sexual harassment by immediately and directly expressing her disapproval of an individual's sexually oriented attention or conduct.
 - 7.3.1.2. In any case, the affected woman employee should report all incidents of sexual harassment or inappropriate sexually oriented conduct to the Complaints Committee constituted for.
 - 7.3.1.3. In many cases, informal warning to an alleged harasser, combined with appropriate follow-up, supervision and monitoring of the employee's behaviour will be sufficient to prevent or stop sexual harassment. Some complaints will be resolved through informal mediation between the two parties.
 - 7.3.1.4. If mediation is successful, a written settlement agreement must be prepared. The mediation agreement includes:
 - 7.3.1.5. A pledge by the respondent not to engage in any behaviour that could be construed as in violation of this policy
 - 7.3.1.6. A promise by the respondent not to retaliate against the complainant
 - 7.3.1.7. The restoration of any employment terms, conditions, or opportunities the complainant lost or was denied because of the harassment and for any other relief necessary to remedy the situation; and
 - 7.3.1.8. Procedures for monitoring compliance with the agreement of both
 - 7.3.1.9. The settlement agreement must be in writing, signed by both parties, and approved by the Complaints Committee.
- 7.3.2 Formal Resolution:
 - 7.3.1.1. All incidents of sexual harassment or inappropriate sexually oriented conduct should be reported to the Complaints Committee to initiate a formal investigation. To ensure prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:
 - 7.3.1.2. The name, department, and position of the person or persons allegedly causing the harassment;
 - 7.3.1.3. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses;

- 7.3.1.4. The alleged affect of the incident(s) on the complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment;
- 7.3.1.5. The names of other employees who might have been subject to the same or similar harassment;
- 7.3.1.6. The steps the complainant has taken to try to stop the harassment; and
- 7.3.1.7. Any other information the complainant believes to be relevant to the harassment complaint.
- 7.3.1.8. After receiving employee's the woman complaint, an investigation by the Complaints Committee will immediately be After the investigation is completed, a determination initiated. will be made by appropriate management regarding the resolution of the case. If warranted, disciplinary action up to and including involuntary termination will be imposed. Other appropriate actions will be taken to correct problems caused by the conduct.

Note: Where there is a complaint of sexual harassment within the meaning of clause 5.0, the complaints committee constituted for enquiring into such complaints, shall, notwithstanding anything, be deemed to be the enquiring authority appointed by the employer for the purpose of these rules.

The complaints committee shall hold the enquiry into the complaints of sexual harassment, as far as practicable in accordance with the procedure laid down.

The complaints committee will meet once in three months or on receipt of the complaint to discuss on various issues or to conduct an enquiry and try for speedy redressal.

7.4 Confidentiality:

7.4.1. All inquiries, complaints, and investigations should be treated confidentially. Information revealed is strictly on a need to know basis. Information contained in a formal complaint will be kept confidential. However, the identity of the complainant usually will be revealed to the respondent and witnesses. The employer takes adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation. A copy of the investigation report and the final decision is included in the personnel file of the respondent only if the investigation concludes that the individual is engaged in a prohibited conduct. No record of a complaint is kept in the complainant's personnel file, unless the investigation concludes that the complaint was reckless, frivolous, or vexatious.

7.4.2. All information pertaining to a sexual harassment complaint or investigation is maintained by the Personnel Department in secure files.

8. Criminal proceedings:

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Institution shall initiate appropriate action in accordance with that law by making a complaint with the appropriate authority.

9. Retaliation:

This policy also prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges. Retaliation in violation of this policy may result in discipline up to and including termination. Any employee bringing a sexual harassment complaint or assisting in the investigations of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint. FALSE AND MALICIOUS COMPLAINTS OF SEXUAL HARASSMENT, AS OPPOSED TO COMPLAINTS, WHICH, EVEN IF ERRONEOUS, ARE MADE IN GOOD FAITH, MAY BE THE SUBJECT OF APPROPRIATE DISCIPLINARY ACTION.

10. Discipline:

Employees who violate this policy are subject to appropriate disciplinary action. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeated violations is termination of employment. Persons who violate this policy also are subject to civil damages or criminal penalties

11. Third party harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Institution and the person-in-charge will take all steps necessary and reasonable to assist her in terms of support and preventive action.



1. Objective:

To draw and enforce rules relating to regulations of eligibility and claims for travel beyond headquarters.

2. Definition "Travel":

- 2.1. Travel for the purpose of these rules refers to all travels made for official purpose and outside the Chennai City limit/respective headquarters.
- 2.2. Classification of posts: The various posts have been grouped as in Table I for determining eligibility for regulating travel claim.
- 2.3. Classification of Cities is at Table II.
- 2.4. Eligibility for Lodging, Boarding, Daily Allowance, Incidental Expenses and Out of pocket expenses is at Table III.
- 2.5. Classification of Travel and reimbursement is at Table IV.

3. The procedure for claim:

- 3.1 All the employees should give a travel request (Annexure I), duly signed and approved by the HOD. The request should reach HR/Administration department a week before the date of travel. If the travel is made on the request of the client, the travel request must be made available as early as possible. This is necessary to enable the Finance department to arrange necessary fund.
- 3.2 The tickets are normally purchased by the institution through the appointed Travel Agent. However, if the employee purchases the Tickets on his own, photocopy of the ticket should be attached with the Expense Statement Form, to claim reimbursement.
- 3.3 Cancellation of tickets: In case of any last minute cancellation of travel plans, the employee has to arrange to cancel the tickets and refund amount immediately.
- 3.4 Any unused air tickets should be surrendered to the institution immediately on return, for claiming a refund.

4. Others:

- 4.1. If an employee while on tour avails institution's canteen facility or Client's courtesy, he/she will be eligible only for 50% of boarding expenses of daily allowance, as applicable. A specific declaration for not having availed the canteen facility/customer's courtesy is required from the employee, to claim the benefit in full.
- 4.2. In respect of air travels on official work (both domestic and international), benefits such as flying returns/frequent flyers programme, free holiday stay, free tickets etc., and any other privileges given by the airlines or travel agent shall devolve to the institution. Any utilization of the above privilege / benefits should have the prior approval of the management.
- 4.3. Daily allowance starts from the midnight of the day i.e > 12 hours is one day and < 12 hours will be considered as half day.

5. Car/Cab Approval:

Special Cab/Car approval can be obtained from the respective HOD or Reporting Senior in case to case basis for any special cases for travelling on duty to locations more than 50 KM radius.

6. Local Travel:

Employee's travels on duty in the station for more than 6 hours or 50 kms radius from their point of work will be entitled to a Daily Allowance of Rs.75 per day for lunch. This can be claimed without the production of bills.

7. Travel Advance:

- 7.1 Employees may avail of travel advance against proposed travel.
- 7.2 The request for travel advance should be made along with the Travel Requisition form or at least 2 days prior to travel.
- 7.3 The travel advance availed should be settled within a week of the Employee's return.

| S. No | No of Days | Amount |
|-------|------------------------|-------------|
| 1 | For 1 day | Rs. 2,000/- |
| 2 | For 2 days | Rs. 3,000/- |
| 3 | For 3 days Rs. 5,000/- | |
| 4 | For 4 days Rs. 6,000/- | |
| 5 | For 5 days | Rs. 7,500/- |

7.4 The following maximum amount can be drawn as travel advance.

- 7.5 Employees can use their credit card for settling certain bills and can claim the money as soon as they return with the bills.
- 7.6 The Employees would be reimbursed the expenses within a week of submitting the Travel expense statement.
- 7.7 For advances over and above the limit mentioned the Employee would have to state the reason and get it approved from the Reporting Manager without which the Accounts person would not disburse the money.
- 7.8 No second advance will be sanctioned when the previous advance is not settled.

| | | | Table I | | |
|------|---------------|---|----------------------------|--------------------|--------------------|
| C No | | | Classification of posts | oosts | |
| | Group I-A | Group I | Group | Group III | Group IV |
| 1 | Correspondent | НОД | HOD In-charge | Civil Engineer | Senior Electrician |
| 2 | Principal | Manager Security | Senior Lecturer | Librarian | Garden Supervisor |
| 8 | | Manager Civil | TPO | Lecturer | Office Assistant |
| 4 | | Training Coordinator Workshop Superinter | Workshop Superintendent | Assistant Lecturer | Garden Assistant |
| 5 | | | Senior Civil Engineer | Senior Executive | Plumbing Assistant |
| 9 | | | | Executive | Driver |
| 7 | | | | Accounts Assistant | Lab Instructor |
| 8 | | | | Consultant | |

| | | Table II |
|-------|-------------------|---|
| | | Classification of Cities |
| S. No | Category of place | Cities |
| 1 | A+ | Bangalore, Kolkata, Chennai, Delhi, Mumbai, NCR includes Noida, Greater Noida, Gurgaon and Pune. |
| 2 | A | Union Territory capitals and cities such as Agra, Amristar, Aurangabad, Baroda, Coimbatore, Dehradun, Gwalior, Indore, Jameshedpur, Jodhpur, Jallandar, Cochin, Ludhiana, Nagpur, Rajkot, Simla, Surat, Vizag, Udaipur, Ranchi, Secandarabad, Kanpur, Allahabad, Varanasi, Punchkula, Ahmadebad. |
| 3 | B | Other places |

| | | | | | Table III | ш | | | | | | | | | | |
|-------|---|---------------|-------|---------|------------|-----------|-------|-----------|---------------------|--------|--------|------------------------|---------|---------------|---------------------------|-----|
| | Eligibility for Mode of Travel, Lodging, Boarding and Other Allowances | r Mode | of Tr | avel, I | odgir | ıg, Bo | ardin |) and | Other / | Allowa | nces | | | | | |
| | | | | | | | | Ξ | Eligibility | ٨ | | | | | | |
| Group | Approved Mode | Accommodation | moda | tion | Boi | Boarding* | * | Allo | Daily Allowance* | * | η Έ | Incidental Expenses | al s | Out o Expe | Out of Pocket Expenses | et |
| | | A+ | A | 8 | A + | A | 8 | A+ | A | 8 | A+ | A | 8 | A+ | A | 8 |
| I - A | I - A Car / AC I class / Air* (Train journey involves more than 2 ninhts) | 3000 | 2400 | 1800 | 600 | 475 | 350 | 425 | 325 | 250 | 120 | 120 | 120 | 200 | 160 | 125 |
| I | Car / AC II class / Volvo Bus | 2500 | 2000 | 1500 | 500 | 400 | 350 | 350 | 250 | 150 | 100 | 80 | 50 | 150 | 100 | 75 |
| Π | Auto / Two wheeler / Ac III Tier / Volvo Bus | 2000 | 1500 | 1250 | 450 | 350 | 300 | 300 | 200 | 150 | 100 | 75 | 50 | 100 | 75 | 50 |
| III | Auto / Two wheeler / Public Transport / Sleeper class | 1500 | 1250 | 1000 | 400 | 300 | 250 | 200 | 150 | 100 | 75 | 50 | 50 | 75 | 50 | 50 |
| IV | IV Public Transport / Sleeper class | 750 | 650 | 500 | 350 | 300 | 250 | 150 | 100 | 75 | 75 | 50 | 50 | 75 | 50 | 50 |

* The employees can claim actual food bill or boarding charges whichever is less.

** Daily Allowance is admissible only if no over night stay is involved.

| | Table | |
|--|--|---|
| | Classification of Travel and Reimbursement | nd Reimbursement |
| Travel | Routines (As part of Daily Work) | Non routine for CPAT Work |
| | | Mileage Allowances |
| | Cived monthly allowers to | i) Own car Rs. 12/Km |
| radius from CPAT) | cover travel and food expenses | ii) Own Two wheeler Rs. 8/Km |
| | | iii) Public Transportation - Actuals |
| | | Food: If travel takes place during lunch time - Rs. 75. |
| Outstation: More than 50Km (One way) and 8 hours absence from Headquarters | | As per Table II |

| | | | Aı | nnexure 1 | | | |
|--------------------------------|--|-----------------------|---------------|--------------|--------------------|---------------|----------|
| | Name of the Clair | mant with Desig | nation: | | | | |
| | Approved Group | (I-A, I II, III, IV): | : | | | | |
| | Tour Approved b | | | | | | |
| | Correspondent / | | | | | | |
| Approval | Place of Visit | Purpose of visi | t | | Durat | ion (Dates) | |
| DI0 | | | | From | | То | |
| 4 bi | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Date of De | parture at | 1 | | Date of Return t | 2 | |
| | Headqu | | Time | | Headquarters | | Time |
| | rieauqu | lai ters | | | rieduquarters | | |
| | A Air /Train /Du | Car /True Who | alar | | | | |
| | A. Air/Train/Bus | s/car/1wo wne | eler | DI- | ices | | |
| | Date | Mode o | f Travel | From | To | A | mount |
| | | | | | 10 | | |
| | | | | | | | |
| | | | | | | | |
| Travel Details | | | | | | | |
| | | | | | | | |
| | | | Total (A) | | • | | |
| | B. Cancellation (I | lf any) | | | | | |
| | Date | | f Travel | Pla | ices | | mount |
| F | Date | Mode o | TTavel | From | То | A | mount |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Total (B) | | | | | | |
| | Total (B) Total (A)+(B) | | | | | | |
| | C. Lodging/Boarding/Daily Allowance/Incidental Expenses/Out of Pocket Expenses | | | | | | |
| | Date | | ai Expenses/O | Daily | Incidental | Out of Pocket | |
| | From To Lodgi | | Lodging | Boarding | Allowance | Expenses | Expenses |
| Ξ | FIOII | 10 | | | | uxpenses | Lapenses |
| at | | | | | | | |
| le c | | | | | | | |
| LT T | | | | | | | |
| Details for the claim | | | | | | | |
| ails | | | | | | | |
| Det | | | | | | | |
| | To | tal | | | | | |
| | | | Total (C) | | | | |
| | D. Advance Recei | ived | Total Cum | | | | |
| | Date | Amount | Total Sum | (D-A+B+C) | | | |
| For use by Accounts section | | | Balance to Re | turn/Receive | | Claimant | |
| For use by ounts secti | | | | | | | |
| us ts s | | | 1 | | | | |
| for | Total (D) | | | | | | |
| - 33 | Verifi | ed By | Pass | ed By | Appro | ved By | Cashier |
| | | | | | Approved By Cashie | | |



1. Objective:

The Institution recognises and acknowledges its employee's dedication, commitment and loyalty to the institution by rewarding them with an award for their long service.

2. Scope:

The Long Service Awards policy is applicable to all employees with the necessary years service with the Institution and TVS Educational Society.

3. Eligibility:

- 3.1. Employees who have completed continuous 5, 10, 15 years of service will be eligible to receive a Long Service Award.
- 3.2. Staff employed on regular rolls and fixed term contracts will be eligible to receive Long Service Award.
- 3.3. Only full year's completion of services will be taken into account before the Day of Graduation Ceremony on each year.
- 3.4. Part years service will not be included. Therefore, an employee must have reached a full 5 years service in order to be eligible for the Long Service Award.

| S. No | Type of Rolls | Years of Experience | Award value (Rs.) |
|-------|----------------|---------------------|-------------------|
| 1 | Regular | 5 Years | 5,000.00 |
| 2 | Regular | 10 Years | 7,000.00 |
| 3 | Regular | 15 Years | 15,000.00 |
| 4 | Garden Workers | 5, 10, 15 Years | 2,500.00 |

4. Classification of Long Service Award:

*Regular indicates both confirmed and contract employees.

5. Procedure:

- 5.1. HR Department will generate the Long Service Award employees list each year as per the eligibility.
- 5.2. The list will be finalised and approved by Correspondent/Principal and the same will be circulated to the employees.
- 5.3. As approved by Director, A Wrist-Watch must be awarded for the employees those who completed continuous 5 years of services in our Institution.
- 5.4. The value of the award is classified in the above table. Based on that, Director will present the award to concerned employees during the Graduation ceremony of every year.



1. Objective:

To ensure fair and consistent exit processes.

2. Purpose:

- 2.1 The purpose of this policy is to outline the process for employees leaving the institution including the responsibilities of line managers, to ensure that a standard and consistent approach is adopted.
- 2.2 A sound leaving procedure helps to ensure that:
 - 2.2.1 Line managers understand their responsibilities and have a clear process to follow
 - 2.2.2 All staff understands what is expected from them
 - 2.2.3 Security of confidential information, premises, etc. is maintained
 - 2.2.4 All institution's property is returned to the organisation in a timely manner.

3. Procedure:

- 3.1 An employee should formally confirm their resignation in writing to their Head of the Department, clearly stating their last working date and the date of their resignation
- 3.2 The Head of the Department must acknowledge the same to the employee and forward to the Principal as soon as the resignation is received from the concerned employee
- 3.3 The concerned employee will have a formal discussion with the Principal. Based on the discussion, the Principal will forward the same to Correspondent with recommendations for further process in either way.
- 3.4 Upon receiving the approval from Correspondent, the HR will initiate the process of Preparing final settlement, Issuing the No Objection Form and may conduct Exit Interview before two weeks from the date of relieving

- 3.5 The Head of the Department ensures the security of confidential information will be handover by the concerned employee. The HR is responsible for receiving all the institution's property
- 3.6 Relieving order and Certificates of Service will be prepared in a standard format by the HR. The same will be approved and signed by the Correspondent.
- 3.7 The Correspondent will issue the Relieving order and Certificate of Service to each person who leaves employment with the institution.

CPAT - TVS CHENNAI - 600 095

URGENT

NO OBJECTION CERTIFICATE

(Relieving an employee)

| Name | : |
|-------------|---|
| Emp No | : |
| Designation | : |
| Department | : |

The above mentioned employee will be leaving from our services effective close of work on _____.

Please certify whether there is any due from the employee to the institution either in the form of property or amount to enable us to settle his account.

For HRD

| S. No | Description | Department | Remarks | Signature |
|-------|--|----------------|---------|-----------|
| 1 | Identity Card / Biometric Card | HR | | |
| 2 | Cupboard / Lab key | Operations | | |
| 3 | Library Books / Card | Library | | |
| 4 | Laptop / Pendrive / Mobile Phone / Sim card | Administration | | |
| 5 | Student Details / Mark Sheet / Feed Back form | Operations | | |
| 6 | Suspence / Advance / Loan Taken | Finance | | |
| 7 | Business Card | HR | | |

| Total Number of CL/SL/EL/VC | |
|------------------------------|--|
| CL/SL/EL/VC Availed | |
| Balance | |
| Pay for the month upto | |
| To cut for late & permission | |

Remarks:

HRD

Relieving order may be issued to Ms./Mr._____

Principal

Cc: Personal File : Finance **CPAT – TVS** Chennai – 600 095

EXIT INTERVIEW

NAME

:

:

DESIGNATION

We shall appreciate your frank and objective comments on the aspects concerning you as an employee, Please be assured that your comments will remain strictly confidential. After completing, please return the form to the undersigned personally.

HRD

To be filled in by the employee

| Name: | Emp. No. | Dept: | |
|----------------|----------|-------|--|
| Designation: | Grade: | D.O.J | |
| Qualification: | | | |
| Nature of Job: | | | |
| | | | |

1. Reason for leaving / separation (Please put tick mark at the appropriate box)

a) Got an opportunity abroad
b) Got a better job in some other Institution/Company
c) Lack of advancement / career progression
d) Salary and Perquisites not competitive
e) Any other reason
(e.g. further studies, supervision, health starting out business, location problem, family obligation, lack of job satisfaction)
Please specify and explain:

2. When you started working for the Institution how long did you intend to work / stay?

3. Under what conditions would you have stayed back with the Institution?

4. Your opinions, What could have been done by Administration in order to retain you?

| 5. Rate the following (Please give your reasons in remarks) | 5. | Rate the | following | (Please | give your | reasons in | remarks) |
|---|----|----------|-----------|---------|-----------|------------|----------|
|---|----|----------|-----------|---------|-----------|------------|----------|

| S. No | Factors | Excellent | Good | Average | Poor | Remarks |
|----------|---|-----------|------|---------|------|---------|
| a) | Your training / on the job Development | | | | | |
| b) | Working relationship with your Supervisor / Colleagues | | | | | |
| c) | Handling of your grievances / Problems | | | | | |
| d) | Your promotional opportunities | | | | | |
| e) | Level of job satisfaction | | | | | |
| f) | Level of comfort with immediate supervisor | | | | | |
| g) | Any other factors – Please elaborate here | | | • | | |

- 6. What did you like most about?a) The Institution:
 - b) Your Job:
- 7. What did you like least about:
- a) The Institution:
- b) Your Job:
- 8. Any other comments, remarks and suggestions :

Date :

Place :

Signature

Points to be appraised to Principal:

Signature of HRD

Follow up actions taken:

Signature of Principal