Chinmaya Vishwa Vidyapeeth

Deemed to be University under the Section 3 of UGC Act 1956

UGC Recognized | AICTE Approved | ISO 9001: 2015 Certified




# HUMAN RESOURCE POLICY

THAYYULLATHIL ASOKAN

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# HUMAN RESOURCE POLICY

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| **Custodian** | Head – Human Resources |
| **Contact** | hr@cvv.ac.in |

## PURPOSE:

This policy document provides practical suggestions and guidance to higher authorities and staff about employment related matters and to support the University's vision, strategy and culture

**Scope:**

The HR policy covers all staff who are employed by the University.

## PRINCIPLES:

## 1. RECRUITMENT

Our university follows the guidelines of UGC/ Statutory and Regulatory bodies in the recruitment/selection process and initiates the same with prior intensive human resource planning

- to ensure that the university hires the optimum number of employees with requisite skills, expertise and competence, and
- to support in resources allocation so that human resource surplus and shortage can be anticipated and alleviated as much as possible.
- The university ensures to provide a positive work environment adhering to equality, inclusivity, and diversity in employment and is free from bias, right from recruitment to employee development, and promotion.

### 1.1 The Recruitment and Selection is conducted through the following process

- Requirements from the Departments/Deans/ HoDs
- Advertisements through newspapers and websites
- First Short listing process by the Deans of respective schools
- Second Short Listing by selection Committee
- Conducting the interview (by selection committee)
- Selection (Minutes of the selection committee)
- Issue of offer letter (Candidate must give his/her written consent regarding the date of joining within 7 days of receiving the offer letter)
- Joining / reporting of New Faculty/ Staff

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### 1.2 Onboarding

On the date of joining, the employee must follow certain joining formalities.

- Acceptance of offer letter
- Educational qualification documents
- Relieving letter/ Experience certificate
- Photographs
- Permanent Address proof
- Pan and Aadhar Card
- Present/ Communication address proof
- ID card Form
- Bank account details

### 1.3 Resignation, Termination and Rehire Policies

**Notice by the Individual**

If an employee wants to leave voluntarily, he/she should submit a written notice to the reporting authority and in the HRAPP. Employees should provide a minimum of one month's notice if it is the end of an academic year or semester. However, an employee must provide 3 months' notice during the middle of an academic year.

**Notice By the University/Termination**

An employee may be terminated if he/she is unable to attain and maintain the appropriate standard of performance in the job or fails to act in accordance with the required standards of professional behaviour, policies and procedures and continuously fails to perform the required duties.

Any termination must be approved by the Head, Human resources based on the recommendation made by the reporting authority and must be in accordance with established policies and procedures.

**Abandonment & Automatic Termination**:

- Without obtaining proper permission from the reporting authority if an employee remains absent from duty for more than eight consecutive working days, the management presumes such unauthorized absence as that employee has abandoned the job. Such absence/abandonment will be considered as resignation from and not as termination by the university.
- In such a scenario, the employee is liable to pay one month's salary in lieu of notice. It may be deducted from the employee's salary or other dues.
- However, if the employee comes back within fifteen days with a proper explanation regarding his absence and if the management is satisfied with the same, the lapse may be condoned, and the employee may be re-employed with or without continuity of service at the discretion of the management and the

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employee has no right to challenge/claim the decision of the management in this regard.

- If an employee extends the leave originally granted within eight days (including holidays/weekly off, etc. as also the period for which leave is applied but not granted) then he/she will lose lien on appointment, without giving valid reason / explanation of the reporting authority.

**Rehiring**

An employee who has left the University in good standing, wishes to join again stands eligible for consideration and may be rehired provided an appropriate position is available. Such rehired employees will not be given any credit for prior service for vaction eligibility, leaves or other pertinent. However, he/she is eligible for vacation and other leaves as a new employee.

**Relieving Formalities**

- At the time of cessation of employment, the employee must hand over all the property/ material of the organization in his/her charge, custody, or possession, such as files, documents, id card, books, magazines, manual, instruments, tools, databases, floppies/discs before the release of last payment of outstanding wages.
- In case of loss/damage to property, the employee has to compensate the same.
- The accounts department will settle the amount only after submission of the “No dues certificate.
- If an employee fails to comply with any of the aforesaid provisions, the management is entitled to withhold the employee’s due to make appropriate deductions there from, or such other actions that may deem fit including initiation of legal proceedings.

## 2. ATTENDANCE, LEAVE AND ABSENCE

The leave entitlement of permanent employees of the University are as follows:

- Casual leave
- Academic/Special casual leave
- Medical leave
- Leave - Loss of Pay
- Vacation Leave/Annual Leave

### 2.1 Casual leave

In an academic year the total Casual Leave entitled/ granted to an employee shall not exceed 12 days (including half day Casual Leave), hence the employees is not eligible for any leave in the first month of service.

CL will be calculated on pro rata basis. CL can be accumulated for only up to 3 months i.e. maximum Casual leave that can be sanctioned at a time is 3 days. Un-

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availed leave will lapse at the end of the calendar year.

Casual Leave cannot be combined with any other kind of leave except Special Casual Leave. However, such Casual Leave may be combined with holidays including Saturdays and Sundays. Half Day Casual Leave will be up to 4 hours duration, for example 9 AM to 1 PM in the forenoon and 1 PM to 5 PM in the afternoon. It will be strictly monitored by biometric attendance/attendance register. Casual leave can be availed by individuals only by prior sanction.

However, in any emergency, the individual can be absent from duty and he/she must apply for leave immediately on joining duty. This is permitted only in an emergency. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be immediately intimated by mail or by telephone to the component sanctioning authority before proceeding on leave.

**2.2 Academic/Special Casual Leave**

Academic/ Special Casual Leave, not exceeding 10 days in an academic year, may be granted to an employee for the following reasons:

a) To conduct an examination of a university/Public Service Commission/Board of Examination or any other similar body/institution.

b) Inspecting academic institutions attached to a statutory board.

c) For the purpose of attending Conferences / Seminars and Workshops. The employee should be presenting a poster/paper or chairing a session.

d) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where the activities specified above, take place, will be included.

e) In addition, special casual leave to the extent mentioned below, may also be granted.

f) To undergo sterilization operation (vasectomy or salpingectomy) under a family welfare programme. Leave in this case shall be restricted to six working days; and

g) To a female employee who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

h) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays by the sanctioning authority on each occasion.

i) Application in the prescribed form shall be produced to the appropriate authority through proper channel at least 15 days in advance.

**2.3 Medical Leave**

Every employee is entitled to avail 6 days of medical leave per year on pro-rata basis. It can be accumulated for up to 30 days. Valid medical documents/certificates should be submitted to the sanctioning authority. The duration of maternity leave available for women employees shall be 6 months.

**2.4 Leave-Loss of Pay**

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Grant of Leave on Loss of Pay may be decided on case-by-case basis depending on the circumstances by the concerned authority

### 2.5 Vacation/Annual/Earned Leave

- All Non-Clinical teaching staff of Medical College and all teaching staff of other schools are entitled 21 Days' vacation leave per year for Faculty Members (7 Days during winter and 14 days during summer).
- All other employees of the University/various schools (other than those mentioned in above paragraph), who have served for one year is entitled to 12 days annual / earned leave with pay in the succeeding period of 12 months.
- A maximum period of 30 days of Earned leave may be accumulated. Application in the prescribed form shall be produced to the appropriate authority through proper channel at least 15 days in advance.

### 2.6 Compensatory Off (CO)

An employee is eligible for compensatory off only when he / she has worked for a full day on a weekly off /official holiday. CO should be utilized within three months from the day of the accumulation. CO cannot be used more than two days at a stretch.

### 2.7 General Rule

**Leave Sanctioning Authorities:**

University Administrative Persons:

- Casual /Medical Leave - Registrar
- Other Leave - Vice-Chancellor

Teaching Staff:

- Casual/Medical Leave - Dean
- Other Leave - Registrar

Non-Teaching Staff:

- Casual/Medical Leave - Administrative Officer
- Other Leave - Dean

## 3. DISABILITY IN THE WORKPLACE

According to the Rights of Persons with Disabilities Act, 2016 'a person with disability means "a person with long term physical, mental, intellectual, sensory impairment which, in interaction with barriers, hinders his/her full and active participation in society equally with others." Our university ensures that there is no discrimination based on disability and provide access to employment and promotion based on merit.

### 3.1 Ease of Access

Our university provides reasonable adjustments and changes to physical features to accommodate staff with disability to reduce or remove the impact of physical barrier such as wide doorways to allow the easy passing of wheelchairs, ramps, reachable switches and door handles, accessible toilet facilities, audio-visual fire alarms.

### 3.2 Access schemes

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Our university provides relaxation in promotion policies based on the disability and provides travel allowance for attendants or escorts who are attending events/ conferences.

### 3.3 Representation in Panels/Committees

The management ensures that there is adequate representation for differently abled persons in empowered panels, committee, policy making and so on.

## 4. COMPENSATION

### 4.1 Pay and grading

- Every employee is entitled to the salary that is fixed as per the University norms subject to the terms and conditions mentioned in the offer letter.
- The salary will be credited directly to the bank account of the employees on the 1st of every month.
- The pay scale for the teaching/non-teaching staff is based on UGC/university norms.
- The attendance for preparation and release of salary is taken on monthly basis. The salary is prepared monthly with reference to the attendance records of each employee.
- Full Time/Contractual Employees- The attendance taken into consideration for preparation of Salary for a month is from 28th of previous month to 28th of present month.

**Part Time**

(a) **Adjunct Employees**: The attendance taken into consideration for preparation of Salary for a month is from 23rd of the previous month to 23rd of present month. The salary is also released based on attendance cycle.

(b) **Visiting Faculty:** The remuneration is fixed based on the number of sessions handled by the faculty.

### 4.2 Performance assessment

The components of appraisal system for teaching staff are based on the calculation of 360-degree feedback score based on the following parameters.

| Metrics | Maximum Points |
|---|---|
| Teaching Process | 25 |
| Students' Feedback | 25 |
| Departmental Activity | 20 |
| Institute Activity | 20 |
| Annual Confidential Report –ADR | 10 |
| Contribution to society | 10 |

### 4.3 Annual Increment

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- Annual increment may be granted to each employee from 1st of the month (if date of joining is before 15th else it is applicable from next month onwards) in whichever due it falls.
- However, it may be postponed/withheld by the competent authority if the employee's performance or conduct is not satisfactory only after assigning the specific reasons in writing. In such instance, an employee has the right to appeal to the higher authority.
- Our university rigorously tries to follow the Performance Based Appraisal System PBAS system for teaching staff as per the UGC guidelines.
- Provided that over and above the normal annual increment, the management may grant special pay/allowance or perks based on exceptional performance appraisal report of the employee.

### 4.4 Promotion

- In filling positions, employees are encouraged to express their interest for positions for which they believe to be qualified. Factors like experience, ability, potential for growth, and the affirmative action goals taken into consideration.
- Promotion denotes the change in position of an employee from existing one to another (either in the same or another office). Normally, but not necessarily, a promotion is accompanied by an increase in salary.
- Transfer indicates a change in position of the employee within the same classification and salary level. It generally does not include increase in salary.
- An employee must have completed at least the probationary period to become eligible for a promotion.

## 5. EMPLOYEE BENEFITS

- The university encourages and offers various facilities to faculty members.
- Free medical-checkup camps are organized in the campus from time to time.
- Fee concessions are granted to staff members who pursue any higher studies in the University as per the eligibility criteria.
- Availing University transportation facility bus who fulfils certain criteria will have fee concession. This is applicable to all teaching and non-teaching staff. The staff will have to get prior approval from the transport in charge to avail of the transport facility.
- Cash award up to Rs. 5000 is given to faculty who publish ample research papers in UGC care-listed/Scopus/web of sciences/refereed journals.
- Reimbursement after proper submission of proper bills to faculty who attended international/national conference/FDP/Seminars on the (basis of merit.)

### 5.1 Accommodation

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Subsidized accommodation shall be provided for employees in the hostel/faculty residence.

### 5.2 Health Insurance

The Group Insurance Scheme (GIS) is extended to all employees of the university.

**Retirement**

- On attaining the age of superannuation, staff shall retire from service of the University and the retirement schemes, pension/settlement are as per UGC/university norms.
- The age of retirement is determined based on the official record available with the University and it shall be treated as final.
- However, the University may draw on the service of the retired employees after necessary arrangements at its sole discretion and mutual agreement between the employee and the University.

### 5.3 Tuition Remission for employees

Fee concessions are granted to staff members, who himself/herself pursue any higher studies in the university and pursue any program in the university as per the eligibility criteria.

### 5.4 Tuition Remission for Spouses/children of employee

Fee concessions are granted to spouse/children of staff members, who him pursue any higher studies in the university as per the eligibility criteria.

## 6. EQUALITY AND DIVERSITY

The role of an equality and diversity policy is to help discrimination against employees.

### 6.1 Dignity at work and study

The University has an integrated approach to education, including creed development, individual growth, substantial development, social and emotional growth, skill development, academic achievement and acknowledgement of the talents. This approach is achieved only with the cooperation and support of faculty, parents and students.

### 6.2 Teachers and Colleagues

i. Maintain upright values to other members of the profession in the same manner as they themselves wish to be treated.

ii. Detached from lodging unsubstantiated allegations against colleagues to higher authorities.

### 6.3 Faculty and Non-academic Faculty

i. Faculty should treat the non-academic staff as colleagues and equal partners in co-operative undertaking, within every educational institution.

ii. The faculty should help in the function of joint staff-council covering both

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academic and the non-academic staff.

**7. Policy on discrimination/ bullying/ harassment on basis of sex, age, race, disability, gender, maternity, marriage, religion, civil partnership, etc.**

Sexual assault is a form of viciousness in everyday life. It creates an atmosphere of threat and terror. It is also a form of human rights violation and is an infringement on their life and liberty as defined in the Constitution of India. The Civil Rights Act of 1964 makes it legal to abhorrence against someone on the basis of race, color, religion, national origin or sex. In compliance with this law and to sensitize the personnel, University shall,

**The main objectives are:**

- Provide advisory sessions to the faculty members.
- Encourage staff involvement in community development programmes.
- Encourage staff to carry out the research programmes.
- Create awareness about women's issues and bring visibility to gendered forms of marginalization.
- Promote gender equality in the campus.
- Conduct legal awareness programmes.
- focus on combating violence against women.

**7.1 Prevention of Sexual Assault**

For the prevention of sexual assault, a comprehensive Sexual assault Policy is required. The institutions will evolve and adopt a comprehensive sexual assault policy and amend its regulation to bring them in conformity with the Hon'ble Supreme Court guidelines.

It will be widely distributed.

- University will have emergency helplines to attend any unforeseen circumstances round the clock.
- Grievances cell under the women's cell shall handle all the complaints based on the prescribed guidelines.

**7.2 Mentoring & peer support program**

Peer support occurs when people provide knowledge, experience, emotional, social or practical help to each other. It often consists of using own experiential knowledge, for instance stressors experienced as a young person, as a student at the university to facilitate, guide, mentor another. Peer support is also used to refer to initiatives where students in person or online, as equals give each other connection and support on a reciprocal basis.

**The aim of peer support programme**

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- It aims to create sensitivity amongst students regarding the entire student community and their concerns.
- It aims to enhance self-awareness among students who enrol in the programme as peer supporters
- It would train students in basic values, knowledge and skills necessary for support work.
- It would train students in making appropriate referrals and providing information about resources that exist on campus for student support
- The programme hopes to create stronger and more dependable
- peer support network.

The students who enroll in on this programme could help the Counselling Centre in other preventive work of the centre.

**7.3 Training for peer supporters focuses on**,

- Self-awareness, understanding and reflexivity of one's social location, understanding prejudice
- Values such as non-judgemental ways of being, unconditional positive regard, empathy
- Skills of basic counselling such as listening, attending skills; communication and problem-solving skills; assertiveness training, referral skills.

**7.4 For Women employee**

- Limited access to paid leave.
- Feelings of burnout.
- Harassment and discrimination.
- Conduct a pay equity analysis.
- Launch a mentorship program for women.

## 8. PROFESSION DOMAIN

It is the frame, social features and physical conditions in which the employees has to perform his/her duty. These elements can impact feelings of well-being, workplace relationships, collaboration and efficiency and employee health.

**8.1 Professional conduct**

- Persuasion
- Emergence
- Politeness
- It comprises the way the employee speaks, look, acts and makes decisions.

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- Treating your employees, colleagues and clients with respect.

### 8.2 Office hours & Break time

Employees avail 20 minutes of their break time during their working hours, if they work more than 6 hours a day. The break doesn't have to be paid, it depends on their employment contract.

### 8.3 Smoke, alcohol and drug-free campus

We acknowledge that the need of awareness of our community concerning the dangers of abusing alcohol, tobacco, and other drugs.

- Instruct students and employees about the dangers of alcohol consumption and drug consumption.
- Endure students and employees recover from substance abuse and addiction.
- Develop social and physical environments that facilitate alcohol and drug abuse-free lifestyles.

### 8.4 Enterprise related affront or illness

In this plan compensation and precaution are logically and practically not divisible. For the effective focus of preventive action, the collection and analysis of data on occupational accident and affliction is very important. So reporting system can be supplemented by sharing the broader data on occupational accident & affliction also compensation among related institutions.

### 8.5 Creche facility

- Provide comfortable accommodation
- be suitably lit and ventilated
- be preserved in a clean and sanitary condition
- Further, it is to be noted that crèche facilities should be available to employees free of cost.

### 8.6 Pregnant women, and Nursing mothers

- University will provide the creche facility for the children.
- The crèche may locate within 500 meters of the establishment.

## 9. GRIEVANCE REDRESSAL MECHANISM

It is a part and parcel of the machinery of any administration. It measures the efficiency and effectiveness of the institution and also provides the important feedback on the working of the administration. The employee shall submit his/her grievance immediately and in any case within a period of one month from the date of emergence. Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

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(i) Issues related to collective disputes/bargaining such as salary, allowances, hour of work and other benefits and also causes related to disciplinary procedures.

(ii) Any issues relating to terms and conditions of appointment are settled prior to joining or appointment/absorption.

(iii) Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the Competent Authority as laid down under the Conduct, Discipline and Appeal Rules of the institution and in such cases the grievances redressal procedure shall not apply.

(iv) The requirement of further action can be decided with the approval of the Chairman.

**Reporting**

University encourages reporting of misconduct/ malpractices of any kind that is pertinent to university. The alleged misconduct or malpractice may happen either inside or outside the campus, but if the said action has any relevance or consequence that may affect the University adversely then University shall initiate necessary action.

**Whistle blower protection**

- The practice is designed to ensure that the employee can raise their concern about wrongdoing or malpractice within the University without victimization and subsequent discrimination.
- The policy aims to encourage employees to feel confident in raising serious concerns at the initial stage and raise questions and act upon concerns about practice.

**Mandatory on-the-job training**

It applies to all the employees who is working in the institution. All the qualified employees are covered by this policy without discerning against rank or protected characteristics. Employees are responsible for seeking new learning opportunities. The HRDC (Human Resource Development Centre) department is responsible for conducting workshops, seminars and refresher courses to keep the workforce informed and updated with the recent learning process.

**Support for external development programs**

The importance of employee training is also closely tied to motivation. University will arrange individual/ group training schemes as the base may be focusing on preparing them to climb their career ladder. University shall develop an institution career plan and motivate employees to grow along with the institution by encouraging their participation and make them realize their value.

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