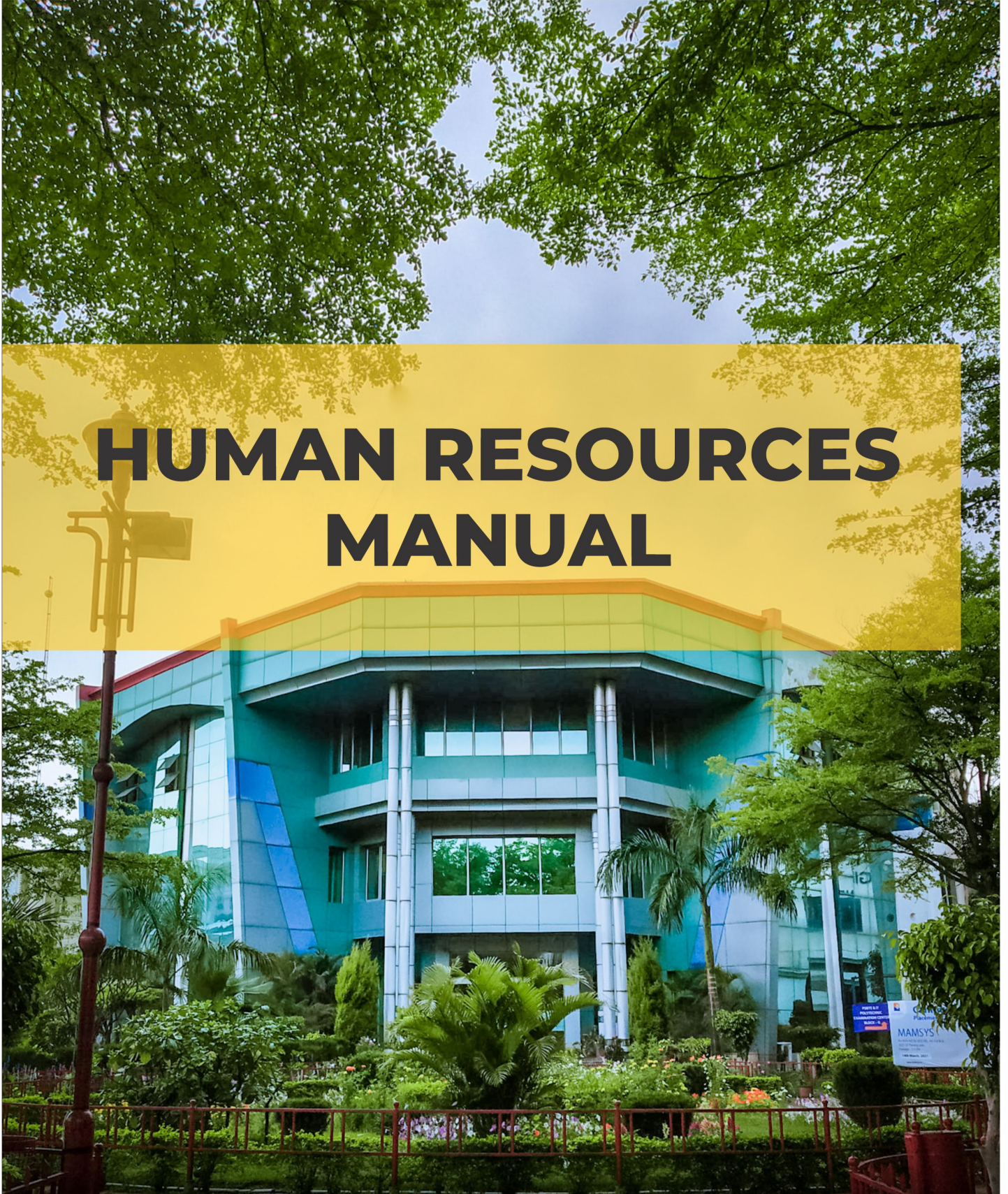




SWAMI VIVEKANAND INSTITUTE OF
ENGINEERING & TECHNOLOGY

HUMAN RESOURCES MANUAL



CONTENTS



S/No.	Particulars	Page No.
1	Introduction	2
2	Vision, Mission & Core Values	3-4
3	Quality Policy	5
4	Planning	
	• Human Resource Planning	6
	• Recruitment	7-10
	• Orientation	11
5	Salaries & Incentives	
	• Position and pay scales	12
	• Benefits Extended to Faculty & Non-Teaching Staff	13-18
	• Incentives and Reward	19
6	Leave	
	• Leave Provisions	20-21
	• Guidelines for Leaves	22-26
7	Promotion	
	• Promotion Policy	27
	• Performance Appraisal	27
8	Discipline and Grievances	
	• Disciplinary procedure	28
	• Grievance procedure	28
	• Code of Conduct for Faculties	29
	• Ethical standards for Faculties	30
	• Decentralization in working	31

ABOUT US



Swami Vivekanand Group of Institutes was established in 2004 under the aegis of Sh.Raghunath Rai Memorial Education & Charitable Trust. The governing body is headed by Sh. Ashwani Garg and Sh. Ashok Garg.

A state-of-the-art campus situated 30 km from Chandigarh on the NH-1 Chandigarh-Patiala National Highway. The sprawling campus of the SVGOI is equidistant from Chandigarh, Mohali, Panchkula, Ambala, and Patiala. SVGOI has a mission to build leaders through holistic, transformative, and innovative education.

For this purpose, a healthy number of international and national students from diverse regions like Egypt, Nepal, Assam, Nagaland, Jharkhand, Delhi-NCR, Himachal Area (Upper and Lower), Jammu & Kashmir, Uttarakhand, Chandigarh, Panchkula, Mohali, U.P., and other localities are regularly studying at the campus, adding to the cultural diversity found on campus.

FOR BRIGHT FUTURE

Get the Best Engineering Programs

Swami Vivekanand Institute Of Engineering & Technology (SVIET) is the premier Institute of India and is known for its high standards in teaching and research and attracts eminent scholars of its faculty. It was established in 2004 under the approval of All India Council of Technical Education India (AICTE). Ever since its inception, a strong commitment to excellence in teaching and research has made this Institute a role-model and path-setter for other colleges in the country. Its rich academic tradition has always attracted the most talented students who later on went on to make important contribution to their society.

VISION & MISSION



VISION

To become one of the most preferred learning places as a leading global technical institute that aims to bring a revolutionary change in education to create luminaries and innovators, and also propagate new knowledge for society and industry, and to make the youth self-reliant.

MISSION

- To provide an education that transforms students through rigorous coursework and by providing an understanding of the needs of society and industry.
- To undertake collaborative projects which offer opportunities for long-term interaction with academia and industry.
- To provide a scholarly and professional environment that enables our faculty, students, and staff to make lasting contributions to the advancement of learning.
- To provide students with a platform for interdisciplinary research which not only gives them a well-rounded perspective but also helps them keep in view the sociological relevance of science, education, and research.
- To find the route to success at the intersection of theory and practice, discover and implement innovative solutions to real-world problems.
- To build leaders through holistic, transformative, and innovative education

CORE VALUES



CORE VALUES

Our institute upholds the highest ethical values, integrity and professionalism and an unwavering commitment to academic freedom, transparency and accountability. We strive for the uncompromising quality and highest standard of excellence in teaching, learning, research and scholarship across various disciplines. We commit to nurture and preserve an environment of safety, trust, mutual respect, equality and diversity in its all endeavours to ensure fairness and inclusiveness. SVIET is aware of its environmental responsibilities and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized. This institute seeks to serve the diverse, personal and professional development need of its constituents and encourage habit of engagement, caring, and civic responsibility by emphasizing a connect between service, excellence, and career growth.

OUR PHILOSOPHY

Our principles and convictions

To become a leading global educational institution, SVGOI is committed to revolutionizing education, nurturing luminaries and innovators, and advancing knowledge for society and industry. Our goal is to create extraordinary talent across various disciplines, shaping the leaders of tomorrow.

QUALITY POLICY

SVIET is committed to provide all requirements in curricular and co-curricular areas of Technical Education to our students and mould them with Technical Knowledge, Soft Skills, Physical Education and Ethics to enable them become Engineering Professionals of International Standards. The College is also committed to strive for continual improvement of its Quality Management System through Student satisfaction in terms of achieving Academic Excellence, total personality development and excellent placement opportunities for the students.

QUALITY OBJECTIVE

- To provide our students technical knowledge and hands on experience by providing quality education system through Theory and Practical Classes including latest e-Learning practices.
- To impart necessary training for acquiring the softs skills and thus make them employable while in campus.
- To empower our Faculty and Staff to update their knowledge from time to time for facilitating our students in their learning process.
- To achieve excellent results for our students both in academics at the College / University Level and also on Campus Placement.
- To continually improve our Quality Education System through customer satisfaction duly monitoring their feedback from time to time.

HUMAN RESOURCE PLANNING

- Director shall assess the requirement with concerned Principal in the month of April every year, the staff requirement for the subsequent academic year and future growth.
- He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members and Lab assistants required with the following guidelines in mind.
- He will consider appointing a professor to be the Head of every discipline, besides the number of Associate Professors & Assistant Professors required in accordance with the teacher student ratio prescribed herein.
- The teacher student ratio shall be as per the statutory bodies
- Principal will appoint a selection committee for recruitment in each discipline, composed of the Director / Principal, HOD, and the Departments Advisors/Experts from the vicinity institutions.

RECRUITMENT

- a. The HR Department based on the requirements and recommendations received from different department through competent authorities shall prepare a job description and job specification for the candidates to be recruited.
- b. The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and IKG PTU / UGC Regulatory bodies. For Technical and Non-teaching post requirements will be based on the department's need and request. The minimum qualification and experience will be as prescribed by regulatory bodies.
- c. The entire Requirement process will have following :

APPOINTMENTS

The Director/ Governing Body/ Management representative is the competent authority to appoint any employee. The appointment orders shall be issued by Head, HR on behalf of the Director-Principal and the Management.

The decision of management is final in all appointments.

RECRUITMENT



FACULTY & STAFF STRENGTH

- a) The Teaching faculty strength shall be as per AICTE/UGC/Regulatory body Norms.
- b) The Non-Teaching staff strength shall be as per Punjab State Government/University Norms Departmental Requirements.

QUALIFICATION

The qualifications, age, experience etc., shall be as per AICTE/UGC/Regulatory body Norms in respect of faculty and as per Punjab State Government / University norms in respect of staff.

SELECTION

- a) The rules prescribed by AICTE/ UGC / Regulatory Body for selection of employees from time to time shall be followed.
- b) Faculty selections are made by the Recruitment Committee constituted by the HRD in consultation with Director-Principal. Selection committee for recruitment in each discipline will have a minimum of the HOD of the respective department, two senior faculty members. Other members of the committee will be as per the guidelines of AICTE, Affiliating University from time to time.
- c) A post shall be filled up by direct recruitment through open advertisement or by percolation of information amongst qualified and eligible internal candidates.
- d) The HR shall advertise vacant position in following channels to call applications:
 1. Advertisement in the newspaper
 2. Online and E-mail
 3. Social Media sites if required.
- e) Screening and short listing of applications/ resumes sent by applicant will be done by HR department.
- f) Shortlisted candidates shall be called for personal interview by HR department.
- g) The selection committee shall short list the candidates as per the following process.
 - Class room demonstrations
 - Personal interviews
 - Domains Knowledge
 - Communication Skills
 - Personality & Confidence
- h) The committee shall finalize the short listed candidates and submit their recommendations along with the comments of the candidates to the Director-Principal who in turn will give recommendations of appointment to HRD for issuing offer letter/ appointment letter after obtaining due approval from the management.
- i) Verification of documentation shall be done at the time of joining.

PROBATION

- a. The initial appointments to posts in SVIET shall ordinarily be made on probation for a period of one year. For special cases like Persons appointed to a higher post by promotion / selection, probation period may be relaxed/ waived off depending on the merit and credentials of the candidate.
- b. The Management upon the recommendation of the Director-Principal for valid and sufficient reasons may extend the probation period of an employee as may be found necessary or discontinue his/her services after due notice.
- c. After completion of probation, the appointee shall hold the office till the age of Superannuation.
- d. If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- e. The rules governing probation shall not apply to appointments made on temporary/ contract/contingent basis.
- f. The services of any candidate appointed on temporary can be terminated at any time after serving one month notice. For contractual staff the service will be treated as automatically terminated after the expiry of contract until and unless it is renewed further.

RECRUITMENT



ORIENTATION

The new incumbents are inducted to the concerned departments where they are familiarized to the other employees, process and practices in order to orient them towards the work culture of SVIET.

To make them familiar with the other co-staff members, the new recruits are introduced by the HR to all the members of the Institution at a gathering.

The Management of SVIET strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the institution encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and end support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

SALARIES & INCENTIVES



POSITIONS & PAYSCALES

- The college have the following positions in the hierarchy of teaching:
 - a) Director/Principal
 - b) Head of the Department
 - c) Professor
 - d) Associate Professor
 - e) Assistant Professor
- HOD appointment shall be appointed by the Management, on the recommendations of Director and Principal.
- In addition, each department has support staff like Lab Instructors, Lab technicians.
- **The Scales of pay for various teaching positions will be as follows:**
 - a) **Director/ Principal and Special Positions** Pay are as per AICTE norms, commensurate with the qualifications and experience.
 - b) **Professor:** Rs. 37400-67000 with Grade pay 10000
 - c) **Associate Professor:** Rs. 37400-67000 with Grade pay 9000
 - d) **Assistant Professor:** Rs. 15600-39100 with Grade pay 6000

BENEFITS

TO FACULTY & NON TEACHING STAFF MEMBERS



SUBSIDISED TRANSPORT

The Transport Policy ensures safe and secure commutes for employees from their place of work to their residence, especially for those who work in late/early shifts. SVIET believes in creating a stress-free work environment and in this effort, it provides a reliable and safe transport facility. Employee transportation services ultimately take the stress out of commutes by providing services from accessible landmarks, that is, where employees can be picked up and dropped off at the end of the day. The employees of SVIET are provided with a subsidy for availing of transport facility.

SUBSIDISED FOOD

Food subsidies are attractive supplementary payments that employers can use to provide workers with lunch at reduced rates. A tasty benefit that fills stomachs and simultaneously fills the piggy bank with the money both sides save on wage and social tax. SVIET Employees are liable to avail subsidized food policy at their convenience.

MEDICAL FACILITY

SVIET provides 24x7 medical care for all our staff. Health care facilities are felt to be the basic need for staff. These facilities are available round the clock at the SVIET health centre and also in hostels. A doctor has been appointed as College Doctor. It provides immediate medicinal and first aid to all staff members, if the situation arises. Our dispensary is well equipped with respect to the availability of basic health related facilities like thermometer, sterilizer, dressing drum, weight measuring machine, B.P apparatus, patient bed and stretcher, etc. Regular health checkup camps are organized with active support from hospitals and Medical Colleges in the city.

BENEFITS

TO FACULTY & NON TEACHING STAFF MEMBERS



GROUP ACCIDENTAL INSURANCE POLICY

- Group Accident Insurance is a type of insurance that is offered to employees (by the employer) to protect them against the medical expenses incurred due to injury or death resulting from an accident at the workplace.
- The beneficiaries of GPA by reputed Insurance companies in SVIET, are the employees and their dependent, supporting the financial need of the employees.
- Our college has provided this facility to many of our employees. To avail the benefit of Insurance for any disability/ death due to accident, some documents must be furnished to the Institute by the Claimant for onward processing with the Insurance Company.

BEREAVEMENT POLICY

SVIET, grants up to five days of paid bereavement leave to employees, who suffer the death of a close relative or an individual whose relationship with the employee is characterized by mutual responsibility and support. The amount of leave time and the employee's relationship to the deceased should be discussed, approved and documented by the Supervisor and for each occurrence, on the closeness of the relationship, travel time and other relevant circumstances. Each and every member of the College is eligible for this policy. Our College also grants two additional paid days off work depending upon the employee's circumstances including the travel distance to the funeral, the required involvement of the employee in the funeral arrangements and other extenuating factors. And if additional time is needed, the employee may request to use earned vacation days.

BENEFITS

TO FACULTY & NON TEACHING STAFF MEMBERS



GRATUITY

The College provides gratuity to its employee who has been working in the institute for the continuous past five years. This provision provided by SVIET not only gives security to the employees but also inculcates within them the zeal to work hard and be consistent. It is two-way beneficial since it is not only good for the institute but also for the employee's professional career development.

FEES SUPPORT FOR PHD

Providing good quality education to the students has been the topmost priority of our institution. Not only the students but the organisation also supports its faculty to pursue further studies and provides financial help, scholarships to those who are pursuing their PhD in any field.

REBATE IN FEES (WARD OR CHILD)

Preference given to employee's children in admission, Scholarship and concession in Tuition fees. SVIET, provides financial support too for the children of our employees.

FACULTY APPRAISAL

It is very much known how important it is the appraisal of the employees as it not only gives sense of security to the employees but also enlightens belief in them that they are respected and valued in their work place, it evaluates their goal so that they work hard and also increases employee engagement. Yearly appraisal is provided to each and every employee at SVIET with various other benefits as well. Thus, making it one of the safest secure and essentially beneficially developing place to work.

BENEFITS

TO FACULTY & NON TEACHING STAFF MEMBERS



ON TIME SALARY

Providing salary on time is one of the important factors which indirectly indicate about the efficiency of the institute. At SVIET there has not been a month when the monthly salary was not credited on time. A timely pay-out is a major factor, the absence of which leads to dissatisfaction and loss of commitment and at SVIET there is no chance of it at all because we provide monthly salary on time to all our employees.

FREE FOOD AND TEA FOR SENIOR FUNCTIONARIES

If there is one thing that contributes more to the quality of life at workplace, it's the food. College offers beverages and snacks to the working officials. Supplement with a positive attitude and lots of training and education, and you will have exceeded work expectation.

SNACKS IN CASE OF LATE WORKING HOURS

The key to healthy working in late-working hours is to establish a meal schedule that fits your "day," whatever the hours. College provides free meals in case the employees work late due to any reasons. This helps everyone to work in a healthy and happy atmosphere and boosts the productivity.

STAY ON CAMPUS

Our Campus has a facility of hostel in the college for its staff members. Any employee can avail the facility of college hostel.

BENEFITS

TO FACULTY & NON TEACHING STAFF MEMBERS



FINANCIAL SUPPORT TO EMPLOYEES

This policy provides sense of security in case of any personal contingency arises to our SVIET family member. The policy lays down criteria for grant of loan under the scheme.

FREE VACCINATION DRIVE

SVIET, organizes many free vaccination drives for its staff every year. As we all know that Covid-19 pandemic has brought drastic changes in India, exposing the fragility of the already overburdened and under-resourced health system. So our country started vaccination drives. Accordingly, a free vaccination drive was organized at our college for two days, in order to protect the people from Covid-19. Many students and staff members participated to make this drive successful. It is a great initiative taken by the college for the welfare of the mankind. It's a boon for all those workers, who could not afford these costly vaccines, which are beyond their reach.

WORK – LIFE BALANCE

Talking about work life balance at SVIET, there is an appropriate work life balance for the employees. Annual parties for the faculty, sports week and other various fun activities and as well as celebration of all the festivals is religiously organised at SVIET. These kinds of re-creational activities are essential for each and every employee and SVIET ensures that none of it is left and makes sure that every employee equally participates in it. With proper work life balance there is higher productivity, absenteeism is lower and employers can reap a range of benefits.

BENEFITS

TO FACULTY & NON TEACHING STAFF MEMBERS



AWARDS AND RECOGNITIONS

Awards and recognition is an important part of any curriculum and at SVIET there is duly recognition for employees on their achievement and fulfillment in their respective fields. Annually every deserving faculty is awarded for their excellent performance and that's what make SVIET one of the most motivating places to work as it provides to them appropriate recognition one needs as well as employee satisfaction.

IT SUPPORT (LAPTOP, PHONE, SIM, TABS)

The SVIET provides IT support to the staff by equipping them with gadgets that can be useful for effective outcome. SVIET provides laptop to senior functionaries and other employees as its requirement arises. SVIET provides mobile sim to its officials.

WIFI (HIGH SPEED CONNECTIVITY)

Complete access of Wifi is provided inside the campus for the staff and students as well for the effective and productive use for everyone with a proper check over its use with good connectivity and usage.

EMPLOYMENT TO OUR STUDENTS

The college is not only having a good placement record outside the campus but also provides our talented students jobs in the campus itself, students are hired in various departments such as- Branding, Admission Cell, Marketing and many more.

BENEFITS

TO FACULTY & NON TEACHING STAFF MEMBERS



COVID SUPPORT (FOOD AND MEDICINE)

In the toughest of times during Covid, the SVIET took it as a responsibility to provide the needy employees with few necessary items including food, water, medicines, first aid etc.

INCENTIVE AND REWARDS

Staff members are eligible for the following incentives and rewards, based on their performance in teaching and research:

- For producing 100% results in a theory paper Rs. 5000/- Cash award.
- Yearly **BEST TEACHER AWARD** presents on Teacher's Day.
- Incentives for promoting the research activates & consultancy.

LEAVE POLICY



This Policy encourages its employees to take break from work as this provides for a healthy and efficient staff. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

TYPES OF LEAVES @ SVIET

There are 10 types of leaves which employee can avail during his/her tenure in the organization.

1. Casual Leave
2. Summer & Winter Vacation
3. Academic Leave
4. Medical Leave
5. Short Leave
6. Maternity Leave
7. Compensatory Leave
8. Bereavement Leave
9. Official Duty Leave
10. Earned Leave

LEAVE YEAR AND AVAILING

- The Leave year will be the academic year from July 1st to June 30th.
- The employees are not allowed to club any two types of leaves except with Compensatory Leave & Short Leave.
- The policy is applicable to all the employees except Non- Teaching (Supporting Staff) & Supporting Staff.

LEAVE POLICY



- This policy is not applicable to consultants / Guest Faculties engaged with the college.
- **Employees with less than one year of service are not entitled to avail any Summer Vacations & Maternity Leave.**
- All leave should be applied in advance duly approved by the competent authority.
- All leave should be applied in advance. In exceptional circumstances sometimes it may not be possible to do so in advance; in such cases a telephone call to concerned reporting authority should serve the purpose. However this is only allowed if the work assigned to him/her is adjusted with a colleague / Department or section so that the University work does not suffer. This may be allowed only in crucial circumstances maximum up to 3 times in a semester. Employees availing MR more than three times in a semester it will count as LWP.
- In the event of an employee leaving the service of the organization by the way of resignation or otherwise, except as a result of disciplinary proceedings, he/she shall not earn any leave during the notice period that the employee needs to serve.
- All leaves should be applied in **“Standard Leave Form”**.
- No Leave can be en-cashed. Casual leaves cannot be accumulated for next operational year.
- If any employee will take leave on last working day of the week and first working day of the week, it will be consider under sandwich rule, which will be LWP.

Note- Sandwich rule is not applicable on summer vacation or winter vacation leaves.

GUIDELINES FOR LEAVES



CASUAL LEAVE

Casual leave is short-term, unplanned time off from work typically used for urgent personal matters or unforeseen circumstances.

Eligibility:

- All employees are eligible to avail Casual leave. It will be given as a pro rata basis to the employee as per their D.O.J. at the time of joining CL will get credit on a pro rata basis.
- Application for CL in advance should be submitted through proper channels to HR Department.

Entitlement:

- 12 days of Casual leave per Annum is allowed to each employee.
- Half day CL can be taken as needed.

SUMMER VACATION & WINTER VACATION

“Summer & Winter vacation typically refers to extended period of time off from college or work during the warmer and colder month of the year.”

Eligibility:

- All employees of Teaching & Non-Teaching employees who have completed 1 year of service are eligible to avail Summer Vacation.
- All employees of Teaching & Non-Teaching employees who have completed 1 year of service are eligible to avail Winter Vacation.
- Applications for SV & WV in advance should be submitted through proper channels to HR Department.

Entitlement:

- 05 working days of Summer Vacation & Winter Vacation per annum is allowed to each employee.
- All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take the vacations.
- The vacations will be permissible only in the notified period. The employees cannot plan their vacations in the mid of the semester.
- No leave can be combined with vacation.

GUIDELINES FOR LEAVES



ACADEMIC LEAVE

“Academic leave refers to a period of authorized absence from academic responsibilities, often granted to pursue research, attend conferences.”

Eligibility:

- Teaching faculty are entitled to avail 4 days Academic leaves in a year for the purpose of Research, Viva-Voce exam, Seminars, Conference, Workshop, FDP.

MEDICAL LEAVE

“Medical leave is a period of authorized absence from work granted to allow an individual to recover from illness or injury.”

Eligibility:

- All employees of Teaching & Non-Teaching employees are eligible to avail Medical Leave.
- An employee can avail 6 days medical leave in an academic year.
- An employee can accumulate maximum of 30 days medical leave in his/her tenure with the institution. These leaves are not en-cashable.
- In case, if employee avail more than 2 days medical leave he/she needs to produce medical certificate from MBBS doctor only.

SHORT LEAVE

“Short leave refers to a brief period of authorized absence from work for personal or urgent reason.”

Eligibility:

- All employees of Teaching & Non-Teaching employees are eligible to avail Short Leave with prior approval.
- The employees can avail short leave of 2 hours per month. Short leave can be clubbed with any other type of leave.
- The Short leave cannot be carry forward into the next month.

GUIDELINES FOR LEAVES



COMPENSATORY LEAVE

“Compensatory leave refers to time off granted to an employee in lieu of overtime worked or as compensation for working under special circumstances.”

Eligibility:

- If an employee (Teaching/Non-Teaching) is put on duty on holidays he/she will be allowed a compensatory leave. The employee can avail the compensatory off within 3 month under reference failing which the leave will lapse. But, some in special cases like Admission & Marketing staff avail compensatory leave as per their requirement, as they are involved in admission process.
- Compensatory off will only be claimed in case the employee works on Sunday, Gazetted holidays & or worked beyond 10:30hr in continuation in a day.
- To avail compensatory leave minimum 03:30 working hours are required.
- Compensatory can be club with any type of leave.

BEREAVEMENT LEAVE

“Bereavement policy provides paid time off to employee following the death of a family member or close relative.

Eligibility:

- Every member of the University is eligible for this policy.
- The University grants 4 additional paid days off working depending upon the employee's circumstances. If additional time needed, the employee may request to use other leaves.

OFFICIAL DUTY LEAVE

Official duty leave is only for official work of the university.

Eligibility:

- All employees of the university are eligible to avail this Leave.
- OD should be fill in advance and submitted to HR Department duly signed by Registrar.

GUIDELINES FOR LEAVES



MATERNITY LEAVE

“All women employees are entitled to maternity leave as per statutory requirement for first two pregnancies.”

Eligibility:

- All women employees of Teaching & Non-Teaching are eligible to avail 3 months of maternity Leave with prior approval.
- To avail this leave, employee should have completed minimum 1 year of service.

EARNED LEAVE

“It refers to paid time off that employees are entitled to annually based on their work tenure.”

Eligibility:

- All Employees of Teaching/ Non Teaching are eligible for earned leave after completion of minimum 1 year of continuous service.
- 5 Earned leaves per year are credited after completion of 1 year of service.
- These leaves, if left unavailed, can be carry forwarded.

NON TEACHING (SUPPORTING STAFF)



Security, Transport (Car Drivers), Transport (Bus Drivers), Workshop Staff, Maintenance (Electricians, Plumbers, Carpenters etc).

LEAVES GUIDELINES FOR NON- TEACHING (SUPPORTING STAFF)

S/No.	Department	Leaves
1	Security	4 week off/ Month
2	Transport (Car Drivers)	4 week off/ Month, 1CL/ Month
3	Transport (Bus Drivers)	As per bus schedule
4	Transport (Workshop Staff)	4 week off/ Month, 6 Gazetted Holidays
5	Maintenance	4 week off/ Month, 1CL/ Month, 6 Gazetted Holidays

SUPPORTING STAFF

Attendant, Sweeper, Gardener, Helper

LEAVES GUIDELINES FOR SUPPORTING STAFF

- The employee is eligible for taking 1 casual leave per month & 6 Gazetted Holidays.
- All Saturday will be working.

PROMOTION & PERFORMANCE APPRAISAL



PROMOTION POLICY

- All promotions shall be considered based on merit-cum-seniority basis and as per the guidelines issued by AICTE / Affiliating University time to time.
- Staff is eligible for promotion only after completion of one year of service in the Institution.

PERFORMANCE APPRAISAL

The objectives of performance appraisal are as follows:

- Provide feedback of the employees on their performance and achievement.
- Assessment of Training needs.
- Compensation (Increment) decisions.
- Bench mark for Promotions.
- Personal development to the employee.

The HR team will be responsible for the performance appraisal process, which will also provide guidance on conducting appraisals, will coordinate timely execution on the same. HR also imparts skill to concerned evaluators for executing on an objective on impartial basis. All performance appraisal evaluations are monitored by concerned Heads of the department (HODs). The evaluation scores are used to determine the annual increment and their promotions.

DISCIPLINE AND GRIEVANCE



DISCIPLINARY PROCEDURE

- Any faculty who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Director. If faculty commits an act of misconduct or by violating the code of conduct, any one can report to the concerned authority in writing.
- The Director / Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as soon as possible and the process of the enquiry should be transparent.
- If the Director / Principal are satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation with the permission of the higher authority.
- The Director / Principal shall report the proceedings periodically to the management.

GRIEVANCE PROCEDURE

- The Director / Principal shall constitute a grievance committee as per the norms of statutory bodies.
- Any teaching or non-teaching staff having a grievance, he or she shall make representation to the committee.
- The grievances shall be redressed immediately by the committee and report to the higher authority.
- A committee member shall record and maintain the minutes of the meetings.

CODE OF CONDUCT FOR FACULTY



- College working hours is 09.30 AM to 04:40PM for faculty, staff and students. Employee must be present in the college premises at least 5 minutes before.
- All the Employees need to mark their attendance on the biometrics installed in all the blocks at the entrance of the building.
- No one can leave the college without informing the Head and Director / Principal during the working hours.
- Usage of mobile phone while in the class is strictly prohibited. If found violating this rule necessary action shall be initiated.
- Those desiring to resign or leave the college for any reason must intimate the college management as per the condition laid on their appointment letter. Teaching faculty will only be relieved after the completion of prevailing semester classes.
- All the work assigned to the staff/ faculty members must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
- The staff/ faculty need to finish the course with in the stipulated time. The progress of the teaching shall be watched and monitored by the management. Faculty/Staff members must cooperate in all college related activities.
- During classes, only English language is allowed for teaching and communication.
- Faculty/Staff will be on probation period of one year. SVIET, reserves the right to extend the probation period if your performance is not satisfactory. During probation period, if your performance is not satisfactory, SVIET, reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof. However, after successful completion of probation, your appointment shall be confirmed, in writing, by SVIET.
- SVIET can terminate ones service without notice due to any of the following grounds:
 - (a) If he/she are convicted of a criminal offence by a competent Court of Law / Authority;
 - (b) If he/she are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the College;
 - (c) If he/she misbehaves, disobey or refuse to carry out the work orders of your Superior or are irregular in attendance.

ETHICAL STANDARDS FOR EMPLOYEES



- Employees should lead by example and inculcate a culture of experiential learning among the students.
- Employee should be totally dedicated towards his/her profession and always have an urge to excel unprofessional acumen.
- Employees are advised to wear formal attire and wear ID card always in the campus.
- Employees should not involve himself / herself in smoke or any kind of consuming toxic material while on duty or in campus.
- Employees should never indulge themselves in any kind of negative discussions or rumors.
- Employees shall always listen to the concern of students and try to resolve concerns as per the policies and process of the college.
- Faculty should act as a mentor to their students and always encourage them for their achievements and leads the students towards successful and happy life.

DECENTRALIZATION IN WORKING



- Decentralization in our HR policies refers to the delegation of decision-making authority and responsibility throughout the college, empowering departments and units to make localized HR decisions.”
- Outline the guiding principles that will govern decentralized HR decision-making. These might include alignment with college-wide goals, adherence to legal and ethical standards, and transparent communication.



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