



**BIJAPUR LINGAYAT DISTRICT EDUCATIONAL ASSOCIATION,**

**VIJAYAPUR-586103**

# **POLICY MANUAL HUMAN RESOURCE**

## **VISION**

To be an organization that would bring in significant change in the quality of life of people in North Karnataka through education and make a major contribution to nation-building through education and research across a broad-spectrum of disciplines.

## **MISSION**

To engage in continuously improving educational standards across multiple disciplines, establish new institutions, expand and strengthen research activities, adopt an inclusive approach in all activities, benchmark educational quality and explore new area of learning.

## **BLDEA HISTORY**

In the year 1942, a religious leader and a visionary Shri Shri Sanganabasaveshwar Maha Shivayogigalu of Banthanal, laid a firm foundation to BLDEA by way of establishing various educational institutes. He played a major role in developing the Association and established many Primary, Higher Secondary schools and colleges for Higher education.

In the 1960s another great visionary, Dr. B.M. Patil foresaw the potential and need of scaling up educational opportunities of the people of this region. With his vision and perseverance, he gave a new dimension to the functioning of the institutions under BLDEA and established new institutions to impart professional education. The Association established an Engineering College, Pharmacy College, Nursing College and a Medical College, along with a 1,000 bed teaching hospital, a first of its kind in the country.

A new era began in the 1990's, when the son of Dr. B.M. Patil, Dr. M. B. Patil, a young and dynamic leader, took over the reins of BLDEA. His primary objective was providing quality education with modern concepts of liberalization, globalization and tremendous expansion in various new courses. He conceived the need for establishing a University and strived to establish the BLDE University, which came into existence on 29th February, 2008.

The BLDEA is propagating education in Bijapur and Bagalkot districts, which are recognized as socially, economically and educationally backward areas by then British Government and by present UGC, State Government and Central Government.

BLDEA sponsors and runs 68 Institutions in both rural and urban areas of Bijapur (now Vijayapura) and Bagalkot Districts. It includes Primary schools, High Schools, Pre-University Colleges, Degree colleges of Arts, Science, Commerce, Law, Management, Education Science,

Fine arts, Pharmacy, Nursing, Nursery, Sericulture, Engineering & Polytechnic, Medical Sciences with Post Graduate courses; and sponsors the BLDE University in detail.

## **INTRODUCTION**

The Bijapur Lingayat District Educational Association (BLDEA) was established in the year 1910. It is a not for profit organization catering to the educational needs of under privileged children and widening educational opportunities. Promoting religious, scientific and general literature is one of the important objective of the Association. BLDEA aims to achieve this objective by establishing schools, colleges and free student hostels for poor students. The Association with a rich history of more than a century is dedicating for multi-literary development through its wide educational and cultural institutions network.

Lower strata of the society and poor are the association's target group. BLDEA has successfully completed its 100 years of fruitful, influential and proud existence. Presently 75 institutions are functioning under the aegis of BLDEA in various streams starting from primary, secondary, high schools to PU Colleges, Autonomous Arts, Science & Commerce Degree Colleges, Engineering College, Medical College, Business Schools, Pharmacy College, Nursing College and professional institutions like Colleges of Education, Polytechnics & BLDE University. Thus, the Association has contributed significantly in development of educational sector to the country.

## **ESTABLISHMENT**

Dr. P. G. Halakatti, a native of Dharwad and a visionary, known as 'Vachana Pitamaha', who migrated to Bijapur (present Vijayapura) founded the association initially in the name of 'Bijapur Lingayat Educational Institute', on October 23, 1910. In the year 1917, the 'Bijapur Lingayat Educational Institute' took over the 'New English School', a school then run by German based Bashel Mission Company. About 83 students were studying in the school then. Later it was renamed as Siddeshwara Secondary Education School. Thus the journey of BLDEA in imparting education commenced. BLDEA is presently a pioneer institution of North Karnataka, which has gained wide reputation and popularity among the people. As the number of students grew, Dr. P. G. Halakatti felt the need of owning a new building. Knowing the perseverance of Dr. P. G. Halakatti and development of the school, the State Govt. granted six acres of land to the Association, soon after foundation was laid for the own school building.

Functioning with a concern for the overall development of North Karnataka, Dr. P. G. Halakatti established the Sri Siddeshwara Urban Cooperative Bank and started extending financial assistance

to the poor people in the region. The mastermind behind the Cooperative Bank Dr. P. G. Halakatti along with extending various benefits to the poor, also strove to strengthen the cooperative sector. As a result a new era of empowerment in various areas like literature, social, educational and economical sectors began in North Karnataka.



















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# **RECRUITMENT POLICY & PROCESS MANUAL**

## **1. OVERVIEW**

In line with our values of BLDE Association, we seeks to recruit the most talented and faithful people. Our commitment towards excellence will be achieved by creating the opportunity for people to achieve their goals with BLDE ASSOCIATION.

Consistent with this approach is our commitment to equal opportunity. It is therefore the recruitment policy of Association to appoint the best candidate for the position based solely on merit. Existing employees are eligible to apply for positions for which they consider themselves to be suitable qualified.

## **2. APPLICABILITY**

This policy is applicable to all the unaided present employees and any new hires in the BLDE Association.

## **3. TYPE OF RECRUITMENTS**

BLDE Association has a range of programs in place aimed at attracting the highest caliber candidates. HR Committee manages all recruitment programs for the major institutions and provides advice and resource materials to other institutions.

- Entry Level – the entry point for people in profession
- Lateral Hires – Experience professionals
- Temporary Hires – Hire temporary resources to meet professional or faculty needs.

## **4. SELECTION SUPPORT**

Experienced as well as entry level hires are managed either through BLDEA'S central recruitment committee. The central recruitment team will partner with the business to source and select the talented candidates.

## **5. BLDE ASSOCIATION RECRUITMENT PROCESS**

It is the basic policy of the Association to select and place candidates on the basis of job related requirements, and to offer them maximum job satisfaction by placing them in positions where their ability, personal qualifications and interests can be developed to full advantage.

**a. PROFILE SOURCING:**

The following are the sources from which HR would support the sourcing of candidates:

- Advertising, in the press or posting in BLDE Association website
- Internal referrals by employees
- Resource Management Database
- External Consultants (only after exhausting all other sources of sourcing profiles)

**b. SCREENING OF PROFILES:**

All the received profiles through any sources would be screened by the local HR member of the college and invite the shortlisted candidates for interview.

**c. INTERVIEW PROCESS:**

**i. Human Resources Interview**

- HR member would invite the shortlisted candidate after the initial screening
- HR member to conduct first round of face to face interview and provide their feedback to the technical panel in an Interview assessment form and the application form filled by the candidate.
- HR Member will inform the rejected candidates from this stage.

**ii. Technical Team Interview**

- For teaching staff hiring the interview panel would consist of Head of the Department, Principal of the respective college, the Head HR & Technical Experts
- For Non-teaching staff hiring the interview panel would consist of Principal of the respective college & local HR member.
- All the panel members have to record their feedback about the candidate in the Interview assessment sheet for the records.
- The selected candidate documents should be shared with Head HR to decide on the final compensation for the candidate.

- Local HR member has to complete the reference check as per the reference check questionnaire template.
- On successful completion of the reference check, the local HR member has to make an initial verbal offer and upon acceptance, the formal written offer is sent to the candidate.
- In case of any discrepancy in the reference check, the HR member need to highlight the same to the Head HR.
- Based on the information received HR Head, the principal to decide on the offer of the candidate.

## **6. OFFER & APPOINTMENT LETTER**

- The selected candidate will be provided with an offer letter before joining. He/ she should accept the offer within 7 days of the receipt of the offer and revert with the confirmation of the joining date.
- The offer would automatically stands cancelled if no confirmation received from the candidate with the defined timeline as per the offer letter. Any deviations for acceptance of offer should be approved by the head HR.
- The detailed appointment letter will be shared with the candidate on the date of his/ her joining.

## **7. JOINING FORMALITIES**

- Joining formalities to be carried out for all the employees joining BLDE Association.
- Employee need to carry the original documents and the copies of those documents as mentioned in the offer letter to complete his/her joining formalities.
- The New joiner will be provided with a joining kit by the HR member with all the forms as mentioned below:
  - Joining Report
  - Employee Information Form
  - ID Card Form
  - PF Form 11 (PF Declaration Form)
  - PF Form 2 (PF Nomination Form)



- ESI Form 1 ( ESI Declaration and Nomination Form)
  - Gratuity Form F (Nomination Form )
  - Confidentiality Agreement
  - Any other Agreement standard for employees
- New joiner needs to submit the below mentioned documents mandatorily to complete their joining formalities:
    - Acceptance of Offer letter
    - Educational Qualification documents
    - Relieving letter/ Experience letter from institution (or all institution with whom he has worked)
    - Photographs (3-5 depending upon your requirement)
    - Permanent Address proof
    - Present / communication address proof
  - The new Joiner should complete all the above mentioned forms and submit to HR member on the day of their joining the Association.

The local HR member should create a mandatory personal file for every employee with all the documents above submitted by the employee as well as the list of documents collects during the phase of his / her employee, which are mentioned below:

- Copy of resume
- Resource requisition form
- Employment application form
- Interview assessment sheet
- Salary proof of last company

## **8. EMPLOYEE REFERAL PROCESS:**

As an organization we value our people and we trust that our employees understand the need of the association and would refer better candidates for any open vacancy at the Association.

- Every employee is eligible to refer their known people to the organization.

- Every profile received through referral, will have to go through the regular process of screening to understand their suitability for the vacancy they have been referred.

#### **9. RESOURCE MANAGEMENT PROCESS:**

- The complete employee database will be maintained at the Association level with each and every employee's role and the skill set.
- At the time of any vacancy, the employee database will be scanned through to check for any immediate resources to fill the vacancy
- The employees can also apply themselves for any vacancy within the organization.
- Every profile received from employees for the vacancy, will have to go through the regular process of screening to understand their suitability for the vacancy and transfer. (for details refer Transfer policy & Process document)

#### **10. EXTERNAL CONSULTANTS:**

- External consultant should be empanelled with the BLDE association for providing the consulting services.
- BLDE should shortlist the consultants based on their, area of expertise and costing for any hiring.
- HR Members to take approval from HR Head before sharing any requirements with the consultants for sourcing the profiles.

#### **11. RE- EMPLOYMENT OF FORMER EMPLOYEES:**

A former employee of the company may be re-employed if there is a need of his service based on age criteria, except in cases where former employees has been terminated for cause. Clearance must be sought from Head HR of the Association.

#### **12. EMPLOYEMENT CONTRACT**

The employment contract refers to any legally binding document which contains the terms and conditions of employment.

All employees shall be hired under written Employment contract that shall be signed by an authorized Association representative

- a. The employment contract is for a fixed term or an indefinite period.

- b. Either party will advise the other of his desire to terminate the Employment contract, with at least 3 months advance notice.
- c. Employment Agreement
  - An employment contract describing the terms of employment will be sent by HR Member to the candidate for his/ her acceptance.
- d. Effective Date of Employment Contract
  - The effective date of Employment Contract of an employee shall be the date on which he reports for duty.
- e. Cancellation of Employment Contract
  - The Employment contract shall be cancelled if the potential employee has not commenced work within 5 working days from the date stated in the Employment Contract, without a reason acceptable to the company.

### **13. CONFIDENTIALITY AGREEMENT**

All employees are required to sign a confidentiality agreement upon acceptance of employment

### **14. RECRUITMENT EXPENSE REIMBURSEMENT**

The Association shall not compensate the candidate for the time spent in travelling to and fro for the interview.

### **15. CHANGES IN EMPLOYMENT STATUS**

Changes in Employment status or the status of the family members should be reported to **HR Member of Association** by completing the Association's & Universities "Update of Employee's personal records from within one month.

### **16. PROCEDURE FOR RECRUITMENT FOR AIDED EMPLOYEE**

The BLDE approaches for recruitment to Joint Director with proposal. Advertisement is published with regard to recruitment from Joint Director office.

According to merit system,

- |                |   |  |
|----------------|---|--|
| 1. High School | - | Top 10 candidates will be shortlisted for interview  |
| 2. Pu College  | - | Top 5 candidates will be shortlisted for interview   |
| 3. Degree      | - | Eligible candidate will be shortlisted for interview |

Recruitment Rules: During the panel of interview, two interviewer from Government, two from BLDE and one from Backward Commission Officer/District Officer.

According to merit system,

1. High School - Top 10 candidates will be shortlisted for interview.
2. Pu College - Top 5 candidates will be shortlisted for interview
3. Degree - Eligible candidate will be shortlisted for interview

Recruitment Rules: During the panel of interview, two interviewer from Government, two from BLDE and one from Backward Commission Officer/District Officer.

The shortlisted candidate for Joining BLDE, report will be given to Government confirming for candidate selection

Once the candidate is Joined the BLDE, Joining Report with order copy will be sent to Government for Payroll Inputs.

#### 17. RESPONSIBILITY MATRIX:

<b>Responsibilities</b>	<b>Prepared by</b>	<b>Reviewer</b>	<b>Approver</b>	<b>Timelines</b>
Preparation of Manpower budget	College HR Committee	College Principal	BLDEA & BLDEU HR & Management Team	Once a year
Raising Resource Requisition	Respective HOD	College Principal	Head HR	Whenever hiring to be initiated
Defining Job Descriptions	Respective HOD	College Principal	Head HR	Whenever hiring to be initiated
Offer Letter	Local HR Coordinator	Head HR	Head HR	Whenever hiring initiated
Joining Formalities	Local HR Coordinator	College Principal	Head HR	Whenever hiring to be initiated

**18. RELEVANT FORMS:**

**MAN POWER BUDGET Year 2017- 18**

**Department: BLDE ASSOCIATION**

Designation	Date	Location	No. of Req.	QTR 1	QTR 2	QTR 3	QTR 4	HRRF reced.	JD Reced.	Budget Status	Remarks

- Note :**
1. Budget is for the financial year based on business forecast
  2. This Budget do not include replacement
  3. From various department, the details is transferred to main sheet

<b>BLDE ASSOCIATION</b>		<b>Version 1</b>
<b>Human Resource Requisition Form</b>		
<b>Tick " √ " wherever applicable</b>		
<b>1. Nature of Job Position :</b>		
Position:	Branch:	
Reporting Manager :	Department :	
Position Cost GROSS:		
<b>2. Type of request:</b>		
Replacement		Budget Addition
<b>Reason for Replacement</b>		
Transfer	Termination	Resignation
If others, Specify:		
<b>In case of replacement, add the details of person being replaced</b>		
Name of the employee to be replaced		
Last Working Day		
Last Salary Paid ( Gross)		
<b>3. Job Description ( Please provide the complete Responsibilities of the position )</b>		
<b>4. Requisition request by</b>		<b>Approved By</b>
Department Head	Principal	Association/University Head
Date	Date	Date
<b>5. Official Use ( To be filled by HR Only )</b>		
Cost centre		Remarks
Date of Requisition		
Date of Position Fill Up		
HR Manager Review and Date		

## APPLICATION FORM

*Please fill in the details with utmost attention, as these shall be verified BLDE Association/University and/ or by its authorized representatives.  
All details are compulsory.*

### PERSONAL DETAILS

Name of Applicant:		First Name	Middle	Last Name
Date of Birth (dd/mm/yy):		Place of Birth:		
Sex:		Nationality:		
Father's Name:		Passport No.:		
Marital Status:		PAN No:		
Home Phone:	Office Phone:	Mobile:		

### RESIDENTIAL ADDRESS

#### PERMANENT ADDRESS:

City:	State:
Pin:	Phone No.:
<b>Duration of Stay: From</b> (mm/yy) <b>To</b> (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)

#### CURRENT ADDRESS:

City:	State:
Pin:	Phone No.:
<b>Duration of Stay: From</b> (mm/yy) <b>To</b> (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)

### EDUCATION DETAILS

QUALIFICATION	NAME & ADDRESS OF SCHOOL / COLLEGE / INSTITUTE	NAME & ADDRESS OF BOARD / UNIVERSITY TO WHICH THE SCHOOL / COLLEGE / INSTITUTE IS AFFILIATED TO	COURSE ATTENDED (MORNING/ EVENING/ CORRESPONDENCE)	MARKS (%) CGPA & CLASS	DATES ATTENDED		ROLL NUMBER/ REGISTRATION NUMBER/ EXAM SEAT NUMBER
					YEAR OF ENROLLMENT (MM/YY)	YEAR PASSED (MM/YY)	
SSLC (X <sup>TH</sup> GRADE)							
HSC (XII <sup>TH</sup> GRADE)							

<b>GRADUATION</b>	
-------------------	--

<b>DEGREE:</b>	
<b>DISCIPLINE:</b>	

<b>POST-GRADUATION</b>	
------------------------	--

<b>DEGREE:</b>	
<b>DISCIPLINE:</b>	

<b>ANY OTHER:</b>	
-------------------	--



**EMPLOYMENT RECORD:** Starting with your present or most recent employer, please list last 3 employments. **Complete and accurate dates (month/year) must be provided.**

<b>CURRENT EMPLOYER:</b>		<b>Employee Id:</b>	<b>From (mm/yy):</b>	<b>To (mm/yy):</b>
<b>Street Address:</b>			<b>Employer's Phone No.:</b>	<b>Fax No.:</b>
<b>City:</b>	<b>State:</b>	<b>Country:</b>	<b>Postal Code:</b>	
<b>Job Title:</b>		<b>Reason for Leaving:</b>		
Employment Status: <i>(Please check the relevant box)</i>  <input type="checkbox"/> <b>Full Time</b>  <input type="checkbox"/> <b>Contract /Through Outsourcing Agency</b>  <i>Outsourcing Agency Details:</i>  <b>Name:</b>		<b>Department Head Details:</b>		
		Name:		
		Title:		
		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		
		<b>HR Manager's Details:</b>		
Name:				
Description of Duties:		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		

<b>EMPLOYER 1:</b>		<b>Employee Id:</b>	<b>From (mm/yy):</b>	<b>To (mm/yy):</b>
<b>Street Address:</b>			<b>Employer's Phone No.:</b>	<b>Fax No.:</b>
<b>City:</b>	<b>State:</b>	<b>Country:</b>	<b>Postal Code:</b>	
<b>Job Title:</b>		<b>Reason for Leaving:</b>		
Employment Status: <i>(Please check the relevant box)</i>  <input type="checkbox"/> <b>Full Time</b>  <input type="checkbox"/> <b>Contract /Through Outsourcing Agency</b>  <i>Outsourcing Agency Details:</i>  <b>Name:</b>		<b>Department Head Details:</b>		
		Name:		
		Title:		
		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		
		<b>HR Manager's Details:</b>		
Name:				
Description of Duties:		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		

EMPLOYMENT RECORD CONTINUED:				
<b>EMPLOYER 2:</b>		<b>Employee Id:</b>	<b>From (mm/yy):</b>	<b>To (mm/yy):</b>
<b>Street Address:</b>		<b>Employer's Phone No.:</b>		<b>Fax No.:</b>
<b>City:</b>	<b>State:</b>	<b>Country:</b>	<b>Postal Code:</b>	
<b>Job Title:</b>		<b>Reason for Leaving:</b>		
Employment Status: <i>(Please check the relevant box)</i>  <input type="checkbox"/> <b>Full Time</b>  <input type="checkbox"/> <b>Contract /Through Outsourcing Agency</b>  <i>Outsourcing Agency Details:</i>  <b>Name:</b>		<b>Department Head Details:</b>		
		Name:		
		Title:		
		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		
		<b>HR Manager's Details:</b>		
Name:				
Description of Duties:		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		

PROFESSIONAL REFERENCES: (Pls do not mention any references from your current employer)			
PARTICULARS	REFERENCE 1	REFERENCE 2	REFERENCE 3
<b>Name</b>			
<b>Organization</b>			
<b>Designation/ Position</b>			
<b>Your reporting relationship to the Reference</b>			
<b>Landline No.</b>			
<b>Mobile No.</b>			
<b>Email Address</b>			

**INFORMATION RELEASE AUTHORIZATION**

I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may disqualify me from employment and /or result in termination of employment.

I understand that **BLDE ASSOCIATION** may request a verification of information provided by me and /or background check of BLDE Association for this purpose.

I further understand that the results of verification and checks and any records made out of that information will be used for employment purposes only and will not be given to unauthorized persons.

I authorize **BLDE ASSOCIATION** to conduct a verification and background check including but not limited to the verification and check of information and references stated by me in this application for the consideration of **BLDE ASSOCIATION** to be used only for my employment purposes.

I also authorize all the concerned persons, authorities, organizations, their employees, agents or authorized representatives, whether named in the application or not, to release the information in their knowledge / possession / records relevant to my employment.

In the event that **BLDE ASSOCIATION** and /or its agents are unable to verify any information and references stated in this application, it is my responsibility to furnish the necessary documentation in support of that information.

I fully understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time and my employment decision will always be at the sole discretion of **BLDE ASSOCIATION**.

I have read, understood, and by my signature consent to these statements.

I authorize BLDE ASSOCIATION/UNIVERSITY to contact my present employer.  Yes  No

**SIGNATURE:**

**NAME (IN BLOCK LETTERS):**

**DATE:**

**DOCUMENTS REQUIRED (COMPULSORY)**

Completed & Signed Application Form with Information Release Authorization

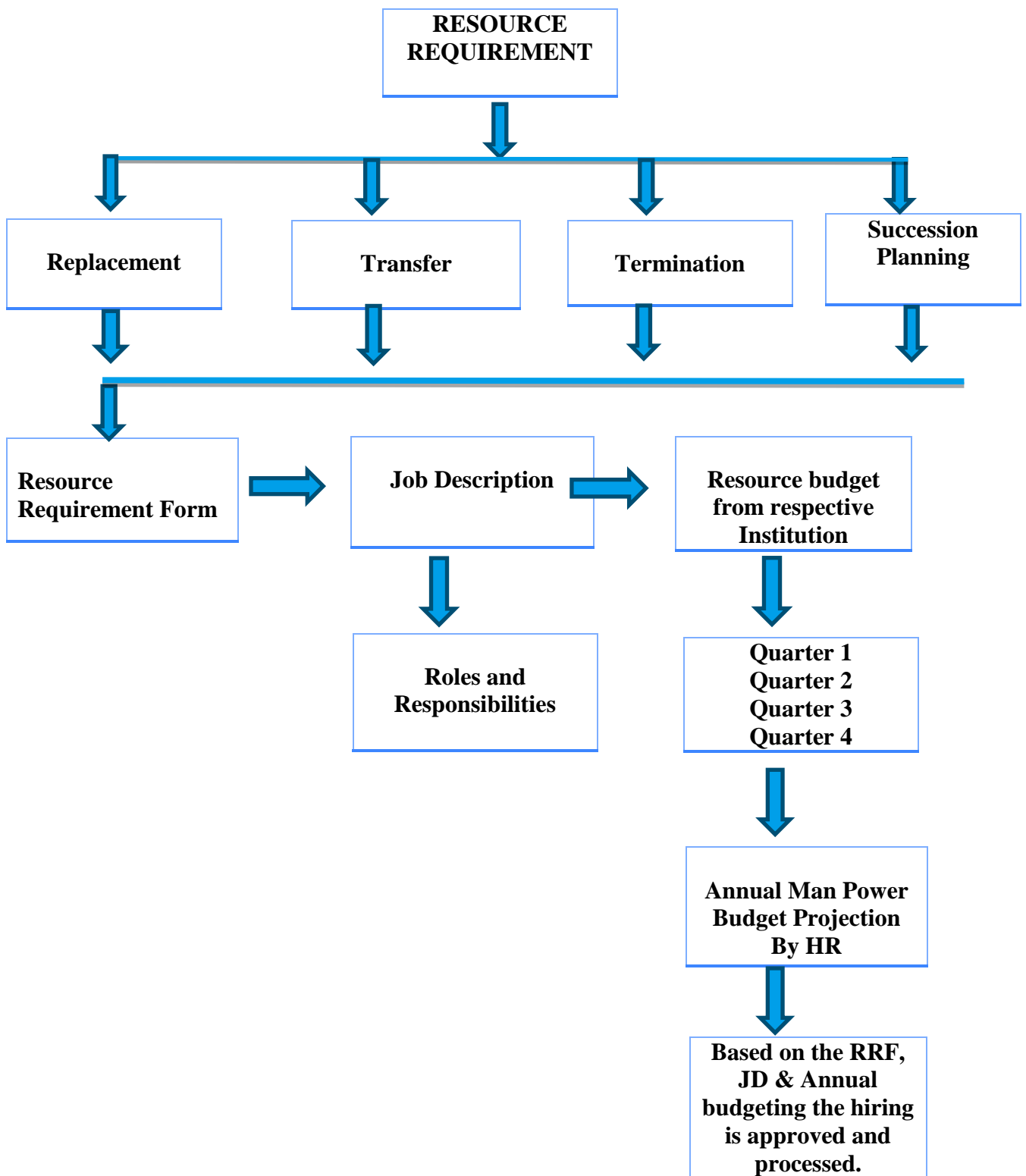
Copy of Relevant Education Certificates

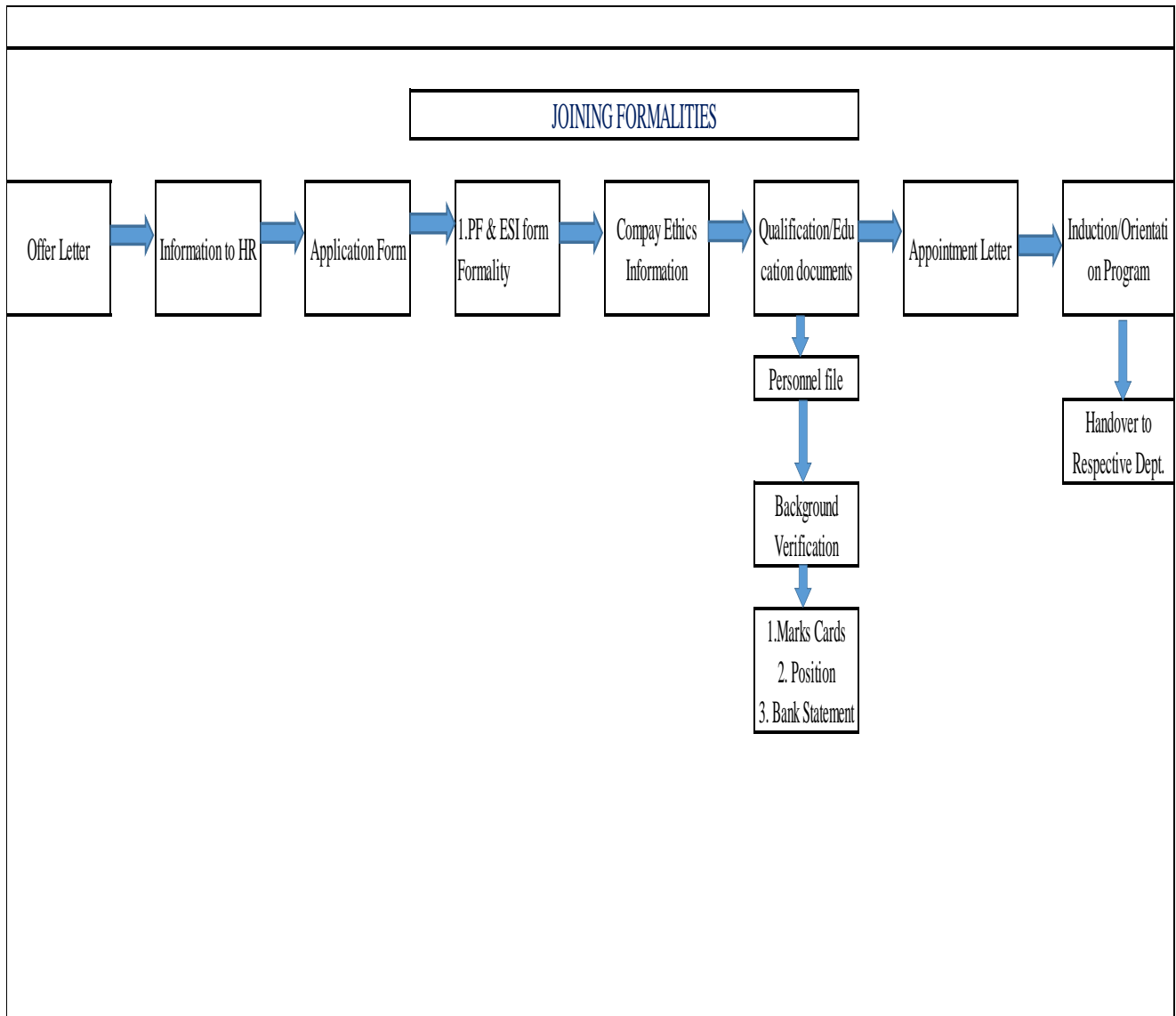
Copy of all past Employment Experience / Relieving Letters / Salary Slips/last increment letter (including current/latest employer stated in the application form)

<b>BLDE ASSOCIATION</b>							Version 1.0
<b>Candidate Name</b>							
<b>Date of interview</b>							
<b>Position</b>							
<b>Dept.</b>							
<b>Interviewer Name</b>							
<b>Tick "√" wherever applicable</b>							
<b>Final Review</b>			<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Average</b>	<b>Poor</b>
<b>Communication Skills</b> (Verbal, Written, Listening)	<b>HR</b>						
	<b>Interviewer</b>						
<b>Aptitude / Personality</b>	<b>HR</b>						
	<b>Interviewer</b>						
<b>Behaviour / Attitude</b>							
<b>Responsiveness</b>							
<b>Job Knowledge</b>							
<b>Leadership Skills</b>							
<b>Learning Ability</b>							
<b>Technical / Demonstration Skills</b>							
<b>Remarks :</b>							
<b>Selected</b>		<b>HOLD</b>		<b>Review</b>		<b>Rejected</b>	
<b>HOLD Reason :</b>							
<b>Review Reason and date:</b>							
<b>Rejected Feedback :</b>							
<b>Joining Date :</b>							
<b>Final Salary Fixed Gross :</b>							
<b>Posting At :</b>							
<b>Signature with Date</b>							
<b>Department Head</b>			<b>Principal</b>		<b>Association Head</b>		

<b>BLDE ASSOCIATION/UNIVERSITY</b>	<b>VERSION 1.0</b>
<b>INTERVIEW FEED BACK FORM</b>	
<b>Candidate Name :</b>	
<b>Position applied For and Dept. :</b>	
<b>Date of the interview :</b>	
<b>Preliminary and skill Test round Details</b>	
<p>Date of Interview : Interview Location :</p> <p>Interviewer Name : Interviewer Signature :</p>	
<b>Demonstration/Technical Round Details</b>	
<p>Date of Interview : Interview Location :</p> <p>Interviewer Name : Interviewer Signature :</p>	
<b>HR Round Details</b>	
<p>Date of Interview : Interview Location :</p> <p>Interviewer Name : Interviewer Signature :</p>	

## PROCESS FLOW CHART







# **POLICY ON CONFIRMATION, EXTENSION AND TERMINATION OF PROBATIONARY APPOINTMENT**

## **1. PURPOSE**

- a. To assist an employee to develop his/her career in a manner which is both personally satisfying and consistent with the needs and goals of BLDE University/ Association.
- b. To provide with an opportunity to assess the performance and future potential of the employee before deciding whether or not to confirm the Appointment.
- c. To help identify the employee's training and development needs and provide appropriate development activities to assist in achieving his/her full potential.

## **2. APPLICABILITY**

This policy covers all the areas for confirmation, extension of probation or termination of the probationary appointment of Teaching / Non-Teaching Staff.

## **3. GUIDELINES:**

- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation to confirmation process will attract no increment. Exception to the remaining people who have joined before roll out of this policy or as per norms.
- Probation Period can be extended maximum for a period of up-to 6 months.
- For further extension, management will review the case and use its own discretion.
- The employee will be eligible for performance appraisal increment only when she/he is confirmed.
- During the probation period, employee will be eligible for one leave month on month as per the leave policy.

## **4. EXTENSION OF PROBATION PERIODS**

- a. The probation period of a Senior Professional staff or of a Management Staff on a fixed term of probation cannot be extended.

- b. HR Head may, at their discretion or at the written request of a reporting Reporting Authority with reasons for extension, extend the probation period of a continuing professional staff once only for a maximum period of six months.

## **5. PROBATION CRITERIA**

a) The head of Institution will ensure that probation criteria are:

- Specified as definable goals
- Related to the Job Description for the position
- Related to the level and time frame of the appointment of the employee
- Designed to ensure that the employee works productively in the Association.

## **6. REPORTING AUTHORITY ROLE**

A. The employees reporting Reporting Authority in the first weeks of employment:

- a. Clarify probation criteria established in the contract of employment
- b. Introduce the employee to the Performance Development Framework and clarify objectives and performance indicators and establish a development plan consistent with probation criteria.

B. The employees Reporting Authority will be at regular intervals or as necessary during the probation period:

- Meet the employees to monitor and discuss progress against objectives, and provide reasonable coaching and counseling wherever necessary.
- Provide reasonable training and professional development to support the employee undertake the role.
- Document progress against objectives.
- Alert the employee to the possibility of termination if it appears that the criteria are not being met and support the employee in achieving the required performance.

## **7. REVIEWS**

- i.** There shall be a minimum of two formal probation review/interviews during the probation period, one around mid of the appointment and the final review at the beginning of the final month of the employee's probationary period.
- ii.** Human Resources will advise departments regarding dates for formal reviews as early as possible after the employee has started work at Association. Departments will be sent email reminders one month prior to the due date to conduct the review.
- iii.** Formal reviews/interviews should be set up in advance so that both parties have time to prepare for them and to ensure that meetings remain free of interruptions.
- iv.** Reporting Principal are advised to hold frequent informal meetings with their employee in order to ensure a good working relationship and feedback on the employee's progress. The frequency of these meetings should be determined locally according to the needs of the employee.
- v.** Any difficulties should be addressed as early as possible and reported to a HR Head as soon as possible (i.e. it is not necessary to wait for the next formal review).
- vi.** As part of the review, head of the institute should:
  - a. Praise good performance/achievements
  - b. Review timekeeping/attendance, including sickness absence.
  - c. Discuss the employee's performance to-date against the objectives set at induction.
  - d. Review/agree training/development needs, if necessary
  - e. Provide constructive feedback on progress
  - f. Identify aspects of performance/conduct that need improving.
  - g. Explore problems the employee has encountered in their role.
  - h. Provide guidance/support as appropriate, e.g. mentoring,
  - i. Introduce/agree any changes to the objectives set.
  - j. Set next review meeting (if applicable).
  - k. It is the Reporting Reporting Authority responsibility to ensure that reviews are conducted within the timescale described in this policy and that HR is supplied with the appropriate documentation as soon as possible thereafter. If any issues or concerns are identified, Principal should seek advice from the HR Head.
  - l. Written documentation is crucial to the probation as it will provide very helpful information for the forthcoming staff development review process when the probation period is completed successfully. Equally, it will indicate clearly the

reasons why an appointment is not to be confirmed in the case of unsuccessful probation.

- m. During the final review, discussions should be held between the employee and their Reporting Authority about setting objectives and an individual development plan to be reviewed at their first appraisal meeting.

A probation form (made out of two sections – one for each stage of the process) should be completed to record details of each review (including agreed objectives and set review dates) after each formal meeting.

The form shall be completed by the Principal and signed by all the parties including local HR. In case of any concerned cases or grievances, local HR to inform the matter to Head HR and take their support in addressing the issue.

The form/appropriate section should be completed, signed and forwarded to the Human Resources Department within 10 working days of the meeting.

## **8. CONFIRMATION OF APPOINTMENT**

(a) If the employee's performance, conduct, timekeeping and attendance have been satisfactory and fully meet university's/association expected standards for the relevant grade/post, the Principal shall complete the probation form appropriately and recommend that the appointment should be confirmed.

(b) Employees will be advised in writing of the successful completion of their probation period.

## **9. DEALING WITH UNSATISFACTORY PERFORMANCE**

(a) Reporting Authority should seek advice from their designated senior member of the HR HEAD whenever an employee's performance/conduct gives cause for concern when problems first arise. If appropriate, the HR Head may be present at formal hearing reviews.

(b) Where problems with meeting the appropriate standard(s) are highlighted and/or needs for relevant training identified, appropriate opportunity/support shall be provided to improve performance.

(c) The Reporting Authority shall meet formally with the employee to:

1. Discuss any problems identified;
2. Explain what aspect of the work/conduct is not considered satisfactory

3. Explain which objectives/standards are not met and the shortfall between standards and timescales expected of the employee and those achieved;
4. What remedial guidance and training will be provided;
5. Give clear early warnings of what may happen if required standards are not met;
6. Give unambiguous indication of any necessary improvements.
7. Agree a course of remedial action and timescales.
8. Record the outcome of the meeting in writing and give a copy to the Employee
9. If the required standards are not met the disciplinary procedure may be invoked.

## **10. EXTENDING OF PROBATION PERIOD**

Exceptionally, BLDE University/Association reserves the right to extend the probation period for the following reasons / under guidelines of Bye-Laws, UGC & MCI guidelines:

- The new employee has not performed to the expected standards of performance/conduct but there is evidence that the performance/conduct is likely to improve given the extra time.
- Due to the new employee's sickness or other authorised absence, it has not been possible to adequately assess the employee's performance. The probation period will not normally be extended if the period of absence relates to a disability or maternity leave. In this regard, due cognizance will be taken of Association's obligations under the Disability Discrimination Act and Maternity provisions within the Sex Discrimination Act.

Advice should be sought from the designated Human Resources Head for your area.

Where the probation is extended, the following must be discussed between the Principal and employee:

1. Reasons for the extension.
2. Length of the extension period.
3. Assistance/training that will be given during the period of extension.
4. Areas for improvement and indication of how these will be monitored and measured.
5. Appointment will be terminated at the end of extension period if the employee fails to meet standards of performance expected for their grade/post.

6. Any extension of the probation period will not exceed six months.

During the last month of the extended period, the Reporting Authority and their employee will meet formally to review progress.

During the extension Probation period, the employee will not be eligible for any increments

If progress and performance/conduct are satisfactory at the end of the extended period, the Principal will recommend that the appointment should be confirmed and will complete the probation form as appropriate.

The employee will be advised in writing of the successful completion of their probation period.

If progress is still considered unsatisfactory, the Reporting Authority will inform the employee and make a recommendation that the appointment be terminated.

## **11. TERMINATING THE APPOINTMENT**

Where an employee fails to achieve the expected standards of performance/conduct, for their grade/post, this shall result in the appointment being terminated, subject to notice or where appropriate, pay in lieu of notice.

(a) Prior to the final review meeting the employee will be informed in writing at least five days prior to this meeting:

- That this meeting constitutes the final review
- It will specify the areas where performance/conduct is not reaching the required levels
- It will specify the date, time and location of the review
- It will also state that the outcome of the review could be termination of the appointment.

(b) At the review meeting or extended probationary review meeting, it is the responsibility of the Principal conducting the review to:

- Ensure that the necessary investigations have been carried out;
- Ensure that the meeting is conducted fairly, in line with this procedure
- Ensure that, as far as possible, all relevant facts relating to the issues come out at the meeting;
- Decide what action, if any is reasonable and necessary based on the facts.

(c) If the appointment is terminated employees will be advised in writing that the appointment shall be terminated, inform them of their last date of service and of their right to appeal against the termination. Reasons for such a decision must be clearly explained to the employee and put in writing within three working days of the meeting. A copy of this letter must be sent to the Human Resources Department before the end of the probation period (or extended period).

(d) If the appointment is not terminated the employee will be informed in writing as to the outcome of the meeting and any further action that will be taken.

(e) A decision to dismiss would not normally be expected unless problems had been identified at an earlier stage and appropriate formal corrective action taken at that time.

## **12. DEFINITION OF TERMINOLOGY**

- ✓ **Confirmation:** Process through which the probationer is declared permanent into the post he/she holding, after a period of 24 months on the basis of satisfactory performance and conduct keeping with applicable legislation and regulations.
- ✓ **Area:** The term area means the relevant Academic or Service Department.
- ✓ **Probationer:** This term refers to members of staff newly appointed to BLDE Association/University and subject to a probation period.
- ✓ **Appointment:** Hiring of employee/ educator on permanent or contractual basis.
- ✓ **Termination:** Stoppage of an activity or end of employment
- ✓ **Reporting Authority:** The Reporting Authority will be the individual nominated by the Chief of Administrative Officer and Chief of Operations to have supervisory responsibility over the employee on probation.
- ✓ **Principal:** Head of Academic Department or Centre; or equivalent.
- ✓ **Head of Service Area:** Head of the Department
- ✓ **Transparent:** Processes that are clearly defined, easy to understand and which are open to scrutiny.

### 13. PROBATION FORM

#### PART 1 – Introductory meeting

This process should be completed by the Reporting Authority within a week of the employee commencing work at BLDE Association. Please ensure that the employee is given a copy of this document and keep a copy as you will need it to monitor progress against set objectives at follow-up meetings.

		<b>Further Action Required</b>	<b>Review Due</b>
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

#### TRAINING NEEDS IDENTIFIED

(Reporting Authorities are responsible for ensuring that employees receive the appropriate training Courses)

<b>List Below Training Need Identified</b>	<b>Method of Training (External/Internal)</b>	<b>Booked on:</b>	<b>Completed</b>



**PART 2 – FIRST REVIEW**

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		<b>Further Action Required</b>	<b>Review Due</b>
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended\*: indicate number of months: ..... (**max 6 months**)
- The appointment should be terminated\*

\* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) \_\_\_\_\_ Signature \_\_\_\_\_

Name (Employee) \_\_\_\_\_ Signature \_\_\_\_\_

Date review completed: \_\_\_\_\_

Name (Reporting Authority of the institution) \_\_\_\_\_ Signature \_\_\_\_\_

Checked by HR Head:

**PROBATION FORM**

**PART 3 – SECOND REVIEW**

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		<b>Further Action Required</b>	<b>Review Due</b>
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended\*: indicate number of months: ..... (**max 6 months**)
- The appointment should be terminated\*

\* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) \_\_\_\_\_ Signature \_\_\_\_\_

Name (Employee) \_\_\_\_\_ Signature \_\_\_\_\_

Date review completed: \_\_\_\_\_

Name (Reporting Authority of the institution) \_\_\_\_\_ Signature \_\_\_\_\_

Checked by HR Head:

**PROBATION FORM**

**PART 4 – EXTENSION OF PROBATIONARY PERIOD FINAL REVIEW**

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		<b>Further Action Required</b>	<b>Review Due</b>
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended\*: indicate number of months: ..... (**max 6 months**)
- The appointment should be terminated\*

\* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) \_\_\_\_\_ Signature \_\_\_\_\_

Name (Employee) \_\_\_\_\_ Signature \_\_\_\_\_

Date review completed: \_\_\_\_\_

Name (Reporting Authority of the institution) \_\_\_\_\_ Signature \_\_\_\_\_

Checked by HR Head:

**PROBATION FORM**  
**PROBATION RECORD**

<b>Name of Employee</b>		<b>Date of Appointment</b>	
<b>Area</b>		<b>Position</b>	
<b>Name of Reporting Authority</b>		<b>Length of Probation</b>	<b>Month/Years</b>
<b>Introductory Meeting Due</b>		<b>Introductory Meeting Completed</b>	
<b>First Review Due</b>		<b>First Review Completed</b>	
<b>Second Review Due</b>		<b>Second Review Completed</b>	

## ANNEXURE 1

PROBATION REVIEW FORM			
<b>BASIC INFORMATION ( To be filled by Appraisee)</b>			
<b>Employee Name</b>			
<b>Employee ID No:</b>			
<b>Unit</b>			
<b>Location</b>			
<b>Probation Period</b>	From:		To:
<b>POSITION DETAILS ( To be filled by Appraisee)</b>			
<b>Department</b>		<b>Designation</b>	
<b>Grade</b>			
<b>Reporting to</b>			

SCORE BOARD			
Exceeds expectations : “5”    Meets expectations: “4”    Improvement needed: “3”    Below expectations: “2” Doesn’t meet expectations : “1”			
State specific goals/key job responsibilities handled & the status of the accomplishment by the new employee during the period and rate the performance in a rating scale of 1 – 5			
Sl No	Goals / Keys Job Responsibilities	Status of Achievement of Goals / Key Job Responsibilities (To be filled by Appraisee)	Score ( 1-5) (by Appraiser) core
1			
2			
3			
4			
5			

**OBSERVATIONS**

**State specific observations about the Appraisee on their strengths and areas need to be**

SI No	Major strengths consistently displayed	Areas that need improvement
1		
2		
3		
4		
5		

**CONFIRMATION**

Status	Confirmation	Separation
Remarks on Confirmation/Separation		
Exceeds Expectation, Meets Expectation & Improvement Needed - Confirmation, and Below & Doesn't meet expectations- Separation.		

**SIGNATURE**

Appraiser		Reviewer	
Appraiser		Head- Human Resources	

# LEAVE POLICY

## 1. OBJECTIVE

To communicate the leave entitlements and provide guidelines for availing these leave.

## 2. APPLICABILITY

- a) All the teaching and non-teaching staff on the permanent roles or probation services and Contract Faculty in Association.
- b) The policy does not include any part time employee or consultants.

## 3. RESPONSIBILITIES

### a) Management Team

Management is responsible for the review and approval of the requests for leave submitted by employees.

### b) Human Resources Department

The Human Resources Department is responsible for:

1. Administering the leave schedules like Casual Leave, Earned Leave, Commuted Leave and special leaves, and enforcing controls for their application.
2. Advising management on changes and updates to leave policies on a periodical basis
3. All full time institution employees are entitled to pay Earned Leave based on length of service.
4. Employees under probation and Contract faculties are entitled for one day leave per month until their services are confirmed by the Association respectively.
5. Application of Earned Leave/Commuted Leave should be submitted to management one week in advance
6. For any kind of leave applied, employee has to coordinate make an alternate arrangement for his/her work for the period of leave

## 4. TYPES OF LEAVE:

### A. LEAVE TREATED AS A DUTY

1. Casual Leave (CL)
2. Special Casual Leave

### B. LEAVE EARNED BY DUTY

1. Earned Leave (EL )
2. Commuted Leave

### **C. LEAVE NOT DEBITED TO LEAVE ACCOUNT**

1. Study Leave: For Academic pursuits
2. Maternity Leave: Leave On ground Of Health

## **5. GUIDELINES FOR EARNED LEAVE, COMMUTED LEAVE , CASUAL LEAVE, DUTY LEAVE and STUDY LEAVE**

### **A. Eligibility for Earned Leave**

- a) All permanent Teaching Employees are entitled to 10 working days of Earned Leave per calendar year(Vacation Employees).
- b) Principal and Administrative officer are eligible for 30 EL(NonVacation Employees)
- c) All permanent Non-Teaching are entitled to 30 working days of Earned Leave per calendar year (Non Vacation Staff).
- d) The accounting period for leave is January to December.
- e) Leave will be accrued on monthly basis at the start of the month as mentioned in the table below; however the opening balance of previous year shall be accounted on January 1st of each year.
- f) Any Teaching or Non-Teaching employees joined on or before 15th of the month would be eligible for entire months leave credit.
- g) Teaching or Non-Teaching employees joined on or after 16th of the month would be entitled for a half credit of the leave for that particular month.
- h) Maximum leave can be applied at a time for Vacation staff is 5 days for every half yearly and Non Vacation Staff is 15 days for every half yearly.

### **B. Eligibility for Casual Leave**

- a. The teaching or Non-teaching employees shall obtain permission for casual leave ordinarily before the day from which it is required. In exceptional Circumstance where application of casual leave cannot be submitted before it begins, the staff shall apply for ex-post-facto sanction within three days after resuming on duty. However a message should be sent to the principal even though prior approval is not obtained
- b. The employees shall not be entitled to not more than five days casual leave at a time
- c. Casual leave cannot be combined with any other kind of leave



- d. The competent authority may grant leave without pay of shorter duration to the employee if no casual leave is available
- e. Casual leave can be combined with Special Casual Leave
- f. Maximum leave can be applied at a time is 7 days for every half yearly.

### **C. Eligibility for Commuted Leave**

The employees may avail himself of commuted leave on half pay at his credit on the following condition, namely

- a. The employees shall be entitled to the leave on half pay to the extent of 20 days for every completed year of service.
- b. The leave on half pay due may be granted to the staff on medical ground. The leave requested on medical ground shall be supported by the certificate from medical authority and submitted to HR Coordinator
- c. The commuted leave shall be debited to the account of the leave on half pay at the rate of twice the number of days leave actually availed off.
- d. Provided the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of Service.

### **D. Eligibility for Special Casual Leave**

Special Casual Leaves can avail by teacher for attending conferences, seminars, workshops, symposia which are organised by academic bodies under guidelines & approval of Reporting Authority

Special Casual Leaves can also be used for attending university board assignments, council, inspections etc. Accordingly employee has to submit the attendance certificate for the same.

#### **E. Eligibility for Study Leave: (Academic pursuits)**

The teacher shall be eligible for full pay study leave in the following manner:

1. The study leave to the teacher shall be sanctioned by the Board of Management on the recommendation of the Reporting Authority.
2. The study leave with full pay may be granted to the teacher who is confirmed in his post and who has teaching experience of not less than three years. Provided that the teacher who once avails of study leave shall not be eligible for such a leave again unless he works for the period of three years after availment of the study leave. For any kind of leave one has to make an alternate arrangement for his/her work for the period of leave.
3. The study leave at the discretion of the Board of Management shall be sanctioned to the teacher for undertaking specialized training or research within India in his subject which shall either be useful to the teacher or to the or Association; Provided that, such study leave sanctioned to the teacher shall not be more than twelve months for or time duration of the course; Provided further that, if study leave is sanctioned to the teacher, then no substitute appointment shall be made against such vacancy and work load of such teacher shall be equally distributed amongst the teachers working in the Department.
4. The teacher shall apply for study leave to the Reporting Authority at least six months in advance and with the details such as nature of studies to be undertaken, duration, permission letter of the authority where the teacher intends to work etc. through his Head of the Department and Principal who will make the alternative arrangements for his teaching work.
5. If the teacher is awarded short term fellowship by Association Grants Commission or any other funding agencies within India or abroad; he shall be eligible for full pay study leave subject to the second proviso of the clause (3) above.
6. The study leave shall not be granted to more than one teacher in the Department at a time.
7. The teacher who is granted study leave shall enter into an agreement to serve the Association for at least ten years.
8. The teacher shall refund the salary with interest to the Association, earned during the period of the study leave, if he does not re-join his duties immediately after availing of the study leave, does not comply with the terms and conditions as laid down in the agreement.
9. The study leave granted to the teacher shall not be debited to any leave account.

## **LEAVE ENTITLEMENTS FOR BLDE ASSOCIATION**

### **Leave entitlements for Teaching Staff:**

<b>Type of Leaves</b>	<b>Entitlement for the Year</b>
<b>Earned Leave</b>	<b>10 Days</b>
<b>Casual Leave</b>	<b>15 Days</b>
<b>Special Casual Leave</b>	<b>15 Days</b>
<b>Study Leave</b>	<b>Depends on Time Duration of the course</b>
<b>Vacation Period</b>	<b>As per the University Calendar/Policy</b>

**Note: Teaching Staff, who are on non-vacation pattern are eligible to avail 30 days EL.**

### **Leave entitlements for Non-Teaching Staff:**

<b>Type of Leaves</b>	<b>Entitlement for the Year</b>
<b>Earned Leave</b>	<b>30 Days</b>
<b>Casual Leave</b>	<b>15 Days</b>
<b>Commutated Leave</b>	<b>10 Days</b>

### **Leave entitlements for Guest Faculty / Consultant Faculty:**

<b>Type of Leaves</b>	<b>Entitlement for the Year</b>
<b>Earned Leave</b>	<b>10 Days</b>

## **F. ELIGIBILITY TO AVAIL LEAVE DURING PROBATION**

- i)** The eligibility for leave is from the date of joining, however, the entitlement to avail Leave is only upon confirmation.
- ii)** Teaching Staff on probation are entitled for availing one day of leave per month and Non-Teaching staff on probation are not entitled to avail leave. Except for meeting the exigencies like natural calamities or situations beyond control (like - illness or injury of severe nature).

## **G. DISCRETION TO APPROVE LEAVE**

### **For Permanent staff**

1. Teaching and Non-Teaching Staff who are in confirmed services may avail leave based on the Monthly accruals during their first year of service. In case of any exigency to be met. The individual may apply for advance leave which shall not exceed the entitlement up to December.
2. Teaching and Non-Teaching staff are encouraged to plan their long leave periods well in advance (leave exceeding or equal to 5 continuous working days).
3. Teaching and Non-Teaching staff wishing to change their approved planned leave dates must notify their respective reporting Authorities.
4. The Association/University reserves the right to request Teaching and Non-Teaching staff to undertake compulsory leave with suitable notice
5. Teaching and Non-Teaching staff serving the notice period are not entitled for leave.
6. The respective Principal would consider long absence from work beyond the leave eligibility for any eventualities/contingencies or leave of absence for specific reason on a case-to-case basis. Such individual exceptional cases shall require the approval from Chief of Operations and Chief of Administrative Officer.
7. In case of Teaching /Non-Teaching employees who does not have any leave in credit, he/ she may request for Leave without Pay and select Leave without Pay as a reason while applying on. Leave without Pay is provided for any unprecedented situation and should be avoided to the extent possible.
8. Formula to calculate Leave without pay = Leave balance (in working days) X Monthly fixed pay / 30

## **H. LEAVE ADMINISTRATION**

1. Leave records of all Teaching/Non-Teaching is updated as of January 1st every Calendar Year.
2. Leave account is opened on the date of joining of a Teaching/Non-Teaching and leaves are credited on pro rata basis.
3. Leave account is closed only upon separation along with full and final settlement.

## **I. CARRY FORWARD:**

- a) An individual can carry forward a maximum of 180 working days in Earned Leave and 120 days in Commuted Leave till the age of 58 years.
- b) Minimum carry forward shall be Nil for Casual Leave. Any negative balance at the calendar Year (December) shall be recovered as “Leave without Pay”.
- c) The age of Super Annuation for employees shall be extension of 2 years after the retirement based on the Management Approval.

## **6. GUIDELINES FOR MATERNITY LEAVE**

### **a) Eligibility**

Paid maternity leave is provided under the general provisions of the Maternity benefit Act. Under this legislation, women staff of the firm are entitled to maternity leave for each pregnancy for a period of 26 weeks. This period includes 6 weeks compulsory maternity leave following the birth of the child.

Maternity leave is applicable for a women only up to two existing child

### **b) Process to avail Maternity Leave**

Expecting women must apply for maternity leave and provide 10 weeks’ notice before the expected date of delivery. This must be followed by sending an application to the respective Principal, Administrative Officer and HR Head indicating the intention to take maternity leave, the likely date of commencement and the period of leave required. A doctor’s certificate confirming pregnancy must be provided.

### **c) Commencement of maternity leave**

Women staff may commence maternity leave any time prior to the expected date of birth of the child, provided the overall period of maternity leave does not exceed 26 weeks including 6 weeks after the birth of the child.

### **d) Combining Maternity Leave and accumulated leave balance**

Women staff may take a part or full accumulated leave entitlement along with maternity leave.

### **e) Extension of Maternity leaves**

Post completion of maternity leave as per the Act, the woman staff may extend leave by a further period of 3 months. However, to avail this benefit of extension, the staff must first avail the balance leave to credit, and the remaining period up-to and inclusive of the extended 3 months will be treated as leave without pay. This leave is not the right of the employee and hence can be availed only upon approval from the management.

**f) Leave in unfortunate event of Miscarriage**

In the unfortunate event of a miscarriage, a period of up to 6 weeks with pay will be granted from the day of the miscarriage, subject to doctor's certificate. The staff and practitioner is required to inform the Principal and HR Coordinator so that the leave dates are updated on their Service Register

**g) Voluntary resignation during Maternity Leave**

Women staff on maternity leave, would be expected to report to work post availing the leave. However, if the women staff is desirous of resigning from the services, and not resume work; it would be expected of her to intimate her intention of resigning or exiting from the firm during the extended period of leave. The extended leave will be considered as notice period.

**7. GUIDELINES FOR PUBLIC HOLIDAYS**

- Each year BLDE Association observes 12 days as public holidays.
- In addition, there will be 3 compulsory holidays – Republic Day, Independence Day, and Mahatma Gandhi Jayanti.
- Each office will publish its 12 holidays for the subsequent year by the end of December of each year.
- As far as possible, each location will observe the 12 public holidays from the Holidays published by the State Government.

**8. GUIDELINES FOR BERAVENTMENT LEAVE**

1. We care and stands by our people in case of an unfortunate event of death in the immediate family (defined as parents, in-laws, spouse, children).
2. All the permanent staff, are eligible to avail Bereavement Leave.
3. A Teaching/Non-Teaching Staff is eligible to avail maximum three (3) working days leave in a financial year which may be in continuous or otherwise, within first fifteen (15) days of the death of the family member.
4. Bereavement leave can be calculated with the existing Commuted/Casual leave balance.

## **9. SPECIAL CASUAL LEAVE :**

- a) Special Casual Leave may be granted to an employee for a period not exceeding fifteen days in any one calendar year for the following purposes: Support educational programme (Seminar/Conference/Workshop).
- b) Events of/State/National/International importance.
- c) For participation in sports & Educational Programmes (e.g. Seminar / Conferences / Workshops) events of / State / National or International importance only one event of its kind in a year is permitted.
- d) When the employee is selected for such participation in respect of international sports events of any one of the recognized sports association as a member of a team which is accepted as representative on behalf of the country.
- e) Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not excluded from the admissible limit of special casual leave. However, Sundays and holidays can be prefixed and suffixed to the special casual leave.
- f) Special casual leave not exceeding fifteen days in each calendar year may be granted to the employees who are chosen by any University / Board as examiners, for attending the examination and any other assignments, council inspections etc. They will not be eligible for TA & DA from the Institution. However, one has to submit the attendance certificate for the same.

## **10. ATTENDANCE POLICY**

All employees are expected to report to work on time every day that they are Scheduled to work and to maintain a satisfactory record of attendance. If an employee is unable to report to work they are expected to notify their Reporting Authorities within 10 minutes of their start time.

## **11. ATTENDANCE RECORDING**

All the institutions under the association and the have to maintain one record for attendance and leave to track every individual records and use the same for various purposes like Attendance and leave management, employee's track record during annual review and monthly payroll processing.

Every employee has to mandatorily login and logout their daily attendance. Any missing logs for In, Out or both will be considered as leave if not regularized next working day.

## **12. OCCURRENCE**

Late log in for Teaching/Non-Teaching Staff after defined time.

- a) Three Times Grace Time of 15 mins accepted.
- b) After three Late Attendance and Half Day loss of pay
- c) Second Warning and one Day loss of pay

Any late report, unreported, patterned or unapproved absence(s) and excessive absenteeism will be addressed under the Association Policy. Failure to report to work for three (3) consecutive days without notice will be deemed a voluntary termination by the employee. Every disciplinary action has to be recorded in writing and share with employee one copy and get his / her acknowledgement for their records.

Unauthorized/uninformed leaves for more than 3 days will be treated as absconding and can fetch termination from service. A lieu of notice of first warning letter will be sent to the employee for completion of Full and Final Settlement as per the registered address in our records. Second Notice will be sent to the employee after seven working days, when there are no response on Account of First Notice. When there is no response for two notice, an employee will be terminated from Service.

## **13. GOVERNANCE AND VALIDITY**

The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

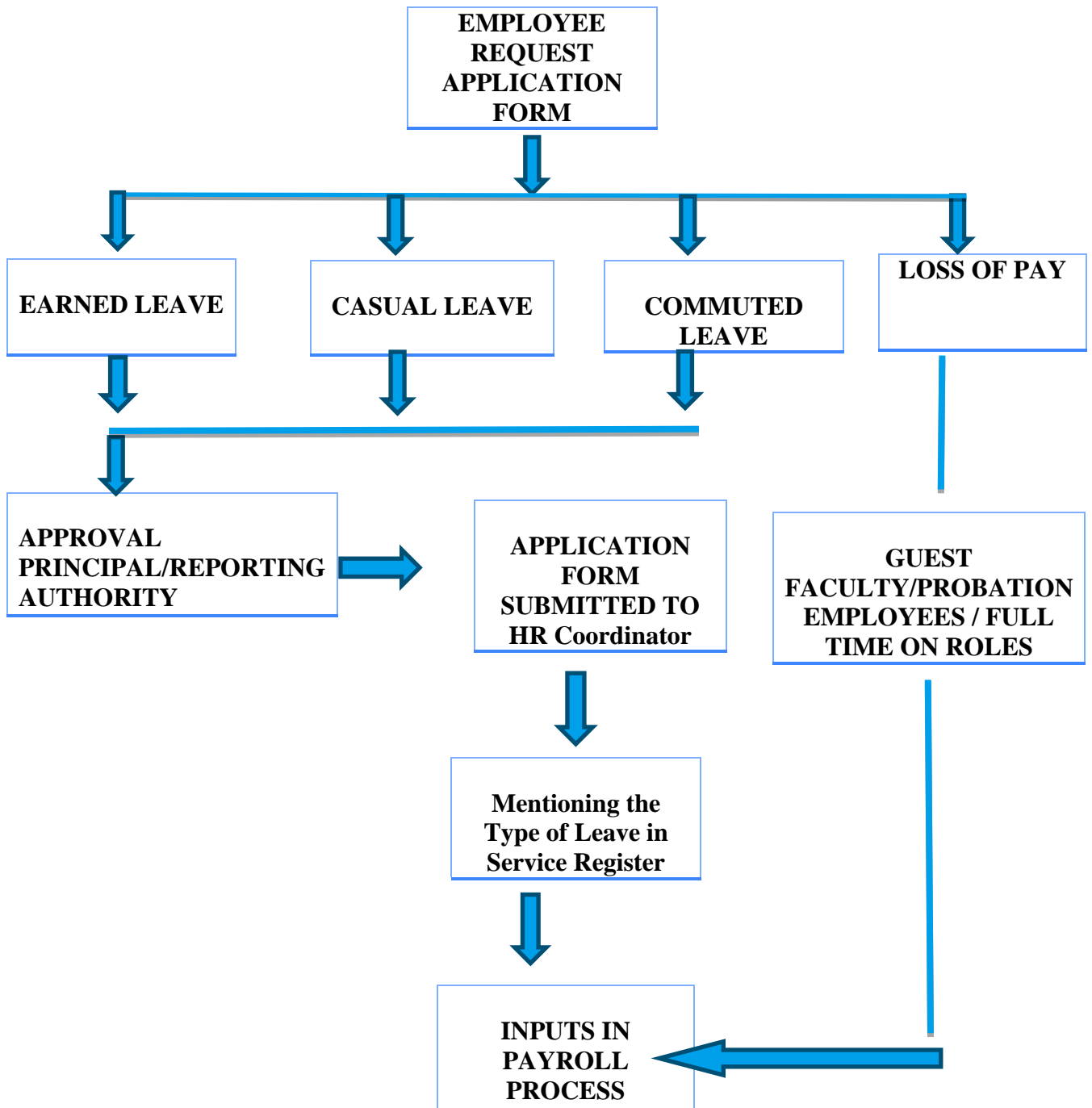
The decision of the Association's/University's management shall be final and binding on all concerned on any matter that needs resolution.

All clarifications with regard to this policy can be obtained from the HR team; similarly all suggestions for improvement of the scheme should be addressed to them.



<b>BLDE ASSOCIATION</b>				<b>Version 1.0</b>
<b>Leave Application Form</b>				
<b>Employee Name</b>				
<b>Employee Number</b>				
<b>Designation</b>				
<b>Department</b>				
<b>Reporting to</b>				
<b>Type of Leave CL/EL/COMMUTED LEAVE/Special Casual Leave</b>	<b>From DD/MM/YY</b>	<b>To DD/MM/YY</b>	<b>Total Number of Days</b>	<b>Reason for Leave</b>
<b>Signature:</b>	<b>Time:</b>			
<b>Date:</b>				
I will share his/her	Work load during his/her leave period			
<b>Signature of the Substitute</b>	:			
<b>Comments</b>	<b>Approved /Not Approved/Please Discuss</b>			
<b>Recommendation of HOD:</b>				
<b>Recommendation of Principal</b>				

## LEAVE PROCESS FLOW



# LEARNING & DEVELOPMENT POLICY

## 14. INTRODUCTION

This policy confirms BLDE Association commitment to developing its staff and outlines the arrangements for identifying, resourcing and allocating training and development opportunities.

## 15. APPLICABILITY:

The policy applies to all the BLDE employees on full time, part time, contract and consolidated basis

## 16. PURPOSE

- a. To improve the quality, relevance and cost-effectiveness of skills development within BLDE Association.
- b. To provide employees with the necessary skills, knowledge and attitudes to perform their duties effectively and efficiently.
- c. To enhance the skills, knowledge and attitudes where gaps have been identified after performance reviews or performance assessments.
- d. To use training and development as a succession planning Strategy and as part of the staff retention strategy.
- e. To assist employees to keep abreast of changes in their occupations by gaining new Insights about their work environment.

## 17. COMPOSITION

The Learning and Development will be broadly categorized into two areas namely Planning and Implementation of Learning

### A. Planning Team:

This team will comprise of heads human resource, and reporting manager who would support for following learning process:

- 1) Gap analysis through the annual performance appraisal system, Principal requisition, Promotion and new joiners
- 2) Based on the Input, preparation of Annual plan and the budget for the trainings.
- 3) Preparation of annual training calanders

## **B. Implementation team:**

The central HR team at the association level would implement the learning executions with the support from locational HR members and the reporting managers. They would have the following responsibility at the implementation level:

- 1) Nomination coordination from every function
- 2) Coordination with the trainers for the learning schedule
- 3) Learning administration
- 4) Feedback analysis of trainer as well as the trainees.
- 5) Learning evaluation coordination and analysis
- 6) Reports to the management about the trainings conducted and competency report for the employees attended

## **18. GUIDELINES**

As the resources and available time for Learning are limited, it may be necessary to prioritize Learning needs. As a general guide, the following priority will be applied:

- a) Mandatory or statutory Learning
- b) Learning to address a gap in the skills/knowledge necessary for the individual to perform their job effectively
- c) Learning to address any annual organizational development needs identified that relate to the individual's post
- d) Learning to further improve the individual's standard of work performance
- e) Learning to provide any new skills/knowledge that the individual will need to use in their role in the future
- f) Learning to support the individual's longer term career development.

In considering appropriate mechanisms for meeting learning needs, the whole range of development opportunities should be considered, including:

- ✓ On the job learning and development (such as participating in a project or job in a new area, secondments, being coached or mentored etc.)
- ✓ Off the job individual learning (including distance learning and e- learning)
- ✓ Formal education and Learning (studying towards qualifications, short courses, attending conferences etc.)

When deciding the appropriate methods of delivery by reporting authority, the following will need to be taken into account:

- a) The benefits of the Learning/development to the organization and individual
- b) The cost of the Learning/development
- c) The individual's preferred learning style
- d) The location and timing of the Learning/development (taking account of the employee's personal circumstances and working pattern)

## **19. LEARNING BUDGET & MONITORING**

For Learning and development to be effective, it needs to be adequately resourced, both in terms of appropriate funding and protected time.

A central learning budget will be held by the department of Human Resource based on the proposal of Reporting Authority, which will be used towards learning activities that have a cost attached.

This will cover learning under these categories:

- Technical learning
- Softskill learning
- Short courses (workshops and Faculty Development Programs, etc.)

## **20. CROSS FUNCTIONAL TRAINING**

### **A. Preamble**

From the organisation growth and continuity prospect it is essential to have a group of people with different functional specialties or multidisciplinary skills, responsible for carrying out all processes of association and hospital operations. This helps in keeping the Institute focus towards the best practices and maintaining the morale by allowing the employees to learn new skills.

### **B. Definition**

Cross functional training refers to training a set of people and developing newer skill sets which are similar to the current job that they perform.

### **C. Methodology**

- HR shall provide a list of staff that is eligible for cross functional training from each unit to the concerned HOD.

- HOD shall nominate staff for the cross functional training programme.
- HR/Training department shall map the skill set required for the identified staff.
- HR/Training department shall plan a training calendar, identify trainers and define the methodology of training implementation.
- HR/Training department shall map the progress made by the employee and certify their eligibility to take up the new role.
- Additional skill set attained will be added to the Competency management list of 'Resource Management List' which can be easily accessed by the concerned vertical heads

## 21. EXTERNAL LEARNING

For niche skills and few people identified for these training can be sent for external trainings which is the best way of meeting the Learning need with the cost effectiveness. For Such programs, HR would roll out the information to all and seek for the nominations from respective HOD's.

Where an internal learning intervention is being planned, in-house expertise will be used to deliver the program. When external learning bodies are used, this will be in conjunction with internal staff wherever possible, so that they can tailor the learning to the organizational context, along with developing their own expertise for the future.

The following rules need to be adhered to while any employee is selected for the external programme:

- Employee, who have been nominated for external Learning, where the cost exceeds beyond Rs.5000, would be responsible to incorporate their learning within the organization and will not exit the organization for next 12 months after the Learning has been obtained.
- If the employee exits within 12 months of receiving the training, he/she would have to reimburse the amount fully to the organization during full and final settlement. No exemptions will be made in this regard.

### 1. External training:

External Training covers activities where development and learning takes place, skills are enhanced and / or knowledge is gained to improve performance and completed training would be entered into the employee's training record.

- Workshops.
- Faculty and Development Programs( 1- 2 Weeks).

Management consists of nominees from Pre, Para and Clinical from Association. Chief Administrative Officer, Chief of Operations & HR from Association. The committee shall meet once in a quarter to discuss on the progress and any further requirements of the organisation training needs.

## **2. Nomination criteria for external training program**

- a) Employee should have shown exemplary performance in his past performance review.
- b) Management will decide based on the cost and the content and only then the program will be sponsored.

## **3. External training nomination & Process**

- HOD shall nominate employees for external training programmes which will add value to their department.
- HR/Training department can nominate employees for already identified training programmes.
- Where an employee has been nominated for an external program, a specific sanction for such nomination shall be obtained from the HOD as per the enclosed Annexure – I.
- On approval, the HR department will send a formal letter/email to the employee concerned intimating therein.
- Employee shall sign an undertaking (Annexure-I) before attending the training programme.
- A feedback form shall also be enclosed with the letter which the concerned employee shall return to HR department duly filled after his return from such program.
- Once nominated; employee must attend the training. In any case if the employee is not attending the training and the payment has been made, the same would be recovered from the employee's next payroll.
- Employee who have been nominated for any external training, would be responsible to incorporate their learnings within the organization
- Employee after attending the training programme shall produce the certificate issued by the authorities to HR department within 1 month from the date of attending the programme. The certificate shall be filed.
- In case the employee does not provide the certificate it shall be deemed that he/she has not attended the training programme and the amount spent on the training shall be deducted during next payroll.

- However, no TA/DA and registration fees will be paid to employees for attending Faculty Development Training programs and Workshops if it is paid by the Organiser or vice versa.



**ANNEXURE -1**

**TRAINING FEEDBACK FORM – Sheet 1**

NAME OF THE PARTICIPANT: \_\_\_\_\_ Contact No: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ Unit: \_\_\_\_\_

NAME OF THE TRAINING PROGRAMME ATTENDED: \_\_\_\_\_

PARTICIPANTS SIGNATURE: \_\_\_\_\_

DATE OF CLASSROOM TRAINING: \_\_\_\_\_ DURATION: \_\_\_\_\_ (Hours)

DATE OF HANDS-ON TRAINING(GUIDED): \_\_\_\_\_ DURATION: \_\_\_\_\_ (Hours)

DATE OF SELF TRAINING: \_\_\_\_\_ DURATION: \_\_\_\_\_ (Hours)

NAME OF THE FACULTY: \_\_\_\_\_ TOTAL DURATION OF THE TRAINING: \_\_\_\_\_ (Hours)

What is your opinion on this training? We value our honest opinion to enable us in providing best possible modules.

**Overall evaluation of the program:**

Ratings	Excellent	Good	Average	Poor
Was the program stimulating	4	3	2	1
Was the program useful for your work	4	3	2	1
Did the program have good discussions	4	3	2	1
Was the program well conducted	4	3	2	1
Was the program participative	4	3	2	1

**Overall evaluation of the trainer:**

Ratings	Excellent	Good	Average	Poor
Knowledge	4	3	2	1
Preparation	4	3	2	1
Style and delivery	4	3	2	1
Responsiveness to group	4	3	2	1
Encouraged participation	4	3	2	1

What is your learning from the program?

.....

.....

.....

Your suggestions to improve the program:

.....

.....

.....

**COMPETENCY MATRIX** (To be filled by reporting manager - After 3 months of the training attended)

SI No	Knowledge / Skill / Behaviour	Excel	Good	Above Average	Average	Below Average	Poor

**Standard/Required Competency**

Competency status -Before Training:

Competency status -After Training:

Remarks:	
----------	--

**TRAINING FEEDBACK FORM – Sheet 2**

**ANNEXURE – II**

**TRAINING ATTENDANCE FORMAT**

<b>NAME OF THE TRAINING PROGRAM</b>					
<b>DATE</b>					
<b>TRAINER/S</b>					
<b>VENUE</b>					
<b>TIME</b>					
<b>SIGNATURE OF THE TRAINER</b>					
<b>SL.NO</b>	<b>EMP NO</b>	<b>NAME OF THE EE</b>	<b>DESIGNATION</b>	<b>DEPARTMENT</b>	<b>SIGN</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**ANNEXURE - III**

**EXTERNAL TRAINING NOMINATION FORM**

**Please provide your employee details:**

Employee Name:	
Unit of Employment:	
Employee Number:	
Designation:	
Department Name :	
Employee email ID:	
Employee Contact Number:	

**Please provide your HOD's / approver's details:**

Name of the HOD:	
Employee Number of the HOD:	
Email ID of the HOD:	
Contact Number of the HOD:	

**Course Details:**

Name of the Course:	
Organiser Name:	
Start Date & End Date:	
Venue:	
Cost:	

**Course Content/Objectives:** \_\_\_\_\_

**Reason for Nomination:**

Job Requirement (Existing/ Future)	
Familiarization with latest technology practices	
Professional Growth (Leadership/Managerial Skills)	
Certification program	

**Disclaimer:-**

*I hereby agree that I am aware of and will adhere to the policies for external training program. I*

*would not exit BLDE for next 12 months and would incorporate my leanings within the organization. Failure to do the same, BLDE has all rights to deduct the training cost through my full & final settlement.*

\_\_\_\_\_  
Signature of the HOD

\_\_\_\_\_  
Signature of the HR

\_\_\_\_\_  
Signature of the Employee

## ANNEXURE IV

### EXTERNAL PROGRAMME EVALUATION FORM

(To be filled by the participant on completion of training and returned to training in charge)

Name :

Title of Program :

Contents :

Duration of Program :

Program \_\_\_\_\_

1. What were the major topics covered?

2. Which other topics should have been covered during this program:

3. To what extent did the program meet the desired objectives:

Total

Partial

Not at all

(If the response is partial/ not at all, please mention objectives not achieved, with reasons.)

4. How would you rate the faculty of the program in terms of job knowledge, communication, training methodology etc.?

Good

Satisfactory

Poor

5. What do you think about the duration of the Program?

Too lengthy

Just right

Too short

6. What do you feel about the training material distributed and training aids used?

Good

Satisfactory

Poor

7. How were the administrative arrangements (boarding, lodging, etc.)?

Good

Satisfactory

Poor

8. To what extent the program will help you to perform your job better?

Large extent

Some extent

None

9. What are your plans to implement the learning so acquired in your job?

\_\_\_\_\_

\_\_\_\_\_

10. **COMPETENCY MATRIX** (To be filled by reporting manager - After 3 months of the training attended)

SI No	Knowledge / Skill / Behaviour	Excel	Good	Above Average	Average	Below Average	Poor

**Standard/Required Competency**

Competency status -Before Training:

Competency status -After Training:

Remarks:

## **TRANSFER POLICY**

### **1. OBJECTIVE:**

Internal transfer gives employee an opportunity to widen their exposure and pursue professional growth & continue their association with the organisation. It enables the association to deploy employees with right knowledge and skills and meet with critical talent exigencies to the areas where they can best contribute to achieve the manpower planning and requisition of the Institution. This helps the employee to request for transfer for any open position to address his / her personal needs of any location transfer and role transfer

### **2. PURPOSE:**

Transfer Policy aims to ensure smooth understanding of the transfer needs by the employee and the process of following transfers:

- 1) Organisation initiated transfer
- 2) Employee Initiated Transfer

### **3. APPLICABILITY:**

The policy is applicable for all the employees across BLDE Association who are on permanent rolls at all the levels in the organisation.

### **4. ELIGIBILITY**

Any movements within departments in the same location or across locations to same or different departments will be considered as Transfer. The duration of the transfer must exceed beyond six (6) months

### **5. PROCESS OF TRANSFER:**

#### **Organisation Initiated transfer:**

- i. Association or University HR team to share the open positions circular to all the Offices under them for any internal transfer opportunity seeker
- ii. In case of Organisations finding any relevant profile internally for the transfer to another department, The Principal would discuss the opportunity with the employee.
- iii. After receiving the consent from the employee, Principal will inform HR with the details of the transfer including date of transfer, new location, duration and new reporting structure for the HR to complete the transfer process.



- iv. Annually 25% of employees will be transferred from Group - D

**Employee initiated transfer:**

- i. In the employee initiated request for transfer, the employee should have completed 24 months in the organisation from the time of joining or from the date of last transfer in the department, whichever is latest.
- ii. On account of completing the above requirement, employees would have to approach to their reporting authority and discuss about this open position / Opportunity. Upon receiving the written approval from the present principal, the employee can forward the transfer request to HR department for further processing. Employee will have to go through an interview process with the new department to win the new position as published.
- iii. On completion of the interview process, the principal/reporting authority would provide their feedback to HR about the internal candidate.
- iv. On successful completion of the interview, HR will revert to the employee and the present principal about the transfer action and request for a transfer date from the present principal.
- v. Transfer from one department to another department should be completed in 60days time. Additional approvals are required from the management level for any further delay in transfer by the current manager with specified reasons.
- vi. The principal should be informed about the delay in transfer.

**6. RESETTLEMENT ASSISTANCE:**

Resettlement assistance is applicable only in case of the Organisation Initiated transfer, for one location to another(more than 50km). The employee will be paid one-time resettlement assistance to partially cover expenses incurred towards resettling at a new location. The amount of assistance shall be as under:

<b>Levels (Designation)</b>	<b>Maximum Entitlement (Rs.)</b>
Management Level	Rs. 20,000/-
Principal and Heads of Department	Rs.15,000/-
Executive/Teaching Faculty/Non-Teaching Faculty	Rs.10,000/-

The above-indicated amount will be paid after effecting the transfer and shall be taxable in the hands of the transferred employee.

In case, the employee resigns from the organization within six months from the effective date of transfer, the amount paid as resettlement assistance will be recovered in full from the employee.

The employee can use the resettlement allowances during his / her transfer towards following expenses:

- 1) Packaging and transportation of household goods
- 2) Train Tickets / Bus Ticket for self and family (Spouse and children) for relocating to the place of transfer.
- 3) 5 days stay at hotel or guest house at the initial period of transfer.

To claim the amount from the organisation, employee needs to submit valid bills for the same to the head office and obtain HR Head approval.

Head Office holds all the powers to verify these bills with the vendor at any time before approving it.

#### **7. PERFORMANCE APPRAISAL:**

In case of any mid-term transfers, the employee has to ensure to collect his / her performance feedback from the present principal and submit to HR & principal along with the no due letter

#### **8. EXIT CLEARANCE CERTIFICATE:**

It is expected from an employee to hand over the duly completed exit clearance certificate on or before the last working day of transfer to the HR Head.

HR Coordinator who has an employee joining their function should ensure that all support and assistance in terms of IT, Admin etc. is rendered to the employee in settling down at the location.

## 9. APPLICATION FOR TRANSFER REQUEST

(Employee Initiated Transfer)

Date: \_\_/\_\_/\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir / Madam,

I am (Name) \_\_\_\_\_ employee ID No. \_\_\_\_\_ Working as

(Designation) \_\_\_\_\_ since (Date Of Joining) \_\_/\_\_/\_\_\_\_ in the Institution/Department Of \_\_\_\_\_.

I would like to request for transfer from BLDE (Current Dept. & location) \_\_\_\_\_

To (Potential Dept. & Location) \_\_\_\_\_

Reason for transfer \_\_\_\_\_

I have completed probation period on \_\_/\_\_/\_\_\_\_ & working in current location from past \_\_ Years \_ month

Name & Signature of Employee

\_\_\_\_\_

-----

----

### For Office Use Only

<b>Principal Remarks:</b>		
<b>Transfer Approval Status</b>		<b>Final Remark</b>
Approved ( )	Not Approved ( )	
<b>HR Department Remarks</b>		
<b>Transfer Approval Status</b>		<b>Final Remark</b>
Approved ( )	Not Approved ( )	

## ANNEXURE-1

DATE:

-----  
NAME:

-----  
EMPLOYEE CODE:

-----  
CURRENT LOCATION:

-----  
TRANSFERRED TO:

-----  
DEPARTMENT/INSTITUTION  
-----

# 14. TRANSFER ORDER APPLICATION

(Management Initiated Transfer)

Date: \_\_/\_\_/\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Candidate,

We would like inform you that, under guidelines of management you are being transferred from BLDE (Current Dept. & location) \_\_\_\_\_ To (Potential Dept. & Location) \_\_\_\_\_ with effective date of \_\_/\_\_/\_\_\_\_

Your employment terms & conditions remained as per appointment order

We would appreciate your acknowledgement as an acceptance for transfer on / before \_\_/\_\_/\_\_

Employee Name:

Signature with date: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

### For Office Use Only

<b>Manager Remarks:</b>		
<b>Transfer Approval Status</b>		<b>Final Remark</b>
Approved ( )	Not Approved ( )	
<b>HR Department Remarks</b>		
Transfer Approval Status		Final Remark
Approved ( )	Not Approved ( )	

**ANNEXURE-2**

DATE:

-----

NAME:

-----

EMPLOYEE CODE:

-----

CURRENT LOCATION:

-----

TRANSFERRED TO:

-----

DEPARTMENT/INSTITUTION

-----

**Date:** \_\_/\_\_/\_\_\_\_

**To,**  
**Employee Name**  
**Full Address**

**Transfer Order**

Dear (Employee Name),

This is to inform you that, based on prior intimation your employment with BLDE Association/University is being transfer from (Current Department & Location) to (New Department & Location) with effective date of \_\_/\_\_/\_\_\_\_.

You are requested to report your duties at (Location & SPOC Designation) on \_\_/\_\_/\_\_\_\_ at \_\_ : \_\_ AM

All the other terms and conditions of your Appointment Order will remain the same.

Any changes will be intimated to you on timely basis.

For and on behalf of  
**BLDE University/BLDE Association,**

**(HR Name)**  
**Human Resource Dept.**

**Signed and Accepted by employee:**  
**Date:**

# **TRAVEL POLICY**

## **1. INTRODUCTION**

The Organisation will reimburse expenditure incurred by the teaching and non-teaching Staff for official travel. This policy covers travel and subsistence expenses related to official Domestic Travel, as well as other related expenses up to the career level of an officer.

This policy supersedes all earlier domestic travel policies and is structured for local travel (Intra City i.e. within a city including suburbs outside municipal limits) and outstation travel (within India) as follows:

**PART I : GUIDELINES**

**PART II : ENTITLEMENTS**

**PART III : REPORTING ALL EXPENSES**

**PART IV : GOVERNANCE AND VALIDITY**

## **PART I: GUIDELINES**

### **2. DEFINITIONS**

For the purposes of this policy the following are defined:

- a. Domestic Travel ( travel within India )
- b. Local travel (Intra City i.e. within a city including suburbs outside municipal limits)
- c. Outstation travel (within India other than base location)
- d. International Travel

### **3. GUIDELINES FOR OFFICIAL TRAVEL**

- a. The Organisation will reimburse actual expenditure incurred by the teaching staff and non-teaching staff for official travel only on submission of bills or approved rates.
- b. Teaching and non-teaching staff must obtain prior approval from the respective Principal/Reporting Authority for undertaking an outstation travel. Thereafter, all travel and subsistence expenses for such travel must be approved by the Principal or reporting authority, Chief Administrative Officer and Chief of Operations.
- c. All staff must use the national travel desk of Admin Department (office Superintendent – BLDE Admin office) for all kinds of travel



- d. Booking and reservations should be made in advance for all the planned travels through Admin Department. Fares are economical if booked early. Unnecessary charges should be avoided by checking if there is a cancellation fee or early/ late check-out fee prior to booking.

#### **4. GUIDELINES FOR LOCAL TRAVEL (INTRA CITY)**

##### **❖ TRAVEL REIMBURSEMENT**

- ❖ All employees will be reimbursed local conveyance expenses incurred on official work. Employees are expected to find out the most cost effective acceptable mode of travel available locally or transportation of Institution up to 80kms.
- ❖ Employees are expected to use fair judgement in choosing the mode of travel considering travel time, cost, safety and convenience.
- ❖ If more than one employee is travelling to the same location on the same day, they should explore possibilities of pooling.
- ❖ Principal and above may use their own transport to travel for official purposes within a city. For this purpose, the areas adjoining the city, but not included in the municipal limits will be treated as a part of the city. Employees will be reimbursed fuel expenses computed on a per km basis. The rate per km shall be Rs. 10 for four wheeler and Rs. 5 for two wheeler. Parking expenses, if any, shall be reimbursed at actuals (overnight parking charges will be evaluated and allowed in rare cases basis exception).
- ❖ Office boys and peons will be entitled to reimbursement of travel expenses using public transport.
- ❖ All approved expenses will be reimbursed upon submission of bill to finance department and reimbursement will happen by the month end.

#### **5. GUIDELINES FOR OUTSTATION TRAVEL**

##### **❖ MODE OF TRAVEL:**

- a. Employees are expected to use fair judgement in choosing the mode of travel between Rail / Road where distance between the cities is less (Example – Pune to Mumbai or Chandigarh to Delhi or Baroda to Ahmedabad or Kolkata to Jamshedpur or Chennai to Bengaluru). In case there is a compelling business reason for air travel between cities where the distance is less a Principal or his Reporting Authority should approve of this travel

- b. Air travel for Professors and below should be approved by the respective Principal or Reporting Authority, Chief Administrative Officer and Chief of Operations

❖ **ACCOMMODATION:**

- a. Employees will be reimbursed expenses incurred towards hotel accommodation at actuals on submission of actual bills. Financial limit and accommodation eligibility for room charges per night are mentioned under entitlements.
- b. Employees can stay at defined star category hotels if the room charge per night (excluding taxes) is within the defined financial limit. If more than one employee participates in a conference/Faculty Training and development program, the employee at the higher career level is expected to exercise discretion regarding staying at the same hotel.
- c. In case the individual arranges his/ her own accommodation he/she will be allowed to claim overnight stay allowance (per night) mentioned under entitlements.
- d. Incidental expenses like tips, purchase of newspaper, magazine, water, toll charges etc. can be claimed during outstation travel against entitlements.
- e. As per tax guidelines claims against per diem are expected to be on actual expenditure. Employees may be asked to produce necessary evidence if required.

❖ **LOCAL CONVEYANCE:**

Local conveyance while on outstation travel is same as the Intra City travel policy.

## PART II: ENTITLEMENTS

### 6. LOCAL TRAVEL (INTRA CITY)

Mode of travel	Officer and Above	Principal and HOD	Teaching and Non-Teaching Employee	Peons and office boys
General Transport	Most cost effective acceptable mode of travel available locally (considering travel time, cost, safety and convenience ) or Use Institution Availability of Car			Public transport (Bus) or if available company car
Self-driven	Self-driven car	Self-driven car	Self-driven two wheeler	N.A.

Mode of travel	Reimbursement
Most cost effective acceptable mode of travel available locally (including Travel Agencies)	Actual expenditure incurred on official travel only
Self-driven car	Rs.10 X Number of kilometres of official travel
Self-driven two wheeler	Rs.5 X Number of kilometres of official travel
Parking charges	At reasonable actuals (overnight parking charges will be evaluated and allowed in rare cases basis exception)

## 7. OUTSTATION TRAVEL

**MODE OF TRAVEL: AIR (ECONOMY), RAIL (2ND AC) OR ROAD.**

Career Level	Accommodation(Per Day)	Meals per day	Local Mode of Transport per day	Overnight Stay Allowance/per night
	All cities			
Officer and above	2,000/-	Actuals	Actuals	500/-
Principal and Operations Head	1,500/-	Actuals	Actuals	500/-
Head of the Departments	1,200/-	150/- Breakfast: 400/- Lunch/ dinner	300/-	300/-
Up to and including Teaching and Non-Teaching Employees	1,000/-	150/-  Breakfast: 400/-  Lunch/Dinner	300/-	300/-

*The above figures exclude taxes.*

Note: 1. Overnight Stay Allowance will be applicable for stay with Family/Relatives

2. Above mentioned charges may/will be revised every year on financial basis

## 8. INTERNATIONAL TRAVEL POLICY

The policy details below are divided by the expected duration of the assignment.

Policy details related to official trips of up to 4 weeks for meetings, conferences, and training or knowledge transfer fall into the International Official Travel category.

- i. **Accommodation:** Temporary housing or hotel accommodations will be reimbursed for the duration, employees may hire a room in 3 or 4 star hotels and the booking will be done by Admin Coordinator (Office Superintendent in BLDE Admin Office). If an employee stays with either friends or relatives, he shall be paid US\$ 50 per day for the period of stay with friends/relatives.

- ii. **Local Conveyance:** Local transportation is paid for the full duration of the Employee's stay. Reimbursement occurs upon submission of receipts. This is not a cash entitlement or Credit Card will be provided from the organisation with the limit for local purchase
- iii. **Airline Tickets:** Employees to level of Principal and Head of Operations will receive an economy / coach class roundtrip tickets for themselves only. Officer Level and above may avail of business class if the air journey (take-off time to landing time) exceeds 3 hours.
- iv. **Advance:** An option of cash advance equivalent to a maximum of 7 days expected actual expenditure is available to all employees traveling overseas. The advance, if taken, must be settled within 15 days of return or use of Credit card, must be settled within 15 days of return.
- v. **Medical Insurance:** All employees are responsible to get themselves medically insured before commencing any foreign travel. If the travel is expected to exceed 1 month, the medical insurance should also cover dental insurance. The insurance premium will be bore by the organization. And the medical insurance will be done by Admin Coordinator

### **Part III: Reporting expenses**

#### **2. Reporting expense process**

All official expenses must be reported within seven (7) calendar days from the completion of travel to the correct expense type and Admin Department/HR Coordinator will collect all the expense report and submit to the Accounts. Each individual is responsible for the timeliness and accuracy of submitting expense reports with supporting documents.

### **Part IV: Governance and Validity**

The Institution reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the Institution's management shall be final and binding on all concerned on any matter that needs resolution.

All clarifications with regard to this policy can be obtained from the HR Department; similarly all suggestions for improvement of the scheme should be addressed to them.

**TRAVEL POLICY FORMAT**

<b>BLDE ASSOCIATION/UNIVERSITY</b>				<b>Name:</b>			
<b>Purpose of Trip:</b>				<b>Address:</b>			
				<b>EMPLOYEE ID:</b>			
1	<b>Enter Dates</b>						
2	<b>Enter Name of City</b>						
3		<b>From</b>					
4	<b>Traveling</b>	<b>To</b>					<b>Total</b>
5		<b>Personal Car Mileage</b>					<b>Amount</b>
6		<b>Room Rent</b>	1				0.00
7	<b>Living</b>	<b>Breakfast</b>	2				0.00
8	<b>Expenses</b>	<b>Lunch</b>	2				0.00
9		<b>Dinner</b>	2				0.00
10							0.00
11		<b>Plane Fare</b>	1				0.00
12		<b>Enter car mileage rate @:</b>	0.33	0.00	0.00	0.00	0.00
13		<b>Taxi / Limousine</b>					0.00
14		<b>Rented Car</b>	1				0.00
15	<b>Travel</b>	<b>Other Transport.</b>	1				0.00
16	<b>And</b>	<b>Telephone</b>					0.00
17	<b>Other</b>	<b>Tolls</b>					0.00
18	<b>Expenses</b>	<b>Parking</b>					0.00
19		<b>Tips (ex Meals)</b>					0.00
20		<b>Registration Fee</b>	1				0.00
22		<b>Daily Total</b>		0.00	0.00	0.00	0.00
1. Reimbursement will not be made unless a bill is attached						Less Amount Not Reimbursable (E.G. Meals)	
2. Receipt required if over \$25.00						Less Amount Charged and Billed to the University	
						<b>Balance</b>	
						0.00	

Entertainment	Name of Guests, Position Titles, Business Connections					Date	Place - Name and Location	Amount	
<b>APPROVALS:</b>							<b>Total Entertainment Expense</b>	0.00	
<b>Employee Signature</b>					<b>Date</b>		Total Travel Expense on this Report	0.00	
					08-08-17		Less Cash Advance		
Print Name									
Approval					Date		<b>Use Only One</b>	Advance In Excess (attach check or cash)	0.00
Print Name									
Approval					Date			Paid Expenses In Excess of Advances	0.00
Print Name									
<b>ACCOUNT NUMBER(S)</b>					<b>AMOUNT(S)</b>				

# REWARDS AND RECOGNITION POLICY MANUAL

## 1. OBJECTIVE

The objective of the reward and recognition policy is to motivate the employees for their out of the way contributions in terms of creativity and innovation to the organisation.

## 2. APPLICABILITY:

This policy is applicable to all the employees of Association, who are On-roll, Contract, Consolidated, temporary at all levels of the organisation.

### a. Periodicity:

Assessments and recommendations can be done on Quarterly / Half yearly / Yearly Basis and one employee can be nominated multiple times in different quarters. Further spot achievement awards can be recommended during shorter terms of Quarterly basis. For ongoing performance achievements these awards can be Assessed yearly basis.

### b. Performance Management Link:

A special consideration and weightage can be given in Performance Based Incentive (Incentives/Bonus) for Employee's winning rewards & awards in appraisal year. This can be an additional Incentives increase over and above the recommended PBI by Appraisers During yearly Appraisal process.

## 3. REWARD CRITERIA:

In order to align employee's performance to Association values, Employee's showcasing exceptional examples of leading these values can be considered for Reward and Recognition Program. The Award for best Teaching and Non Teaching criteria are

- Innovation award – New ideas and thoughts in any areas and process improvement.
- Student Focus award – Concentration towards student performance improvements other than the regular classes.
- Accountability & Team work award – Person who has taken up responsibility and execution of the work with complete accountability and team work
- Full Attendance award – who attains 95% of attendance for the year.



#### 4. ASSESMENT PARAMETERS

##### a. Quarterly:

###### Reward & Award:

- Gift Voucher/Cash Reward (Rs.1500)
- Certificate of Appreciation
- Best Employee of EOQ to place in notice board of all colleges

##### b. Half Yearly:

###### Reward & Award:

- Gift Voucher/Cash Rewards (Rs.2500)
- Certificate for Appreciation
- Best Employee for “ EOH” to place in notice board of all colleges and Association

##### c. Annual Award:

###### Reward & Award:

- Gift Vouchers/Cash Rewards (Rs.5000)
- Certificate of Appreciation
- Best employee for “EOY” to place in notice board of all colleges and Association

##### d. Best Teacher and Researcher Awards

These awards can be given during the BLDEA’S foundation day celebration annually and individual nominations will be called for this award

- Best Teacher of the year – Gift Voucher/Cash Reward (Rs. 10000)
- Best Researcher of the year - Gift Voucher/Cash Reward (Rs. 10000)

#### 5. NOMINATION FORM FOR THE EMPLOYEE OF THE MONTH/QUARTER

<b>Name of the Nominee:</b>	
<b>Designation of the Nominee:</b>	
<b>Department:</b>	
<b>Reporting Manager:</b>	
<b>Award Category (Technical or Non-Technical):</b>	
<b>Month /Quarter/ Annual of the financial year:</b>	

##### 1.What are the achievements/contribution of the nominee?

(Please specify the reason for nominating this employee)

--	--

2) Nominee’s contribution/achievement is related to which aspect of the organization? Please tick the relevant option.

<b>Growth</b>	
<b>Productivity</b>	
<b>Quality</b>	
<b>Cost</b>	
<b>Process</b>	

3) How would you rate the employee in the following behavioural aspects?

**Rating Scale:-1-poor, 2-average, 3- good, 4-very good, 5-excellent**

<b>Criteria</b>	<b>Poor (1)</b>	<b>Average (2)</b>	<b>Good (3)</b>	<b>Very Good (4)</b>	<b>Excellent (5)</b>
<b>General Behavior</b>					
<b>Team player</b>					
<b>Knowledge of his/her subject</b>					

4) What are the documents/statistics/data provided to support nominee’s contribution/achievement?

**5) Remarks (if any):**

**Name of the Nominator:** \_\_\_\_\_

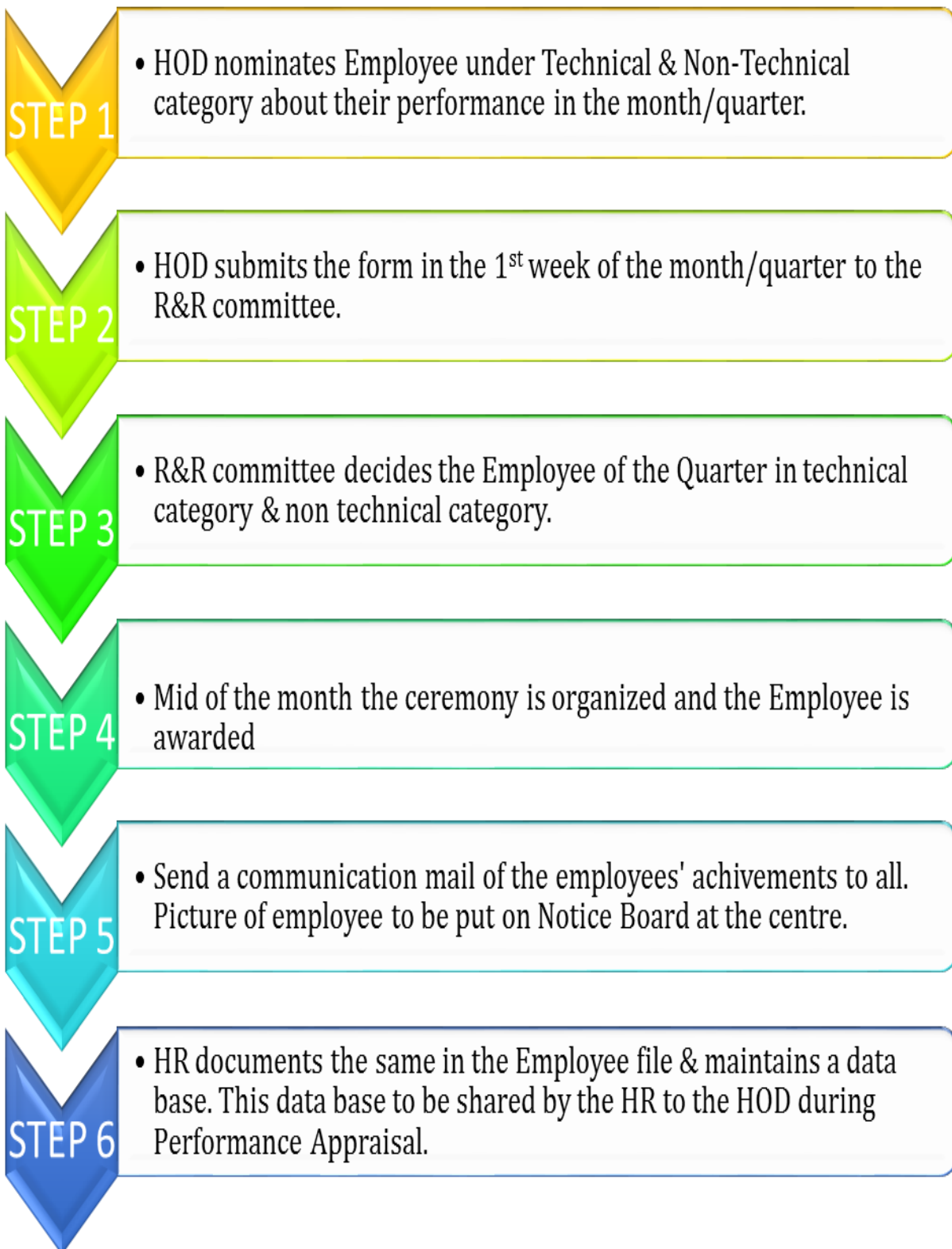
**Signature:** \_\_\_\_\_

**6. REWARDS & RECOGNITION PROCESS:**

1. HR team to roll out the communication to all departments about the monthly/ Quarterly/ Annual nomination process to be initiated in the templates for their respective nominations with the last date of entry.
2. Teams to share their nominations in the defined templates and their supporting's for the nominations'
3. Every College can share only one nomination under each category.
4. HR team to collate the data received from all the parties and submit the report to the Reward Committee.
5. Reward Committee to evaluate the nominations and shortlist One under each category as final awardees.
6. Rewards & recognition committee convener should maintain records of the R&R event timely basis in below format & send it across HR Department.

<b>Rewards &amp; recognition event records</b>			
<b>Date</b>	<b>Name of the employee / Department</b>	<b>Number Of Certificate given</b>	<b>Number Of Trophy given</b>

## PROCESS FLOW FOR REWARD & RECOGNITION PROGRAMS



# RESEARCH POLICY

## 1. INTRODUCTION

Status of educational institution is highly dependent upon research productivity and innovations. The success of institution in reaching its goals is greatly reliant upon the involvement of the faculty with all the aspects of research initiatives which are planned by the BLDE Association. Hence, this research policy aims to help our faculty members, researchers and students to attain distinction and contribute to BLDE Association and society at large.

## 2. OBJECTIVES

- i) To promote research, innovation and intellectual capital
- ii) To ensure integrity, quality and ethics in research
- iii) To integrate teaching and research through translational and instructional research and
- iv) To incentivise the generation of intellectual capital.

## 3. PROMOTION OF RESEARCH

The BLDE Association believes that the researchers are free to choose the subject of their research, to get the financial support from any funding agencies for their research work, and to report their findings and conclusions. However, the research proposals, results and reports are available for scrutiny to the authorities of BLDE Association and peer reviewers. The techniques/methodologies used by the faculty/researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The BLDE Association shall create favorable environment for research activities. Due to limited resources, the BLDE Association may not support fully all research activities, but shall allocate the space, facilities, partial funding, and other resources for research programmes based on the merits of proposal. It shall also provide development opportunities to faculty/researchers for writing research proposals for funding and reports, publications, patent filing, etc.

## 4. INTERNAL RESEARCH PROJECTS

The BLDE Association encourages faculty members to conduct research. Thus, it has developed a scheme for providing financial assistance to Internal Research Project (IRP). According to this scheme, a faculty member will prepare proposal and submit to the central research committee at the association and on the recommendations of this committee, the

association grants financial assistance up to Rs. 1.0 Lakh to the principal investigator. It is also mandatory to send half-yearly progress report to the Administrative office. For this purpose, every year the management earmarks financial budget under each institution. The limit for Sanction of IRPs is 10% of the total permanent faculty of the institution.

## **5. EXTERNALLY FUNDED RESEARCH PROJECTS**

Faculty members can submit Major Research Project proposals to different funding agencies. These proposals will be scrutinized by the central research committee before submitting the same to a funding agency, after getting the approval from the committee; the faculty can submit the same to funding agency. The association provides all kinds of infrastructure facilities available to take up the sanctioned project.

The management has mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency. At the same time the progress of the project should be submitted to central committee on half yearly basis.

## **6. TRAINING FOR RESEARCH AND PUBLICATIONS**

Generally, faculties are eager to conduct research, but because of the lack of expertise to write a research proposal or having insufficient research skills, they are unable to channelize their efforts effectively. Hence, in many cases, a research proposal is rejected by a funding agency. Even for publication of papers because of the lack of knowledge about how to write a paper and under which format it should be submitted, sometimes the papers are not accepted. Therefore, the association/Institutions shall organize rigorous training programmes for researchers in the identified areas.

## **7. PUBLICATION OF PAPERS AND JOURNALS**

Publication of papers is critical for the effectiveness of the Institutes. Faculty members must publish continuously in quality journals. Therefore, the BLDE Association encourages the publication of papers by the faculty with a targeted aim.

Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinized and guided by a research committee comprising senior professors. Each institution shall be encouraged to publish a quality journal and organize conferences, from time to time to boost research activities in the institute and to contribute to the existing body of knowledge.

## **8. PATENTS AND IPR**

The BLDE Association would like to strengthen the research, leading to filing of patents. If any innovation is done, the association shall encourage the researchers and scholars to patent it. However, when a faculty/scholar files for a patent, a thorough scrutiny will be carried out at Department level, institution level and at the management level committee. The BLDE Association shall bear expenditure for filing application for patent which are genuine. If the patent is commercialized the sharing of earning is to be done between researcher and the BLDE Association as per the guideline developed from time to time. The Association/Institutions shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

## **9. CENTERS OF EXCELLENCE**

The BLDE Association would like to create an environment for each department and an institution, where they work in a specific research area and be known as a specialist organization. This will conduce to focus on specific research activities in the specialized areas. Through these efforts, the Association shall promote a particular department or an institution as the 'Centre of Excellence' in due course for a specialized thrust area.

## **10. CODE OF ETHICS FOR RESEARCH**

BLDE Association promotes research that benefits the larger section of society and so all institutes under the association are committed to research focused on people, organization and industry. To honor the trust placed in researchers by research participants, funding organizations and society, the researchers should at all times act correctly and in ways that respect the rights and dignity of the participants, organizations and industry. In this regard all faculty members, researchers and students undertaking research are bound by code of research ethics.

**1. Academic honesty:** One should be honest in all scientific communications, honestly report data, results, methods and procedures, and publication status. They are not suppose to fabricate, falsify, or misrepresent data.

**2. Integrity:** One should keep the promises and agreements; act with sincerity; strive for consistency of thought and action.

**3. Carefulness:** Please avoid careless errors and negligence; carefully and critically examine the research data and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.



**4. Intellectual Property:** One should honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

**5. Confidentiality:** Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

**6. Social Responsibility:** Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.

**7. Competence:** Maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.

**8. Legality:** Know and obey governmental policies, relevant laws and institutional rules and regulations.

**9. Animal care:** Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

**10. Human subject's protection:** While conducting research on human subjects, the care should be taken to minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

## 11. PLAGIARISM

BLDE Association aspires to facilitate the highest standards of knowledge and skills through its academic and research programmes. The aim of BLDE Association is to prepare graduates who will be able to take their expertise to the society. As a part of this preparation, the faculty/students are required to work on assignments, project/seminar reports, thesis, research papers, cases, etc. At the same time, it is expected that the faculty members should contribute in generation and dissemination of knowledge through research projects, by publishing/presenting research papers/articles/cases/books etc. In this context, plagiarism assumes importance as it undermines basic objective of higher education and harms the reputation of the institutions. It is therefore important to sensitize faculty, students and research staff regarding plagiarism, performed either willfully or ignorantly. The Association shall strive to have 'Zero Tolerance' against plagiarism. In this direction, BLDE Association has subscribed the "*Turn-it-in*" software to check the plagiarism and all the institutes have been supplied with user ID and password. The institutions should make best use of this tool.

## 12. MERIT INCENTIVES FOR PROMOTION OF RESEARCH

The faculty members are honored with an incentive in the form of cash for various distinguished research /merit activities in the field of academics and research. Merit Incentives is applicable only for Confirmed Employees.

The details are as follows:

### A. Merit Incentives to faculty members for research grants projects from external funding agencies:

The policy of merit incentive to faculty for getting research grants from external funding agencies like DST, AICTE, CSIR, ICMR, UGC, VGST, RGUHS, BRNS, DRDO etc. or any other research organizations is proposed. The breakup of the merit incentive in the form of cash is as follows:

Name	Incentive
Principal investigator/Programme coordinator	3% of the sanctioned fund (excluding fellowships, remuneration, contingency and institute overhead charges)

**Note:** The principal investigator receives his 50% share of merit incentive as and when the sanctioned amount is received by the Institute from the funding agencies with undertaking to complete the project in stipulated period. The remaining 50% share will be released after completion/submission of audited reports/ project completion certificate.

### B. Merit incentives for books publications and patents:

Sl. No	Type of work	Incentive
01	Full book/monogram published with reputed publisher having ISBN no.	Rs. 5000=00
02	For each Full Book/ Monogram (with chapter or partial contribution) published with reputed publisher having ISBN No.	Rs. 3000=00
03	For each patent (Granted) * Expenses for patent filing, drafting and other office fees will be borne by the BLDE Association for genuine patentable works.	Rs. 10,000=00

In case of multiple authors, the cash will be given to corresponding author.

### C. Research publications in journals:

Sl. No	Journal type	Incentive
01	For papers published in journals having impact factor 5.1 - 10	Rs. 5000=00
02	For papers published in journals having impact factor 2.1 - 5.0	Rs. 3000=00
03	For papers published in journals having impact factor 1.1 - 2.0	Rs. 2000=00
04	For papers published in journals having impact factor 0.6 - 1.0	Rs. 1500=00
04	For papers published in journals having impact factor 0.0 – 0.5	Rs. 1000=00

#### Note:

- Impact factors calculated by Thomson reuters/JCR will be considered; journal's own impact factor calculation will not be taken into consideration.
- Papers published in non-indexed/non-refereed journals will not be considered.
- On-line open access journals will not be considered until and unless they are indexed and possess impact factors by Thomson reuters/JCR.
- The BLDE Association will not pay the publication charges for papers published in Paid journals.
- In case of multiple authors, cash will be given to corresponding author

### D. Presentation of research papers in conferences:

Type of conference	Nature of support	Frequency
For presenting papers in national conferences/seminars	Travel allowances and registration fees for presenting author	Max. of one in an academic year
For presenting papers in international conferences organized in India	Travel allowances and registration fees for presenting author	Once in two Years
For presenting papers in international conferences organized outside India.	Maximum of Rs 50,000=00 or Registration fees, whichever is lesser for presenting author.	Once in three years

#### Note:

- Travel allowances will be paid for sleeper class travelling by train within India.
- For abroad travel (international conferences), the travel allowances to be borne by the candidates or through funding agencies.

### **13. SHRI. B.M. PATIL AWARD FOR BEST RESEARCH PAPER OF THE YEAR**

#### **Objectives:**

- a. To encourage the faculty/researchers of BLDE Association to publish high quality original research work in reputed indexed journals.
- b. To recognize and reward the best research works published across institutions of BLDE Association.

**Eligibility:** Fulltime faculty members of BLDE Association who are on the payrolls.

**Frequency:** Annually

#### **Policy**

1. An eligible faculty submitting research paper for the award should bear the BLDE institution's affiliation as corresponding and work should have been carried out in BLDEA's institution only. The paper ought to be published the calendar year previous to the year of the award. For example, the papers published in the year 2016 between January and December shall qualify for nomination for the 2017 award.
2. A covering letter addressed to the General Secretary, BLDE Association containing all the relevant details of the research article along with two copies of the original research publication has to be submitted through the proper channel, duly forwarded through the Head of the Institution.
4. The Research committee of BLDE Association shall further facilitate the evaluation process to examine the papers objectively based on novelty/originality, and impact factor.
5. General publications including reviews, short communications, editorials, case reports, perspectives etc. are not applicable for the award.
6. The award will be granted to the corresponding author on condition that he/she has a BLDE affiliation.
7. All the other authors listed in the publication having the BLDE affiliation shall also receive a certificate of appreciation signed by the Hon'ble President, BLDE Association.
8. The award shall carry a memento and certificate.

# PREVENTION OF SEXUAL HARASSMENT & REDRESSAL POLICY

## 1. INTRODUCTION

The BLDE Association and BLDE University values and supports diversity at the work place, which includes gender diversity. As an Institution, we strive to ensure that people who are part of the Organisation and are our Employees (as defined below) have the right to protection from Sexual Harassment (as defined below) at the workplace and enjoy the right to work with dignity, which is recognized as a universal human right by the International Convention of the United Nations. The Convention on the Elimination of all forms of Discrimination against Women, which has also been ratified by the Government of India, directs States Parties to take appropriate measures to eliminate discrimination against women in all fields, specifically including equality under law, in governance and politics, the workplace, education, healthcare, and in other areas of public and social life.

The Central Government has brought into force the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (the “Act”) along with Sexual Harassment of Women at Workplace (prevention, Prohibition and Redressal) Rules 2013 (the Rules) framed thereunder, with effect from 9th December 2013 and this gender neutral policy has been framed in consonance with the Act and the Rules thereunder.

The Institution along with its Employees is responsible for creating a safe working environment which can be achieved through prevention, prohibition and redressal against Sexual Harassment at the work place.

Sexual Harassment is a serious matter and includes any unsolicited and unwanted verbal, non-verbal or physical conduct of a sexual nature that offends a reasonable person, and interferes with the person’s professional activities and opportunities at the workplace. Such practices create a demeaning work environment that is intimidating, hostile, and offensive and is characterized by fear, the precise opposite of our Institution’s values.

The Institution has a ‘zero-tolerance’ approach to any instance of Sexual Harassment. Anyone who engages in this behaviour is subject to formal punishment, including dismissal and may even result in prosecution.

## 2. DEFINITIONS

A. “**Sexual Harassment**” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- i. physical contact and advances; or
- ii. A demand or request for sexual favours; or
- iii. Making sexually coloured remarks; or
- iv. Showing pornography; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

B. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of Sexual Harassment may amount to Sexual Harassment:

- a) Implied or explicit promise of preferential treatment in employment; or
- b) Implied or explicit threat of detrimental treatment in employment; or
- c) Implied or explicit threat about present or future employment status; or
- d) Interference with work or creating an intimidating or offensive or hostile work environment; or
- e) Humiliating treatment likely to affect health or safety of the Employee.

C. “**Complainant**” or “**Aggrieved Person**” means any person who files a complaint alleging Sexual Harassment.

D. “**Respondent**” means a person against whom the complaint has been made.

“**Employee**” means a person working in or for the Institution, whether permanent or temporary, probationary, part-time or working as a consultant or on a voluntary basis or engaged through an agent or contractor and would include all genders.

## 3. ELIGIBILITY

- The policy is applicable to all irrespective of any gender difference.
- The policy will be applicable to all or any incidents of Sexual Harassment that may have occurred within the premises of the Institution.
- It shall also be extended to any incident that may have occurred at outside work premises (for example office picnic, office dinner, etc.), as long as the Complainant and Respondent are associated with the Institution and the Sexual Harassment took place in the course of work.

- This policy is applicable to all Employees, as defined above.
- This policy also covers Employees on site programme with continuity of service to other member firms where no such policy or provisions are available locally.
- The offender need not be of the opposite sex.
- Sexual harassment may occur without economic injury to or discharge of the Complainant.

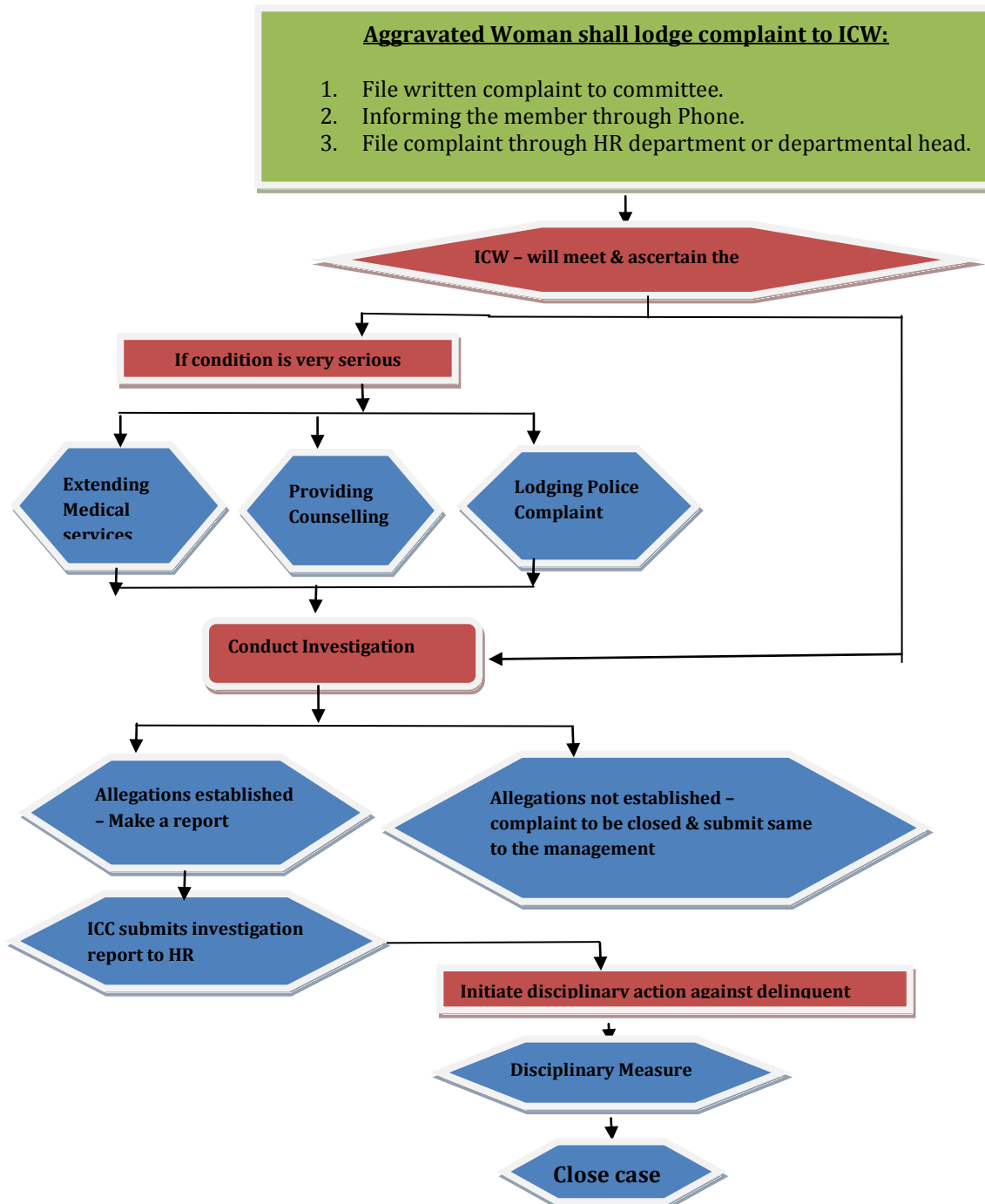
#### **4. CONSTITUTION OF THE INTERNAL COMPLAINTS COMMITTEE:**

- a) An Internal Complaints Committee has been constituted by Order as stated in the annexure hereto;
- b) Every office under Association and university at different locations will form an IC Committee to address any complaints and report to central office at Association and University level.
- c) Each Internal Complaints Committee shall be headed by a woman, who shall be its Presiding Officer. Such woman shall be a senior level Employee of the Organisation.
- d) The Internal Complaints Committee has not less than two Members from amongst Employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- e) There shall also be at least one person selected from external resources like non-governmental Organisation or associations committed to the cause of women, or a person familiar with the issue of sexual harassment.
- f) In conducting the inquiry, a minimum of three members of the Internal Complaints Committee including the Presiding Officer shall be present.
- g) The Internal Complaints Committee members shall be appointed for a term of 3 years.
- h) Where the Presiding Officer or any member of the Internal Complaints Committee contravenes any of the provisions set out herein, such Presiding Officer or member, as the case may be, shall be removed from the Internal Complaints Committee and the vacancy so created or any casual vacancy shall be filled by fresh appointment in accordance with the provisions of this policy.
- i) For the purposes of making an inquiry, the Internal Complaints Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 in respect of the following matters:
  - i. Summoning and enforcing the attendance of any person and examining him on oath;
  - ii. Requiring discovery and production of documents; and
  - iii. Any other matter which may be required as per the law.

- j) All the Internal Complaints Committees shall report their findings to the Chief Administrative Officer and Chief of Operations of the Institution who has been empowered to deal with the matter of sexual harassment
- k) The Internal Complaints Committee shall in each calendar year, prepare in such form and at such time, an annual report and submit the same to the Chief Administrative Officer and Chief of Operations of the Institution who has been empowered to deal with the matter of sexual harassment.



## 2. PROCEDURE & FLOW CHART



## **A. Procedure for Lodging a Complaint:**

- i. A complaint may be lodged, with the Chief Administrative Officer and Chief of Operations of the Organisation, in writing within 3 months from the date of the incident or if it is a series of incidents then the date of the last incident by:-
  - Any Aggrieved Person.
  - In case of more than one Aggrieved Person, by all, or any one or more of them on behalf of themselves against the common respondent.
  - Any co-employee who has knowledge of the incident, with authorization/written consent on behalf of the person aggrieved.
  - Anonymous complaints shall not be entertained under this policy.
  - Where the aggrieved employee is unable to make a complaint on account of their physical incapacity the complaint may be filed by:-
    - A relative or friend ; or
    - A co-worker ;or
    - Any person who has the knowledge of the incident jointly with any of the persons mentioned above.
  - Where the Aggrieved Person is deceased, the legal heir.
  - Where the aggrieved employee is unable to make a complaint on account of their mental incapacity the complaint may be filed by :-
    - A relative or friend ; or
    - A special educator ;or
    - A qualified psychiatrist or psychologist; or
    - The guardian or authority under whose care she is receiving treatment or care; or
    - Any person who has the knowledge of the incident jointly with any of the persons mentioned above.
- ii. Where such complaint cannot be made in writing the Chief Administrative Officer and Chief of Operations shall render all reasonable assistance to the Aggrieved Person for making the complaint in writing.
- iii. The Chief Administrative Officer and Chief of Operations in consultation with the Internal Complaints Committee may for reasons to be recorded in writing extend the time limit for a period not exceeding three months if it is satisfied that the circumstances were such which prevented the Aggrieved Person from filing a complaint within the stipulated period of three months.

- iv. Six copies of the complaint shall be filed with the Chief Administrative Officer and Chief of Operations along with all supporting documents and the names and addresses of the witnesses.

Before the commencement of inquiry proceedings, at the request of Aggrieved Person, the Chief Administrative Officer and Chief of Operations in consultation with Internal Committee may take steps to resolve the matter through conciliation between the parties.

**B. Procedure for dealing with Complaints of Sexual Harassment:**

- v. No monetary settlement shall be made as a basis of conciliation.
- vi. Where any such settlement is arrived, it shall be recorded and copies of the same shall be provided to the concerned parties and no further inquiry shall be conducted.
- vii. Where the Aggrieved Person informs the Internal Complaints Committee that any term or condition of the settlement has not been complied with, by the Respondent, the Internal Complaints Committee shall proceed to make an inquiry into the Complaint.
- viii. In case the conciliation fails, or the Aggrieved Person wishes to opt out of the said conciliation, or where no mutually agreeable settlement can be reached during the said conciliation, where the Respondent is an employee, an inquiry into the matter shall be conducted as per the procedure prescribed herein.

**C. Procedure to Conduct Inquiry:**

Subject to the success or failure of the conciliation process, and the compliance of the terms of settlement by the Respondent, where the Respondent is an Employee, an inquiry into the complaint shall be commenced within a period of four weeks of receipt of the complaint by the ICC from the Chief Administrative Officer and Chief of Operations, or the conclusion of the conciliation process, whichever is later.

The enquiry will be conducted as follows:

- a) A copy of the complaint and charge sheet shall be provided to the Respondent within seven working days and the Respondent shall be required to submit a written statement of his/her defence, along with the list of documents, names and addresses of the witnesses, within a period of ten working days from the date of receipt of the copy of the complaint and charge sheet. The written statement, submitted by the respondent, shall be shared with the Complainant.

- b) Distinct charges, statement of imputations of misconduct/misbehaviours, statement of facts, reply of the Respondent, supporting documents and list of witnesses shall be placed on record.
- c) Statements, examination and cross-examination of the witnesses if any, of both the parties shall be recorded in the form of question and answer and signed by the witness.
- d) All the proceedings of the Inquiry shall be recorded in writing and shall be signed by the Complainant and the Respondent as a verification of the correctness and accuracy of the record.
- e) During the inquiry both the concerned persons shall represent themselves in person or in cases where a co-worker or legal heir has filed the complaint on behalf of the Aggrieved Person, through such co-worker, legal heir. There shall be no advocates and or representatives permitted to appear on behalf of the Complainant/Respondent.
- f) At the commencement of the inquiry, the procedure to be followed in the inquiry shall be explained to all concerned parties.
- g) The inquiry shall be conducted in Kannada, Hindi or English language, whichever is requested by any or both of the parties.
- h) The venue for inquiry shall be, as far as practicable, as per the convenience of the Complainant.
- i) Where both parties are employees, the parties shall, during the course of the inquiry be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Internal Complaints Committee.
- j) Inquiry shall be completed within 90 days from the date on which the inquiry is commenced. If there is any delay in completion of the inquiry, the Internal Complaints Committee shall record and put down in writing the reasons for such delay.

#### **D. Findings and Directions of the Internal Complaint Committee:**

On the completion of an inquiry a detailed and reasoned final report shall be prepared and put on record along with any of the recommendations to the employer as under.

- 1) Where the allegations against the Respondent have been proved:
  - To take action against the Respondent commensurate with the gravity of the offence of which he / she has been found guilty;

- To deduct from the salary or wages of the Respondent, such sum of compensation to be paid to the Complainant, as it may determine, or to direct the Respondent to pay such compensation to the victim.
  - Where the Respondent ceases to be in employment, the Institution may direct the Respondent to pay such sum to the Complainant.
- 2) Where the allegations against the person accused have not been proved the ICC shall:
- Dismiss the complaint
  - In the event that it is determined that the complaint was not *bona fide* or the complaint was filed with ulterior motive(s), to initiate action against the Complainant. However, the mere inability to substantiate a complaint or provide adequate proof does not constitute grounds for taking action against the Complainant.
  - In the event that the Internal Complaints Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Institution or the employer of the witness, where the witness is not an Employee, to take action against such witness.
- 3) Any person aggrieved, by the recommendations or the implementation / non-implementation of the recommendations of the Internal Complaints Committee, may prefer an appeal within 90 days as prescribed under the Act and Rules framed thereunder.
- 4) The employer shall take action on the recommendation of the ICC within 60 days from the receipt of the recommendations.
- 5) The Internal Complaints Committee may grant interim relief to the aggrieved person as considered necessary under the circumstances.

## **6. RIGHTS AND EXPECTATIONS OF THE COMPLAINANT AND THE RESPONDENT:**

- ✓ **Non-retaliation:** Retaliation of any sort against the Complainant/Respondent and other parties involved in the alleged harassment, or those consulted during the investigation will not be tolerated.
- ✓ **Opportunity to respond:** A person against whom a complaint has been made shall be treated fairly, informed of the applicable procedures, given notice of the allegations against him/her, and be given adequate opportunity to respond.
- ✓ **Accompanying colleague:** A non-legal person from the Institution may accompany a Complainant and/or the Respondent, if they wish to, during the inquiry proceedings but

such person shall not be allowed to take part in or speak during the inquiry proceedings unless such person is a witness to the complaint.

- ✓ **Confidentiality:** Complaints of Sexual Harassment shall be handled with utmost confidentiality. The facts should be made available only to those who require to know them in order to investigate and resolve the matter. However, the Internal Complaints Committee members have a responsibility to gather required information and come to a resolution. Once the names of the parties involved are given to them, the Internal Complaints Committee members will keep the information confidential, unless there is a grave danger presented by the alleged harassment, so as to justify taking extraordinary steps, such as immediate administrative intervention. It is imperative that the parties involved be discreet and limit their conversations about the alleged incident, only to those who have a role in resolving the complaint.
- ✓ The Parties are bound to maintain confidentiality of the proceedings conducted and the final report under this policy and shall execute a confidentiality undertaking at the commencement and the end of the proceedings.

## **7. AN EMPLOYEE'S RESPONSIBILITIES UNDER THIS POLICY:**

### **A. If You Are Sexually Harassed:**

- Don't be ashamed and don't blame yourself.
- Say 'NO' clearly. Inform the offender that his/her attentions are unwanted.
- Make it clear that you find the behaviour offensive. If it persists, write a memo to the offender asking him to stop; keep a copy.
- Remember that Sexual Harassment is against the Institution's policy and is also against the law.
- Know your rights under this policy.
- Keep a written, dated record of events. Write down each incident including date, time and place, details of what happened and your response.
- Confide in the Ethics Officer or one of the Committee members.
- Get help. Don't delay.
- Do not hesitate to raise the issue with the Chief Administrative Officer and Chief of Operations or any one of the members of the Internal Complaints Committee for appropriate redressal of the issue.

**B. It is important that each and every employee who:**

- Believes to have been subjected to Sexual Harassment, or subject to retaliation which is in violation of this policy; raises the issue with the Internal Complaints Committee and avails of appropriate relief and redressal of the grievance.
- Has been told about or witnessed conduct that may violate this policy;
- with the written consent of the Aggrieved Person, raises the issue or assists the Aggrieved Person to raise the issue with the Internal Complaints Committee;
- At the request of the Aggrieved Person and in consultation with the Internal Complaints Committee assists the Aggrieved Person to initiate action under the Indian Penal Code.

**8. THE INSTITUTION SHALL**

- a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Complaints Committee;
- c) Organise workshops and awareness programmes at regular intervals for sensitising the Employees on issues relating to Sexual Harassment;
- d) Provide necessary facilities for dealing with the complaint and conducting an inquiry;
- e) Assist in securing the attendance of the Respondent and witnesses;
- f) Make available to the Internal Complaints Committee such information, as may be required in relation to the complaint made;
- g) provide assistance to the Aggrieved Person if he/she so chooses, to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the Respondent, or if the Aggrieved Person so desires, where the Respondent is not an Employee, in the workplace at which the incident of Sexual Harassment took place;
- i) Treat Sexual Harassment as a misconduct and initiate action for such misconduct;
- j) Monitor the timely submission of annual reports of the investigations conducted in each calendar.
- k) The Organisation reserves the right to alter, add to, vary or substitute any of the provisions of this policy at any time.

- l) If any of the provisions contained herein are found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

## **9. DETAILS OF THE COMMITTEE**

### **A. Members of the Committee:**

1. External Neutral Member (NGO)- Chairperson
2. Convener (Preferably Executive HR)
3. Internal Committee Member
4. Internal Committee Member
5. Internal Committee Member
6. Internal Committee Member

**B. Quorum:** The quorum for the meeting is 50% of the members with the chairperson being mandatory and that for passing any resolution is 2/3<sup>rd</sup> of the members.

**C. Frequency of meeting:** Members of the committee meet once in four months.

### **D. Common minimum agenda:**

- Review of Previous minutes of meeting.
- Medical audit review
- Any other related issues

### **E. Terms of office:**

The committee will be appointed for a period of one Year. The management of Association office / University Office will have the right to reappoint all or any of the said members and appoint new members and/or to fill any vacancy, howsoever caused.

### **F. Records and retention period of records:**

- Minutes of meeting
- Attendance sheet

The records shall be maintained for minimum of 2 years.

The Internal Complaints Committee for Women meeting minutes are circulated amongst the members and any other department as deemed necessary.



# **PERFORMANCE APPRAISAL – EMPLOYEE POLICY**

## **1. POLICY**

This policy sets out the responsibilities of reporting manager and employee and specifies the processes for the implementation of Employee Performance Development and Review.

The Institution is committed to provide a working environment with structures and systems that:

- a. Support the achievement of Institution objectives;
- b. Encourages improvement and innovation; and
- c. Recognises individual performance and addresses unsatisfactory performance through a performance development process.

## **2. OBJECTIVES**

- a. Facilitates two way communications between Individual and organisation.
- b. Provides a quantitative goal for every individual to guide their performances.
- c. It provide a means to review the continuous progress on the performances. The process supports in identification of training needs for individuals
- d. Provide input into the Annual Training Plan.
- e. To monitor individual performance

## **3. APPLICABILITY**

This policy is applicable to all the employees under Association and University

## **4. PRINCIPLES**

Reviewing employee performance and fostering employee development towards the organisations goal are critical elements in the achievement of Institution priorities and its overall success. As a tool to assist in the review of performance, employees participate in an annual performance appraisal and review process.

Performance review is a joint responsibility between the Reporting Authority and the employee. Performance development and review is a process through which employees and Reporting Authority can work together to:

- a. Identify, document and describe work expectations;
- b. Discuss learning and development needs; and
- c. Plan for future individual and organisational growth and development.

The Performance development and review program are designed to provide:

- a. A structured yet flexible approach to developing and managing performance;
- b. All employees with a clear understanding of their work roles within Institution, including the contribution of their work to the achievement of organisational vision and strategies;
- c. A process to recognise achievement and address unsatisfactory performance
- d. Better communication between reporting authority and employee
- e. A process for identifying employee strengths and how they might best be utilised, and improved, and a means for developing further skills and knowledge for a successful career; and
- f. The opportunity for employees to develop to their full potential.

The employee appraisal and review program consist of following integrated components:

- ❖ Defining Key Result Area (KRA)
- ❖ Periodical review of performance based on KRA
- ❖ The appraisal discussion and developmental needs.

## **5. DEFINING KEY RESULT AREA:**

Defining the KRA (Key Result Area) is critical in providing a foundation and direction for performance development which includes:

- a. Objectives;
- b. Aligning to the organisation Strategy;
- c. Playing your expected role And
- d. Competency Statements.

The KRA's are defined on annual based on any job vacancy and/or in case of job redesign. The KRA will consequently be revised if deemed necessary by the reporting manager and approved by the officer in case of any change in the role for the individual.

## **6. PERIODICAL REVIEW OF PERFORMANCES**

Periodical review of KRA is an equal responsibility for employee as well as the reporting manager. It is critical that reporting manager reviews each team member's performance and provides a qualitative feedback for the employee's improvement

## **7. ANNUAL PERFORMANCE REVIEW**

During the final annual performance review cycle, the employee will have to start the process with filling up the self-appraisal form and the same will be reviewed by the reporting manager and add his comments after his discussion with the individual.

Reviewer would give his final comments after his discussion with the reporting manager and the same will be considered for the annual appraisal

## **8. THE APPRAISAL DISCUSSION & DEVELOPMENTAL NEEDS**

- The appraisal discussion will allow an opportunity for both the appraisee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in his/her role.
- The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.
- The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
- The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self assessment.
- The appraisee and appraiser should agree on a Personal Development plan for the appraisee for the following year. This will reflect the appraisee's aspirations and the organisation's requirements, and should align personal and organisational goals. The organisation and the Reporting Authority will support the individual to achieve these goals during the forthcoming year.
- Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

## **9. THE EMPLOYEE DEVELOPMENT PROCESS**

Employee development and career planning will be discussed during performance appraisals with a view to identifying:

Individual training needs related to job requirements and work performance, Personal and career aspirations; and Organizational opportunities.

The outcome of this discussion is incorporated into Institution training plan and activities. Workshops, conferences etc. deemed appropriate for the employee’s professional development will be identified and discussed with the employee as they become available.

**10. PERFORMANCE APPRAISAL RATING WITH DEFINITIONS:**

<b>Performance Rating Name</b>	<b>Rating</b>	<b>Definition</b>
EXCEPTIONAL PERFORMANCE	5	Performing and contributing at a level that anticipates changing expectations. Always exceeds challenging goals. Always exceeds commitments and delivers more than expected with the highest quality.
EXCEEDS EXPECTATIONS	4	Performing and contributing at a level that outpaces changing expectations. Often exceeds challenging goals. Often exceeds commitments and delivers more than expected with the highest quality.
FULLY MEETS EXPECTATIONS	3	Performing and contributing at a level that keeps pace with changing expectations. Meets challenging goals on-time, and with high quality.
MEETS MINIMUM EXPECTATIONS	2	Meets minimum threshold targets, but performs inconsistently, sometimes falling behind in meeting dynamic goals. Often improvement is needed in timeliness, quality or scope of the performance.
FAILED TO MEET EXPECTATION	1	Performance does not meet standards of job.

## PERFORMANCE APPRAISAL FORMAT

### Appraisal Form – June to May Cycle

<b>Employee Name &amp; ID:</b>	
<b>Date of Joining:</b>	
<b>Designation:</b>	
<b>Department:</b>	
<b>Appraisal Period:</b>	
<b>Appraiser Name &amp; Designation:</b>	
<b>Reviewers Name &amp; Designation:</b>	

### SECTION A: PERFORMANCE

5- Exceptional Performance, 4 – Exceeds Expectations, 3 – Fully Meets Expectations, 2 – Meets Minimum Expectations, 1 – Failed to meet Expectations

Sl. No	Key Result Area (KRA)	Weightage (%) (A)	Measuring Criteria	Rating Achievement					Self-Rating (B)	Manager Final Rating (C)	Weighted Score A x C/100
				5	4	3	2	1			

**Note:** Total Score can be rounded off to the nearest number.

### SECTION B: ADDITIONAL RESPONSIBILITIES HANDLED OTHER THAN KRA (20%)

Sl. No	Additional Responsibilities	Self-Rating	Manager Rating

## **SECTION C: COMPETENCIES DISPLAYED TO ACHIEVE THE KRA (5%)**

### **Part 1: Job Competency**

<b>Job Knowledge, skills, quality and safety consciousness</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Has knowledge of concepts, policies, procedures & latest developments relevant to the job					
Effectively applies knowledge to carry out work on a daily basis					
Exhibits quality & safety in terms of satisfying requirements of neatness, timeliness, safety protocols etc.					

### **Part 2: Commitment And Initiative**

<b>Punctuality, initiative and learning, adherence to work ethics and dependability</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Is punctual & timely on the job & deliverables.					
Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks.					
Follows operating procedures & protocols with sincerity & does not resort to short cuts. Also reflects the organization's values in daily behaviour.					
Can be relied upon to handle all situations effectively. Is able to identify the problem even in stressful situations & generate alternative solutions.					

### **Part 3: Interpersonal Relations**

<b>Team work, effective communication, positive empathetic attitude, preventability</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Works effectively with all concerned internal & external customers as per demands of the job					
Is clear in communication (oral &/ or written) as per job requirements.					
Deals with internal & external customers with courtesy, empathy and respect, in verbal & non verbal communication					
Presents herself/ himself in a pleasing manner in terms of personal grooming & hygiene, with adherence to requisite standards.					

## SECTION D: PERSONAL DEVELOPMENT PLAN

Attributes	Self-Assessment by Appraisee	Appraiser's Remarks
1. Personal Development Plan (PDP)-Please indicate training, seminars, on-the-job training, projects etc		
2. Areas for job rotation/Career growth		

## SECTION: E

(To be completed by the Appraiser)

1. Overall comments & Recommendation :

2. Appraisee's Comment on the process:

Appraiser's Signature : -	Appraisee's Signature : -
Date: -	Date: -

3. Overall Performance Rating: (Please tick) to be based on performance against Key Performance Indicators (KRA) only.

Exceptional Performance	Exceeds Expectation	Fully Meets Expectation	Meets Minimum Expectation	Failed to meet expectations

## SECTION E:

(To be completed by the Reviewer)

Comments by Reviewer:	
Reviewer's Signature:	Date:

## **11. PERFORMANCE IMPROVEMENT PLAN**

PIP has been developed for the employees who receive an overall rating of 2 or 1 during the annual performance review:

Invite to Performance Meeting for Employee Attaining a Rating of 2.

HR Head to write to the employee after their discussion with the reporting manager, giving 5 working days' notice to the employee and requesting the employee to attend the meeting.

After the discussion with the employee, HR to send a final letter to the employee informing the following:

- Date, time and place of the formal meeting held.
- The issue of the first written improvement note and a performance improvement plan (PIP). The PIP will set out the areas where the current performance does not meet the standard required, areas for improvement and timescale.
- Any measures, such as additional training, support or additional supervision/peer support to be provided will also be outlined.
- Date set for a performance review meeting, normally in 6 weeks' time.
- The consequences of failing to improve within the review period and right of appeal.

Review Period - During the 6 week review period, regular progress meetings should be held and a note of these issued to reporting authority.

As this is the formal stage, progress meetings to monitor the employee's performance against the PIP should take place on a regular basis in which the employee will be expected to demonstrate improvement in their performance.

A final review meeting will be called at the end of 6 weeks by the HR member including the reporting Authority and the employee who is being evaluated under the PIP. The potential outcomes of the performance review meeting are:

1. Satisfactory Improvement - Where the Reporting Authority assesses that the employee has achieved the required standards no further action will be taken and a letter issued.



2. Partial Improvement - Where the Reporting Authority assesses that significant improvement has been achieved and the required standard is likely to be achieved shortly, the review period may be extended maximum up to 6 weeks from the date of the earlier review. This must be confirmed in writing and a further review meeting date is defined. In case of no improvement seen in the performance of the employee after the second review. The employee will be provided with final advice for his resignation after serving his notice period as per the terms of employment.

3. Insufficient or no Improvement - Where the Reporting Authority assesses there has been no overall improvement or an insufficient level in performance since the issue of the first written improvement note, The employee will be provided with final advice for his resignation after serving his notice period as per the terms of employment.

**PERFORMANCE IMPROVEMENT PLAN**

<b>EMPLOYEE NAME</b>		<b>REPORTING AUTHORITY NAME</b>		
<b>ROLE TITLE</b>		<b>ROLE TITLE</b>		
<b>DEPARTMENT</b>		<b>DATE</b>		
<b>SL.NO</b>	<b>PERFORMANCE ISSUE/CONCERN</b>	<b>EXPECTED IMPROVEMENT ACTION/PERFORMANCE</b>	<b>SUPPORT &amp; DEPENDENCIES</b>	<b>DUE DATE</b>

<b>Reporting Authorities comments</b>

<b>Employees comments</b>

<b>The PIP has been agreed by</b>			
<b>Reporting Authorities Signature &amp; Date</b>		<b>Employee Signature &amp; Date</b>	

**PIP Progress - Summary**

<b>S.No</b>	<b>Date of Review</b>	<b>Progress</b>	<b>Next Action Required</b>	<b>Date</b>

## **SEPERATION POLICY**

The amended provisions in the policy are effective November 1st, 2017.

### **1. INTRODUCTION**

Separation from the Company can be due to resignation, retirement, death while in service or termination. In order to ensure smooth exit, the following policy shall be adopted.

### **2. NOTICE PERIOD**

Employees on probation will be required to serve one month notice period for non-teaching employee and teaching employees depends on academic requirement will be intimated to the employees, and employees in the confirmed services will be required to serve three months of notice period.

### **3. RESIGNATIONS**

#### **A. Process of submitting resignation**

Employee desirous of resigning from the services of the company will have to communicate the intent of resignation through written communication, either by a letter or email addressed to the Principal/Reporting Authority. The employee is required to serve the notice period as applicable.

Upon receiving the letter, the following actions shall be initiated:

- The HR Coordinator will forward the copy of the resignation letter to the respective HR Head within a fortnight of receiving the letter/email from the employee with comments on the acceptance of the resignation.
- The HR Coordinator will also indicate the last working date.
- Employee who is confirmed in the service, and is serving notice period, the salary for the last working month will be placed on hold, and will be paid along with the full and final settlement. The same will be applicable to the employee who is on probation and Guest Faculty, and is serving notice period.
- The intimation of the resignation of an employee along with the last working day will be updated by the HR representative.
- The HR team shall initiate exit clearance process with various internal departments.
- The resigning employee will be communicated by the HR representative on the exit formalities.
- It will be the responsibility of the resigning employee to ensure that the exit formalities are completed as guided by the HR team, to facilitate timely final settlement. The exit interview will be conducted on the last working date or a day prior.

## **B. Exit interviews shall be conducted by the HR team as under:**

- For Teaching and Non-Teaching Staff, exit interview shall be conducted by the respective HR Coordinator.
- For Officer and Principal above, the exit interview shall be conducted by the respective location HR head

## **C. Notice Period**

Employee will be expected to serve the notice period as per the policy applicable. The resignation shall be accepted by the reporting Authority / Principal and the last working date shall be defined based on the institution exigency. The organisation reserves the right of discretion either to accept or refuse the payment of shortfall of notice, thereby; an employee will be required to serve the full notice period.

In an event of exit the following shall be considered:

### 1. Employees serving full notice period –

The last working day will be decided by the HR Head in coordination with Principal and Administrative Officer, unless there is a specific request from the function to extend the tenure post completion of notice period, by additional days. The extension beyond notice period shall be mutually agreed between the Institution and the employee. In case, the employee is unable to serve the extension beyond the notice period the last working day shall be as per the policy.

### 2. Employees serving partial notice period; following may be the circumstances

a) If the employee requests for an early release from the duty, the Principal, Administrative Officer has the discretion to recommend the waiver of notice period based on business exigency. There will be a mutual separation, between both the parties by not paying each other for the shortfall of notice period.

b) In such a situation, the leave accumulated will be adjusted against the shortfall of notice period, and if there is any balance leave available, the same will not be encashed.

In an event, after adjusting the leave balance against the shortfall of the notice period, and no leave balance is due, there will be no encashment due.

c) Employees who have resigned from the services and are not willing to serve the due notice period the Administrative Officer and HR Head will have the right to accept or refuse such a request. In such a case, the employee shall pay the notice pay for the unserved period.

d) If the employee is willing to serve the notice period and the Administrative Officer does not wish to continue with the employee concerned, the organisation will pay for the balance notice period based on fixed pay to the employee and relieve the employee from the duties.

e) Notice Pay shall be computed as under:

Notice Pay = Un-Served Period (in working days) X Monthly Fixed Compensation / 30.  
The above will not be applicable if the separation is on account of ethics, integrity or any act of misconduct.

#### **4. RELIEVING DATE:**

An employee, who is serving notice period, and is to be relieved from the services, if the last day of work, is falling on a weekly holiday or a paid holiday, the employee will be relieved on a working day prior to the holiday.

The Employee Will Be required To Refund all loans, advances and any other dues to the company return all company's property held by the employee hand over possession (free of all encumbrances) of company's leased / owned accommodation complete "exit clearance / handover form"

#### **5. ENTITLEMENTS ON SEPARATIONS**

It is the employee's responsibility to ensure that they complete the process of exit clearance. Employees shall receive the following on separation:

Monthly Compensation (Basic Salary, HRA, DA, AGP and Gross)

- Allowance if applicable) till the last working day. If the employee works for part of the month, then the amount payable will be computed as under:
- (Monthly Compensation / 30) X No of calendar days with our organisation.
- Reimbursement of expenses if applicable
- Organisation's contribution to the employee's Provident Fund (as per rules).
- Gratuity, will be payable as per the rules applicable. (refer para no. 7 on Gratuity rules in the policy Remuneration & Benefits)

Eg. Provident Fund Contributions (employee's as well as Company's) will be transferred as per PF & EPS rules, provided the employee applies for transfer of PF after joining the prospective employer.

- In case an employee desires to withdraw the PF accumulation, as per the PF rules, the employee can submit the withdrawal form only after 2 months from the last working date. The onus of completing the form as per requirement rests with the exiting employee.
- In the unfortunate event of death of an employee; settlement will be completed only on receipt of satisfactory legal documents evidencing right to receive the dues.

## **6. INCREMENT/ REVISION LETTER**

Employees who resign, or are serving notice period, as on the date of pay-out of increments, will not be eligible for salary increment.

## **7. RETIREMENT**

The retirement age for Teaching and Non-Teaching Staff is 58 years as per the record submitted at the time of joining.

## **8. OVERALL CO-ORDINATION / CLARIFICATION / SUGGESTIONS**

The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

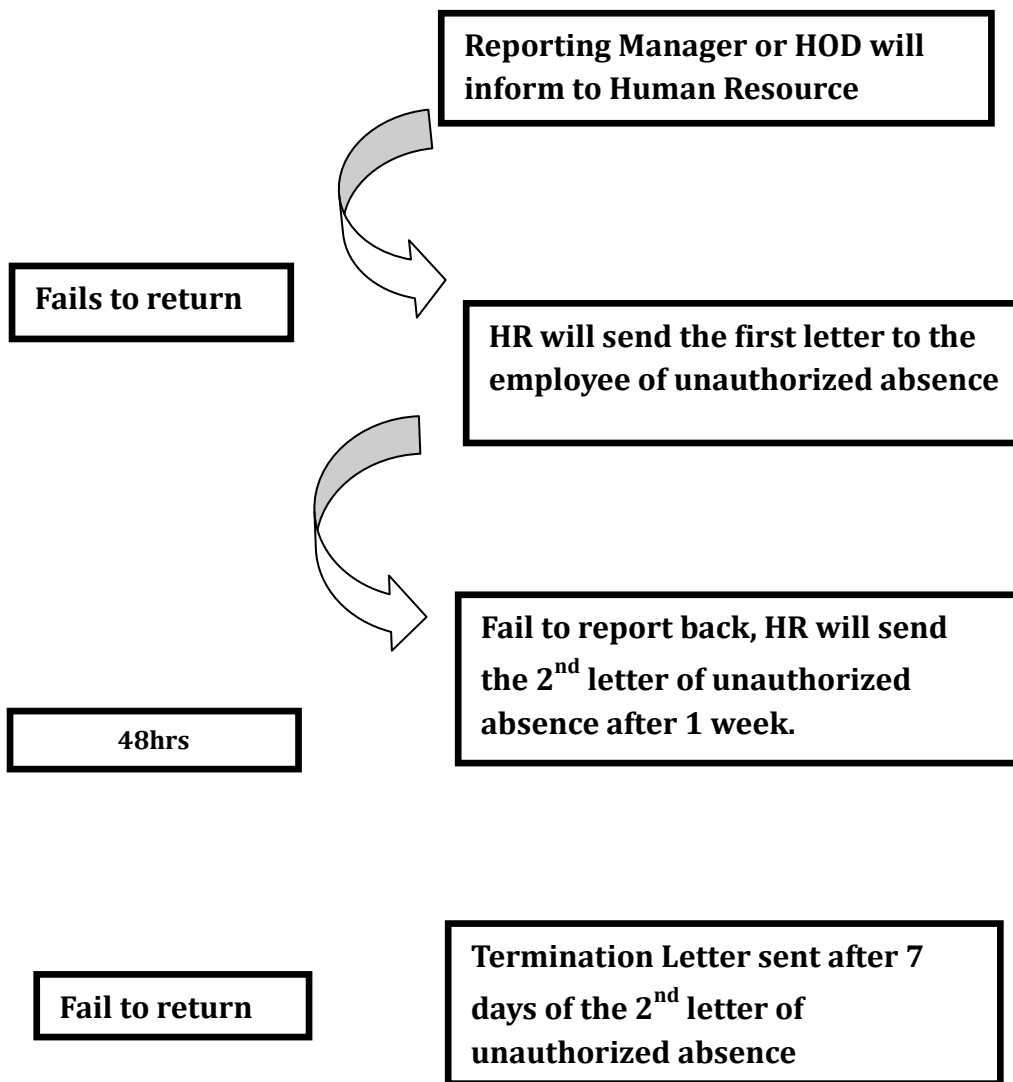
The decision of the management shall be final and binding on all concerned on any matter that needs resolution.

The Separations policy will be coordinated by HR. All clarifications with regard to the policy can be obtained from HR; similarly all suggestions for improvement of the scheme should be addressed to them.

## **9. UNAUTHORIZED ABSENCE / ABSCONDING**

An employee whether or not entitled to leaves, if go on leave without approval from Reporting Manager is considered as unauthorized absence.

In the case employee fails to report within 48hrs (2days) to work absconding process start as below



If employee revert back / reports back to duties on 1<sup>st</sup> or 2<sup>nd</sup> letter, in such cases suitable action will be taken under guidelines of management.

## **TERMINATION**

Termination of services of regular Employee or on probation is made on the grounds of Long Absenteeism and/or any other Disciplinary Action(s).

In case of Termination due to any disciplinary action, the concerned employee is relieved on the very same day. All the following processes are undertaken on the same day.

- NO DUES CERTIFICATE duly signed by respective HOD
- Full & Final Settlement cheque handed over
- All Legal dues paid and receipt obtained from the employee.
- Handing over all information and equipment

NOTE: All the Notices as per applicable Standing Orders shall be sent in the name of the concerned Employee through the HR head.

### **Handing Over & No Objection Certificate**

- Any employee who tenders his/her resignation will be on a notice period as per the agreed employment terms. During that tenure it's the moral responsibility of such employee to hand over his possessions and properties belonging to the company to the assigned person/ before relieved from his/her services.
- Reporting Authority shall initiate the process and the newly joined employee will take over charges & responsibilities from the outgoing employee by signing his/her release clearance form on the last day of working.
- The outgoing employee shall furnish all the information/documents relevant to the profile with the newly joined employee for a smooth functioning.
- On the final day of the employment the outgoing employee shall ensure his/her NOC/ Release Clearance Form with obtained signatures of the concerned reaches the Human Resources Department in order to process his/her Settlement.
- On the closing hours of the last working day the employee's service come to cessation and stand relieved from his duties.



## **EXIT INTERVIEW**

The Employee who has submitted the Resignation shall attend the Exit Interview to share his or her opinions and views on the Company's policies, procedures, systems and practices for improvement in these areas.

- An Exit Interview is arranged and conducted by the HR Head
- Exit Interview shall be conducted before processing Full & Final Settlement.
- In case of Separation owing to Termination NO Exit Interview is conducted.

## **FULL & FINAL SETTLEMENT**

- For processing Full & Final Settlement, following aspects are thoroughly checked & calculated
- Accumulated Leave as on date for calculating Leave Encashment
- Successful/Regular completion of minimum five years of service subjected to Government Norms as per eligibility of Gratuity act.
- Information in No Dues Clearance Form for any Loan Recovery or Salary Payable
- Employee who's No Dues Clearance is not cleared due to various reasons, their Full & Final Settlement is kept pending. After clearing all the dues, his or her Full & Final Settlement is processed.
- In case, an Employee wants to be relieved early before completion of his or her specified Notice Period, Notice Pay is recovered from his or her Settlement Amount. All legal dues as per the normal resignation are given to the Employee.
- Full and Final Settlement process is initiated from HR Department in coordination with Finance Department based on No Due Certificate received from concerned Reporting Authority.
- Gratuity will be paid based on the eligibility(Completion of 5 years) in Full and Final Settlement Process
- If employee initiates PF transfer and the process can be done online in coordination with HR. For withdrawal, Form 10C and 19 should be signed by the Institution and given to the employee.
- Finally the approval required from Chief Administrative Officer and Chief of Operations for completion of Full and Final Settlement Process.
- Cheque will be issued to the employee after 30 working days from the date of relieving signed by General Secretary.

## STATUTORY DEDUCTION OF INCOME TAX

The BLDE Association shall deduct from the gross amount of Gratuity to which the employee is entitled, any income tax, or any statutory tax, which the employee is liable to pay, and shall pay to the employee the net amount after deduction.

## EXIT INTERVIEW FORM

Name of Departing Employee: \_\_\_\_\_ Date of Resignation: \_\_\_\_\_

Department: \_\_\_\_\_ Current Position: \_\_\_\_\_

Reporting to: \_\_\_\_\_

Person Conducting the Interview: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

1. Reason for resignation, with explanation:

Feedback – Communication across, flow of information, job responsibilities, behavioral & Technical

2. Feedback on the working environment:
3. Feedback on your peers
4. Feedback on your manager:
5. Feedback on the job you handled:
6. Feedback on supporting staff of BLDE UNIVERSITY / ASSOCIATION (HR, Finance, Marketing, Purchase, Stores etc.,)

7. Suggestions to improve: Immediate working environment, Supporting staffs & Organization.

8. Re-joining to our organization

9. Referring your friends and family:

10. Do you think we could have retained you, if yes how?

11. Rate your satisfaction as employee in on the scale of 1 to 5 (1 dissatisfied and 5 being extremely satisfied)

12. Share your thoughts:

<b>Interviewer's Comments:</b>
<b>Retire: Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

**Employee's Signature:**

**Date:**

**Interviewer's Signature:**

**Date:**

**NO DUE CERTIFICATE FORMAT**

<b>NO DUES CERTIFICATE</b>		<b>PART A”</b>	
<p>Mr. /Ms / Dr. _____ EMP No: _____</p> <p>Designation _____ DOJ: _____</p> <p>Department: _____ UNIT: _____ has resigned from services on _____ of company and he /she will be relived from the services of company with effect from _____. (After closing hours). Please indicate dues, if any in his / her name from your department to enable us to settle his /her final dues.</p>			
<b>Date :</b>		<b>Authorised Signature</b>	
<b>Department</b>	<b>Dues if any(in Rs)</b>	<b>HOD Name</b>	<b>Signature</b>
Concerned HOD - Handing over responsibilities - Handing over of all the files/keys/other documents - Punch card (if any)			
Stores & Purchase			
Accounts (LOAN)			
IT Department (Mobile/Sim card/Laptop)			
IT Department (Application Credential)			
Admin Department			
HRD (ID Card, Punch Card)			
HR Legal			
Exit Interview			

<b>TIME OFFICE/PAYROLL</b>		<b>PART "B"</b>
1	No. of days payable during current month	_____ days
2	No. of days payable for last month	_____ days
3	Leave encashment(days)	_____ days
<b>TIME - OFFICE</b>		
<b>HR SECTION</b>		<b>PART "C"</b>
1	Gratuity payable, if any	Yes/No
	Date of Joining: _____ Date of Leaving: _____	____ years ____ months ____ days
	Claim form in respect of Gratuity –Form "I"	Received / Not received
2	Notice pay Recovery , if any	_____ days
3	Other deductions, if any	
<b>Head – HR / FO</b>		

**PART "D"**

(To be filled by an employee seeking separation or being relieved from the services of Company)

I wish that following action is to be taken in respect of my-

Sl No.	Heads	Details
1	PF/EPF	
2	Gratuity	
3	Address for Correspondence	
4	Address for remittance of dues, if any	

I agree to reimburse or repay the total amount against my personal bills, if any institute may receive that after I am relieved from the services of Institute.

Date :

Place :

SIGNATURE

**RECEIPT**

RECEIVED a sum of Rs .....(Rupee.....) from the Management Of M/s \_\_\_\_\_ Limited, Address: \_\_\_\_\_ in full and final settlement/satisfaction of all my claims/demand for reinstatement or reemployment including earned wages, encashment of leave, notice pay, retrenchment compensation, and bonus.

Gratuity and all other dues, which could accrue during the employment with the company. I

**HEREBY DECLARE THAT I DO NOT HAVE ANY CLAIM WHATSOEVER AGAINST BLDE University / Association**

I SAY RECEIVED Rs..... vide cheque No.....dated.....

Drawn on Bank of .....

FULL NAME :

SIGNATURE

Date

**FULL & FINAL SETTLEMENT FORMAT**

<b>Employee Name:</b>
<b>Employee No.:</b>
<b>Designation :</b>
<b>Department / Location</b>
<b>Date of Joining:</b>
<b>Date of Leaving:</b>
<b>Worked days in _____</b>

Earnings	Monthly rate	Amt for current month (in Rs.)		Deductions	Monthly rate	Amt for current month (in Rs.)
Basic				ESI	1.75%	-
HRA				PF	12.00%	-
DA				PT	0	-
AGP				Loan Recovery	0	0
<b>Gross Salary</b>	-	-		Notice Period Recovery	0	0
Allowance if any				Salary Advance	0	0
<b>Total Salary</b>	-	-				
				<b>Total Deductions</b>		-
<b>Net Pay</b>						-
<b>Total Payable</b>						-
<b>Prepared By :</b> _____ <b>Authorised By :</b> _____ <b>Approved By :</b> _____						



# OFFER LETTER

Date: \_\_\_\_\_

To,

Employee Name

Address

**Subject: Letter of offer and terms of employment**

**Dear Name.,**

Thank you for exploring career opportunities with **BLDE Association** (hereinafter referred to as the “Institution”).

You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of ..... in ..... department of.....Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Institution at the earliest, but in any case not later than .....or any other date approved by the Institution in writing, failing which this offer shall automatically stand cancelled. Your employment with the Institution shall commence on the date of your joining the Association and shall be subject to the terms and conditions stated in this letter along with the enclosures.
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is made to you on the basis of the information and documents that you have furnished to the Association as on date of offer.
4. The Association reserves the right to conduct background checks, directly or indirectly at any time, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are Association found to be unsatisfactory, as determined by the Association, in its sole discretion, the Association may

withdraw/cancel this offer. However, if at any time post joining it is found that, the Association is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Association shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of two years from the date of joining. Your probation period may be extended in writing by 6 months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.
6. Separation: During the probation period your employment can be terminable by giving one month's notice for non-teaching employee and teaching employees notice period will be intimated based on academic requirements in writing or salary in lieu thereof, by either side.
7. Upon joining, your compensation will be as described in Annexure A.
8. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
9. You shall keep the contents of this offer and the Annexures hereto confidential.
10. You will be governed by the policies of the Association that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:
11. This offer shall automatically stand withdrawn, if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures by signing and returning the duplicate copy of this letter. We look forward to your joining the BLDE Association family and to your valued contribution in taking the Institution to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.

With warm regards,

For **BLDE ASSOCIATION**  
**GENERAL SECRETARY**

I have read and understood the terms of this letter and all Annexures hereto annexed. I accept this letter of offer and terms of employment, and my tentative date of joining is....., 2017

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ANNEXURE A**

NAME		
DATE OF JOINING		
DESIGNATION		
DEPARTMENT		
COMPONENTS	ANNUAL AMOUNT	MONTHLY GROSS AMOUNT
BASIC		
HRA		
DA		
AGP		
MONTHLY GROSS		
ESI		
FIRMS CONTRIBUTION PF		
NET PAY		

**For BLDE Association**

**GENERAL SECRETARY**

**Accepted By:**

Name of the employee:

Sign and date of acceptance: \_\_\_\_\_

## **ANNEXURE B**

### **1. NOTE:**

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment.

This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Association during the performance year.

The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

### **2. SALARY AND BENEFIT COMPONENT'S (where applicable):**

#### **2.1. Employers contribution towards Provident Fund (PF) & ESIC:**

The Provident Fund membership begins effective the date the employee joins the Institution. The salary structure as offered to the employee contains the Institution's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization.

ESIC Benefits upon eligibility as per ESIC Act

#### **2.2. Gratuity:**

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.3. Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Institution may deduct such tax liability or any amounts owed by the employee to the Institution from the employee's salary or from any other amounts payable by the Institution to the employee.

2.4. The annual leave entitlement is applicable for confirmed employee\

### **3. TERMS AND CONDITIONS:**

- 3.1. You may be transferred or deputed to any of the Institution's offices, subsidiaries or affiliates in Karnataka either on short term or long term at any point in time. The Institution may vary these terms and conditions and your compensation in the event of such transfer or deputation.
- 3.2. You will put your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Organization. While in the service of the Institution you shall not, without the express written permission of your Reporting Authority and Administrative Officer with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.
- 3.3. If at any time, in the opinion of the Institution which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of the status or the post you hold in the Institution, or of any other conduct considered by the Association as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Institution shall be entitled to terminate your employment forthwith.
- 3.4. If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.
- 3.5. You shall be bound by all the policies, rules, regulations and procedures established by the Association, which includes revisions to existing policies/new policies issued from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Institution, the terms of the latter shall prevail.

### **4. CONFIDENTIALITY**

- 4.1. You acknowledge that during the course of your employment with the Association, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and other details of (i) the Association and (ii) other third parties whose

confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

- 4.2. You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Association and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.
- 4.3. You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Association to your reporting Authority / Administrative Officer. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Association without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Association's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.
- 4.4. During your employment with us or at any time thereafter, without the prior written consent of the Association, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information

about the affairs of the Association or its clients obtained by you in the course of your employment with us.

4.5. You acknowledge that breach of any of your above obligations will cause irreparable damage to the Association, its students and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

## **5. NON – SOLICITATION**

You shall not directly or indirectly solicit any employees, retainers, affiliate’s employees or affiliate’s retainers of the Association for a period of one year after termination of your employment.

## **6. RELEASE LETTER**

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from your current / previous employer a release in writing from any obligations restricting you taking employment with the Association on a full time basis or from providing services to other institution.

## **7. LEAVE**

During the probation period, employee is eligible to avail one day leave upon proper approval. After the confirmation period, employees can avail leaves as mentioned in leave policy.

## **8. TERMINATION**

### **8.1 Termination by the Association**

The Association may terminate your services at any time with or without Cause subject to the terms specified above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Association, or



- b. Your breach of the Association's code of conduct, policies, rules, regulations and procedures, or
- c. The Association finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or long term or short term assignment, or
- e. Insubordination; or misconduct, or Any other reason that the Association may deem fit.

Save and except under the circumstances referred to above, if the terminates your services , it shall provide written notice of 3 months, or such other period stated in the Association's policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

### **8.2 Termination by Employee**

In an event of you being desirous to resign from the services of the Association, the notice period is of 3 months or as per the Association's policy prevailing at the given date.

### **8.3 Termination on Retirement**

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

## **9. JURISDICTION**

The validity, construction, interpretation and performance of these terms shall be governed by Indian laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in India.

## ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

**It is compulsory that you submit documents a photocopy of the following documents on the date of joining:**

- a. Education & Qualification Certificate : SSLC, PUC, Diploma, Graduate / Post Graduate
- b. Certificate of any other additional qualification.
- c. Service certificates from previous employer(s) or equivalent, and relieving letter from last employer
- d. Last increment letter or salary certificate and last drawn pay slip
- e. Address Proof ( 2 photo copies): Valid driving license/ Ration Card/ Voters ID
- f. If employee already a member PF UAN (Universal Account Number) :
- I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name ( Account Holder), Bank Account Number, IFS code (Mandatory Document),
  - i. Identity Proof ( 2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number
  - ii. Aadhaar Card In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrolment number.
- h. Information pages of your valid passport.
- i. Four passport size colour photographs ( in formals) with white background.

## APPOINTMENT LETTER

Date:

To,  
NAME & ADDRESS

Dear Mr.

We refer to your application for employment and the subsequent interview you had with **BLDE ASSOCIATION**

We are pleased to make an appointment of employment with on the following terms and conditions.

- a) Role :
- b) Date of Joining :
- c) Consolidated Salary/Scale of Pay :
- d) Department :
- e) Institution :

**During your employment with us, you shall be governed by the following terms & conditions:**

1. In the first instance, you will be on **probation** for a period of 2 Years from the date of your joining, upon successful completion of your probation period you will be confirmed in the services of the organization. In case of extension of probation, you will be provided a maximum period of 6 months to improve your performance and finally confirm your services. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or salary in lieu thereof during the initial or extended period of probation due to non-performance.
2. Your place of posting will, at present, is at \_\_\_\_\_ as agreed. You will be liable to be transferred in such capacity as the Management may determine from time to time, to any other location, Section/Department, Establishment or branch of the Institution. In such case, you will be governed by the terms & conditions of service applicable to the new assignment.
3. Your salary will be paid monthly as consolidated in your probationary period.
4. After confirmation, this contract of employment is terminable by either party by giving each other 3 months' notice in writing or 3 months' salary in lieu of such notice. Notice period shall commence from the date of acceptance of resignation by the reporting manager and Human Resources team. On acceptance of the resignation

letter, Serving the full notice period will become incumbent and no leave shall be granted during the notice period and you will immediately return the all correspondence, specifications, books, documents, market or business data, literature, drawings, effects or records etc., belonging to the Institution and shall not make or retain any copies of these items.

5. You shall be responsible for and shall take proper care of all books, computer software, materials, documents or any other property etc., generally and specifically entrusted to you. You shall not take any papers, books, computer software, materials, documents or any other property of the Institution out of the work premises, nor shall you in any way at any time/s disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, or information relating to or of the Institution.
6. Your role & responsibility will be defined by your reporting authority and define your goals within one month of your joining. You will work with the different supervisors as may be decided by the Management from time to time for the execution of different assignments. You shall diligently and satisfactorily carry out instructions given to you by your Superiors in connection with the work assigned to you to the best of your skill and ability.
7. You will strictly observe punctuality. However, in exceptional circumstances expressly explained by you, the Management / Superiors shall allow you a grace period upto 10 minutes at the start of your college hours but you shall not be allowed to join duties later than one hour of the starting time and will be marked as absent. In case you come later than 10 minutes on three days in a month, your half day leave shall be deducted for every such three days on which you have come late as aforesaid. The privilege of the grace period is not accumulative. Besides deduction as stated hereinabove, disciplinary action for habitual late coming can also be initiated.
8. Your residential address indicated above shall be deemed to be the correct address for sending you any communication and unless changed by written intimation by you, the communication sent to you at the above address shall be deemed to have been correctly served. During your employment with us, the Management is at liberty to use your personal Email ID for any official communications which shall be deemed lawful communication to you.
9. Absence for a continuing period of 8 days including absence when leave applied for but not granted and when over stayed for a period of 8 days would make you to lose

your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will draw an irresistible presumption that by remaining absent continuously and unauthorized, you have abandoned your job.

10. You will be bound by Rules & Regulations, certified standing orders as in operation besides Office orders, enforced by the Management with due amendments, from time to time, in relation to Conduct, Discipline, Annual Leave / Holidays or any matter relating to service conditions which will be deemed as Rules, Regulations and Orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing service Rules or to introduce fresh service Rules which will be binding upon you. At the time of your joining, you will be briefed and Inducted about the Institution policy and adherence to the contents will also form part of the terms of your employment with us.
11. During the tenure of your service, you will keep your emoluments secret from other employees of the Institution and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matter relating to the Company, will not be divulged by you to any person other than those of the Management.
12. The age of retirement shall be 58 years, as per your date of birth recorded in the Institution records at the time of your joining.
13. Subject to Company's growth and prosperity, your increments/promotion and/or demotion will depend at the sole discretion of the Management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior as assessed during Annual Performance Appraisal discussions.
14. This appointment is based on the information given by you in your employment/personal data Form and otherwise, it shall be considered null and void if a material error/suppression or false detail is discovered therein at any time. In that eventuality, you are liable to be discharged from service and subjected to further action as is deemed fit.

## **BLDE ASSOCIATION**

## **GENERAL SECRETARY**

I have read, understood and agree to the terms and condition as set forth in this appointment letter.

**Date** :

**Name** :

**Location** :

**Signature** :