



SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at "A" Grade (3rd Cycle) by NAAC)

Chatram Bus Stand, Tiruchirappalli - 620 002.

Dr. Mrs. S. VIDHYALAKSHMI, M.Sc., M.Phil., B.Ed., Ph.D.,
Principal

Post Box No. 369
2701453 (Office)
2702797 (Personal)
Fax : 0431-2702797
E-mail : sigctr@gmail.com
Website : www.sigc.edu
Webmail : principal@sigc.edu

HR POLICY

SCOPE AND PURPOSE OF THE POLICY

The Scope and purpose of this policy is to provide a set of guidelines concerning various aspects of employment, to improve employee morale and welfare policies which is applicable for all employees of the Institution irrespective of their cadres.

SOP FOR RECRUITMENT PROCESS OF TEACHING FACULTY

- Identifying the staff requirement
- Sources of recruitment
- Initial screening by HR
- Scheduling Interview
- Written test followed by demo class
- Panel members: Head of the department, Vice Principal, Academic Expert
- Interview with Principal
- Interview with Director
- Final Interview with CEO

SOP FOR RECRUITMENT PROCESS OF NON-TEACHING STAFF MEMBERS

- Identifying the staff requirement
- Sources of recruitment
- CV short listing by HR
- Scheduling the Interview
- Shortlisting resume
- Telephonic screening
- Personal interview by concerned department heads
- Interview with Principal
- Interview with Director
- Interview with CEO

Appointment Order

Once the candidate is selected, an appointment order will be issued. For the candidates with previous experience, an Appointment Order will be issued upon receipt of the relieving order and service certificate from the previous workplace.

The Appointment order shall contain:

- The Designation





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- Date of Joining
- Reporting Authority
- Salary details
- Statutory benefits

Joining Report

On the date of joining, the candidate should give the joining report duly filled and authorized by the Principal.

Personal File

A personal file is maintained for all employees. It contains the following:

- Application Form of the Candidate
- Resume
- Interview Assessment Sheet
- Copies of Academic Certificates
- Relieving Letter/Service Certificate from previous employer
- Appointment Order
- Joining Report
- Personal Details
- Office Order
- Requisition Letters, if any
- Any personal Memos
- Resignation Letter
- No Due Certificate

Identity Card

All the employees are required to have their Photo ID cards which should be carried by them throughout the work time and at the time of resignation, all employees must return their ID cards.

CONDITIONS OF SERVICE FOR THE EMPLOYEES

Nature of Employment:

- The Employer reserves the right to change the job title or duties of the Employee wherever such a change is considered to be reasonable and necessary.
- The primary workplace of the employee shall be at Shrimati Indira Gandhi College, (Affiliated to Bharathidasan University), Tiruchirappalli. The Employer reserves the right to change the workplace from time to time if need be.





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- The Employer reserves the right to transfer the Employee within the National College Council or any other sister institution, associated institution, or agency at any time.

Duties and Functions:

- The Employee shall perform his/her duties and obligations with full dedication.
- The Employee shall report to the Principal of the College.
- The Employee shall be subject to general supervision and acts of the order, advice, and directions of the Employer.

The Employee shall perform his/her obligations as required by the Employer that are

- reasonable, justifiable, and in the interest of the Employer.
- The Employee has no authority to enter into a contract, agreement, lease, or any other commitment on behalf of the Employer unless prior written consent is obtained from the Employer authorizing the Employee specifically to that effect. The Management may, at any time and without assigning any reasons revoke such sanction if it thinks that such revocation is in the interest of the college.
- The Employee agrees to abide by the rules, regulations, policies, etc. of the Employer including the work schedule, annual leave, and sick leave as they may from time to time be adopted or modified.
- The Employee shall normally be required to work during college hours but shall, in case any special training is required to be imparted for the students to equip them for their examination or to generally equip them for their academic or non-academic future, it shall be mandatory for such employee during such period even if it is
- beyond normal working hours or on holidays.
- The Employee shall not absent himself/herself without obtaining the previous sanction of the Principal or the Supervisor under whom he/she is placed.

Remunerations and Benefits:

- The Employer is entitled to make applicable deductions from the salary of the Employee for a contribution towards any remittances including provident fund as required. The pay and other benefits of the Employee shall be by the service rules framed by the Management from time to time between the Management and the Employee.
- The Employer may utilize his/her services after retirement for other schools coming under the purview of the National College Council or sister institution entering into a separate on deputation basis.





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Termination of Employment:

- The Employer may summarily terminate the Employee at any point if they are found guilty of any offense.
- The Employee may be terminated from services in case of medical unfitness and such unfitness is either permanent or is likely to continue for a sufficiently long period.
- The Employee may terminate only at the end of the academic year on the following terms:
- The Employee shall tender his/her resignation in writing to the employer by giving 3 (three) months advance notice before the date of relieving.
- The Employee shall serve the College till the end of the respective academic year.
- Of clauses (i) and (ii) above, whichever is later alone shall prevail.

The Employee may resign from employment after giving three months' notice or three months' pay instead of notice but in case such resignation is to take effect during the academic year, the Management shall be entitled to ask the Employee to continue to work till the end of the academic year.

In case the Employee is desirous of taking up any appointment or higher appointment in any other college or organization and it is necessary to apply through the Management, then the Management if so, required by the Employee, shall forward

- such application to such college or organization but such forwarding shall not forbear the Management from refusing to relieve the Employee in the middle of the academic year or affect the provisions relating to the notice.

General:

- The Employee should perform his/her duties and obligations diligently and in good faith even after tendering his/her notice of resignation, till the end of the relieving date.
- The Employee in case of any dispute or difference between the employee and the Management, he/she has any grievance against the Management, the Principal, or any member or members of staff, shall bring such dispute to the attention of the Management and shall endeavor to solve the dispute amicably.

Confidentiality and Non- Non-Disclosure Clause:

The Employee shall not disclose Confidential Information to any person or entity. Upon termination or at any time upon the request of the Employer the Employee shall return the Confidential Information including all the notes, reference materials,





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and records which in any way incorporate Confidential Information.

RULES AND REGULATIONS

Teaching Staff Work Timings:

- Working hours 08.45 a.m. – 04.30 p.m.

Non-Teaching Staff Work Timings:

- Working hours (for Programmers and Demonstrators) 08.30 a.m. – 05.00 p.m.
- Working hours (Others) 08.30 a.m. – 06.00 p.m.

Rules (for both Teaching and Non-Teaching Staff):

- Late punching will be considered as one-hour permission.
- After two such permissions it will be considered as half a day CL.
- On exhaustion of the 12 days CL, it will be marked as LLOP.
- No permission will be given to leave the campus in between working hours for personal work.

Permission & Casual leave, Special Permission, On Duty, Compensation off:

- 2 permissions per month - either in the first or the last working hour.
- No permission can be availed during the working hours.
- 12 days of CL can be availed after which the leave will be considered as Leave on Loss of Pay.
- Permissions and Leave can be availed only with prior concurrence from superiors.
- Uninformed permission and leave will be treated as Leave on Loss of Pay.
- 10 days of OD can be availed for an academic year. The attendance certificate has to be submitted on the next working day.
- Special permission can be availed to meet the Ph.D. supervisor (Once per month) – An attendance certificate duly signed by the research supervisor has to be submitted on the next working day.
- Staff will be permitted to attend central valuation and as external examiners for practical exams as scheduled by BDU.

Staff will be permitted to attend valuation at autonomous colleges during vacation or when students are not present on campus.

- No permission will be given for valuation at autonomous colleges during regular working days of the college while permission will be given to act as the external examiner of practical exams.
- Staff may avail 7 days as Special Permissions per year to attend conferences, seminars, and workshops with proper prior permission.





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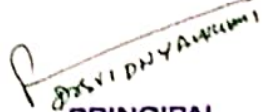
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- One staff will be permitted to attend a maximum of 2 conferences seminars or workshops per year,
- Compensation will be provided only for Non-Teaching Staff instead of their working on a holiday (Min 5hrs of working) which may be availed on any working day.

STAFF WELFARE MEASURES

Statutory Benefits:

- PF
- ESI
- Gratuity
- **Non-Statutory Benefits:**
- Festive bonus/advance for non-teaching staff
- Group medical insurance
- 50% Fee concession
- Free hostel facility for teaching and non-teaching staff members
- One-third fee concession to avail of bus facility
- Reimbursement of registration and conveyance expenses for attending International conferences/Seminars
- OD facility will be given for the faculty to attend Seminars/Conferences/Valuation/External Examiner


PRINCIPAL
Shrimati Indira Gandhi College
Tiruchirappalli-2.

