HYDERABAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Human Resources
Policy and Procedure Manual

HYDERABAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Index

INTRODUCTION

This manual is a summary of policies, procedures and practices related to human resource management at HITAM. The HR team is responsible for maintaining the procedures and systems which support human resource management for the organization and is available to answer any questions or provide clarification on any content of this manual.

WHO WE ARE

Hyderabad Institute of Technology and Management (HITAM) is situated in a sprawling lush, green campus at Medchal in Telangana State. It was started in 2001 as Royal College of Engineering at Medak. This institution sought to impart qualitative education in the field of Engineering and Management. Transformation at HITAM does not stop with mere physical infrastructure; it extended far beyond. It has manifested as best practices, which have evolved with continuous refinement, be it in education, embracing eco-consciousness, facilitating career planning and ensuring faculty development, all from a perspective of overall growth of its students and faculty.

HITAM is the first campus in India that was certified as a Silver-Rated Green Building in the category of educational institutions, by LEEDS, US Green Building Council.

OUR VISION

To be a role model technological university of national repute that imparts research-based multi-disciplinary competencies in students to enable their career aspirations and contribute to society.

OUR MISSION

- Build students' competencies through HITAM's 'Doing Engineering' approach with relevant curriculum, pedagogy and assessment.

- Collaborate with industry and institutions for capacity building in research, innovation and real time knowledge.

- Develop employability skills for emerging trends and societal needs

- Excel by adopting NEP 2020 and improving accreditations & national rankings.

VALUES

- Integrity
- Student Centric
- Continuous Learning
- Accountability
- Team Work
- Social Consciousness

Recruitment Process

Objective

To preserve a consistent practice of recruitment in compliance with the Organization's growth plan that would accomplish to maintain the efficiency of the team involved for better hiring solutions.

Scope

All the positions of HITAM would come under the purview of recruitment process. The process of selection varies based on the specifications defined for the particular role in the organization. The responsibility of the policy will lie with HR department, Departmental Heads and Principal/Director/Chairman/Correspondent.

Process **Organizational Resource Planning:**

The process of recruitment initiates with the manpower planning performed in the month of November/December and May for forthcoming academic semesters. The plan is made taking into consideration of the requirements by the concerned Head of Department(s)/Business Function(s) based on the Project(s)/Assignments/Business availability. The HR Team builds upon clarity with inputs from the concerned Head of Department(s)/Business Function(s) and with the approval and authorization from Chairman/Correspondent, further proceeds with the process. The resource planning is reviewed every half-yearly i.e. in March and October to evaluate the requirements based on the institutions demands.

Recruitment Approval Process

The entire recruitment plan along with the estimated budget (**Annexure I**) is sent for Chairman/Correspondent for approval. The Chairman/Correspondent reviews the same and need to approve in accordance with the current and future project needs.

Approved Recruitment Plan for the year is divided into 2 Half yearly plans. Concerned Head of Business Function(s) fills **HITAM Associate Requisition Form (HARF) - Annexure II** and gets it approved by the Chairman/Correspondent and shall forward the same to HR Team with the detailed information of Job Description and specification along with the deadline date for filling.

Separation Scenarios:

In case of resignation/retrenchment/attrition or sudden exit of an employee, the respective reporting heads need to follow the following process-

1. If the exit of an employee is planned with due notice period served, in such case, within 3 days of receiving the employee's resignation, reporting head needs to fill the **HITAM Associate Requisition Form (HARF) - Annexure II** and submit it to HR department for further processing.

2. In case of sudden exit of an employee, the respective reporting head needs to notify the HR department within 24 hours of confirmation of exit of the employee. The reporting head needs to submit the **HITAM Associate Requisition Form (HARF) - Annexure II to HR department** within 48 hours of exit of the employee.

3. The process of the approval and submission would be as per the following table-

Level of Positions	Requisition to be raised by	To be Approved by	Final submission
Head of Departments & Above	Principal/Director	Chairman/Correspondent	HR
Teaching/Non-Teaching (Academics)	HOD/Principal	Chairman/Correspondent	HR
Admin/Support level Staff/ (Non-Academics)	HOD/Director	Chairman/Correspondent	HR

Sources of Recruitment

Having sorted out the requirements, the sources for generating the maximum number of applications should be located depending on the qualifications, experience & the level of the required position.

a) **Advertisements**: In national, local newspapers or specialist magazines or journals.

a. **Approval Authority:** All the advertisements have to be approved by Chairman/Correspondent.

b. **Advertisement Budget:** The advertisement budget will be finalized by the Principal/Director and handed over to Chairman/Correspondent in the month of May/December. HR department would regularly liaison with the Chairman/Correspondent for the budget, based upon the manpower requirements and planning.

c. **Advertisement Proof:** The proof of the advertisement need to be approved by the

HR for information and standardization.

d. **Release & Follow-up of the paper advertisement:** HR Team is responsible for the release of advertisement and follow-up with the candidates.

e. **Response Report:** A report on the Response to the Advertisement has to be made by the HR Team and submit to Chairman/Correspondent.

b) **Unsolicited Applications**:

a. **Walk-Ins** – The HR Team is required to process all the unsolicited applications matching the current vacant position. If found not suitable for the current position, the resume should be filed in resume bank for future reference.

b. **Emails**- The HR Team is responsible to organize the resumes received through emails. All the resumes need to be stored in the resume bank.

c) **Recruitment Agencies:**

a. Recruitment agencies need to be used only for filling the critical and urgent requirements if not filled by the internal HR and where applicants are short in supply.

b. Approval: This shall be approved by Chairman/Correspondent

c. Process of Identification of the Authorized Agencies: It is the responsibility of the HR Team to identify the authorized agencies, which shall provide the suitable candidates.

d. Rates of Operation: The rates can be negotiated to a maximum of 8.33% of the annual salary up to mid level(0-5 years experience) positions and maximum of 10% of the annual salary for above mid level(greater than 6 years of experience) positions and attached to the job for providing the candidate. However discretion is used for ensuring the fee is on lower side in any negotiations.

e. All the payments shall be made against an Invoice by the Agency. The Payment need to be made after completion of 15 days of service by the employee at Organisation in normal cases or as agreed and entered into agreement with the agency.

f. The HR Team should ensure the replacement of resource if the Associates hired leave the Organisation before three months period of time.

g. Recruitment Consultants: HR department will be maintaining the cordial relations with the recruitment consultants who would be supporting the recruitment process without any charge. Their intervention would be purely based upon the need and due consultation will be taken from Chairman/Correspondent before approaching them.

d) Referrals:

The Associates are encouraged to forward the resumes of the persons known to them for recruitment. If suitable, the application will be processed for normal recruitment process.

Referral Program:

a. HR Team shall notify those positions under "referral program" which are immediate requirements and short in supply with the approval of the Chairman/Correspondent only. HR Team will notify position/s from time to

time through Intranet/Email/ Notice Boards.

b. Process of hiring through Referrals: Associates who wish to refer their friend(s), ex-Colleague(s) against a notified position are required to fill in the prescribed form (Referral Program Format – **Annexure III**) & submit/email it along with a copy of current 'Resume' to HR Team. The Referral Program Form is available with HR Team.

c. The HR Team shall review the documents referred and follow the normal screening procedure in short listing the resumes. Information to the employee referred: In the event of selection of a referred persons against a notified position, the HR Team pursuing such resource shall send an appreciation note to the associate referring the candidate and the associate will get a referral bonus as mentioned below

Level of Referral	Referral Incentive (Rs)	Payment Terms
TOP Management (Includes Business Heads, Functional Heads and HODs-Above 15 years of experience)	10,000/-	50 % after one month of joining and rest 50% after **3** months successful completion of the referred candidate
Middle Management(Includes Professors,Associate Professors , Sr. Executives – 10-15 years of experience)	7500/-	50 % after one month of joining and rest 50% after **3** months successful completion of the referred candidate

Jr Management(Includes Executives, Asst. Professor, Teaching, Non-Teaching Jr. Executives- 5-10 years of experience)	5000/-	50 % after one month of joining and rest 50% after **3** months successful completion of the referred candidate

e) Internal Talent Sourcing

    a. HR Team shall notify those positions under "Internal Talent" which are immediate requirements which can be fulfilled by the existing team present within the Organisation.

    b. Associates who wish to apply for such a positions need to submit their profile along with a detailed report containing how they fit into the role.

    c. After receiving such an application, HR will communicate such a rotation to the concerned reporting offer(s) for their approval of such a movement. After receiving the no objection statement from the reporting officer the recruitment process will then go as per the normal recruitment process.

f) Campus Recruitments:

Campus Recruitment as a source for hiring is used in cases of building a future resource base and only done based on the necessity for hiring freshers. Fresh Graduates/Post Graduates may be hired from the external market in case the requirement is more than 7.

The HR Team maintains a list of colleges/institutes approved by the Chairman/Correspondent from time to time. The identified & approved institutes are only visited by the HR Team in cases of Campus Recruitment. Based on the requirement, the Final year students (Beginning of the academic year) / Final Year students (passing out) would be selected for the recruitment process.

The Specific Process of Hiring through Campus will be defined by the HR Team with the approval of the Chairman/Correspondent from time to time based on the requirements &

projections.

For reaching the prospective candidates from the College/University/Institute, the HR Team needs to maintain regular contact with the placement offices of the listed Universities/Colleges/Institutes.

g) Rehires:

Ex-Associates, who worked with HITAM, may be considered for re-employment after 6 months of their due exit. They must submit a new application for employment to the HR Team. The HR Team will review the personnel file and the summary statement on the exit note of the employee filled by the - HR to know if the candidate can be rehired or not. After the review, the application will be processed as per the normal recruitment process.

h) Resume Bank:

The resumes received from any of the above sources which do not match the current position but may be required in future should be saved skill-wise in MS Excel-format in the database maintained by the HR Team. The same can be retrieved when suitable requirement is open. The database would be maintained in hard/soft copy filing system and the recruitment trackers in MS Excel formats.

The resume database needs to be updated regularly for the updated resume to close the position within no time of the requirement.

i) Recruitment Sites (Web Based/Paid Sites):

The vacant positions can be posted in any of the popular paid-Recruitment sites with the approval of the Chairman/Correspondent. The resumes not matching the current positions but may be required in future, should be filed in data bank. HR Team is responsible for updating the positions from time to time.

j) Organization Website:

The vacant positions can also be posted in the company web sites with the approval of the Chairman/Correspondent from time to time. HR Team is responsible for updating the positions from time to time and collection of the responses and feeding the data into the internal recruitment database.

h) Social Media (Linkedin, Facebook, etc...)

The Vacant positions can also be posted in the social media sites like Linkedin, Facebook and etc... From time to time as required.

Best Practices

HR need to use the HITAM Recruitment Tracker (Annexure IV) for daily updating the recruitments and is responsible for providing the summary sheet for the requirements for that particular month to the Head of Organization/ System.

Selection Process:

- The Selection Process of HITAM would change from position to position and for the Technical/Functional competency expected.

- The HR Team reviews all resumes received through various sources and shortlists whose background and potential are in accordance with the profile contained in the (**HARF**). The HR Team shall interact telephonically / Personally / Instant Messenger/ or the best possible way to reach the candidate with the candidates to understand further his profile and interest to analyze the matching ratio to hire for HITAM

- The HR Team should evaluate the candidate on the soft skills and other skills required for the position, and after the initial shortlisting and written tests forward the resume to the concerned Head of Department(s)/function(s) and Chairman/Correspondent for final interview along with the detailed observation and test reports.

- During the preliminary interview, the candidate has to fill his/her details in the prescribed form, **Preliminary Data Sheet/Applicant Information Form(Annexure**

V) and the interviewers are issued a **Interview Evaluation Sheet (Annexure VI)**

- HR should explain the policies and procedures in the second stage of the recruitments.

- After taking thorough inputs from the CEO and the offers, the short listed candidates are offered and after date of joining negotiations and salary negotiations

Selection Matrix

Position	Preliminary Round	1st Level	2nd Level	Final negotiation and Fitment
Head of Departments & Above	HR	Principal/Director	Chairman/ correspondent	Chairman/ Correspondent &HR
Sr. Manager, Manager /Professor	HR	Principal/Director	Chairman/ Correspondent	Chairman/ Correspondent &HR
Associate/Manager/Functional Expert/Associate Professor	HR	Technical Interview	Reporting Head/HOD & HR	Chairman/ Correspondent &HR
Specialist/Assistant Professor	HR	Technical Interview	Reporting Head/HOD & HR	Chairman/ Correspondent &HR
Executive/Teaching Assistant/Non-Teaching (Academics)	HR	Technical Interview	Reporting Head/HOD & HR	Chairman/ Correspondent &HR
Support Level (Non- Academics)	HR	Functional Interview	Sr. Manager/ HOD & HR	Reporting Head/HOD & HR

Salary Fitment

- HR presents the CV, Interview Rating sheet, suggested Salary details, along with the candidate's current Expected CTC details, recommendations for fitment to the Chairman/Correspondent.

- Based on recommendation from the Interview panel in consultation with the Chairman/Correspondent, the prospective person's Salary is negotiated taking into consideration based on

  - Organization Grading – Salary grade

  - Candidate's current package

  - Candidate's expectations

  - Comparable people on the team and their salary benchmark

  - Skill set and market value of skills

  - Geographical area

  - Any other constraints

All the positions would follow the approval process as per the clause above Recruitment Approval Process.

Reference Check

Reference check for the positions above Middle management is done by the HR Team for the personal and professional reference given by the candidate in the Candidate Preliminary Information sheet, before the offer of the candidature for the specific position.

Applicability to Re Appear Interview @ HITAM

If Candidate has already appeared for the interview process at HITAM and has been rejected, such candidate needs to possess minimum of 3 months gap to reappear to the interview process @ HITAM.

Date of Joining

After the offer letter is issued and if the candidate doesn't join as per the date indicated in the offer, the same can be revoked unless and otherwise the candidate requests for the

extension of the offer and the same has to be approved by the Chairman/Correspondent. HR shall record the new date of joining and handle necessary joining formalities.

Travel Expenses Reimbursement

For Interviewees/Interviewers:

Candidates who travel from out stations to the interview location, the travel mode would be as below, and the travel expense would be reimbursed as per actuals:

Category – Experience	Travel Mode for expense reimbursement
Senior Level (Above 20 Years of experience)	Air – Business Class
Senior Level (15-19 Years of experience)	Air – Economic Class
Middle Level (10-14 years of experience)	VOLVO A.C Bus/ Train: II / III Tier A/c
Junior Level (5-9 years of experience)	Semi Sleeper Non A.C Bus/ Train: Sleeper

Responsibility

- The Chairman/Correspondent would be solely responsible for the process ownership.
- Interpretation of the policy would be the responsibility of HR Department and Chairman/Correspondent.

- Any exceptions to this process must be in consultation with the Chairman/Correspondent any changes/ modifications to be made in the recruitment process need to be approved by the Chairman/Correspondent.

Exception Handling

Organization reserves the right to handle the exception /alter/ modifies the Recruitment Process based on the Organizational Interest from time to time. The policy will be reviewed and modified on annual basis.

INDUCTION POLICY

Objective

To facilitate the entry of the newly joined into HITAM by creating a congenial environment and familiarize them with the policies, processes and culture of the organization.

Scope

The policy is applicable to all the newly joined employees of HITAM including campus locations and its Corporate Office:

- Effective integration of staff into the organization for benefit of both parties.
- Explaining the principal goals and functions of HITAM.
- HITAM Organization Structure and Grading.
- Helping newly joined to understand the Roles, Responsibilities and expectations at HITAM for higher productivity.
- Preparing the new employees to the needs of the Company and thus helping them to implement the work effectively.

Responsibility

- **HR** shall be responsible for the effective implementation or to perform according to the Pre – Induction Activities checklist (**Annexure I**) and Post – Induction Activities checklist (**Annexure III**)
- HR along with the concerned **reporting officer, Departmental Heads** of the newly joined would be responsible for effective implementation of the process as per the Induction Activities checklist (**Annexure II**).
- HR shall be responsible for providing induction training to the employees at the time of joining. The execution responsibility is shared between the HR and the reporting officer.

Pre Induction Process

Induction Process starts from the time the newly joined accepts the Offer and provide the Date of Joining.

- HR at Corporate/ Campus needs to generate list of employees joining in the same Month and also in the same Week.

- HR at Corporate/Campus will arrange for the necessary items as per the work profile and eligibility which may include Personal Computer (PC), Desk and work place allocation, personal welcome kit and etc., at least one day before the date of joining of the new recruits.

- HR needs to communicate to the Department Head on the joining of the new recruits at the Department.

- HR in co-ordination with Department Head will arrange for the necessary items as per the pre induction checklist for the new recruits at least one day before the date of joining of them.

JOINING FORMALITIES

Hosting:

- The security and receptionist should be informed by the HR & Admin Department at Corporate/ Campus, about the no: of joining's along with the list of names on that day for right hosting on the day of reporting.

- The pre joining formalities plan need to be made by the HR at Corporate/ Campus proactively and ensure the waiting time of the new employee is at least level. (Ideally the waiting time should not be more than 10 minutes after reporting at the location.)

Appointment Letter & Joining Kit:

- The HR will issue the appointment letter and Joining Kit to the newly joined employees on the day one, and ensures to collect the duplicate signed copy of the appointment letter and filled forms contained in the Joining Kit.

- HR will facilitate the process of Bank Account opening, Desk and system arrangements, mail ID creation and Mobile connection based on the eligibility.

Identity Cards (ID Cards):

The HR & Admin Department issues Identity Cards to the employees.

- New recruits will be issued temporary ID Cards on the date of joining.

- Permanent ID card will be issued to the new recruit within a month of joining.

- A welcoming mail about the newly joined employee is sent to all the employees containing information like his/her name, experience, the department hired, previous employment details and specific achievements made and his scanned Photograph (if any) from HR Desk.

- On the date of joining the HR will be responsible for verification of Certificates, Collection of Photocopies of Education, Previous Employment, PAN CARD, Photo graphs, and get the Employee data form filled and create the Employee Personal File **(Personal File check List Annexure – V)**.

- A welcome kit should be provided with the necessary stationery, Temporary Id card, Company Literature and any additional material required on the date of joining.

Induction Process

General Orientation:

- HR will explain about the activities at HITAM and handles the general orientation which includes Industry Profile, spirit & Overview of HITAM, Orientation on corporate functions like R&D, QC, Finance, Production and etc… Organization Culture, Policies and practices.

- HR would take the newly joined walk through the entire premises (Different Floors, Departments, Toilets and important places) and make

the new employee introduce to all the employees and finally introduce to the reporting officer.

- The new employee should be made feel comfortable during the lunchtime and at snacks/tea on the first few days of joining.

- During the initial days of employment with HITAM, the employee will be made comfortable by the reporting officer until he/she adjusts with the working environment.

Functional Orientation:

- Reporting Head/Department Head explains the departmental structure, key personnel's in the department, roles, responsibilities and KRAs of the new employee, in order to give him/her the role clarity and expectations from the department.

- Task is assigned for an employee to understand the work process, style or department expectations which leads to Organization goals.

- Understanding about company's work/business, development, market, technical aspects, the importance of the work, implication, revenue generation etc…

- It is important that the Reporting Head follows up on the initial induction within the first week.

- Employees should be asked how they are settling in and whether they require any additional information.

- Views on the induction procedure should be sought and noted. Any comments should be related in writing to the appropriate Department, so that changes may be made as required.

HITAM –Common Group Induction

- A common induction is organized for all the Employees joining in two months to bring the common interaction and understanding of the Value, History, Policies, and Processes of HITAM.

- HR to co-ordinate for the same with the entire Department heads presenting on their departments/Function.

- The group size should be a minimum of 10 at any point of time for effectiveness and efforts maximization.

- HR needs to intimate all the concerned employees and add to their calendars on the induction program schedule & plan.

Post Induction Process

HR should ensure to collect the feedback form from the New Joinees on the understanding of organization, its products, Culture, Policies and processes.

- To collect the Induction feedback for the employees completing 30 days of service with the company after the induction process, through email & submit the compilation to Management with-in 7 working days.
- Ensure to work on the facts & figures generated in the feedback report and incorporate the same in the next induction program.

Exception Handling

Management of HITAM reserves the right to handle the exception/ alter/ modify the Induction Process for any position on the interest of the organizational needs.

Annexure I

Pre – Induction Activities – For Day of Joining

Sl. No	Activity	Responsibility
1	Generate list of tentative new joiners	HR
2	Arrange the new employee's desk, stationery kit, Temp ID, business cards etc… as per eligibility.	HR
3	Ensure that the system and email ID are available 1 day prior to the joining as per eligibility.	HR
4	To Coordinate and ensure that everything is in place 1 day prior to the date of joining and issuance of Joining Kit	HR

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Pre – Induction Activities – HITAM

S.No	Activity	Sub Topics	Responsibility
1	**Induction Checklist**	Prepare the Induction Checklist	HR
2	**Intimation & Check Availability**	Intimation on Induction to the concerne departments & check the availability on the same	HR
3	**Budget & Manpower utilized**	Estimate the Budget for the induction an also have a report on Manpower utilized for the induction period	HR
4	**Plan & Schedule**	Plan the Induction Process Schedule the Induction (Dates/ tim topic/concerned authority)	HR
5	**Confirmation Approval**	Confirmation from the concerned Authorities on Induction Schedule Approval of the same from the Management (on Budget and schedule)	HR
6	**Creation Of Tool Ki**	HR Manual Employee Handbook Scribbling Pads / Pens Company Diary Company T-shirt/ or any other if any	HR
7	**Communication**	Formal Communication to Participants & concerned department Heads on Induction & give Induction	HR

		Schedule	
8	**Feed Back**	Feedback Form	HR

Annexure II

Induction Activities – For Day of Joining

S.No	Activity	Sub Topics	Responsibility
Day 1			
1	**Ice Breaking**	Each other (HITAM & Newly Joined)	HR
2	**Introduction**	About the HITAM (Mission & Vision)	HR
3	**Career Visioning**	Life in HITAM	HR
		Career Path	
4	**Creating Comfort level**	Walk Through of Entire Premises & People Introduction (HODs, key roles)	HR
		Meeting with Reporting Officer	
5	**Office Layout**	Office Layout Run Through	HR
		Ø Work Place	
		Ø Dinning Place	
		Ø Lue (Toilets)	
		Ø Departments Layout	

6	**Major Activities of the HITAM**	· Present Activities of the HITAM	HR
		· Work in progress	
7	**Purpose of the Recruitment**	· Explain the Present situation Job role and the reason for hiring the newly joined	HR
8	**Working Environment**	· Brief of the Job going to Perform	HR
		· Work Norms	
		· Attendance	
		· Security and Safety Measures	
9	**HITAM Policies**	· Work Norms	HR
		· Holidays	
		· Leave	
		· Probation and other HR Policies	
10	**Reporting Authority Introduction**	· Introducing the newly Joined, Show the work place, and reporting mechanism	HR
Day 2			
11	**Functional/ Technical Guidelines**	· Job orientation, Preparation of Action Plan for execution of work	HR /Concerned Reporting Authority
		· Role and Responsibility/KRA on the Job (Ideally, the document should	

		be attached along with the Appointment Letter)	
12	**Monitoring Authority &Reporting Authority**	Clarification of any doubts related or not related to the job.	HR /Concerned Reporting Authority

Induction Activities – HITAM (Mass Induction Program Conducted on Quarterly Basis)

S.No	Activity	Sub Topics	Responsibility
Day 1			
1	**Ice Breaking**	Each other (HITAM & Newly Joined)	HR
2	**Introduction**	About the HITAM (Mission & Vision)	HR
3	**Career Visioning**	Life in HITAM	HR
		Career Path	
4	**Major Activities of the HITAM**	· Understanding & Observations by new employees on Present Activities of the HITAM	HR
		· Understanding & Observations by new employees on Work in progress	
5	**Purpose of the Recruitment**	· Explain the Present situation Job role and the reason for hiring the newly joined	HR

6	**Working Environment**	· Brief of the Job going to Perform	HR
		· Work Norms	
		· Attendance	
		· Security and Safety Measures	
7	**HITAM Policies**	· Work Norms	HR
		· Holidays	
		· Leave	
		· Probation and other HR Policies	
8	**Reporting Authority Introduction**	Adherence to the reporting mechanism	HR
9	**Functional/ Technical Guidelines**	· Understanding on the Job Role executed, adherence to Preparation of Action Plan for execution of work	HR /Concerned Reporting Authority
		Adherence to Role and Responsibility/KRA	
10	**Monitoring Authority &Reporting Authority**	Clarification of any doubts related or not related to the job.	HR /Concerned Reporting Authority

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Annexure III

Post - Induction Activities – For Day of Joining

S.No	Activity	Sub Topics	Responsibilit
1	**Feed Back**	Take immediate feedback from the participants	HR

Post - Induction Activities – HITAM

S.No	Activity	Sub Topics	Responsibilit
1	**Feed Back**	Take immediate feedback from the participants	HR
		After a quarter Take Feedback from the Reporting Manager on the effect of induction on participants	

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Annexure IV

Joining Formalities Checklist

Sl.NO	Items to be Checked	Status (Y/N)
1	Introducing the Candidate To All The Staff	
2	Sending The Employee Data Sheet After The Acceptance	
3	Collecting Employee Data Sheet from The Employee	
4	Allotting The ID Number And Work Station (Based On Eligibility)	
5	Introducing To The Department	
6	Taking Certificates – Academic Salary, Experience, Relieving, Etc	
7	Intimating The Candidate To Bring All Necessary Required	
8	Workplace And System Allotment (Based On Eligibility)	
9	Copy Of Appointment Letter	
10	Creation Of HITAM Email ID (Based On Eligibility)	
11	Meeting With Reporting Authority	
12	Allotment Of The Equipment For Work	
13	Work Equipment And Guidelines On The Usage Of Stationary And Equipment	

14	Contact Person For Stationary, Technical Support	
15	Defining The Candidate Regarding The Services Of The Office Boy	
16	Briefing About The Office Layout	
17	Knowing The Comfort On Duty By Asking At Regular Span Of Time	
18	Informing The Accounts Regarding All The Financial Matters Of The Candidate	
19	Providing The Roles & Responsibilities/KRA In Coordination With Reporting Authority	
20	Guiding On The Transport	
21	Coordinating The Candidate In Accommodation (For Out Station Candidates)	
	Photo Copies Of Academic Certificate(s)	
22	Signed Offer/Appointment Letter (s)	
23	Letter Of Appointment	
24	Experience Certificate of the previous Organization (If Not Fresher)	
25	Relieving Letter Of The Previous Organization (If Not Fresher)	
26	Filled Employee Data Sheet	
27	Last Drawn Salary Slip (If Not Fresher)	
28	Proof Of Residence	

29	Birth Certificate	
30	4 Photo Graph (Passport)	
31	Photo Copy Of Passport / PAN/VOTER ID	

Joining Kit - List of Items

Sl. No	Items
1	New Employee gift - Containing Company's Vision & Mission Statement, Goals, logo and a line saying Kick start your great career with us
2	Joining Report
3	Employee Data Sheet
4	Bank Account Form
5	Mediclaim Form
6	Temporary ID Card
7	Tax Declaration Form based on eligibility
8	Non Disclosure Agreement
9	ESIC – Declaration Form based on eligibility
10	PF – Declaration Form
11	Employee Welcome Kit (Employee HandBook, Company T- Shirt and etc.)
12	Employee Events Planned for the quarter
13	Visiting Cards, If Applicable

14	A Directory or sheet containing important Telephone No:s or Extension Numbers
15	Do's and Don'ts @ HITAM
16	Pictorial Representation of Office layout
17	Organizational Structure – Base
18	Appointment Terms & Conditions Letter
19	Roles & Responsibilities, KRA sheet

Annexure – V

Personal File Checklist

HYDERABAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT

NAME:		EMP.CODE:		
DESIGNATION:		DEPARTMENT:		
DOJ:		EMERGENCY CONTACT:		
Sl.No.	**Documents**	**Status (Y/N)**	**Page No**	**Remarks**
1	Resume			
2	Interview Rating Sheets			
	Technical & HR			
3	Reference Check Report			
4	Appointment letter duly Accepted			
5	Employee Data Sheet			
6	Salary Structure Sheet			
7	Terms & Conditions duly signed			
8	Experience & Relieving Letter from Previous Organization			
9	Last drawn salary slip			
10	Photo copies of Academic certificate			
	• SSC (X) (Date of Birth)			
	• Graduation			

	• Post Graduation			

	• Others			
11	Photo graph (Stamp & passport - 2 each)			
12	Photo copy of Passport			
13	Photo Copy of Driving License			
14	Bank Account Details			
15	PAN Number Details			
16	Roles & Responsibilities/KRA Document			
17	Insurance Med-claim Related documents			
18	Material Assign Document (Keys, vehicle etc)			
19	Key Objectives Document			
20	Probation Confirmation Report & Letter			
21	Increment Letter duly accepted			
22	Incentive Letters duly signed			
23	Performance Appraisal Report			
24	Training Reports			
25	Resignation/ Termination Letter			
26	Exit Note & Exit Interview sheet			

HYDERABAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Induction Feedback Form

NAME OF THE EMPLOYEE	EMP ID
DATE OF JOINING	REPORTING MANAGER

How did your induction rate?

This exercise helps in evaluating the kind of Induction received. This can also be used to review and improve the induction process. One needs to think back to when one started his/her current job. Read each statement and circle either T (true) or F (False) as it relates to the induction received. Then check the rating in this box

following this Questionnaire.

1) I was made to feel welcome.   T   F
2) I was introduced to other members of the work group.   T   F
3) My boss paid attention to me and made me feel welcome.   T   F
4) My induction seemed well planned.   T   F
5) Company Benefits were well explained the first day.   T   F
6) My office or work space was set up and waiting for me.   T   F
7) I received a tour of the organization by a qualified person.   T   F
8) All the necessary paperwork and forms were available.   T   F
9) I received a copy of relevant literature, such as the company's
     Employee Handbook, Operations Manual etc.   T   F
10) I learnt about the company's History and Future Plans.   T   F
11) My boss reviewed my Final Job Description with me.   T   F
12) I was invited to lunch the first day by my boss or key individual.   T   F

13) I met people from other Departments.   T   F
14) I was able to observe colleagues at work before starting a task.   T   F
15) I was given a specific job assignment along with instruction or training T F
16) Office Hours, dress codes, Sick leave and other
     Policies were explained to me.   T   F
17) I was shown the phone system.   T   F
18) I had opportunities to ask questions.   T   F
19) Payroll policies (and withholding) were covered my first day.   T   F

20) At the end of the first week I felt like a member

Of the 'TEAM'.   T   F

Total number of TRUE= Total
number of FALSE=

HR Scoring Interpretation

8 – 20 True: Induction was outstanding.

15 – 17 True: Induction was above average. Make some improvements.

11 – 14 True: Unfortunately a typical Induction received. There is a lot one can do to help the organization with future induction.

10 or less: One should be congratulated for sticking it out. Don't let the same thing

happen to others.

<div align="center">

Appointment Letter Terms & Conditions

</div>

1. **Location of Work**

   Your location of work will be in the Hyderabad; however you may be deputed or transferred to work at other locations based on the business requirement and at the discretion of the management. Every employee of the organization is liable for deputation / training to any institutes or its associate consultants.

   In all service matters, including those not specifically covered here, such as travel etc., employees will be governed by the rules and policies of HITAM in force, from time to time.

2. **Veracity of Information Provided**

   We believe that the information provided by you is reliable and authenticated. The particulars furnished in your resume or application form are accurate and valid. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment is liable to be terminated without any notice, notwithstanding any other condition in the appointment letter.

3. **Probationary Period**

   You will be on probation for a period of **3** months from the date of joining, which may be extended, if so required based on your Individual performance, recommendation of your supervisor and value addition created by you to the organization. Upon satisfactory completion of probation, your services will be regularized and it is clear that it is only a Probation Completion review and doesn't include a mandatory salary review.

   On successful completion of your probation period, your services with the Organization will be confirmed in writing by the Organization. You shall continue to be on probation unless and until you receive your confirmation orders in writing.

4. **Full Time Employment**

   For all positions with the organization, calls whole-time employment and you will devote yourself exclusively to theOrganizations objectives/goals/vision/mission.

You will not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business during your employment with us without prior written permission from management.

5. Service Rules and Regulations

During your employment with the organization, you will be governed by the service rules and regulations of the organization in force or as introduced or amended from time to time.

6. Professional & Personal Conduct

You shall at all times, maintain work place decorum, including in dealing with colleagues, both within the campus premises and at other institutions/organizations (If visiting).

You are required to keep the image and reputation of the Organization while dealing with students & other external people and maintain the Organizational Values, Norms & Culture while Interacting with Other Organizations or Business Associates.

7. Notice Period

In case of separation, you will be governed by the clause; you are supposed to serve the notice period or paying salary in lieu thereof as per details in the table below:

Staff	During Probation	After Confirmation
Teaching	15 days	30 days
Non Teaching	15 days	30 days

Upon cessation of employment with the organization, you shall forthwith return to the organization all the assets, work-in-progress and property of institute,

documents, files, soft copies, books, papers, memos or any other property of the organization, in your possession or under your control.

The management reserves rights to hold your resignation during the mid- academic stems in the Interest of Business.

8. **Free Transport Facility**

You can avail transport facility at free of cost, but in condition to that you should follow bus timings very strictly.

9. **Safe Custody of Company Material**

You are responsible for the safekeeping, good condition and order of all the organization property entrusted to your care and charge. The organization reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

10. **Security**

If there is a need to take some of the equipment's/Material/ documents out of office premises for any reasons shall obtain permission from Concerned In charge and need to record in the Material movement register.

You are expected to be responsible for the security of official documents/manuals and such material that may come to you during the course of various assignments/projects.

11. **Destroying papers & materials**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

12. **Use of organization Resources**

You shall use the organization's resources only for official purpose. You are requested to use the organization resources to an optimum extent with no wastage.

13. **Confidentiality of Salary Information**

You are required to strictly maintain the secrecy of salary and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the organization.

14. **Income Tax Liability**

The Income Tax liability with regards to your salary and perks will be your liability, and will be governed by the tax laws of the country as applicable from time to time.

15. Annual Increment

The Salary would be reviewed annually, as per organization's performance management system.

16. Statutory Regulations

You shall be legible to follow all the statutory regulations as applicable through various Laws related to employee and should ensure the provision of various documents required for the statutory fulfillments. Any discrepancy related to the Employment Conditions subject to the Hyderabad courts.

In all matters, including those not specifically covered here, such as travel, Leave, work Norms etc., will be governed by the rules of the organization framed from time to time.

The Terms and conditions of Employment are based on Organization Policies, Practices and other rules currently applicable and shall be reviewed and amended. You will also abide by other rules and regulations of the organization, which shall be in force, from time to time.

Acceptance

I, _____, agree to accept the terms and conditions of

employment as mentioned in the Annexure.

Name   :   Place:

Signature of employee:

LEAVE POLICY

Objective

To maintain a standard and uniform Leave System for all the employees across the organization based on their eligibility, with a focus to bring professional and personal life balance for availing and granting the leaves without affecting the Business Operations of HITAM.

Applicability of the Policy

Leave Policy shall be applicable to all the employees of Hyderabad Institute of Technology and Management based on their eligibility. It serves as guidelines for all the employees on types of leave, when and how to avail leave.

Responsibility

Employee:

Follow the guidelines laid down in this policy for availing leave.   Staff/Head of Department need to make alternate arrangements in absence of faculty.

Head of Department/Reporting Head/Approving Officer:

Review & approve leave request keeping work exigency in mind without effecting functioning of institution.

Reviewing Officer/Head of Institution:

Review leave request approved by Approving Officer. Reviewing officer can write his/her comments/remarks/observations on the leave application form.

Responsibility of HR Associate:

To monitor the Training & Study leave and OD utilized by an employee and maintains appropriate registers as stipulated under various laws/regulations. Implement the rules as stipulated in the policy.

Yearly Holiday Calendar

Holiday Calendar for the Year (i.e., 1st January to 31st December) is announced in the beginning of the Year, which is applicable for HITAM as a whole. The HR Department shall prepare the holiday calendar by taking into consideration the Holiday list announced by the Government through official gazette, JNTU including any other mandatory holidays.

HITAM announces a maximum of 28 holidays including the mandatory Government holidays declared by JNTU, Hyderabad and excluding optional holidays. Holiday's calendar is announced before 31st of December for the next year by the HR department after getting the approved from management of HITAM.

Institution reserves the right to make any changes in the Holidays list depending on the Social/Cultural situation or any other specific reason/organizational urgencies.

Leave Entitlement

Any type of Leave is calculated based on the Calendar Year, starting from the first day of January to last day of December (1st January to 31st December) every year. All the leaves are calculated based on the working days and as per the conditions mentioned in the policy herein.

HITAM provides overall 15 days of leaves in a calendar year (Considering the Organizational functioning) which can be calculated. The segregation of leave shall be made based on the leave rules.

Types of Leaves:

- General Leave (GL)

- Compensatory Off (CO)

- Special Leave (SPL)

- Training & Study Leave (TSL)

General Leave:

- All Employees can avail **15 days** General leaves in a calendar year i.e. from January to December, subject to changes from time to time as approved by the Management. These leaves cannot be carried over to the next calendar year and shall lapse, if any staff fails to avail the same. GL for half day can also be availed and granted.

- General Leave is credited to the leave balance of the employee either at the time of joining or at the beginning of the calendar year for every quarter. The General Leave is calculated on the pro-rata basis @ 4 days per quarter from January to September and 3 days from October to December from the date of joining.

- Quarter 1 (Q1) starting from January to March, Quarter 2 (Q2) from April to June, Quarter 3 (Q3) from July to September, Quarter 4 (Q4) from October to December in a calendar year.

- Any employee, who joins in the organization in the month, will not be eligible for leave availing for that month and can utilized the leave in next month.

- The General Leave can be availed for Half day or maximum of 3 or 5(unavailed between Jan to sep can be used in Oct to dec) days in a Month with prior approval of reporting Head and as per leave policy eligibility.

- Employee will be eligible to avail 3 General leaves in a month subject to the condition if they have un-utilized GL's in each quarter for the previous three quarters (Q1, Q2, Q3) and can avail each of 5 General Leaves in a month in Last quarter(Oct to Dec).
  (*Instance*-I: If employee hasn't availed his allocated 3 GL in month of Q1 then employee will be eligible for 3 GL's carried forward from Q1 to other quarters).
  (*Instance*-II: If employee hasn't availed any GL's for Three quarters (January to September), employee will have 12 GL's balance in the record, wherein employee will be eligible to utilize 5 GL's per month for rest of the year (October to December).

- General leaves availed over and above 3 days are deducted from the salary as loss of pay as per leave policy norms.

- **Note**: 3 GL's combination with other leave or holidays will be applicable subject to employee hasn't utilized GL's in preceding months.

- General leave can be availed along with Special leaves, but in such cases the number of leaves should not exceed more than 3 consecutive days.

- Any un-utilized GL's at the end of the calendar year will be lapsed and cannot be carried forward for the next Calendar year.

- An employee applying for General Leave should apply at least 2 working days before the actual day of leave proposed to be taken and should get it sanctioned by their reporting officer.

- However, in case of unforeseen exigencies it has to be informed to the Reporting head before the day work start and get the confirmation of approval through SMS or mail, else will be treated as Loss of Pay.

- Any official holiday or weekly off in-between the day applied for leave and reporting day is considered as leave.

Note:

- **Consolidated/ Part time Employees working for HITAM are not eligible for any Leave balance. However, if they are unable to come to the institution for any personal contingency, employees have to compensate the absence by coming on another day with reporting officer approval.**

Compensatory Off (CO)

- Any employee working during the weekly off/ holidays are provided Compensatory off in lieu of the day of his/her working. Compensatory off can avail at end of the semester ie in between completion of University practical examinations to before commencement of semester.

- CO accumulated needs to be availed at the end of the each semester after the day of his/her working on holiday. Otherwise, it will be lapsed and no Compensatory payment is made in lieu of such compensatory off.

- Compensatory Off is provided in the case of employee working on the request of the reporting officer, which should be for a period of at least 3

hours (Considered as Half-day) or 6 hours (Considered as Full-day) on such day. Employee need to work for Two half days to avail one full compensatory off.

- Compensatory Off cannot be combined with other leaves.

- Employee working on weekly off/ holidays should be working on the approval of the reporting officer along with reviewing officer to claim Compensatory off. The day of work need to be recorded and sanctioned along with his/her remarks. Reporting head should inform HR about such compensatory off for recording purpose.

- In case of working on weekly off/holidays; it should be informed to ensure presence of Administrative Officer, Protocol Officer, Security, and Estate Officer.

- Employee should not avail CO during class work time and also non-class work day(i.e. fourth Saturday of the month).

- **Compensatory off will not be authenticated if mail/Written communication is not sent to HR for recording.**

Special Leave (SPL)

- All employees of the organization are entitled to avail Special Leave (SPL) or 2 days in a calendar year for specific purpose such as –for **self's wedding day and birthday.** This leave cannot be availed in lieu of any other type of leave and is restricted for the purpose as indicated herein.

- An employee availing Special Leave should apply at least 2 working days before the actual day of the leave proposed to be taken and should get it sanctioned by his/her reporting officer.

- Any employee with one year of service in HITAM can avail 7 days (including Sunday/week off/holiday) of **marriage leave** (Self wedding) as special leave. This leave cannot be combined with any other leaves.

- Special Leaves if combined with any of the above leaves should not be more than 3 consecutive days in a month excluding Self wedding.

  Instance I - An employee getting married will be given an additional 7 days paid leave (over and above the normal leaves) as an incentive.

  Instance II – An employee can apply 1 day leave for birthday of self and 1 day General leave other 2 days can be utilized later.

  Special Leave cannot be en-cashed or carried forward to the next year

- ***Special Permission's Leave sanctioned for the personal work** will vary from case to case basis and all the right to approve or reject the said leave is owned by Management. Any employee cannot consider this as the right.

  1. Employee availing the 1 day Spl leave. Half day salary will be deducted.

  2. Employee availing the ½ day Spl leave. ¼ day salary will be deducted.

- Special Permissions are granted only for one academic year and duration would be 1st of June (start of Academic Year) to 31st of May(End of the Academic Year).

- Special Permissions request can be approved based on the review & recommendations given by reporting Officer along with Reviewing Officer.

 <u>**DEMISE:**</u> **Death of the immediate family members (Spouse, parents, siblings, children), is included in the special clause, in which the staff can avail the special leave (paid leave).**

- **If a Staff is associated with Hitam for 1 year, then they are eligible for 3 days special leave irrespective of their designations.**

- **If the service of the staff with Hitam is more than 5 years, then he/she is eligible for 6 working days as the special leave.**

Note

- **Paternity Leave is not applicable for the year 2015. <u>On</u>**

<u>Duty (OD):</u>

All employees with minimum 2 years of experience going on official duty/representing HITAM are eligible for OD's in a Calendar Year;

Probationers are not entitled for OD's.

Based on the applications received, the reporting officer recommends & Head of Institution (Principal/Director/Correspondent) shall sanction the application

Considering the Business Priorities. The application approved has to be sent to HR for recording & applicability.

On Duty cannot be combined with GL's or CO's.

Employees who have availed OD's in a month cannot avail any other leaves.

OD should be availed on for official purpose such as seminars, observer duty, workshop, training, etc. approved by approving authority and management.

Employees attending the workshops, seminars, observer duty, and training need to take prior approval atleast 2 days in advance.

Training & Study Leave (TSL)

- Any employee (excluding Professor) pursuing higher education or attending training program with prior information can avail Training & study leave for 7 days and can utilize these leaves only for appearing the examinations. Training and Study leave includes:

  1. For attending M.Tech exams

  2. For attending P hd exams and course work

  3. For attending workshop, Conference, Paper presentation and seminars.

  4. For attending FDP – only one time in academic year

- All the Professors are not Eligible for the TSL.

- Any employee going on training program need to apply prior to the date of program along with registration form/acknowledgement/invitation and approved by Chairman/Correspondent. A photocopy of Participation certificate/acknowledgement for training program attended need to be submitted to HOD and HR on completion of such program.

- Any employee going on TSL, the approvals will be reviewed case to case based on reporting head comments and reviewing officer comments.

- Training & Study Leave applicability can be calculated for Calendar Year.

- Any Employee availing for TSL approvals will be given based on genuity and Studying Purpose.

- Request for Training & study leave for higher education by any employee should be submitted along with original custodian certificate/ acknowledgement certificate received from the college/University.

Instance I: Any employee pursuing PhD shall submit their original certificates to college as admission process. Employee should submit original custodian certificate from the college registered along with the leave request.

Note: Employee who completes 1 year service in HITAM are only eligible for TSL.

Summer vacation

HITAM provide summer vacation to all his employees and the calculation and eligibility details are here under are here under:

- Employee having service of 0 – 6 months with HITAM will be eligible for 10 days which includes Sundays also.

- Employee having service of 6 – 12 months with HITAM will be eligible for 3   weeks which includes Sundays also.

- Employee having service of 1 and above months with HITAM will be eligible for 1 month which includes Sundays also.

Note: Summer vacation can be terminated at any movement for the purpose of statutory requirements like Inspections, Examination and other college work. This leave is completely depends on management interest, no employee can consider this as their right.

Leave Calculation

- Any employee avails 1 leave or 3 Maximum (as per applicability) in a month are considered to be General leave.

- Any employee avails leaves in a month with prior permission but not sanctioned or approved by Reporting Officer will come under the purview of General leave and recorded as unsanctioned leave (UL).

- Any employee avails maximum of 2 unsanctioned/unauthorized leaves in a month is liable to give explanation in written to reporting head and HR.

Loss of Pay

- The absence of an employee without the prior approval will be treated as absenteeism (A) and the amount in lieu of the day of absence is deducted from the salary for the month. Reporting officer has authority to monitor and maintain record. For which employee owes to give explanation for in disciplinary action.

- The absence of an employee with the prior approval will be treated as authorized absenteeism and leave will be sanctioned as per leaves availability according to the policy.

- Loss of pay is calculated on day basis from the gross salary at that time and is used for deduction taking into consideration, and the normal number of working days per month.

- Any employee found absent for more than 2 days without information or found in violation of this policy may result in appropriate corrective disciplinary action, including discharge from the services.

Administering of Leave System

- All employees have to sign the register in blue color ink. Any alterations or comments by reporting officer will be done in black color ink and reviewing officer in green color ink.

- For all types of leave calculations, the Calendar Year from 1st January to 31st December is taken as base.

- All the Leaves need to be taken with prior approval after filling the leave application or Mail and obtaining the approval from the sanctioning

authorities. In case of leave availed in unforeseen circumstances, employee should fill and update the leave process with the approval of the concerned sanctioning authority immediately after returning from the leave.

- However in case of unforeseen exigencies it has to be informed to the Reporting head before the day work starts and get the confirmation of approval through SMS or mail, else will be treated as Loss of Pay.

- Reporting Head should write comments on leave availability whenever employee applies for the leave in order to have smooth functioning.

- Reporting head have to mark copy of approved leave email to the HR Division (If applied through mail in case of unforeseen exigencies).

- Leave balance cannot be adjusted to the notice period and leave(s) taken during such period, the same number of days will be extended in the notice period.

- Employee is not entitled for any above mentioned leaves in the first month of his/her joining but leave will be credited in leave balance to utilize in future.

- Intervening holidays in middle of the days applied for the leave will be considered as Leave.

- Employee's resuming to work after leave period are required to report as per official timings without any delay.

- Employees cannot directly submit TSL & OD application to HR for processing, submission will be valid only after due approvals from concerned reporting heads.

- The Principal Office shall maintain Leave Record of all the employees.

- The Leave Status is informed to the HR and Accounts Department on a monthly basis from Principal office.

No leaves will be permitted during peak academic calendar, time of courses, syllabus completion timings. Institute holds the final review approval for any special permission during these periods.

Leave Application Process

- All the leave applications (except CO) should be approved by Head of Department and forwarded to HR.
- HR informs employee regarding leave balance. At this stage, Employee can cancel his/her leave application depending on leave balance.
- The availing leave need to be sanctioned & approved by the concerned authorities as given in the Matrix. The leave approving authorities may differ in case of deputation or change in the Organization Design.

Leave Approval Matrix

Leave Availing	Approving Officer	Reviewing officer (For information)	Reports Administration
Teaching & Non-Teaching staff	HOD	Principal	HR
Admin/Support staff	AO/EO/PO	Chairman/correspondent	HR
HOD/Additional Roles	Principal/Director	Director/Chairman/Correspondent	HR
Principal/AO/EO/PO /Other Identified roles	Chairman/Correspondent	-	HR

Leave Applicability Details

Leave Type	No. of leaves	Applicable for employees	Sanctioning Authority
General Leave	15	All	Reporting Head
Compensatory Off	-	All	Reporting Head
Special Leave	2	All	Reporting Head (Only For Information)
Demise	7	For Self wedding only, Employee with more than one year service at HITAM.	Reporting & Reviewing Head (Only For Information)
	3	Tenure of the staff with Hitam is 1 year.	
	6	Tenure of the staff with Hitam is >5years.	
Training & Study Leave	7	Pursuing Higher Studies	Chairman/Correspondent

Exceptions Handling

Management reserves the rights to handle the exception /alter/ modify the Leave Policy based on the Organizational Interest from time to time.

Annexure I Leave

Application Form

<table>
<tr><td colspan="5" align="center">**Hyderabad Institute of Technology and Management Leave Application Form**</td></tr>
<tr><td>Name</td><td></td><td></td><td>Emp. Code</td><td></td></tr>
<tr><td>Designation</td><td></td><td></td><td>Department</td><td></td></tr>
<tr><td>Additional Role</td><td></td><td></td><td>Applied Date</td><td></td></tr>
<tr><td>Leave Type</td><td>From (DD/MM/YY)</td><td>To (DD/MM/YY)</td><td>Total no.of Days</td><td>Allow LOP</td></tr>
<tr><td>GL</td><td></td><td></td><td></td><td></td></tr>
<tr><td>CO</td><td></td><td></td><td></td><td></td></tr>
<tr><td>SPL</td><td></td><td></td><td></td><td></td></tr>
<tr><td>TSL</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Others Specify:</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Purpose/Reason</td><td colspan="4"></td></tr>
<tr><td>Alternate arrangement for Class work</td><td>Yes/No</td><td>Name</td><td colspan="2">Designation & Dept</td></tr>
<tr><td>Alternate arrangement for Additional Role</td><td>Yes/No</td><td>Name</td><td colspan="2">Designation & Dept</td></tr>
<tr><td rowspan="2">Signature & Remarks if any</td><td>Applicant</td><td>Reporting Officer</td><td>Reviewing officer</td><td>Remarks</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>

WORK NORMS POLICY

Objective

To provide a common understanding of institution' values and ethics related to daily working norms during the course of employment at HITAM.

Scope

Work Norms policy is applicable commonly to all the employees of HITAM

Veracity of Information Provided

- Employees herewith the presumptions that the particulars furnished in their resume or testimonials handed over are correct. In case said particulars are found to be incorrect or that have concealed or withheld some other relevant facts, their appointment with the institute shall stand terminated/cancelled without any notice.
- All employees are required to submit their originals of academic and experience proofs for records which will be returned at the time of relieving.

Place of Work

- Location of work will be Hyderabad; however employee may be deputed or transferred to work at other locations based on the business requirement and at the discretion of the management.

Probationary Period

- Employee will be on probation/observation for a period of 6 month for Academic staff and Non-academic staff from the date of joining, which may be extended, if so required based on Individual performance, recommendation of supervisor and value addition created to the institute. Upon satisfactory completion of probation, employee services will be regularized and it is clear that it is only a Probation Completion review and doesn't include a mandatory salary review.

- On successful completion of probation period, employee' services with the Institute will be confirmed in writing. Employee shall continue to be on probation unless and until he/she receives confirmation orders in writing.

- Probation Period may varies from employee to employee.

Full Time Employment

- All positions with the institute call for whole-time employment and you will devote yourself exclusively to the Institutes objectives/goals/vision/mission. You will not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business during your employment with us without prior written permission from management.

Attendance & Punctuality

HITAM believes in timely attendance & punctuality which would help employees to be highly productive. The following guidelines are defined to adhere to by all the employees for high productivity.

- Employees are required to sign in the attendance register (& Biometric device) while entering. And are also required to sign with in-coming time in the movement register, which is placed at the Security/Entrance. The Admin Department shall check & record the absentee information and update in leave track record register every week, subsequently update HR on the tracker.

- Non-Compliance of signing the attendance register (& Biometric device) shall result in absence and may attract loss of pay as defined in the leave policy.

- Employees should inform their reporting officer at least 45 Minutes in advance whenever they are late in attending to their duties to facilitate important works. In cases where the reporting officer is not available for information the same should be informed to the department coordinator or the person concerned to adjust their tasks.

- Employees who are frequently away from the premises for business reasons should inform their Reporting officer of their whereabouts during working hours.

- Employees who are coming late, will be governed by the following rules: In Timing – 8.45to 9.00am

Timings	No. of times/month	Action to be Taken
9.00am – 9.30am	3	½ day General Leave on from 3rd time
	5	1 day General leave on from 5th time

- Administration of attendance and late coming are reviewed through attendance register (and biometric device).
- Early leaving or late coming permissions also come under the count of 3.

Working Days

- The normal working week at HITAM shall be 6 days a week from Monday to Saturday (except second Saturday) unless otherwise specified and communicated of any change. Employee(s) may be asked to work during the weekly off in times of business exigencies.
- Fourth Saturday in a month shall be a non-class work day. No leave are entertained on that day exception only for exigencies.

Flexible working hours

- Based on the business needs employees may need to stretch their working hours on certain days to attend the conferences/ workshops/ business exigencies either on week offs or holidays. In such cases HITAM provides flexible working hours to make the employee productive with the mentioned guidelines.
- Part-time Employee/Fixed term Employment – During the time of appointment with the discussion and mutual consent, management decides on number of days/ number of working hours/ number of sessions depending on the business requirement.
- Reporting officer should have prior knowledge of utilization of Flexi-Time Advantage.

- In cases where the employee worked over night, the reporting officer shall define the employee reporting time and inform management and HR for recording; Information should be in written format or mail confirmation.

Weekly Off

The normal weekly off shall be on Sunday after a work of 6 days from Monday –
Saturday. Every Second Saturday of the month is a weekly off.

Overtime/CO

The succeeding (next day of over time) day employees need to attend work as normal working day, leave will be considered as compensatory leave and no compensation will be paid.

Permission during the Working Hours

Permission during the working hours for personal reasons shall be one hour in any month with two spells as required by the employee. Any permission beyond one hour may be treated as absence and will be attracted to leave or absenteeism as defined in leave policy.

- **Permission Procedure**: Employee leaving out for personal reasons should produce the request in a written format and get permission from the Reporting Officer and approval from the reviewing officer keeping HR in communication loop.

- Any official going out during the working hours need to be recorded as official, thereby it will be treated as on- duty out going for attendance purpose. Any employee going out on an official duty during the working hours

should get permission from the reporting officer and approval from the reviewing officer and should be communicated to HR for recording.

- Any one going out without permission shall be treated as indiscipline and appropriate disciplinary action shall be taken.

General Shift

- For all the employees (excluding support staff) 9.00 am – 4.00 pm with forty minutes lunch break from 12:35 pm to 1:20 PM.

- Admin staff would accommodate their lunch breaks in compliance to the need of the management.

- Support staff shall report at 8.00 am – 5.00 pm with half hour lunch break and one 15 minutes tea break between 8.00 AM – 12.00 PM

  Slot 1: 12.30 PM-1:00PM   Slot 2: 1:00PM -1:30 PM

Dress Norms

HITAM expects its employees to maintain the value systems in the dress code to the external market. HITAM defines a dress code for its employees as follows:

Monday to Friday:

- **For Male-** Formal dress code with collared shirts (Full /half-sleeves), Trousers, Belt and Leather shoes (black/brown).

- **For Female-** Formal Indian Sarees, Salwar Kameez (Suits), Sandals. Wearing flowers in the hair is restricted only to the festival days and is not expected in the working days.

- **Saturday would be an exception for the formal wear and it is the responsibility of the Hod' to monitor their team members dress code.**

Visiting / Identity Card Requisition Process

- Employees (senior management & middle management) are entitled for 100 Visiting cards a year with the approval of the concerned person and all the employees are entitled for an identity card. A Visiting card requisition form (Annexure III) needs to be filled by the employees with the necessary details required for business cards, get it approved by the reporting head and submit it to the HR as a process of joining formalities.

- However Sr. Management, Middle Management and employees who frequently interact with external Clients/Customers would receive the cards on joining and as and when the cards are exhausted.

- Employees have to furnish the related documents, details and photos as a part of requisition process of issuing cards.

- The Administration officer shall administer the issuance of these visiting cards and Identity card is issued by the HR.

Notice Period

In case of separation, employee will be governed by the clause mentioned in the appointment letter, employee is supposed to serve the notice period or paying salary in lieu thereof as per details in the table below:

Staff	During Probation	After Confirmation
Teaching	15 days	30 days
Non-Teaching	15 days	30 days

- Upon cessation of employment with the institute, employee shall forthwith return to the institute all the assets, work-in-progress and property,

documents, files, soft copies, books, papers, memos or any other property of the institute, in his/her possession or under control.

- The management reserves rights to hold employee resignation during the mid-academic semester in the interest of students or reporting head and reviewing officer. Management will relieve employee if employee is not required to serve notice period.

Relieving Formality

- All the documents related to the institute need to be submitted to the concerned reporting authority before relieving from the employment. All information related to the business status, work status need to be updated to the concerned people with a view to have uninterrupted flow of work during the Transition.

Service Rules and Regulations

During employment with the institute, employees will be governed by the service rules and regulations of the institute in force or as introduced or amended from time to time. Employees will also be governed by the institute's policies and rules regarding Leave, Provident Fund,

Bonus and Misconduct, Indiscipline or/and other matters.

Environment Conscious

- All employees of **HITAM** are responsible to keep their work stations/ place clean without any un-wanted papers or material left on the table or at printer and are accountable for loss/theft of any material/ paper/ documents.

- Employee should switch off the system, fans, lights and any other electric related machines before leaving home.

Professional Ethics

- Employees are required to deal with the institute's finances, materials, equipment's and documents with utmost honesty and professional ethics. If any of the employees are found guilty, at any point of time of moral turpitude or dishonest in dealing with the institute's finances or materials or documents or any affairs of the institute or of theft or of misappropriation, regardless of the value involved, services will be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

- Employees are required to keep the image and reputation of the institute while dealing with the students, external parties or prospective stake holders and have to maintain the Values, Norms & Culture of the institute while interacting with other corporate or business associates.

Non-Smoking Environment

- **HITAM** is committed to promote a healthy and safe working environment for its employees and visitors. Hence Smoking is strictly prohibited inside the workplace including private offices room, conference rooms, restrooms, and stairways and shall be applicable on all days.

- Employees who smoke have to respect the rights of others and restrict smoking outside the work premises/ buildings subject to Govt. Acts.

- Any violation of this policy may result in appropriate corrective disciplinary action, including discharge of services.

- All the visitors should also be informed of this policy for healthy work environment.

First Aid

- First aid material placed at the Administrative Dept. will be under the control of the Administrative Department. Employee requiring First aid or medical support can avail and use the first aid facility from the front office executive.

- The medical/ First aid kit is maintained under the guidance of certified medical practitioner on the common ailments. A list of Medicine & First aid kit is made available at the Administrative Department.

- Administrative department should review the expiry date of the medicines every month and ensure the expired medicines are replaced with the fresh medicines.

Management of Confidentiality

During the course of employment any knowledge or information acquired directly or indirectly acquired is deemed to be confidential. The institute' success depends on maintaining confidentiality of information. Each staff member of HITAM has to keep all information of the institute confidential.

Conflict Of Interest

Staff is expected to respect institute's interest in all activities. They should avoid situations in which personal interest may conflict or appear to conflict with institute' interests.

Whistle Blower

The purpose of this clause is to create a fearless environment for the staff to report any instance of unethical behavior, actual or suspected fraud or violation of the institute's code of conduct or ethical norms to the authorized personnel. The framework of the clause strives to foster responsible and secure whistle blowing.

Employment Laws

- HITAM strictly prohibits discrimination or harassment against any employee because of the individual's race, color, religion, gender, sexual orientation, national origin, age, disability, veteran's status or any status protected by law.

- It is the policy of HITAM that all employees should work in a clean, orderly and safe environment. In the interest of maintaining a safe and healthy workplace, the institute requires full compliance with applicable workplace safety and hygiene standards.

Harassments

- HITAM strives to build a reputation for responsible behavior and fairness – a reputation that builds trust with our employees, community leaders and others stakeholders.

- HITAM strengthens this further by providing a quality work environment and this philosophy is embodied in our credo and in our policy on providing a harassment free workplace.

- All employees have a right to work in an environment free from the demoralizing effects of harassment or unwelcome offensive or improper conduct.

- Sexual harassment or harassment based on race, gender, color, religion, national origin, age, sexual orientation, gender identity or expression, disability, or veteran status or any other status protected by law will simply not be acceptable at HITAM.

- While it is not easy to provide a complete list of the types of improper behavior, prohibited conduct certainly includes: unwelcome sexual advances, obscene gestures, racially offensive or derogatory e-mails or voice-mails, and other verbal or physical conduct of a sexual or offensive nature.

- Employees should promptly report incidents of harassment to their immediate reporting head, a higher level of management or to the HR.

- All reported incidents will be investigated with an effort to keep the source of the report confidential except where the management finds disclosure necessary for resolution. Where inappropriate conduct has occurred, specific disciplinary actions, up to and including termination where ever appropriate, will be implemented.

- Any employee who, in good faith, reports a possible violation of this policy will be protected from any form of retaliation.

- The grievance procedure for investigating and resolving issues of harassment is taken top on priority.

Use of Assets

Employees shall be provided with all the required facilities in order to properly execute their tasks and responsibilities. When using any asset of the institute, employees are expected to exercise care so as not to damage the same. Employees should notify to the reporting head / Admin officer in case any property, systems

etc appear to be damaged or are malfunctioning, defective and need any repair. The

improper, careless, negligent, destructive use of asset can lead to disciplinary action.

Workplace Etiquette

HITAM strives to maintain a positive work environment where employees treat each other with respect and courtesy. All employees are encouraged to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. However, these guidelines would aid for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment.

- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your reporting manager.

- Invigilation's to Ladies staff after college working hours is Strictly Prohibited.

- Try to minimize unscheduled interruptions of other employees while they are working.

- Do not indulge in gossips, rumors and loose or rude talk.

- Respect other' privacy

- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.

- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas.

- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting others.

- Minimize talking between workspaces or over cubicle walls.

- Try not to block walkways while carrying on conversations.

- Refrain from using inappropriate language.

- Monitor the volume when on speakerphone.

- Conduct in a manner that you would like others to conduct.

- Use facilities provided with care and keep them clean and useable for the next person

Code of Conduct

For violation of any of the following rules, an employee shall be subjected to penalties ranging from a formal written warning notice up to, and including, termination. The disciplinary action will depend on the severity of the offence committed.

i. Neglecting duty.

ii. Insubordination or refusal to comply with management's instructions, unless such instructions are injurious to the employee's safety and health.

iii. Immoral or indecent conduct

iv. Conviction of a felony

v. Conviction of a misdemeanor involving moral turpitude while an employee of the HITAM

vi.   Violation of local, state, or federal law which causes unfavorable publicity to the institute, impairs the credibility of the employee to perform the employee's job or is otherwise connected to institute employment

vii.   Intentional falsification of personnel records, payroll reports or other institute records.

viii.   Theft, intentional destruction or defacing of institute, employee or student property.

ix.   Deliberate or careless conduct endangering the safety of self or other employees including the provocation or instigation of violence.

x.   Consuming alcoholic beverages while on duty

xi.   Possession or consumption of illegal drugs.

xii.   Abusive, threatening, or coercive treatment of another employee, trainee or member of the public.

xiii.   Reporting for work in an unsafe condition, this includes but is not limited to, being under the influence of alcoholic beverages or drugs.

xiv.   Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus.

xv.   For other offenses of equal magnitude to the above

xvi.   Employee should not indulge in casual communication (Gossips, chit chat, informal talk about the management or about their superior to other employee of same cadre) with any other employee; if found or noticed by the management it will be treated as punishable offence.

xvii.   Employees of HITAM should not take any help(monetary or non-monetary) from students without intimation to Management. If any deviation to it is found it will be consider as punishable offence.

xviii.   **Do & Don't at HITAM**

1. **Must Do**

   - Be dressed in formals at all times

   - Be polite and courteous towards parents

   - Be on time to classes

   - Conduct yourself with dignity at all times

   - Be an example to students

2. **Appreciated**

   - Introduce innovative teaching methods

   - Facilitates students participations in publications, workshops, conferences, seminars, guest lectures etc…

   - Take leave only after arranging for alternative faculty.

   - Mentor and groom students

3. **Don't Do**

   - Do not show partiality or hold personal grudges towards students

   - Do not take unauthorized leave from college

   - Do not discuss personal financial or college issues with students

   - Do not use mobile phones in classrooms/common areas

   - Do not engage in financial transaction without other staff members

4. **Prohibited**

   - Never manipulate marks of students

   - Never engage in arguments in the common areas

- Never instigate students

- Never discriminate on the basis of caste, creed, religion, region, nationality, gender, political affinity etc.

- Never take favors from students

- Never conducts tution for HITAM students.

When an employee engages in conduct in violation of the above rules and the conduct is committed off-duty and on institute' property, the institute may discipline the employee, up to and including termination. Whenever the conduct causes unfavorable publicity to the institute, impairs the credibility of the staff to perform the employee's job, or is otherwise connected to employment at the institute. For the commission of any offense, the staff shall be subjected to disciplinary action up to and including termination. Disciplinary action will depend on the severity of the offence committed.

Gifts/Bribes

It is contrary to the HITAM's policy for any staff to accept bribes/ commission / gifts in cash or kind, however insignificant it may be, from students, customers, business associates or 3rd parties.

Outside/Dual Employment

HITAM does not permit any employee to directly or indirectly get involved in any kind of business that interferes with or is in conflict with the performance of his/her job, or create a conflict of interest with the institute's business. All the staff is explicitly barred from taking up any other part time or full time work for monetary benefits. They are barred from conducting any private business, even if it is not

similar to the group activities during working hours from the campus/office premises.

Student Relations

Students are our most valuable assets. Every staff member represents the institute. The way we do our duties presents an image of our institution. Therefore, one of our first priorities is to assist the students. Nothing is more important than being friendly, helpful, and prompt in the attention you give to the students.

Stoppage of increment

A staff member' increment may be stopped if he/she is found guilty of misconduct

or involved in any of the following offences:

- Habitual Absenteeism

- Any loss caused to the group which can be attributed to his/her negligence

- Fails to improve in spite of being advised / warned repeatedly

- Or for any other reason that the management feels is detrimental in the interest of the institute, fellow employees, vendors and suppliers.

Computer Software Protection

Employees are prohibited from copying any teaching or other material of the institute. All personnel working with computers, either directly or indirectly are required to follow the specific rules set forth by the IT department.

Communication Protocol

E-mail, instant messenger and telephone may serve the purpose as communication channels of equal significance. Communication should be preferred in writing over other modes of non-written communication for sending and receiving messages

within and outside. However, e-mailing is an art. And sender should carefully introspect on its necessity before sending a message in order to avoid unreasonable demand on receiver's time.

It is therefore important that email is used within the following guidelines:

- E-mail should mainly be used for formal business correspondence and care should be taken to maintain the confidentiality of sensitive information.

- No material is to be sent as email that is defamatory, in breach of copyright or confidentiality or prejudicial to the good standing of HITAM in the community or to its relationship with staff, students and any other person or business with whom it has a relationship.

- Non-essential emails, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.

- When using email a person must not pretend to be another person or use another person's computer without permission.

- Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.

Internet Usage Policy

The facility to use the World Wide Web has been provided to help staff find all the information needed for completing the assigned task within the stipulated time. This facility is not a recreational tool and should not be exploited or misused by the staff for personal motives at any time during the office hours. In other words, the internet should not be used for personal reasons if it can interfere with an employee's ability to discharge his/her duties adequately.

The following activities, using institute's internet access are not permitted:

- Attending to personal activities of a business nature.

- Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material and material that could cause HITAM to be in breach of equal opportunity or anti- discrimination legislation, verbally, in writing or pictorially.

- Downloading or printing material as described above.

- Showing to others, or allowing to be seen by others, items as described above.

- Repeated or prolonged use that is not directly relevant to the user's work

- Introducing computer viruses by failing to follow IT procedures

- Downloading software from the internet or from unauthorized disks and CD ROMs on to the internal network

Failure to comply with these instructions is a disciplinary offence and will be subjected to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff needs to be continually that aware some forms of internet conduct may also be open to criminal prosecution.

Usage of Telephones and Mobiles

Telephones and mobiles have become a vital part of our daily routine. But to avoid any disturbance during the college hours, personal calls made during office hours should be brief. Only authorized employees are allowed to carry their phones to their work stations. All the other employees have to keep their phones in the staff rooms only. The institute will provide phones without cameras to the authorized employees. They are expected to be available 24*7 over the phones (Mentors need

not attend parent's calls after working hours unless and until it is an emergency situation)

Facilitate/Support

All the support functions like Administration, Accounts and Finance, HR, IT departments shall act as facilitators to guide the employees for any kind of support in day-to-day operations and queries on the policy.

Policy Revision

The policy shall be reviewed and revised every one year or whenever it's required considering the changes in the institute's plan, legal enactment /amendments and other social reason which are in not in the control of the institution. The HR holds the responsibility to submit its observations to the management after full study, taking into consideration, the employee's feedback, and the changes in the institute plans and industry standards.

Exceptional Handling

Management reserves all rights to alter/Modify /Re-define the policy in the interest of employees and institute.

COMMUNICATION   POLICY

Objective

To establish a process for effective communication and co-ordination across employees of HITAM to achieve the desired objectives. To ensure a smooth flow of communication across target audience – internal and external.

Scope

Organizational communication policy is applicable commonly to all the employees of HITAM.

Responsibilities

Chairman: The decision made by Chairman will be final on all communications related to Mission, Vision, Values, and Organization structural changes.

The Communication team: (HR team & Communication facilitators) is responsible for the Communication strategy at the group level and the HR will handle the day-to-day operations.

• The Communication related to external audience like media, press, agencies, and NGOs will be handled by the Corporate Communication Team.

• Each **Department Head** will present their communication budget to Chairman/Correspondent on yearly basis and will report on quarterly basis on budget v/s actual.

• **HR** will communicate to all on monthly basis on various initiatives on communication and coordination policies. These policies will be reviewed by Chairman/Correspondent and identified internal resource, during the monthly/quarterly/annual meeting.

• Each **Department Head** presents a report on communication and co- ordination to Chairman/Correspondent on half yearly basis.

Process of Communication Policy

Employee Communication and Co-ordination is all about involving and developing people in HITAM. All department heads of HITAM communicate and consult with employees and exchange information.

In order to create an excellence in communication, the following practices are carried out in HITAM:

• Direction of communication - focuses on downward and upward communication.

• Systems for managing effective meetings.

• Grievance management.

l-Downward Communication

Downward Communication flows from the Chairman and Department Heads to other members of the Organization.

The Department Heads/Institute Heads communicate with employees on:

♦ Institution plans and goals.

♦ Provide job instructions.

♦ Inform employees on policies and procedures, organizational changes, work related problems that needs attention.

♦ Provide new initiatives and offer feedback about performance. This is reviewed in the month of April/May every year.

To facilitate employees in understanding and administering HR policies, all the policies governing them are posted on HNet (Automation). The HNET contains all HR and other department policies, self- services, utilities, etc., of the organization, which is updated on a regular basis.

All the others organizational information is shared at HITAM through the following media:

♦ HNET (Intranet Website)

♦ Email to all users

♦ Staff meetings

♦ Public gatherings

♦ In-house journal/News letter

♦ One to one meetings

♦ Memos

Employees who have no access to emails will be updated on the above information through common notice boards placed at all work places.

II- Upward Communication

Upward communication flows to the higher level in the organization, mainly providing feedback to the senior management, inform them of progress towards goals. Upward communication keeps the senior and the middle level management updated about their jobs and the organization in general.

The bottom-up communication method adopted at HITAM is:

• **Employee Satisfaction Survey**

In order to understand the perception among the employees at HITAM on practices and policies, a detailed survey is carried out through an external agency/internal HR department once in 18 months. The feedback taken from the employees is collated, analyzed, and presented to the senior management. The findings are shared by Institute Heads/Department Heads.

• **Performance Management System**

♦ The purpose of performance management is to establish goals for each department and align them to Performance Management System.

♦ Employees are encouraged to share their performance and achievements in alignment with their goals as per appraisal process being conducted on yearly basis.

♦ Employees' individual appraisal is combined with their respective department's goals and this in turn is collectively aligned with the Organizational Performance Management System.

- **Improvement process/procedures/projects**

Employees are encouraged to participate in breakthrough improvement projects such as 5S and Six Sigma (Futuristic).

A clear methodology is communicated by the management and for this purpose a voluntary group of leaders and facilitators are identified and trained. These members involve in department- wise meetings once in two/four weeks and identify improvement processes, collect feedbacks as per their guidelines. This initiative provides an opportunity to the employees in identifying breakthroughs.

- **Daily/Fortnight/Monthly meetings**

These meetings are conducted by the respective Institute Heads/HODs.

- **Department meetings at departmental level**

Fortnight/Monthly department meetings are conducted at department level between the HOD and department employees. The discussions are recorded by the minute taker and shared with Institute heads with in 48 hours.

- **Lunch with Employees**

To facilitate informal communication, all HODs and above, will have a lunch session with the Chairman on quarterly/half yearly basis.

- **All Employees meet**

Institute Heads/Department Heads will address their employees on half yearly basis and discuss general queries and suggestions in an open climate. The Minute taker records feedback and suggestions and submits the same to the HR & Institution Head.

- **Exit interviews at the time of separation**

HR determines the genuine reasons why the employees are leaving, in case of a voluntary separation. All exit interviews are recorded; feedbacks are collected, and forwarded to HODs/Institute Heads by HR within 15 days of exit interview.

lll- Process for Managing Effective Meetings

A meeting is a business activity where selected people gather to perform work that requires a team effort.

At HITAM, effective meetings are conducted by adopting the following process:

♦ Meetings are conducted defining agenda and time.

♦ Goals and action plan of previous meetings are discussed.

♦ Minutes of the meetings are documented and disclosed to respective Superiors/Heads through emails/files.

♦ Review of decision points on completion of meeting.

♦ Communication on follow-ups. Each department has a coordinator for the purpose.

Process flow chart for managing a meeting
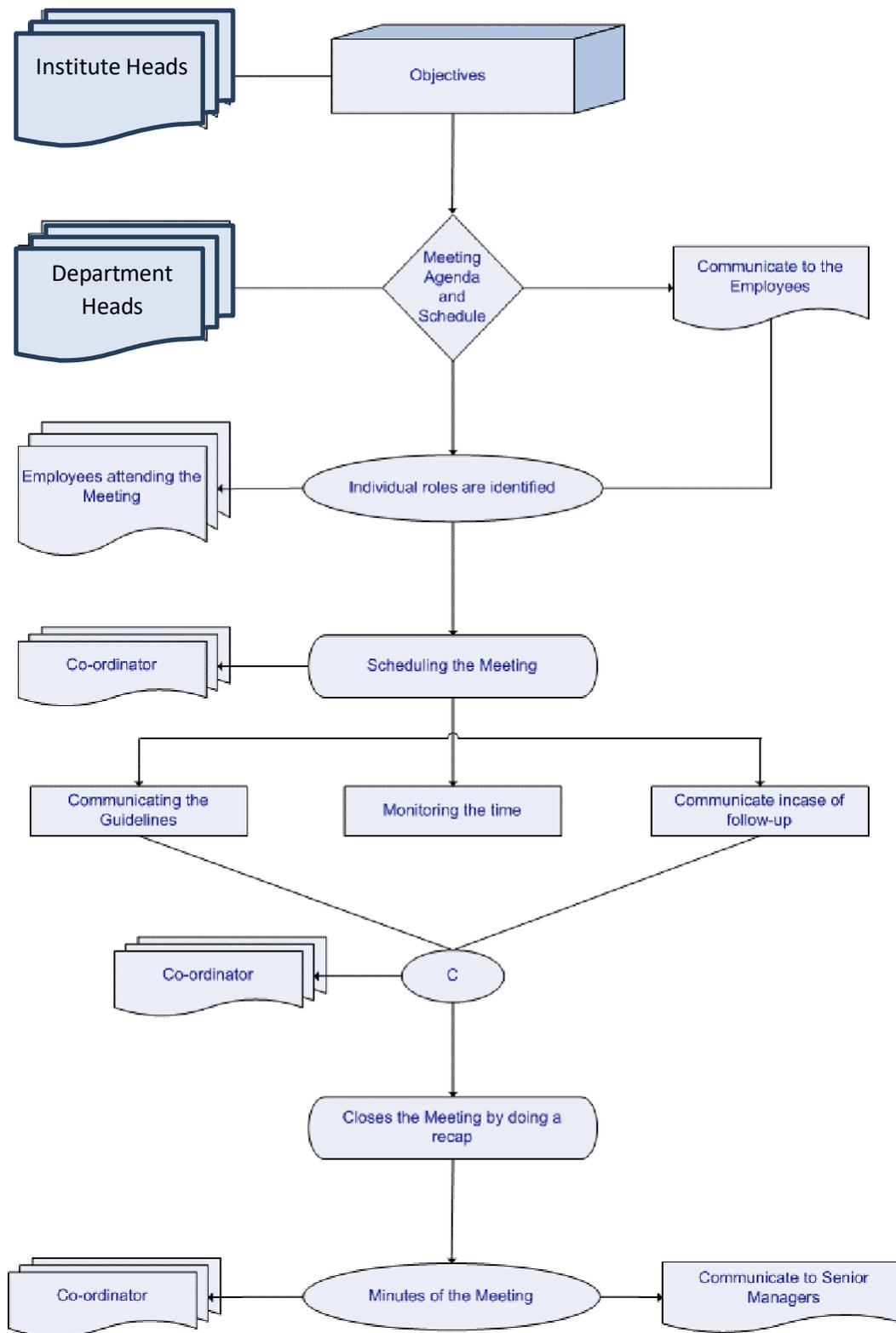
Communication Guidelines

Types of Communication Communications are

classified as:

a) Corporate communication

b) Human Resource communication

c) HITAM Management communication (HMC)

d) Administrative communication

e) Quality Initiative communication

a) Corporate Communication

What	Who	To Whom	Frequency of Communication
Advertisements, Media Activities (Press Conferences,	Respective Institution Heads/Shared Services Heads	Corporate communication	On a need basis
Publicity Manual (Brochures and Booklets etc)	Management/Corpor ate communication/Self-need identification by corporate	Corporate communicatio n and to all employees	On a need basis
Newsletters and House Journals	Different Units/Departments	Corporate communicatio n and to all	Quarterly basis
Media clips	Various Publications compiled by Corporate communication	Special mails to respective Institution Heads	On need basis
Website responses	Website Visitors Feedback posted by website visitors are received by	To respective Business Units/Shared	On need basis

b) **Human Resource Communication**

What	Who	To Whom	Frequency of
Induction information on new employees	HR	All employees	Within 2 days from the date of joining of an
HR Policies • New Policies	HR	Concern Business Head/All	• To be informed during induction
Newsletters and House Journals	Department s	Corporate communication	Quarterly basis
Identification of training needs and evaluation	HR (Middle level and above)	Concern Department Head/ All	As per training policy
Performance Management System:	HR/ Concern Dept Head	Employees	As per PMS policy
Employees Survey (Plan, preparation of questionnaire, data collection, and	HR	Department Heads/Employe es	Once in 18 months
5S	HR	Employees	Monthly/Quarterl y

c) **HITAM Management communication (HMC)**

What	Who	To Whom	Frequency of
Mission, Vision, and	HMC	All Employees	Once in 6 months
Institution Related	HMC	All Employees	Quarterly basis
Organizational changes: • New	HMC	All Employees	Quarterly basis
Rewards and recognition	HMC	All employees	Quarterly/Half yearly

d) **Administrative Communication**

What	Who	To Whom	Frequency of
• Feedback on annual survey1 • Feedback on Foundation	Admin Department	HMC and All employees	On yearly basis

(Annual survey conducted to identify quality of food, travel arrangements, housekeeping, guesthouse accommodations, workstation, etc.)

e) **Quality Initiative Communication**

What	Who	To Whom	Frequency of
ISO	Identified Members	All Employees	On need
Six Sigma (Futuristic)	Identified Members	All Employees	On need basis

Training in Communication Skills

Training in communication skills provides opportunities for personal growth, helps in developing interpersonal relations, and enhances good working climate. It builds sufficient skills to communicate without any fear at all levels.

The required skills are identified by the Training Department as per Training and Development Policy.

Assessing of Communication Skills:

The data for any employee's communication skills training requirements are taken from the following two methods:

- Recruitment process

- Performance review

a) Recruitment Process

The interview panel evaluates the candidates based on the following parameters (Refer Interview Assessment Sheet*):*

1. Clarity of thought - Conceptual clarity and expressions are simple and specific.

2. Communication - Clear communication on ideas/thoughts, expressions, and good listening skills.

b) Performance Review

HOD Recommendations: HOD will review the needs identified by his/her team member considering the required competencies for present and future requirements. S/He may add any other training needs that s/he feels is required for the individual or for the team.

Training Administration and Evaluation:

o The HR/Training department ensures that the programmes are organized and conducted for the targeted employees.

o The respective HOD will coordinate with the HR/Training department and ensures that his/her team members attend these training programmes as per the training calendar.

o A formal review on these training programmes is evaluated as per the training review model

(Refer Training Policy) on an ongoing basis.

Grievance Management

Definition

Grievance is interpreted as any discontent or dissatisfaction that affects organizational performance. Generally any employee/individual/group of employees can have issues related to policies/non-policies.

Application

This procedure applies to all employees of HITAM.

Procedure for Handling Employee Grievance

1. Individuals/groups can raise grievances according to this procedure.

2.   Employees having an issue/query on Finance/Admin/HR/other process can raise a request on HNET.

3.   Employees who have no access to emails can use the Grievance Review Format

(Refer Annexure).

4.   Ombudsman process and escalation for sexual harassment will be informed to employees on time-to-time basis.

Grievance handled by HR

The following are the grievances handled by HR:

- The issue, once raised would go to the concerned authority as per the responsibility.

- It is the responsibility of the authority to respond to the grievance within 7 working days.

- In case of any grievances, which need more than 7 working days' time to resolve, like grievances on promotions, compensation, benefits, rewards, and recognition the concerned authority sends a formal feedback to the respective employee. The reason for such delay is given within 7 days of the receipt of such grievances.

- If the grievance is not solved within the extended period, the aggrieved employee can inform his/her immediate supervisor.

- The immediate supervisor will look in to the grievance; understand the background and initiates for redresses within 48 hrs.

- In case of any delay in solving the grievance, the immediate supervisor will inform the aggrieved employee on such delay and the reason within 48 hrs of receipt of such grievances.

- However if the grievance is not solved within the extension period also, the aggrieved employee can inform his/her HR directly.

- HR will resolve the issues within the framework of company policies and values.

Grievance handled by HR/HOD

- In case of any grievances of higher level, which require involvement of HR/HOD the aggrieved employee can communicate directly stating the issues and the help required.

The HR/HOD on receipt of such grievances will resolve these issues within the framework of company's policies and values.

Grievance Report

A quarterly/Half yearly grievance report is forwarded by HR to the respective HOD/Institution Head.

Exceptional Handling

Management reserves all rights to alter/Modify /Re-define the policy in the interest of employees and company.

HYDERABAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Mobile And Telephone Policy

Objective

To provide facility for communication to the employees for meeting the business needs and also for the smooth running of the Organisation.

Scope

This policy is applicable to all the employees working across the institute and the head office based on their eligibility and nature of job performed.

Responsibility

- Administration officer AO.

Official Telephone

- All telephone lines will be on HITAM' name. Administration officer will be responsible for provision/ maintenance of these facilities.
- All employees will be provided with an extension line at their respective work places. In case of requirement for a new / additional line, the employee needs to obtain the approval from the concerned Authority/ HOD. The written approval is to be forwarded to their reviewing officer.
- A record of existing telephone lines will be maintained in the 'Data Base'.

  This directory will be updated according to the Organisation exigencies.
- AO will be responsible for fault repair services, deactivation and surrender, shifting, transfer of connections, etc. on requisition given by the user departments.

Mobile Phone:

- Company will provide Sim card connection from an approved service provider along with the handset (CDMA) to selective employees based on the nature of work.
- All the employees who ever are eligible for the official mobile phone are given a handset by the Institution which is a common model to all the positions with some price value X.
- Life period of the given handset will be decided by the value X.
- If anybody wants to buy a handset which is expensive than the given handset then the Institution will provide the provision of giving the handset price X to the employee and the same amount will be deducted from his/her monthly salary in equal intervals.
- Reporting Head will assess the need for providing mobile phone connection to an employee as per the nature of work and arrange for the same.
- Sim card along with the handset will be provided by the management through the admin department (AO), on written requisition/indent sent by
- Reporting Head/ HOD with his recommendation to the eligible employees'.
  Requisition to be made in the attached.
- In-case of loss of handset, the concerned user needs to inform the AO immediately, so that the Sim card is de-activated to prevent misuse.
- Wherever Sim card is provided by the Institution the bill will be received and paid by the same as per the eligibility/ceiling according to Designation.
- The cell phone number for a particular role would remain same, so that in case of transfer to other roles/ discontinuation of service would remain the property of the company.
- This sim/mobile phones are returnable upon the transfer to other roles/ discontinuation from the Service with the Organisation.
- In case the bill amount exceeds the eligible/ ceiling limits, the concerned employee shall give justification for the bill amount to the concerned Reporting Manager/HOD and if found satisfactory, the same will be

reimbursed on the recommendation of Reporting Head. Else the excess
amount paid will be adjusted in the employee's salary through the payroll.

- The mobile number assigned to the specific role must be exchanged or reassigned to the same role.

- Any request for a new mobile connection or regarding the billing amount from the reporting head must be addressed immediately by the reviewing officer.

- Maintenance of the mobile handset will be the responsibility of the management beyond the mentioned life period of the handset; else it is the responsibility of the employee.

- Lost/theft/misplacement of the mobile handset, charger, battery or the sim card will lead to the deduction of the cost of lost mobile parts (cost to the time period) from the salary of the Employee or replacement of the lost parts.

Amount to be deducted from the employee in case of loss/ theft/ misplacement

Lifetime	Deduction cost
< 1 year	Replacement of the handset with the same or paying back the cost of the handset.
>1 year before the fixed life time	50% of cost of the handset.

Eligibility and upper limit of telephone expense reimbursement for different Designations shall be as below:

Designation	Mobile Phone (Rs/Per Month)
AO/PO/PRO/TPO/HO Accountant/EO	Unlimited/post-paid
Principal/Director	Unlimited/post-paid
Hod's	Rs.500, post-paid
HR	Rs.500,post-paid
Mentor	Rs.250-400(post-paid)
Security	Rs.250,pre-paid

Note:

This above clause is not applicable to the employees automatically. Reporting Manager/HOD/ Management will assess the need for reimbursement of monthly mobile phone charges to an employee and arrange for the same through the HR Department after approval by the Management.

The Reimbursement of Monthly Mobile Phone, allocation of sim card and payment of bill by company allocated sim card, would be based on nature of work and at the discretion of Management.

Policy Revision

The policy shall be reviewed and revised as per the business exigency considering the changes in the business plan, legal enactment /amendments and other social reason which are in control of the Organization.

Exceptions Handling

Management reserves the right to alter/ change/ modify/ obsolete the content of the existing policy based on the Business needs and priorities of the Organization.

ROLE ROTATION POLICY

Objective

The objective of this policy is to give all the staff an opportunity to showcase their talents and capabilities in the other areas apart from teaching. This will also give them an insight of other roles and functions, which will make them adaptable and help them in understanding the intricacies involved in other roles. This will also help in building a strong second line.

Scope

This policy is applicable commonly to all the employees of HITAM

Role Rotation Purpose

1. Reducing Monotony of the Job
2. Succession Planning
3. Creating Right-Employee Job Fit
4. Exposing the staff to all the roles in the Institute
5. Testing Employee Skills and Competencies
6. Developing a Wider Range of Work Experience

Role Rotation Benefits

1. Helps employees to explore their hidden talents and interests

2. Identifies knowledge, skills and attitudes

3. Motivates employees to deal with new challenges

4. Increases employee satisfaction

5. Decreases attrition levels by reducing boredom

6. Helps align competencies with the requirements

Role Rotation Approach

All the additional roles will be reviewed after every semester by the reporting heads keeping the agreed KRAs as a base. For the first 4 semesters, the employee will be assessed and any support required will be given by the management/ HOD. For 5th and 6th semester the employee will be methodically evaluated and rated. If the average rating of both the semesters is less than 3.5, the person will be relieved off his duties and a new person will be allocated the role.

If the scoring is 3.5 and more, then, a training need analysis is run across all such employees. The employees will be trained on the competencies required to handle the next role and regular assessment and gap analysis will be done by the reporting heads. Customized training programs will be identified to fill such gap between the actuals and required competencies.

The 7th and 8th semester' ratings will be taken into account for any further role change or any job enrichment.

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Additional Roles Matrix

S. No	Additional Role	Role Allowance to be changed from	Tenure	Career Growth
1	Principal	3000	10 years	
2	HOD	1500	5 years	Dean
3	Examination Branch – head, coordinator and assistant	1500 & 800(assistant)	3 years	No role extension
4	Academic coordinator and assistant	2000	5 years	No role extension
5	Mentor	500	3 years	No role extension
6	Chief mentor	1500(not decided)	8 semesters	
7	Admissions – head, coordinator and assistant	1500	3 years	No role extension
8	Technical dept- head, coordinator and assistant	1500	3 years	No role extension

9	TPO- head, coordinator and assistant	1500	3 years	TPO and Branding Head.
10	HR	1000(not decided)	1 year	
11	Chief facilitator of Affinity groups	1500(not decided)	8 semesters	Head of Affinity Groups.
12	Facilitator for affinity groups	300	8 semesters	Chief facilitator
13	Dean Student engagement	1500(not decided)	8 semesters	
14	Department coordinator	500	8 semesters	No role extension
15	System Administrator	1000	8 semesters	
16	TLP(Teaching Learning Process)	1000	4 semesters	

Exceptional Handling

Management reserves all rights to alter/Modify /Re-define the policy in the interest of employees and company.

GRIEVANCE POLICY

Objective

The objective of this Policy is to prevent and resolve Issues/Grievances at the workplace and by doing so, to protect the interests of the Management and the employees of the organization, to provide a solution to every employee in the organization who has a genuine grievance, and to resolve them promptly and rightfully.

Scope

This process is applicable to all the employees of the HITAM, irrespective of the nature of business. All the employees and the Management will be responsible and accountable for resolving the grievances of the employees in line with this policy.

Principles

- Any employee may lodge a grievance with the Organization which is of direct concern to them in terms of the grievance procedure.
- Any grievance lodged will be attended within the timelines framed and will not be unreasonably delayed.
- Management will consider all grievances lodged in a just and transparent manner.
- No victimization of any employee who has lodged a grievance will be tolerated.

- The Organization will provide an interpreter, if necessary. If the employee wishes to have an interpreter of his/her choice, the discretion to permit so shall vest with the Management.

- The Organization will allow parties to call witnesses to testify.

- The Organization will question the witnesses, if necessary.

- Cross-examination shall not be allowed unless agreed to by the employee.

- The investigation shall normally not proceed if the aggrieved party is not present. If there are genuine circumstances preventing the employee from being present, a deviation will be permitted by the management.

Definitions

- **Interpreter**: Legal Advisor, or any representative as appointed by the Management.

- **Parties**: Persons involved in the grievance.

- **Witness**: Someone who has first-hand knowledge about an event and can help certify important considerations about the event.

- **Cross Examination**: Questioning of a witness called by one's opponent.

- **Aggrieved Party**: One whose legal right is invaded by the act(s) of another. The word 'aggrieved' refers to a substantial grievance, a denial of some personal or property right, or the imposition upon a party of a burden or obligation.

- **Committee**: The Committee shall consist of Manager (HR & Admin) or HR & Admin Representative, Head of the Department and MD/Director's/Advisor (Corporate Services).

Responsibilities

- HITAM is responsible for maintaining fair, consistent and objective procedures for matters relating to staff discipline.

- The Top management/Chairman/Director has overall responsibility for the internal organization, control and management of the policy.

- The Committee has the responsibility of addressing the grievance and give feasible solution without creating any bias.

- The Reporting heads of the particular team have responsibility for the internal team, control and management of the policy in their respective teams.

- The individuals of the organization should ensure to adhere to the set rules & regulations.

- The HR Department is accountable for facilitating and ensuring, that all employees adhere to the policy.

Timeline

Grievance matters should normally be conducted within the timescales laid down in the procedure. However, if there is a valid reason, timescales can be varied. If this is initiated by the management, the employee should be given an explanation and informed when a response or meeting can be expected.

All efforts should be made by employees to attend meetings that constitute part of this procedure. When there are valid reasons to reschedule meetings, these should be rearranged without undue delay.

Process

First Step - Immediate HR Department

- An employee who has a grievance must first notify HR, who shall endeavor to resolve the issue within 24 hours of the issue being raised or with the consent of management decide the process of Grievance handling.

- Management will decide who will address the issue to resolve. It could be immediate Reporting level or Department level or management will comprise a committee of 2/3 members to proceed forward.

A) If Addressed - Immediate Reporting Manager/HOD Level

- If the employee is not satisfied with his/her Reporting Head's/HOD's decision, then the employee shall have the right to raise a formal grievance with the HR within two working days of the Reporting Manager's decision.

B) If Addressed – senior management (Principal/Director) Level

- If the employee is not satisfied with the Head of Department's decision, or if the grievance concerns the employee's reporting manager, then the employee shall complete a Formal Grievance Form (Annexure) and submit such form to the HR within two working days of the Reporting Manager's decision.

- The immediate HR shall schedule a meeting within one working day after having received the Formal Grievance Form. The time period may be

extended upon agreement by the parties concerned. The meeting shall be attended by the parties, immediate reporting manager and senior management. The senior management shall ensure that minutes are kept of such meeting in writing, and signed by the reporting manager and the aggrieved employee. The decision arrived at shall be recorded on the Formal Grievance Form.

- If no satisfactory answer has been received by the employee within two working days of the formal grievance having been lodged, this fact shall be noted on the Formal Grievance Form and referred by the senior management to the Committee, under intimation to the employee, within two days of the meeting held by the senior management. The employee is also at liberty to refer the issue to the Committee, within two working days of the senior management's decision.

Final Step – Management Level

This shall be the highest level within the Company's Managerial hierarchy (Usually, the Managing Director/Director's/Advisor (Corporate Services), identified employee's by management will be part of the Committee).

- The senior management (After Step B) will advise HR, who shall schedule a meeting with the Committee, to be attended by all the parties in Step Two, within a week of the decision of the Sr.management having been conveyed to the employee. This time period may be extended by consent of the

parties concerned. Minutes of such meeting shall be in writing. The decision of the Committee shall be recorded on the Formal Grievance Form and such decision shall be conveyed to the employee within two working days of the date of the meeting.

- Should the employee still be dissatisfied with the result, he / she may make use of the statutory dispute resolving procedure or, where applicable, the dispute settling procedure as set out in any collective agreement which may be in force at the time.

- A copy of the Formal Grievance Form and the decision of the Committee, as advised to the employee, shall be placed in the Personal File of the employee.

Note:

Manager (HR) will be a part of the Step A, Step B and final step.

The Committee may consult other members of the Management or outside Consultants in order to reach clarity on any issue.

Exceptions Handling

Management reserves the right to alter/ change/ modify/ obsolete the content of the existing policy based on the Business needs and priorities of the Organization.

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Form for requesting an individual Grievance, in compliance with Stage 2 of the Grievance Procedure] having failed to resolve the matter through discussions.

Name of person originating grievance -

_____

Designation & Department   -

_____

Full Details Of Your Grievance

Person[S] Against Whom You Have A Grievance

Name: _____Designation & Department:

_____

Specific Grounds On Which Your Grievance Is Based Full

Details In Support Of Your Grievance.

[Include Details Of Any Incidents Or Discussions, Names Of Witnesses And Relevant Dates]

[Please Continue On Separate Sheet If Necessary]

Signed …………………………………… Date …………………………………...

<u>**EXIT POLICY**</u>

Objective

To ensure that separation of an employee from the services of the company is complete in all respects and handholding of work process which should help reporting heads to orient the successors to take over the job role so as not to jeopardize the working system.

Scope

The Exit Policy shall be applicable to all the employees working in the HITAM: its Corporate Office and campus.

Reasons for Separation

Separation may take place for the following reasons:

- **Resignation** – The employee leaves the services of the company on his/her own accord, by giving formal notice for the prescribed period as per the terms applicable or specified in the appointment letter.
- **Termination -** When the company, at its own discretion, terminates the employee's services on account of any major misconduct/continuous poor performance.
- **Absconding –** The employee leaves the company without prior intimation and formal notice does not report for duty.

Process Flow of Resignation

- An employee opting for separation is required to submit a formal resignation letter to respective reporting head giving the prescribed notice period as per the terms of appointment. In case the employee seeks complete or partial waiver of the notice period, he/she must specifically indicate the same in the resignation letter.
- The reporting head shall forward the resignation to the reviewing officer with his/her comments. Then the reviewing officer would send the resignation with necessary comments to the Chairman through HR. Comments from all the authorities must be clear stating whether the

resignation of the employee is recommended or not recommended for the reference of the management to take the decision.

- The highest authority for approving the resignation/termination of an employee lies in the hands of the Correspondent/Chairman.

- The Reporting Head shall counsel the employee and address the grievance or any other administrative issue which has prompted the employee to submit the resignation before forwarding the request to the reviewing officer. In case the concerned Reporting Head does not succeed in counseling/persuading the employee to reconsider his/her decision, HR counseling can be done only up on Chairman' instructions. the resignation letter should be forward with the comments to the HR Department within two working days. The HR shall counsel the employee to sort out the issues if the employee remains firm on his decision to resign. HR shall intimate the position to the Reporting Head.

- The request for waiver of the notice period (either partial or complete) should be sent to Chairman through HR. The approval of waiver of the notice period is done by the chairman & must invariably be attached with the resignation letter.

- If an employee wishes to be relieved prior to completion of the prescribed notice period, pro rata salary shall be recovered for the shortfall in the notice period.

- The respective Reporting Head shall be responsible for ensuring smooth transition of departmental handover between the resigned employee and the successor.

- The separating employee shall completely hand over all responsibilities, knowledge, documents, and Organization properties etc., on or before the last working day to the successor identified by his/her Reporting Head, or to the Reporting Head, who will take full charge of the work status.

- The separating employee is required to take a No-due clearance from all the Concerned Head of Departments relating to all the transaction connected with his role. The No Dues Format will be available with the HR & Admin Dept, who shall coordinate with the employee to complete the process.

Approving Authority Matrix

Designation of Resigning Employee	Recommending Authority 1	Recommending Authority 2	Approving Authority
Assistant& Associate Professors, Professor, Trainees, teaching assistants	Reporting Head/HOD	Reviewing officer/Principal	Correspondent/Chairman
Sr. Accountant, Jr. Accountant, Scholarship Incharge, Asst- Scholarship Incharge, Electrician, Carpenter, etc.	Administrative officer/AO	Reviewing officer/Principal	Correspondent/Chairman
HOD', PO, AO, etc.	Principal	Nil	Correspondent/Chairman
Principal & Director, CRO	Nil	Nil	Correspondent/Chairman

Termination of Employment

HITAM provides optimum opportunity to an employee to prove his/her ability during his/her tenure in the organization. The termination of employment must be the last resort from the employer, which may be on the following justifiable grounds:

- If an employee is unable to perform the allotted tasks and prove his/her role as relevant to the job specifications/ Responsibilities during the period of service.
- If there is a deteriorating performance even after advice and counseling by the respective Reporting Head.
- If any behavior/attitude of an employee leads to breach of trust/confidence with the employer
- If the attitude of the employee is absolutely contrary to the HITAM culture.
- If an employee is found to have tampered with or leaked any official records or indulged in fraudulent cash transactions or in theft of official property or goods.
- If an employee deliberately disobeys the legitimate orders of his/her Reporting Head and does not abide by the policies, rules and regulations of the organization.
- Termination of employment is an extreme step which is executed based on the guidelines laid by the Organization only. Where such cases are repetitive in nature, proved, recorded a disciplinary process initiated, the employee would be terminated on completion of the disciplinary process, without any notice period. In such cases, the management reserves the right to either compensate in lieu of termination or not to compensate in any manner. If the Organization decides to compensate, the compensation amount shall not exceed his/her one-month salary, which shall be paid after deducting all dues receivable from the employee.

Absconding

- If an employee absconds or remains absent from work without prior intimation or formal notice for 3 working days, it shall be treated as breach of terms & conditions of employment. The Concerned Reporting Head should inform in writing to the Principal. The reviewing officer/Principal must forward the same written letter to the Correspondent/Chairman thru the HR along with the action to be taken on the absconding employee must be mentioned.

- HR & AO will contact the employee through telecom and send an email to find out the reason for absence, and, if required, depute a representative from the office to ascertain the facts.

- If employee is not traced or no response is received from his end within 5 working days, HR & AO shall issue a show cause notice for breach of contract and seek an explanation. The HR shall withhold the salary and any perks which the employee is eligible to, till receipt of the explanation.

- If the employee does not respond to the notice or does not report for work within 7 working days from the date he/she is served with the notice from HR & AO, his/her services will be terminated.

- If the employee does not respond to the notice, HR shall handover the case to the Legal Advisor in the presence of the Reporting Head. The Reporting Head, in coordination with the Accounts Dept., shall prepare an estimation of the loss suffered on account of the employee remaining absconding and intimate the same to the Legal Advisor. The dues, if any, of the employee shall also be calculated by Accounts Dept. and intimate to the HR & Admin Dept. and the Legal Advisor.

- If an employee is on service agreement with HITAM, then it will be handed over to the Legal Advisor for further action.

The compliance of the aforesaid rules is deemed to be mandatory and must be followed strictly by all the employees of HITAM. This aspect will be taken note of at the time of performance evaluation.

Final Settlement

- The separating employee shall obtain necessary clearances, duly signed by the authorized signatory of the concerned Dept, and hand over the No- dues Form to HR & Admin Dept.

- Subject to obtaining the No-dues clearance from all related Departments, the Full and Final Settlement will be made at the time of disbursement of the next monthly salaries to employees.

- Reporting Head should check the following:

- ✓ Identify the location and content of all recorded/non-recorded material in employee's custody, regardless of media (paper, client's information, compact disks, bills, stock, samples, Organization assets etc.)
- ✓ Identify a person for reassigning the work.
- ✓ Identify the employee's personal papers and non-record copies for return/removal.

- Ensure that the employee's files residing on servers, hard drives, and in email systems are:

  - ✓ Reviewed for record material.
  - ✓ Reassigned to another employee,
  - ✓ Records are not destroyed until retention requirements are satisfied.

Recovery towards Shortfall in the Notice Period

- For effecting any recovery towards the shortfall in the notice period, the leave lying in credit and the salary payable for the days worked in the relevant month would be deducted from the due notice period and then proportionate recovery for the period of shortfall will be calculated, based on the employee's gross salary. For the purpose of calculation of rate per day, thirty days per month will be taken as standard.

- Commencement of Notice Period: - The notice period will commence from the date of resignation, where it is officially tendered before 12 noon on a working day. Resignation tendered after 12 noon will be taken as tendered on the following working day for all accounting purposes.

- The employee will not be entitled for any leave during the notice period. Any absence during the period will be treated as leave on loss of pay.

- In the event of any dues from the employees, the Accounts department will recover the amount from the final settlement of pay and forward the details to HR for recording in the personal file.

Relieving and Issuing Experience Certificate

- On completion of all required formalities, HR will issue Relieving, Salary and Experience Certificates signed by the Correspondent/ Chairman to the employee.
- A copy of the Certificate will be placed in the personal file of the employee. The employee database will be updated deleting the name of the employee from the payroll.
- The employee's email id, name from attendance register and any commonly shared folders in his name shall be removed on the date of relieving. In case the same has to be kept active for business considerations, the Reporting Head shall send a separate request to HR & Admin Dept., who in turn will inform the tech head regarding the automation/official email.

Exit Interview

An Exit Interview will be conducted on the preceding working day of the date of relieving; The HR shall hold the exit interview. The exit interview process will be facilitated by HR Dept. The purpose of the exit interview is to identify workplace, organizational or human resources factors which have contributed to the employee's decision to leave. The interview will identify operational and administrative areas requiring attention, opportunities for improving the response to employee issues, effective mechanism for retention of key people and opportunities for extending better services. Exit Interview will be conducted based on a standard structured questionnaire (Annexure II).

HR Department shall collect the exit interview data and submit the attrition report to the management.

Exceptions Handling

Management reserves the right to alter/ change/ modify/ obsolete the content of the policy based on the Business needs and priorities of the Organization.