



**Employment Regulations**  
**East Point Group of Institutions**

## Introduction

East Point Group of Institution (EPGI) is the most preferred destination for Quality Higher Education in East Bangalore. Dr. S. M. Venkatpathi, an Industrialist founded “M G Charitable Trust” in the year 1997. Under the aegis of this trust, “East Point Group of Institutions were Established (EPGI)”. EPGI is committed to fulfilling the aspirations of youth in scientific, technological, economic, health and social sectors through higher education. Smt. Ramadevi Venkatpathi, wife of Late Founder Chairman is the Chairperson of the trust, Mr. Pramod Gowda and Mr. Rajiv Gowda are trustees as well as the CEOs of the group institutions.

The Institutions that form “East Point Group” are: East Point College of Medical Sciences & Research Centre (EPCMSR), East Point Medical College Hospital (EPMH), East Point College of Engineering & Technology (EPCET), East Point College of Pharmacy (EPCP), East Point College of Higher Education (EPCHE), East Point College of Nursing (EPCN), East Point School of Nursing (EPSN), New Royal College of Nursing (NRCN), East Point College of Physiotherapy (EPCPT), East Point Pre-University College (EPPUC), East Point College of Management (EPCM), East Point PU College (EPPU College) and East Point School (EPS).

These Institutions are located on 60 acres, lush green, serene, “Jnanaprabha Campus”, at Bidarahalli, off old Madras Road, 5 km distance from K R Puram Bangalore. On this campus, there are 20 purpose-built buildings with a built area exceeding 1 million square feet. There are more than 6000 students studying on campus with more than 325 faculty members and around 600 staff.

The trust believes that the members of faculty and staff play a major role in the development and growth of the institutions. The “Faculty and Staff Handbook” has been prepared to make every member of the institution know the vision and mission of the group institutions; human resources-norms and policies, and adapt themselves to the work culture of the group institutions for smoother and efficient operation of the institute functions.



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## CHAPTER1: East Point Group of Institutions (EPGI)

### 1.1 Preamble

These **Regulations** summarize the human resources policies and practices approved for implementation for all the Institutions of East Point. These **Regulations** may be called **Employment Regulations” of East Point Group of Institutions** (hereinafter called as the **“Employment Regulations”**).

### 1.2 Mandate of the Group Institutions

1. To produce quality graduates and postgraduates in various faculties of higher education by offering relevant programs to serve the human resources requirement in scientific, technological, healthcare, economic, social, and other relevant sectors in society
2. To create knowledge through research and disseminate the knowledge created by various means as publications, seminars, conferences, symposia and solve problems of relevance
3. To design, develop and offer programs for competency and skill development

### 1.3 Vision

East Point Group of Institutions aims at building a Better World and a Better Mankind by imparting quality education through the learned academic fraternity who have dedicated themselves to the motto of Education + Humanity.

### 1.4 Mission

Our purpose is to create graduates through quality higher education. We are committed to innovation, creativity, and excellence in our teaching, learning, and research. We focus on imparting holistic education and laying the foundation for lifelong learning. We serve the scientific, technology, healthcare, economic, and societal developmental needs of our communities.

### 1.5 Objectives

- To disseminate knowledge and skills through instruction, teaching, training, seminars, workshops and symposia in Engineering and Technology, Art and Design, Management and Commerce, Hospitality, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences to equip students and scholars to meet the needs of industry, business and society.

- To generate knowledge through research in Engineering and technology, Art and Design, Management and Commerce, Hospitality, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences to meet the challenges that arise in industry, business and society.
- To promote the health and well-being of humans and provide holistic healthcare.
- To provide technical and scientific solutions to the problems posed by industry, business and society in Engineering and Technology, Art and Design, Management and Commerce, Hospitality, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences.
- To instill the spirit of entrepreneurship in our youth to help create more career opportunities in society by incubating and nurturing technology product ideas and supporting technology backed business.
- To identify and nurture leadership skills in students and help in the development of our future leaders to enrich the society we live in.
- To develop partnerships with universities, Industries, businesses, research establishments, NGOs international organisations and governmental organisations in India and abroad to enrich the experiences of faculty members and students through research and development programmes.

## 1.6 Values of the Institution

All members of the institutions should adhere to the values of the institution in all dealings related to the Institutions, consistent with and as required, by virtue of their positions in the Institution, and in keeping with the principles of justice, equity, fairness and the pursuit of excellence. These values include:

1. Maintaining the highest levels of integrity and ethics in teaching, administration and research activities of the group;
2. Affording equal opportunity to all persons irrespective of caste, creed, gender or ethnicity;
3. Supporting the cultural, economic and social welfare of the citizens of the country;
4. Sustaining a diverse student and academic community committed to merit and equity as the fundamental principles and extending support to students and staff to realize their full potential;
5. Maintaining a safe and harmonious learning and working environment within the group

## 1.7 EPGI Logo



## 1.8 Group Governance, Management, and Administration

1. The **Board of Trustees** is the principal governing body of the Group responsible for all strategic decision-making
2. The **Governing Council** is the principal, executive body of the Group which, subject to the control of the Board of Trustees, make policies to effectively implement the programs of the group institutions and manages the revenues and property of the Group Institutions.
3. The **“Principal and Heads of Departments” group of each institution** is the principal, administrative body responsible for implementing academic, research and training programs in their respective institutions. The groups have control over and responsibility for the maintenance of standards of education, instruction, and examinations as per the affiliating Universities and regulating body norms.

## Chapter 2: Introduction

### 2.1 Executive Director

These **Regulations** have been prepared, by the Group Institutions (Group) Executive Team. The mandate of the Team is to manage academic programs, teaching-learning resources, research and training facilities, student amenities, and the human resources of the Group. The Executive Director is the head of the Team and has the following responsibilities:

- To plan, organize, create, develop, monitor, and support academic programs, teaching-learning resources, research and training facilities, student amenities, and the human resources needed for the operations of the Group

### 2.2 Purpose Accessibility and Revision of the Regulations

#### 2.2.1 Purpose

- To consolidate all Human Resource policies, procedures, and practices in one document for ease of reference;
- Define the obligation and rights of the Group as the Employer;
- Define the obligations and rights of the employees of EPGI; and,
- Serve as a reference framework for the management of Human Resources in the Group

#### 2.2.2 Accessibility

The Human Resources Department shall make available the **Regulations** to all the employees.

#### 2.2.3 Revision

The **Regulations** shall be reviewed from time to time. Any employee of the Institutions may communicate in writing the need for revision or addition to any part of the **Regulations**. Such recommendations shall be communicated to the Human Resources Department. The Human Resources Department will review these suggestions received and if found acceptable, forward them to the Governing Council for consideration and approval. If any such suggestions made get approved, the Human Resources Department shall incorporate the same in the Regulation manual and circulate to all the staff.

### 2.3 Interpretation

The interpretation and enforcement of these **Regulations** shall vest in the Institutions, whose interpretation shall be final in so far as it does not conflict with the relevant laws governing employment and labour in India

## 2.4 Provisions

1. These **Regulations** will be cited as the **EPI Employment Regulations (“the Regulations”)** as approved by the Governing Council.
2. These Regulations shall constitute the Institutions Terms and Conditions of Service for all categories of its employees. It shall complement and be read together with the employment contract and other Policies and Regulations made there under and all relevant laws of India that may be in force at any given time. In case of a conflict between the Law and these Regulations, the Law shall prevail.
3. If any matter arises that is not covered by these Regulations, it shall be brought to the attention of the HR Department for consideration and inclusion in the subsequent editions of the Manual.
4. Matters not covered by these Regulations but covered by other Group policies approved by the relevant Group Authority/Council/Board shall be binding on all employees as if it were part of these Regulations.(whether to retain this clause)

## 2.5 Implementation

### 2.5.1 Responsibility

The overall implementation of these **Regulations** is vested with the Human Resource Department.

### 2.5.2 Commencement

These **Regulations** shall come into force from the date of its approval by the Governing Council

## Chapter 3: Guiding Principles

### 3.1 Leadership

The Group's leadership vests with the CEOs who shall be responsible for:

- Communicating the Group's goals and values
- Facilitating teamwork, collaboration, and partnership
- Rewarding achievement of desired outcomes
- Supporting continuous learning and improvement
- Encouraging innovation and the capacity to respond to change

In doing so, the Group shall encourage each employee to take active responsibility for working towards achieving the mission and vision set out for the Group.

### 3.2 Quality of Employment

The Group is committed to creating a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages maintaining a balance between work and personal commitments.

### 3.3 Compensation, Reward and Recognition

The Group's compensation program shall be administered fairly and equitably strengthening the tie between pay, performance and organizational success.

### 3.4 Continuous Learning and Development

The Group values and supports continuous learning, while stressing that continual learning is a core responsibility of each employee. To that end, the Group will direct its efforts towards providing structured development that integrates the EPGI mission, both organizational and individual needs and performance expectations.

## Chapter4: Employment

### 4.1 Employee Relation

EPGI firmly believes that staff is fundamental to success of the institution. A professional and strategic approach to recruitment will help in attracting right talent with requisite capabilities and attributes to meet the institutions diversified demands.

Recruitment is a crucial activity which is responsible to build and take the institution to greater heights. Recruitment is structured to a set process, which ensures that the policy is transparent to all staff who are partners in the whole process.

#### Objectives

- To recruit the right people for the right jobs
- To retain the best and most promising of those recruited
- To anticipate and maintain the right skill sets to meet the changing needs of the Institution
- To formulate a scheme of centralized recruitment that is regular, effective and provides continuity
- To meet the institutions' academic needs

EPGI will endeavor to provide its employees with work conditions, compensation, and benefits that are competitive with those offered by other employers in the education sector in India. If any employee has any concerns about work conditions or compensation he/she is strongly encouraged to bring the same to the attention of the HR Department. EPGI seeks to demonstrate its commitment to employees by making every effort to respond effectively to employee concerns.

### 4.2 Equal Employment Opportunity

EPGI is provided an equal opportunity employer and appointment to all positions in the Group services based on merit, qualification, and abilities. The Group will not discriminate in employment opportunities and practices based on race, color, gender, state, origin, age, or any other characteristic protected by law. This policy governs all aspects of employment including, selection, job assignment, compensation, discipline, termination and access to benefits and training.

The HR Department shall be responsible for identifying the required talent at all levels except as provided for otherwise.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring the issue(s) to the attention of HR Department. Anyone found to be

engaging in any type of unlawful discrimination and/or spreading rumors shall be subject to disciplinary action including termination of employment.

### 4.3 Terms of Employment

Appointment to the EPG Institutions may be on any of the following terms:

#### 4.3.1. Full-time Employees

Full-time Employees are those that are confirmed in service with the Group and may not accept any other gainful employment while in the service of the Group. Full-time employees may normally work up to the age of superannuation which is 60 years subject to other provisions contained in these **Regulations**. Eligibility conditions for such appointments are stipulated in Chapter 9 of the Manual.

#### 4.3.2 Contractual Terms

EPGI staff appointed on a contractual basis shall be governed by the terms of the contract signed between them and the EPGI. Such staff may be given the option to change status from permanent terms to contractual terms, and vice-versa through application and consideration for approval by an authorized officer. The decision for such a change lies solely with the authorized officer.

#### 4.3.3 Part-time/Adjunct Terms

Staff may be appointed on Part-time Terms where the employee is engaged for less than the normal, on an average 20 hours per working week.

#### 4.3.4 Guest Terms

Employees who are engaged to perform defined tasks on an on-call basis and whose remuneration is determined for each task performed shall be considered as Guest Faculty/Staff.

#### 4.3.5 Honorary Terms

Group staff engaged on honorary terms shall be entitled only to Honorariums or other specific remuneration approved on a case-by-case basis. Honorary staff are usually persons of academic and/ or professional distinction as determined by the authority nominated for this purpose.

#### 4.3.6 Deputed Terms

Appointments on Adjunct Terms shall be the type of employment where a member of staff of one department may render services to another department on agreed terms. The Head of the Department in consultation with the Principal & ED shall be responsible for such types of deputations. Such assignments shall not entitle a staff member for any additional benefits both financially and non-financially.



#### 4.4 Categories of Employees

Employees of EPGI shall comprise the following categories:

##### 4.4.1 Academic (Teaching) Staff

Academic teaching staffs are the staff who are engaged in teaching, research, and outreach activities to the community in line with the mission of EPGI. They shall include the following:

- Professor Emeritus;
- Professor;
- Associate Professor;
- Assistant Professor;
- Teaching Assistant & Tutors;
- Research Fellow; and
- Research Assistant

##### 4.4.2 Academic (Non-Teaching) Staff

These staffs are usually staff engaged in support roles for academic teaching and research operations.

##### 4.4.3 Administrative and Technical Staff

These staffs are usually engaged in administrative, maintenance, and other functions of the group.

#### 4.5 Minimum Qualifications for Appointment

The minimum qualifications of a person to be appointed at EPGI to a teaching position will be as per AICTE/PCI/NCI/NMC/UGC or any other statutory body as the case may be. EPGI may establish its own minimum qualification requirement for all other positions. All the appointments at EPGI shall be done through the “**Staff Recruitment and Selection Committee**” constituted by ED from time to time. The decision of the Committee relating to recruitment and selection shall be deemed final.

#### 4.6 Recruitment Procedure

##### 4.6.1 Vacancies

Posts shall be deemed to be vacant as a result of the following:

- End of the contract of an employee with EPGI;
- Retirement/Superannuation of an employee;
- Resignation by an employee;
- Dismissal of an employee;
- Death of an employee;
- Restructuring/establishment of College/Department;
- Rejection of appointment offered by EPGI to a candidate; and
- Any other causes, and/or reasons.

#### **4.6.2 Notification of Vacancies**

The respective principals of EPGI institutions shall immediately notify the ED regarding the existing vacancies or positions expected to fall vacant within the next three (3) months on a regular basis.

#### **4.6.3 Methods of Filling Vacancies**

Vacancies may be filled through any one of the following methods:

##### **4.6.3.1 Promotions**

Where the Principal of an Institution is satisfied that there is an employee who is competent to fill a vacant post, the concerned in consultation with the ED make a recommendation to Management for approval for such promotion.

##### **4.6.3.2 Advertising**

Where the Principal of an institution is satisfied that there is no qualified candidate from within the department/unit to fill the vacancy, they shall recommend that the vacancy be advertised. The advertisement may be made within EPGI or externally if it is believed that the position cannot be filled up by candidates within EPGI. The Human Resource Department shall release advertisements for recruitment for Teaching/Non-teaching posts in leading newspapers or other media giving applicants at least (10) days' time from the date of publication of the advertisement. The advertisements shall also be uploaded onto the Website of the EPGI. The job advertisements shall contain sufficient details about the positions advertised, the type of person required, and other relevant information.

##### **4.6.3.3 Secondment**

EPGI may receive or send staff on secondment by authority of the ED under the terms and conditions stipulated in **Chapter11** of these **Regulations**.

##### **4.6.3.4 Re- appointment**

An employee on contractual or temporary terms may be re-appointed where the conditions for re-appointment and the procedure thereof are specifically provided for in the initial contract.

##### **4.6.3.5 Other appropriate methods**

Notwithstanding provision 4.6.3.1 to 4.6.3.4 above, EPGI may hire eminently suitable candidates through other appropriate methods as approved by the ED/Management from time to time.

#### **4.6.4 Application**

All persons seeking employment with the EPGI shall do so through a written application addressed to Director – HR in the prescribed format – **Annexure – 4.1**.

#### 4.6.5 Processing Applications and Short Listing

Applications for Teaching/Research/Non-teaching positions shall be received by the Human Resources Department. The applications shall be scrutinized by the Director-HR in consultation with ED and principals of respective Institutions.

Short listing of applicants shall be the responsibility of the Human Resource Department. This will be done in close consultation with the respective stake holders.

The short-listing shall always be guided by agreed criteria as well as the provisions in the advertisement or other job-related factors as may be considered relevant by the EPGI. Meeting the minimum requirements stipulated in the advertisement shall not automatically entitle a candidate to be shortlisted.

Short-listing shall be done within a reasonable period normally not exceeding **one month** from the closure of receiving applications.

Short-listed applicants shall be given reasonable notice for attending interviews specifying the time and place of interview by email or other communication.

#### 4.6.6 Call for Interview

The shortlisted candidates shall be sent an interview invite through electronic mail specifying the date, time, place of interview, and requirements for interview. The candidate may be called on the personal number intimating him/her about the interview. Additionally, the candidate may also be sent an SMS/WhatsApp message.

##### 4.6.6.1 Interview Procedure

All appointments of the EPGI shall be made through the **“Staff Recruitment and Selection Committee”** constituted by the Management / ED from time to time. The interview process will have the following steps:

Introduction of the Selection Committee by Director HR

- Brief introduction of the candidate
- A presentation for about 20 minutes on any of the following as the case may be:
  - Any technical/ research topic/ Design Portfolio—for Academic Staff
  - A relevant topic in line with the job profile—For non-teaching staff
- Discussions and questions from the panel

**Note:** For job profiles where presentation is not relevant, an interview may be considered equivalent.

#### 4.6.7 Evaluation Procedure

EPGI shall use a standard evaluation form – **Annexure 4.2 & 4.3**, which lists various parameters against which each candidate will be scored. Evaluators shall indicate, by giving marks, whether the applicant possesses the credentials to qualify for further consideration for the applied position. The HR Department shall consolidate the marks and shall produce the final report for consideration by the ED/Management.

##### 4.6.7.1 Selection

Candidates with the highest score shall be provisionally selected and may be called for a second/further round of interview/discussions. The ED/Principal/HR shall discuss with the candidate regarding rules and **Regulations** of work in the EPGI. If the candidate is agreeable to the terms and conditions, he/she shall be issued an “Offer Letter”. On acceptance by the candidate he/she shall be issued a formal “Contract of Employment”. The candidate is normally expected to collect the Contract of Employment within **three days** of its issue and return an acknowledged copy to the EPGI within five days of acceptance of the appointment order. In case the candidate fails to submit the acknowledgment within the stipulated time, his/her appointment with the EPGI may be subject to cancellation.

##### 4.6.7.2 Submission and Verification of Documents and Joining formalities

On the day of joining the staff has to complete the joining formalities by filling up the following forms:

1. Application for Employment
2. Joining report – **Annexure – 4.4**
3. PF Nomination Form (where applicable)
4. ESI nomination form (where applicable)
5. Gratuity Nomination Form
6. Bank account opening form (where applicable)
7. 4 Passport size photographs

In addition, the following documents will be collected from the candidate for completing the personal file.

1. Copies of educational qualification certificates
2. Copy of the relieving letter from the previous employer
3. Copies of Aadhar and Pancard
4. Documents for address proof (Copy of Passport/Voter ID/DL/Ration card/Aadhar car)

The HR department will verify all the documents for their correctness and accuracy with regards to qualification, experience, salary details etc., In addition to the above, the following actions needs to be completed

1. Registration for Bio metric attendance
2. Issue of ID card
3. Intimation to IT department for e mail ID creation

On completion of the joining formalities, the new staff will go through the induction presentation by the H R department.

A personal file of the new staff will be opened.

The selected candidate will be required to submit all the required documents to the Group Registry on the day of accepting the offer. The HR Department reserves the right to authenticate in such manner as he/she shall deem necessary a prospective employee's employment and salary history, stated qualifications and references.

#### **4.6.8 Impersonation or Falsification of Documents**

Cases of impersonation, falsification of documents or giving false / incomplete information whenever discovered either before appointment or afterwards, shall lead to automatic cancellation of candidature or appointment or dismissal or prosecution in the courts of law.

#### **4.7 Background Check**

To ensure a safe and productive workplace, EPGI may conduct background checks on candidates being considered for employment in certain designated positions. The background checks may include but are not limited to: any history of criminal record; listing in the Sexual Offender Registry Information (SORI) or other similar listings; and verification of academic credentials, prior to employment. If required or as applicable for the position for which the applicant has applied, additional background checks as decided by EPGI will be conducted.

#### **4.8 Induction/Orientation**

Induction shall be the first step in building a two-way relationship between EPGI and the employee. The induction shall serve the purpose of introducing the new employee to the work environment as well as to the various aspects of the employees work.

1. Induction is mandatory to properly initiate all new staff (whether hired, promoted or transferred) into their new tasks.
2. The induction programme shall be arranged by the Human Resource Department. The induction programme is usually spread over three days.

The Orientation shall be of following types:

##### **4.8.1 Employee Orientation**

The Human Resource Department will arrange for all new employees to attend an Orientation programme where they will be provided with information on the EPGI's history, facilities, programs, benefit plans, safety programs, and personnel policies and procedures. At this meeting, new employees shall be given the opportunity to enroll in employee

benefit plans, obtain an employee Group identification card or badge and review the Group Patent Policy and Agreement.

#### 4.8.2 Faculty and Department Orientation

In addition to the orientation conducted by Group Human Resource Department, new employees shall be provided further orientation at the Faculty and Departmental level under which he/ she is recruited. Each Faculty will have a “**Staff Induction Training Committee**” constituted by the Dean of the respective Faculty HOD for providing orientation to new joiners. In case of a Directorate the Director will be responsible to provide the orientation to the new staff member. In this orientation, new employees will be familiarized with the role that the Faculty and the Department/ Directorate plays in the functioning of the Group and how his/her position contributes to the functioning of the Faculty and Department/ Directorate. In addition, it is expected that supervisors shall review the following subjects with each new employee:

- The employee’s job duties and responsibilities;
- The operational policies and procedures of the Faculty and Department (e.g., lunch hours and reporting of absences including the use of sick and vacation time);
- The functions and activities of the department;
- The teaching pedagogy including framing of assignment and question paper and evaluation schemes of EPGI
- The quality of services that the Faculty and the Department is expected to provide to the students, parents, visitors, and the public;
- The physical layout of the office, the building and immediate vicinity, and all other relevant work areas;
- The Group Information Security Policy and Guidelines; and
- Any other applicable departmental policies.

#### 4.9 Probation Period

All new employees will be on probation for a period as mentioned in the letter of appointment – **Annexure – 4.5**. Probation shall mean a prescribed period which an employee has to serve prior to being confirmed in the permanent terms. The probation period shall give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. EPGI shall use this period to evaluate the employee’s capability, work habits, and overall performance. During this period the employee shall be considered to be a temporary employee and satisfies to the following conditions:

- With the exception of certain employees, all other employees are required to serve the probation period as agreed in the-letter of appointment.
- The probation period may be extended for an additional period(s) in cases where the employee’s performance is not up to acceptable standard or fitment to the job could not be evaluated in the probation period.

- An employee shall not be employed for a probation period of service on more than one occasion EPGI unless he/she is engaged for work of a different nature.
- During the probationary period a contract of employment may be terminated by either party by giving not less than one month's notice of termination, or by payment of one month's gross salary in lieu of notice.
- Notwithstanding the provisions of (1) above, the EPGI may waive the whole or part of the probation period of service in certain cases especially where the employee has performed prolonged service beyond the normal probation period.
- An employee is not entitled to any other benefits of the Group or to be promoted during the probationary period of service.
- The probation period may be extended by the number of days an employee takes leaves during his/her probation period.

#### 4.10 Confirmation

An employee who has successfully completed his/her probation may be confirmed in service with effect from the date of expiry of their probationary period. The procedure for confirmation shall be as follows:

1. The employee shall, through the Head of the concerned department, submit an application, a Curriculum Vitae and a statement of achievements to the principal of the respective institution. Principal will forward to ED for further action, one month before the expiry of the probationary period.
2. The Principal shall evaluate the employee's performance during the probation period and where the performance of the employee, due for confirmation, is found satisfactory, shall forward to the Human Resource Department recommending the confirmation. Human Resource, a recommendation that the employee be confirmed.
3. Where the Head of the Department finds the performance of the employee due for confirmation to be unsatisfactory, the Head of the Department shall indicate clearly his/her recommendation to the concerned Principal and ED. The short comings in the performance will also be discussed and explained to the concerned employee. Once this is done, the letter of extension of probation will be issued by the Human Resource Department. Once such letter of extension is issued, the performance of the individual employee will be closely monitored by the concerned HOD.
4. Confirmation in all cases shall be processed within the probationary period of an employee. In the event that this is not done and the probationary period expires, the employee shall be entitled to have their confirmation backdated to the date it was first due.

#### 4.11 Service Book

A Service Book shall be maintained by the Director-HR for all employees of Group EPGI which shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the required by the Human Resource Department.

#### **4.12 Employment of Foreign Nationals**

EPCI's employment of foreign nationals shall be restricted to those who are authorized under law to accept employment in India. All such candidates shall come through proper channel with valid permissions from the relevant authorities

#### **4.13 Employment of Minors**

No person under the age of eighteen (18) shall be employed at EPCI.

#### **4.14 Employment of Relatives**

As a policy EPCI does not encourage friends/relatives of any employee of EPCI for employment. Notwithstanding the policy, EPCI employees may refer friends and relatives for possible employment by the EPCI. Such referrals are processed in accordance with the regular procedures used for all applicants. The employment of relatives who are qualified for employment at EPCI shall be subjected to the following policy provisions:

1. Close relatives and members of the same household shall not be employed in positions where one has supervisory responsibility for the other or makes employment decisions pertaining to the other. Close relatives are defined as the employee's spouse, parents, parents-in-law, grandparents, brothers, sisters, brothers- or sisters-in-law, sons- or daughters-in-law, uncles, aunts, nieces, nephews, children, or grandchildren.
2. In situations where two employees become close relatives by marriage and one has supervisory responsibility for the other or makes employment decisions pertaining to the other, one of the individuals shall be required to effect a transfer or be terminated within ninety (90) days of the marriage.

Requests for exceptions to any of the provisions above shall have to be approved by Executive Director

#### **4.15 Employment to EPCI Students**

EPCI students whether full-time or part-time shall not be employed by EPCI in a regular, full-time position.

However, Ph.D. students of EPCI may be offered Part-time teaching positions. Any such offers made to Ph.D. student shall not make him/her an employee of EPCI.

#### **4.16 Superannuation / Retirement**

The superannuation / retirement age of an employee is 60 years. If the Management would like to continue the services of an employee, they will do so with a new agreed compensation and such contract will be renewed on an annual basis till Management would like to avail the services of the employee.



## Chapter5: Policy Statement and Code of Conduct

### 5.1 General Policy

#### 5.1.1 Policy for Differently Abled

EPGI shall not discriminate against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability if the person is qualified and able to perform the "essential functions" of the respective job with "reasonable accommodation."

#### 5.1.2 Policy for Drug and Alcohol Free Workplace

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or alcohol by Employees of EPGI is strictly prohibited. All employees as a condition of employment shall:

- Abide by EPGI's policy on prohibited substances; and
- Inform EPGI if he/she is convicted for possessing / using drugs within five days of conviction.

An employee convicted for felony, misdemeanor or drug/alcohol violation shall face strong disciplinary actions which may include termination of employment. If reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee shall be required to undergo a medical test and suitable disciplinary action shall be taken thereafter. Smoking on campus is strictly prohibited.

#### 5.1.3 Policy for Sexual Harassment/Gender Bias

In line with the Constitution of India that guarantees equality, dignity and non-discrimination, EPGI reaffirms its policy of **zero-tolerance** to sexual harassment and is committed to creating an environment that respects and protects the rights of all its members, irrespective of their gender.

This policy shall apply to all students and employees of the Group as well as to others who participate in the Group's programmes, activities and employment in both on-and off-campus settings. An offender shall be dismissed if found guilty. Unwelcome sexual advancements, requests for sexual favours and other verbal or physical conduct of sexual nature constitute sexual harassment including:

- Physical contact and advances; or
- Demand or request for sexual favours ; or
- Sexually coloured remarks ;or
- Showing Pornography; or
- Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

#### **5.1.4 Policy for Soliciting/Canvassing**

Canvassing, placing signs and posters for solicitation purposes, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the Group premises. All employees are prohibited from indulging in any personal activity utilizing the Group's resources and facilities. Any staff member found indulging in conducting tuition classes or coaching classes whether for remuneration or otherwise shall be suspended with immediate effect.

#### **5.1.5 Policy for Attendance**

Employees are required to be prompt in reporting to work on time. It is expected that employees shall remain on the job until the end of the workday unless excused by the Head of the Department. An employee, who knows he/she will be absent from work on a particular day shall report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences will result in loss of pay or other disciplinary action(s) which may even lead to termination of employment.

#### **5.1.6 Policy for Time-Keeping**

The BIO-enabled time recording tool shall be used by all staff members to record time of entry & exit. Accurately recording time worked shall be the responsibility of every employee. State laws require EPGI to keep accurate record of time worked in order to calculate employees' pay and benefits. Time worked shall be all the time actually spent on the job performing assigned duties.

Time keeping shall also be maintained by an Attendance Register which the employees have to sign daily as their attendance. This is done for keeping a track of employees' and associate members' punctuality which will lead to their performance analysis.

Altering, falsifying, tampering with time records shall result in strict disciplinary action, up to and including termination of employment.

#### **5.1.7 Policy for Conflict of Interest**

An employee of the Group EPGI shall avoid actual or apparent conflicts of interest between his/ her Group's obligations EPGI obligations/responsibilities and outside activities.

Transaction with outside organizations shall be conducted within the framework established and controlled by the Management of EPGI. Any dealings with outside organizations should not result in unusual gains for those organizations. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain shall require Management's / ED's approval.

### **5.1.8 Outside Employment**

Employees shall not hold any type of outside employment/assignment/responsibility either for personal interest or for public interest as long as they are an employee of EPGI

In case of any request for special type of service from any other organization, the employee shall be liable to take a formal written permission from the principal/ED. Special requests shall include Guest Lectures, Chairmanship of committees or working in any other capacity outside the Group EPGI.

### **5.1.9 Personal Relationship at Work Place**

EPGI prohibits employees from displaying a dating/ romantic relationship in the premises of the Group. In case of actual or potential problems arising due to such behaviour. EPGI shall take prompt action such as reassignment or transfer to another department or even termination from employment. Employees & Associated Staff members shall refrain from work place displays of affection or excessive personal conversation .This policy shall apply to all the employees and associated members of EPGI without regard to gender.

### **5.1.10 Work Ethics**

The successful operation and reputation of EPSI shall be built upon the principles of fair dealing and ethical conduct of its employees. Employees owe a duty, to EPGI to act in a manner that will merit the continued trust and confidence of the Public. EPGI shall comply with all applicable laws and **regulations** and expects its employees (both teaching and non-teaching) at all levels to conduct work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In situations where it is difficult to determine the proper course of action, the matter should be discussed with higher authorities for advice and consultation. No employee shall indulge in or encourage any form of malpractice connected with any activity (teaching or administrative) of EPGI. Disregarding or failing to comply with this standard of work ethics and conduct shall lead to disciplinary action, up to and including possible termination of employment.

### **5.1.11 Non-disclosure Agreement**

The protection of confidential business information and trade secrets is vital to the interests and the success of EPGI . Such confidential information shall include but is not limited to, the following examples:

- Compensation data
- Pending projects and proposal
- Computer processes
- Research and development strategies
- Computer program & codes
- Scientific data
- Any published/unpublished research data
- Marketing strategies

- Computer lists
- Scientific formulae
- Technological data
- Scientific prototypes
- Customer/clients lists
- Financial information
- Human Resource Strategies
- New market research

All employees and associated members shall be required to sign a **“Non-Disclosure, Non-Solicitation, Confidentiality, and Non-Compete Agreement”** as a precondition of employment. Employees or associated members who improperly use or disclose trade secrets or confidential business information shall be subjected to legal action/ disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. The **“Non-Disclosure, Non-Solicitation, Confidentiality and Non-Compete Agreement”** shall be a part of the Contract of Employment which employees shall confirm at the time of accepting employment.

## 5.2 Employee code of Conduct

### 5.2.1 Misconduct

All employees shall follow the **Rules and Regulations** and standards of courtesy, conduct, cooperation, ethics, and etiquettes as expected by the Institutions. Offenses such as the following (but not limited to) when committed shall constitute misconduct and will attract disciplinary action:

- Drunkenness on duty
- Sleeping/dozing while on duty
- Consumption of illegal drugs;
- Willful insubordination or disobedience and refusal to take lawful orders;
- Refusal, negligence or omitting to perform one’s official duties and/or discharge official responsibilities duly assigned;
- Incompetence or inefficiency in the performance of prescribed duties;
- Persistent late coming and/or absence from duty without permission;
- Use of abusive or insulting language or behavior or assault;
- Boisterous or disruptive activity in the workplace;
- Acts or omissions that are prejudicial to the proper performance of duties or the EPGI’s image or status , whether within or outside.
- Misuse of or damage to EPGI property;
- Slander;
- Tendencies of discrimination;
- Forgery, falsifying or presenting false documents and/or records for the purposes of disseminating wrong information, obtaining money or reward or favour;
- Abscondment from duty;

- Breaching or contravening EPGI's prescribed operating rules, **Regulations** and procedures likely to cause financial loss or damage of EPGI property;
- Persistent failure or negligence of a Head to enforce discipline or follow prescribed rules, procedures and standing instruction issued by EPGI from time ;
- Theft, fraud, or embezzlement of EPGI's funds and property;
- Unauthorized access or removal, alteration, mutilation or destruction of EPGI documents, records, or information;
- Taking part in strike/hartals/ gherao;
- Acts likely to endanger the safety or life of or which may result in injury to another person, including gross negligence or misconduct, violence or fighting;
- Soliciting or accepting bribes;
- Plagiarism; and
- Non adherence to any other policies stipulated from time to time of EPGI

### 5.2.2 Gross Misconduct

Any of the above offenses may be construed as gross misconduct by EPGI depending upon the circumstances and gravity of the offense.

### 5.2.3 Disciplinary Measures

There shall be four principal forms of disciplinary measures namely: warning, suspension, termination, and dismissal depending on the gravity of the offense. The Group EPGI shall exercise its discretion to impose disciplinary measures upon an employee for misconduct as it may consider appropriate. The Head of the Department (Manager or GM of a Directorate) shall bring to the notice of the Dean of the Faculty (Director of a Directorate), Principal any case of misconduct of his/her department staff member. The Dean of the Faculty (Director of a Directorate) Principal shall immediately bring to the notice of the Chief Manager – Human Resource & Staff Welfare Human Resource Department regarding such misconduct from his/ her Faculty. The **“Staff Disciplinary Committee”** constituted by the ED shall decide upon all cases of such misconduct.

- **Warning**

The **“Staff Disciplinary Committee”** will send warnings to the staff member of EPGI accused of misconduct. There shall be three types of warning.

- **Verbal warning:** shall be given once to a first time offender deemed to have committed a light offence.
- **Written warning:** shall be given where an employee who fails to correct his/her behavior or commits another offence after being given a verbal warning. A written warning shall specify:
  - The identified deficiencies or inadequacies an improvements required;
  - Any recommendations to assist the employee reform

- The period within which an employee must show improvement beyond which subsequent disciplinary actions shall be taken.
- **Second written warning:** shall be served as the final warning and shall be given where an employee has failed to achieve the improvement required within the given period.
- **Suspension:** The power to suspend services of an employee shall be vested with the ED/Management.
- Failure of an employee to reform after the second written warning, shall lead to suspension no pay for a period not exceeding 15 days or the duration of an inquiry whichever is shorter.
- An employee shall also be suspended from duty on such terms and conditions as the **“Staff Disciplinary Committee”** deems fit, where such an employee has been apprehended on account of an offence that requires investigations or is charged in a court of law or is remanded pending criminal proceedings.
- The **“Staff Disciplinary Committee”** shall take a decision in the case of a suspended employee within a stipulated period or on the conclusion of an inquiry into the case whichever is earlier.
- **Termination**  
The power to terminate the services of an employee shall be vested in the ED/Management.
  - The employee’s contract may be terminated with or without notice if EPGI believes that the continued employment of such a person would prejudice or affect other employees’ performance or compromise EPGI’s interest.
  - Termination shall be with such benefits as EPGI shall decide in all cases.
- **Dismissal**  
The power to dismiss services of an employee shall be vested with ED/Management.
  - Both gross misconduct and gross neglect of duty are punishable by dismissal from employment.
  - An employee who is dismissed from service as a result of criminal conviction shall neither be given notice nor paid salary in lieu of notice
  - An employee who is dismissed following suspension shall forfeit any other benefits he is liable to receive from EPGI
  - The provision in(3)above shall not apply to personal contributions made by employees to any terminal benefits scheme(s).

#### 5.2.4 Grievance Procedure

- An employee with a grievance shall present it to the Head of the Department (Manager or GM of a Directorate) in writing as given in **Annexure – 5.1** for resolution.

- Where the Head of Department fails to resolve the grievance within a stipulated number of working days, such grievance shall be referred to the Principal of the Institution who shall handle the grievance and shall conclude it within a stipulated number of working days.
- Where the principal fails to resolve the grievance, such grievance shall be forward to **“Staff Grievances and Redressal Committee”** constituted and chaired by ED. The **Committee** shall resolve the grievance of the employee within the stipulated number of working days from the date of receipt of the grievance from the respective Principal. The decision of the **Committee** shall be deemed final.

In each of the cases the employee shall be notified / intimated by a written communication from the Head of the Department/Principal/**Staff Grievances and Redressal Committee** as the case may be.

#### 5.2.5 Employees Facing Criminal Charges

- Where criminal proceedings are instituted against an employee in any court of law, no proceedings for his or her dismissal upon any grounds involved in the criminal charge shall be taken or proceeded with until the conclusion of the criminal proceedings and the determination of any appeal there from.
- Nothing in these **Regulations** shall be construed as prohibiting or restricting the authorized officer of the Group, designated authority the power to suspend such an employee.
- Any employee convicted and proved guilty of a criminal offence shall be immediately dismissed.

#### 5.2.6 Personal Appearance

During office hours or when representing EPGI, the employees are expected to present a clean, neat and tasteful appearance. Employees shall dress and groom according to the requirements of their position and accepted social standards. This shall be particularly true if the job involves dealing with visitors in person. The following personal appearance guidelines should be followed:

1. Bermudas and shorts do not represent appropriate professional attire.
2. Unnaturally coloured hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
3. Offensive body odour and poor personal hygiene is not professionally acceptable.
4. Facial jewellery, such as eye brow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and shall not be permitted during office hours.
5. Multiple ear piercing (more than one ring in each ear) are not professionally appropriate and must not be worn during office hours.
6. Visible tattoos and similar body part must be covered during office hours.

### 5.2.7 Gratuities

Employees of the EPGI shall not accept gratuities, courtesies or gifts in any form from any person or persons, corporations or associations that directly or indirectly, seek to use the connection so as to secure favourable comment or consideration on any commercial commodity, process or undertaking.

### 5.2.8 Employee Code of Conduct and Progressive Discipline

EPGI's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action shall be to correct the problem, prevent recurrences and prepare the employee for satisfactory service in the future. Although employment with the Group shall be based on mutual consent. EPGI shall have the right to terminate employment at its sole discretion, with or without cause or advance notice under the policy of progressive discipline. The code of conduct is as follows:

- **Teachers and their Responsibilities**

Whoever adopts teaching as profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her percept and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable indisposition.

As teaching faculty, you shall:

- Adhere to a responsible pattern of conduct and demean our expected of you by the community;
- Manage your private affairs in a manner consistent with the dignity of the profession;
- Seek to pursue professional growth continuously through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;
- Perform your duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of EPGI such as assisting in appraising applications for admission ,advising and counselling students as well as assisting the conduct of examinations, including supervision, invigilation and evaluation; and



- Participation in extension, co-curricular and extracurricular activities including community services.

- **Teachers and Students**

As teaching faculty, you shall:

- Respect the right and dignity of the students in expressing their opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among the students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students a scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention only to the attainments of the student in the assessment of merit;
- Make yourself available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

- **Teachers and Colleagues**

As teaching faculty, you shall:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities, and
- Refrain from allowing consideration of caste, creed, religion, race or gender in your professional endeavour.

- **Teachers and Authorities**

As teaching faculty, you shall:

- Discharge your professional responsibilities according to the existing rules and adhere to procedures and methods consistent with your profession in initiating steps through your own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;

- Refrain from undertaking any other employment and commitment including private tuitions, coaching classes etc. which are likely to interfere with your professional responsibilities;
  - Co-operate in the formulation of policies of the institution by accepting various offices and discharge those responsibilities satisfactorily;
  - Co-operate with the authorities for the betterment of the Group keeping in view its interests and in conformity with the dignity of the profession;
  - Adhere to the conditions of contract of employment, polices and rules of EPGI.
  - Give and expect due notice before a change of position is made; and
  - Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view your particular responsibility for completion of the academic schedule and other responsibilities.
- **Teacher and Non-Teaching Staff**
    - Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within EPGI
    - Teachers should help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.
  - **Teachers and Guardians**  
As teaching faculty, you shall:  
  
Try to see through teachers 'bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefits of the institution.
  - **Teachers and Society**  
As teaching faculty, you shall:
    - Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
    - Work to improve education in the community and strengthen the community's moral and intellectual life;
    - Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
    - Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
    - Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

- **General Code of Conduct**
  - In order to foster an environment which encourages high standards of learning, teaching and research, we believe that both personal and academic integrity are critical. EPGI expects all Individuals to conduct themselves with uncompromising integrity in both, personal and academic life.
  - Further, members should lead by example and not indulge in practices such as biased evaluations, partiality during coursework, plagiarism, and unfair research practices. You will not indulge in any violent, riotous behaviour. Disciplinary action may be taken against any individual violating of this Code.
  - The EPGI encourages students, faculty and staff members to uphold values such as integrity and honesty. The EPGI strongly disapproves of corruption in all its forms. EPGI believes that giving and receiving bribes constitute corrupt practices that are strictly prohibited.
  - The EPGI at the same time acknowledges that giving gifts is also a culture of expressing appreciation; illustratively a gift given as a memento after a seminar or guest lecture. Recognizing these circumstances, EPGI believes that receiving or giving gifts up to a value of Rs.1000/-is acceptable practice.
  - Wherever there is an instance of receiving or giving gift in excess of Rs.1000/-,the concerned individual shall report this to the Principal and act on the basis of the advice of the Principal.
  - Intimidating/blackmailing/harassing /threatening any person to do any act in favour of the person threatening is also deemed to be corrupt practice.
  - Equal Employment-It is the policy of EPGI to provide equal employment opportunities for all applicants and employees in compliance with all applicable laws. This applies to all aspects of the employment relationship including (but not limited to) recruiting, selection, placement, supervision, working conditions, training and promotion.
  - Free Speech- EPGI is committed to providing an environment that fosters academic enquiry and expression of ideas. Individuals are entitled to express their views provided such views are not contrary to this Policy, provisions of the Constitution or any applicable law. This freedom comes with the basic expectation of the person may be privy to.
  - Retaliation- EPGI prohibits retaliatory action or reprisal against an individual for reporting an incident of discrimination or harassment or being a witness in any inquiry on discrimination or harassment. Retaliatory action includes but is not limited to intimidation, unjustified grading and performance reviews, denial of promotion, threat of expulsion and termination, expulsion and termination.
  - Consensual Relationships- EPGI does not permit such Consensual Relationship between members or between member and student in which direct interaction exists. In the event such a Consensual Relationship exists, the member or the student involved must report the relationship to the Principal. If the parties to the

relationship express an intention to the Principal to continue in the relationship, the member and the student will decide amongst themselves which one of them will resign from either teaching / administering role or from being enrolled, in that programme due to which the interaction between them exists.

- Violation of any of the provisions of this code of conduct by any of the employee shall result in taking stringent disciplinary action including, but not limited to termination of employment.

Disciplinary action shall involve any of four steps: verbal warning, written warning, suspension with or without pay, or termination of employment- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Progressive discipline shall ensure that, with respect to most disciplinary problems, the above steps shall be followed: a first offence may call for a verbal warning; a next offence may be followed by a written warning; another offence may lead to a suspension; and, still another offence may then lead to termination of employment. EPGI recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment without going through the usual progressive discipline steps. While it is impossible to list every type of behaviour that shall be deemed a serious offence, the employee conduct and work rule policy includes examples of problems that may result in immediate suspension or termination of employment. However, any problem not listed as a necessary serious offence, but may be an example of unsatisfactory conduct, shall trigger progressive discipline.

**All staff related complaints will be handled by Staff Disciplinary Committee as provided in [Annexure 5.2](#).**

### **5.2.9 Work Place Etiquettes**

EPGI shall strive to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the work place may be disruptive or annoying others. Many of these day- to-day issues may be addressed by politely talking with co-workers to bring the issue to his or her attention.

EPGI encourages all employees and associate members to keep an open mind and graciously accept constructive feedback or a request to change behaviour that may be affecting another employee's ability to concentrate in work.

Some work place etiquettes are listed below. However, there may be many more such work place etiquettes.

1. Return copy machine and printer settings to their default settings after changing them.

2. Replace paper in the copy machine and printer paper trays when they are empty.
3. Be prompt when using the manual feed on the printer.
4. Keep the area around the copy machine and printers orderly and clean.
5. Be careful not to take or discard others' print jobs or faxes when collecting your own.
6. Avoid public accusations or criticisms of other employees.
7. Try to minimize unscheduled interruptions of other employees while they are working.
8. Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
9. 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 area.
10. Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not distract others.
11. Minimize talking between work spaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
12. Try not to block walkways while carrying on conversations.
13. Refrain from using inappropriate language (swearing) that others may overhear.
14. Monitor the volume when listening to the music, voice mail, or as speakerphone that others can hear.
15. Cleanup after your self and do not leave behind waste or discarded papers.

### **5.3 Political Activity**

As an individual, each employee of EPGI shall retain all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Group shall be allowed to be a candidate for a political party seeking votes while being employed with the Group, or take part in a political campaign while on duty.

### **5.4 Revelations**

Without prior written sanction from the Management no employee shall talk to media or publish any statement either by name or anonymously about issues related to EPGI matters.

## Chapter 6: Job Related Policy

### 6.1 Hours of Work

#### 6.1.1 Workweek

All the employees of EPGI shall work as per the working hours notified from time to time. The current working hours are from 8.30 am to 4.30 pm, with 1<sup>st</sup> and 3<sup>rd</sup> Saturdays as off. The hours of work will be separately notified. During the employment process, applicants shall be informed of the number of hours in the regular work week and anticipated variations caused by cyclical workloads in the hiring department.

For part time and other employees, the regular workweek represents the minimum hours that an employee is expected to work as defined in their employment contracts. As part of the employee's job responsibilities, exempt staff may be required to work at special events including departmental events but not limited to EPGI/Events/Ceremonies. Non-exempt staffs who volunteer to work at special departmental events including but not limited to EPGI events shall do it at their prerogative and shall not be entitled to receive any extra remuneration.

#### 6.1.2 Meal Period (Lunch Break)

For all employees of the EPGI, meal periods shall be for **thirty (30)** minutes. The employees shall have to strictly adhere to the time period.

#### 6.1.3 Tea Period

For all employees of the EPGI there shall be two tea periods one in the morning and the other in the afternoon.

#### 6.1.4 Group Holidays (Institutions holidays)

EPGI has its own defined leaves-Holidays for all and be as defined for an academic year. The list of holiday swill be published on the first day of the year and will be circulated to all the employees.

#### 6.1.5 Variation in Work Schedules

This provision applies to instances in which an employee's work schedule may be changed on either a temporary or ongoing basis. Such a change may result from workload variations in the employee's department or an employee's request for a change in work schedule for personal reasons. A change to an employee's work schedule must be recommended by the employee's Head of Department, approved by the Principal (Manager) and approved by the Principal and the same must be intimated to EPGI Human Resource Department .In case of employees is at Group level, the Group Human Resource Department shall be the approving authority for any changes in the work schedules. Employees whose work schedules must be changed on a temporary or ongoing basis for unanticipated reasons shall be notified as far in advance as is practical

under the conditions that resulted in the change. Employees who desire a change in their work schedule for personal reasons shall have to submit a written request to their reporting authority. The Principal and ED of the shall be the approval authority at the College level and EPGI level respectively. The principal and ED are the approving authorities for such change requests. Requests may be denied on the basis of departmental needs and other reasonable considerations. The decision shall be communicated in writing to the employee. The Principal shall have to notify the Human Resource Department in writing of any approved change in work schedule.

#### **6.1.6 Overtime**

EPGI does not support an overtime policy. However, employees and associated members are required to complete their assignment in given period of time. Under a specific case of departments / divisions / centres working on industry projects/job orders, employees may have to meet the deadlines for delivering the competed project / job order to the customers at a priority. In such situations, the EPGI may compensate such staff members by approving half day/ full day compensatory off as the case be.

Each such instance will have to be recommended by the respective Head and approved by the Principal.

### **6.2 Attendance**

Employees are required to report for work at their scheduled times and places unless they are on a scheduled absence from work or an emergency situation causes an unscheduled absence or tardiness.

#### **6.2.1 Absence from Work**

Unauthorized absence from work shall be considered as misconduct and strict official action shall be initiated. For an unscheduled absence, employees shall personally notify their Head of the Department as soon as possible of the absence but not less than **one (1)** hour after the start of the workday. If an employee is absent from work for **Eight (8)** consecutive scheduled workdays and has not notified his or her supervisor of the unscheduled absence, the employee shall be considered to have resigned voluntarily from the Group. Employees failing to return to work by the expected return date after an approved absence shall be considered to have resigned voluntarily as of the date of the expected return.

## Chapter7: Promotions and Transfers

### 7.1 General

EPGI encourages qualified employees to apply for open positions in the Group that will help to advance their professional careers or broaden the scope of their work experience. When an employee moves to another position at the Group, in EPGI the move will be classified as either a promotion or a transfer. A promotion occurs when an employee moves to a position that is at a higher salary grade. A transfer occurs when an employee moves to a position that is at the same or lower salary grade. Any position created vacant due to transfer or promotion, shall be declared as a vacancy for recruitment if the Group EPGI feels the need for filling the position.

#### 7.1.1 Eligibility

Group Employees who have successfully completed two (2) years of continuous service shall be eligible to apply for open positions. An employee who has worked in his/her current position for less than two (2) years may apply for open positions only with the written approval of his/her Department head.

#### 7.1.2 Other Provisions

Internal job applicants applying for open positions shall do so through the Group Registry and shall inform the Head of the Department/Principal of such action when an interview is scheduled with the hiring department. Employees applying for open positions should submit a completed **Promotion and Transfer Application** form along with their recent resume to the Group Human Resource Department within the prescribed date of application. The Group Registry shall obtain a written reference from the internal candidate's current head before an offer of employment is extended to the candidate.

In general, if a qualified internal candidate and one or more external candidates are relatively equal with respect to their qualifications, hiring preference shall be given to the internal candidate provided that such action is consistent with the Group's commitment to affirmative action.

### 7.2 Academic/Research Staff

#### 7.2.1 Promotion Objectives

1. To promote Academic Staff whose performance demonstrates particular merit in teaching (and related duties) including student supervision, research, scholarship, and creative activity, administration, service, and leadership in the Group and professional practice including service to the community;
2. To provide a fair and equitable method of assessment so as to encourage a diverse range of applicants to get appointed and promoted.



3. To enable flexibility in assessment in order that the various ways in which staff contributes to achievement of the Group's vision can be rewarded on the basis of consistently applied standards.

#### **7.2.2 Requirement of Ph.D. as a prerequisite of Promotion**

The qualification of Ph.D. or its equivalent for the positions of Associate Professor and Professor shall be mandatory for promotion from the position of Assistant Professor. No Assistant Professor of the Group, without Ph.D. degree or its equivalent, shall be promoted to Associate Professor or Professor on the basis of his experience or capability. This policy shall not apply to any academic staff member of the Group who is on part-time or casual employment with the Group.

However, these provisions may be varied with the formal approval of the ED

#### **7.2.3 Exemption to Ph.D. requirement for Clinical Staff**

- Teaching staff in Clinical disciplines may be exempted from the requirement of a Ph. D. qualification for promotional purposes. *A Clinical Teaching Staff shall be defined as a holder of the first degree in a clinical discipline, for example, Human Medicine, Dentistry, Nursing, Speech Therapy, Pharmacy, and his/her work is related to patient care.*
- The promotion of a Clinician Teaching Staff shall be based on achievements in research, refereed publications, textbooks, and, where appropriate ,(found in dissertations and/or excellent publications) ,professional practice and in teaching ability. Objective evidence of these could also be found in teaching awards or Fellowship awards.

#### **7.2.4 Promotion Procedure**

1. The overall promotion procedure shall incorporate transparent, objective, and credible methodology of analysis of the merits and credentials of the applicants based on weightings given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Annual Performance Indicators (API).
2. In order to make the system more credible, the EPGI may assess the ability for teaching and/or research aptitude through a seminar or lecture in a classroom situation or discussion on the candidate's capacity to use the latest technology in teaching and research.
3. No member will be recommended for promotion to a post more than one grade up the ladder.
4. No employee will be recommended for promotion until he/she has served in the lower grade for a minimum period as stipulated by EPGI
5. The Group has a **"Staff Performance Appraisal Committee"**, constituted and chaired by the, ED to implement these **Regulations** for appraisal and promotion.

The annual performance appraisal system (PBAS) is done based on the Annual Performance Indicators (API) .

6. For promotion/ career advancement process the Group has classified employees into three categories as follows:

Category I–Academic (Teaching)/Research Staff

Category II – Academic (Non-Teaching Staff)

Category III–Administrative and Technical Staff

7. The Group has defined the maximum APIs for various activities performed by staff members under different category mentioned above as attached as **Annexure 7.1 and Annexure 7.2.**
8. The **“Staff Performance Appraisal Committee”** shall provide marks to the various performance indicators during the appraisal and the weighted average shall constitute the net marks obtained by a staff member. The weights will be given on two basis: Quantity and Quality.

#### 7.2.5 Minimum Academic Performance and Service Requirements for Promotion of Teaching Staff in Group

Sl. No.	Promotion of Teachers	Service Requirement	Minimum Academic Performance Requirements/Selection Criteria
1	Assistant Professor to Associate Professor	As per AICTE qualification and experience requirement	a. Should have satisfactory scores in annual appraisals b. Vacancy should exist
2	Associate Professors to Professor	As per AICTE qualification and experience requirement	a. Should have satisfactory scores in annual appraisals b. Vacancy should exist

#### 7.2.6 The Promotion Criteria

The promotion criteria for the Group staff may be composed of the following elements:

1. Years of relevant experience
2. Academic/professional qualifications
3. Performance Appraisal
4. Added advantage the Group shall have by promoting the staff member
5. Conduct

However, the “**Staff Performance Appraisal Committee**” may vary the promotion criteria, from time to time.

### **7.3 Re-Designation**

- 1 Re-designation shall not mean promotion. It shall be a lateral re-assignment of duties and responsibilities at the same level deemed administratively prudent. The ED shall in consultation with the Principal / Management re-designate employees as shall be deemed necessary to promote efficient human resource utilization.
- 2 Where duties and responsibilities remain unchanged, re-designation shall not apply. A change of title without a change in the substance of the job shall not call for re-designation but an automatic change of title.

### **7.4 Seniority of Staff Members**

Seniority of the staff member in the Group shall be determined as under:

1. Seniority of a staff member in the Group shall be determined on the basis of the date of appointment and length of continuous service in the Group
2. The Head of a Department shall be considered senior to other staff members of the department only for the period during which he holds the said post.
3. As between the permanent staff and the temporary staff, the permanent staff shall be considered senior irrespective of the length of service.
4. Seniority among temporary staff members shall be determined on the basis of their dates of joining duties and length of service.
5. In respect of staff members whose length of continuous service is the same, the member drawing higher salary shall be treated as senior and as between two staff members whose length of service and the salary are the same, the staff member senior in age shall be treated as senior.
6. Notwithstanding anything contained in the aforesaid clauses, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to an Assistant Professor, an Assistant Professor senior to a Teaching Assistant / Research Scholar / Demonstrator.

## Chapter 8: Leaves and Vacation Policy

### 8.1 Continuous Service

Continuous Service shall mean the service rendered by an employee without any break within the Group. Leave of any kind under Section 8.2 shall not constitute a break in service. EPGI's HR Department will maintain a cumulative record of leaves granted and used by each employee.

### 8.2 Types of Leaves

1. Duty Leave
2. Study Leave
3. Sabbatical Leave
4. Casual Leave
5. Earned Leave
6. Commuted Leave
7. Extraordinary Leave
8. Maternity Leave
9. Paternity Leave
10. Compensatory Leave
11. Leave Without Pay

### 8.3 Definitions and Interpretations

1. A day means a calendar day for purposes of all leave calculations.
2. Half a day leave shall mean either absence in the morning session or afternoon session.
3. Leave, of any type, availed on a Saturday shall be treated as a full-day's leave.
4. A month shall be considered equivalent to 30 days for calculations of cash equivalents of all leave that is considered encashable.
5. For all calculation purposes the "Leave Year" shall be considered from 1<sup>st</sup> January of each year to 31<sup>st</sup> December of the year.

### 8.4 Leave Matrix

The Leave Matrix is attached as *Annexure 8.1*

#### 8.4.1 Duty Leave

1. Duty leave of a maximum of 15 days in an academic year may be granted for the following:
  - a) Attending conferences, congresses, symposia and seminars on behalf of the Group
  - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Group, and accepted by Principal / ED
  - c) Working in another Indian or foreign Group, any other agency, institution or organization, when so deputed by the Group;

- d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister Group or any other academic body; and
  - e) For performing any other duty for the Group.
2. The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion.
  3. The leave shall be granted on full pay.
  4. Duty leave may be combined with earned leave or extraordinary leave at the discretion of the leave sanctioning authority.
  5. Duty leave shall be given also for attending meetings in the UGC, DST, etc. where a staff member is invited to share expertise with academic bodies, government or NGOs.

#### 8.4.2 Study Leave

- a) Study leave may be granted for entry-level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/Faculty DPE&S/ or any other staff member as set out in the **Annexure 8.1** after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Group or to make a special study of the various aspects of Group organization and methods of education.
- b) The Group may grant or deny study leave to any employee keeping in mind the availability of vacant positions for teachers and other cadres in the Group.
- c) Study Leave may be granted with or without pay. This decision is solely the discretion of the Group.
- d) The maximum period of study leave is three years. Study Leave of One year shall be given in the first instance which may be extended by one year each for two more instances, if and only if there is adequate progress as reported by the Employee's immediate supervisor ie HOD/Principal.
- e) Study leave shall be granted ED of the Group on the recommendation of the concerned Principal/HoD. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the ED is satisfied that such extension is unavoidable on academic grounds or necessary and in the interest of the Group.
- f) Study leave shall not be granted to a staff member who is due to retire within five years of the date on which he/she is expected to re-join duty after the expiry of study leave.
- g) Study leave shall not be granted more than twice during one's career.

**Provided that,** under no circumstances, shall the maximum of study leave admissible during the entire service exceed five years.

- h) No staff member, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without prior permission of the Principal. In the event, the course of study falls short of study leave sanctioned will be cancelled, the staff member shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Principal/ED to treat the period of shortfall as ordinary leave has been obtained.
- i) The amount of scholarship, fellowship or other financial assistance that a staff member, granted study leave, has been awarded may not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the Pay and allowance on which the study leave may be granted. The Foreign scholarship /fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the Group, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the staff member, the salary would be forfeited.
- j) A staff member granted study leave may on his/her return and re-joining the service of the group may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No staff member shall, however, be eligible to receive arrears of increments.
- k) Study leave may count as service for pension/contributory provident fund, provided the staff member joins the Group on the expiry of his/her study leave.
- l) Study leave granted to a staff member shall be deemed to be canceled in case the staff member does not meet the necessary requirements of his/ her research/ study during the leave. **Provided that** where study leaves granted have been so canceled, the staff member shall not be eligible to apply again for such leave.
- m) A staff member availing himself/herself of study leave shall undertake in writing that he/she shall serve the Group for a continuous period of at least five years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- n) After the leave has been sanctioned, the staff member shall, before availing himself/herself of the leave, execute a Service Agreement in favour of the Group, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give appropriate security including immovable property to the satisfaction of the group. Human Resource Department or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish the security of two permanent staff.
- o) The staff member shall submit to the Group Human Resource Department, six monthly reports of progress in his/her study from his/her supervisor or the Head of the Institution. This report shall reach the Group Human Resource Department

within one month of the expiry of every six months of the study leave .If the report does not reach the Group Human Resource Department within the specified time, the payment of leave salary shall be deferred till the receipt of such report.

- p) An employee on study leave shall not take up part time/full time job anywhere else. If any employee is found to be employed during study leave, the Group will take disciplinary action against such employee including termination of service and recovery of salary paid during the study leave period.

### 8.4.3 Sabbatical Leave

- a) Permanent, whole-time teachers of the Group who have completed ten years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Group and higher education system.
- b) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- c) A teacher, who has availed study leave, shall not be entitled to sabbatical leave.

**Provided** further that sabbatical leave shall not be granted until after the expiry of seven years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- d) A teacher may, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- e) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or a part-time teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.

**Provided** that in such cases the Academic Council/ Research and Innovation Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

- f) In accordance with the Clause 5 above the period of leave may also count as service for purposes of pension/contributory provident fund **provided** that the teacher re-joins the Group on the expiry of his/her leave.

#### 8.4.4 Casual Leave

- a) Total casual leave granted to all the employees including part-time Faculty members in an academic year shall be in accordance with the Leave Matrix in **Annexure 8.1**.
- b) Casual leave will be credited at the beginning of the Leave Year for eligible employees who are on the payroll at that time. For employees who join during the year Casual leave will be credited on pro-rata basis from the date of joining.
- c) Casual leave cannot be combined with any other kind of leave. However, casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- d) Grant of Casual Leave shall be subject to the approval of the Head of the Department or other approving authority as the case may be and subject to exigencies of work.
- e) Unused Casual leaves will not be carried over to the subsequent calendar year under any circumstances. Casual Leave entitlements in any year should be availed within the same calendar year.
- f) Not more than 3 days of contiguous Casual leaves can be availed at a time.
- g) Casual Leave may be taken for half day also.
- h) Casual leave availed on Saturdays shall be deemed to be one full day.
- i) In addition, Special Casual Leave to the extent mentioned below, may also be granted subject to the approval of the Group and submission of Medical Certificate issued by registered medical practitioner:
- j) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
- k) To a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 calendar days.

#### 8.4.5 Earned Leave

- a) Earned leave admissible to a staff of the Group shall be in accordance with the leave matrix in **Annexure 8.1**
- b) For purposes of computation of period of actual service, all periods of leave except casual and duty leave shall be excluded.
- c) Earned leave at the credit of a staff member shall not accumulate beyond 240 days.
- d) The minimum earned leave that can be availed at a time shall be 4 days.
- e) The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- f) Any exceptions to the above will require prior written approval of the leave sanctioning authority. For avoidance of doubt, it may be noted:



- g) When a staff member combines vacation with earned leave, the period of vacation shall be reckoned as leave.
- h) Encashment of earned leave shall be allowed to Group EPGI staff members as follows: **Teaching staff:** At the time of leaving and provided employee has completed a minimum of 10 years of service encashable up to a maximum of 180 days of leave at credit.

**Non-teaching staff:** Once in a block period of 2years.

**Calculation of Earned Leave Encashment:** For the purpose of earned leave encashment, last drawn Basic Pay and Dearness Allowance shall be considered. The formula of earned leave encashment is = (last drawn Basic pay + DA)/30 days\*No. of days of earned leave.

- i) Intervening holidays and weekly offs will be treated as part of Earned leave.
- j) Earned leave shall be credited to all the permanent employees at the beginning of each year and for those employees who join the Group pro-rated earned leave will be credited on confirmation of their service.

#### 8.4.6 Commuted (medical)Leave

- a) All permanent employees of the Group may be entitled to 10 days of Commuted Leave, or part thereof, in a Leave Year depending on the date of confirmation.
- b) The employees covered under Employees State Insurance Act shall be governed by the provisions of this Act.
- c) Commuted leave will be credited to all the permanent employees account on the first day of the leave year and for those employees who are confirmed subsequently will be credited on pro-rata basis on the date of confirmation.
- d) A written request (or a line exceptional cases) shall have to be submitted to the reporting authority for availing Commuted leave due to illness or injury.
- e) An employee availing Commuted leave for more than 2 consecutive days shall submit a Medical Certificate issued by a registered medical practitioner upon resumption of duty. The services of the Group's medical officer/hospital may be utilized for this purpose.
- f) Scheduled Absences: Planned absences and other excused absences with or without pay shall be approved on request only in advance. Medical appointments and scheduled surgery shall also have to be approved by the Head of the Department / Principal or any other Sanctioning Authority as the case shall be.
- g) Unscheduled Absences: In case of sudden illness or other unexpected circumstances, an employee shall notify or arrange to notify his/her superior immediately. If this is

not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date of return.

- h) Leave availed on Saturdays shall be deemed to be one full day's leave.
- i) Unused medical leaves can be carried forward into the subsequent years for a maximum period of 160 days and is not encashable.

#### **8.4.7 Extraordinary Leave**

- a) A permanent staff member may be granted extraordinary leave when:
- b) No other leave is admissible; or
- c) Other leaves are not admissible and the staff member applies in writing for the grant of extraordinary leave.
- d) Extraordinary leave may or may not be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
- e) Leave taken on the basis of medical certificates;
- f) Cases where the Principal/ED is satisfied that the leave was taken due to causes beyond the control of the staff member, such as inability to join or re-join duty due to civil commotion or a natural calamity, provided the staff member has no other kind of leave to his credit;
- g) Leave taken for pursuing higher studies; and
- h) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- i) Extraordinary leave may be combined with any other leave except Casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed one month (30 days) except in cases where leave is taken upon producing a medical certificate.

#### **8.4.8 Maternity Leave**

- a) Maternity leave, with basic pay, shall be granted to a female staff member for a period not exceeding 180 days each instance, to be availed twice in the entire career. Maternity leave shall also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female staff member in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- b) Maternity leave may be combined with earned leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

#### **8.4.9 Paternity Leave**

Paternity leave of 6-days may be granted to male, full time permanent staff members during the confinement of their wives and such leave shall be granted only up to two children and subject to production of medical certificate issued by registered medical practitioner.

#### **8.4.10 Compensatory Leave**

- a) Staff members who have been asked to work on holiday may be entitled to Compensatory leave for an equal number of days that they have worked.
- b) Compensatory leave cannot be combined with casual leave.
- c) Compensatory leaves cannot be carried over to the next calendar year.
- d) Compensatory leaves cannot be encashed.

**The leave application for the staff is herewith attached in [Annexure 8.2](#)**

## Chapter 9: Staff Pay Scales, Grades, Incentives and Conditions of Service

### 9.1 Staff Pay Scales and Grades

The Group shall have its own staff grades and pay structure. This structure will also be followed during recruitments and promotions. Staff qualification, experience, competency and skills shall be considered as important criteria for deciding the grade. The staff grades and pay structure of the Group are appended in **Annexure 9.1** of the **Regulations**.

### 9.2 Condition of Service of Appointment at the Group

1. The terms and conditions with regard to the qualifications/ experience/ and any other eligibility criteria will be as prescribed in the UGC/AICTE/PCI/state government/ any other regulation or Group stipulated requirements as the case may be.
2. In addition to the above, the ED may prescribe in consultation with the concerned principal such specification or other condition that should be satisfied for the post to be filled up.
3. Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having accumulative impact index of not less than 2.0, with the incumbent as the main author and all 5 publications being in the author's area of specialization.
4. PhD should be from a recognized Group.
5. For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor, provided the incumbent Assistant Professor has acquired or acquires Ph. D Degree in the relevant discipline.
6. Experience at Diploma Institutions is also considered equivalent to experience in Degree level Institutions at appropriate level and as applicable. However, minimum qualifications as stipulated in the regulatory body shall be mandatory.
7. If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to First Class/Division. If a Grade Point System is adopted, the CGPA will be converted into equivalent marks (by multiplying with 0.9) as below:

Grade Point	Equivalent Percentage
5.75	52
6.25	56.25
6.75	60.75
7.25	65.25
7.75	69.75
8.25	74.25

### 9.3 Work Load of Group Staff Members

The Group will define the staff workload based on the total hours available for the academic year. The workload will comprise various activities that the staff members will have to accomplish in the given year within the available hours of work. Every staff members required to teach for a minimum of 16 hours in a week as per the UGC norms.

### 9.4 Research and Publication –policy

1. Faculty members are encouraged to undertake research on their own, under a grant from any agency. Such faculty members will be provided with resources for the research
2. Such of the faculty members have the research grant, they are advised to use the grants for the purpose against the items mentioned in the proposal
3. Faculty members are encouraged to publish their research work in conferences/Journals. This needs to be done with the notice of the HoD/Principal/HGR Department
4. Every Faculty member is expected to publish at least one paper, on average, in a reputed journal per annum and another one in reputed conference proceedings.
5. Faculty members/research coordinators/Research Director can bring out a half yearly research journal of the Group Institutions. The Group will provide necessary facilities for preparing and publishing the Journal
6. Publication will add more value while appraising a faculty member that will have indirectly benefit for promotion of a candidate. College/Group may consider giving incentive/award with a certificate

### 9.5 Conference attendance/organization-policy

- Faculty members /Students are encouraged to attend conferences, symposia, seminars, webinars, training and any such academic congregation. College may pay a certain registration fee in case the faculty member is presenting the work in the conference or undergoing a training program. However, faculty members will be given OOD for attending such congregation against the submission of attendance certificate.
- Faculty members/department are encouraged to organise conference/ seminar/ symposia/ workshops. Such faculty members/department may be given certain amount to meet the expenses

### 9.6 Training/Competency/Skill Development/ Consultancy-policy

Faculty members are encouraged to design, develop and offer their own training / competency / skill development programs to students where faculty member will be given a share 50% of the revenue collected for offering and earning revenue.

Faculty can share the consultancy revenue with a 60: 40 formula, 60% for the faculty who has earned the revenue. All payments after deductions of applicable taxes.

## 9.7 Administration and Coordination

Every staff member, in addition to teaching, research and other academic related work, is required to carry out assigned administrative work that may include coordinating of various academic, research, skill development, co-curricular activities and extracurricular activities for which no incentives will be paid. However, if any expenses are incurred that will be reimbursed.

## Chapter10: Staff Welfare

### 10.1 Staff Insurance and Medical Schemes

The Group may cover all the eligible employees and their dependents under Group Medi-claim and Personal Accident Insurance policies as part of its welfare measure.

### 10.2 Incentive Schemes

As mentioned in the previous chapter, faculty members can share revenue earned through consultancy, any training, skill development or competency development programs.

### 10.3 Higher Education Support to Employees of the Group

Members of the Group having the requisite, minimum qualification can opt for higher studies either in the Group or any other Group for:

1. Acquiring the next higher degree
2. Doctoral Programme leading to Ph.D. Degree
3. Post-Doctoral Programme
4. Any specialized training programme of certain duration in India or abroad

Interested staff members are required to make an application to the ED of the Group through the principal.

ED in turn consultation with management, principal and HoD may allow the candidate for higher studies under certain conditions that may benefit the candidate as well as the Group.

### 10.4 Education Support to Children of Employees of the Group

#### 10.4.1 General

EPGI encourages the children of its employees to apply for study programmes in the Group colleges for next level of study. EPGI may provide scholarships to the deserving students

#### 10.4.2 Application

The Faculty and Staff Members of the Group who are interested to admit their children to any of the Group College are required to make an application to the Admissions Director with the details of the qualifying marks of their child along with their Employee ID. The Director Admission may issue a confirmation after ensuring compliance with this Policy.

## Chapter 11: Secondment

The Group shall receive or send its staff on secondment by authority of the ED/management under the following terms and conditions:

### 11.1 Internal Secondment

1. An employee may, when circumstances so require, be internally seconded to another college/ Unit within the Group authority of the ED for a specified period of time, following necessary consultations.
2. The duties, terms of service and any change in the remuneration shall be specified in the letter of secondment issued by the ED or any other designated authority.
3. All applicable allowances shall be paid to the employee by the receiving College/Unit.
4. Upon expiry of the period of secondment the employee shall revert to their original College/ Unit.

### 11.2 External Secondment

#### 11.2.1 Employee Received on Secondment

1. Such an employee shall serve for a specified period of time as agreed between Group and the employee's parent employer.
2. The Group shall remunerate such an employee on such terms as may be agreed upon between the two parties as long as such remuneration shall not amount to payment of double salary.
3. Such an employee shall not be entitled to terminal benefits as applicable to Group employees on permanent or contract terms.

#### 11.2.2 Employee Sent on Secondment

1. Such an employee shall serve the recipient organization for a period normally not exceeding two years.
2. An employee on secondment shall draw salary, allowances and other forms of remuneration from the organization seconded to.
3. Upon expiry of the period of secondment, the employee shall return to his/her original position in the Group. In the event such an employee does not return after the period of secondment without formal resignation, after ten consecutive working days such employee shall be deemed to have absconded.
4. The period of secondment shall NOT be treated by the Group



## Chapter12: ICT Policy

### 12.1 Purpose

This policy defines the policies and procedures to enable the Group to provide a safe and secure information and communication systems environment to support all members in their use of the information and the associated information technology and communications (“ICT”) resources. These resources include but are not limited to the Group’s computing and network facilities, computer systems and software, data, equipment and processes in its domain and/or control, access to the Internet, electronic mail and messaging, telephony and related services.

This Policy is based on the following essential principles which all Users/Members must adhere to at all times:

- a) The ICT resources of the Group are provided to authorize users for the purpose of supporting their learning, teaching, research and administrative activities of the Group.
- b) Users who are permitted to access the ICT resources shall do so in a responsible, ethical and lawful manner at all times. Authorised users will be required to comply with Group policies and other laws and **Regulations** as may be applicable from time to time.
- c) Confidential and personal information shall be protected and shall not be misused at all times.
- d) Group ICT resources shall not be used by users, under any circumstances, to annoy, harass, vilify, threaten, intimidate, offend or humiliate others on the basis of their race, religion, gender or other attribute.
- e) All users must inform their Head of Department of any breaches of policy, back up their data regularly and keep their passwords secret and change it regularly to prevent security breaches.
- f) The Group may take disciplinary action against users who have contravened the ICT Policy in accordance with the Disciplinary Procedures laid out in the Statutes.

### 12.2 Coverage

This Policy applies to everyone who accesses Group ICT Resources whether a member of the Group or not, whether on campus or from remote locations and includes, but is not limited to, students, faculty ,full time and part time staff, temporary staff, contractors, consultants ,guests and other permitted users. By accessing or using the Group’s ICT resources user agrees to comply with this Policy.

### 12.2.1 External Users

All External users who are granted access to the Group's ICT Resources / Systems must adhere to the Group's policies in this regard.

### 12.3 Definitions

"ICT Resources": For the purpose of this Policy ICT Resources include, but are not limited to all items of

- 1) Hardware including personal computers
- 2) Software
- 3) Networking equipment, servers, exchanges
- 4) Transmission lines, networks ,wireless networks
- 5) Internet connections ,terminals, applications
- 6) Communication equipment, telephone systems, services and facilities
- 7) Data and information recorded on all types of electronic media, computer hardware and software, paper, whether Group owned or not, leased, or under license or contract, by the Group, irrespective of where these items may be located and are connected to Group-owned ICT resources.

The use of Group- ICT Resources through non-Group- (including personally owned) equipment is also subject to this policy.

Note:

Examples of ICT resources include, but are not limited to:

<ul style="list-style-type: none"><li>• Central computing facilities</li></ul>	<ul style="list-style-type: none"><li>• Financial and other enterprise applications</li></ul>
<ul style="list-style-type: none"><li>• The Campus Area Network(CAN)</li></ul>	<ul style="list-style-type: none"><li>• The Group EPGI WAN</li></ul>
<ul style="list-style-type: none"><li>• LANs</li></ul>	<ul style="list-style-type: none"><li>• Electronic mail</li></ul>
<ul style="list-style-type: none"><li>• Internet access</li></ul>	<ul style="list-style-type: none"><li>• Internet and Intranet Web servers</li></ul>
<ul style="list-style-type: none"><li>• Webpages</li></ul>	<ul style="list-style-type: none"><li>• Public computing facilities</li></ul>
<ul style="list-style-type: none"><li>• Voice telephony systems</li></ul>	<ul style="list-style-type: none"><li>• Wireless network systems</li></ul>
<ul style="list-style-type: none"><li>• Human resource data</li></ul>	<ul style="list-style-type: none"><li>• Student data</li></ul>
<ul style="list-style-type: none"><li>• Learning and teaching platforms and systems</li><li>• Mobile Devices</li></ul>	<ul style="list-style-type: none"><li>• Electronic Books</li><li>• Scanners, Printers, Pen drives, CDROMS</li></ul>

## 12.4 Communications & Network Infrastructure

The Group's communications infrastructure includes the following:

### 12.4.1 Public Network

This is the network that is fully visible to the outside world and consists of the web servers which maintain the Group's information on the world wide network.

### 12.4.2 Private Network

This is the Group's- EPGI's private network on which all the Group's operations are conducted.

### 12.4.3 Internet

Web Content of the Group that is made available to users anywhere in the world are available at The Group's official Internet website: <http://www.eastpoint.ac.in>

## 12.5 Conditions for Use and Access to IT Resources

1. Use of the Group's ICT Resources is restricted to authorized users and for legitimate Group purposes only. In the case of students this generally means academic coursework and research as approved by a Supervisor. Use by staff members will depend upon the nature of their work.
2. All persons using the ICT Resources shall be responsible to ensure appropriate use of the facilities provided and shall abide by the Codes of Practice defined in this policy.
3. **User Declaration Form:** Users may be required to complete a User Declaration Form before being allowed to access certain ICT Resources.
4. **CODE OF PRACTICE:**
  - i. Users shall respect and protect the privacy of other users at all times;
  - ii. Users shall not use the Group's ICT Resources to collect, use or disclose personal information in ways that breach the Group's the Privacy Policy.
  - iii. Users shall safeguard their data, personal information, account passwords and other authentication codes and confidential information.
  - iv. Users must respect the security mechanisms built into the ICT Resources and to follow the Group's security policies and procedures at all times.
  - v. Users shall at all times comply with all applicable laws governing the use of ICT resources. The Group takes no responsibility for users who breach any **Regulations**.
  - vi. Users shall not use any ICT resources in a manner that constitutes an infringement of copyright. The law permits copying and/or printing only with the permission of the copyright owner, with a few very limited exceptions such as fair use for study

or research purposes (this exception itself is subject to numerous provisos and conditions in the Copyright Act). Accordingly Users shall not download and/or store copyright material, post copyright material to Group websites, transfer copyright material to others or burn copyright material to CDROM so other storage devices using ICT Resources, unless the copyright material is appropriately licensed. Copyright material shall include software, files containing picture images, artistic works, live pictures graphics, computer games, films and music (includingMP3s) and video files.

- vii. ICT Resources shall not be used to cause embarrassment or loss of reputation to the Group.
- viii. Users must respect the rights of other users and shall comply with the Group's policies on matters relating to religion, sex, race, caste or other attribute.
- ix. All internet content made available on the Group's ICT Resources shall comply with the Group's policy on Internet Content.
- x. Users shall not use ICT Resources in inappropriate ways, which are likely to corrupt ,damage or destroy data, software or hardware, either belonging to the Group or to anyone else, whether inside or outside the network. They may only delete and alter data as required by their authorized Group activities. **Note:** This shall not apply to specially authorized Group computing staff who may be required to secure, remove or delete data and software, and dispose of obsolete or redundant ICT Resources as part of their ICT Resource management duties.
- xi. Users must not attempt to repair or interfere with, or add any devices (whether hardware or components) to, any ICT Resource, unless they are authorized and competent to do so. All faults or suspected faults shall have to be reported to IT Department of the Group.
- xii. ICT Resources shall not be used to distribute unsolicited advertising material from organisations having no connection with the Group or involvement in its activities.
- xiii. Users shall not misrepresent themselves or their identity, role or association with the Group in the use of the ICT Resources.
- xiv. Users have to identify themselves and not use a false identity. In case where any User of the Group is found to use a fake identity, he/ she shall be subjected to strict disciplinary actions.
- xv. Users shall not attempt to gain unauthorized access to any computer service. The use of another person's login, password or any other security device (e.g. Secure ID, digital signature or biometric identification) shall not be permitted. Nor must Users exploit any vulnerability in systems or (except authorised staff when checking security of systems as part of their duties) use any technology designed to locate such vulnerabilities or avoid security systems. Such behaviour if proven would potentially be considered serious misconduct and accordingly may be dealt with under relevant disciplinary provisions. Such instances may be referred to the law enforcement authorities.

- xvi. Users shall not use ICT Resources for the purposes of subscribing to and accessing fee based services that are for personal use only.
- xvii. Users shall not facilitate or permit the use of the Group's ICT Resources by persons not authorised by the Group e.g. Users shall not set up a wireless relay base station from their Group.
- xviii. Use of all proprietary software is subject to the terms of the license agreements between the Group and the software owner/licensor.

xix. Personal Information:

All personal information about an individual must not be disclosed without the express consent of the individual concerned.

xx. Confidential Information:

All users have a duty to keep confidential all Group data and information received from other entities and institutions unless it has been approved for publication.

A breach of confidentiality either through negligent or accidental disclosure may result in disciplinary action.

5. Users should recognize that when they cease to be formally associated with the Group (e.g., no longer a student or faculty/employee) their information may be removed from the ICT resources without notice. Users should remove their information or make arrangements for their retention prior to leaving the Group.

6. **Appropriate and Responsible Use:**

Use that is consistent with the maintenance of the highest standards in the pursuit of the Group's mission, the academic, research and other objectives of the Group shall be considered appropriate use; it should be noted that all use that is inconsistent with the above objectives are deemed to be inappropriate use.

Examples of in appropriate usage are:

- i. Illegal Activities including malicious hacking, pornography, material depicting violence ,inciting others into committing violent acts, injury to human dignity including racial discrimination, incitement to racial hatred, sexual perversion, all types of fraud including credit card fraud, misuse of private and confidential information, unauthorised use of email services, damaging others' reputation, gambling, plagiarism and infringement of copy rights, Intellectual property rights etc.
- ii. Circulating or posting objectionable material of any kind.
- iii. Users shall not use any ICT Resource to harass, menace, defame libel, vilify, or discriminate against any other person within or beyond the Group. Users who do so shall be liable even if they aid and abet others who discriminate against, harass or vilify colleagues or any member of the public;

- iv. Willful wastage of ICT resources is inappropriate use;
- v. Users are not permitted to play games whether for competitive or recreational purposes;
- vi. Users shall not use any ICT Resources to access, create, store, transmit or distribute pornographic material of any type.
- vii. The use of ICT Resources for gambling purposes is forbidden.
- viii. Commercial Use: Users may not use ICT Resources for unauthorized profit making or commercial activities.
- ix. Users must not attempt to repair or interfere with, or add any devices (whether hardware or components) to, any ICT Resource, unless they are authorized and competent to do so .All faults or suspected faults shall have to be reported to IT Department of the Faculty/Group.
- x. Users must not attempt to change, alter or delete any of the settings including Network Settings, Control Panel settings, virus scanning software and other applications installed on their machines.

**7. The Group reserves the right to:**

- a. Limit, restrict or extend access to Users. The Group also reserves the right to limit permanently or restrict any user's access to the ICT Resources without notice to the user in order to protect the integrity of the ICT resources against unauthorised or improper use;
- b. periodically check and monitor the ICT resources and any other rights to protect them;
- c. to take any emergency action to safeguard the integrity and security of the ICT resources which right include the right to terminate users' access, online sessions, change passwords and user names of accounts;
- d. Group reserves the right to access or download files by the users of ICT of the Group. Files may only be accessed or downloaded if they are work or study related. In any case, files shall only be downloaded if it is legal to do so and steps have been taken to ensure that the files are free from viruses and other destructive codes;
- e. Take disciplinary action if users have been found to be indulging in any illegal or unacceptable use of the ICT Resources including:
  - i. Willful physical damage to any of the ICT Resources;
  - ii. Improper access to confidential information;
  - iii. destruction or deliberate interruption of information or the free usage of other resources;
  - iv. disseminating information without appropriate permissions;
  - v. engaging in malicious activities including unauthorised access to user accounts and passwords;

**8. Reasonable Personal Use:**

Users may be permitted to use the ICT Resources for limited, incidental purposes. Such use must not impose significant additional cost to the Group. Examples of permitted personal use are online banking, travel bookings, browsing for permitted purposes etc.

Reasonable use in the context of the particular circumstances is a matter to be determined by the User's Head of Department or Administrative Head. The Group's decision in this regard shall be final.

**9. Consequences of Breach of Policy:**

Users found to have breached this Policy will be subject to disciplinary action in accordance with the Group's disciplinary procedures and could result in the imposition of fines, recovery of damages and/or costs or even imprisonment. Criminal offences will be reported to the law enforcement authorities.

The Group will not defend or support any user who uses the ICT resources for an unlawful purpose.

Where a user is not a member of the Group and is found to have breached this Policy such users may be subject to action as deemed appropriate by the Group. If the action is criminal in nature it may be reported to the law enforcement officials for action.

**10. Group Course and Other Materials:**

Authorised users of the Group should ensure that all course materials are placed on the Group's servers and not on personal web pages or servers. They are required to observe Group laid down policies and procedures failing which they will be liable to disciplinary action.

**11. Group Liability:**

The Group accepts no liability or responsibility for any loss or damage whether direct or consequential arising from the personal use of the ICT Resources.

**12.6 Access for Mobile Computing Devices**

Mobile computing devices include hand held devices, other peripheral devices (including printers, disk drives, monitors, keyboards, mice etc.) and associated software.

Mobile computing devices given by the Group to authorized users are the responsibility of the user. These devices must be returned to the Group on demand or when an employee leaves.

Users are required to exercise sufficient care in ensuring that unauthorized persons do not have access to mobile computing devices and to keep information on such devices fully confidential. Passwords should be implemented on such devices to prevent unauthorized access.

Mobile computing devices may be provided access to the Group's network only at designated points or locations.

## 12.7 Email & Messaging

E mail ids for faculty members, staff and students will be created by the ICT department in a specified format.

The Group owns all copyrights to email correspondence created by members of its staff in relation to their employment duties.

When using the email or messaging systems Users are responsible, at all times:

- a) To respect the privacy and personal rights of others;
- b) To take all reasonable steps to ensure that no copyrights or IPR are infringed;
- c) Not to forward emails containing any personal information;
- d) Not to send sexually explicit or other inappropriate material;
- e) Not to send SPAM(unsolicited-mails);
- f) Not to harass ,threaten or intimidate other persons or users;
- g) Not to send forged messages ,forward viruses or other attachments, bulk messages and the like;
- h) To ensure that appropriate standards of civility are observed when using email and messaging services, i.e., no angry or threatening messages, offensive, intimidating or humiliating messages may be sent using the ICTR resources;
- i) To ensure that care is exercised to refrain from forwarding or copying from any web pages material that is protected by copyright whether it is an audio, video file, music, photographs or text.

## 12.8 Desktop Environment

The Group will endeavor to implement a standardized desktop environment for all locations to ensure that ICT Department staff can resolve issues efficiently and quickly. The standardized environment will provide users a similar look and feel, uniform access to computer equipment and software applications across the Group support remote access to systems by ICT personnel and users and better maintenance by ICT personnel.

Users must not change or delete any settings that have been made by ICT Department on desktops or other devices. These include Network settings, control panel settings, Icons on the desktop, password settings etc. Users are also required to use passwords and change passwords at regular intervals and to shut down computers etc. using proper procedures.

## 12.9 Access to the Internet

The ICT Department will provide users with appropriate access to the Internet to perform their functions properly. Users shall abide by the Group's policies in this regard.

- a) Users shall use the internet only for approved purposes. Improper usage may result in immediate termination of access.



- b) Usage may be monitored by ICT Department for any unusual or inappropriate activity. ICT Department's decision in relation to the provision or termination of services to any user shall be final in all matters.
- c) Users should respect all copyright laws and other licensing agreements. Failure to do so may result in loss of access privileges and/or penalties.
- d) Users will abide by the Acceptable Use Policy of the Group.
- e) Users shall not:
  - Visit internet sites that contain obscene or other objectionable material;
  - Use the internet or email services for illegal purposes, gambling, playing games, commercial purposes.
  - Post offensive remarks, comments, indecent material;
  - Download any software or other electronic files without using virus protection and/or filters approved by the Group;
  - Use internet access during office hours on non-Group affairs;
  - Upload, download or transmit copyrighted material;
  - Perform any other inappropriate use prohibited by the ICT Staff.
- f) Users who violate any of the above guidelines will be subject to disciplinary action by the Group- as per the policies of EPGI
- g) In the case of gross misuse or misconduct access will be terminated immediately and in the case of an employee dismissal procedures will be initiated.
- h) All employees and students will be required to sign an undertaking, included in their employment contract, agreeing to abide by the Group's policies and procedures for accessing and using the ICT Resources, email and internet services.

## **12.10 Security, Privacy and Compliance**

### **12.10.1 Security & Privacy**

- i. Matters of a confidential nature shall only be conveyed or stored in an electronic format when adequate security measures have been taken.
- ii. While the Group communications systems are electronically safeguarded and maintained in accordance with current best practice, no guarantee can be given regarding the protection of confidentiality, privacy or security of any information.
- iii. Email and other records stored in ICT Resources may be the subject of a search warrant, discovery order or application under criminal activity. Disclosure outside the Group any personal information, irrespective of its format, shall be considered as breach of information and shall be dealt appropriately.
- iv. The Group may collect and receive personal information of Users and others in the course of managing the operation and use of its ICT Resources and that information can be used in connection with efforts to ensure that Users comply with all relevant laws and Group policies.
- v. Communications on Group business in any format or media are official records, subject to statutory record keeping requirements and the Group Record keeping

Policy. This shall include emails and received by staff members on any Group related matter. Staff members need to be conscious of the need to preserve official communications in accordance with the relevant Group guidelines on the management of electronic records. Care should be taken before deleting any electronic communication that it is not required to be kept as evidence of a decision, authorization or action.

- vi. Sending an email on an official Group matter shall be considered similar to sending a letter on Group letter head. Such email transactions shall have to be handled with the normal courtesy, discretion and formality of all other Group communications. Users shall not write anything in an email that they would not sign of in a memorandum.
- vii. All accounts, data, files, email messages of Users are stored on the ICT Resources of the Group and are normally held private and secure from access by other users. However there may be situations such as repairing, upgrading or restoring servers etc. when properly authorised staff of the Group may be required to:
  - Access user accounts;
  - Temporarily suspend access to accounts;
  - Disconnect computers and/or other ICT resources from the Group's network;

#### **12.10.2 Access & Physical Control**

- i. New Users will be allocated Usernames and Passwords by ICT Department for all systems.
- ii. The level of access provided to Users will be based on their need.
- iii. Users will be provided with the required User Documentation for all systems maintained by the ICT Department.
- iv. Appropriate barriers and controls governing the physical access to, and the maintenance of, the integrity of Group ICT assets shall be deployed commensurate with the risk identified. Such risks include identified natural and environmental hazards.
- v. Barriers and controls include, but are not limited to, electronic access control to servers and critical network infrastructure, installations of grillwork surrounding and enclosing video systems, fire suppression, and power management systems. Authentication and authorization functions shall be employed for all users of Group electronic data and information resources. A central authentication database shall be established for all users. Procedures to manage access, authentication and authorization shall be developed to support and manage these activities. Such processes and procedures shall include but shall not be limited to user passwords for network and application access, biometric access mechanism, tokens and electronic key devices.
- vi. **Software and Firmware upgrades:** All computers, switches, routers and other network-attached devices shall have the most recent approved and released

software and firmware security patches installed as soon as they are generally available.

- vii. **Virus Protection:** Group approved virus protection software must be installed on all devices on the network. Such software must be regularly updated and scanned for viruses regularly.
- viii. **Malware control:** Malware is a common feature of globally connected networks. Personnel engaged in the implementation and support of ICT systems shall take all appropriate steps to protect its ICT assets from damage, compromise or loss of confidentiality. For the purposes of this policy, malware is defined as software agents that by their action deny users the maximum capabilities of the ICT systems, compromise the security and confidentiality of Group data and information or destroy or damage Group-EPGI ICT assets. Malware include but is not limited to spyware, viruses, worms and spam.
- ix. **Network Interconnections:** Interconnections among networks are unavoidable in the ordinary course of business. These interconnections are portals for unauthorized access and entry to Group networks and pose significant risk to the security of Group data and information resources. Therefore, all network interconnections shall be guarded, and audited by processes and such perimeter defense and intrusion detection systems, as are appropriate to manage and mitigate these risks.
- x. **Access to Business Critical systems:** The Group is dependent on several of its major systems for its daily operations. Breaches to their integrity, or their unavailability for any significant period of time, could reduce the service delivery capability or place the institution in disrepute. Such systems may include the Student Administration System, online teaching and learning platforms, the financial management system, the enterprise planning and/or human resource management information system. Notwithstanding the general security safeguards enunciated before, these business-critical systems shall be provided with an elevated level of security. These additional measures shall include, but are not limited to, internal firewalls, secondary access challenges and biometric access controls. When the security requirements are stringent enough, internal isolation of the network segment to which such systems are attached is the final consideration.

### 12.11 Monitoring

The Group reserves the right to monitor files, data, server logs, websites and e-mails stored on or accessed using the ICT Resources and network of the Group and to access any other device that maybe connected to the Group network including personal computing equipment like laptops. The Group reserves the rights to monitor the use of its ICT resources to ensure compliance with this policy.

## 12.12 Response to Breaches

1. The Group reserves the right to withdraw, restrict or limit any User's access to its ICTR resources if a breach of the second conditions is suspected. Any such suspected breach may also be investigated under other Group laid down processes, and may result in disciplinary action being taken against the offender in accordance with those processes. This may include a request to reimburse costs (e.g. for unreasonable personal use), disciplinary action (including termination of employment/ suspension of candidature) and/ or criminal prosecution.
2. Further the Group reserves the right to remove or restrict access to any material within the Group domain. Such decisions will be communicated to the appropriate supervisor and account holder.

## 12.13 Data Backup Procedures

Users should follow the procedures laid down below as far as possible:

### 12.13.1 File Naming Conventions

File names should indicate the content of the data within it especially where the files are shared with many users.

### 12.13.2 Directory/ Folder Naming Conventions

The users shall be required to comply with the guidelines prescribed in this regard from time to time.

### 12.13.3 Application Directories/Folders

Staff installing applications should use the Default Directories for all applications installed. Where "default directory locations" are not provided the installer must choose the most obvious directory name for installing the application.

### 12.13.4 Backup Procedures

All Users are individually responsible to ensure that their information and data is effectively backed up. The Group does not accept any responsibility for the loss of data or information held on Group ICT Resources or User's personal resources connected to Group ICT resources.

Where several users are accessing/using one computer one person should be nominated with the responsibility of actively monitoring the backup procedures for all information accessed by that group.

Backup logs should be maintained by Users.

All Backups should be appropriately labelled and date indicated clearly. Backups should be stored in a safe, secure and off-site location.

## 12.14 Hardware & Software Acquisition & Maintenance

Hardware & Software procurements:

- i. All requirements of hardware/software should be forwarded to the ICT Department and should be supported with a “Hardware/Software Requisition Form” from the Requisitioning Department together with the justification for the request and duly approved by the relevant authority.
- ii. Hardware/Software requests should, as far as possible, conform to the standard configuration, system and applications of software standards laid down by the Group.
- iii. The ICT Department may or may not proceed to procure the hardware/software item requested or may make modifications to the configuration to conform to Group norms.
- iv. hardware/software purchased should be compatible with the result of the Group’s computer equipment.

### Copyrights:

Users should be aware of and abide by the Group’s policy on copying and using computer software that are protected by copyright and other licenses and laws or contractual agreements with vendors.

## 12.15 Web Publishing Guidelines:

EPGI’s Publications and outreach committee is responsible for :

- Ensuring that the standards of publication are continuously monitored;
- Resolving all issues relating to the appropriateness of material published on the Group’s website.

## Chapter13: Travel Policy

### 13.1 Travelling Allowance

Travelling Allowance shall mean an allowance granted to Group staff to cover the expenses which he/she incurs when on travel on Group business. It shall include allowance granted for the maintenance of conveyances, accommodation, food and any other miscellaneous expenses. All the staff members of the Group will be required to invariably furnish bills and other supporting documents for claiming/reimbursement of travelling expenses.

### 13.2 Travel Expenses Matrix

Employees are paid travel expenses as agreed against the submission of bills

### 13.3 Official Travel

The Group will reimburse travel expenses, properly incurred, by staff members travelling for official purposes in accordance with the approval of the concerned officers. The Group may vary the reimbursement policy with respect to official travel from time to time.

### 13.4 Staff Travelling for Seminar/Conference/Paper Presentation

Generally an applicant applies to the sponsoring agencies like other Universities, All India Council for Technical Education and Directorate for Technical Education, Council of Scientific and Industrial Research etc. for request of funds. In case he/ she gets major amount from the sponsoring agencies, the Group will sponsor him up to a certain extent or an amount sufficient to bridge the deficit.

#### NOTE:

- Reimbursements are based on budget provision being available
- TA / DA rules have been as specified above in Section 13.2. The general rules are specified in the table below:

SI No.	Conference / Seminar / Paper Presentation / Workshop/ Symposia etc.	Financial Assistance
1	International(Abroad)	Based on budget availability
2	International(India)	Based on budget availability
3	National	Based on budget availability

#### NOTE:

- Selection of a paper in a conference does not make it mandatory for the Group to allow the staff member to present his/her paper in the conference.
- All the sanctions for presentation/ attending conferences, symposia shall be strictly at the discretion of the Group. The Group shall exercise its discretion in permitting any staff member to attend any conference/seminar etc.

# ANNEXURES

APPLICATION FORM FOR EMPLOYMENT IN EPGI

Affix recent  
passport  
size  
photograph

Name of the college: .....

Position applied for:.....

1. Name: .....
2. Date of birth: .....
3. Sex: .....
4. Marital Status: .....
5. Father/Spouse's name: .....
6. Blood Group: .....
7. Communication Address:.....  
.....
- Pin: .....MobNo: ..... E-mailID: .....

8. Emergency contact: Name : ..... Phone No: .....

9. Education Qualification (From Highest to Lowest)

	Qualification	Year of Passing	Specialisation/Subject	Name of college/University	% marks/grade obtained
1					
2					
3					
4					
5					

10. Work experience (Start with the latest)



Sl. No	Name and address of the organisation	Date of joining	Current Designation	Current Salary PM	Reason for change
1					
2					
3					
4					
5					

11. Any other special achievements in your career please specify:

.....  
 .....

12. Pancard No: .....

13. Aadhar No: .....

14. Bank Account Details: .....

**DECLARATION**

I hereby declare that all the information mentioned above are true and correct to the best of my knowledge and belief.

I fully understand that in the event of any information furnished being found false or incorrect; action can be taken against me.

Place: .....

Name: .....

Date: .....

Signature: .....

**INTERVIEW ASSESSMENT FORM**  
**Academic Positions**

Name of the Candidate :

Date of Interview :

Position /College :

Experienced/Fresher :

S. No.	Parameter	Max Marks	Marks Awarded
<b>Personal</b>			
1	Presentation of Self-Physical Appearance and Dressing	5	
2	Emotional Appearance	5	
3	Communication Skills	5	
<b>Academic</b>			
1	Academic Qualification	5	
2	Academic Experience	5	
3	Industry Experience	5	
<b>Achievements</b>			
1	Publications-International Journals (1 Mark per publications- Max -5)	5	
2	Publications –National Journals (1 Marks per Publication-Max 5)	5	
3	Conference Publications ( 1 marks per publication-Max 5)	5	
4	Patents ( 1 mark per Patent-Max 5)	5	
5	Awards (Recognised)- 1Mark per Award-Max 5	5	
6	Administrative Responsibility Undertaken (AICTE, UGC, Government Related, Community Service Related) 1 mark per activity- Max 5	5	

Technical Interview			
1	Presentation	15	
2	Interview	25	
	<b>Total</b>	<b>100</b>	

Salary Expected

Salary Drawn at Present:

Salary Slip (to be submitted):

Bank Statement Proof to be submitted

Comments of the Interview Committee

Name & Signature of the Members of the Committee

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Selected/Not Selected

Reporting Date:

**Interview with CEOs**

Approved/Not Approved

Salary Fixed

Signature of CEO

**INTERVIEW ASSESSMENT FORM****Non Academic Positions**

Name of the Candidate :

Date of Interview :

Position /College :

Experienced/Fresher :

S. No.	Parameter	Max Marks	Marks Awarded
<b>Personal</b>			
1	Presentation of Self-Physical Appearance and Dressing	5	
2	Emotional Appearance	5	
3	Communication Skills	5	
<b>Academic</b>			
1	Academic Qualification	5	
2	Work Experience	5	
<b>Achievements</b>			
1	Awards and Recognitions	5	
<b>Technical Interview</b>			
1	Interview	20	
	<b>Total</b>	<b>50</b>	

Salary Expected:

Salary Drawn at Present:

Salary Slip (to be submitted):

Bank Statement Proof to be submitted

Comments of the Interview Committee

Name & Signature of the Members of the Committee

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Selected/Not Selected

Reporting Date:

**Interview with CEOs**

Approved/Not Approved

Salary Fixed

Signature of CEO

**JOINING REPORT**

From:

Date:

To:

Dear Sir,

**Sub: Joining Report**

This is to confirm that I, ....., have joined the services of  
....., as ....., in  
..... Department with effect from forenoon/afternoon of ....., in  
accordance with my letter of offer dated .....

This is for your information please.

Name:

Signature



# LETTER OF APPOINTMENT

Ref:

Date:

Mr./Ms./Mrs. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear

**Subject: Appointment for the Position of \_\_\_\_\_**

This refers to your application and subsequent discussions you had with us on the above subject. We are pleased to appoint you as Lecturer in Chemistry Department in our institution.

Your appointment is subject to your being relieved from the services of your current employer, if any, and being found medically fit. The terms and conditions of your appointment are set out below:

**1. Date of joining**

Your appointment will be effective from \_\_\_\_\_ your place of work will be at the institution's office at Bidarahalli, Avalahalli, Virgo Nagar Post, Bangalore – 560049.

**2. Compensation**

Effective from the date on which you join the Institution, your gross compensation, , will be Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) per annum. Your compensation details will be as per the Salary Annexure Attached to this letter. Statutory deductions such as Income Tax, Professional Tax and contributions to the Employee Provident Fund will be deducted as per the provisions of the respective Acts. Please note that individual compensation is a "confidential" matter and it is not to be disclosed or discussed with other team members.

**3 Working Hours**

You will be governed by the institution's rules on working hours. You may also be called upon to attend duties on your personal time if and when exigencies of work so demand.

**4. Leave**

You will be entitled to avail leave as per the rules made applicable to your cadre from time to time.

**5 Travel**

You will be required to travel on the institution's work and travel policy and rules applicable to your level.

**6 Transfer**

The institution reserves the right to transfer your services, or place you in any other capacity or location of the institution which it may consider appropriate. In such cases you will be governed by the terms and conditions of service applicable to the new assignment.

**7. Retirement**

The retirement age is as per the superannuation policy of the Institution.

**8. Responsibilities & Commitments**

8.1 You will always need to be alert and conscientious in acquitting the responsibilities and duties assigned to your position and conduct yourself accordingly. Your work in the institution, in relation to conduct, discipline and other conditions of service, will be subject to the Company's rules and regulations, as formulated and modified from time to time.

8.2 The Institution shall provide you with the requisite infrastructure and resources, such as computers, Internet connection, and telephone, stationary and so on, in order to enable you to effectively discharge your duties in the course of your employment. Please note that in the interest of the security of the Company, the Company reserves the right to monitor your usage of the resources, if so required.

8.3 As an institution, we are committed to ensuring 'Integrity' in all aspects of functioning. Consequently, you are expected to comply with the policies of the Institution including the Information Security Policy and other policies as they form an integral part of the terms of employment. You are also required to understand the scope and intent behind these policies and to comply with them. As these Policies are updated / modified on a periodic basis, and new Policies may be introduced from time to time, the Institution undertakes to notify you of such changes and you will be required to comply with the same.

8.4 Consistent with the above, any matter or situation or incident that may arise, which could potentially result, or has resulted in any violation of the policies in either in spirit or letter, shall immediately be brought to the notice of your reporting manager / management.



**9. Other Work**

Your position is a whole time employment with the Institution and you shall devote yourself exclusively to the business of the Institution. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly in any other trade or business during the employment with the institution without permission in writing from the authorized representative of the institution..

**10. Confidential information**

10.1 In consideration of the opportunities, training and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Institution. Therefore, please ensure that you maintain as secret and confidential all Confidential Information (as defined from time to time in the Confidentiality Policy of the Institution) and shall not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the institution (irrespective of the circumstances of, or the reasons for the cessation).

10.2 You will not at any time, without the written consent of an authorized representative, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the institution's affairs, administration, or project being carried out whether the same may be confined to you or become known to you in the course of your service or otherwise.

10.3 You acknowledge that the restrictions imposed under the present terms of Employment are reasonable and are necessary in order to protect the Company's legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, *inter alia*, injunctive relief.

**11. Protection of Interest**

If you conceive any new or advanced methods of improving processes, or systems in relation to the operation of the institution, such developments will be fully communicated to the institution and will be and remain the sole right/property of the institution and that you shall not be entitled to use the same for any purpose other than that of the business of the institution.

**12. Past Records**

If any declaration given or information furnished to the Institution proves to be false, or if you have willfully suppressed any material information, or if you violate any of the terms

and conditions of appointment, in any / all such cases you will be liable to be removed from services without any notice.

**13. Separation Notice**

On successful completion of the probationary period, your services with the Company are terminable by one month's notice on either side or on payment of one month's Salary in lieu of notice by the concerned party, and either party is not bound to give any reason for the same.

**14. On Separation**

On the termination of your employment with the institution, you will immediately handover to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.

Please confirm that you accept this appointment and that the above terms are acceptable to you by signing and returning a copy of this letter.

We welcome you to EPGI family and wish you a rewarding and fruitful career with us.

Yours Sincerely,  
**For East Point Group of Institutions**

**Executive Director**

I agree to accept employment on the terms and conditions mentioned in this letter of appointment.

Date:

Name:

Place:

Signature:

## Staff Grievance Form

Aggravated Employee Details	
<b>Name of the employee</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Faculty</b>	
<b>Employee ID</b>	
Grievance Details	
<b>Date of filing</b>	

**Signature of the employee**

**Date:**

***\* The filled form duly signed by the employee should be submitted in a sealed envelope to the Director – HR***

## Staff Disciplinary Committee

Sl.No.	Committee	Members
1	Executive Director	Chair Person
2	Director-Human Resources	Member Secretary
3	Principal-EPCET	Member
4	Principal-EPCP	Member
5	Principal-EPCHE	Member
6	Principal-EPCN	Member
7	Principal-NRCN	Member
8	Principal-EPCPT	Member
9	Principal- EPCMSR	Member
10	EPCI- Advocate	Member

## Staff Removal

Faculty and staff may be relieved with one month's notice if the performance was found to be below average during the annual appraisal or such member found to be guilty by the Staff disciplinary committee.

In special circumstances, a staff member is not able to perform his/her duties as he/she was appointed for, may be asked to leave the job with one month's notice.

East Point Group of Institutions			
Annual Performance Indicators - Academic (Teaching/ Research)			
Activity	API	No of hours spent	Quality Grade (5,4,3,2,1) 5-Best 1 Poor
Teaching and Related Administration	Teaching		
	Notes Prep		
	Question Paper/ Assignment Prep		
	Reviews		
	Laboratory and Written Examination		
	Assessment		
	Student Project Supervision - UG/ PG		
	Meetings		
	Any Other Activity Not Stated Above		
Total			
Research and Related Administration	Proposal Writing		
	Proposal Reviews		
	Research		
	Research Reports		
	Research Scholar Supervision		
	Meetings		
	Any Other Activity Not Stated Above		
Total			
Dissemination of Knowledge (Delivery)	Seminars/ Workshops		
	Conference		
	Publications		
	Travel		
	Any Other Activity Not Stated Above		
Total			

Knowledge Acquisition (Attending)	Seminars/ Workshops		
	Conference		
	Travel		
	Any Other Activity Not Stated Above		
Total			
Coordination and Administration	Administration		
	Competitions and Exhibitions		
	Cultural Activity		
	Sports Activity		
	University Publication Activity		
	Member of a Committee		
	Social Work		
	Any Other Activity Not Stated Above		
Total			
Any Notable Target set for the year (Please mention the target set and the number of hours spent to achieve the same)			
Effective Hours spent (Total Annual Hours considered for Appraisal-1260)			

<b>East Point Group of Institutions</b>			
<b>Annual Performance Indicators (API) - Academic (Non - Teaching)</b>			
<b>Activity</b>	<b>API</b>	<b>Weight Factor - Quantity</b>	<b>Weight Factor - Quality</b>
Handling Enquiries for Admissions	Postgraduate Courses		
	Undergraduate Courses		
	Doctoral Programmes		
	Any Other Activity Not Stated Above		
<b>Total</b>			
Admission Related Administration	Paper advertisements & Preparation of Posters		
	Documentation		
	Prep of students ID card		
	Induction to Students		
	Admission Related Meetings		
	Any Other Activity Not Stated Above		
<b>Total</b>			
Record Keeping Related	Students Personal Record		
	Staff Student Consultative Meeting		
	Coordination with Dept. for assignment collection		
	Printing of assignment and result announcement		
	Coordination with Dept. for Project Presentation		
	PAB		
	SAB		
	FT/ PT Course Inauguration		
	Documentation		
	Related Meeting		
	Graduation Day		
	Any Other Activity Not Stated Above		
<b>Total</b>			
Purchase Related	Discussions with vendors		



	Purchase related travel		
	Documentation		
	Any Other Activity Not Stated Above		
Total			
ICT Related	System Administration		
	Web Administration		
	System Maintenance		
	Any other hardware maintenance		
	Travel		
	Documentation		
	Any Other activity Not Stated Above		
Total			
Library Related	Providing Library Membership to staff and students		
	Library Facility like borrowing and return of reading materials		
	Maintenance of digital library		
	Upgradation of library		
	Meeting		
	Travel		
	Documentation		
	Any Other Activity Not Stated Above		
Total			
Accounts Related	Fee Collection		
	Entry in System/ Tally		
	Documentation		
	Bank Activities		
	Submission of Statutory Returns to Govt.		
	Travel		
	Meeting		
	Any Other Activity Not Stated Above		
Total			
Student Placement, Welfare and Career	Contacting Companies		

Advice	Sending University Brochures and other related documents		
	Meeting with company HR for Placements		
	Conducting on campus placements		
	Travel		
	Any Other Activity Not Stated Above		
Total			
HR Related	Induction of New Employees		
	Joining Formalities		
	Employee Interactions		
	Relieving Formalities		
	Related Meeting		
	Travel		
	Any Other Activity Not Stated Above		
Total			
Other	Competitions and Exhibitions		
	Cultural Activity		
	Sports Activity		
	Social Activity		
	Hostel Related		
	University Publication Activity		
	Member of a Committee		
	Travel		
	Any Other Activity Not Stated Above		
Total			
Any Notable Target set for the year (Please mention the target set and the number of hours planned to achieve the same)			
Total hours spent for work load calculations			

**Anneure 8.1**  
**East Point Group of Institutions**  
**Leave Matrix - Academic (Teaching)**

Leave Year: 01st August to 31st July of next year.

Grade	Job Titles	Reference	Type of leave												
			Duty Leave	Study Leave	Sabbatical Leave	Casual Leave	Earned Leave	Commuted Leave	Extraordinary Leave	Maternity Leave	Paternity Leave	Compensatory Leave	Vacation	Leave Without Pay	
L1/L2	Level 1 & 2 Employees	No. of leave per year	NA	NA	NA	15 days	NA	10 days	NA	NA	NA	Actuals	NA	Actuals	
		Recommending Authority	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor
		Sactioning Authority	Director-Admin	Director-Admin	Director-Admin	Director-Admin	Director-Admin	Director-Admin	Director-Admin	Director-Admin	Director-Admin	Director-Admin	Director-Admin	Director-Admin	Director-Admin
L3/L3A/L4	Level 3,3A, 4 Employees	No. of leave per year	NA	NA	NA	15 days	15	10	NA	180	NA	Actuals	NA	Actuals	
		Recommending Authority	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	Immediate Supervisor
		Sactioning Authority	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal	Manager/Director/HoD/Principal
P1	Assistant Professors	No. of leave per year	15 days	3 years	NA	15 days	15 days	10 days	NA	180 days	06 days	Actuals	Actuals	Actuals	
		Recommending Authority	HOD	HOD	NA	HOD	HOD	HOD	HOD	HOD	HOD	HOD	HOD	HOD	HOD
		Sactioning Authority	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal
P2/P3	Associate Professors/Professors	No. of leave per year	15 days	NA	NA	15 days	15 days	10 days	NA	180 days	06 days	Actuals	Actual	Actuals	
		Recommending Authority	HOD	HOD	HOD	HOD	HOD	HOD	HOD	HOD	HOD	HOD	HOD	HOD	HOD
		Sactioning Authority	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal
P4	HoDs	No. of leave per year	15 days	NA	NA	15 days	15 days	10 days	NA	180 days	06 days	Actuals	Actual	Actuals	
		Sactioning Authority	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal
P5	Principal	No. of leave per year	15 days	NA	1 year at a time or 2 years in the entire career	15 days	30 days	10 days	NA	180 days	06 days	Actuals	Actual	Actuals	
		Sactioning Authority	ED	ED	ED	ED	ED	ED	ED	ED	ED	ED	ED	ED	ED

# Leave Application

Name :							Date				
Designation:											
Type of Leave							Dept.				
From		To		Total days available		No. of days availed		Balance			
Reason											
Alternate Arrangements for class											
Class/Sem	Subject			Date/Time		Substitute Faculty		Signature			

Recommended/Not Recommended

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

\_\_\_\_\_  
Principal / HOD

\_\_\_\_\_  
Executive Director

**East Point Group of Institutions  
Salary Scheme  
Norms for Fixing Salaries**

**Salaries of Principals if meet the qualification and experience requirement  
Consider Experience as the case may be**

1. AICTE 6<sup>th</sup> Pay- Professor Scale
2. AGP- Rs. 10000/-
3. New Basic: Basic + AGP
4. DA: As per the decision of the Management
5. HRA: 25% of New Basic
6. Special Allowance: Rs. 3000/-
7. If the present drawn amount exceeds the scale amount considered to be Allowance

**Salaries of Professors and HoDs if meet the qualification and experience requirement  
Consider Experience as the case may be**

1. AICTE 6<sup>th</sup> Pay- Professor Scale
2. AGP- Rs. 10000/-
3. New Basic: Basic + AGP
4. DA: As per the decision of the Management
5. HRA: 25% of New Basic
6. If the present drawn amount exceeds the scale amount considered to be Allowance

**Salaries of Associate Professors if meet the qualification and experience requirement  
Consider Experience as the case may be**

1. AICTE 6<sup>th</sup> Pay- Professor Scale
2. AGP- Rs. 9000/-
3. New Basic: Basic + AGP
4. DA: As per the decision of the Management
5. HRA: 25% of New Basic
6. If the present drawn amount exceeds the scale amount considered to be Allowance

**Salaries of Assistant Professors designated as associate professors without PhD**

Experience: consider experience as the case may be

1. AICTE 6<sup>th</sup> Pay- Professor Scale
2. Basic
3. DA: As per the decision of the Management
4. HRA: 25% of New Basic
5. Add AGP: 6000 for the total salary
6. If the present drawn amount exceeds the scale amount considered to be Allowance

## Salaries of Assistant Professors

**Experience:** consider experience as the case may be

1. AICTE 6<sup>th</sup> Pay- Professor Scale
  2. Basic
  3. DA: As per the decision of the Management
  4. HRA: 25% of New Basic
  5. No AGP
  6. If the present drawn amount exceeds the scale amount considered to be Allowance
- M. Tech/M Pharma/Pharm D/ MSc Nursing: Year-1: 25000, Year-2 on Scale
  - MSc/MA/MCom- Year-1: 25000, Year-2: on Scale
  - **Principals without a Ph.D. Degree**
  - Experience: consider experience as the case may be
    1. AICTE 6<sup>th</sup> Pay- Professor Scale
    2. Basic
    3. DA: As per the decision of the Management
    4. HRA: 25% of New Basic
    5. Add AGP: Rs 6000 for the total salary
    6. Principal Allowance: Rs. 3000
    7. If the present drawn amount exceeds the scale amount considered to be Allowance
  - **Non-Teaching:**
    - SSLC and below- Group-1 no upward movement: East Point Scale for Non-Teaching
    - PUC & ITI, Experienced SSLC with more than 10 years' experience in EPGI – Group 2 no upward movement –East Point Scale for Non-Teaching
    - Dip/BA/BCom/BSc/ - 3 years degree within 10 years' experience- Group 3: East Point Scale
    - BA/BCom/ BSc/ with more than 10 years' experience- Group 4 –East Point Scale for Non-Teaching ( annual increment may be reconsidered)
    - Technical Diploma with more than 10 years of experience/BE/BPharm/BSc Nursing /MSc Library Science/MPED-Sports: Group 3A –East Point Scale for Non-Teaching

\*\*\*\*\*