

HR Policy

Employment

4.1 Employee Relation

EPCI 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

EPCI 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. EPCI seeks to demonstrate its commitment to employees by making every effort to respond effectively to employee concerns.

4.2 Equal Employment Opportunity

EPCI 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 Pan card
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 employee's work.

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

EPGI'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 EPGI.

4.14 Employment of Relatives

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




Prof. Mrityunjaya V Latte
PRINCIPAL
EAST POINT COLLEGE OF
ENGINEERING & TECHNOLOGY
BANGALORE- 560 049.

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

4.15 Employment to EPGI Students

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

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

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.




Prof. Mrityunjaya V Latte
PRINCIPAL
EAST POINT COLLEGE OF
ENGINEERING & TECHNOLOGY
BANGALORE- 560 049.