



# VIVEK P.G. COLLEGE KALWAR, JAIPUR

(Affiliated to University of Rajasthan & Govt. of Rajasthan)


F4(179/60)AAKASHI/ANU/2003/89

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## HR POLICY

  
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VIVEK PG COLLEGE



# VIVEK P.G. COLLEGE KALWAR, JAIPUR

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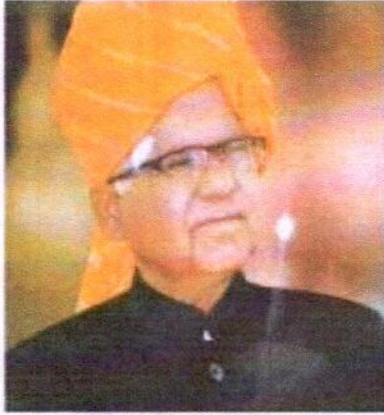
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## FOUNDER VIEW



Welcome to Vivek P.G. College, where we're not just preparing you for a career but for a lifetime of success. As we embark on this journey together, I welcome all our students. In today's competitive world, it's essential to stay ahead. At Vivek P.G. College, we're committed to providing you with the best curriculum activities guided by our highly qualified teaching staff, all in a serene and conducive environment. We offer various


sports, cultural, and extracurricular activities to ensure your success in the ever-evolving job market. These activities are not just about fun and games; they're about developing the skills and confidence you need to excel in your chosen field.

Our focus is on your overall personality development through quizzes, debates, industrial training programs, educational tours, and guest lectures by experienced professors; we aim to prepare you for the challenges ahead. At Vivek P.G. College, we believe in nurturing not just your mind but also your spirit.

So, as you embark on this exciting journey with us, remember that your dreams are within reach. You can achieve anything with dedication, hard work, and proper guidance. I wish you all the best for a bright and prosperous future at Vivek P.G. College.

Padam Singh Dhaka

(Chairman)

  
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## Section 1

### Introduction

#### 1.1 INTRODUCTION

1 About the Organization

1.2.1 Vision, Mission and Core Values

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1.2.3 Core Values

1.3 Quality Process

1.4 Human Resources Management Policy

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1.6 Organogram

  
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## About the College

Vivek P.G. College, located at Kalwar in Jaipur, was founded in 2003 with a vision to provide accessible & high-quality education to students from diverse backgrounds. Over the decades, it has grown into a renowned institution known for its academic excellence, innovative program, and commitment to community engagement.

In 2003, Vivek P.G. College was established by a group of visionary educators led by Shri. Padam Singh Dhaka. Initially, the college started its journey with just a handful of students & a few faculty members. Despite many challenges, the founders were determined to create a nurturing environment for learning & intellectual exploration. Throughout the years, Vivek P.G. College experienced steady growth & expansion. Under the leadership of successive principals, presidents & dedicated faculty, the college had firmly established itself as a leading institution of higher education in the region.

Our college is recognized by UGC and is affiliated with the University of Rajasthan, Jaipur. We offered undergraduate courses: B.Sc (Maths and Bio), B.Com, B.A along with postgraduate programs across Science, Arts, and Commerce. In recent years, we have kept advancing and adjusting to the developing requirements of our students and society. Initiatives have cemented its esteem as an innovative institute focused on excellence in education & service to humankind.

The College not only believes in limpid management but also in laying out sound systems and methods and executing the equivalent to accomplish the target. Over time, the organization has laid out such frameworks, techniques, and rules for a powerful organization. Every one of the methods and rules connecting with the staff have been gathered in this data "HR Strategy" to serve the representatives.



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## Our Vision-

We strive to create a dynamic learning environment and encourage high quality research in the thrust areas of regional and social relevance and aspire to be known as an institution where academics are combined with a holistic approach to quality education.

## Our Mission-

- To foster a dynamic learning environment that equips students to lead as morally upright, creative, and internationally aware individuals.
- To ensure intellectual stimulation and best support for quality education. .
- To improve society and further the common good by fostering sustainable practices and civic engagement.
- To equip personal development and change in addition to the acquisition of knowledge.
- To enable each and every one of our students to realize their greatest potential and lead honest, fulfilling lives.

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## Core Values

### Core Values

Vivek P.G. College, Kalwar is committed to providing high-quality education and innovative teaching methods to its students. The College strongly believes that education and information dissemination are crucial in creating a nation, and therefore, it strives to impart knowledge at par with the best global education standards.

Vivek P.G. College, Kalwar core values are centered on competence, intellectual character, and community development. The college emphasizes to enhance students' skills, encourages the development of intellectual traits, and fosters a commitment towards serving society. Additionally, Vivek P.G. College, Kalwar values respect, equity, professionalism, teamwork, and healthy competition amongst its students and staff.

The College is dedicated to providing a conducive environment for effective teaching and learning processes by utilizing modern, ICT tools and innovative practices. It also promotes equality, honesty, patriotism, social cohesion, and religious tolerance in all aspects of life. Furthermore, Vivek P.G. College, Kalwar aims to develop the overall skills, personality, and mental quotients of all its students. Overall, Vivek P.G. College, Kalwar is committed to excellence and strives to maintain its high standards of education, fostering a culture of lifelong learning and growth.

  
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## Quality Process

### Quality Policy

#### I. Purpose

A Quality Policy is a requirement for the integration of the various activities of the institution and institutionalize the best practices. The main purpose is to develop a quality system for conscious, reliable and catalytic programmed action to improve the academic and administrative performance of the college and to promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

#### II. Objectives

1. To strengthen student, staff and institutional management capacities for quality sustenance and quality improvement
2. To ease learner centric learning environment for the development of professional human resources required for nation building
3. To improve institutional performance with effective mechanism on the basis of feedback and follow up actions.
4. To create an international quality benchmark for various academic and administrative activities.

  
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## 1.4 HUMAN RESOURCES MANAGEMENT POLICY:

Human Resources is an association's core that structures the life belt and decides its predetermination. Vivek PG College is devoted to setting elevated standards for faculty and executives with due place for productivity and translucency.

### 1.41 OBJECTIVE:

This record aims to formulate policies and strategies that will administer the administration workforce required at various levels, as referenced below:

- Recruitment of the various classifications of staff
- Characterizing jobs and obligations
- Preparing and situating
- Suitable remuneration and motivating forces
- Working on the presentation and adequacy
- Amplifying productivity through improving information, abilities, and perspectives
- Creating a comfortable and healthier working situation.

  
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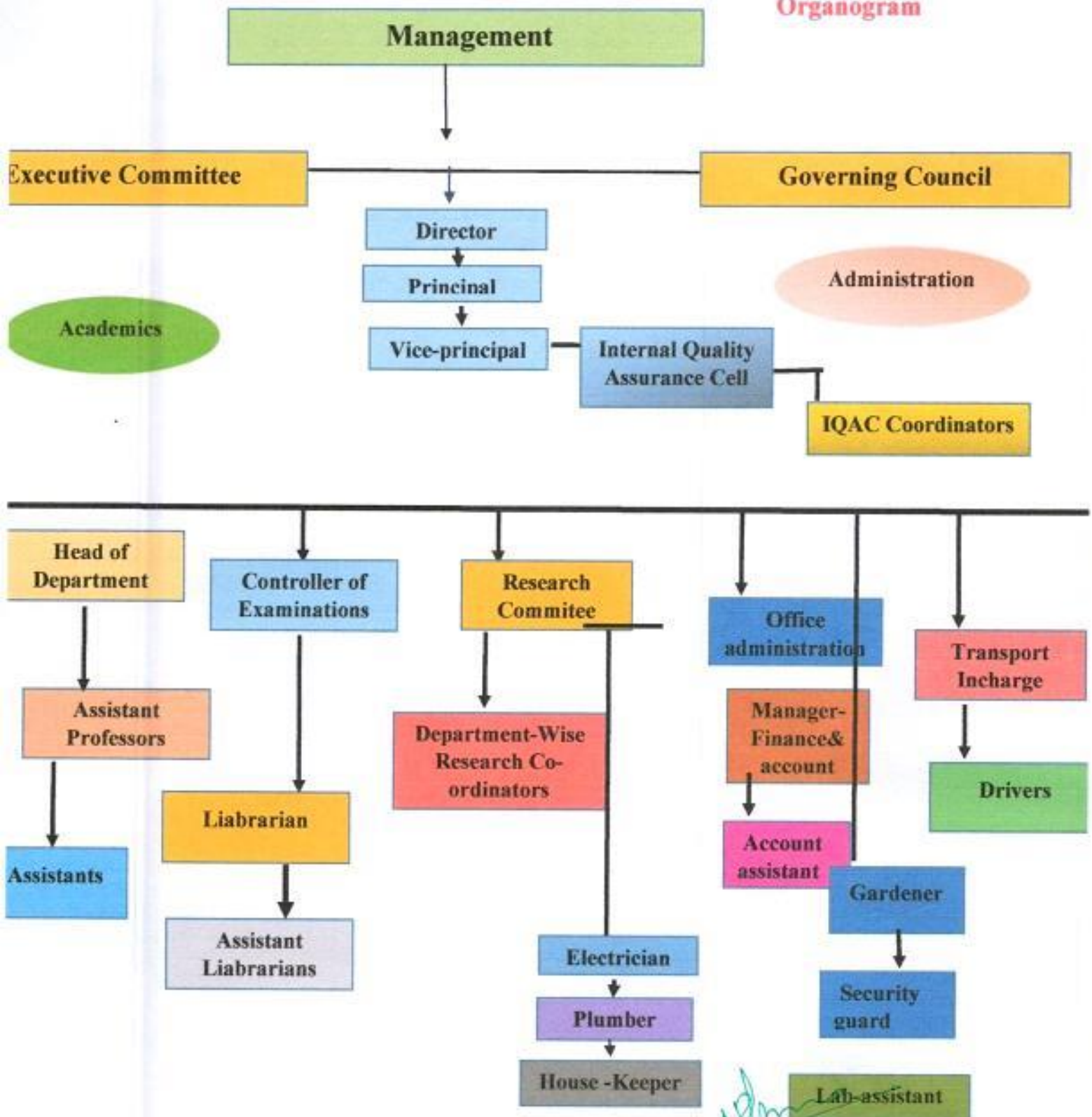
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## Organogram



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## Section 2

### HUMAN RESOURCES POLICIES



2.1 Planning for Human Resources

2.2 Classification of Human Resource in Vivek PG College

2.3 Appointing Authority

2.4 HR In-Charge (HRIC)

2.5 Recruitment Policy & Process

2.5.1 SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURES:

2.52 SELECTION PROCEDURE: Teaching & Non-Teaching Staff in College:

2.53 Teaching Staff Selection

2.54 Non-Teaching Staff Selection

2.55 Documents required at the time of joining

2.56 Important Documents for the Candidate File

2.8 Training and Development & Induction of staff

2.9 Identity Card

  
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## 2.1 Anticipating HR

Vivek PG College has faith in proficient excellence. To this extent, we consider utilizing skillful people for its methodical and managerial capabilities. The association is to adequately design the staff necessities ahead of time, thinking about new openings to empower the association to answer arising human requirements by assessing resource prerequisites.

Vivek PG College recognizes the following classification of its staff.

**(a)Regular Employee:** One who holds a regular post in the organization and whose appointment has been approved in writing by the appointing authority.

Categories of Employees at Vivek PG College are divided into:

**1)Teaching Staff:** Asst. Professors, Physical Education Instructors, and Librarians.

**2)Technical Support Staff:** System Administrator, Computer Programmer, Lab Assistants and Lab Attendants, Electricians, and Drivers.

**3)Administrative Staff:** Administrator, Director, Principal, Office Manager, Accounts Manager, Office, and Accounts, Library staff, Academic and Controller of Examination Staff, Workers, House Keepers, etc.

**(b) Contract Employee:**

One who is utilized because of his/her experience and mastery on an agreement for a predetermined period, or for indicated work not surpassing two years but instead can be stretched out for a commonly settled upon period in light of the exhibition assessments survey and the requirements of Vivek PG College by then of time. Contract workers are administered by the agreements advertised to him/her at the hour of arrangement.

**(c)Visiting Faculty:** Any staff connected now and then as visiting faculty.



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**(d) Some other class of Representative:** Some other class of workers can be locked in from time to time as prerequisites of the organization and are represented according to the terms given.

## 2.3 Appointing Authority :

### a. Appointment of Principal

The authority as decided by the Vivek PG College Trust from time to time.

### b. Appointment of Faculty / Support Staff / Employees:

All other staff of Vivek PG College will be appointed by the Principal and Director on behalf of the Board of Trustees. The Board of Trustees be briefed of staff requirements, appointments and other details on a routine basis.

## 2.4 HR In-Charge (HRIC)

**(i) The Principal & Secretary shall be the in-charge of HR Management.**

## 2.5 Recruitment Policy & Process

All posts in the organization will be founded on a need evaluation and work analysis. The Principal/HOD concerned will decide whether to open another position or close a current position. Each work and position should be dissected based on occupation content and separated into information and expertise prerequisites. Nonetheless, this examination will be finished by the principal and hods according to the methodology laid down from time to time.

The job description and terms of reference are occasionally according to the guidelines in force and suggested to the representatives at the time of the deal of arrangement.

  
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## 2.51 SELECTION COMMITTEES AND GUIDELINES ON SELECTION

### PROCEDURES:

The UGC has developed the accompanying rules:

- (a) Constitution of Determination Councils for the Selection of Assistant Professors and Librarians,
- (b) Specified selection process for direct enrollment and Professional success Plans for teachers and other scholastic staff in Colleges.

### 2.52 SELECTION PROCEDURE: Teaching & Non-Teaching Staff in College:

While both teaching and non-teaching staff pay essential jobs in college, the choice strategies for these positions vary in a few key viewpoints. Here is a breakdown of the typical procedures for each category:

#### 2.53 Teaching Staff Selection:

1. **Job Description & Advertisement:** A well-defined job description illustrating capabilities, experience and obligations is made. It's promoted generally through college sites, public distributions, online job boards.
2. **Application Process:** Candidates submit a detailed curriculum vitae, Cover letter, credentials showing experience testaments, research papers (if significant), and letters of recommendation.
3. **Shortlisting:** A selection board, including college administration, Departmental Head, external subject experts, and possibly a staff delegate, surveys applications against the job description criteria measures and waitlists competitors with the most pertinent capabilities and experience.



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4. **Selection Methods:** Shortlisted competitors are evaluated (one-on-one, board, or a combination). Additional appraisals like showing demonstrations, presentations, or written tests may be conducted.
5. **Evaluation & Selection:** Candidates are assessed and given a pre-characterized rubric. The council suggests a preferred candidate or positioned waitlist to the selecting authority (according to college guidelines) for an official decision.

## 2.54 Non-Teaching Staff Selection:

1. **Job description:** A set of working responsibilities illustrating obligations, duties, and capabilities is created.
2. **Advertisement:** The position is publicized on college notice boards, pertinent internet-based job boards, and local newspapers (if appropriate).
3. **Shortlisting:** A selection panel, including a college organization delegate, departmental head (if pertinent), subject matter expert (for particular roles), and possibly a staff agent, waitlists shortlist deserving candidates in light of pre-characterized criteria.
4. **Selection Methods:** Deserving Shortlisted candidates may be called for interviews, written tests, or practical skill evaluation according to the position.
5. **Selection and Recruitment:** The committee nominates a preferred candidate to the Appointing authority (as per college regulations) for final approval.

By following this methodology and ensuring a well-organized choice interaction, the College can draw in and select qualified staff who add to their success.

  
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## 2.55 Documents required at the time of joining:

- Joining Report
- Last employment relieving letter
- No Dues Certificate from the previous employer
- Management shall only issue the confirmed appointment letter upon completion of the probation period.

## 2.56 Important Documents for the Candidate File:

- Copy of the Panel experts recommending the appointment and approval of the approving authority.
- Copy of the advertisement.
- Duly filled Application Form of the group institution by the candidate.
- Questionnaire filled by the concerned faculty/staff.
- Copy of the Resume.
- Birth Certificate.
- Copies of the certificates/ degrees and other necessary certificates etc.
- PAN Card Copy.
- Aadhar Card copy.
- Bank Details.
- Cast Certificate issued by competent authority,
- Previous employment appointment letter.
- Previous employment relieving certificate/ No dues certificate.
- Previous employment salary certificate.
- Provisional/ Probationary Appointment Letter.
- Final Appointment Letter along with the Acceptance of the Candidate.

  
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## 2.8 Training and Development & Induction of staff

Upon fruition of the customs, all recently joined representatives will go through appropriate training and induction programs, which are planned to acclimate them to the elements of the organization. The procedure would be a collaboration with the different segments of the staff. A bundle of preparing modules will be created and set up for the induction process.

## 2.9 Identity Card

All Vivek College employees are expected to have personal ID cards, which they should convey to their separate workplaces and over movement. The head will give these cards to new staff within 15 days of joining the association. At the hour of discontinuance of administration, workers are expected to return their Identity Cards to the association, which ought to be obliterated by the Head immediately. HRIC saves a register to give ID cards.

  
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## SECTION 3

Salary / Welfare Measures / Allowances Recognition /Terminal/Benefits

### 3.1 Salary

3.1.1 Basic Pay and Allowances


3.1.2 Wage Fixation

3.2 Increment Policy

3.3 Provident Fund

3.4 Welfare Measures



  
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## 3.1 Salary

### 3.1.1 Basic Pay and Allowances

Vivek PG College will pay compensation, including stipends to its employees (free bus services, etc) according to the agreement/appointment order.

Total Monthly salary shall be directly deposited into members of staff's bank account or by cheque payment on the 7th working day of the following month.

### 3.1.2 Wage Fixation

Non-Teaching Staff:

Scales of Pay and Grade depend on their capability and experience.

Dearness Allowance is fixed intermittently by the Administration according to its arrangement.

## 3.2 Increment Policy

With an end goal to perceive and compensate the exhibition of workers, the organization reasons that upgrading pay will be through yearly addition in light of performance assessments.

  
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## 3.3 Provident fund

Vivek PG College is resolved to consent to the legal arrangements of the Workers Provident Fund. The allowance will be produced using workers' compensation and saved to the assigned Provident fund accounts alongside the association's commitment.

## 3.4 Welfare Measures

All the staff members in Vivek PG College, irrespective of their cadre, enjoy the following welfare measures:

- 1 Maternity Leave
2. Gift to newly wedded staff members.
3. Reward on Completion of 10 years of their service in Vivek PG College.

  
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## SECTION 4

### Leave Rules

4.1 Casual Leave

4.2 Study Leave / Leave to attend QIPs

4.3 On-Duty (OD)

4.4 Maternity Leave

4.5 Compensatory Leave

4.6 Leave on Loss of Pay (LLP)

4.7 Declared Holidays Leave Rules

Vivek PG College gives different kinds of leave to meet with the various possibilities of its representatives. Profiting of leave ought to be with appropriate notification so crafted by the association doesn't endure. Leave will not be guaranteed as a right. Leave authorizing specialists need to involve their watchfulness in endorsing the leave to ensure the impact is least on the typical college worker. The accompanying sorts of leaves are accessible for staff. Below are listed various leaves available to staff.



  
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## 4.1 Casual Leave

- Casual leave of 12 days is allowed per annum. However, for brief and trial staff of every category, the qualified casual leave is just one day for each finished month of administration.
- Casual leave is allowed based on the scheduled year, which is from the first of January to the 31st of December of every year.
- Just with due authorization of the Principal, casual leave can be profited, prefixing or suffixing Sundays and other authorized/proclaimed occasions. However, Duty Leave and Compensatory off can be joined with Casual Leave.
- Casual leave won't be conveyed forward to the following schedule year and will slip by toward the finish of the relevant calendar year.

## 4.2 Study Leave /Leave to attend QIPs

On the prudence of the Head and Director, the employees will be permitted to profit study leave for advanced education and go to Quality Improvement Projects (QIPs)/Entry level positions. In any case, the choice will be taken to the most significant advantage of the foundation, and the choice of the Principal & Director will be conclusive. A report is to be submitted to QIP.

## 4.3 On -Duty (OD)

The employees can benefit as long as ten days for every annum (schedule year) as working (OD) for scholastic purposes with earlier suggestions and endorsement from the Head and director on the proposal of the Head of the Department. A short report will be submitted for coordination or participation in Conferences/Symposiums/Seminars/FDP/refresher courses/Training/Industry visits/Scholarly Visits/Guest lectures, etc. Nonetheless, the employees accountable for NSS/NCC, and so on, can profit over ten days, given the need and necessities with earlier implication and endorsement from the Head and Director.



## 4.4 Maternity Leave:

### Qualification:

- The employee who has over one year of administration in the organization and has no children or is at a most enduring age is qualified for the award of maternity leave.
- A reasonable clinical testament from a specialist should be attached to the leave application.
- Maternity leave can be conceded for a time of a half year at the maximum
- A specialist's clinical testament and progress report should be submitted during the leave time frame. In the absence of such a report, the compensation for the leave period will not be paid.
- The compensation for the leave time frame will be paid in three equivalent portions in three sequential months after the worker joins the obligation (at the end of the leave period).
- In the event of miscarriages, maternity leave to a limit of about a month and a half on each event might be conceded, given that a declaration from an expert doctor upholds the application to leave.
- The compensation for the leave period will be paid in three equivalent portions according to the technique given previously. Moreover, under its prudence, the organization's administration has the position to consider any authentic solicitation of the leave and award endorse and consent to the solicitation of leave as considered significant by then in light of a legitimate concern for the individual concerned and the organization.



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## 4.5 Compensatory Leave

- All representatives are qualified for Compensatory Leave for work acted in the field or at the Place of obligation on official occasions to finish appointed work within the period.

## 4.6 Leave on Loss of Pay (LLP)

- Assuming that a representative has no leave accessible to his/her credit, he/she might demand for leave on Loss of pay under exceptional conditions.

## 4.7 Declared Holidays

- The office of Vivek College, including all its offices, will remain closed on government-declared holidays.

  
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## Section 5

### Performance Appraisal System (PAS) and Upgrading

#### General

- 5.1 Principle of Performance Management System
- 5.2 The system Basis
- 5.3 Performance Planning
- 5.4 Evaluation
- 5.5 Consequences of Performance Assessment
- 5.6 Promotions



**Accurate and Reliable data**

The appraisal process is given principal the required data and statistics to thrive.



**Continuous Developmental feedback. The feedback helps our employees to identify the gaps in their performance**

**An effective review process helps us to tailor individual development plans to create a better team**



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## General:

Vivek PG College considers it vital to survey the performance of every employee against planned results so it can perceive/appreciate/reward meriting workers, put forth attempts to carry under-performers to palatable degrees of result accomplishments and supplant non-performers. The board Framework (PMS) includes execution arranging, criticism and advising framework, evaluation, acknowledgment, and limit improvement systems. Performance evaluation will be against set performance targets and will be worth-based conduct in job executives. Likewise, student Feedback Corrective Action and Preventive Activity Reports are considered for Execution Evaluation. Vivek PG College urges its staff to foster their abilities and potential—recognition, Reward, & Penalty.

### 5.2 Principle of Performance Management System

- Connect plans to objectives by the general vision and Mission of the Association.
- Center around need results (not day to day activities) connected with critical targets.
- Guarantee customary input from associates and students.
- Interface Yearly Motivator and additional Augmentation to appraisals/results.
- Connect plans to objectives by the general vision and Mission of the Association.
- Organization around need results (not day-to-day activities) connected with key targets.
- Guarantee customary input from associates and students.
  
- Interface Yearly Motivator and additional Augmentation to appraisals/results.

### Basic Functions of Effective Performance Appraisal of Vivek PG College:

#### 5.3 The Framework Premise

The premise of the framework is the Expected set of responsibilities.



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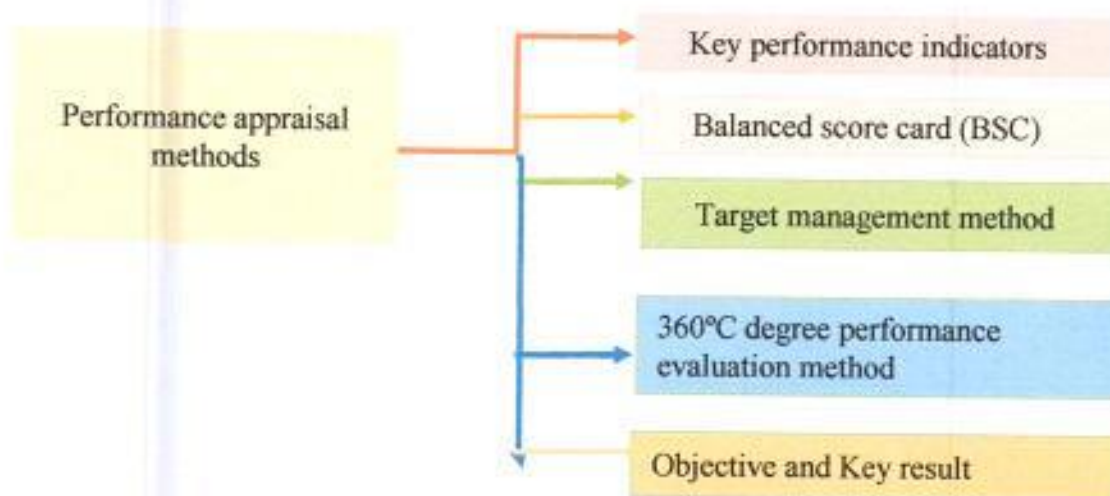
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## 5.4 Performance Planning

This includes determination of feasible and results-based targets from the authoritative arrangement.

- Execution plan for the year for every representative will be ready in April-June time span every year determining reasonable targets and separate outcomes to be accomplished.
- These can be expressed as Key Outcome Regions (KRA) for the Staff. Pointers ought to be indicated against these Key Outcome Regions.
- This plan will be worked out in consultation with the HOD and endorsed by the Principal.
- It ought to then be endorsed by the employee, and a duplicate should be given to him/her, and one more should be documented in a particular individual document. A computerized document identical is likewise similarly acceptable.
- The workers ought to return to their endorsed presentation plans once in a quarter alongside the HOD to guarantee that outcome accomplishments are advancing satisfactorily.

## Outline 2 for Performance appraisal methods followed by Organization.



  
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## 5.5 Evaluation, Acknowledgment, Award and Punishment

Yearly execution evaluation will be directed at a time fixed by the association. This is vital, for what it's worth during this exercise, that the employee accomplishments/deficits of their exhibition goals and results for the year will be fundamentally estimated in light of the set targets and the discoveries of the quarterly/half-yearly surveys. Every worker will be appraised for their exhibition on a pre-set standard scale. The Principal and Prizes Board will choose the grant to be given annually.

## 5.6 Outcomes of Execution Appraisal

- If a worker neglects to proceed according to his/her performance plan, the HOD will draw up a Presentation Improvement Plan for the concerned representative for a half year. During this period, the worker is expected to work on his/her exhibition to the expected levels.
- Neglecting to measure up to these assumptions inside the specified/expanded period, the representative might be dismissed from Vivek PG College administration. Nonetheless, a definitive choice might rest with the Principal and Director.

## 5.7 Promotions

Advancements to higher positions depend on capabilities, past execution, and merit. Subsequently, the individual's work profile and obligation will change on advancement. The association will continuously consider the UGC rules and guidelines.

For Non-Teaching staff, time-bound Grade Promotions as specified in the Compensation Modification will be conceded alongside performance criteria.

  
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## SECTION 6

### Office Discipline and Decorum

6.1 Office Hours

6.2 Late Attendance with Permission

6.3 Duties and Responsibilities of the Deans / Directors / Heads / Faculties

6.4 Conflict of Interest

6.5 Consumption of intoxicating drinks and drugs

6.6 Disciplinary Action

6.7 Competent authority to initiate disciplinary proceedings and impose penalties

6.8 Misconduct

6.9 Harassment

6.10 Sexual Harassment

6.11 Grievance Redressal Procedure

6.12 Consequence of Misconduct

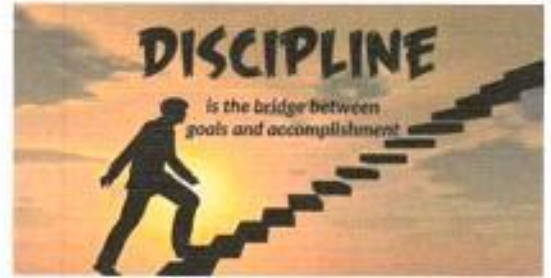
6.13 Penal Actions

6.14 Suspension

6.16 Punishments

6.17 Termination of Services

6.18 Termination Process



  
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## 6.1 Office Discipline and Decorum

- The usual office timings are from 8.30 A.M. IST to 1:50 P.M. IST, with a lunch break from 11:15 A.M. IST to 11:30 A.M. IST.
- The duration of each lecture is 45 min, but in case of necessity, with the permission of the principal, the duration of the lectures can be increased, which is informed by the respective staff.
- All staff members shall be at work at the time and place assigned. Constant late Arrivals will be responsible for disciplinary activity.
- All Teaching staff will sign in their separate Attendance Register and put their finger on the reader window (and the reader rapidly and consequently catches and encodes the fingerprints) at the biometric reader, both toward the beginning of the prior day at 8:40 A.M IST and evening after 1:50 PM IST separately. For any other staff, the functioning hours will be 8.30 AM to 1:50 PM, and a similar strategy is followed.

## 6.2 Late Attendance with Authorization:

- Regularly, consent for arriving late is conceded exclusively for one hour on two events in a month with due consent from the Principal one day ahead of time. For this situation, the office will mark "P" against the staff's name while closing the attendance. When the staff reports for obligation, the staff member will sign in the late participation register kept in the workplace referencing the time of marking the attendance.

  
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- The consent will not be conceded as an issue of schedule. Just in extraordinary cases, permission will be given. Month to month, two consents of „one hour” are allowed. No conveyance of authorization is permitted.
- Late Participation without Consent: The staff individuals are expected to provoke in the report for work. People who are held up because of unexpected conditions will be permitted to sign the Late Participation Register till 9.03 A.M. IST.
- Detailing thirty minutes after the fact, the booked time will be treated as leave for a portion of a day.
- Guidelines for late Participation:
  - In the wake of depleting the two authoritatively allowed consents, any late participation will result in a half day leave with loss of pay or CL.
  - Continuous late participation without authorization will bring about one day of leave
  - On the off chance that any part is viewed as late now and again, other than managing the period as leave, disciplinary activity will likewise be started.

## 6.4 Conflict of Interest:

A conflict of interest could be characterized as a circumstance that emerges when a dynamic authority supposedly has an individual stake in the result of the actual choice. This strategy covers different circumstances in which a Vivek PG College representative might look at monetary control, personal honesty, clashes, and the job they should play in such conditions.

This strategy provides a typical set of rules that all Vivek College representatives should comply with. The exercises of Vivek PG College workers should be legal and liberated from



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clashes with their obligations. They are not to abuse Vivek PG College assets or impact or dishonor the great name and notoriety of the association.

Vivek College arranges that no worker will make any move or offer any expression expected to impact the activity of another, including givers and recipients, to help maintain confidentiality. The interest of the representative or the employee's relatives, as opposed to the interest of Vivek PG College.

### **The following are to be avoided in the best interest of the organization:**

Requesting subcontractors and sellers for gift/ads to a foundation in which the worker is involved

- Involving Vivek offices for individual purposes or companions/relatives' business
- Treating individual costs/trips as actual costs/trips
- Coming to an advanced conclusion about a companion or relative
- Authorization of self if there should be an occurrence of leave, travel advance, etc.
- Purchasing hardware from providers for individual use at high limits for the sake of Vivek PG College
- Utilizing the purchasing power of Vivek PG College to obtain labor and products to help the worker or, on the other hand, his/her relatives
- No representative might request or acknowledge, straightforwardly or by implication, any gift, tip, or favor that has significant monetary worth, where either party could construe any commitment
- All proposals of gifts to Vivek PG College will be attracted the type of Interest Draft or Check or online for the sake of Vivek PG College

  
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- Workers will only be approved for use by Vivek PG College for items or administration outfitted by a firm in which the worker or the employee's close relatives have a monetary interest.

## 6.6 Intake of inebriating beverages and drugs

Vivek College workplaces should be thoroughly drug-free, and all staff members will rigorously enforce any regulation relating to inebriating beverages or drugs in every one of the workplaces of the college.

## 6.7 Misconduct

A set of rules for faculty and non-teaching staff students is outlined and appended toward the end of the report. Rules and guidelines, an implicit set of principles, and transport rules are outlined in the general section. Any infringement of the principles and guidelines of the organization is misconduct, which should be revised through disciplinary activity by the Administration.

## 6.8 Harassment

Vivek PG School is resolved to liberate the workplace from all kinds of terrorizing or offenses that could slow down a singular respect or work execution, and as such, no Demonstration that messes with the honesty and distinction of representatives will be allowed and endured. Badgering - verbal, physical, visual - won't go on without serious consequences. No badgering



in light of position, race, variety, religion, orientation, age, sexual direction, ethnicity, handicap, ailments, conjugal status, and so on will be allowed in the work environment.

### **6.9 Grievances Redressal Technique**

A Complaint Redressal Board of Trustees is put in a position to address the complaints of the representatives. The Complaint Redressal Board will comprise no less than three staff with portrayals from the two sexual orientations. The Board of Trustees will be a long-lasting plan for in-house examination to deal with complaints of workers. The Executive of the Board will be the Director and Principal or some other individual designated by the Director and Principal. The meaning of complaint, method of articulation of complaint, and redressal system are according to the strategy proclaimed by Vivek PG College

### **6.10 Outcome of Wrongdoing**

Offenses previously mentioned can welcome corrective activity going from suspension to excusal, relying upon the gravity of the offense.

### **6.11 Correctional Activities**

The accompanying advances are to be followed as to every single disciplinary activity:

- Verbal Admonition
- Composed Cautioning (Memo)
- Show cause notice



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## 6.12 Suspension

### HUMAN Resource Policies and Organization MANUAL

On receipt of a report recorded as a hard copy from the Principal, the skilled authority might suspend a worker for any demonstration of supposed unfortunate behavior or forthcoming domestic inquiry. During the suspension, the worker will only leave the station with the consent of the Administration.

## 6.13 Termination

Punishments Upon completion of inquiry and in the event of the employee being proved to have committed the offense, the punishments will be awarded according to the gravity of the offense, inviting maximum penalty, in which the concerned staff will be dismissed from service. The likely order of punishments is: a. Withhold the Increment (cumulative/without cumulative)

b. Barring the Promotion

c. Such other punishments ordered by the Principal & Director.

d. Dismissal.

**Below are the listed causes that can cause the termination of an employee's services and lead to the retraction of its services.**

  
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## Termination of Services

### Termination for Prolonged Absence

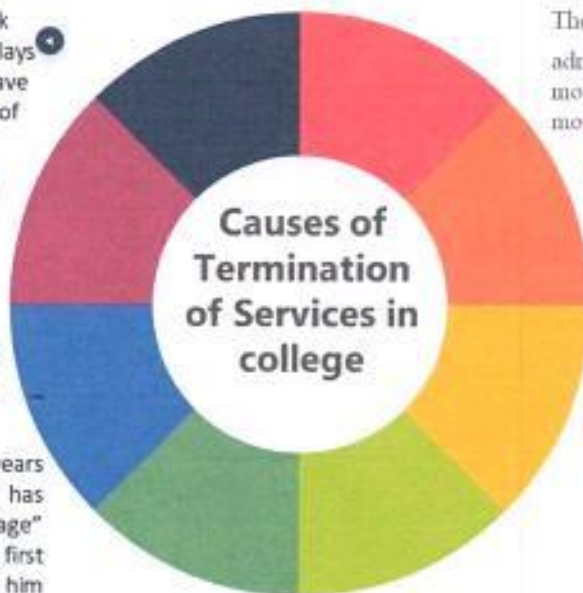
When a staff member is absent from work for a period of fifteen days (15) or more days without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally.

### Premature Termination of Contract

In the event of premature termination of the contract, one month notice in the form of a letter will be given to the Contract Staff Member.

### Termination on grounds of non performance

If a staff member, for three consecutive years in annual appraisal of his performance, has received ratings "unsatisfactory" or "average" and despite the appraisal reports of the first two years having been communicated to him there has been no improvement or insufficient improvement in his performance.



### Medical Grounds

The board holds the option to end the administrations of a representative by giving one month notice recorded as a hard copy or one month's pay in lieu, on clinical grounds.

### Termination on Disciplinary Grounds

During the on-going employment period, Management retains the right to terminate the services of an employee on grounds of violation of discipline

### Termination on grounds of Judicial Conviction / Observation

Notwithstanding anything contained in these rules, the competent Authority may impose any of the penalties specified hereinabove if the staff member has been convicted on a criminal charge or arrived at by a judicial trial.

  
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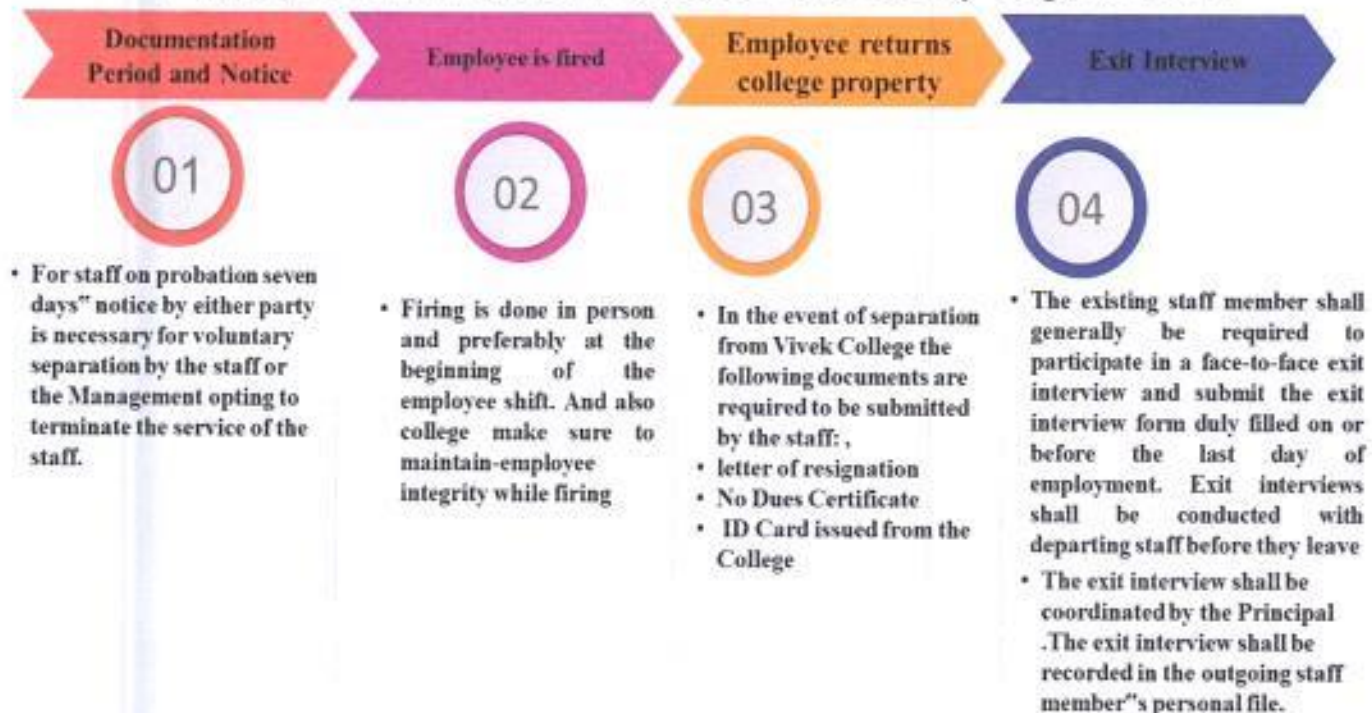


## 6.13 Employee Termination Process

The employee termination process at Vivek PG College follows the steps:

1. Documentation Period and notices.
- 2 Employee is fired
- 3 Employee returns to college property
- 4 Exit interview.

### Employee Termination Process Followed by Organization





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## Section 7 General

- **CODE OF CONDUCT FOR PRINCIPAL**
- **ROLE OF DIRECTOR**
- **ROLE OF HODs**
- **FUNCTIONAL RESPONSIBILITIES OF FACULTY**
- **SET OF RULES FOR EMPLOYEES**
- **CODE OF CONDUCT FOR NON-TEACHING STAFF**
- **STUDENT BEHAVIOUR**
- **ANNEXURES**



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## CODE OF CONDUCT FOR PRINCIPAL:

**The Head of an organization should continuously be fair, genuine, unbiased, defensive, steady, and decent.**

**The principal needs to follow these:**

- **Frame** a strategy and want to execute the vision and mission of the organization.
- Give administration, bearing, and co-appointment inside the Organization.
- Plan the monetary arrangements and go through the monetary explanations examined by the organization.
- Guarantee that the organization's long haul and momentary advancement plans are appropriately handled and carried out through pertinent authorities and boards of trustees.
- Direct and screen the organization of the academic program and general administration of the institution.
- Guarantee that quality in training and academic administrations is maintained for persistent improvement.
- Advance industry foundation collaboration and teach research improvement exercises.
- Structure different College-level panels that are fundamental to improving the organization.

## ROLE OF DIRECTOR

- Academic administration of the department under his/her control.
- Cooperate with the Principal on all issues of scholastic interest.
- Voice his/her view or assessment on all issues of scholarly interest when conversations happen at a higher level.
- Advance systems and activity plans collaborating with concerned HODs for the turn of events and quality improvement of the departments.

  
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- Start the presentation of innovative features in the educational program and revise it to fit the latest needs and requests of the business and the work market.
- Know the different prerequisites of various courses according to the Vivek College rules and guarantee that such standards are satisfied at whatever point assessment commissions or different offices visit the college.
- Register the labor prerequisites according to the department's responsibility under his/her control alongside the HOD and prescribe the staff prerequisite to the Head.
- Screen the working of every department under his/her control, and go about areas of strength between the Head and HODs in carrying out arrangements and projects for working on the quality and adequacy of instructing - educational experience.
- Improve the nature of scholastic life by sorting out visitor addresses, workshops, meetings, and industry visits, empowering the staff to bring out distributions, participating in workshops, meetings, and studios, and embracing research by tapping financing sources.

## Role OF HODs

- Academic administration of the departments under his control.
- Motivated students to participate in paper presentations at seminars and conferences.
- Planning conferences and organizing guest lectures, seminars, and webinars in college
- Help the Principal in all issues of academic interest.
- Know the different prerequisites of various courses according to the Vivek College rules and guarantee that such standards are satisfied at whatever point assessment commissions or different offices visit the College.
- Contribute to advancing methodologies and activity plans for the action of events and quality improvement of the office.

  
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- Present innovative highlights in the educational plan and occasionally update corrections to the educational plan befitting the latest things and requests of the business and the work market.
- Figure out the labour prerequisites according to the department's responsibility and make suggestions to the staff. Pre-requisite to the Vital through the Dignitary.
- Guarantee the quality and adequacy of education - a growing experience.
- Sort out visitor addresses, classes, gatherings, and industry visits and urge the staff to bring out distributions.
- Depute staff to participate in courses, gatherings, and studios and spur them to embrace research by tapping financing sources.
- Regulate and screen the personnel, especially the new participants, during the talk hours and give thoughts for their improvement.
- Guarantee viable direct of stay-back hours, additional classes, Speed classes, profession direction, and position programs collaborating with preparing and position cell.
- Connect with understudies occasionally, audit the understudy execution in the inside and end semester assessments, ensure consistency in participation, and screen the general discipline of the understudies inside the campus.

  
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## FUNCTIONAL RESPONSIBILITIES OF FACULTY

Every department is governed by a coordinator. A class in charge guides each class. There are explicit obligations of a faculty, a class in charge, and a coordinator, which are as follows:

- Organizing departmental meetings with people to discuss the modernization techniques in education, discussion on the progress of students, the laboratory needs, etc.
- Development of POs/PSOs/COs as indicated by the recommended rules and guidelines.
- Keep up with appropriate course records, putting all significant archives according to the guidelines and rules of the Principal,
- Arrangement of sessional assessments.
- Question papers by Bloom's Taxonomy.
- Keep updated schedules and assessment question papers for the organization starting from the initiation of pertinent subjects.
- Readiness of example plan for the subject. It will comprise class tests, tests, tasks, introductions, online courses, modern visits, visitor addresses settling the Establishment assessment papers and tasks, and so on. It will be submitted to the class in charge.
- Keeping a record of students' attendance.
- Consistently giving tasks/ventures to students
- Taking care of subject-related issues of the students
- Guaranteeing course fruition on time and according to illustration plan.



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- ID of weak and average students and give them reasonable assistance, including additional classes.
- Sharp students in the class are likewise to be recognized so they are ready for positions in the establishment.
- Introductions of paper(s) in workshops/meetings.
- To persuade students of dependability.
- To guarantee students' support in co-curricular and extra-curricular exercises to improve students' character.

## Set of Rules for Employees

- Every employee will consistently keep up with outright trustworthiness and dedication to obligation.
- Every employee should play out all expert exercises through appropriate channels and broaden co-activity to his/her partners and higher specialists.
- Every employee will behave/with outright respect and etiquette in managing the bosses, partners, and understudies consistently.
- Every employee should go to the College perfectly dressed and follow dress guidelines. Ladies' workforce ought to wear overcoats inside the homerooms. Male employees ought to come in formal dress with tie and shoes. Pants, gasp, and Shirts are not permitted.

  
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- Employees should continuously wear their personality cards while inside the College premises.
- Employees are banned from utilizing PDAs while taking classes, participating in assessment obligations, and keeping in mind that going to gatherings.
- No employee will be missing himself/herself from obligation whenever without earlier endorsement.
- Any guidance given by the skilled authority via brochures occasionally should be consented to.
- Employees are supposed to be dependable in attending classes, gatherings, invigilation, College work, and Public festivals.
- Employees shouldn't endeavour to welcome any political or outside tension on his/her boss experts regarding administration matters.
- Employees will not incite or induce any understudy or staff against different understudies, partners, or organizations.
- Employees will not, by act or deed, corrupt, disturb, or affront some other individual under any circumstance or misbehave to the educating calling.
- Employees will not separate any understudy based on position, statement of faith, religion, orientation, identity, or language.
- Employees will not show preference in evaluating understudies purposely over-checking, under-checking, or endeavouring at exploitation on any grounds.
- Employees will neither reveal secret data about students to anybody nor unveil classified data from the board to students.
- Employees will not acknowledge expenses or honorariums, gifts, and so forth from the understudies.

  
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- Employees will regard the privilege of parent/watchman to care for the interest of the understudy.
- Employees will not abuse or recklessly use conveniences given to him/her by the Foundation to work with the release of his/her obligations
- Every employee will set a guide for his/her associates and students.

## CODE OF CONDUCT FOR NON-TEACHING STAFF

- Non-teaching staff should work in the college from 8.30 am to 5 pm. They will only leave the College premises with authorization before 5 pm.
- Each Non-Teaching staff member will release his/her obligations carefully and proficiently and adjust to the college's standards and guidelines.
- Non-teaching staff will regard and keep up with the order in the Organization and complete their obligations as taught by the specialists to whom they are connected.
- Non-teaching staff should continuously wear their identity cards during working hours.
- Non-teaching staff will keep up with genuineness, honesty, and correspondence in movements of every sort.
- Non-teaching staff will practice self-control and manage staff, students, guardians, and the public.
- Non-teaching staff relegated to labs ought to be liable for the tidiness and support of the labs.
- The staff needs to complete any work doled out as to assessments led by the College as coordinated by the Head.
- The staff ought to get an earlier endorsement if he/she needs to take profit leave. A clinical endorsement ought to be created if a disorder occurs.



- Non-teaching staff will avoid individual calls and person-to-person communication locales like Facebook, WhatsApp, and so forth during functioning hours.

## STUDENT BEHAVIOUR

### 1. BEHAVIOUR

The first objective of training is to form the person. The college lays incredible emphasis on fair behavior for every student.

- Students ought to go to school perfectly and acceptably dressed.
- Any student seen as at genuine fault for culpable a staff part will be managed genuinely, and if essential, the discipline might prompt suspension or excusal from the college
- In the span or during the startling shortfall of the educator concerned, students ought to stay quiet in the homerooms.
- Students shouldn't dillydally in the verandahs or sit on the means of the patio and flights of stairs.
- Students are not permitted to meander about the grounds when a class is dropped. They ought to stay in the study hall or in the library perusing quietly.
- Smoking is precluded inside the college premises.
- Students who are found utilizing drugs or in a tipsy state will be immediately excused from the school.
- Students ought to avoid taking part in party and mutual governmental issues.
- Student ought to leave their vehicles in the space implied for leaving.
- For any capability, meeting, meeting or any social occasion of the sort, the Student ought to get earlier authorization from the Head.



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- The Principal has, without a doubt, the option to punish, suspend, or excuse any Student seen as at genuine fault for ridiculous wrongdoing inside or outside the school grounds.
- Students ought to go to classes well on time.
- Jotting on the walls and work areas or causing harm to the college property is entirely restricted. Students will be considered liable for any such wanton harm and will be seriously punished.
- Student are coordinated to keep their cell phones in switch-off mode in homerooms.
- Students are not permitted to carry cell phones to the assessment lobby.

## 2. ATTENDANCE

- Students ought to be in their seats in separate classes before the teacher enters the class.

## 3. IDENTITY CARDS

- Student ought to wear their personality card adequately endorsed by the Head. The cards will be given to them following their affirmation in college.
- They ought to wear ID cards on the college premises. They should be able to create the ID cards on request by the Head or Instructors.

  
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Mob.: +91-9928144609

E-mail: info@vivekpgcollege.com

## ANNEXURE 1

BY ORDER OF THE REGISTRAR

*per pro* MANAGEMENT COMMITTEE

### SIGNED LETTER OF ACCEPTANCE OF OFFER OF APPOINTMENT (To be retained on College Record of Employee's Service File)

Name:

Father's Name:

Address:

Contact Mobile:

E-mail ID:

Adhaar Card No. :

1. I have great pleasure in accepting the offer of \_\_\_\_\_ position/title/designation in Vivek PG College Jaipur
2. I thank you for reposing faith in my capabilities and I trust that my experience and knowledge on the subject along with my ability to innovate will let me to do justice to the role assigned to me actively.
3. I have been broadly explained/briefed about the applicable terms and conditions/salary package/duties and responsibilities/incentives/ performance parameters/appraisals and the general code of conduct expected from me, which I willingly and without any allurements and influence hereby subscribe to.
4. I understand that I must be responsible in all respects concerning the genuineness of documents and declarations I have furnished to the college.
5. I wish to thank the management for making this interview pleasant and comfortable. I hope to make a notable contribution and successfully assist the college management in achieving its goals and milestones.

Your's Sincerely,

(Signature)

[ \_\_\_\_\_ ]

(Name of Signatory)

Date: \_\_\_ / \_\_\_ / 202\_\_

/ 202\_\_

  
PRINCIPAL  
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KALWAR, JAIPUR-303706





# VIVEK P.G. COLLEGE KALWAR, JAIPUR

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## ANNEXURE 2

### LETTER OF APPOINTMENT

Dear

Regarding your Application, the Management is pleased to appoint you as..... part of our prestigious institute. Your gross salary will be subject to an income tax deduction per the institute's rules and regulations.

1. You shall join the Institute with reference ..... and you shall be eligible for all such perks and allowances, and shalt be governed by the rules and regulations of the Institute, as may be applicable from time to time

2. The probation period shall be 6 months, which can be altered (including termination for the reason of misconduct, fitness, or otherwise) at the sole discretion of the management depending upon your conduct and performance or otherwise, and after that, your services may be resolved to be regularized

3. Whereas the management shall have an absolute right to terminate your services with one month's notice or one month's salary in lieu thereof, in case you are willing to resign,

you shall also be liable to give clear one-month notice or till the conclusion of the current academic session, whichever is later

4 During the course of your employment with the Institute, you shall be barred from taking up, any job or venture or any other kind of activity or business, with or without remuneration, directly or indirectly, full-time or part-time without permission in writing from the management and you shall also be liable to compensate the Institute for the reason of disclosure of any information outside to any academic, technical administrative, organizational policy or any such matter which is likely to prejudice the interest of the institute during currency of your employment or any time thereafter

5. Your duties shall include all other duties or functions related to the day-to-day affairs of the Institute, which may additionally be assigned by management from time to time.

Signature on behalf of the Management

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## ANNEXURE 3

### Undertaking of the Employee

I..... S/o, D/o, w/o.....do hereby undertake to abide by the terms afforested and further undertake to compensate the institute by all possible means in case of infraction with any of the terms afforested. I hereby put my hand herein under token of my acceptance of the above.

Date:.....

Signature of the Employee

  
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## Annexure 4

### FACULTY APPRAISAL FORM

Academic Year \_\_\_\_\_ (August-July) DEPARTMENT: \_\_\_\_\_

1. Name & Highest Qualification with Designation	
2. Date of Birth & Age	
3. Date of Joining at Vivek PG College & Previous Experience (including Industrial Experience)	
4. Present Basic Pay & Gross Salary	
5. No. of days attended & No. of working days	

6. Results produced in the last semester/year

	Subject 1	Subject 2	Subject 3/Lab
(a) Class (Branch, Sem. /Year & Sec.)			
(b) Name of the Subject handled			
(c) No. of Periods handled			
(d) No. of Students in the class			
(e) Percentage of Pass			
(f) Average % of marks			

  
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## 7. Classes

(a) Mention innovative methods, if any, used by you in the class :

(Play / Student centric / Online course / Multimedia / Moodle / Z to A / Role Play / ...)

(b) Do the students interact with you? If so, on what matters? :

(c) Do you have a good control over the class? :

(d) Do you take any extra training classes? :

(e) Contents beyond the syllabus taught by you - Specify the topics covered and their relevance

## 8. Laboratory Classes

(a) No. of Sessions conducted and planned :

(b) No. of Experiments completed :

(c) Experiments beyond contents/mini projects conducted :

## 9. Innovative projects guided:

10. (a) List of Seminars / Workshops attended:

(b) List of Seminars / Workshops organized:

(c) Training / Refresher / Orientation / FDP courses Undergone  
Certification Courses undergone with NPTEL, IIT, etc., Particulars of Papers /  
Articles Published / Presented during the year

(d) Total No. of Publications :

(e) Publications after Ph.D. :

(f) Citations and h-index :

(g) Highest Impact Factor :

(h) Approved supervisor in any University, please specify the details :

  
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- (i) No. of Ph. D. / M. Phil. awarded under your Supervision :
- 11 Project funding applied & obtained :
- 12 Resource person for any program outside the college :
- 13 Industry Interaction, if any :
- 14 Placements arranged for students, if any :
- 15 Appreciation / Awards / Recognitions earned :
- 16 Notable Achievements :
- 17 Involvement in College-Level Activities :
- 18 Other Responsibilities held :
- 19 Mention your extraordinary efforts during the last year :
- 20 Member in Editorial Board / Reviewer in Journal :
- 21 Any other information :

  
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## Section B - Rate your Performance

1 - Never, 2 - Not often, 3 - Sometimes, 4 - Usually, 5 - Almost always

Attributes	Self
1 I make classwork enjoyable.	
2 I am fair with all students.	
3 I maintain discipline in the classroom.	
4 I am well-prepared for my class.	
5 I give assignments related to the subjects.	
6 My students and I discuss and summarize each lesson just studied.	
7 I ensure that slow learners are counseled and encouraged.	
8 I like it when students ask questions.	
9 I ask questions in class to see if my students understand what has been taught.	
10 I explain new ideas in a way that is easy to understand.	
11 I monitor students' work as they are doing it to see if they understand the lesson.	
12 I am very knowledgeable about the subject I teach.	
13 I use PPT / NPTEL / Spoken Tutorial / Khan Academy or other supportive teaching tools for better understanding by students.	
14 I give quizzes, debates, and seminars in class.	
15 I train my students' communication skills.	
16 I discuss puzzles / recent news in class.	
17 I guide the students in their innovative projects/ideas.	
18 I help my students in getting placements/career enhancements.	
19 I encourage my students to participate in cultural & technical events.	
20 I encourage my students to participate in SPORTS/NSS/NCC/	

*[Signature]*  
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YRC/Rotary/Clubs.

21 I celebrate the success of my students.

22 I am involved in College Level activities.

23 I am involved in the promotion of the brand image of the College.

24 I maintain good interpersonal relationships with others in College.

25 I will give suggestions for the improvement of the college.

26 I maintain records for ISO / NAAC / Academic Audit properly with updates.

27 I always refer to the recent edition of the book for reference.

28 I execute examination-related assignments.

29 I maintain my workplace clean and neat.

30 I am proficient with the rules & regulations relevant to students and staff of the College.

Total / 150

Converted to 30% / 30

To the best of my knowledge, the information I provided is true and correct.

Date:

Signature of the Faculty

  
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**Section A:** Students feedback, converted to 20% from 4 point scale  
(to be arrived from feedback held during Sept/Oct 2016)

\_\_\_\_\_

**Section B:** Rate your Performance, converted to 30%

\_\_\_\_\_

**Section C:** Performance appraisal by HOD using the data given by  
Faculty and his/her own observations for 30%

\_\_\_\_\_

**Section D:** Performance appraisal by Principal for 20%  
(In the case of HOD/Director, for 50%)

\_\_\_\_\_

Total (for 100)

\_\_\_\_\_

  
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\_\_\_\_\_

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30%

\_\_\_\_\_

**Section D:** Performance appraisal by Principal for 20% \_\_\_\_\_ (In  
the case of HOD/Director, for 50%)

Total (for 100)

\_\_\_\_\_

  
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## Students Feedback System

The students feedback system is modified as below

Category	Mark Allocation			
	Excellent	Good	Satisfactory	Not Satisfactory
Subject Knowledge	8	6	4	2
Clear Explanation	8	6	4	2
Usage of Teaching tools (ppt, Videos, Google Classroom,)	4	3	2	1
Extra Input / Current Trends	4	3	2	1
Teacher – Student Relationship	4	3	2	1

Feedback will be calculated in a scale of 4

The rating is given as (in 4 point scale)

Point Scale	Grade	Category
3.41 to 4.00	A grade	Appreciation
3.01 to 3.40	B grade	Need improvement
2.51 to 3.00	C grade	Critical review
Below 2.50	D grade	Withdraw

  
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		<b>CORRECTIVE &amp; PREVENTIVE ACTION REPORT FOR NON-ATTAINMENT OF RESULT</b>	
Department :		Title of the Subject :	
		Pass percentage :	
		Faculty handled :	
Details of the Non – Attainment of Result :			
			HOD
Root Cause Analysis :			
Corrective Action:			
Responsibility(Subject Faculty):		Target Date	
Preventive Measures Taken:			
HOD :			
Remarks :			
			Principal

  
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