



RANE POLYTECHNIC TECHNICAL CAMPUS TIRUCHIRAPPALLI

HR POLICIES & STANDARDS

Contents

1. Preamble	2
2. Mandate	2
3. Mission	2
4. Scope	3
5. Implementation	3
6. Ownership	3
7. Updation	3
8. Staffing plan	3
9. Promotions / Increments	36
10. Separation	41
11. Retirement	52
12. Compensation and Benefits	52
13. Time and attendance	54
14. Travel rules	56
15. Performance appraisal	58
16. Higher Education	59
17. Code of Conduct	59
18. Disciplinary procedure	60
19. Grievance redressal	64

1. Preamble

Rane Foundation (RF), a Public Charitable Trust founded in the year 1967, is the main arm for Rane Group's CSR initiatives. RF's initiatives focus on education, health care, environment and community development.

One of the major initiatives of Rane Foundation focussing on education is the establishment of Rane Polytechnic Technical Campus (RPTC) in the year 2011-12. The institution has an ecofriendly building, spread over a sprawling 7-acre campus at Tiruchirappalli District.

RPTC is approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to the Directorate of Technical Education (DOTE), Tamil Nadu.

2. Mandate

Rane Polytechnic Technical Campus (RPTC), a self-financed institution of Rane Foundation, approved by AICTE and affiliated to DOTE, offers diploma level technical courses to secondary and post-secondary candidates.

It follows the curriculum and evaluation system prescribed by DOTE.

It is governed by RPTC Governing Council.

The members of the Governing Council are as follows.

1. L Lakshman, Managing Trustee, Rane Foundation & Chairman Emeritus, Rane Holdings Limited
2. L Ganesh, Trustee, Rane Foundation & Chairman, Rane Group
3. Harish Lakshman, Trustee, Rane Foundation & Vice Chairman, Rane Group
4. R Venkatanarayanan President - Corporate Services, Rane Group
5. Dr V Kovaichelvan, Director, IQL, TVS Motor Company
6. Dr AK Bakthavatsalam, Professor & Head, Department of Training & Placement NIT Trichy
7. Dr S Sundar, Director, Gnanam School of Business
8. K Srinivasan, Chancellor, Shiv Nadar University
9. Dr. Joshua Arul Kumar, Principal & Member Secretary, Rane Polytechnic Technical Campus

Role of the RPTC Governing Council

- › Providing strategic direction towards becoming a Center of Excellence in Mechanical Engineering
- › Supporting growth and development of students, staff and institution as a whole
- › Supporting RPTC towards delivering curriculum in line with industry expectations
- › Assessing the overall performance of the institution and recommending strategies for improvement
- › Approving the policies of the institution

3. Mission

Rane Polytechnic Technical Campus (RPTC) aims at providing holistic technical education that enhances employability of young citizens. We intend to evolve as a model institution of highest standards by:

- › Recognizing the diversity of talents among the students and fostering their intrinsic abilities by adopting appropriate teaching-learning processes
- › Providing Value Add Programs (VAPs) and facilitating all round development

- › Interfacing with industries
- › Instilling respect and desire to protect and enhance the environment
- › Upholding ethics and integrity in all our actions
- › Pursuing excellence in all our endeavours

4. Scope

This manual is applicable to all staff of RPTC except where otherwise stated. It supersedes all other manuals relating to the subjects covered herein.

5. Implementation

The policies and procedures detailed herein are for strict implementation. Deviations, if essential, from the stated policies and procedures must be referred to the Governing Council for approval.

6. Ownership

This manual is the property of RPTC. It is intended for internal reference only. Copies of this manual will be available with the Principal and library. Staff may refer to it for clarifications.

7. Updation

RPTC retains the right to change, modify or cancel in whole or part, the contents of this manual. Any modifications made will be placed before the Governing Council by the Principal & Member Secretary at the next earliest Governing Council meeting for ratification.

8. Staffing plan

Staffing exercise will be conducted to identify staff requirements needed to meet RPTC's goals and plan accordingly.

Staffing decisions for all vacancies will be taken after carefully evaluating RPTC's requirements, objectively evaluating existing positions and considering all available options.

8.1 Recruitment process

8.1.1 Identify vacancies to be filled

All recruitment will be based on relevant AICTE or DOTE norms, wherever applicable. Administrative Officer will identify vacancies to be filled.

Administrative Officer shall complete "Staffing Requisition Form" (as per Annexure 8A) and submit to Principal who will:

- › Scrutinise need, verify facts and seek information if required from concerned HoD / Administrative Officer.
- › Approve requisition if convinced of the need.

8.1.2 Initiate recruitment process

Administrative Officer will initiate recruitment process subject to approval from Principal and ensure advertisements are made in relevant newspapers.

8.1.3 Recruitment and Selection

Administrative Officer will:

- › Scrutinize applications received, shortlist candidates and recommend to the Principal with the help of relevant HoD
- › Intimate to shortlisted candidates about the interview details (date, time, venue etc.)
- › Facilitate the interview process
- › Inform candidates on the status of their candidature post selection

The final selection of candidate with respect to all positions will be made by the selection committee constituted by the Principal (as per Annexure 8B).

The selection committee will comprise of:

- › Principal
- › Minimum one member from Governing Council
- › Head of Department
- › Any other subject matter expert, if any, suggested by the Principal

For the position of Principal, the Governing Council will constitute the selection committee.

Recruitment and selection practices will be consistent, fair, transparent, merit based and stand up to objective external scrutiny.

8.2 Offer and Appointment

Letter of Appointment (as per Annexure 8C) will be signed by:

- › The Governing Council member for the position of Principal
- › The Principal for all other positions

Candidates will go through medical examination (as per Annexure 8D) at the diagnostic centre prescribed by RPTC. If, for valid reasons, the candidate has to take up the medical examination in other than RPTC prescribed diagnostic centre, RPTC will reimburse connected expenses on submission of bills.

Administrative Officer will check all candidates' original academic / professional qualification certificates (secondary, higher secondary, graduation, post-graduation), date of birth and previous experience, salary details and a photocopy of the certificates will be retained in the personal file of the candidate.

8.3 Joining Formalities

A comprehensive database (as per Annexure 8E to 8L) will be created for all new staff and updated regularly as it is essential for administrative requirements.

8.4 Probation & Confirmation

Probation

Initially the appointment of the selected candidate will be temporary, for a period of six months, after which the performance of the staff will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of RPTC issued from time to time.

Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for a period of six months and the period of probation can be extended by RPTC in case of non-satisfactory performance.

If any candidate is appointed on purely temporary basis in a vacancy, has no right to claim permanency. However, such candidates may also apply for permanent posts following the regular procedure.

If a person, having been appointed temporarily is subsequently appointed regularly, he/she shall commence probation from the date fixed for appointment on probation.

Any candidate appointed on temporary/adhoc basis, his/her services can be terminated without any notice and without assigning any reason.

Confirmation

Performance of the new staff will be evaluated by the Principal, at the end of the probation period, as per the "Confirmation Assessment Form" (Annexure 8M). Post assessment, Principal will make recommendation to:

- › confirm the employment
- › extend the probation period if performance during probation period is found unsatisfactory
- › terminate the employment if performance during probation period is found unsatisfactory

"Confirmation Letter" (Annexure 8N) will be issued to the staff, on his / her confirmation. "Probation Extension Letter" (Annexure 8O) will be issued to the staff, if probation period is extended. "Termination Letter" (Annexure 8P) will be issued to the probationer, if performance during probation period is found unsatisfactory.

Staff whose employment has been confirmed after successful completion of probation period on or before 31st December shall be included in the Performance Appraisal for the previous assessment year.

8.5 Induction

A structured Induction & On boarding will be organized for all new staff at RPTC.

In addition, regular Staff Development Program (SDP) will be organized for all staff.

Annexure 8A Staffing Requisition Form

Department:				Designation:	
Type of vacancy	New		Replacement	Reporting to:	
Number of such positions required: (in the specified department)				Current number of employees: (in the specified department /grade)	
Current RPTC Structure - highlight proposed positions (attach RPTC Chart)					
Brief description of job and typical profile sought (age, educational qualifications, experience, etc)					
Is this job currently performed? If "yes", how and by whom?					
Can this job be divided among current employees?					
Can a junior person be trained to do this job? Can somebody else do the job?					
What will be the consequences of deferring this approval?					
Comments:					
Proposed by:		Signature:		Date:	
Comments by Selection Committee:					
Approved		Not Approved		Hold	
Principal Signature:				Date:	
Action Taken:				Position filled on:	
				Signature of Proposer	Date

Annexure 8B Interview sheet

Name of the candidate:				Post Applied:	
Personal attributes		Professional attributes		Method & Technical Competency (70)	
Family Background		Diploma		Speed of delivery	
DOB & Age		UG (First Class)		Clarity in communication	
Marital Status		PG (First Class)		Board work	
Personal (Dressing, Haircut, eye contact)		Higher studies planned		Presentation	
Hobbies		Experiences		Teaching aids & gadgets	
Residential Status		References		Commitment in teaching	
Native Place		Previous salary		Confidence on subjects	
No of years of Exp.		Expected salary		Score (70)	
Decision	Selected		Rejected		
Comments:					
Date:					
Panellists Signature:					

Annexure 8C Letter of Appointment

(To be printed in Rane Foundation letter head)

Date

Name

Address

Dear <<Name>>,

Sub: Letter of Appointment

1.0 Further to our meeting(s), we are now pleased to offer the position of <<**Designation – Department**>> in **Rane Polytechnic Technical Campus**. The terms and conditions of employment are in the Annexures (I & II).

2.0 This Letter of Appointment is subject to your returning / sending to us the following:

- Duplicate copy of this Letter of Appointment and Annexures duly signed confirming your acceptance and indicating the date of your joining within 10 days from the date of receipt.
- Copies of certificates relating to your educational / professional qualifications. At least one of them should indicate your date of birth.

3.0 Kindly also bring the original certificates relating to your educational / professional qualifications for verification.

4.0 This Letter of Appointment is subject to your being found medically fit by our nominated/authorized doctor.

5.0 We welcome you and look forward to a long and mutually rewarding association.

With best wishes,

Yours sincerely

for **Rane Foundation**

<<Name>> <<Designation>>

Encl: As above

Signature

1/4

Rane Foundation

Continuation Sheet

Annexure I

Compensation Structure Rane Polytechnic Technical Campus

Name:

Designation:

S.No	Component	Per month (Amount in Rupees)
1.	Basic Salary	
2.	Grade Pay	
3.	Conveyance Allowance*	
4.	Medical Allowance	
5.	Allowance	
6.	HRA	
Total		
Provident Fund Salary (All components excluding HRA)		
Provident Fund Contribution@ 12% **		
Total Salary		

for **Rane Foundation**

(Signature)

<<Name>>

<<Designation>>

Date:

Name:

Date:

Personal Accident Insurance coverage = Rs...../- per annum.

In the event of an accident arising out of and in the course of employment, expenses incurred will be reimbursed as per Personal Accident Policy

*Applicable transportation charges will be deducted

** If the Provident Fund Salary is less than Rs. 15,000/- , contribution will be at 12% of Provident Fund Salary. In all other instances contribution will be at 12% of Rs. 15,000/-

2/4

Annexure II

General Terms and Conditions

1. Your place of work is at Rane Polytechnic Technical Campus, No. 82, Sethurapatti village, Manikandam Panchayat Union, Srirangam Taluk, Tiruchirapalli District.
2. You will be on probation for a period of six months. Your confirmation will depend on your satisfactory performance and will be communicated to you in writing.
3. During the period of probation if your performance is not found to be satisfactory, your probation may be extended for a further period of not exceeding six months or your services can be terminated without notice and without assigning any reasons. After confirmation your services will be terminable by written notice of one month on either side or salary in lieu thereof, the Rane Foundation retaining the right to pay salary in lieu of notice period.
4. You will perform, observe and conform to such duties, directions and instructions, assigned or communicated to you, including teaching of related subjects, by those in authority over you of the Rane Foundation.
5. During your employment with us, you will be governed by the rules, regulations and policies of Rane Polytechnic Technical Campus which may be amended from time to time.
6. You will not at any time without the consent in writing of the Rane Foundation except under legal process, divulge or disclose any matters relating to the Rane Polytechnic Technical Campus" s transactions or dealings.
7. You will be true and faithful to the Rane Polytechnic Technical Campus in all your accounts, dealings and transactions, relating to the business of the Rane Polytechnic Technical Campus and shall at all times when required, render a true and just account thereof to the Rane Polytechnic Technical Campus or such persons as shall be authorized to receive the same.
8. You will not, during the continuance of your employment, without the consent of the Rane Foundation in writing, be employed or interested directly or indirectly in any other trade or business, employment or occupation whatsoever but will devote the whole of your time and attention to your duties, in Rane Polytechnic Technical Campus.
9. All confidential information by way of – proprietary information, technical data, trade secrets, know-how, including, but not limited to, research, product plans, products, services, markets, inventions, processes, formulas, technologies, designs, drawings, engineering, hardware, software or other business information - disclosed to you by the Rane Foundation either directly or indirectly in writing, orally or by drawings or observation of parts or equipments, or by computer files and databases shall at all times be held by you in strictest confidence and used by you, while you are in our employment, solely for the Rane Polytechnic Technical Campus" s benefits.
10. You shall not disclose the confidential information as listed above to any person, firm or corporation you may be associated with after your employment with us, except with the written authorization of the Rane Foundation.
11. You will be responsible for the safe-keeping and return, in good condition and order of all the Rane Polytechnic Technical Campus" s property which may be in your use, custody or charge.

12. You will be eligible for leave as applicable to Rane Polytechnic Technical Campus.
13. You will keep the management informed of any change in your residential address / marital status / family conditions, major illness, additional professional qualification, etc., for the purpose of updating our records.
14. In the event of any particulars / certificates given by you being found to be false, the Rane Foundation reserves the right to terminate your service forthwith without any notice.
15. All the conditions of this appointment are subject to the prevailing laws of the country as existing now and as may be changed from time to time. Should any such law existing or as may be legislated in future have a bearing on your compensation structure or service conditions, then the Rane Foundation reserves the right to make such changes as may be required.
16. This Letter of Appointment is valid only for 10 days from the date of receipt of this letter / Annexures and unless you confirm your acceptance in writing before the expiry of the validity period, the offer will automatically lapse.
17. Please sign and return the duplicate copy of this Annexure for our records in acceptance of the terms and conditions detailed herein.

for Rane Foundation

<< Name>>

<< Designation>>

Date:

Acceptance :

I have gone thro" the letter of appointment and the terms & conditions mentioned in the Annexures (I & II). These are acceptable to me. I sign the duplicate copy of this Annexure as confirmation of my acceptance of the aforesaid terms and conditions.

I will report for duty on or before _____.

Date :

Signature :

Name :

Annexure 8D – Pre employment medical examination letter

(To be printed in Rane Foundation letter head)

Date

Name

Address

Dear <<Name>>,

As part of our recruitment process, you need to undergo certain medical tests.

We enclose the list of tests to be done. Many of these tests are to be done on an empty stomach. You may get the tests done at a reputed hospital at your end and send us the medical reports and bill of charges for reimbursement.

Thanking you,

Yours faithfully

for Rane Foundation

<< Name>> << Designation>>

Medical Tests List

- › Haemoglobin
- › Total WBC Count
- › Differential Count
- › Erythrocyte Sedimentation Rate
- › Fasting Blood Sugar
- › Urea
- › Creatinine
- › Cholestrol
- › Blood Grouping / Rh Typing
- › VDRL
- › Urine Routine Examination
- › Resting ECG
- › Chest X-Ray
- › Physical Examination by a consultant

Annexure 8E – Joining report

Joining Report


Name :

Designation : Joined on :

Signature of staff :

Date :

Annexure 8F – Application Form

	<h2 style="margin: 0;">Application for Employment</h2>	<p>Space for photograph</p>		
Post Applied For :				
Personal details				
Name (in full) :		Gender : Male <input type="checkbox"/> Female <input type="checkbox"/>		
Date of Birth (DOB) :	Place of Birth :			
Nationality :	Category : SC <input type="checkbox"/> ST <input type="checkbox"/> MBC <input type="checkbox"/> BC <input type="checkbox"/> OBC <input type="checkbox"/> NT <input type="checkbox"/> OC <input type="checkbox"/>			
Blood Group :	Eye Sight : Normal <input type="checkbox"/> Corrected <input type="checkbox"/>	Physical disability :		
Identification Mark (1) :				
Identification Mark (2) :				
Weight (kg) :	Height (cm) :	Marital Status : Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widower <input type="checkbox"/> Divorced <input type="checkbox"/>		
Spouse Name :		Anniversary :		
Father's Name with Initials :		Father's DOB : Mother's Name :		
Contact details				
Personal Email ID :		Contact No.:		
Present Address		Permanent Address		
Contact No.:		Contact No.:		
Emergency Contact	Name :	Contact No.:		
Family Member details				
Name	Relationship	Date of Birth	Occupation	Dependent / Self Sufficient

Educational Qualification (Starting from Highest Qualification)				
Course 1 :		Specialisation :		
Univ. / Institute :		Mode : Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Corres. <input type="checkbox"/>		
Duration (Months) :	Result :	Year of Passing :	Class :	Marks % :
Course 2 :		Specialisation :		
Univ. / Institute :		Mode : Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Corres. <input type="checkbox"/>		
Duration (Months) :	Result :	Year of Passing :	Class :	Marks % :
Course 3 :		Specialisation :		
Univ. / Institute :		Mode : Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Corres. <input type="checkbox"/>		
Duration (Months) :	Result :	Year of Passing :	Class :	Marks % :
Course 4 :		Specialisation :		
Univ. / Institute :		Mode : Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Corres. <input type="checkbox"/>		
Duration (Months) :	Result :	Year of Passing :	Class :	Marks % :
Use additional sheets, if you want to add more educational details				
Past Employment details (Starting with Present Employment)				
Organization 1 :		Nature of Company :		
Address :		Employee ID :		
Designation :	Department :	Annual CTC (Rs.) :		
From Date :	To Date :	Reason for Leaving :		
Supervisor's Name :	Contact No. :	Email ID :		
Organization 2 :		Nature of Company :		
Address :		Employee ID :		
Designation :	Department :	Annual CTC (Rs.) :		
From Date :	To Date :	Reason for Leaving :		
Supervisor's Name :	Contact No. :	Email ID :		
Organization 3 :		Nature of Company :		
Address :		Employee ID :		
Designation :	Department :	Annual CTC (Rs.) :		
From Date :	To Date :	Reason for Leaving :		
Supervisor's Name :	Contact No. :	Email ID :		
Organization 4 :		Nature of Company :		
Address :		Employee ID :		
Designation :	Department :	Annual CTC (Rs.) :		
From Date :	To Date :	Reason for Leaving :		
Supervisor's Name :	Contact No. :	Email ID :		
Experience (Years) :				
Use additional sheets, if you want to add more past employment details				
Reference details (Preferably you should have reported to these references)				
Details	Reference I	Reference II		
Ref. Person Name :				
Ref. Contact No. :				
Ref. Email ID :				
Organization				
Position				
Relationship				

Language proficiency (Underline Mother tongue)				License No.	Authorised to Drive	Date of Issue	Expiry Date
Language	Speak	Read	Write				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passport No.	Place of Issue	Date of Issue	Expiry Date
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bank A/c No.	Bank Name	Branch	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent A/c No.	IT Ward	Circle	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Details of Special Training / Skills acquired							
Title of the Program		Conducted By	Duration (in days)	Year	Skills acquired		
Particulars of Project Work in College / Institute							
Title		Findings/Outcome			Year		
Particulars of Articles Published, if any							
Name of the Article		Published In			Year of Publication		
Awards and Recognitions obtained, if any							
Name of the Award		Given By			Year		
Particulars of Professional Membership, if any							
Name of the Organization			Type of Membership				
Are you directly or indirectly involved in any Business / Agency? (if yes, give details below) Yes <input type="checkbox"/> No <input type="checkbox"/>							
Business / Agency			Work nature				
Particulars of extra curricular activities, hobbies and sports							

How did you come to know of this position?				
Advertisement <input type="checkbox"/> Rane website <input type="checkbox"/> Referrals <input type="checkbox"/> Placement agency <input type="checkbox"/> Job portal <input type="checkbox"/>				
Do you have any relatives employed in any of the Rane Group of Companies or offices? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, give details				
Name of the Person	Relationship	Name of the Company / Designation	Department	
Have you previously submitted an application for employment Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, give details				
Applied on Month / Year	Post Applied For	Department	Company	Outcome
Describe briefly some of the significant achievements in your professional life:				
<p>I confirm that all information given by me in this application is true and correct to the best of my knowledge. If any of the particulars is found to be false at a later date, the company can terminate my services forthwith.</p>				
Place:		Signature:		
Date:		Name:		

Annexure 8G – Details for Identity Card

Details for Identity Card

Name :

Designation :

Joined on :

Address 1 :

Address 2 :

Personal contact no. :

Residence contact no. :

Blood group :

Emergency contact person :

Emergency contact no. :

Signature of staff :

Date :

Annexure 8H – Provident Fund Declaration and Nomination Form

Form No. 11 (New)
Declaration Form

(To be retained by the Employer for future reference)



Employees' Provident Fund Organization

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)

&

THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)

DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES' PROVIDENT FUND SCHEME, 1952 AND/OR EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.
(PLEASE GO THROUGH THE INSTRUCTIONS)

- [illegible]

IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10,11&12):

A. PREVIOUS EMPLOYMENT DETAILS

10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:

UAN

--	--	--	--	--	--	--	--	--	--	--	--	--

OR

PREVIOUS PF MEMBER ID

REGION CODE	OFFICE CODE	ESTABLISHMENT ID	EXTENSION	ACCOUNT NUMBER

11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y

12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER: _____
(B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER: _____

B. OTHER DETAILS

13) INTERNATIONAL WORKER
(PLEASE TICK)

YES	NO

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):

13(A) COUNTRY OF ORIGIN (Please Tick)

INDIA	OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY)

13(B) PASSPORT NUMBER _____

13(C) PASSPORT VALID FROM

From	D	D	M	M	Y	Y	Y	Y
To	D	D	M	M	Y	Y	Y	Y

14) EDUCATIONAL QUALIFICATION
(PLEASE TICK)

ILLITERATE	NON-MATRIC	MATRIC	SENIOR SECONDARY	GRADUATE	POST GRADUATE	DOCTOR	TECHNICAL/ PROFESSIONAL

15) MARITAL STATUS
(PLEASE TICK)

MARRIED	UNMARRIED	WIDOW/ WIDOWER	DIVORCEE

16) SPECIALLY ABLED
(PLEASE TICK)

YES	NO	IF YES, TICK THE CATEGORY		
		LOCOMOTIVE	VISUAL	HEARING

17) KYC DETAILS

KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY
BANK ACCOUNT-1*			IFSC CODE*
NPR/AADHAAR			
PERMANENT ACCOUNT NUMBER (PAN)			
PASSPORT			EXPIRY DATE
DRIVING LICENCE			EXPIRY DATE
ELECTION CARD			
RATION CARD			
ESIC CARD			
* Mandatory Field (NOTE: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY. YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCS TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.			

C. UNDERTAKING:

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,**
- (I) **I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.**
- (II) **THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).**
- (III) **I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.**

DATE:

PLACE:

SIGNATURE OF MEMBER

DECLARATION BY PRESENT EMPLOYER

- A. THE MEMBER Mr./Ms./Mrs. HAS JOINED ON AND HAS BEEN ALLOTTED PF MEMBER ID
- B. IN CASE THE PERSON WAS EARLIER NOT A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
- **(POST ALLOTMENT OF UAN) THE UAN ALLOTTED FOR THE MEMBER IS**
 - **PLEASE TICK THE APPROPRIATE OPTION:**
 - THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE
 - ☐ HAVE NOT BEEN UPLOADED
 - ☐ HAVE BEEN UPLOADED BUT NOT APPROVED
 - ☐ HAVE BEEN UPLOADED AND APPROVED WITH DSC
- C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
- THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.
 - **PLEASE TICK THE APPROPRIATE OPTION:-**
 - ☐ THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
 - ☐ AS THE DSC OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-13) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT.

DATE:

SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT



Form-2 (REVISED) / படிவம்-2 (திருத்தியது)
NOMINATION AND DECLARATION FORM/ (நியமனம் மற்றும் உறுதிமொழி படிவம்)
UNEXEMPTED/EXEMPTED ESTABLISHMENTS/(விதிவிலக்கு பெறாத/பெற்ற திருவனங்களுக்கு)

Declaration and Nomination Form Under the Employees' Provident Funds & Employees' Pension Scheme
(நியமனம் மற்றும் உறுதிமொழிப் படிவம் தொ.வ.வை.நி. மற்றும் தொ.ஒ.திட்டத்திற்குட்பட்டது)

Paragraph 33 & 61 (11) of the Employees' Provident Fund Scheme, 1952 & Paragraph 18 of the Employees' Pension Scheme, 1995)

தொழிலாளர் வருங்கால வைப்பு நிதித்திட்டம் 1952 பாரா 33 & 61 (1)ன் படியும், தொ.ஒ.திட்ட 1995 பாரா 18ன் படியும்.

1. Name (in Block Letters) பெயர் (தனித்தனி எழுத்துக்களில் :			
2. Father's/Husband's Name தந்தை/கணவர் பெயர் :			
3. Date of Birth/பிறந்த தேதி :	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	4. Sex இனம் / Male ஆண் / Female பெண்
5. Marital Status திருமணமானவரா/இல்லையா :			
6. Account No. கணக்கு எண். :	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
7. Address முகவரி Permanent (நிரந்தர) Temporary தற்காலிக :			
8. Date of Joining சேர்ந்த தேதி :	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	EPF / வ.வை.நிதி EPS / ஓய்வூதிய திட்டம்

PART A (EPF) பிரிவு - அ (தொ.வை.நி)

I hereby nominate the person (s) / cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death

என் இறப்புக்கு பின்னால் என் கணக்கில் உள்ள வைப்பு நிதி தொகையைப் பெற்றிட கீழ்க்காணும் நபர்களை நியமிக்கிறேன். (நான் ஏற்கனவே முன்னால் கொடுத்திருந்த நியமனத்தை ரத்து செய்கிறேன்)

Name & Address of the nominee/ Nominees நியமனம் பெற்றவரின்/ பெற்றவர்களின் பெயர்(கள்) * முகவரி	Nominee's Relationship with the member நியமனம் பெற்றவருக்கும் உறுப்பினர்களுக்கும் உள்ள உறவுமுறை	Date of Birth பிறந்த தேதி	Total amount or share of accumulations in Provident Fund to be paid to each nominee மொத்தத் தொகை (அ) கொடுக்க வேண்டிய பங்கு ஒவ்வொரு நபருக்கும்	If the Nominee is a minor name and relationship & address of the guardian who may receive the amount during the minority of nominee நியமனம் பெற்றவர் வயதுக்கு வராதவராக இருந்தால் அவருக்காக பணம் பெறும் காப்பாளரின் பெயர் - உறவுமுறை - விலாசம்
1	2	3	4	5

1. *Certified that I have no family as defined in para 2 (g) of the Employee's Provident Fund Scheme 1952 ("Family" means in the case of a male member, his wife, his children, whether married or unmarried, his dependent parents and his deceased son's widow and children) and should I acquire a family hereafter the above nomination should be deemed as cancelled.

தொழிலாளர் வருங்கால வைப்பு நிதித்திட்டம் 1952 பாரா 2 (g)ன் படி ("குடும்பம்" என்றால் ஆண் உறுப்பினராக இருந்தால் அவரது மனைவி குழந்தைகள், திருமணமானவராகவோ அல்லது திருமணமாகாதவராகவோ இருந்தால் அவரைச் சார்ந்துள்ள பெற்றோர் மற்றும் அவரது இறந்து போன மகனின் மனைவி மற்றும் (குழந்தைகள்) எனக்கு குடும்பம் இல்லையென்றும் இனிமேல் எனக்கென்று குடும்பம் ஏற்பட்டால் மேற்காணும் நியமனம் ரத்தாகும் என்று சான்று அளிக்கிறேன்.

2. *Certified that my father/mother is/ are dependent upon me
என்னுடைய தந்தை,தாய் என்னைச் சார்ந்தே இருக்கிறார்கள் என்றும் சான்று அளிக்கிறேன்.
*Strike out whichever is not applicable/ தேவையில்லாததை நீக்கிடுக.

3. Unmarried members in the absence of dependant parents may nominate any other person to receive the shares.
மணமாகாத உறுப்பினர்கள் தன்னைச் சார்ந்த பெற்றோர் இல்லாதபொழுது, தங்களுடைய பங்கை பெறும் பொருட்டு வேறு ஒருவரை நியமனம் செய்யலாம்

Note : A fresh nomination shall be made by the member on his marriage and any nomination made before such marriage shall be deemed to be invalid.

Signature / thumb impression of the subscriber
உறுப்பினர்களின் கையொப்பம் (அ)
இடது கைபெருவிரல் ரேகை

P.T.O.

2

PART-B (EPS) Para-18/ பிரிவு - ஆ (தொ.ஒ.தி) பாரா - 18)

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/children pension in the event of my death.

என்னுடைய இறப்புக்கு பின்னால் விதவை ஓய்வூதியம், குழந்தைகள் ஓய்வூதியம் பெற்றிட தகுதியுள்ள எனது குடும்ப உறுப்பினர்களின் விவரங்களை கீழே கொடுத்துள்ளேன்.

S.No. வ.எண்	Name of the Family members குடும்ப உறுப்பினர்களின் பெயர்கள்	Address முகவரி	Date of Birth பிறந்த தேதி	Relationship with the member உறுப்பினருடன் உறவு முறை

** Certified that I have no family, as defined in para 2 (vii) of Employee's Pension Scheme, 1995* (Family means 1. Wife in the case of male member of the Employees' Pension Fund, 2. Husband in the case of a female member of the Employees' Pension Fund and 3. Sons and daughters of a member of the Employee's Pension Fund) and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

தொழிலாளர் ஓய்வூதிய திட்டம் 1995ல் பாரா (2) ஆ இன்படி (குடும்பம் என்பது 1. தொழிலாளர் ஓய்வூதிய நிதியில் ஆண் உறுப்பினராக இருந்தால், மனைவி 2. தொழிலாளர் ஓய்வூதிய நிதியில் பெண் உறுப்பினராக இருந்தால், கணவன் 3. தொழிலாளர் ஓய்வூதிய நிதி உறுப்பினரின் மகன்கள் மற்றும் மகள்கள் எனக்கென்று குடும்பம் இல்லை என்றும் இனி ஏற்பட்டால் மேற்சொன்ன படிவத்தில் அதற்கேற்ப தகவல்களை தருவேன்)

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16(2) (g) (i) & (ii) in the event of my death without leaving any eligible family member for receiving pension.

என் இறப்புக்கு பின்னால் மாதாந்திர விதவை ஓய்வூதியம் பெற்றிட என் குடும்பத்தில் உரிய நபர் இல்லாத பட்சத்தில் கீழ்க்காணும் நபரை ஓய்வூதியம் பெற நியமனம் செய்கிறேன். (பாரா 16 (2) (g) (i) & (ii) ன் படி)

Name & Address of the nominee நியமனம் பெற்றவரின் பெயரும் முகவரியும்	Date of Birth பிறந்த தேதி	Relationship with the Member உறுப்பினருடன் உறவு முறை

Only one nominee should be entered above.

Note: Nominate other than spouse/children to receive the pension.

Incase of unmarried member he/she may nominate any one of his parents

Date :

தாள் :

**Strike out whichever is not applicable

தேவையற்றதை நீக்கிடுக.

Signature or left thumb impression of the subscriber.

உறுப்பினர்களின் கையொப்பம்/பெருவிரல் ரேகை.

CERTIFICATE BY EMPLOYER (நிறுவன உரிமையாளரின் சான்று)

Certified that the above declaration and nomination has been signed/thumb impressed before me by shri/smt/Kum..... employed in my establishment after he/she read the entries/entries have been read over to him/her by me and got confirmed by him/her.

எனது நிறுவனத்தில் பணிபுரியும் திரு/திருமதி/செல்வி..... அவர்கள் விவரங்கள் அறிந்தும் / என்னால் விளக்கிக் கூறப்பட்டும், பின் அதனால் பொருள் புரிந்து மேற்காணும் உறுதிமொழி மற்றும் நியமனத்தில் கையொப்பம் / கைரேகை என் முன்னால் இட்டுள்ளார் என்பதற்கு இதுவே சான்று.

Signature of the employer or authorised officers of the establishment
நிறுவன உரிமையாளரின்/நிறுவனத்தின் அதிகாரம் பெற்றவரின் கையொப்பம்

Place :
இடம் :

Name :
பெயர் :

Dated the :
தேதி :

Designation :
பதவி :

Name & Address of the factory/Establishment or Rubber Stamp thereon.
தொழிலகத்தின் / நிறுவனத்தின் பெயரும், முகவரியும் அல்லது முத்திரையும்.

Annexure 8I – Gratuity Nomination Form

Gratuity Nomination Form

FORM F

**See Sub-rule (1) of Rule 6 of the
Tamil Nadu Payment of Gratuity Rules 1973
(As applicable in respective States)**

To

(Give here name or description of the establishment with full address)

1. I, Thiru / Thirumathi / Selvi _____ (Name in full here) whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name (s) of the nominee (s).
2. I hereby certify that the person (s) mentioned is a / are member (s) of my family within the meaning of clause (h) of Section 2 of The Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the _____ to the Controlling Authority in terms of the proviso to clause (h) of Section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)

Name in full with full address of nominee (s)	Relationship with the employee	Age of nominee	Proportion by which gratuity will be shared
(1)	(2)	(3)	(4)

STATEMENT

1. Name of the employee in full :
2. Sex
3. Religion
4. Whether unmarried / married / widow / widower
5. Department / Branch / Sector where employed
6. Post held with Ticket No. or Serial No. if any
7. Date of appointment
8. Permanent Address Village
Nearest Police Station
Taluk
Post-Office
District
State

Place :

Date : _____ Signature / Thumb impression _____
_____ of the employee

DECLARATION BY WITNESSES

Nomination signed / thumb-impressed before me

Name in full and full address of witnesses	Signature of witnesses
1.	1.
2.	2.

Place :

Date :

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nomination have
been verified and recorded in this establishment

Employer's Reference
No., if any

Name and address of the
establishment or rubber-stamp
thereof

Signature of the Employer / Officer concerned

Designation

Acknowledgement by the Staff

Received the duplicate copy of nomination in
Form „F“ filled by me and duly certified by the employer

Date :

Signature of the staff

Note : Strike out the words / paragraphs not applicable

Annexure 8J – Personal Accident Insurance Nomination Form

Personal Accident Insurance Facility – Nomination Form

I hereby nominate the following for the purpose of Personal Accident Insurance Facility extended to me as per the terms of appointment:

Name of the nominee :

Date of Birth :

Relationship :

Date :

Signature
(Name of the staff)

Annexure 8K – Nomination Form

Form-34

(Prescribed under Rule 93)

Nomination

To

.....
.....
.....
.....

Sir,

I.....hereby require
that in the event of my death before resuming work, the balance of my pay due for the period
of leave with wages not availed of shall be paid to who is my
..... and residing at
.....
.....

Witness

Signature of staff

1.

2.

Annexure 8L – Bank Account Details

From,

To,

Accounts Department,

Sir,

I am hereby declaring my bank account details, kindly credit my salary and other reimbursement.

Name :

Father's Name :

Date of Joining :

Date of Birth :

Department :

PAN Number :

Bank A/c Number :

IFSC Code :

Name of the Bank :

Branch Name :

Signature

Annexure 8M – Confirmation Assessment form

Name of the employee					
Designation:			Date of joining:		
Method & Technical Competency (70)					
Speed of delivery					
Clarity in communication					
Board work					
Presentation					
Teaching aids & gadgets					
Commitment in teaching					
Confidence on subjects					
Score (70)					
Reviewed by					
Name:			Signature:		
Recommendation					
Confirm		Extend probation by		Terminate	
Review date			Date of confirmation (if applicable)		

Annexure 8N – Confirmation letter

(To be printed in Rane Foundation letter head)

Date

Name

<<Designation – Department>>

Dear <<Name>>,

Congratulations!

Based on the assessment of your performance, we are pleased to confirm your services in Rane Polytechnic Technical Campus as<<Designation – Department>> with effect from <<dd-mm-yyyy>>.

All other terms and conditions of your employment remain unchanged.

Please sign and return the duplicate copy of this letter as confirmation of your acceptance of the aforesaid terms & conditions.

With best wishes,

Yours sincerely

for **Rane Foundation**

<<Name>> <<Designation>>

Annexure 8O – Probation extension letter

(To be printed in Rane Foundation letter head)

Date

Name

<<Designation – Department>>

Dear <<Name>>,

As discussed with you during the Performance Assessment meeting held on <<dd-mm-yyyy>>, we are extending your probation by ----- (mention the number of months) months.

After assessing your performance at the end of the period, a decision on confirming your employment will be taken.

We are hopeful you will improve your performance by then.

All other terms and conditions of your employment, however, remain unchanged.

Yours sincerely for

Rane Foundation

<<Name>> <<Designation>>

Annexure 8P Termination letter

Date

Name

<<Designation – Department>>

Dear <<Name>>,

Ref.: Letter dated _____ extending probation

Based on the assessment of your performance completed at the end of the extended probation period, we regret to inform you that your performance continues to be unsatisfactory.

In the circumstances, your employment with Rane Polytechnic Technical Campus will stand terminated at the end of the extended period of probation i.e. <<dd-mm-yyyy>> (mention date of termination).

Our Accounts Department has been advised to settle your accounts on that date.

Yours sincerely for

Rane Foundation

<<Name>> <<Designation>>

9. Promotions / Increments

All increments will be subject to performance appraisal from relevant stakeholders. The effective date for annual review will be 1st of July every year. In respect to promotion, staff must fulfil the following criteria:

- › Academic results and other contributions to the institution
- › Possess appropriate professional qualifications and experience
- › Satisfactory outcome in the performance appraisal

Promotion will thereafter be based on performance in the assessment process.

All appraisal letters (as per Annexure 9A or 9B as applicable) will be signed by:

- › The Governing Council member for the Principal
- › The Principal for all other positions

Annexure 9A Appraisal letter

Date:

Name

<<Designation – Department>>

Dear <<Name>>,

- 1.0 We are pleased to advise you that we have revised your compensation plan. The details of your revised compensation structure are in the Annexure.
- 2.0 All other terms and conditions of your employment, however, remain unchanged.
- 3.0 Please sign and return the duplicate copy of this letter and Annexure as confirmation of your acceptance of the aforesaid terms & conditions.
- 4.0 We wish you the very best in your new assignment.

With best wishes,

Yours sincerely

for **Rane Foundation**

<< Name>> << Designation>>

Encl: As above

Signature

1/2

Rane Foundation

Continuation Sheet
Annexure

Compensation Structure
Rane Polytechnic Technical Campus
(with effect from <<dd-mm-yyyy>>)

Name:

Designation:

S.No	Component	Per month (Amount in Rupees)
1.	Basic Salary	
2.	Grade Pay	
3.	Conveyance Allowance*	
4.	Medical Allowance	
5.	Allowance	
6.	HRA	
Total		
Provident Fund Salary (All components excluding HRA)		
Provident Fund Contribution@ 12% **		
Total Salary		

for **Rane Foundation**

(Signature)

<<Name>>

Name:

<<Designation>>

Date:

Date:

Personal Accident Insurance coverage = Rs...../- per annum

In the event of an accident arising out of and in the course of employment, expenses incurred will be reimbursed as per Personal Accident Policy

*Applicable transportation charges will be deducted

** If the Provident Fund Salary is less than Rs. 15,000/- , contribution will be at 12% of Provident Fund Salary. In all other instances contribution will be at 12% of Rs. 15,000/-

2/2

Annexure 9B Appraisal letter on Promotion

Date:

Name

<<Designation – Department>>

Congratulations!

Dear <<Name>>,

1.0 We are pleased to advise you that in recognition of your commendable contribution you have been promoted as "<<**Designation – Department**>>" with effect from "<<**dd-mm-yyyy**>>".

2.0 We have revised your compensation plan. The details of your revised compensation structure are in the Annexure.

3.0 All other terms and conditions of your employment, however, remain unchanged.

4.0 Please sign and return the duplicate copy of this letter and Annexure as confirmation of your acceptance of the aforesaid terms & conditions.

5.0 We wish you the very best in your new assignment.

With best wishes,

Yours sincerely

for **Rane Foundation**

<<**Name**>> <<**Designation**>>

Encl: As above

Signature

1/2

Compensation Structure
Rane Polytechnic Technical Campus
(with effect from <<dd-mm-yyyy>>)

Name:

Designation:

S.No	Component	Per month (Amount in Rupees)
1.	Basic Salary	
2.	Grade Pay	
3.	Conveyance Allowance*	
4.	Medical Allowance	
5.	Allowance	
6.	HRA	
Total		
Provident Fund Salary (All components excluding HRA)		
Provident Fund Contribution@ 12% **		
Total Salary		

for **Rane Foundation**

(Signature)

<<Name>>

Name:

<<Designation>>

Date:

Date:

Personal Accident Insurance coverage = Rs...../- per annum

In the event of an accident arising out of and in the course of employment, expenses incurred will be reimbursed as per Personal Accident Policy

*Applicable transportation charges will be deducted

** If the Provident Fund Salary is less than Rs. 15,000/- , contribution will be at 12% of Provident Fund Salary. In all other instances contribution will be at 12% of Rs. 15,000/-

10. Separation

Letters pertaining to separation of any kind (resignation or retirement) will be signed by:

- › The Governing Council Member for the Principal
- › The Principal for all other positions

Any staff in permanent service or probation shall give one month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month's salary in lieu thereof. The resignation shall come into force from the date from which the resignation is accepted or the date of relieving whichever is earlier.

However, the Principal reserves the right to waive the notice period or the compensation thereof.

10.1 Leaving Formalities

The staff before the last working day will hand over all RPTC related property including books borrowed from library to the Principal. The staff will leave a forwarding address where RPTC will send all future communications related to settlement.

The Principal / Governing Council Member shall:

- › Issue the letter accepting the resignation (Annexure 10A) and mentioning date of relief
- › Conduct an exit interview (Annexure 10B) for feedback on RPTC's practices & policies and for suggestions for improvement.
- › Ensure that a "No Due Certificate" (Annexure 10C) is obtained from respective departments and hand over a copy of the same to Accounts Department before full & final settlement
- › Issue a "Service Certificate" after completion of resignation formalities. Depending on whether the staff is resigning or retiring, the appropriate format (Annexure 10D or 10E) will be used.
- › Send a request for withdrawal of email ID to Rane Data Centre

The Accounts department shall:

- › Settle the dues of the exiting employee after checking for outstanding payments as per "Full

& Final Settlement Statement" (Annexure 10F).

- › Ensure that a "Full & Final Settlement Receipt" (Annexure 10G) is obtained for
 - Gratuity (Annexure 10H) if applicable and
 - For other payments made as per settlement statement

Annexure 10A – Acceptance of resignation letter

(To be printed in Rane Foundation letter head)

Date:

Name

<<Designation – Department>>

Dear <<Name>>,

We refer to your letter of resignation dated <<dd-mm-yyyy>>.

Your resignation is accepted and you will be relieved effective close of business hours on <<Day>>, the <<dd-mm-yyyy>>.

We wish you the best in your future endeavours.

Yours sincerely

for **Rane Foundation**

<<Name>> <<Designation>>

Annexure 10B – Exit Interview Feedback Form

Exit Interview Feedback Form

Name

Designation

Department

Date of Joining

Your opinion is important to us. Additional comments and suggestions are encouraged.

1. What are the top reasons for leaving RPTC? Rank the reasons per order of importance. Rank 1 being the most important reason, Rank 2 being the next important reason and so on. Ensure that you do not give the same rank to more than one reason.

Reason

Rank

Better pay

Career growth

Quality of supervision

Dissatisfaction at workplace

Lack of challenging assignment

Limited learning opportunities

Better institution brand

Personal reasons

Please explain your reason(s) for leaving in more detail.

2. Job duties and responsibilities were clearly defined.

Strongly
agree

Somewhat
agree

Somewhat
disagree

Strongly
disagree

3. Your workload was

Too heavy	Just about right	Too light	Varied
-----------	------------------	-----------	--------

4. RPTC provided you job security.

Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
----------------	----------------	-------------------	-------------------

training in order to perform job effectively.

5. Received adequate

Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
----------------	----------------	-------------------	-------------------

process was conducted to your satisfaction.

6. Overall appraisal pro

Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
----------------	----------------	-------------------	-------------------

7. Do you believe that you were treated like a valuable member of RPTC?

Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
----------------	----------------	-------------------	-------------------

8. You were kept well informed about the RPTC's policies and procedures and other important information.

Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
----------------	----------------	-------------------	-------------------

9. Your reporting officer appreciated you whenever you did a good job. *

Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
----------------	----------------	-------------------	-------------------

10. You felt comfortable to suggest to your reporting officer on changes that would improve the department.

Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
----------------	----------------	-------------------	-------------------

11. If you had questions or concerns, you felt comfortable speaking with:

	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
Principal				
Colleagues				
Governing Council member				

12. Is there anything that RPTC could have done to retain you?

Yes	No
-----	----

13. Would you consider joining RPTC again?

Yes	No
-----	----

14. Would you recommend RPTC to your friends as a good place to work?

Yes	No
-----	----

Annexure 10C – No Due Certificate

No Due Certificate

Name of Staff:

Designation:

Date of leaving

Name of Department	Certificate for receipt of	Issuing Authority	Signature	Remarks
Parent * department	All files and records	Principal / HOD		
Library	Books / Magazines	Librarian		
Accounts	Suspense cash, loans & advances, if any	Accounts Officer		
Administration	RPTC properties eg., Laptops, Calculators, ID card, etc.	Administrative Officer		

Approved for clearance

Accounts Officer
Date:

Principal / Governing Council Member
Date:

* Department in which staff is working

Annexure 10D – Service certificate for resigning staff

(To be printed in Rane Foundation letter head)

Service Certificate

<<Name>> joined Rane Polytechnic Technical Campus on <<dd-mm-yyyy>>. He / She resigned from the company to pursue his / her professional aspirations elsewhere and was relieved on _____.

At the time of leaving, he / she held the position of _____.

We wish him / her all success in his future endeavours.

Yours sincerely

for **Rane Foundation**

<<Name>> <<Designation>>

Annexure 10E – Service certificate for retiring staff

(To be printed in Rane Foundation letter head)

Service Certificate

<<Name>> joined Rane Polytechnic Technical Campus on <<dd-mm-yyyy>>. He / she retired from the services on superannuation as <<Designation – Department>> and has been relieved on <<dd-mm-yyyy>>.

<<Name>> played a significant role in (Record here significant achievements of the retiring staff in the last 2-3 years or specific strengths – knowledge / skills etc.)

We place on record our appreciation of his valuable contributions during his stay with us.

We wish him / her a peaceful and healthy retired life.

Yours sincerely

for **Rane Foundation**

<<Name>> <<Designation>>

Annexure 10F – Full & Final Settlement Statement

Full and Final Settlement Statement

Name of Staff:

Designation:

Date of Joining:

Relieved on:

<u>Earnings (Prepare pay slip for current month before preparing this statement)</u>		
Net Salary payable as per pay slip for the month of.....		Rs
TOTAL EARNINGS (A)		
Deductions:		
Income Tax (= IT for the current year minus IT already recovered)		
Recovery of suspense account if any		
Recovery for company properties (based on No due certificate)		
Balance towards loans / advances		
Recovery in shortfall in notice period (
Other recoveries/deductions (specify)		
TOTAL DEDUCTIONS (B)		
NET AMOUNT TO BE PAID (A-B)		
Rounded off to		
Gratuity payable		
Total		
Prepared by:	Date:	Designation:
Checked by	Date:	Designation:
Approved by	Date	Designation:

Annexure 10G – Full & Final Settlement Statement

Full & Final Settlement Receipt

I, _____ have this day, received from _____ (Name of institution with address) the sum of Rs. _____ (Rupees _____ only) by cheque No. _____ dated _____ drawn on _____ towards full and final settlement of all my accounts in full satisfaction, upon my _____ (resignation / termination / retirement) from Rane Polytechnic Technical Campus.

I confirm that I have no further claim whatsoever against Rane Polytechnic Technical Campus including that of employment.

Date

Signature of staff over revenue stamp

Annexure 10H – Gratuity Receipt

Gratuity Receipt

I, _____ have this day, received from

(Name of institution with address) the sum of Rs. _____ (Rupees _____

_____ only) by cheque

No. _____ dated _____ drawn on

_____ towards full and final

settlement of gratuity due to me, upon my _____ (resignation / termination /
retirement).

I confirm that I have received the gratuity payment in full satisfaction and I have no further claim
whatsoever on this account.

Date

Signature of staff over revenue stamp

11. Retirement

A staff of the institution shall retire on superannuation when he/she attains the age of 60 years.

However, this rule does not apply to those who are appointed on contract basis.

Retention (either on permanent or tenured or contract basis) - in exceptional cases - of retiring employees will be with the prior specific approval of the Governing Council.

12. Compensation and Benefits

Compensation to all staff will be fair and the compensation levels and structure will be reviewed periodically.

12.1 Grade Structure

RPTC will operate five broad grades:

1. Principal
2. Head of Department / Professor / Assistant Professor
3. Faculty - Senior Lecturer, Lecturer, Lecturer Trainee, Librarian, Physical Director
4. Technical Support Staff - Lab Assistant, Technical Assistant
5. Administrative Staff - Administrative Officer, Accounts Officer, Driver

12.2 Compensation Administration

The compensation administration process in RPTC will ensure ease of implementation, accuracy in calculating monthly compensation and timely payment.

RPTC will follow the July-June annual cycle for all compensation related calculations. For employees joining / leaving in the middle of the year, calculations will be on a pro-rata basis. Calculation will be with effect from the date of joining and / or till date of leaving. Compensation of every employee will be taxable, as per tax laws. Changes in tax laws during the year will be adjusted accordingly in the staff's compensation at the end of the year.

The monthly compensation will be credited to staff's bank account on the last working day of the month and standard statutory deductions as required by law, are made in all compensation calculations.

12.3 Compensation Structure

Appointment letter issued to employees at the time of joining will contain details of individual compensation structure.

The compensation structure for the different grades shall be fixed according to their respective designations and will include components such as Basic Salary, Grade Pay, Conveyance Allowance, Special Allowance, Allowance, Medical Allowance, HRA, Provident Fund Contribution.

All staff will be covered under Personal Accident Policy.

13. Time and attendance

13.1 Work schedule

RPTC will adopt a five day working week pattern (Monday to Friday) with working hours between 0900 and 1630 hrs.

Second and fourth Saturday will be working days for all RPTC staff.

13.2 Leave cycle

RPTC will follow the academic year June to May for its leave cycle.

13.3 Leave entitlement 13.3.1

Eligibility

All staff of RPTC

13.4 Earned Leave (EL)

EL entitlement – 15 working days per calendar year of completed service i.e. at the rate of 1.25 days per month worked, to those who are not entitled to avail Annual Vacation.

EL entitlement to be computed proportionately based on number of months of service completed for the year at 1.25 days per month. Round off >15 days service in the first month to one month; exclude <15 days service in the first month.

Include intervening weekly holidays (Sundays, Saturdays) in EL. Exclude intervening National / Festival holidays as declared annually.

13.5 Casual Leave (CL)

CL entitlement – 10 working days per academic year.

CL can be availed only for a maximum of 3 days at a time (Exclude intervening weekly / declared holidays).

Unavailed CL will automatically lapse.

13.6 Sick Leave – SL

SL entitlement – 5 working days per academic year.

13.7 Annual Vacation

Annual vacation will be in two blocks:

- › Summer – 4 weeks
- › Winter – 2 weeks

13.8 National / Festival Holidays

All holidays applicable to Polytechnic colleges as declared by the Directorate of Technical Education

13.9 Maternity leave entitlement

As per Maternity Benefit Act.

13.10 Leave accumulation

Accumulation of EL and SL is permitted up to a maximum of 60 days.

13.11 Leave of loss of pay and in lieu of notice period (on either side)

13.11.1 Leave on loss of pay

Pay only HRA and recover other payments if already made.

13.11.2 In lieu of notice period (on either side)

Basic + HRA + Allowance + Grade Pay (as applicable). Also recover from staff nonrecoverable portion of advance / deposit, if any.

14. Travel rules

These rules relate to official travel. They apply to all staff of RPTC. All amounts mentioned are maximum eligible limits. All staff will claim at actuals wherever they are lower. All exceptions of these rules must be approved by the Principal.

14.1 Boarding and Lodging expenses per day

The per day expense limit as follows include:

- › Room tariff (excluding taxes)
- › Boarding and other expenses like laundry, food / snacks etc.

Designation	Mode of Travel*			Boarding and Lodging expenses per day		Own arrangements	Local conveyance
	By Bus	By Train	By Road (College Hired vehicle) /	Location: Chennai & other Metro locations (Rs.)	Other Non-Metro locations (Rs.)		
Principal and all Teaching Staff	AC	II AC	Travel to Chennai and back to Trichy can be by road when: Two or more people travel together In case of short notice when train / bus tickets are not available	2000	1500	1000	By local shared taxis / autos as necessary
Administrative Officer / Manager	AC	II AC		2000	1500	1000	
All other staff	AC	III AC		1000	750	500	

* Any travel by air for emergency purpose requires prior approval by the approving authority

14.2 Submission / Payment of Travel Expenses (TE) claims

Bus / Train / Cab claims will be supported by copies of tickets or bills from travel agents.

Boarding and Lodging (hotel) expenses will be supported by bills. All other expenses (journey related) will be claimed, subject to limits, against bills (wherever possible) or on selfdeclaration.

TE claims on prescribed forms will be submitted within 5 working days of return to Accounts for scrutiny and payment. All claims in excess of the prescribed limits must be approved by the approving authority.

Annexure 14A – Travel Expense Claim Form

Travel Expenses Claim Form

Name:

Designation:

Department:

(B) – Details of Advance / Others

Date	Details	Paid By	Amount

Details of vouchers attached

Voucher no.	Date	Amount

Total expenses as per (A): Rs. _____

Less

Advance / Others as per (B) Rs. _____

Balance due to / from RPTC Rs. _____

Signature of staff
Date:

Checked by
Date:

Approved by
Date:

Date	Place	Departure / Arrival Date / Time	Fare		Lodging & Boarding Expenses		Local Conveyance	Miscellaneous Expenses		Total Amount (A)
			Mode	Amount	Lodging	Boarding		Nature	Amount	

15. Performance appraisal

My PRIDE stands for My Performance Review & Individual Development. My PRIDE is the performance management system of setting performance expectations, goals, reviewing progress, measuring results and rewarding staff performance. It plays a significant role in achieving both professional and personal goals.

Objectives

The objectives of My PRIDE are to:

- › continuously improve the quality of work
- › measure individual performance and contribution towards RPTC" s vision
- › create a culture of regular and open two-way feedback
- › identify and address development needs of the individuals in achieving the desired performance standards
- › reward and motivate individuals

Scope

The performance appraisal is applicable to all staff of RPTC.

The parties to the performance appraisal are assessee (HoDs or faculty or technical support staff or administrative support staff), assessor (concerned reporting officer and students for select staff) and reviewer (Principal / Management*).

*Management will comprise of minimum one member from the RPTC Governing Council and a representative from the extended team of Rane Foundation.

The frequency of the performance appraisal will be once a year.

General guidelines

My PRIDE format comprises of two sections.

Section A (Results) - for assessing performance and

The weightage for assessing Section A is as follows:

Assessment by →	Students	Head of Department	Principal / Management	Total
Assessee ↓				
Administrative staff	-	-	100%	100%
Technical support staff	50%	30%	20%	100%
Head of Department	50%	-	50%	100%
Faculty	50%	30%	20%	100%

Section B (Learning & Development) - for growth and development plans. This section is only for the purpose of individual development and not for assessment.

During the performance review discussion, the assessor is to discuss with assessee on his / her performance and relevant aspects with respect to both the sections.

In case of serious differences and disagreements in the assessment between the assessee and the assessor, either of them shall escalate it to the reviewer whose assessment will be final in such cases.

Process flow

S.No	Action	Responsibility
1	Initiate My Pride for the assessment year	Principal
2	Complete self-assessment	Assessee
3	Complete assessment by other stakeholders (as applicable)	HoDs
4	Hold personal review discussion with assessee and complete performance assessment	Assessor, Assessee / Reviewer (wherever applicable)
5	Complete rating finalization	Principal / Management
6	Complete compensation review exercise	Principal / Management
7	Roll out of appraisal letter	Principal / Management

16. Higher Education

In general, staffs will be:

- › Permitted to pursue higher education.
- › Issued a No Objection Certificate (NOC), if requested, for pursuing higher education.
- › Acquisition of higher qualifications by itself will not entitle employees to increments or promotions, which are based on several other criteria as well.

17. Code of Conduct

All staff shall devote his whole time to the service of the institution and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures and any other work undertaken with prior permission of the Principal.

All staff shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and reputation of the institution, particularly in his relationship with the staff, students and visitors to RPTC.

No staff shall, without obtaining prior approval from the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for purposes connected with the institution.

No staff shall, engage himself/herself in coaching privately, students of RPTC.

No staff shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the institution.

No staff shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.

No staff shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring disrepute to RPTC.

No staff may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before resuming duty.

Every staff shall be at work punctually at the timings fixed unless permitted otherwise by his/her reporting officer.

No staff shall after reporting himself/herself for work, be found absent during the period of work assigned to him/her.

However, the above rules do not apply to those appointed on deputation, contract basis and for persons appointed temporarily for a specific period.

The following acts of commission/omission shall be treated as misconduct (illustrative).

- › Failure to exercise efficient supervision on the reporting staff
- › Insubordination or disobedience to any lawful order of his/her reporting officer
- › Gross negligence in teaching or any other duty assigned
- › Any act involving moral turpitude punishable under the provisions of the IPC
- › Intemperate habits affecting the efficiency of the teaching work
- › Failure on the part of a staff to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her reporting officer

18. Disciplinary procedure

The purpose of the procedure is to help and encourage staff to achieve and maintain acceptable standards of conduct at work. RPTC will ensure consistent and fair treatment for all in relation to disciplinary action taken in response to misconduct.

18.1 General principles

18.1.1 Investigations

No disciplinary action will be taken against a staff until RPTC has conducted a preliminary investigation and it is found that prima facie there is a case. Where the misconduct is serious and RPTC decides that it is necessary or desirable then RPTC may suspend the staff, in accordance with section 18.4 below, whilst the investigation is carried out.

18.1.2 Disciplinary hearings

If RPTC decides to hold a disciplinary hearing relating to the matter complained of, the staff will be advised of the nature of the complaint against him/her at least five working days before such hearing. At any disciplinary hearing, the staff will be given an opportunity to state his/her case and will have the right to be accompanied by a work colleague of his or her choice. If the staff fails, without good reason, to attend a disciplinary hearing which the RPTC has instructed him or her to attend, the hearing will take place, and a decision will be made in his or her absence.

18.1.3 Penalty & Confidentiality

No formal disciplinary penalty will be imposed without a disciplinary hearing. Other than in cases of gross misconduct, when the penalty may be dismissal without notice or payment in lieu of notice, no staff will be dismissed for a first offence. Any staff will have the right to appeal against any disciplinary penalty imposed.

The staff is also entitled to provide in writing a statement of dissent and/or explanation as an alternative to an appeal against any form of warning.

The contents of the proceedings, the identity and addresses of the parties involved, any information relating to action taken shall not be published, communicated or made known to the public, press and media in any manner. Any person including those entrusted with the duty to handle or deal with the proceedings contravenes shall be liable for disciplinary action.

18.1.4 Stages of the procedure

Normally, the procedure will be followed in the order of the stages set out in section 18.2 below. However, offences of a serious nature may be brought into the procedure at any stage, if any earlier stage would not be appropriate enough to deal with it. For example there may be occasions when misconduct is considered not to be so serious as to justify dismissal, but serious enough to warrant only one written warning which will be both the first and final written warning.

Within this procedure the levels of authority able to take disciplinary action and with responsibility for appeals is as follows:

Disciplinary action	Disciplinary authority	Appellate authority
Stage 1 – Oral warning	Head of Department	Principal
Stage 2 – Written warning		
Stage 3 – Final written warning	Principal	Governing Council
Stage 4 – Dismissal Summary dismissal for gross misconduct	Principal	Governing Council

Note: RPTC reserves the right to engage any competent third party other than those mentioned above to carry out the investigation proceedings, if deemed necessary

18.2 Procedure

Depending upon the seriousness of the matter, consideration will be made as to whether the matter should be dealt with informally or through the formal disciplinary procedure.

Minor lapses from acceptable standards of conduct or work performance will usually be dealt with by the staff's Reporting Officer giving informal oral warnings or reprimands, which will not be recorded on the personnel file relating to the staff.

If the matter is more serious, the following formal procedure will be used:

Stage 1 - Oral warning

If conduct does not meet acceptable standards, the staff will normally be given a formal oral warning by the concerned Reporting Officer. The staff will be advised in writing of the reason for the warning, that it is the first stage of the formal disciplinary procedure and that he or she has a right to appeal against it in accordance with section 18.5 below. A brief note of the oral warning will be placed on the staff's personnel file. After six months, the warning will be spent and the note thereof will be removed from the personnel file, subject to the staff's conduct having been satisfactory throughout that period.

Stage 2 – Written warning

A written warning will be given to the staff if:

- a) he / she commits a serious offence of misconduct;
- b) he / she fails to comply with a formal oral warning given under Stage 1; or
- c) despite having been given, under Stage 1, a formal oral warning as the result of misconduct, he / she commits a further offence of misconduct.

The written warning will give details of the complaint against the staff, the improvement required and the time limit within which such improvement must be achieved. In the case of misconduct, the warning will state that, if the staff commits a further offence of misconduct during the period specified in the warning, action under Stage 3 will be considered. The written warning will also advise the staff of the right of appeal in accordance with Section 18.5 below. A copy of the written warning will be placed on the staff's personnel file. The warning will be spent, and will be removed from the personnel file, after twelve months (although in exceptional cases the period may be longer), subject to the staff's conduct having been satisfactory throughout that period.

Stage 3 – Final written warning

A Final written warning will normally be given to the staff if:

- a) he / she fails to comply with a first written warning given under Stage 2;
- b) despite having been given, under Stage 2, a first written warning as the result of misconduct, he / she commits a further offence or misconduct; or
- c) the staff's misconduct, although not considered to be serious enough to justify summary dismissal, is sufficiently serious to warrant only one written warning (in effect both the first and final written warning).

The final written warning will give details of the complaint, the improvement required and the time limit within which such improvement must be achieved. In the case of misconduct, the warning will state that, if the staff commits a further offence of misconduct during the time limit specified in the warning, his or her employment will be terminated. The final written warning will also advise the staff of the right of appeal in accordance with section 18.5 below. A copy of the final written warning will be placed on the staff's personnel file. The warning will be spent and will be removed from the personnel file, after twelve months (although, in exceptional cases, the period may be longer), subject to the staff's conduct having been satisfactory throughout that period.

Stage 4 – Dismissal

The Principal / Governing Council, as the case may be shall give notice of dismissal to the staff, if:

- a) he / she fails to comply with a final written warning given under Stage 3; or

b) despite having been given, under Stage 3, a final written warning as the result of misconduct, the staff commits a further offence of misconduct;

Prior to being given such notice of dismissal, the staff shall have the right to make representations (including oral representation, for which purpose he or she may be accompanied by a work colleague) to the Principal or Governing Council or to any person appointed by RPTC to investigate the matter and to make recommendations. The notice of dismissal will be in writing and will specify the reasons for dismissal, the date on which the employment will end and the right of appeal against the dismissal or the notice of dismissal in accordance with Section 18.5 below. If the staff appeals against the notice of dismissal, the dismissal shall not take effect until the appeal has been determined.

18.3 Gross Misconduct

Any staff who is accused of gross misconduct may be suspended from work, in accordance with the provisions of section 18.4 below, whilst RPTC investigates the alleged offence.

The Principal / Governing Council may summarily dismiss the staff if, on completion of the investigation and a disciplinary hearing in accordance with Section 18.1.2 above, it is established that the staff has been guilty of gross misconduct. Such dismissal will be without notice or payment in lieu of notice and will be confirmed to the staff in writing, specifying the reasons for the dismissal and the right of appeal against it in accordance with section 18.5 below.

The following are examples of offences which are normally regarded as grounds for summarily dismissal:

- › Theft or unauthorised possession of any property or facilities belonging to RPTC or any staff or student
- › Serious damage deliberately sustained to RPTC property
- › Deliberate falsification of RPTC registers, reports, accounts, expense claims or selfcertification forms
- › Bribery or corruption
- › Serious negligence which causes unacceptable loss, damage or injury
- › Serious incapacity as a result of being intoxicated by reason of alcohol or illegal drugs
- › Violent, dangerous or intimidatory conduct
- › Sexual, racial or other harassment of another staff or student
- › A criminal offence, which may (whether it is committed during or outside the staff" s hours of work for RPTC) adversely affect RPTC" s reputation

The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this procedure.

18.4 Suspension pending disciplinary hearing

When the Principal / Governing Council (as the case may be) is of the view that a staff has been guilty of gross misconduct or that, because of some urgent cause the continuing attendance of the staff at RPTC cannot be permitted, the staff may be suspended from duty pending the holding of a formal disciplinary hearing.

If the Principal / Governing Council decides to suspend a staff from duty, shall:

- a) confirm the suspension in writing to the staff immediately; and

b) inform the staff in writing of the reasons for the suspension, within five working days after receiving any written request from the staff for such reasons

A staff who is suspended from duty shall be entitled to pay as per rules.

18.5 Appeal

A staff who wishes to appeal against a formal oral warning, a written warning or a final written warning should inform the Principal / Governing Council (as the case may be) within five working days of the date of the decision which forms the subject of the appeal. The appeal will be heard by an appropriate appellate authority as set out in Section 18.1.4.

The appellate authority will conduct an appeal hearing as soon as possible and not later than ten working days after the notice to appeal has been received. At the hearing of the appeal, the staff will be given an opportunity to state his or her case and will be entitled to be accompanied by a work colleague of his or her choice.

At the appeal, the disciplinary penalty imposed will be reviewed, but it cannot be increased. The decision of the appellate authority will be notified to the staff in writing within five working days of the appeal hearing and will be final and binding.

In the case of an appeal against a notice of dismissal, the dismissal shall not take effect before the appeal has been determined.

19. Grievance redressal

To redress the grievances of staff and students, the institution has constituted the Grievance Redressal mechanism at 3 levels.

- › Level 1 authority – Head of Department
- › Level 2 authority – Principal
- › Level 3 authority – Governing Council

The grievance redressal authority shall seek inputs and support from relevant people depending upon the grievance on hand.

19.1 Scope

The authority will deal with grievances received in writing from the students or staff about any of the following matters: (illustrative)

- › **Academic:** Related to timely course delivery, issuance of mark sheets, certificates, examination related aspects etc.
- › **Financial:** Related to fee, scholarships, salary etc.
- › **General:** Related to infrastructure, transportation, preferential treatment, ragging etc.

19.2 Procedure

Any student or staff shall submit their grievance in writing along with supporting documents, if any to the Head of Department (Level 1) per the grievance form (Annexure 19A/B respectively) available at the administrative office.

On receipt of the grievance, the Head of Department shall investigate the complaint guided by the principles of natural justice.

On conclusion of the proceedings, the Head of Department shall pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief to the affected person within the rules of the Institution.

In case the aggrieved person is not satisfied with the order, he can apply to the Principal (Level 2) stating his concern.

The Principal shall enquire into the complaint and after hearing the parties (as the case maybe) concerned pass orders as he / she may deem fit.

In case, the aggrieved person is still not satisfied, then he / she can appeal to the Governing Council (Level 3) whose decision shall be final.

In case, the grievance is against the Head of Department, then the complaint should be submitted to the Principal and if it is against the Principal then the complaint should be submitted to the Governing Council.

Every grievance shall be disposed off within a period of thirty days of its receipt and a final reply shall be sent to the complainant, containing details of resolution or rejection of the complaint, with reasons thereof recorded in writing.

Annexure 19A - Students Grievance Form

Name		Department	
Registration No.		Batch / Year	
Contact No.		E-mail	
Your Grievance			
Date		Signature	
For Office Use			
Grievance No.		Date of receipt	
Grievance Authority	<input type="checkbox"/> HoD	<input type="checkbox"/> Principal	<input type="checkbox"/> Governing Council
Findings			
Recommendations			
Action taken			
Grievance Redressal Authority			
Signature		Date	

Annexure 19B - Staff Grievance Form

Name		Department	
Personnel No.		Designation	
Contact No.		E-mail	
Your Grievance			
Date		Signature	
For Office Use			
Grievance No.		Date of receipt	
Grievance Authority	<input type="checkbox"/>	HoD	<input type="checkbox"/>
		Principal	<input type="checkbox"/>
			Governing Council
Findings			
Recommendations			
Action taken			
Grievance Redressal Authority			
Signature		Date	