



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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HR POLICY

INDEX TO H R POLICY

Sl. No	Subject	Page number
1	Preamble	3
2	Application	3
3	Definitions	3
4	Classification of Employees	4
5	Maintenance of Service Records	4
6	Address and Other Particulars	5
7	Recruitment and Appointment	5
8	Record of Age	5
9	Conduct	6
10	Resignation	6
11	Termination of Employment	7
12	Age of Retirement	7
13	Identity Cards	7
14	Exclusive Service	8
15	Entry and Exit	8
16	Notice- Intimation	8
17	Working Hours & Weekly Off	8
18	National and Festival Holidays	8
19	Payment of Salary / Wages.	8
20	Leave	9
21	Attendance & Late Coming	11
22	Absence	11
23	Acts of Misconduct	11
24	Disciplinary Proceedings	13
25	Punishment	14
26	Deduction	14
27	Certificate on Termination of Service	14
28	Preventive Steps	14
29	Grievance Procedure	15
30	Saving Clause	15

1. PREAMBLE:

Siena College of Professional Studies, Edakochi is the third university affiliated college patronized by the Bishop of Cochin. It is affiliated to Mahatma Gandhi University, Kottayam. This is a milestone in the rapid development in the arena of education triggered off by Rt. Rev. Dr. Joseph Kureethara, the former Bishop of Cochin. It was on 17th August 2002 that the Government of Kerala sanctioned the college for the Diocese of Cochin, which belongs to the Latin Catholic Community. On 4th September 2002 Mahatma Gandhi University granted affiliation. On 27th September 2002 the college with the name Siena College of Professional Studies was inaugurated by Shri Nalakathu Soopy, Hon'ble Minister of Education, Kerala, in the presence of Prof. K.V. Thomas, Hon'ble Minister for Fisheries and Tourism, Kerala, Dr. Cyriac Thomas, Hon'ble Vice Chancellor of Mahatma Gandhi University, Kottayam and other dignitaries at the meeting, presided over by His Excellency, Rt. Rev. Dr. John Thattumkal.

2. APPLICATION:

- This shall be called 'Siena College of Professional Studies Employees Service Rules'.
- It shall be applicable to all the employees of Siena College of Professional Studies.
- It shall come into force with effect from 01-06-2017
- It shall supersede the existing Service Rules.

3. DEFINITIONS:

- a. "Siena College of Professional Studies" means " Siena College of Professional Studies, Edakochi" and includes all departments and all other places Where the activities of the Siena College of Professional Studies are being carried out and extended.
- b. "Management/Employer" It shall mean and include the Manager, and all other persons appointed/authorized by the Manager for the purpose of managerial / administrative functions in the Siena College of Professional Studies.
- c. "Employee" Employee means any employee of Siena College of Professional Studies in any of the departments.
- d. "Establishment" means and includes the whole premises of Siena College of Professional Studies including Administrative Offices, and all other places belonging to Siena College of Professional Studies existing or that may be procured/established/extended in future by Siena College of Professional Studies.
- e. "Premises" means and includes Siena College of Professional Studies Buildings, Administrative Offices, Store and such other Premises (whether at present existing or that may be established in future) which are used for the purposes and activities of Siena College of Professional Studies or for keeping any of the properties belonging to Siena College of Professional Studies.

- f. "Service" means the period during which an employee is employed by Siena College of Professional Studies and includes the period during which he is on duty as a temporary and / or as a permanent employee as well as on leave duly sanctioned.
- g. "Day" means the 24 hours of a calendar day.
- h. "Month" means a calendar month, but for the purpose of calculation of pay and its payment, if the management prescribes another period in respect of any Employee or class or classes of Employees, it shall mean such other period.
- i. "Year" means Calendar year (January 1st to December 31st)
- j. "Authorized Person" means any person authorized by the Manager or any other authority under clause 3(b) of these Service Rules empowered by him by general or special order may act as representative of Siena College of Professional Studies in any matter connected with the day-to-day activities.
- k. "Satisfactory" shall mean to the satisfaction of the Management.
- l. "Disciplinary Authority": Disciplinary Authority means the Manager or any other authority empowered by him by general or special order to act as disciplinary authority and initiate disciplinary proceedings and impose any of the punishments specified here under on any employee.

4. CLASSIFICATION OF EMPLOYEES:

Employees are classified as:

- Permanent
- Temporary

Permanent Employee: is one who is employed on a Permanent basis includes and such one who has completed his probation period successfully and on such successful completion of probation is approved in writing by the Manager or any other person authorized by him.

Temporary Employee: A Temporary Employee is a person who is engaged on a temporary basis for work which is of temporary nature and duration or is likely to be finished within a limited period. The period within which it is likely to be finished should also be specified but it may be extended by the Manager from time to time, if necessary.

5. MAINTENANCE OF SERVICE RECORDS:

Matters relating to the Service Record, Certificate of Service and Residential Address of the employee and record of age shall be maintained as follows:

- a. Service Record: - The Establishment shall maintain a Service Card in respect of each employee in the appropriate form, wherein particulars of that employee shall be recorded with the knowledge of management and on the details furnished by the employee.
- b. Residential address of employee: - An Employee shall furnish to the Management immediately on his appointment, the details of his residential address and thereafter promptly communicate any change in his address. In case the Employee has not communicated to the Management the change in his address,

the communication to his last given address shall be treated as proper service of communication and binding it on him even if it is returned with postal endorsement 'addressee left'.

6. ADDRESS AND OTHER PARTICULARS:

Every Employee on joining the service of Siena College of Professional Studies shall furnish to the Management his address, age, qualifications, personal data such other details with proof thereon as may be prescribed by the Management, in such form as may be prescribed. The address given by the Employee shall be the address at which he would be resident during his service in Siena College of Professional Studies. The Employee shall duly communicate to the management as soon as changes, if any; take place in the address furnished by him. The management shall not be liable to take into consideration any change that has not been duly communicated by the employee and any notice or letter sent by post or otherwise to such address as is given by the employee shall be deemed to have been duly served upon and received by the employee concerned.

7. RECRUITMENT AND APPOINTMENT:

- a. No person below the age of 18 shall be recruited as Employee in the establishment.
- b. Any Employee who has been dismissed or discharged for misconduct shall not be considered for new employment.
- c. False information/s furnished at the time of recruitment automatically nullifies his Recruitment/Appointment.
- d. Every Employee shall on being admitted to service, sign the form with regard to conditions of service as a token of his consent to comply with Service Rules of Siena College of Professional Studies.
- e. Every Employee shall submit a declaration specifying that he is not involved in any fraud, dishonesty or other civil or criminal offences as on date of his joining.
- f. If later, it is found that any Employee appointed has suppressed or manipulated any facts, he shall be liable for termination from service without notice.
- g. All appointments of Permanent nature shall be made in writing by the Manager or any authority empowered by him.

8. RECORD OF AGE:

Every Employee shall furnish his exact date of birth to the employer at the time of entering in the service of Siena College of Professional Studies. The employer or the officer authorized, before entering the date of birth of employee in his service record may require him to produce any of the following proof showing his age.

- a. His Matriculation or School Leaving Certificate issued by the Board of Public Exam or similar educational authority.

- b. A certified copy of his date of birth as recorded in the Register of Birth maintained by the local authority, such as Corporation, Municipality or Panchayath.
- c. Driving license
- d. Aadhar Card
- e. In the absence of any of the above said four certificates, the employee shall furnish a certificate from a Government Medical Officer not below the rank of an Asst. Surgeon, indicating the probable age of the employee. In case of Medical Certificate, the date of Superannuation will be counted as if the date of birth is on July of the specific year.
- f. The date of birth of employee, once entered in the service record of Siena College of Professional Studies shall be the sole evidence of his age in relation to all matters pertaining to his service including fixation of the date of retirement from the service of Siena College of Professional Studies.
- g. Cases where date of birth of any Employee has already been decided on the date these orders come into force shall not be reopened under any circumstances.
- h. At the time of seeking employment, candidate shall be required to make an application in writing and also fill up and sign the prescribed form of employment of Siena College of Professional Studies if any. Relaxed qualifications subject to attainment of specified qualifications within a specified time may be considered. Unless the candidate attains the prescribed qualification within the specified period, he will not be allowed to continue.

9. CONDUCT:

Every Employee is expected to conduct himself in a way befitting his position and status as an employee of Siena College of Professional Studies and prestige and fair name of Siena College of Professional Studies. He shall co-operate with his fellow employee, the Management, the competent authority and the entire administration in maintaining the best service and official relationship and congenial and pleasant atmosphere of the establishment, which would be conducive to render better service to the public and establishing healthy relationship and understanding.

10. RESIGNATION:

Subject to the terms and conditions in the Order of Appointment, an Employee may resign his job, but the resignation shall come in to effect only on accepting the same by the Management / Competent Authority.

Subject to the terms and conditions in the Order of Appointment an employee shall not resign, leave or discontinue his service in Siena College of Professional Studies, without giving prior notice as prescribed below in writing to the competent authority of his Intention to resign, leave or discontinue his service provided that the Management may waive such notice at their discretion. The period of such notice shall not be less than.

- a. 14 days in respect of temporary employee.
- b. 30 days in case of permanent employee.

The Management may at their discretion permit an employee to resign, leave or discontinue his service without giving or after giving a shorter notice than the prescribed above, whether on his paying or agreeing to pay a sum equivalent to his wages for the period of deficiency in the notice period.

An employee shall not be allowed to withdraw his resignation after the expiry of 3 days of tendering the resignation.

11. TERMINATION OF EMPLOYMENT:

- a. Management shall give one-month notice before terminating the services of a permanent employee unless it is not by way of any disciplinary action. Pay for the notice period can be paid in lieu of notice.
- b. Where the employment of any employee is terminated, otherwise than by way of disciplinary action the wages earned by him and the dues, if any, shall be paid before the expiry of the second working day from the day on which his employment is terminated.
- c. An Employee other than a Permanent Employee may leave or be discharged from services without notice or pay in lieu of notice.
- d. The reasons for Termination of Employment of a Permanent Employee shall be recorded in writing and shall be communicated to him if he so desires, at the regime of his discharge.
- e. An order of the termination of service shall be signed by the authorized person representing the Management and a copy thereof shall be supplied to the employee.
- f. If an Employee is continuously sick or medically unfit to carry on his duties or develops serious defects in eye sight or hearing or mental or physical deficiency subject to certification of the Medical Officer engaged by Siena College of Professional Studies, one-month Notice in writing or salary in lieu thereof to the employee concerned shall be given by the Management while discharging him/her from service.

12. AGE OF RETIREMENT:

The Age Retirement / Superannuation shall be on completion of 60 years of age by an Employee.

On Retirement the Employee shall return to Siena College of Professional Studies all properties belong to Siena College of Professional Studies and other articles which have been issued to him by the Siena College of Professional Studies for use during the period of his employment. If the employee defaults to return these articles Siena College of Professional Studies may recover the cost of replacement of articles by the deduction from the amounts due to the employee.

13. IDENTITY CARDS:

All Permanent employees will be given an identity card with photo for identification, his/ her address details , contact number, DOB, blood group and the department which he/she belongs to. Every employee must wear the identity card as a part of discipline whenever they are in Siena College of Professional Studies premises.

14. EXCLUSIVE SERVICE:

An Employee shall not at any time work against the interest of the establishment and: shall not take any employment in addition to his job in the establishment, which may adversely affect the interest of the establishment during the course of the employment in the establishment.

Every Employee shall devote himself exclusively to the duties assigned to him from time to time and shall personally attend thereto at all times and whenever necessary as the exigencies of work require as instructed by his superiors. Notwithstanding employee may be liable to disciplinary action.

15. ENTRY AND EXIT:

- a. No Employee shall enter or leave the premises of his work place except through the gate or gates designated for the purpose.
- b. If an Employee wants to leave his/her place of work during working hours, he/she could do so after getting permission from the Principal or Manager.

16. NOTICE- INTIMATION:

- a. Publication of notice/s: - Notices shall be published in the appropriate notice boards in English or Malayalam. On such publication of notice, it shall be binding on all staff and employees.
- b. Service of Notice/s: - The Employee shall accept / receive the memo/ notice/ order or any communication served on him and shall also give the acknowledgement for the same. A copy of the same affixed on the notice board shall amount to acceptance of the memo etc, to the employee. Refusal to accept the communication/s would amount to service of the same to the employee and it would be deemed as misconduct.

17. WORKING HOURS & WEEKLY OFF:

As long as Siena College of Professional Studies works on 6 days per Week, the weekly off will be on Sundays for administrative staff Besides an Employee may be required to work beyond the working hours if the exigencies of work so demand including the holidays. In such cases, the Employees shall get compensatory time off which shall be sanctioned by the Management depending upon general convenience.

18. NATIONAL AND FESTIVAL HOLIDAYS:

National and Festival Holidays will be provided as per the provisions of Kerala Industrial Establishment Act,1958 and as per approved list by the competent authority.

19. PAYMENT OF SALARY / WAGES:

- a. The staff shall be paid their salary/wage on or before the 1st working day of the succeeding month, where the said day happens to be a Sunday/ Holiday, the next working day shall be considered as pay day.
- b. Unclaimed salaries / wages of the deceased employee shall be paid to the legal nominees/ heirs on production of necessary proof.
- c. Unpaid salaries/ wages of employees or any deduction from the preceding month salary/ wages shall be paid along with the salary of succeeding month.

- d. Where the Employee is terminated, all his dues shall be paid within next 3 working days. provided he has no dues to Siena College of Professional Studies. Wherever an employee resigns, all his dues shall be paid by the management within 7 working days provided he has no dues to Siena College of Professional Studies.

20. LEAVE:

In the context of working conditions prevailing in our country, the leave and holiday privileges granted to employees are intended to meet their physical and psychological needs for rest and relaxation and also to enable them to discharge their social obligations. The leave cannot be taken as a right of an Employee until it was granted by the Management.

A. LEAVE RULES IN GENERAL

- a. Any Employee who desires to obtain leave shall verify availability of it and apply to the Authorized person in writing through prescribed form and should state specifically the nature of leave and it shall be availed of only as such, except in the case of leave on medical grounds. An Employee shall not avail himself any leave of any nature or absent himself from duty without prior written sanction of the management/ competent authority duly communicated to him / displayed on the notice board.
- b. If any Employee absents himself on medical grounds the sanctioning authority may, and if absence is for more than 7 days, shall insist on production of an advice from ESI Doctor, and if ESI scheme is not applicable (not covered), from a registered medical practitioner or of the establishment's approved medical consultants and if such certificates produced does not indicate a valid ground for the absence, the absence shall be treated as, unauthorized on loss of pay, and such disciplinary action as is provided for in these rules may be taken against the employee and further this absence may also have the other consequences. The Management may refuse leave if the absence is likely to be prejudicial to the smooth operation of the establishment.
- c. A record shall be maintained of all leave of absence, which is sanctioned.
- d. In the event of the employee applying for an extension of the period of his leave, he shall make an application in writing 72 hours before the expiry of the period of his originally sanctioned leave, and the authorized person shall, on receipt of such application, inform the employee , whether extension of leave applied for has been sanctioned, and if so, the period of such extension.
- e. If an Employee has exhausted all the leave, he is eligible for, he may be granted leave on loss of pay, at the discretion of the competent authority under exceptional circumstances for such number of days and on such terms and conditions as may be decided by the competent authority.
- f. If any Employee, during the course of the year is discharged from, or leaves the services of the establishment and has availed leave for more number of days than those calculated as per the Service Rules, proportionate salary for the excess number of days of leave availed of, shall be deducted at the time of settlement of account.

B. LEAVE ENTITLEMENT

The Employees of the establishment shall be entitled to the following leaves

1. CASUAL LEAVE

Every Employee shall be entitled for 15 days of casual leave in a year within the calendar year duly sanctioned by the competent authority, but on justified and true reasons only.

Employees are entitled to avail half day leave. Half day leave means leave either from 09.00 am to 12.00 pm or 12.30 pm to 04.00 pm.

2. SICK LEAVE

Every Employee in Siena College of Professional Studies shall be entitled for 15 days sick leave on the ground of sickness. But those employees covering under the ESI scheme shall not be eligible for sick leave from the establishment. They have to avail the sick leave benefit under the ESI scheme.

3. MATERNITY LEAVE

All eligible Employees shall be granted maternity leave benefit as per the rules and regulations as enumerated in Maternity Benefit Act. But those employees covered under the ESI scheme shall not be eligible for the maternity benefit from Siena College of Professional Studies. They have to avail the maternity benefit from the ESI scheme.

C. WHEN AND HOW TO APPPLY

An Employee, while availing on leave has to apply for the same in the prescribed form and required to mention clearly the nature of leave and reasons for availing leave.

All leaves shall be allowed to employees subject to the exigencies of work.

D. LEAVE DURING SUSPENSION PERIOD

No leave shall be granted to an Employee under suspension or whose disciplinary proceeding are pending or to an employee who has submitted his resignation from service or whose service is due to terminate within 30 days, except authorized by the Manager or the competent authority for the purpose.

E. AUTOMATIC TERMINATION OF EMPLOYMENT

An Employee shall be deemed to have left the service of the Establishment on his own account, and he shall lose the lien on his employment and the name of such employee shall be struck off from the rolls of the establishment, if he: -

- a. Absence without permission continuously for more than eight working days.
- b. Having been granted leave, fails to report for duty on expiry of the leave. Provided that if he returns to work within eight days of the expiry of the period above said and gives an explanation satisfactory to the management, for his omission to report for duty in time and / or to apply for extension of leave, the management may reinstate/re-employ him, subject to such terms and conditions as the management may deem fit and proper in the facts and circumstances of the case deemed to be.

21. ATTENDANCE & LATE COMING:

- a. All Employees shall work in the establishment at the times so fixed and notified. Employees attending late by more than 10 minutes of the starting time will be allowed on satisfactory grounds to do so on 4 occasions a month. Otherwise, every four of such occasions in a month, the employee shall be debited one-day casual leave.
- b. Habitual late attendance shall be treated as misconduct and late attendance of more than 2 times in a period of one month shall be treated as habitual.

22. ABSENCE:

Any Employee after presenting himself/herself is found absent from his/her proper place of work/duty during working hours without the express consent of the Manager, shall be treated as absent from duty. For the period of such absence proportionate salary will be deducted and will be treated as misconduct relating to duty.

23. ACTS OF MISCONDUCT:

The following acts and / or omissions, which are illustrative and not exhaustive, shall be treated as misconducts:

1. Habitual absence without leave or absence without sufficient cause for more than 8 working days, repeated for more than 2 times at any point of service by an employee.
2. Habitual late attendance.
3. Habitual negligence or neglect of work.
4. Fraudulent and frequent repetitions of any act or omission for which already warned in writing.
5. Leaking any information relating to official matters to outsiders, as they are confidential.
6. Assaulting, abusing or intimidating any employee of the employer either within the premises or at any other place.
7. Demanding, taking or giving bribes / gifts or any illegal gratification or indulging in any corrupt practice and/ or lending or borrowing money to and from subordinate employees.
8. Publication of any article relating to the work of the employer without obtaining prior written permission of the employer.
9. Willful disfigurement, destruction or alteration or forgery of any record/ file of the establishment.
10. Refusal to act on the accepted terms and conditions of service.
11. Working elsewhere during the period of his leave absence from Siena College of Professional Studies.
12. Refusal to work extra time or on Sundays or holidays or on weekly off days when directed to do so by his superior.
13. Refusal to perform overtime work or proceeding for outstation duties or to carry out duty assigned any other place or refusal to carry out an order of transfer.
14. Habitual breach of any law applicable to the Establishment
15. Engaging in trade within the premises of the Establishment.

16. Absence without leave or overstaying on sanctioned leave
17. Neglect of work/negligence in performance of duties.
18. Breach of any rule of Siena College of Professional Studies or instructions from any departments.
19. Committing nuisance on the premises of Siena College of Professional Studies.
20. Willful damage to or loss of establishment's goods or property.
21. Riotous and disorderly behaviour of fighting or quarrelling with co-workers, drunkenness during working hours in the premises of the establishment or any act subversive of discipline in connection with the work of the establishment, whether inside or outside.
22. Attend duty under the influence of alcohols or any other intoxicant.
23. Entering another department or section otherwise in the course of his duty.
24. Talking or behaving in a disrespectful manner to a superior, challenging the authority of the superior or shouting at the superior.
25. Loitering or leaving the place of work without permission during the preserved time of works.
26. Smoking within Siena College of Professional Studies premises.
27. Doing any act prejudicial to the interest of the Siena College of Professional Studies.
28. Interference or tampering with records, the employee's attendance register etc. either pertaining to himself or to any other employee.
29. Threatening or intimidating any employee within the premises of the establishment.
30. Disclosing to any unauthorized person or persons any information in regard to the working or process of the establishment.
31. Furnishing false information at the time of selection for appointment or at any time thereafter during the service with Siena College of Professional Studies in respect of himself or in respect of any other person.
32. Sexual harassment which includes such unwelcome sexually determines behaviour as:
 - a) A demand or request for sexual favourer
 - b) Sexually coloured remarks, or
 - c) Showing pornography or any other avert or suggesting action or visible representation, unwelcome physical, verbal or non-verbal conducts of sexual in nature.
33. Arrest for any criminal offences and conviction in any court of law for any criminal offence.

24. DISCIPLINARY PROCEEDINGS:

- a. An Employee charged with having committed misconduct shall be served with a written charge sheet setting out briefly the facts of the charge and circumstance alleged and the nature of the misconduct. The charge sheet may specify the period within which the employee shall give a written explanation.
- b. The Employee shall give his explanation in writing within the time specified in the charge sheet.

- c. When the Employee submits his explanation and the explanation is found satisfactory, suspension pending enquiry, if any, shall be withdrawn and the period of suspension treated as if the employee was on duty and he shall be entitled to his salary or wages for the period,
- d. If no reply is received in respect of the charge sheet within the stipulated or extended time, the management or the authorized authority may proceed on the basis that the employee has no explanation to offer and take further necessary steps as it deems proper and necessary.
- e. Where the explanation given by the employee is not found satisfactory and it is considered necessary to take further proceedings under the Service Rules, the management or the authorized authority may order an enquiry into the charge to be held by an Enquiry Officer nominated by the management or the authorized officer.
- f. The Enquiry Officer shall make a brief and faithful record of the statements made and the evidences lay before him both in support of and against the charge, and shall forward his findings to the concerned authorities.
- g. The charge sheet, the explanation and record of enquiry with the findings and such recommendation as the Enquiry Officer may make, shall be submitted to be carefully considered by the management or the authorized officer for the purpose of taking a final decision. The decision and punishment, if any, shall be communicated in writing to the employee concerned as early as may be possible.
- h. Where after such examination of the record, the charge against the employee is found unsustainable or disproved, any suspension or extension of suspension shall be withdrawn and the periods of suspension be treated as if the employee was on duty and the employee shall be entitled to wages or salary for the period.
- i. In awarding the punishment under the Service Rules, the management or the authorized officer shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist.
- j. An Employee on whom charge sheet has been served may be suspended pending enquiry and final decision thereon by the management or the authorized officer, as may be considered expedient. The suspension pending enquiry shall be intimated to the employee in writing and may take effect immediately upon communication to the employee. The Employee is placed under suspension pending enquiry shall be entitled to subsistence allowance subject to and in accordance with the provisions of the Kerala Payment of Subsistence Allowance Act 1972.

25. PUNISHMENT:

- a. The following shall be the punishments for proved misconducts. The punishments will be imposed based on the gravity and implication of the misconduct, proportionate to the misconduct proved to have committed and repetitions of the misconduct.
- b. Censure or warning

- c. Withholding of increments, with or without cumulative effect, or postponing of any increment to any future date with or without cumulative effect.
- d. Recovery from his pay of the whole or part of any pecuniary loss caused to the Establishment by such misconduct.
- e. Imposition of fine up to 2% of wages in a month.
- f. Reversion or demotions to a lower grade or post or time scale or to a lower grade or post in the same pay scale either permanently or for a specified duration.
- g. Discharge from service, without compensation or notice.
- h. Dismissal.
- i. Except as otherwise indicated in the order of discharge or dismissal, when the employee suspended pending enquiry is discharged or dismissed, he shall be deemed to have been discharged or dismissed with effect on and from the date of commencement of suspension
- j. Any other punishment that deems as just and necessary.

26. DEDUCTION:

Notwithstanding to the disciplinary action, the Management may take action under Service Rules No.28. The Establishment also is entitled to make the deductions as per the Payment of Wages Act, 1936 for the damages, if any, caused by the employee.

27. CERTIFICATE ON TERMINATION OF SERVICE:

Every Employee shall be entitled to a Service Certificate at the time of leaving his service by retrenchment, termination, discharge, dismissal, resignation or retirement, after obtaining a Clearance Certificate from the concerned departmental head and IQAC.

28. PREVENTIVE STEPS:

- a. The Management shall take appropriate steps to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement, or prosecution of acts of sexual harassment by taking all steps required such as-
- b. Express prohibition of sexual harassment as defined above at work place and it shall be notified, published and circulated in appropriate ways
- c. Criminal proceedings- Where the conduct of sexual harassment amounts to specific offence under the Indian Penal Code or under any other law, the college initiate action in accordance with law by making a complaint with the appropriate authority ensuring that victims or witnesses are not victimized or discriminated against the dealing with the complaints of sexual harassment.

29. GRIEVANCE PROCEDURE:

- a. All grievances shall be handled in accordance with the procedure laid down below:
- b. The Employee in person will first take up his grievance with his immediate superior.

- c. If the Employee is not satisfied with the decision of the immediate superior or fails to receive an answer from him/her within seven days, he will take the grievance to the next immediate superior Officer.
- d. If the decision of the Officer is not satisfactory or an answer is not received from him within seven days, the employee may present his grievance to the Departmental Head in writing in the Grievance Note form duly signed by the employee.
- e. If the decision of the Head of the Department is not satisfactory or if no reply is received from him /her within seven days, the employee will present a copy of the Grievance Note to the Principal who will make necessary entries in the Grievance Register.
- f. The Principal will implement the final decisions, if any, and will inform the complainant the decision in writing.
- g. Any representation regarding a grievance which does not comply with the provisions of these Standing Orders, shall not be considered

30. SAVING CLAUSE:

Nothing contained in these Service Rules shall operate interrogation of any law applicable to the employee or to the prejudice of any right of the employee under an agreement, settlement or award for the time being in force, or contract of service.