

HR Manual

This Manual outlines various policies / procedures to provide the employees a general guidance. The manual would be reviewed on an Annual basis and any amendments / additions to policies / procedure made, would be communicated to all concerned.

Version No : 2

<i>Approved By</i>	Chair Person: Mrs. Kavita Sharma Secretary: Mr. Anil Sharma
<i>Prepared By</i>	Human Resource Dept. Administration Dept.

ADDRESS FROM THE HUMAN RESOURCE DESK

As a comprehensive resource this handbook is designed, covering all the areas we feel are of significance to us, and our career with GREEN HEAVEN INSTITUTE OF MANAGEMENT & RESEARCH.

We firmly believe that all our associates are the champions of our growth.

It is our effectiveness and efficiency that will determine the success of our institute. We must keep our goals and values intact and adopt a sense of ownership with responsibility.

We wish to build human organization, with a sense of loyalty and high integrity.

Best Regards

Team HR

WELCOME NOTE

From Secretary's' Desk

I welcome you all on behalf of Jai Durga Bahu-Uddeshiya Jankalyan Sanstha, Nagpur. An excellent effort has been made from the HR Team to come out with the HR POLICY.

We believe "People" are the most valued resource of an Institute and ours is an educational Institute with Values that build the Nation. We strive to explore the best by creating opportunities for growth and development in the frame work which is in consonance to the culture and values of the Institution.

Thanking you

With Best Regards

Purpose of the Policy Handbook

Green Heaven Institute Management & Research welcomes you. This handbook was developed to provide you with an information resource for common questions and concerns. The information in this handbook is important to all of our employees. Read the manual now and keep it in a convenient place. You will want to refer to your handbook when you have questions about institute policies and benefits.

Naturally, you won't find answers to all your questions in the handbook. It is neither a law book nor a catalog of Human Resource policies. In preparing this handbook, we have not tried to give you the minute details of each policy. Instead, we have attempted to present a summary of some of the most important policies. No written statement, no matter how complete, can be a substitute for direct daily contact with your immediate supervisor.

Throughout your handbook, you will be able to check the complete information on employee policies and benefits. This advice is continuously repeated because its importance can't be overemphasized.

If you have questions or concerns about the policies outlined here, you should contact your Principal/ Director or Human Resource Cell. *Circumstances will obviously require that the policies, practices and benefits described in the handbook change from time to time. The institute reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this handbook as it deems appropriate from time to time in its sole and absolute discretion after obtaining due approval from the Managing body. Institute will attempt to provide you with notification of any other changes as they occur.*

Foreword

Our employee handbook is a tool to help & promote a co-operative as well as healthy atmosphere, to spell out policies relative to hours, wages, and condition of employment and to provide for the administration of these policies in the interests of all concerned, in keeping with conditions in our area and institute.

We are presenting this employee handbook because we feel that if you understand basically what is expected from you, and what you may expect from the institute, we shall have an organization which better meets the needs of our employees and students.

The statements as set forth in this book have not been arbitrarily established. Each of them has a sound background based on the experiences of this institute. Employees have given many suggestions and we will further welcome suggestions from them that will aid in maintaining a constructive and harmonious relationship.

Our single most **common goal** must be **to work together and to meet the needs of our Organization, which will help in reaching desired individual and organizational goals.**_____

Scope

This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

Coverage

These policies are applicable to all the employees of Green Heaven Institute Management & Research.

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Applicability of the Manual

The benefits and policies detailed in this handbook shall apply to all staff employed (not under probation period) by Green Heaven Institute of Management & Research unless otherwise mentioned. In cases, where the written offer of employment terms varies from those mentioned in this handbook, the terms of the written offer of employment shall prevail.

The Management Committee will authorize changes / additions / deletions to these policies as and when felt necessary. HR issues falling within the scope of Committee will comprise of:

- ◆ Any major HR policy
- ◆ HR and other Processes and Systems
- ◆ Organization Structure
- ◆ Salary and Benefits Policy
- ◆ Management Reporting (Monthly)
- ◆ Performance, Reward and Recognition Policy.
- ◆ Organization Effectiveness of Policy Implementation
- ◆ Initiatives to Inculcate Family Bonding and Employee Engagement

Committee will meet quarterly to discuss adequacies, review and suggest modifications in these policies. Committee will take inputs from Faculty and Staff. Committee will submit recommendations to Secretary for approval. Director is responsible for organizing the meeting and circulating agenda in advance amongst the Committee members.

MANAGEMENT COMMITTEE MEMBERS NAME

S.NO	NAME OF MEMBER	DESIGNATION
1	MRS. KAVITA SHARMA	PRESIDENT
2	MR. UMESH SHARMA	VICE PRESIDENT
3	MR. ANIL SHARMA	SECRETARY
4	MR. RAKESH SHARMA	TREASURE
5	MR. PRADEEP AGRAWAL	MEMBER
6	MR. DHAWAL SINGH MOHITE	MEMBER
7	MR. HARISHANKAR SHARMA	MEMBER

1. Knowing Green Heaven Group

1.1 About Us

Green Heaven Institute of Management and Research was established (2009) with a unique philanthropic vision , to establish a world class educational institution to offer Qualitative Professional Education at common man's affordability level on a sustainable growth basis.

After the opening up of Economy in the last decade of the Twentieth Century India is emerging as a hub for IT, Software, Telecom, R&D, Design, Automobile & components manufacturing, core industries of Steel, Cement, EPC, Health Care & Pharmacy etc and several offshore & outsourced business operation in ITES, KPO's, the demand for the knowledge professionals, team leaders & managers has been increasing at a phenomenal rate. Green Heaven Institute of Management and Research entered into the education Sector provide support and to meet this need.

1.2 Green Heaven - A Snapshot

Campus area of 4 Acres with peaceful ambience & lush green environment.

The classrooms are well furnished with ergonomically designed furniture.

Well equipped, air conditioned library with latest national & international books & journals.

Ultra modern air conditioned computer lab and 24*7 internet.

Bus facility available from door steps for safety and comfort of students.

Hostel facilities for both boys & girls (under construction)

1.3 Standing out - The Green Heaven Way

Knowledge Management System (MOODLE) an online availability of knowledge resource accessible from anywhere.

1.4 Our Mission

“To make management education relevant to the needs of today's industry, society and globalised economy, and to provide quality education at affordable cost for the upliftment of all students belonging to all categories and status.”

1.5 Our Vision

“To develop a world class management institution which will provide technological and socio-economical development to the society and to impart leadership training with social sensitivity, human values and skills of managing change”

1.6 Our Team

Teaching Staff

Sr. No.	Name	Designation	Educational Qualification	Date of Joining	Date of Approval & Approval No.	Status Regular/Ad-hoc/Contract	Scheme
1.	Ms. Mubina Saifee	Officiating Principal and Asst. Professor	MBA, B. Com	16.09.2010	21.06.2011 & 658	Regular	EPF
2.	Dr. Anup Suchak	Asst. Professor	MBA, M.Com, B.Com	14.02.2011	20.04.2013 & 1560/C/1034	Regular	EPF
3.	Dr. Pramod L. Thakur	Asst. Professor	MBA (HR), MA (Eng. Lit), B.Sc.Ph.D	15.07.2011	28.10.2013, M.V. 2004	Regular	EPF
4.	Ms. Rajani Kumar	Asst. Professor	B.A., MSW, MBA	16.01.2012	20.04.2013 & 1560/C/1034	Regular	EPF

Sr. No.	Name	Designation	Educational Qualification	Date of Joining	Date of Approval & Approval No.	Status Regular/Ad-hoc/Contract	Scheme
5.	Mr. Avinash Bhowate	Asst. Professor	B.Sc. MBA	10.02.2012	20.04.2013 & 1560/C/1034	Regular	EPF
6.	Ms. Arti Mahulkar	Asst. Professor	MBA in Marketing, B.Sc. (Bio)	01.09.2010	21.06.2011 & 658	Regular	EPF
7.	Dr. Samruddhi Dhote	Asst. Professor	MBA, BE, Ph.D.	01.08.2011	28.11.2011 & 1275/C/1560	Regular	EPF
8.	Mr. Yogesh Deshpande	Asst. Professor	MBA, B.Pharma	01.05.2012	20.04.2013 & 1560/C/1034	Regular	EPF
9.	Mr. Neeraj Mishra	Asst. Professor	MBA, BCA	01.11.2012	20.04.2013 & 1560/C/1034	Regular	EPF
10.	Ms. Neha Sharma	Asst. Professor	MBA, B.Com	01.05.2013	14.07.2014, M.V. 4885	Regular	EPF
11.	Ms. Asha B. Khedwal	Asst. Professor	MBA, B.Com	01.09.2013	14.07.2014, M.V. 4885	Regular	EPF
12.	Ms. Shweta Gaud	Asst. Professor	MBA, B.Com	01.01.2014	05.02.2014, M.V. 7855	Regular	EPF
13.	Ms. Deepathi Chandamarai	Asst. Professor	MBA, BA, PGDHM	01.05.2013	-	Regular	EPF
14.	Ms. Sandhya Sharma	Asst. Professor	MBA, BBA	01.07.2014	-	Regular	EPF
15.	Dr. Swati Padole	Asst. Professor	Ph.D., MBA, B.Sc.	22.09.2015	-	Regular	EPF
16.	Mr. Anil Sharma	Asst. Professor	MBA, B.Com.	01.06.2017	-	Regular	EPF
17.	Mr. Umesh Sharma	Asst. Professor	MBA, B.E.	01.06.2017	-	Regular	EPF

Non- Teaching Staff

Sr. No.	Name	Designation	Educational Qualification	Date of Appointment	Status Regular/Ad-hoc/Contract	Scheme
1.	Ms. Sanjeevani Barve	Librarian	M.Lib., B.A.	01.09.2010	Regular	EPF
2.	Mr. Hitendra Sharma	Chief Administrative Officer	Diploma in Civil Engg.	01.07.2009	Regular	EPF
3.	Mr. Sanjay Pathekar	Office Superintendent	MBA, B.E., MIRPM	01.09.2010	Regular	EPF
4.	Mr. Roshan Dambhare	Admin Office Incharge	B.A.	01.07.2009	Regular	EPF
5.	Mr. Mukesh Mishra	Accountant	B.Com, M.Com.	02.04.2012	Regular	EPF
6.	Ms. Shubhangi Bhingare	Office Asst.	B.A., MBA, B.Ed., M.E.d	01.07.2017	Regular	EPF
7.	Mrs. Aboli Bidkar	Office Assistant	B.A., MA, B.Ed.	01.04.2017	Regular	EPF
8.	Mrs. Radhika Mishra	Lab. Assistant	B.A., MA.	01.04.2017	Regular	EPF
9.	Mr. Deepak Chowhan	Computer Lab Incharge	Dip. In Engineering, MCSC	13.06.2011	Regular	EPF
10.	Pravin Patil	Peon	H.S.C.	01.08.2009	Regular	EPF
11.	Jitendra Botare	Peon	9 th Class	01.09.2010	Regular	EPF

Sr. No.	Name	Designation	Educational Qualification	Date of Appointment	Status Regular/Ad-hoc/Contract	Scheme
12.	Ujwala Gawande	Sweeper	8 th Class	25.07.2011	Regular	EPF

Marketing

Email : ocihemba@gmail.com

Accounts

Email : ocihemba@gmail.com

Careers

Email : ocihemba@gmail.com

Office reception

Ph. No : 0712-2557407, 0712-3242982, 07103-645224

2. Condition Of Services

2.1 Purpose

To maintain harmonious work culture that will enable the employees to understand the values and culture of Green Heaven Institute of Management & Research thereby streamlining the process within the departments to ensure that employee satisfaction is inclined with the values of the institute.

2.2 Scope

These policies apply to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

2.3 Terms of Employment

The terms of employment will be as per the details contained in your Appointment letter. The Institute shall reserve the right to amend, alter and change any or all the terms and conditions governing employment. The Institute will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decisions there on shall be binding on all employees. The employment contract is contract between the individual employee and the institute. Any disciplinary procedures or institute rules, standards of conduct or regulations of your employment is "at will" which means "the relationship between employer and employee may be terminated by either party 'unilaterally' at any time, with or without notice, for any reason, or for no reason at all".

Further, the institute can demote, transfer, suspend or otherwise discipline an employee in its sole and absolute discretion. Nothing in this handbook, or any other Human Resource document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment, or for continued or indefinite employment at a specific position or rate of pay.

2.4 Work Days

Green Heaven Institute of Management & Research follow the work days as follows:

2.5 Teaching Facility (Zari)

Monday to Saturday - Full day working

Sunday - Weekly off day

2.6 Admin Office & Marketing Division (City Office, Gokulpeth)

Monday to Saturday - Working (Full day)

Sunday - Weekly off

During emergencies due to weather, fires or power failures, strikes, Natural Calamities which can disrupt institute operations. The decision to close the office will be made by the Director. When the decision is made to close the office, employees will receive official notification from the Director.

2.7 Equal Opportunity

Green Heaven Institute of Management & Research is committed to provide equal employment and advancement opportunities for all qualified individuals. This is to ensure that equal consideration is extended to all staff and applicants. All decisions with respect to recruitment and promotions are made solely on the basis of qualifications, viewed in relation to the recruitment of the position. All Faculty and Non Teaching Staff are directly responsible for the application of the policies and for ensuring that everyone in their department understands and adheres to the policies. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal.

2.8 Non-Harassment Policy

Harassment in employment, including sexual, racial, and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited by the Institute. Employees who violate this policy are subject to punishment, including possible termination.

2.9 Loss of Institute Property

The employee concerned is wholly responsible for the safe custody /handling of institute property / cash entrusted to him. In the unlikely event of loss of such property / cash, while the Institute may empathize with the employee such loss cannot be made good / reimbursed to the employee. In case of high value item such as computer / laptop / etc. employee must ensure that the Institute insure such

expensive equipment against loss / theft / damage, besides ensuring the safe custody of such items.

2.10 Data Protection Policy

The protection of confidential business information and trade secrets is vital to interest and success of Green Heaven Institute of Management & Research. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Such confidential information include to, the following examples:

- a) Compensation data
- b) Financial Information
- c) Marketing Strategies.
- d) Pending projects and proposals
- e) Proprietary production process
- f) Personnel / payroll records
- g) Conversation between any persons associated with the institute.
- h) Security related information
- i) Course material used online/offline.
- j) Student data and details

2.11 Internet

Use of internet in the college premises shall be made strictly for official purpose. Misuse of the same would lead to disciplinary action by the Director/Management.

2.12 Media Enquiries

Any enquiries from the media are to be referred directly to the Director or Secretary. Under no circumstances are any other members of staff authorized to discuss institute matters with any person from the media.

The Director/Secretary must approve all press releases.

3. Information Security Policy

3.1 User & Access Privileges

Every user is given only user access privileges. The user cannot change the desktop background; install/uninstall software or any programs, change IP Address of the machine, etc. The user is not given any privileges to change the desktop background on his/her machine. The desktop background on every machine is GHIMR institute logo. This is applicable to all the domain users in the network. Every user is allowed a maximum download limit of 20mb, above which permissions are denied. Increased downloads may cause the server to be busy and might create other problems.

Whenever there is a change in role of an individual, the access rights will be reviewed and new access rights will be provided depending upon new role and responsibilities as determined by the role being played by the person.

Whenever the user forgets the password, the system administrator shall change the password for the user through the System Administration log in based on a request from the user via email. The System administrator receives a mail from the HR Department for deletion of e-mail ID.

For new person joining the Institute he/she has to make a requisition for allotment of User Id/Password to the Director. The new User Id/Password would be allotted to the concern person through the HR Officer who would arrange for the same in discussion with the Computer/IT Dept.

3.2 Auto-Lock or Screen Saver

If the user desktop/laptop is inactive for 7 or more minutes the machine is automatically locked (Ctrl+Alt+Del screen) & the owner of that machine has to re-login to start his/her work. At the same time there is a screen saver running at the background as part of awareness to the employees with security precaution catch lines & pictures.

In an effort to reduce risks to IT assets, the physical security of Green Heaven Institute of Management & Research computing resources are ensured. Physical security involves providing environmental safeguards as well as controlling access to equipment and data. For example, server rooms must remain safe, secure, and inaccessible to unauthorized individuals and storage cabinets containing critical business records must always locked and secured.

3.3 Internet Usage

Internet access is for the purpose of increasing productivity. Surfing the internet or wandering away from your objective is not a productive or acceptable use of this tool. This misuse can connect you to websites that may contain programs that appear harmless, but could cause damage to Green Heaven Institute of Management & Research. Because it is plain text, most information transmitted over the Internet is subject to interception, reading, and copying by other people.

Encryption, which scrambles information during transmission, reduces this vulnerability. Be aware that all Internet use is subject to monitoring and you should have no expectation of privacy while using Green Heaven Institute of Management & Research provided equipment.

3.4 E-mail Usage

E-mail Guidelines and Requirements, states that “employees must use Green Heaven Institute of Management & Research e-mail system for all e-mail correspondence”. All messages sent or received using these e-mail resources are owned by the Green Heaven Institute of Management & Research and may be considered Departmental records. This means you should have no expectation of privacy in the use of the e-mail system. It is your responsibility to be aware of important issues such as the rules regarding personal use, passwords, and attachments; when and how to send mass mailings and group messages; and the list of unacceptable activities. This information can be found in IS policy statement.

An important issue with regard to e-mail is attachments, which in some cases could contain a virus or other malicious code. If you receive an unexpected e-mail attachment, it is important that you do not open it - even if it is from someone you know. Attachments must not be opened for the virus to infect your computer. **All employees shall be given their independent e-mail ID on @ghimr.edu.in for correspondence purpose.**

3.5 Visitors at Work Place

To provide for safety and security of employees, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, protect confidential information, safeguard employee's welfare and avoid potential distraction and disturbance. All visitors must come through the main reception and enter their details in the visitor's register.

3.6 Accountability

A senior person cannot pass the buck to his juniors for the failure of work or delay. He has to have his control systems for jobs he gets done for his juniors and also make them accountable to himself. Their failure, so far as his seniors are concerned, is his own failure and HOD should accept his normal responsibility.

3.7 Appearance and Courtesy

Neatness and good taste in dress, care in personal cleanliness, interest in your work, and a willing, cooperative attitude toward associates, customers and visitors are recognized and appreciated business assets.

No matter what your position might be, it's important to remember that good manners give a good impression. Being pleasant and courteous to customers, visitors, and your co-workers is an important part of your job.

3.8 Open Door Policy

Our institute recognizes that in any employee group, problems, difficulties, and misunderstandings may arise. It is the desire of the institute to see that every problem is handled promptly. To this end, the institute will endeavor:

1. To invite employees to talk frankly with their supervisor or to anyone else in authority, when they have a problem of any kind, with the assurance that it will not be held against them by their supervisor or anyone else in authority.
2. To provide an open door at all times for employees to discuss with upper

Management any decision they feel to be unfair.

The institute is most sincere in encouraging any employee who feels he or she has not been treated properly, or who has a problem of any kind, to make it known to management through the “open door policy”.

4. Office Equipments and Usage Policy

4.1 Purpose

The main objective behind this policy is to control the internal cost or wastage by using the internal communication devices (Internet and telephone) and office equipments (scanner, printer, and photocopier). The purpose of this policy is to protect the information assets of *Green Heaven Institute of Management & Research*.

4.2 Scope

The policy provides guidance on the use of mobile and desk telephone, the circumstances and conditions for the usage and the criteria for the provision of Mobile Reimbursement to the employees. **Table.chairs Almirah etc Use of electricity, water wastages**

4.3 Personal Telephone/Mobile Calls

Telephones are intended for the use of serving our customers and in conducting the Institute's business. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. Long time conversation of personal calls should be brief to ensure that there would not be any disruption to the other employees' work. It is advised to all the employees to ensure that the mobile ring tone should be to an extent where it is audible to self and not to the whole institute. Since it is a disturbance to other employees and this become a practice by others to follow on. Therefore it is strictly instructed to the employees to minimize the volume of the ring tones and ensure it is not a Disturbance to the other employees. All employees must be reachable and in event of leave / outstation duty/leave, should be reachable on phone/mobile. They must inform their updated contact numbers to HR and Director/Secretary.

4.4 Loss of Asset Policy

This is specifically for the mobile phones, Laptops, data cards etc issued to the employees.

Loss of Asset Policy			
Assets	During 1st Year	During 2nd Year	During 3rd Year
Laptop	100%	80%	50%
Mobile	100%	80%	60%
Data Card	100%	80%	50%

Note: These percentages are related to recovery from the employee towards the purchase price of the asset in the institute. After 3rd year; the amount to be deducted will be decided by the Director/ Secretary.

4.5 Internet Usage

Institute provided system, computer files, the email system, internet access and the software furnished to employees are institute property and are to be used for institute business only, and not for personal use to communicate with friends for family or to access the Internet for personal purpose. Employees may access the internet for studying and update knowledge to wither complete their certification or to retrieve the information that is useful for the individual growth and also for the growth of the institute. Any employee is restricted from attempting to elicit information which is not relevant and is not eligible for its access. If any employee is found to do the same then it is considered violating of the policy. In order to enforce these policies, computers, and internet email usage may be monitored by Green Heaven Institute of Management & Research. Including retrieving and reading e-mail message and other computer files and monitoring of Internet Traffic.

4.6 Printer and Photocopier Usage

All the employees should understand the importance of using the office equipment economically. Letter heads to be used with the permission of the Director only. Letter heads are to be utilized for official purpose only and not to be left around work station unattended. Also when not in use, letter heads to be kept under lock and key.

Please follow ethics while using printers and photocopier.

- a) Allow others to use these machines at times of emergency provided the stationary (paper) are brought by self.
- b) Don't disturb or enforce the printer owners to take print while they are amidst of important task or while they are taking the prints.

- c) Ensure there are no letter heads placed in the printer while taking a print if it is not required to take on the same.
- d) Ensure to handle the machines smoothly
- e) In case of cartridge shortage or any other trouble please inform the personnel concerned about the same.
- f) For rough usage or for informal usage, photocopy or print can be taken on one sided papers too.
- g) Personal usage of printer or photocopier can be restricted to certain documents like certificates, passport or driving license or maximum of 3 pages.

5. Human Resource Policies

5.1 Purpose

The main purpose of this policy is to set guidelines for manpower planning, maintenance and accuracy of personal records.

5.2 Scope

The Human Resource policies are implemented across the institute .This creates a systematic process in the organization without any chaos.

5.3 Hours of Work & Attendance and Punctuality

For attendance monitoring we maintain Biometric punching attendance system.

At the time of joining, Personnel Dept. will provide employee ID to each of the employee. Employees enter in the institute by punching his attendance. At the time of punching if the punching has not responded properly immediately contact with the Human Resource Dept. Otherwise your attendance may not be considered as valid.

Working Hours:

(Teaching Facility at Rui)

STARTING TIME	CLOSING TIME	LUNCH BREAK	Tea Break
8:30 am	3:00 pm	11:30 -12:00 am	1:50-2:05

(For Admin Office Division)

STARTING TIME	CLOSING TIME	Lunch Break
8:30 am.	4:00pm	1:00-1:30pm

▶ **Grace Period:**

Management allows 10 minutes of grace period after the normal shift starting time as per the existing policy and practice of the Institute.

▶ **Late attendance:**

Employee comes late, has to regularize his attendance by the approval of Director. (Please see the ANNEXURE – A – Late Attendance Approval Form) For consecutive 3 late attendances (after 10 minutes of shift timing) in a month ½ CL will be deducted automatically.

After half an hour from the normal shift timings employees will not be allowed to join duty without the approval of Director.

5.4 Policy On Leave

LEAVE STRUCTURE OF THE INSTITUTE (Applicable for across the location)

TYPE OF LEAVES	LEAVE FOR THE WHOLE YEAR	MAXIMUM PERMISSIBLE ACCUMULATION
CASUAL LEAVE (CL)	8	0
MEDICAL LEAVE	10	20
EARNED LEAVE (TEACHING STAFF)	30	75
EARNED LEAVE (NON-TEACHING STAFF)	20	50

A) Casual Leave

- ▶ Casual Leave (CL) can't be granted for more than three (3) days at a stretch. CL can't be carry forwarded to the next year. Casual leave can be allowed for fraction of the days but minimum half day.
- ▶ Leaves can be clubbed (CL+ Comp off).
- ▶ All the leave would be applicable after six month of joining. **This does not apply in case CL which starts immediately with the joining.**

B) Medical Leave

- ▶ Medical Leave (ML) for more than 2 days shall be submitted along with fitness certificate of any recognized doctor. The leave application along with fitness certificate shall be submitted within 2 days after joining in duty. Maximum 20 unused ML can be forwarded to the next calendar year.
- ▶ Only Medical Leave (ML) can be taken with Casual Leave (CL) or Earn Leave (EL) in extreme Emergency.
- ▶ An employee can avail ML after successful completion of probation period.

C) Earned Leave (For Teaching Staff)

- ▶ Earned leave cannot be encashed but accumulated.
- ▶ Earned leaves can be taken during summer / winter vacation.
- ▶ Earned leaves can be taken only 3 times in a year.
- ▶ Minimum 3 days Earned leave would be given with prior permission 1 week before, only if other leaves (CL) is not available in his/her account.
- ▶ Maximum 20 days of summer vacation is permitted from Earned Leave.
- ▶ For every six months 15 days Earn Leave would be added to Earned Leave account during the academic session i.e. for first six month (Aug-Jan) 15 days EL given on 1st February & next six month (Feb- Jul) on 1st Aug rest 15 days EL would be given.

D) Earned Leave (For Non-Teaching Staff)

- ▶ Earned leave cannot be en cashed but accumulated.
- ▶ Earned leaves can be taken during summer / winter vacation.
- ▶ Earned leaves can be taken only 3 times in a year.
- ▶ Minimum 3 days Earned leave would be given with prior permission 1 week before, only if other leaves (CL) is not available in his/her account.
- ▶ Maximum 12 days of summer vacation is permitted from Earned Leave.
- ▶ For every six months 10 days Earn Leave would be added to Earned Leave account during the academic session i.e. for first six month (Aug-Jan) 10 days EL given on 1st February & next six month (Feb- Jul) on 1st Aug rest 10 days EL would be given

5.5 Compensatory Off

Anybody working on Sunday's or holiday's(as a full day or more than 4 hours of official works) is required to inform the HR department in advance, only in cases where the work has been allotted after the official working hours. The person should immediately fill up the **On Duty Form (ODL)** on the next working day. Failing which no Compensatory-off would be given.

5.6 Maternity Leave(it should be correlated to prevailing law)

Female employees who have been working with the institute for not less than 180 days will be eligible for 60 days of paid maternity leave, up to two confinements To facilitate arrangements for cover of duties, application for maternity leave will have to be made not less than two months prior to the date of commencement of leave.

Absence from work due to miscarriage or any other illness arising out of pregnancy will not be considered as maternity leave, but as normal medical leave.

5.7 Paternity Leave(it should be correlated to prevailing law)

Male Employees will be granted paternity leave for 7 working days. The leave should be availed within three weeks time of the birth of the child. This will be applicable up to a maximum of two confinements.

5.8 Emergency Leave

A member can avail emergency leave by informing on telephone or mail during the academic year. All other leaves need to be pre-sanctioned.

- A. For CL at least two days in advance.
- B. Comp-off two days in advance.(If Comp-off leave left into his/her account)
- C. All leave applications to be routed through the HR section. In case the HR person is not available, directly the leave application may be given to the Director.

5.9 Pro Rate Leave

Members joining in between would be credited with pro rate leave, fraction be rounded to the next whole number.

The authority has the right to amend/alter/modify the said rules.

NOTE: Leave is not a matter of right. The authority can alter/amend or even decline sanctioning the leave. The member may be recalled from leave if so required. Unauthorized absence shall invite disciplinary action leading to even termination of services summarily.

#leave is a matter of right.

5.10 Prefixing & Suffixing of Leaves (Only in case of Pre Sanctioned Leaves):

Both prefixing & suffixing of leaves is permissible. Intervening holidays including Sundays, First Saturdays, public holidays & vacations shall be included in the leaves.

Special Note:

Illustration: 1

Saturday : Leave
Sunday : Off day
Monday : Leave
Tuesday : Working day

In the aforesaid event employee has taken 2 days leave, Saturday & Monday.

5.11 Appraisal Policy:

All Faculty and Staff members have to enter into a MOU with Green Heaven Institute of Management & Research regarding their appraisal.

For Teaching Staff:

S. No	Particulars	Weightage	Employee	Director Remark
1.	Students Feedback	25		
2.	University Examination Result	03		
3.	Unit Test and Surprise test, Conduction and Valuation	05		
4.	Assignments/Tutorials and record keeping of students profile	03		
5.	Use of advance teaching tools	02		

6.	Updating of Question Bank	02		
7.	Involvement in teacher guardian scheme/class teacher scheme/helping students to solve their academic and non-academic difficulties and guide them for career planning.	07		
8.	Persuasion of higher studies	03		
9.	Research paper presentation/publication in conferences, journals, magazines, news papers, writing books/preparing software as teaching aid/consultancies	10		
10.	Membership of professional societies	02		
11.	Attendance seminars/conferences/short term courses etc.	02		
12.	Forum activities/cultural program/sport activities/literary activities	04		
13.	Organizing industry visits/tours/seminars/short term training program	02		
14.	Industry institute interaction/Alumni Work/Social awareness program/ Group discussion/ Inter department or inter collegiate competition / any other work which contribute to the overall development of the students.	14		
15.	Worked as in charge and as member of committee like examination/ admission/maintenance, warden/Portfolio assigned by principal	14		
16.	Disciplinary work/Social Work related to the institution/ any outstanding contribution for the enhancement of institution or any other contribution which is not covered in the above	2		
	TOTAL			

For Non-Teaching Staff-

1. Regular work- 40%
2. Additional responsibilities handled- 30%

3. Administrative Officer feedback- 10%
4. Directors feedback-20%

6. Recruitment Policy

6.1 Introduction

Recruitment and Selection aim to search and hire suitable candidate to fill vacancies in Green Heaven Institute of Management & Research with the view to satisfying human resources needs. The search may be internal and/or external.

Any position within Green Heaven Institute of Management & Research that becomes vacant will be filled, on completion of a requisition form by the immediate supervisor. Restructured or newly created positions will only be activated upon approval from the Management Committee.

The success and adaptability of an institute depends upon the recruitment of employees who are flexible, adaptable and committed to the success of the Green Heaven Institute of Management & Research.

6.2 Objectives

This section aims to promote and maintain high standards of professional recruitment practice by encouraging recruiters to adhere to best practices. Its purposes are to:

- a) Ensure that recruitment is considered an essential part of the human resource
- b) Strategy and consequently an integral part of the overall business strategy;
- c) Ensure and explain best practice for all types of recruitment;
- d) Maintain professional standards whether recruits are easy to find;
- e) Ensure that equality of opportunity is considered an integral part of good recruitment practices and procedure;

6.3 Recruitment Authorization Procedure

Authorization

All authorization procedure detailed below must be completed prior to the commencement on any recruitment procedure.

- a) Prior to the employment of any employee the Manpower Indent n Form must be completed.
- b) The employment of all individuals for budgeted positions within Green Heaven Institute of Management & Research must be authorized by the Secretary

Procedure

- a) The Director will complete the Employment Authorization form.
- b) The Director is responsible to ensure correct authorization procedures have been complied with.
- c) The Director will provide the Human Resources Officer with a fully authorized Employment Authority Form and instruct commencement of Recruitment.
- d) The Human Resources Officer will control that the correct authorization has been obtained. When all is in order they shall commence the recruitment process.

6.4 Employment Procedure

- a) The Institute first sends the Information of requirement of faculty to the RTM Nagpur University.
- b) Permission is granted by the university to advertise and call for teaching and non teaching staff.
- c) The Vice Chancellor forms a committee for the interview panel and advises the Institute to go ahead with the process.

d) The Human Resources Officer shall receive all applications for employment and shall acknowledge receipt thereof in writing. All applicants for employment shall be addressed to the Human Resources Officer.

e) The Human Resources Officer shall sort all applications that meet the minimum appointment requirements as advertised, and then forward these applications to the Director, together with a full list of all applications received.

f) The Director, in consultation with the Human Resources Officer, shall draw up the shortlist of candidates for interviewing.

g) The Human Resources Officer shall invite the short listed candidates for interviews, and will ultimately make a recommendation to the Director.

h) Green Heaven Institute of Management & Research shall not bear subsistence and travel expenses of short listed candidates from places other than the duty station. A summary of the interviews shall be prepared by the Human Resources Officer and kept for record purposes.

i) The Human Resources Officer shall ensure that Reference Check on shortlist candidates is done, and then the employment offer in consultation with the relevant Department Faculty to the selected candidate which upon acceptance shall be followed by an appointment letter signed by the Secretary or his/her delegate. Once the selected candidate has accepted the employment offer, the Human Resources Officer shall send regret letters to all the unsuccessful candidates.

6.5 Employment Interview Panel

The Employment Interview Panel shall be provided with the ground rules of and procedures for interviewing (by the Human Resources Officer) prior to the actual commencement of interviews.

The Panel shall consist of the following persons:

a) The Secretary

b) The Director

c) The Panel (Approved by the Vice Chancellor of RTM Nagpur University, Nagpur)

Age

Green Heaven Institute of Management & Research shall, in terms of the Labor Act, not employ any person under the age of (18) years.

Applicants of sixty (60) years and older can be appointed on approval by the Secretary or by the Board. Employees so appointed can only be appointed in a temporary capacity, and such cannot become members of the pension Fund.

6.6 Appointment

All staff will be appointed by the Green Heaven Institute of Management & Research. Or as delegated Letters of Appointment: The formal letter of appointment will bear the signature of the Director or as delegated. The letter shall require the signature of the appointee before the appointment is considered effective.

Job Description: On appointment, an employee shall be given a job description. This shall specify the scope and terms of reference for their position. Each member of staff is expected to devote their time and attention to their work and not engage in activities that may conflict with Green Heavens Institute of Management & Research interests or negatively affects their performance. Job Descriptions shall be reviewed yearly.

Director shall make an appraisal report recommending a confirmation or termination of the employee's services. Where necessary, the probation period may be extended as considered necessary by Green Heaven Institute of Management & Research. An employee who is on probation may have his appointment terminated at any time without notice. In the event of such termination, the employee is paid for the period worked up to the time of termination. Confirmation of appointment, on recommendation, through the Director shall in writing, confirm the appointment. The process shall be facilitated by the HR department.

Duration of employment: Unless otherwise stated, employment for all staff shall be on permanent basis subject to satisfactory completion of the probation period and availability of funds.

6.7 Personal Data

On acceptance of an appointment, the new staff member is required to complete the Employee Personal Data form - (See Appendix 3). New employees must also furnish Green Heaven Institute of Management & Research with declaration of dependants, that is spouse and own children; next of kin and provide photocopies of certificates and other testimonials.

Any changes in personal status shall be reported promptly to the Human Resources Officer by completing a fresh Personal Data Form. Staff records and related correspondence shall be treated confidentially at all times.

6.8 Induction

All new staff shall undergo induction training to assist them in the process of becoming integrated to the institution within the shortest time possible. The respective Senior Faculty in collaboration with the HR Officer shall conduct induction training. See checklist for induction as Annexure:

6.9 Personnel Records & Privacy

Every employee is bound to submit their documents either on the day of joining or within a week of joining failing which their salary for the month would not be processed. Personal files are the property of Green Heaven Institute of Management & Research and access to the information is restricted.

Employee who wishes to review their own file should contact their Manager or HR Department representative with reasonable justification.

Employee records maintained by the institute will contain only information that is relevant and necessary to meet various legal requirements and to ensure efficient Personnel Administration. Please inform HR department of changes in personal data and the person to be notified in case of emergency.

Employee personal File should contain the following Documents:

- 1) Detail Resume of the Employee.
- 2) At least two passport size photos
- 3) Duly filled Employment form of the institute.
- 4) Date of Birth proof.
- 5) Copy of all testimonials regarding General & professional qualification.
- 6) Identity proof (Voter Card / PAN card/ Passport / D. License)
- 7) Accepted copy of resignation letter and relieving letter of the last organization.
- 8) Proof of compensation & benefits of last organization.
- 9) Accepted copy of offer letter / Appointment letter of Green Heaven Institute of Management & Research All communication with the institute (Green Heaven Institute of Management & Research)

Up to date records have to be maintained for emergencies and benefit plan in the Green Heaven Institute of Management & Research .It is the responsibility of the employee to notify any changes in personal data to his immediate manager or HR department to update his personal records. Personal data such as:

- 1) Mailing address (Existing & Permanent)
- 2) Telephone number
- 3) Name & number of dependent
- 4) Individuals to be contacted in the event of an emergency.

All employees' personal data should be accurate and correct at all time.

6.10 Employee Orientation

Orientation is a formal process that is designed to welcome the new employees to be informed about the policies & procedures of the institute. Employees are presented with all the required source and procedure needed to navigate within the workplace.

Induction for the employee is conducted by the HR department; other administrative procedure of Induction & Orientation is as follows:

- ▶ All department heads or the authorized person of him will spare time as per the program sheet and help the new joiner to understand the process.
- ▶ Human Resource department will prepare the Induction & Orientation Program (Annexed) for the new joiner and send it to all department heads.
- ▶ HR dept. will inform the concern dept. heads at least one day before to spare the time for Induction of New employee.
- ▶ After giving induction Dept. head will put his signature in the forms.

End of the Induction program Director will seat interact with the new employee and evaluate the whole process. If he feels satisfied, advise him (new employee) to join for Training. If required he can extend the Induction program of certain department.

6.11 Probationary Period

As a new Faculty, the new employee will go through a probationary period. The length of probationary period will be specified in your letter of appointment, it is generally of **1 year**. During this time you will have the first opportunity to evaluate the institute as a place to work, and we will have our first opportunity to evaluate you as an associate.

When performance warrants it and at the discretion of Management, your probation period may be extended. Upon satisfactory completion of the probation period, you will become a full time regular employee of the Institute; we will confirm you by writing. All associates regardless of classification,

status or length of serviced are expected to meet and maintain institute standards for job performance & behavior.

7. Compensation and Benefit

7.1 Salary Advances & Loan

Main objective of staff advance is to provide a support to the employees at their extreme emergency such as Marriage of self/Sister/Son/daughter, Hospitalization of Self/family members/dependent parents/widow sister, Self education/child education. For any other reasons for availing Advances / Loan the Management reserves the right to approve or reject.

Eligibility:

All employees from Staff to Director Level Are covered under this policy. The applicant should be confirmed employee of Green Heaven Institute of Management & Research. Such Loans can be availed maximum for 3 times during the service period.

Interest rate & processing fees: 8 % and Zero

Loan Amount

The management has set some norms for eligibility for loans as listed below:

- 1) The staff working with the organization should have minimum 24 months service period.
- 2) The loan amount could be made available equal to ONE MONTH GROSS salary only.
- 3) The loan cannot be released at the time of bonus/ Ex-gratia is being paid.
- 4) No new loans could be released till previous loan dues are cleared and at least Twelve months time from the date of last repayment date.
- 5) The loan repayments shall be guaranteed in a 10 equal installments including an interest of 8% being charged on the base amount.
- 6) Pre approval is required from the Secretary for release of loan pertaining all above conditions satisfied.
- 7) All legal formalities & duly approved loan applications by HR shall be taken as granted for release of loans.

Salary Advances:

1. The direct staff or direct workmen can draw the salary advances.
2. There is no protocol to issue the loan advances.
3. In extreme emergencies of the individual (to be reviewed by the Director), the advances can be paid.
4. The maximum amount for advances is restricted as 50% of the basic salary.
5. The dates for release of advances are 22nd of every month.
6. The advances shall be deducted immediately from earned salary of that month.
7. This facility can be availed maximum once during an academic year.

7.2 Recovery of Loan

The loan amount to be recovered in 10 equal monthly Installment with an interest at the rate of 8%. The EMI will be deducted from the salary of the employee in every month.

Administrative Procedure:

- ▶ Application in a prescribed format (Annexed) along with the documentary proof of the loan requirement to Human Resource Dept.
- ▶ Human Resource Dept. Process the Application and send it to higher authority for necessary approvals.
- ▶ After getting the approval Human Resource dept will send it to Finance dept for payment.
- ▶ Employee will be required to sign a Promissory note to the value of the loan sanction to him.
- ▶ In the event of the employees separation from the institute, the employee will repay the out standing loan amount with interest against him, otherwise the due amount will be adjusted with his full & final settlement.

7.3 Tax Compliances

You shall be expected to comply with tax, exchange control and other legal requirements applicable, at all times. The institute reserves the right to deduct the Income Tax at source/other statutory contributions as required by law on a monthly basis, from your salary.

7.4 Provident Fund

The employee's provident fund provides social security benefit to you. The Provident fund maintained in Green Heaven Institute of Management & Research is under the trustee board. The institute will contribute an amount equivalent to your own contribution to the fund. PF interest rate is same as RPFC. End of the financial year, individual will get the PF slip which will show your annual contribution, interest and total accumulated amount up to date. Details of contributions are also available on EPF website.

8. Travel Policy

8.1 Local Conveyance Policy

Travel & Conveyance Policy

S. No	Title/Designation	Director/ Principal	Professor/Assistant Prof	Lecturer	Non- Teaching Staff
1	Air Travel-Economy Class (if distance is above 700 kms.)	Need Based	Need Based	NA	NA
2	Rail (if distance is above 200 kms.)	2AC	2AC	3AC	SL
3	Road (if distance is less than 200 kms.)	AC Car/Taxi- Actual	Non-AC Car/Taxi- Actual	Bus	Bus
4	Conveyance within Nagpur City	Car	Car	Two wheeler	Two wheeler

Entitlement for Inter/Intra City Travel

A	A Category Cities				
	Stay	4000	2000	1500	1000

	Food & miscellaneous expense	400	300	350	300
B	B & C Category Cities/Towns				
	Stay	3000	1500	1000	750
	Food & miscellaneous expense	350	300	250	200
C	Local Conveyance (In Actual)	Taxi/Cab	Auto	Auto	Auto
D	Staying in Guest House/with Friends/Relatives (Without Bills)	Nil in all cases			
E	Conveyance within Nagpur City(With Prior Approval of the Competent Authority)	Petrol- Rs.6.00/Km	Petrol- Rs.6.00/Km	Rs.2 /Km	Rs.2/Km
		Diesel- Rs.5.50/Km	Diesel- Rs.3.50/Km		

A Category Cities	All States & UT Capital cities
B Category Cities	Other than Capital cities, Major cities with regular Airport
C Category Cities	Others not listed in the above three categories

Note-

- 1 Bills of Hotel/Lodge stay are to be attached with the claims.
- 2 Bills of food and misc. charges are to be attached, wherever possible.
- 3 Travel Tickets are to be attached with the expense claim.

- Any exception to the above is permitted only with the prior approval of the Director/Secretary. Pre-approval by Director/ Secretary for all travel expenses is desired for reimbursement.
- 4 Account must be settled and submitted to account within 5 days after arrival, adjusting impress if any. Failure to do so may reject the claim for reimbursement / proportionate deduction.
- 5 Actual bills must be attached wherever applicable. Charges subject to maximum ceiling applicable to respective position as mentioned herewith.
- 6

9. Telephone /Cell Phone Reimbursement Policy

9.1 Mobile phone Reimbursement Policy

Eligibility:

- ▶ All Employees as per policy (Except Trainees)

Entitlement:

- ▶ As mentioned in the respective compensation sheet and as mentioned in appointment letter.

General Rule:

- ▶ Employee has to apply for reimbursement through the prescribed form.
- ▶ Employee will submit the forms along with bills to Human Resource dept.
- ▶ HR dept. will process the application and forward it to finance dept. for payment.

10. Separation Policy

10.1 Resignation

If you wish to leave the services of the institute after the completion of the Minimum Commitment Period (MCP) given in the Service Agreement at the time of joining, you will have to submit a resignation letter giving 1 month's notice.

Your resignation letter will have to be handed over to your reporting person and a copy of the same Forwarded to the HR Department. Once an employee resigns, he/she will not be covered under any ongoing review.

Upon separation from the institute, you are required to return all property, equipment, materials, records and documents that have been borrowed from the institute. You should also obtain clearance of all outstanding dues (NDC) to/from the institute.

On Resignation as soon as the concern person complete his/her notice period or as the case may be the HR Officer will intimate the Computer/IT Dept. to discontinue the User Id/Password but before discontinuing access would be gained to the Institute would be recovered.

10.2 Acceptance of Resignation

Reporting person can grant acceptance of a resignation. This is to be done after the Reporting person has had a meeting with the employee who wishes to resign. No commitments will be made orally to an employee who has resigned.

A note must constitute the letter of resignation from the Reporting person elaborating the reasons for the resignation and the date of relieving. Resignations are accepted taking into consideration the replacement plans for the position and planned for an effective handover.

10.3 Notice Period

All employees irrespective of rank are bound to give 1 month's working notice. This overrules anything to the contrary said in your Offer, and Appointment letter etc. Earned Leave cannot be taken /granted when an associate is serving the notice period. The notice period for Trainee's/Interns is also 1 month.

The notice period starts from the day the written resignation is accepted by the immediate Reporting person. For this reason, the heads are requested to inform HR Dept. as soon as the first intimation is received.

10.4 Waiving Of Notice Period

In certain cases, the notice period agreement term can be waived. This decision can be taken by the Reporting person if and only if he obtains written endorsement from the Director with a copy to HR Department.

This decision is at the discretion of management. Comparisons/precedence's may neither be quoted, nor will be entertained. In event employee has failed to complete the working notice period, the Institute will view it very seriously and reserves the right to seek any legal measures.

10.5 Clearance Procedure

A resignation acceptance / acknowledgement letter shall be sent to the employee from the Reporting person along with the necessary No Dues Certificate for obtaining clearance from relevant Departments.

The latest form can be received from HR. Obtaining the necessary clearances from all departments is the employee's responsibility.

Employee should begin this procedure about 3 days in advance to his last date in the organization and send it to HR Dept. for generation of relieving documents.

If you are in possession of Institute assets, (for example Cell phone/Laptop/Corporate Credit Card/ Data Cards etc) full & final settlement will be initiated only after you hand them back in perfect condition to the Institute, along with the duly filled "No Dues Certificate".

10.6 Exit Interview

An exit interview will be conducted by HR department before the employee leaves the institute. The exit interview will provide us with information on the continuation or cessation of your benefits.

It will also provide the institute with information, which may form the basis for improving the work Environment. Except in cases of business necessity, the anonymity of the source of information obtained during an exit interview will remain strictly confidential.

10.7 Full & Final Settlements of Individual Accounts

Full & Final settlements will be done only through cheque from Head Office. The full and final settlements will be done within 30 working days of the employee leaving the organization.

However, the Provident Fund process will take longer up to 4 months. In full and final settlements any dues payable by the employee to the employer by way of advances taken, notice period compensation amount, non-serving of Minimum Commitment period, any training fee incurred during the past 6 months of leaving etc will be deducted and if any amount payable / receivable to / from employee has to be settled and only then the F & F Cheque will be settled.

PF dues accrued will be transferred to future employer on submission of specific Forms to HR department, or you can withdraw the whole amount from where it will be processed.

In case the employee is not taking up any employment, an application is to be submitted with EPFO office in the prescribed Form 19 for settlement/ withdrawal of PF Account.

10.8 Termination

In the event when the management decides to terminate the services of an employee, the institute will pay notice salary to the employee based on his status with the institute.

Trainee/Probation - 1 Month's Pay

Others - 1 Month's Pay

11. Disciplinary Code

11.1 Purpose

Green Heaven Institute of Management & Research is committed to the highest standards of business ethics and personal integrity. As a staff member of Green Heaven Institute of Management & Research,

each one of us play an important role in influencing our image through conduct and dealings with others. Therefore it is very much necessary for everyone to understand and implement this policy.

11.2 Scope

Accordingly, it is important that all of us are aware of our responsibility towards the institute and also towards our fellow colleagues. This policy will help to create a professional environment in the institute.

11.3 Coverage

This policy is applicable to all the Green Heaven Institute of Management & Research which include employees and Management.

11.4 Violation of Institute Policy

It is important that all our employees conduct themselves in a professional, mature and responsible manner. If behavior continues to fall below expectations after informal and/or formal counseling, then termination of employee may result. Green Heaven Institute of Management & Research may also immediately terminate the employment of an employee without progressive discipline if it deemed necessary in the judgment of management, including but not limited to the following:

- ▶ Engaging in fraud, embezzlement, defalcations, or other dishonest practices
- ▶ Records Falsification
- ▶ Institute policies and/or laws Violated.
- ▶ Threatening, intimidating or insubordinate behavior or physical violence.
- ▶ Removing or destroying institute records or property, releasing confidential or proprietary information without appropriate approval.
- ▶ Within institute premises influence of or use, possession, or sale of intoxicating substance or illegal drugs in Institute premises.
- ▶ Within institute premises possessing weapons or firearms or gambling.
- ▶ Engaging in other acts, this would be contrary to the best interest of the Institute.
- ▶ Improper use of Institute equipment and systems.
- ▶ Violations of government laws and regulations of our Industry type.

- ▶ Breach of Customer and/ or Institute confidentiality.
- ▶ Use of abusive language / any unlawful act / instigating for riot or strike/ hampering normal working atmosphere / any act not in the interest of Institute and bring bad repute to the institute.

Conduct similar to but not limited to the following may result in disciplinary proceedings up to and including termination:

- ▶ Gambling/ consuming alcohol on institute premises.
- ▶ Sexual Harassment.
- ▶ Dishonesty.
- ▶ Taking drugs / smoking marijuana (any harmful intoxicating substances) in the premises or coming in to work under the influence of substances
- ▶ Theft
- ▶ Failure to meet performance goals
- ▶ Excessive absenteeism
- ▶ Violation of safety rules
- ▶ Excessive tardiness
- ▶ Inappropriate dress
- ▶ Unauthorized absence
- ▶ Excessive unauthorized personal phone calls
- ▶ Profanity in the work place
- ▶ Damage to Institute Property
- ▶ Discrimination based on caste, creed, color, religion etc.

Termination decisions will be made in consideration of all the facts in consultation with HR-Head and Director and all such incidents will be placed in the employee's Human Resource file.

11.5 Use Of Institute's Logos, Trademarks & Stationery

We seek your cooperation in protecting the institute's interest by ensuring that Green Heaven Institute of Management & Research. Group logos are used only with the formal consent of the institute. The institute's letterheads, business cards and other stationery are to be used only by Green Heaven Institute of Management & Research staff only for officially sanctioned business correspondence.

11.6 Institute's Assets/Services

You are accountable for all assets/services allocated to you. The following set of guidelines will govern the usage of various assets:

11.7 Laptop

This facility may be available to some employees. This is not an entitlement and is dependent on the nature of the job assigned by the management. In case of loss of laptop, you are expected to register FIR with the police; complete the necessary insurance formalities and follow-up on the same. A copy of the FIR should be handed over to the HR Department. In such case, where the cost of the laptop is more than the cost of the insurance receivable, the difference amount will be deducted from the employee's salary. If the allotted laptop is damaged and the circumstances/sequence of events displays malafide intentions, the cost of the damage/replacement may be recovered from the employee's salary.

You are expected to return the laptop in good condition on cessation of your service. The institute reserves the right to make deductions from your salary for any damages based on the evaluation rate determined by the Finance Department.

11.8 Software

You are restricted from loading and utilizing pirated/unlicensed software on the laptops.

11.9 Smoking / Tobacco / use of alcohol in the Institute Premises

In response to the preference of our staff and with regard to health concerns, our office premises are designated as Non-smoking , no- tobacco / no alcohol areas. We seek your cooperation in refraining from smoking in any of our offices.

11.10 Receipt and Giving Of Gifts

The receipt of any inappropriate gifts or excessive entertainment, in any form, from any institute/ vendor/ service provider with which Green Heaven Institute of Management & Research has (or will have) business dealings are against the business principles and prohibited.

11.11 Disciplinary Procedure

In the event of misconduct by an employee and/or other such circumstances, the Management can decide on suitable disciplinary action up to and including termination of employment. As a result, we have developed a system referred to as the "Disciplinary System", which enables us to deal effectively and consistently with these issues in a fair and just manner, as they may arise. The policy has been established so that you understand what course of action may be taken to assist you if your job related performance/ behavior falls below Management expectations.

The following is intended to be a guideline and is not intended to be all-inclusive, as circumstances and incidents vary. This guideline is not intended to limit the right of Green Heaven Institute of Management & Research. Group to discipline or terminate employees at any time, at its sole discretion. Green Heaven Institute of Management & Research Group reserves the right to change or modify the terms set forth below at its discretion and without prior notice to the employee. This policy is not intended to, and does not constitute a contract of employment. Employment with Green Heaven Institute of Management & Research is on an "at will" basis. Green Heaven Institute of Management & Research Group may terminate an employee's services with, or without cause at any time.

12. Do S & Don't

- ▶ Organizational User IDs, websites and e-mail accounts may only be used for organizationally sanctioned Communications

- ▶ Use of Internet/intranet/e-mail/instant messaging may be subject to monitoring for reasons of security and network management and users may have their usage of these resources subjected to limitations by the Organization.
- ▶ Users may not visit Internet sites that contain obscene, hateful or other objectionable material, shall not attempt to bypass Organizational surf control technology and shall not make or post indecent remarks, proposals or materials on the Internet.
- ▶ Users shall not solicit e-mails that are unrelated to business activity or which are for personal gain, shall not send or receive any material which is obscene or defamatory or which is intended to annoy, harass or intimidate another person and shall not present personal opinions as those of the institute and the use of organizational e-mail facilities.
- ▶ Users may not upload, download or otherwise transmit commercial software or any copyrighted materials belonging to the institute or any third parties, may not reveal or publicize confidential information, and will not send confidential e-mails without the level of protection required.
- ▶ Users may not download software from the Internet or execute or accept any software programs or other code on the Internet unless it is in accordance with the Organization's policies and procedures.
- ▶ Users are not supposed to download bandwidth intensive content such as streaming video and MP3 music files, sharing digital photographs, etc.
- ▶ Green Heaven Institute of Management & Research reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy
- ▶ Keep passwords secure and do not share accounts. Authorized users are responsible for security of their passwords and accounts. System-level passwords should be changed every 42 days.
- ▶ All PC's, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at ten minutes or less, or by logging off when the host will be unattended.

- ▶ Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptop's security.
- ▶ Postings by employees from a Green Heaven Institute of Management & Research e-mail address to newsgroups should contain a disclaimer string that the opinion expressed are strictly their own and not necessarily those of Green Heaven Institute of Management & Research, unless posting is made in the course of business duties.
- ▶ All hosts used by the employee that are connected to the Green Heaven Institute of Management & Research.
- ▶ Internet/intranet/extranet, whether owned by the employee or Green Heaven Institute of Management & Research, shall be continually executing approved virus-scanning software with a current virus database, unless overridden by departmental or group policy.
- ▶ Employees must use extreme caution when opening e-mail attachments received from unknown senders; these may contain viruses, e-mail bombs, or Trojan horse code.
- ▶ Any form of harassment via e-mail, telephone, or paging, either through language, frequency, or size of messages is not allowed
- ▶ Unauthorized use or forging of e-mail header information is not acceptable
- ▶ Escalate any incident or suspicious activity to Information Security Cell.
- ▶ Delete any message that refers to groups or organizations that you are not a part of Green Heaven Institute of Management & Research.
- ▶ Create a password for your files in order to protect file sharing activities.
- ▶ Regularly update Operating System, web browser, and other major software, using the manufacturers' update features, preferably using the auto update functionality. (Consult System Administrator for this activity)
- ▶ Save attachments to disk before opening them. Symantec Antivirus 'Auto-Protect' will automatically scan your attachments if you save them to disk.
- ▶ Don't write down your password. Especially on a Post-It note stuck to your computer! Or don't give out your password to anyone, whether you know them or

not. & don't select the "Remember My Password" option. Many applications do not store them securely.

- ▶ Don't purchase anything promoted in a SPAM message. Even if the offer isn't a scam, you are only helping to finance and encourage SPAM.
- ▶ Don't reply to SPAM or click on its "unsubscribe" link. That only informs the sender that your e-mail address is valid.
- ▶ Don't create common passwords such as your name, credit card number, debit card PIN number, etc.
- ▶ Don't leave your laptop unattended, even for a few minutes.
- ▶ Don't reply to e-mail(s) requesting financial or personal information.
- ▶ Don't install or use pirated copies of software.
- ▶ Don't install P2P file sharing programs which can increase the vulnerability of your system.
- ▶ Don't set your e-mail program to "auto-open" attachments.
- ▶ Don't run any internet servers. Running web, mail, ftp (etc) servers from your desktop leaves your data vulnerable

At Green Heaven Institute of Management & Research. we "FEEL BEST"

FORMS

Form No: GHIMR/05/EAF/Version 1
Employment Application Form

Green Heaven Institute of Management & Research
 India
 Tel:
 Website www.greenheaven.edu.in

A fix one copy
 of recent
 passport size
 photograph

Please complete all sections in the form.

Application for the Post of:

1. Name: (Surname First)																			
2. Father's name:																			
3. Date of Birth					4. Sex					5. Nationality					6. Marital Status				
					M		F												
7. Address for Correspondence with pincode:																			
Phone Nos. (with STD Codes) (Office)																			
(Residence)																			
(Mobile)																			
										E-mail									

8. Have you been interviewed for recruitment for any post in Green Heaven Institute of Management & Research earlier? If yes, for which position & Year:

9. Academic & Professional Qualifications (beginning with Graduation)

Examination/ Degree	Name of the institute/ Board University	Main subject/specialization	Year of passing	Percentage of marks in aggregate and division	Rank Distinction if any

10. Field of specialization

11. Work experience (Latest first): (please use additional sheets if required)

Organization Name	Designation & Grade	Total salary drawn from	Period of service		Nature of work
			To		

12. Details of present employment :

i) Designation of the post held:

ii) Scale of pay of the post:

iii) Whether present post is held on regular tenure/deputation or adhoc basis and since when:

iv) if on deputation, details of post held on regular basis/scale of pay and since when:

v) name of the organization with address:

13. Achievements in the career which may support your candidature:

14. Presentations/ papers/ publications:

15. Association & Affiliation with Professional Bodies :

16. Please furnish two references

- References from relatives, friends, etc. should be avoided.

(1) Name: _____ Fax Number _____
 Address: _____ E-mail : _____

 How does referee know you:
 Tel. No.: (Off.) _____ (Res.) _____ (Mobile) _____

(2) Name: _____ Fax Number _____
 Address: _____ E-mail : _____

 How does referee know you:
 Tel. No.: (Off.) _____ (Res.) _____ (Mobile) _____

17. Please provide any other information that may have not been covered in this application form, to support your Application.

(Use extra page if space is insufficient)

Declaration:
 1. I certify that all information provided in this application is true, complete and correct to the best of my knowledge and belief. I understand that any false information or omission of information may disqualify me from consideration for employment and may result in dismissal from the job, if discovered at a later date.
 2. I understand that this application does not create a contract of employment nor guarantee for employment.
 3. I have read and understood the above declaration before signing this.

Signature: _____

 Place: _____ Date : _____

Note: Please do not attach any original Certificates. Copies of Certificates in support of Educational Qualifications, Age, Current Employment and salary may be attached.

Overall Recommendation: Selected /Rejected / On Hold _____
 Interviewer(s) Name: 1) _____ 2) _____ 3) _____

Signature(s): 1) _____ 2) _____ 3) _____

(Note: Panel is expected to arrive at a common rating if more than 1 interviewer is there)

Form No: GHIMR/13/PPR/Version-1

PROBATION PERFORMANCE REVIEW

(To be filled in by the Reporting Incharge)

Name:	Designation:	Department:
Date of joining:	Date of Probation completion:	Emp Code:

Performance evaluation:

KEY RESULT AREAS (To be filled in by appraiser)	WEIGHTAGE	OBSERVATION BASED EVALUATION*

(To be filled in by the appraiser)

PERSONAL CHARACTERISTICS	DEMONSTRATED BEHAVIOURAL ASPECTS BY THE EMPLOYEE DURING THE PROBATION PERIOD SUPPORTING EVLUATION	OBSERVATION BASED EVALUATION
Accountability/Reliability		
Initiative		
Team work		
Quality/Process improvement		
Flexibility		

Judgement/decision making		
Communication		
Leadership skill		
Setting & Development Climate		
SELF DISCIPLINE (Attendance, Punctuality, Organizational process/System compliance, etc.		

OVERALL PERFORMANCE EVALUATION – EE/EMF/MEC/JME/BE

AREAS OF IMPROVEMENTS:

AREAS	OBSERVED IMPROVEMENT/DEVELOPMENT NEEDS	SUGGESTED ACTION PLAN		
		WHAT IS TO BE DONE	BY WHEN	BY WHOM

NATURE OF THE REPORTING INCHARGE _____ DATE: _____

COMMENTS OF HEAD OF DEPTT:

FINAL RECOMMENDATIONS :

TO BE CONFIRMED FROM DUE
DATE

PROBATION TO BE EXTENDET
FOR MONTHS

EMPLOYMENT CLOSURE WITH
EFFECT FROM

SIGNATURE OF THE HEAD OF DEPTT. _____ DATE: _____

OBSERVATIONS BY H. R.

ACTION/DECISION:

TO BE CONFIRMED FROM DUE
DATE

PROBATION TO BE EXTENDET
FOR MONTHS

EMPLOYMENT CLOSURE WITH
EFFECT FROM

SIGNATURE OF HR HEAD _____ DATE: _____

Form No: GHIMR/23/LAF/Version-1

LEAVE APPLICATION FORM

Name: _____ **Token No.** _____ **Designation:** _____

Department: _____ **Leave date:** from _____ to _____ (_____ days)

Type of leave requested - EL / CL / SL / Comp. Off / Leave Without Pay _____

Reason for leave: _____

Address & Contact No. during leave: _____

Form No: GHIMR/30/EIF/Version-1

Exit Interview Form

Name:	Employee Code :
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Date of Joining :	Date of Exit:
Institute :	Place :

The **objective** of this questionnaire is to elicit your honest feedback using which the organization can learn from its shortcomings. All information provided by you will be kept confidential and used only for the purpose of organizational improvement. Consider this feedback as a parting gift to us.

1	What are the two most crucial reasons for your quitting?	
2	Is there anything that could have been done differently that may have affected your decision to leave?	
3	Would you like to rejoin the organization in the future? Are there any pre requisites?	
4	How did you find the morale in your team and the Institute?	
5	What are the major areas that need improvement in the organization?	
6	What were the three positive elements you saw in the organization?	
7	Did you experience growth in terms of level and responsibilities with adequate inputs/training?	
8	Was the job Satisfying? Did it add value to your knowledge base / career?	

9	Were you respected as an individual?	
10	Do you feel that you were fairly compensated for your position?	
11	Did you feel your manager / organization provided you with enough freedom and space to allow your creativity to blossom?	
12	How does your new assignment / job compare with that in Envision, in terms of job specifications, designation, and compensation?	
	Additional Comments	

Signature of Employee: _____

Date: _____

Form No: GHIMR/31/RCF/Version-1

Relieving Clearance Form

Name:	
Designation:	Employee Code:

Permanent Address:			
Personal Contact No:		DOJ :	Date of Resignation :
Personal Email ID:		Notice Period :	Last day at work :
Department	Items	Name of a person responsible to take a charge Signature	Remarks
Concerned Dept	Work / Activities Handover		
HR Dept.	Employee Hand Book Institute ID Card Attendance / Leave Unused Visiting Card		
Accounts	Advance taken (if any) Expenses settlement (if any) Loan (If any)		
Administration	Locker Keys Car Cell phone Data Card Accommodation Laptop / PC		
Library			
Computer Lab			
Canteen			

After completion of this form it should be handed over to Human Resource Department for working out the Full and Final Settlement

Signature of HR
Representative:_____

Signature of Employee:_____