



EMPLOYEE HANDBOOK



MAHARANI LAKSHMI AMMANI PRE-UNIVERSITY COLLEGE FOR WOMEN



**MAHARANI LAKSHMI AMMANI PRE-UNIVERSITY
COLLEGE FOR WOMEN**

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PURPOSE OF HANDBOOK

This Employee Handbook has been prepared and circulated in order to ensure that employees of Maharani Lakshmi Ammanni Pre-University College for Women have clarity of the rules and regulations governing their employment.

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D) ABOUT MAHARANI LAKSHMI AMMANI COLLEGE FOR WOMEN -

Maharani Lakshmi Ammanni College for Women owes its creation to the persevering efforts of its founding fathers - Dr. K.N.V. Sastri, a noted historian and political thinker along with Dr. M.N. Mahadevan, a renowned doctor and Sri T.S. Rajam, Chairman of the TVS group of companies. These illustrious citizens of Bangalore established the college in 1972, in response to the persistent demands of the residents of North Bangalore for an exclusive women's college in their neighbourhood. Maharani Lakshmi Ammanni College for Women is located in the heart of Bangalore city at Malleshwaram.

The college made a humble beginning, with just 12 students on its rolls and, a government school building as its workspace. The college has grown from strength to strength over the past four decades. By its consistent success in delivering practically valuable and value-based education for the all-round development of its students, its superior facilities and top-flight human resources, and its characteristic dynamism in responding to the fast- changing expectations of students and employers, Maharani Lakshmi Ammanni Pre-University College for Women has today emerged, as a landmark on the map of higher education in Karnataka and is now a top destination for young women, preparing to meet the challenges of the 21st century, with the power of higher education and knowledge. The college is also renowned for its discipline and its efficient handling of students in their adolescent and formative years.

Maharani Lakshmi Ammanni, after whom the college is named, is well known in history as the regenerator of the Wodeyar dynasty of Mysore. Born in 1742 and married to Krishnaraja Wodeyar II (1734-66), she lived in one of the most turbulent times of South Indian history - during the reigns of Hyder Ali and Tipu Sultan. As the Regent Queen of Mysore from 1799 to 1810, she administered the State on behalf of the minor king Krishnaraja Wodeyar III, under the sovereignty of the English. Her extraordinary crisis-management skills, nation-building capabilities and sterling human qualities have inspired the vision and mission of the college.

Motto-Sheelam Parama Bhushanam.

Character is the Highest Virtue

Vision- To empower women through education for character formation.

Mission

Maharani Lakshmi Ammanni Pre-University College for Women seeks to realize its vision by

- focusing on providing education based on holistic and ethical values
- facilitating an invigorating teaching and learning environment
- fostering research culture to serve the needs of society
- providing opportunities for selfless service to the nation
- preparing a strong foundation for life-long learning
- promoting cognitive, socio-emotional and behavioural skills for global citizenship

Core Values

- Excellence
- Integrity
- Responsiveness
- Team work
- Inclusivity

Our Philosophy

- We believe that education should be made accessible to every girl irrespective of physical, socio-economic, race, religion, caste or any other considerations.
- We believe that equitable treatment of all persons and respect for every individual will create a sense of oneness and harmony.

- We believe that human resources at Maharani Lakshmi Ammanni Pre-University College for Women is very valuable and must be developed for life long service to the nation.
- We believe that evaluation and assessment of human resources at Maharani Lakshmi Ammanni Pre-University College for Women should be based on competence, commitment and flexibility, and that such performance oriented assessment will enhance organizational effectiveness.
- We encourage diversity of cultures and ideologies for fostering the spirit of global citizenship.
- We believe that twin pillars of Academics and Character seamlessly blend into a unified whole through an integrative process.

Maharani Lakshmi Ammanni
Pre-University College for Women

II) DO'S AND DON'TS AT MAHARANI LAKSHMI AMMANI PRE-UNIVERSITY COLLEGE FOR WOMEN

Here are a few general rules an employee of Maharani Lakshmi Ammani Pre-University College for Women is expected to remain mindful of:

Always

- conducting himself/herself in accordance with the highest ethical standards, remembering that the definition of a Teacher as Professional, is that of a person who places the students' interest above considerations of personal interest
- shall, at all times uphold the honour and dignity of the institution
- being neatly dressed and groomed
- being pleasant, tactful and considerate in manner
- being on time and requesting for assistance, when delay is anticipated
- being quick to respond to students' queries and academic requirements
- remembering that the students' ultimate benefit is more important than his/her possible interim annoyance
- staying out of politics and trying to put himself/herself in the other person's place when there may exist differences of opinion
- following professional and business email etiquette and ensuring that internal communication between employees is strictly for internal use and must not be forwarded/shared with persons outside
- being cautious when communicating with outsiders; email to internal colleagues must be marked with discretion and should be on strictly need basis
- communicating in writing with superiors and/or other recipients whenever required
- considering the consequences of any stand or action, checking himself/herself when necessary

Never

- promising more than he/she expects to be able to deliver
- lying or misrepresenting anything, either to students, subordinates or superiors
- acting on primary reactions
- criticizing surroundings, physical attributes, local habits, food preferences, etc.

- engaging in political arguments, national or international, or such controversial topics as race and religion
- criticizing others in a non-constructive manner or in the presence of third parties
- entering into any contract or agreement on behalf of the institution without a specific written authorization from either the Trustees or the Principal. Any such contract or agreement signed shall be null and void and the institution will not be responsible for the consequences. In this regard the institution reserves its right to initiate appropriate legal action against the concerned persons.

Maharani Lakshmi Ammanni
Pre-University College for Women

III) ORIENTATION OF NEWLY RECRUITED STAFF

On the Day of Joining:

Documents : The following documents/certificates should be submitted to the administrative office:

- A copy of the appointment letter
- A copy of the joining report
- A copy of the birth certificate/ Proof of date of birth
- A copy of educational certificates from Class XII onwards
- A copy of experience certificates from first job onwards
- A salary certificate from the last employer and a copy of the last salary slip
- A copy of the relieving certificate from the last organizations that the newly appointed staff has worked prior to joining Maharani Lakshmi Ammanni Pre-University College for Women. In case relieving letter is taking some time, a copy of the resignation letter duly acknowledged by the previous employer may be submitted.
- In case of PF transfer, the relevant documents as specified by the institution

Employee ID : A unique employment identification card bearing a number, which will be used for all Maharani Lakshmi Ammanni Pre-University College for Women processes and communication will be issued.

Mentor allocation: On the day of joining, a mentor who is an existing employee – a seasoned employee will be assigned to help answer the new recruit's questions and share with them an understanding of organizational practices. They also can help to introduce the new recruit to people with whom they will be interacting on a regular basis, give them a walking tour of the campus, and orient them with Maharani Lakshmi Ammanni Pre-University College for Women culture.

Orientation Program: All new employees shall go through an orientation program that is designed to assist them in adjusting to their jobs and work environment and to instill a positive work attitude and motivation at the on set.

IV) PROBATION AND CONFIRMATION

- All newly appointed employees will be on probation for 2 years from the date of their appointment.
- During this period their performance will be reviewed on a continuous basis.
- On completion of the probationary period of two years, an evaluation will be carried out.
- Student feedback, HoD's feedback and Peer feedback will be taken for the purpose of evaluation.
- Parents' feedback may also be taken.
- If the performance of the probationer meets the desired expectations, his/her services will be confirmed in writing.
- In the event of unsatisfactory performance, behavior or attitude, the individual will be either counseled to improve his/her performance and the probation period would be extended by a year or the services may be terminated depending on the circumstances.
- If there is no improvement at the end of the extended probation period, decision may be taken by the management to either be counseled again and another extension may be given or the management will terminate the services.

V) WORKING HOURS

Working Days and Working Hours

All full-time employees of Maharani Lakshmi Ammanni Pre-University College for Women shall work for six days a week. Depending on exigencies, the institution may require employees to work on Sundays (compensatory leave may be granted) as well. All employees are supposed to be available at all time for official duties. However, the normal working hours shall be from 8.00 a.m. to 5.30 p.m. The institution shall have classes six days a week. The faculty is expected to take the classes as scheduled. Delay in reporting to work and/or conducting classes is not acceptable. Rescheduling of classes may be permitted with prior permission of Principal/ HoD

Login System

Every employee will be required to log in their presence in the attendance system and log out when they leave the institution. Every employee must be present in the institution for a minimum of 7 hours on weekdays and 3 hours on Saturdays.

In case, they are on external duty or have to leave for any official work during the office hours, they are required to inform the Principal. Approval from competent authority. The employees must submit the attendance certificate as proof of having attended external duty to the Principal.

Late Arrivals

All Staff members must be punctual to work.

Any employee, who is late beyond 10 minutes after her/his scheduled time, will be treated as late comer. With regard to non-teaching employees and teaching faculty, for two late comings one day CL would be deducted. This will be implemented on a monthly basis.

VI) DRESS CODE

Though the institution does not have a fixed dress code for employees, clear guidelines on Maharani Lakshmi Ammanni Pre-University College for Women's definition of the attire of employees are provided. This helps to add a standard for desired professional appearance.

For Men

Formal collared long / half sleeved dress shirts tucked in, trousers and leather shoes

On Saturdays: Smart casuals collared shirts / T-Shirt with collar / Polo type shirt (full /half sleeves), trousers and leather shoes

For Women

Formal Indian – Saree, Sandals

On Saturdays: Smart casuals- Salwar Kameez, Sandals / Shoes

However, the Saturday Smart Casual code may not be applicable if programmes requiring formal dress code are scheduled on that day.

VII) MENTORING

Maharani Lakshmi Ammanni Pre-University College for Women follows an intensive mentoring program for all its students. The teaching faculty is actively involved in a personalized mentoring process for both first and second year students. Each faculty is assigned the role of a mentor and is expected to counsel, maintain discipline and motivate their mentees (students). The mentoring process works at three levels-personal, academic and for the professional development of the students.

The roles and responsibilities of the mentors broadly include:

- Ensuring overall integration of the student with the program-academically and psychologically
- Counseling and motivating the students
- Managing discipline& conduct related issues of the assigned students
- Counseling the students to ensure adherence to attendance norms and be responsible for their self-learning
- Ensuring personal and professional development of mentee

VIII) LEAVE POLICY

The discretion of granting leave is reserved to the authority, empowered to sanction leave. The concerned authority reserves the right to refuse or revoke leave at any time according to the exigencies of the organization work. Leave shall be availed with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a matter of right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college. The following types of leave are available for staff:

Casual Leave

- Casual leave is granted at 12 days per year for all employees. However, for temporary and probationary staff of teaching and administrative/ non-teaching category, the eligible casual leave is only at 1 day for every completed month of service.
- Casual leave is granted on the basis of calendar year, that is, from 1st January to 31st December
- Every employee, except temporary and probationary, can avail 3 days of casual leave consecutively with prior permission. Casual leave will not be combined with any other leave except compensatory off.
- Casual leave may be availed at a minimum of 1 day; while availing casual leave the absence from duty should not exceed 6days.
- Casual leave can be availed prefixing, sandwiching or suffixing Sundays and other sanctioned / declared holidays.
- Casual leave is to be ordinarily applied at least 2 days in advance bearing in mind that classes and other duties, if any, are adjusted with other staff.
- However, if casual leave is taken on any emergency, the same has to be informed to the Principal and HOD at the earliest possible time and the casual leave application has to be submitted on the day of resuming duties after the leave.
- As far as possible, all requests for casual leave should be made at least one day in advance forwarded by the HoD with prior sanction of the Principal.
- All requests for casual leave should be made in writing in prescribed form to the competent authority through concerned Supervisor/ HoD/ Principal

Special Leave

Special leave is granted at 10 days per year to teaching faculty and 15 days per year to administrative/ non-teaching staff. Such leave is admissible only to the permanent employees of Maharani Lakshmi Ammanni Pre-University College for Women.

Compensatory Leave

- All employees are eligible to Compensatory Leave for work performed on official holidays or beyond working hours (over time) to complete the assigned work.
- Prior approval shall be obtained in writing from the Principal or his/her nominee for work on holidays and/ or over time and the same is to be noted in the prescribed register.
- Compensatory leave may be availed within a month and cannot be accumulated.
- One day compensatory leave cannot be split into half days.
- Compensatory leave cannot be claimed for work on holidays or outside office hours to complete work left undone due to the negligence of staff and as such notified by the supervising officers to complete working prescribed time.

Maternity Leave

- Maternity leave on full pay would be admissible to permanent women employees for a period not exceeding 90 (ninety) days (45 days before child birth and 45 days after child birth, in case the leave taken before the child birth is less than 45 days the remaining days will be carried forward after child birth) from the date of commencement, on production of the requisite medical certificate.
- Such leave would not be admissible on more than two occasions in the entire period of service, provided the number of surviving children does not exceed two.
- During the period of such leave, the leave salary will be equal to the salary drawn immediately prior to proceeding on maternity leave.
- In case of miscarriage/other related medical conditions, all employees eligible for Maternity leave shall be entitled to leave for a period of 45 calendar days immediately following the day of her miscarriage. The request for such leave must be supported by Medical Certificate from a registered gynecologist.
- Application for Maternity leave should be supported by a certificate from the registered attending gynecologist stating the date of confinement/the birth certificate of the child.

Paternity Leave:

- All permanent male employees are entitled to Paternity leave for a period of 30 days from the date of birth of the child.
- Paternity leave on full pay would be admissible to permanent male employees for a period not exceeding 30 (thirty) days from the date of birth of the child, on production of the requisite birth certificate.
- Such leave would not be admissible on more than two occasions in the entire service,

provided the number of surviving children does not exceed two.

- During the period of such leave, the leave salary will be equal to the salary drawn immediately prior to proceeding on paternity leave.

Leave on Loss of Pay (LLP)

If an employee has no leave available to his / her credit, he/ she may request for leave on loss of pay under exceptional circumstances. It must be clearly understood that during leave without pay, each calendar day shall be recorded as a day without pay. Leave without pay is applicable to all employees and it is only a privilege and not a right.

Absence from duty due to bandh, hartal, etc.

Maharani Lakshmi Ammanni Pre-University College for Women does not subscribe to bandh/hartal as legitimate means of protest and therefore no special leave will be sanctioned to the staff on days of bandh/hartal. If the staff is prevented from attending duty due to obstruction or non-availability of transport facility the same must be explained in writing to the Principal. The Principal may at her/his discretion grant special leave under such circumstances.

Furnishing address of residence while on leave

A staff member, who has been sanctioned leave and leaves her/his place of duty, shall furnish to the office of Maharani Lakshmi Ammanni Pre-University College for Women the address at which she/he can be contacted while out of station.

General Conditions:

- Leave is earned by duty or services and it cannot be claimed as a matter of right.
- The leave year is calendar year that is from January to December.
- In case of the exigencies of work or any other academic work, it will be open to the competent authority to refuse, postpone, revoke, modify or reduce the duration of sanctioned leave of any description.
- During the period of leave, staff members shall not take up or accept any employment or work outside the institution either with remuneration or without remuneration.

Note- When an employee on leave with salary takes up an employment, all salary for that period will automatically cease and disciplinary action shall be taken. However, this does not apply to service as examiner or similar appointment, which is officially permitted.

- Sundays and/or holidays as may be declared by the institution, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- Before proceeding on any kind of leave, staff members shall furnish to the competent authority (HoD/Principal) her/his address while she/he is on leave and shall keep the said authority informed of the changes in address, if any.
- Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff member has got the extension of leave sanctioned (by competent authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the staff member from obtaining prior sanction for overstay. Overstay of leave beyond 10 days, without proper sanction shall call for disciplinary action.
- An employee on leave shall be permitted to resume duty before expiry of leave only with the permission of the sanctioning authority.
- National, regional and declared holidays will be decided in December each year for every calendar year (January to December).
- On resignation from the service of the institution, if the employee has taken any leave in excess of the admissible leave for that period, the same shall be considered as leave without pay
- Any staff under suspension, shall not be eligible for any leave during such period.

Procedure of application for leave:

Below is the SOP for leave application process.

- Application to be made in hard copy and given to the HoD/ Office superintendent
- Superior to recommend with reasons and forward to the Principal.
- Medical leave, if in an emergency may be availed without prior intimation, but needs to be backed up by a medical certificate.

Note : Employees may proceed on leave only after sanction by competent authority. Non adherence to this will tantamount to misconduct and shall be seriously viewed. Therefore, all unapproved leave will be treated as leave without pay and salary deduction shall take place accordingly.

Before leave is granted to an employee, the authority sanctioning the leave should ensure availability of such leave to her/him credit and to satisfy herself/himself that the leave applied for is admissible and could be granted without materially affecting the work of the institution.

IX) IT POLICY

Internet / Email

- The computers, computer files, e-mail accounts, internet access and the software furnished to employees are the institution's property and are meant for official work.
- The institution specifically prohibits the use of computers, hand helds and electronic communication, including internet access in ways that are disruptive, offensive or harmful to morale. This includes sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-colour jokes or anything that could be construed as harassment, shows disrespect for others, defames or slanders someone, or otherwise harms another person or business.
- Employees are not to access the internet to visit any website that contain pornographic content, any discriminatory message, or one that disparages any group.
- Employees are not to use computers, laptops, tablets or the e-mail system for commercial messages of any kind or for messages of a religious or political nature, solicitations, gambling or other inappropriate usage. E-mail and internet access should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.
- Computers, e-mail usage and internet traffic may be monitored by the institution as and when required.
- Employees of the institution are permitted to use their e-mail or intranet accounts only for official communication. Sending group e-mails like festive greetings, initiating or partaking in unauthorized or inappropriate discussions, sending e-mails with large attachments, or forwarding chain mails, etc. is strictly prohibited.

Software

- Illegal duplication of software or violation of copyright laws by the copying or sharing of software, installing of pirated or unauthorized software or the distribution of copyrighted material, downloading of non-work related or objectionable files is strictly forbidden.
- An employee should not misuse a password, access a file or retrieve a stored communication that is not normally accessible to that employee.

- Access may be provided to employees for subscribed online software and resources. All data contained therein is property of the institution and therefore may not be misused, communicated, handed over or passed on in any format and through any medium to anyone other than for whom it is intended by the institution.

Laptops / iPads

- Laptops or iPads are provided by the institution for official work. The institution therefore reserves the right to occasionally inspect all systems in compliance with policies.
- Once issued, the individuals become conditional owners of this hardware. Employees will therefore be responsible for its security, maintenance and replacement of parts including battery.
- No employee is permitted to pass on or hand over the laptop or iPad issued to them to another person without fulfilling proper handover formalities.
- In case an employee leaves the organization, they will be required to return the laptop or iPad to the concerned authorities.
- In case of loss / pilferage of laptop / iPad, the same will be made good by the employee. The users will have direct responsibility and custody of their assigned machine/s. They will be held financially liable for any loss and/or damage to the machine due to inappropriate usage/carelessness. This should be clearly endorsed by the recipient (Maharani Lakshmi Ammanni Pre-University College for Women) in concerned employees full and final clearance form.
- Users are responsible for maintaining appropriate back-ups, especially of the work related documentation & data created that cannot be retrieved by reinstalling operating system or program.

X) NON-COMPETITION & COPYRIGHT

Non-Competition:

During the course of employment with Maharani Lakshmi Ammanni Pre-University College for Women, employees shall not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and/or its associate entities.

Non Solicitation:

For all times to come, following termination/resignation, an employee shall not solicit or induce any person, who is an employee of Maharani Lakshmi Ammanni Pre-University College for Women and/or any of its associated entities to leave their employment with Maharani Lakshmi Ammanni Pre-University College for Women.

Dispute Resolution:

In case of any dispute, difference or claim arising out of or in relation to the contract of employment, the parties shall make their best attempts to settle the dispute amicably by referring the same to the Board of Trustees of Maharani Lakshmi Ammanni Pre-University College for Women who shall try and resolve the matter.

Copyright Clause:

- All copyrightable future work done by an employee during the course of employment with Maharani Lakshmi Ammanni Pre-University College for Women shall be the property of Maharani Lakshmi Ammanni Pre-University College for Women.
- The future work created by the employee should be factually accurate and lawful and should not infringe the copyright, proprietary or personal rights of others.
- The employee would be solely responsible and accountable for such unlawful activity and further agree to indemnify Maharani Lakshmi Ammanni Pre-University College for Women against any legal action that may be initiated against it, in respect of any infringement with respect to the aforesaid work.
- With respect to the above, employees will also assign the copyright, without any consideration, in and to the future work that is created by them during the course of employment to Maharani Lakshmi Ammanni Pre-University College for Women by executing an assignment deed in its favor and will have no claims in and to the same whatsoever.
- Employees will not distribute at any time, future work that is created by them during the course of employment for educational, personal, commercial, non-commercial or any other purpose whatsoever without taking prior permission from Maharani Lakshmi Ammanni Pre-University College for Women.

General:

Any article that may be written by an employee independently during the course of employment with Maharani Lakshmi Ammanni Pre-University College for Women shall not be sent for publication (commercial/non-commercial or in any other manner) to any third party without obtaining prior written consent of Maharani Lakshmi Ammanni Pre-University College for Women.

XI) PERFORMANCE MANAGEMENT SYSTEM

The key objectives of the Performance Management System are to:

- guide employees on the path towards strengthening their professional capabilities
- provide a rational and objective basis for identifying high potential employees to take on future leadership roles
- provide an objective basis for rewarding and recognizing performance

The Performance Appraisal Cycle: Individual performance and contribution shall be reviewed on a continuous basis through appropriate monitoring and feedback. In this appraisal the focus shall be on review of performance against key deliverables and targets and on capabilities demonstrated in the course of the year. The key outcomes of the performance appraisal discussions shall be along the following lines:

- An agreed set of action to be undertaken by the employee to improve performance
- Identification of development needs
- Identification of potential for career progression and growth
- Basis for deciding performance awards

Components of the appraisal system :

Parameters for assessment/appraisal include faculty contribution to:

- Academics
- Mentoring
- Admissions
- Availability to students and presence on campus
- Professional etiquettes
- Professional ethics
- Demonstration of initiative to take on additional roles and responsibilities
- Attitude towards students, peers, superiors, subordinates, work and the institution

The appraisal will be conducted twice a year.

Annual Increment: Annual Increment in accordance with scale of pay will be given. However, management in its absolute discretion may consider for any staff member/s, advance/special increments or one-time award based on outstanding performance and potential at anytime. Increments will be reviewed in the appraisal cycle only.

Promotion: Promotions will be reviewed in appraisal cycle only. Consistently high rating in the feedback taken for Performance Appraisal during the preceding 5 years will be an important factor in qualifying for promotion.

Transfers: Staff can be transferred from one department to another within the organization.

XII) EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Please note: Employee conduct provisions are extremely important. The location of these provisions in this handbook and the order of the following provisions should in no way be construed to lessen the importance of any provision.

General policy

- Rules of conduct for Maharani Lakshmi Ammanni Pre-University College for Women employees are intended to promote the orderly and efficient operation of the institution, as well as protect the rights of all employees. Violations, therefore, shall be regarded as cause for disciplinary action.
- These rules are published for the employees' information and protection. Ignorance of work rules is not an acceptable excuse for violation. It is each employee's responsibility to know the rules and abide by them. These rules are not all-inclusive, and other departmental or institutional regulations may exist. Employees are expected to know and abide by these rules as well.
- Every employee shall, at all times, maintain absolute integrity, decorum of conduct, devotion and commitment to duty. She/he should carry out the orders and act according to the instructions of her/his superiors so far as her/his official duties are concerned. She/he shall do nothing which is unbecoming of an employee of the institution. Further, she/he shall not commit any act, which is prejudicial to the interest of the institution.
- The Board of Trustees shall be consulted regarding the consistency of rule interpretation and appropriateness of the penalty being applied for violation of any of the rules of conduct.

Disciplinary Rules: The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action.

Minor Misconduct:

- Negligence or failure to perform assigned duties
- Unauthorized absence
- Habitual late/irregular attendance
- Smoking within and/or in the vicinity of the institution
- Disorderly behavior with any of the stakeholders of Maharani Lakshmi Ammanni Pre-University College for Women

Major Misconduct:

- Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining the institution
- Abusive, threatening or coercive treatment of another employee, student or member of the public.
- Dishonesty, theft, fraud or damage concerning any business/documents/property of the institution
- Drunkenness, riotous, indecent or disorderly behavior
- Gambling within premises of institution
- Willful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication
- Commission of any act which amounts to a criminal offence or involves moral turpitude
- Unauthorized communication of any official document/information of the institution
- Lending or borrowing money or accepting gifts from persons/firms having official dealings with the institution
- Taking/giving bribe
- Consuming alcoholic beverages and/or smoking cigarettes while on duty
- Possession or consumption of illegal drugs
- Conviction by court of law, sexual harassment, moral turpitude, threatening or intimidating other employees
- Possession of illegal/unauthorized weapons or firearms
- Engaging in business other than that of the organization
- Holding unauthorized meetings - civic, political or union activities/collection of funds during the working hours in premises of the institution
- Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline
- Recording or attempting to record another employee's attendance

- Deliberately spreading false information or rumors
- Refusal to accept any communication or warning in writing
- Violation of local, state, or federal law which causes unfavorable publicity to the institution, impairs the credibility of the employee to perform the employee's job or is otherwise connected to institutional employment
- Unauthorized absence beyond 10 days
- Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus
- Any other offence of equal magnitude to the above

For the commission of any of the above offences, an employee shall be subject to disciplinary action up to and including discharge.

Employment of relatives (nepotism): Relatives may be employed if they meet regular Maharani Lakshmi Ammanni Pre-University College for Women employment standards. However, staff members may not participate in or otherwise influence institutional decisions which involve members of their own families. This includes hiring, promotion, retention, leave, pay changes, etc. It is also required that married couples, not work in positions where one has direct influence over the other.

Outside employment: Full-time employees are expected to devote their workday efforts to the job for which they were hired. Outside employment shall not be permitted.

Threats and violence: The institution will not tolerate any threats, threatening behaviour, or acts of violence committed by or against employees or on institutional property. Violation of this policy will lead to disciplinary action up to and including dismissal, as well as arrest and prosecution for any criminal act.

Prohibited conduct: Employees are prohibited from making threats or engaging in violent activities. The following list of behaviours, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threats of any kind
- Aggressive, hostile or violent behaviour, such as intimidation of others; attempts to instill fear in others; or subjecting others to emotional distress
- Other behaviour which suggests a propensity towards violence, which may include

belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage of institutional property, or a demonstrated pattern of refusing to follow institutional policies and procedures

- Intentionally damaging institutional property or property of another employee, student or member of the public
- Possession of a weapon while on institutional property or while on institutional business
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Drug-free workplace: The institution prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. All employees must abide by the terms of this drug-free workplace policy. Employees violating such prohibition will be subject to disciplinary action, up to and including discharge.

The term "controlled substance" refers to all illegal drugs and to legal drugs used without a physician's order. It does not prohibit taking prescription medication under the direction of a physician.

Public office candidacy: Employees seeking public office of any kind must wholly separate their campaign activities from their employment at the institution. Employees must not conduct any activity in direct or indirect furtherance of their candidacy during their working hours. Further, employees may not use any institutional resource of any kind to carry out any campaign activity. This prohibition specifically includes, but is not limited to, the use of institutional telephones (including voice mail), pagers, cellular phones, computers (including email), fax machines, office space or any other facility on campus, including all libraries, cafeterias, meeting rooms, recreational facilities, etc.

Solicitation, Collections and donations:

- Solicitation of employees by outside agencies or individuals is not allowed during working hours in any manner, including by way of email messages.
- Staff members are expected to obtain approval from the Principal/department or unit head or supervisor before canvassing for other employees/individuals.
- Official notice will be given for any authorized program to which contributions may be made by payroll deduction
- Employees shall not collect any donations from the staff/students without prior written approval from the head of the institution

Gifts: The institution discourages employees from accepting gifts from individuals or firms doing business with the institution. Therefore, no employee shall solicit, accept or agree to accept anything of value under circumstances which could reasonably be expected to influence the manner in which the employee performs work or makes decisions.

Confidential information:

The following policy governs the disclosure of confidential information held in any manner by employees of Maharani Lakshmi Ammanni Pre-University College for Women. The purpose of this policy is to protect and safeguard individual and institutional information used throughout the institution.

- For purposes of this policy, "confidential information" includes, but is not limited to:
 - ❖ Student educational information and discipline records.
 - ❖ Non-public personal information, concerning employees and students including but not limited to, Maharani Lakshmi Ammanni Pre-University College for Women identification numbers, information system user identification numbers and passwords, internal communications, banking or financial information, medical and health information, disability status or special needs, insurance information, and personal benefits information.
 - ❖ Institution-related information which has not been publicly published or released with institutional authorization, including but not limited to budget, financial, negotiation, bidding and other information.
 - ❖ Institutional research data, information and findings that are protected by law, contract or policy.
 - ❖ Information described as confidential under any other institutional policy, rule or directive.
 - ❖ Other information and records which the employee is directed under proper authority to not disclose.
- Confidential information does not include information publicly disclosed by the institution or which is required to be disclosed pursuant to law or contract.
- All employees must hold any confidential information in trust and confidence, and not use or disclose, directly or indirectly, except as may be necessary in the performance of duties for the institution or as otherwise required by law or contract.

- Employees shall not remove confidential information from an institutional department or office, or duplicate confidential information, unless authorized by the institution to do so. Upon termination of any assignment or as directed by a supervisor, employees shall return all such materials and copies thereof to their proper location in the department or office.
- All requests by external entities or persons for the disclosure of confidential institutional information should be promptly directed to Principal or his /her nominee unless the employee has received previous institutional authority to respond to such a request.
- The policy does not prevent or prohibit the internal use of confidential information for the legitimate academic, administrative, and operational purposes and needs of the institution as authorized by the Board of Trustees. This policy does not prevent or prohibit employees from good faith disclosures of a violation(s) of law, contract or policy, either within the institution or to the appropriate external body or authority, and such disclosure will not result in adverse employment action against the disclosing employee.
- Questions regarding authorized disclosure or use under this policy should be directed to the Head of the institution prior to disclosure or use.
- Employees who violate this policy will be subject to legal action, including but not limited to disciplinary action up to and including termination of their employment or contractual relationship.

Disciplinary Action

The authority to enact and enforce regulations of the institution is vested in the Board of Trustees on the recommendation of the Principal. The responsibility for enforcing regulations and penalties is delegated to the Disciplinary Authority comprising of Principal, Vice-Principal and HoD of the relevant department. In case the employee against whom a complaint of misconduct has been reported is a Head of Department, the Disciplinary Authority will comprise of the Managing Trustee, Principal and Vice-Principal. The

aggrieved employee will be granted 15 days' time to submit her/his explanation. For offences, the punishment shall be imposed by the Disciplinary Authority after inquiry. Punishment shall be based on findings of inquiry, gravity of misconduct and past record of the staff.

Disciplinary action for different offences shall progress in the following manner:

- Verbal warning. Verbal statement to employee that she/he has violated a rule and/or regulation and that such violation shall not continue.
- Written reprimand. Formal notification in writing to employee that she/he has violated a rule and/or regulation.
- Suspension. Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offence. Notice of suspension is provided to the employee in writing.
- Discharge. The employer- employee relationship is severed.

If an employee receives four warning notices for the same or different offences within a period of 12 consecutive months, the employee shall, at the time of the issuance of the fourth such notice, be subject to discharge. In case of grave misconduct, the Disciplinary Authority may conduct the inquiry and dismiss the employee from the services without issuing a verbal warning or written reprimand. The Disciplinary Authority has power to suspend any staff member pending inquiry. During suspension pending inquiry, the delinquent staff member will get subsistence allowance at 50% of the salary drawn as on the date of suspension.

Punishment may also be awarded in the following forms:

Censure/warning will be given in writing, fine, stoppage of increment, demotion, suspension, discharges, dismissal from service.

XIII) PREVENTION OF SEXUAL HARASSMENT

Maharani Lakshmi Ammanni Pre-University College for Women has zero tolerance for all forms of sexual assault and sexual harassment and is committed to achieving and maintaining safe learning environments. Sexual harassment in the teaching and learning context will not be tolerated under any circumstance. This Policy outlines Maharani Lakshmi Ammanni Pre-University College for Women's stance and general approach to matters of sexual misconduct and extends to all functions and places where students and employees interact.

The detailed version of this policy is available with the Maharani Lakshmi Ammanni College for Women Internal Complaints Committee. Every employee must sign a declaration agreeing to abide by the regulations prescribed under the relevant provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under. Failure to sign the declaration and/or citing ignorance of the provisions of the Act cannot exempt an individual from the purview of regulations prescribed under the Act.

XIV) NON SOLICITATION AND CONFIDENTIALITY

Non-Solicitation

During the term of employment, an employee will not directly or indirectly:

- Employ or solicit for employment, or advise or recommend to any other person or entity that they employ or solicit for employment, any employee of the organization
- Solicit or encourage any employee of Maharani Lakshmi Ammanni Pre-University College for Women to leave the employment of the organization, to do any act that is disloyal to the organization, is inconsistent with the interests of the organization.
- Make any statements or perform any acts intended to interfere with, reasonably likely to interfere with or having the effect of interfering with, any interest of Maharani Lakshmi Ammanni Pre-University College for Women.
- Undertake any alternate employment or engage in competition with, perform any services for, participate in or be connected with any organization which engages in competition with Maharani Lakshmi Ammanni Pre-University College for Women.
- Undertake any assignment/consultancy/training/international teaching assignment which needs to be approved by competent authority (Board of Trustees/ Principal).

Confidentiality

- Maharani Lakshmi Ammanni Pre-University College for Women expects utmost discretion and confidentiality of information to be maintained at all times even beyond the employment term.
- Any indiscretion or willful sharing of confidential information with third parties shall be deemed as a gross misconduct and may result in immediate termination of services without notice or compensation.
- No reports, proposals, designs, patterns, literature etc. (printed and/or on any electronic media) containing information internal to Maharani Lakshmi Ammanni Pre-University College for Women should be taken out of the office, without prior knowledge of the administrative head.
- In no case, a copy of any business proposal / project report or any other document or software in any form can be given out to any third party without specific written approval from the administrative head.

XV) EXIT POLICY

Termination of Service

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof.

On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

Resignation

All employees whether confirmed or not, will not resign from the services of the institution in the middle of the academic session. However, management may use its discretion in case of representation of extreme unavoidable circumstances by the employee who has resigned. Non-teaching period/ vacation will not be considered for notice period.

▪ Faculty Members:

All permanent faculty members are liable to give two months' notice or two months' salary in lieu of notice period. All teaching staff are required to fill an exit form on acceptance of resignation.

▪ Administrative Staff:

Administrative staff work in tandem with the academic functions of the institution and are the integral part of the academic development of the students. Hence, if they resign from the services of the institution, they are liable to give two months' notice or two month's salary in lieu of notice period. All administrative staff are required to fill an exit form on acceptance of resignation.

It is the sole discretion of the management to accept the notice period served by the employee who has resigned and decide the relieving date before expiry of such notice period. The institution shall not be under any obligation to pay for the non-served notice period

Process for Resignation

- The mail /letter has to be sent to the Principal with a copy to the Board of Trustees.
- Written acceptance of resignation will be given by the Principal to the employee clearly specifying the date of relieving.
- All employees who have resigned are required to handover their assigned

responsibilities to the designated person and get a confirmation that all job responsibilities have been handed over.

- During the notice period the employee will help to complete all formalities including exit interview, handing over the no dues certificate and PF withdrawal forms.
- On receipt of No Dues Certificate, the full and final settlement of account would be prepared.
- Final payment cheque shall be issued along with Experience-cum-Relieving Certificate.
- This will be telephonically communicated to the employee who can come to either pick up the cheque or it will be posted to the employee's address.
- Please note once the duly completed no dues certificate reaches the office, it will take 30 days to clear the account.

Retirement

Staff shall retire from service of the institution on attaining the age of superannuation fixed at 60years. However, the retirement age may be changed from time-to-time by the management. To determine age of retirement, the official record of age available with the institution shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on terms fixed by the management, which will be at the sole discretion of the Board of Trustees.

DISCLAIMER

This document only provides the broad guidelines and employees will have to bear in mind that they also have to abide by the specific requirements of their respective departments which may not have been spelt out in this handbook. This handbook will remain in force until further revision and shall serve as a ready reckoner outlining the norms governing employee conduct to enable personal, professional and institutional growth.

Maharani Lakshmi Ammanni
Pre-University College for Women