



SYADWAD INSTITUTE OF HIGHER EDUCATION AND RESEARCH

HR Policy

Manual Employee Handbook

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**Affiliated to: CSS University Meerut,
ABVM University Lucknow, INC Delhi,
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CHAPTER 1.0

INTRODUCTION

SYADWAD INSTITUTE OF HIGHER EDUCATION & RESEARCH, a World-class Institution with top-class faculty and infrastructure, was set up under the aegis of Syadwad Jain Educational & Social Trust with the blessings & inspiration of Param Pujya Acharya Shri Vidya bhushan Sanmati SagarJi Maharaj to provide quality education and great future to the students who have passed 10 + 2 stream.

The campus is spread in over more than 2.5 acres Land with sprawling lush green ground and ambient atmosphere most conducive for learning. All facilities are provided for a wide variety of indoor and outdoor games to keep students physically and mentally fit. The institution is strategically located at Delhi Saharanpur Road, Baghpat near the National Capital.

The SYADWAD Institute is affiliated to Chaudhary Charan Singh University(BBA, BCA , B.ED), affiliated to Atal Bihari Bajpayee Medical University (BSc Nursing, PBSc Nursing) and offering full time regular B.Sc. (Nursing), Post Basic B.Sc. (Nursing), B.B.A., B.C.A. & B.Ed Programme. Institute is also offering certificate courses G.N.M. and A.N.M. affiliated to U.P. State Medical Faculty, Lucknow. Institute is also affiliated with Indian Nursing Council and NCTE.

1.1 MISSION

- To offer state of the art Certificate, undergraduate, postgraduate & doctoral programs.
- To inculcate innovation and creativity among the students.
- To generate new knowledge and research in field of Professional Education.
- To undertake Collaborative Projects with Academic and Research Centre.
- To provide Cost-Effective solutions to the industries.

1.2 VISION

To provide quality education & research using latest tools & Technology.



Chapter 2.0

EMPLOYMENT PRACTICES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

It is college policy to recruit, employ, train, compensate and promote without referring to a person's race, color, religion, gender and to take affirmative action to support these goals where it is consistent to legislative, regulatory and contractual requirements.

2.2 RECRUITMENT

All external applicants seeking career opportunities in SYADWAD INSTITUTE OF HIGHER EDUCATION & RESEARCH should be directed to the Human Resources department. Employees of SYADWAD INSTITUTE OF HIGHER EDUCATION & RESEARCH are encouraged to forward references of friends, and other professional associates for suitable opportunities in SYADWAD INSTITUTE OF HIGHER EDUCATION & RESEARCH.

2.3 NEW EMPLOYEE ORIENTATION

New Staff will go through an induction program, which will be responsibility of the HODs and the HR Department. This shall include joining formalities e.g., filling employment form, joining booklet, submission of testimonials, introduction, brief orientation etc. Formal appointment letter shall be issued after joining duties. **ONE MONTH INTEREST FREE SALARY SHALL BE RETAINED BY THE INSTITUTE AS SECURITY WHICH SHALL BE PAID AT THE TIME OF LEAVING THE COLLEGE AFTER ADJUSTING DUES, IF ANY.**

2.4 PERSONAL RECORD

The college maintains personal record for all employees. Every employee is expected to-

- (A) Complete joining booklet and employee data form in each and every aspect.
- (B) Furnish correct information on all personal and academic record & other credentials.
- (C) Inform reporting manager and HR Manager about any changes in the personal information such as change of address, marital status, additional educational qualifications etc.

2.5 PROBATION PERIOD

Every new employee will be subject to probation period of twelve months or as specified in appointment letter/offer letter. This probationary period provides an opportunity for both college and the employee to test the match. After successful completion of probationary period of appointment, employees can be confirmed in services of the college at sole discretion of the management about which employee will be intimated in writing. Probation period can be extended for whatever case it may be i.e., performance during the probation period, disciplinary reasons etc.

2.6 NOTICE PERIOD

The services of the employee can be terminated at any time by giving one month notice or salary in lieu thereof. An employee can resign from the services of the organization by giving minimum one month notice. No faculty will be allowed to leave the organization during midterm of an Academic Session.

2.7 DISCHARGE OF SERVICES

Employee discharging services is expected to give a comprehensive document detailing all records, files, formats and contact details being maintained by him/her in connection with the responsibility that he/she was carrying out. The Discharged employee will be required to take the sign-off on this document from his all concerned departments and obtain a No-dues/Clearance certificate, before his Full & Final settlement.



Chapter 3.0

WorkingHours

3.1 COLLEGE- TIMING

The working hours for the Teaching and Non-Teaching Staff are given as under For Teaching Staff Monday to Saturday 09:00 AM to 04 00 PM, For Non-Teaching Staff Monday to Saturday 09 00 AM to 05:00 PM, For Group D Staff Monday to Saturday 08:30 AM to 05:00 PM

Lunch Break 01:00 PM to 1:30 PM.

3rd Saturday of every month will be holiday.

3.2 Attendances and Punctuality

All the employees are expected to report at the work place before the scheduled time. Anybody getting delayed should inform the office superintendent about their cause of by approximate time by which he/ she will reach and the telephone number at which he/ she can be contacted in the interim period 10 minutes relaxation thrice in a month is permissible. For more than three days delayed ½ day salary will be deducted on every delayed. No Short Leave is allowed.

Faculty planning to take leave should get prior approval from the Competent Authority/ Director/Principal in advance, to avoid inconvenience due to unplanned absence work. Director/ Principal shall be responsible to depute substitute faculty for smooth running of Classes.

Written approval must be submitted to HR department

3.3 DISCHARGE OF DUTIES

Employees shall obey the orders/instructions issued by authorities time to time and shall well and faithfully serve the organization to the best of his/ her capabilities and shall make his/ her utmost endeavors to promote interests of the organization.

Employee shall not resign in the mid of academic session.

3.4 ABSENCE FROM OFFICE

- (A) Any employee, who is outside the campus during working hours, should ensure that he/she leave the campus only after due permission from competent authority and he/she has proper gate pass. The out entry is must with Security/outgoing register.
- (B) Unauthorized absence from office, or absence from office without prior approval from competent authority, will be recorded as misconduct in the employee's file and also financial penalty will be levied.
- (C) Unauthorized absence will be treated as Loss of Pay (LOP).
- (D) Absence for a continuous period of eight days without prior approval from the respective manager (Including over stay of leave), can lead to the services being terminated without notice or explanation.



Chapter 4.0

Leave Policy

• 4.1 Eligibility

These rules shall be applicable on all employees of the organization. All employees shall be entitled to following leaves with pay during a calendar year: -

S. NO.	LEAVE FOR STAFF	FOR STAFF
A	Casual Leave (CL)	12
B	Sick / Medical Leave (SL/ML)	10
C	Summer Vacation	8
D	Winter Vacation	8
E	Other Holidays/ festivals/National	20
	TOTAL LEAVE	58

- These can be reduced / Increased by Management at any time without any advance notice.

(A) CASUAL LEAVE (CL)

- 1) All employees shall be entitled to maximum 12 days of casual leave with Pay during calendar year. Three CL will be credited every quarter in employee leave record.
- 2) Casual leaves shall not be accumulative & un-availed casual leaves shall be lapse at expire of the calendar year.
- 3) Application for causal leave shall be made in advance. However, in case the application is not made in advance, the employee shall submit the application for such leaves immediately at the time of resumption of duty after availing the leave.

CL can be availed maximum **twice a month** only.

- 4) CL may either be prefixed or suffixed with any holiday but where both pro fixation And suffixation has occurred either of two would be treated as leave and similarly And falling in between the period of leave shall be treated & counted as leave.
- 5) New Appointment that has not completed **Six Months** is not eligible for Summer Vacation & Winter Vacation.

(B) SICK/MEDICAL LEAVE (SL/ML)

- 1) All teaching staff shall be entitled to maximum 10 days of sick leave with Pay. The employees, who have completed a continuous service at least Six months with the institute; are eligible to avail sick leave proportionately
- 2) Minimum sick leave shall be 3 in one stretch supported by medical certificate followed by fitness certificate.
- 3) Sick leave shall be accumulated and shall not lapse.
- 4) SL may either be prefixed or suffixed with any holiday but where both pro fixation and suffixation has occurred either of two would be treated as leave and similarly any holiday Falling in between the period of leave shall be treated & counted as leave.

(C)COMPENSATORY OFF(C-OFF)

1. Employees excluding faculty members will be entitled for Compensatory off (C-off) in lieu of work done during holiday. The C-off should be supported with Attendance Sheet duly approved by competent authority.
2. Employees, who work on non-working days (Sunday/Any Holiday) can avail Compensatory off
3. Compensatory off will not be accumulated,
4. C-off should be availed within 15 days of C-off, after that C-Off will Lapse.
5. C-off will neither be clubbed with any other leave nor be accumulated.

4.2. SUMMARY OF LEAVE

SUMMARY OF LEAVE ENTITLEMENT PERIOD: CALENDAR YEAR (JANUARY TO DECEMBER)

TYPES OF LEAVES	CL	SL/ML
TOTAL ENTITLEMENT	12	10
Whether Carry Forward	No	Yes
Leave Sanction	In advance/ on resumption of duty	Resumption of Duty
Maximum Leave allowed at a time	3	Till fitness or maximum available leaves whichever is earlier
Supporting Evidence	NIL	Medical certificate
Minimum no. of times an employee can take leave	1	-

Maternity Leave will be given to those who have completed 2 years of continuous services with the organization.

Continuous services mean no leave without pay during 2 years of services.



Chapter 5.0

APPRAISAL PERFORMANCE

5.1 OBJECTIVE

An appraisal of the employee is undoubtedly necessary at the time of his/he reemployment. However, an appraisal on a continuing basis during the working life of such an employee is also very desirable and useful.

Actually, evaluation is constantly being done although at an unconscious level. Employees evaluate superiors, fellow colleagues and subordinates. What is needed to generate proper control is a formal procedure for evaluating personnel within the organization.

Increment and Promotion will be on the basis of performance, Punctuality and regularity. Single day of salary deduction will reduce the seniority by 1 month.

The objectives of such appraisals include:

- a) To identify areas for further training needs.
- b) To help determine promotions and transfers.
- c) To reduce grievances.
- d) To improve job performance and is useful for promotions.
- e) Helping supervisors know their employees.
- f) Helping employees know their progress.
- g) Wage and salary administration.
- h) Training and development.



Chapter 6.0

CAMPUS PRACTICES

It is expected that every individual employee maintains professional standards and office decorum of highest order during the working hours. There are certain general practices mentioned below for the employees as guideline.

6.1 PERSONAL HYGIENE

Hair must not be ragged or long. No extreme hairstyles are allowed. Gentlemen should be shaven with a neatly trimmed moustache.

6.2 ATTENDANCE SYSTEMS

It is expected that all employees should report to workplace before the commencement of the working hours. All Head and Branch Office employees shall report to duty 09:00 hrs. And shall mark their attendance in the Muster Roll lying at reception and digitally available resources provided by company.

Employees have to fill their entries in the out duty register before moving out of Office / work place. If they plan to go to some outdoor place on the next day, they should fill the register in advance. In case of unplanned outdoor visit, the employees have to inform the reception desk /HR and the immediate reporting manager so that the whereabouts of the employee can be known.

6.3 OFFICE EQUIPMENT AND PROPERTY

Maintaining office equipment and properties is every body's responsibility.

- ❖ Use Computers, printers, faxes, and copier for the intended purpose only. Do not misuse them. Do not forget to shutdown the computers before leaving the office.
- ❖ Please contact the Systems department in case you wish to have any software installed in your system. Please refrain from installing your own software.
- ❖ It is expected that employees will use the internet solely for business related information. Usage of unauthorized sites will tantamount to misconduct.
- ❖ Do not take any office property outside the office premises without proper gate pass.
- ❖ Switch off the lights and AC before leaving the room. AC should be put off 45 minutes before the leaving of the office.

6.4 NON-SMOKING POLICY

- ❖ Smoking is not permitted in the work areas to provide for a comfortable, safe and healthy work environment to all.
- ❖ Tobacco/alcohol etc. are strictly prohibited in the office/factory/premises.

6.5 HANDLING TELEPHONE CALLS

- ❖ Try to be polite and helpful while attending telephone calls as employees are the face of the company.
- ❖ Telephone operator taking a message will write the caller's name and number correctly and record the date and time for the same.
- ❖ Leave a message at the reception before leaving his desk.
- ❖ Avoid letting the phoning more than 3 rings.

- ❖ Pick up the phone ringing near your seat when the receiver is not present. Remember, it is the common image of the company that we protect.

6.6 SAFETY AND SECURITY

- ❖ Customers/Visitors should be accompanied by the employee to the meeting place.
- ❖ Valuable items and files should be kept under lock and key.
- ❖ Lock the room /office properly if you are the last person to leave the office
- ❖ Ensure a proper hand over if you are working in shifts.

Chapter 7.0

POLICY AGAINST SEXUAL HARASSMENT AND INTIMIDATION

- ❖ SYADWAD INSTITUTE OF HIGHER EDUCATION & RESEARCH as an equal opportunity employer is concerned about any unfavorable acts by its employees, including sexual harassment at the workplace. Harassment in any form disrupts lives, decreases productivity, and damages reputations and careers. It creates feelings of uneasiness, humiliation and discomfort and undermines the employment relationship.
- ❖ This policy aims at ensuring a free, fair harassment free work environment to employees by providing a redressal mechanism. Any instance of Harassment will be treated by SYADWAD INSTITUTE OF HIGHER EDUCATION & RESEARCH as misconduct and would be dealt with appropriately.
- ❖ All staff should be treated with equal respect and dignity and should be provided with equal opportunity to develop themselves and their careers.
- ❖ In accordance with the code of conduct and ethical work practices, discrimination in the work place against any staff or job applicant based on the person's sex, race, religion, national origin or disability will not be tolerated under any circumstances.
- ❖ In the event, that any sort of ethnic, racial, religious discrimination by any staff in connection with employment interferes with any individual's work or creates an intimidating, hostile or offensive work environment, the affected individual can lodge a complaint in accordance with this policy.
- ❖ All acts of misconduct or lapses by employees should be brought to the notice of the relevant authority as soon as possible, by the officer holding supervisory or administrative authority over the employee.

Chapter 8.0 MISCONDUCT

The policies of the college have been defined for arriving at an established standard of business-related expectations and entitlements in keeping with the image of the College. By virtue of being responsible corporate citizens it is expected that the employees will not violate or misuse the spirit and letter of this hand book.

In case employees are found misusing these entitlements or not honoring the applicable guidelines, the company will be compelled to take serious disciplinary action depending upon the intensity of them is conduct. In extreme cases such as embezzlement, misrepresentation of bills, continuous unauthorized absenteeism or damage of company property etc., the company may even be forced to terminate the services of the employee.

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