

# **Human resource policy**

## **Of**

### **Saraswati Educational Society**

A clear communication of its policies and procedures concerning its Administrative systems and Human Resources guidelines. This manual was formulated to cover and shall be implemented to employees at all levels regardless of rank, level and status of employment, except for some policies with specifically stated coverage. Policies are needed to set standard guidelines for all employees to have a uniform understanding and harmony in the workplace. The organization believes that fair and just policies and implementation thereof are due to all employees regardless of rank, level and status of employment. As such, all employees and officers are called upon to practice fairness in all their official dealings and in carrying out their functions based on these policies and procedures.

If there be non-implementation or neglect on its appropriate and proper implementation, employees have the right to bring such breach to the Management of **Saraswati Educational Society (SES)** and Governing Body if required. Policies can be changed or modified for some reasons but should be disseminated to all employees at least 15 days prior to implementation. In some cases, policies can be susceptible of different interpretations by employees. However, the Human Resources Head and the Governing Body shall have the responsibility, to guide and give appropriate interpretation to all those policies, which have ambiguous meaning and they have the responsibility to modify such policies, to make it clear and understandable to all employees. The Management and its employees together have a shared responsibility in the attainment of the goals and objectives of the organization and the proper implementation of this policy.

#### **Saraswati Educational Society (SES)**

#### **- Administrative Policies And Procedures**

##### **Recruitment Procedure**

##### **Requisition for staff:**

- A written requisition for recruitment of staff is to be submitted to the HR unit in order to initiate the recruitment process.
- It should contain the job description / job profile of the proposed staff as far as possible.
- Clearly mention the competencies required with minimum academic qualification required for the post.

- If the post requires previous experience, this should be specifically stated for how many years and from what type of organisation.
- The requisition should also mention the name of the project where she/he will be absorbed and for what period.
- The amount of compensation (Salary/CTO) proposed as per the project.
- Any other relevant information justifying the recruitment.
- The requisition should be made by the Unit / divisional head or the designated person responsible in this regard.

### Approval From SES HR Unit:

On receipt of the above requisition, the HR unit will start the actual recruitment process, Or may ask for more information from the unit, if required. After having satisfied with the requirement, the HR unit will put an approval note on the face of the requisition as to the next steps to be followed.

### Internal Search

In some cases of recruitment for key positions of a new project, if the institute feels that the position should preferably be filled up from among the SES experienced personnel for the greater interest of the project, the institute may open the position to its existing employees through internal notice followed by the normal interview process. Criteria for selection will be decided on case to case basis.

### External Search through Public Notification

A public notice will be served through any or all of the following methods.

- Advertisement in Newspaper.
- SES website / or development or non- profit websites.and other social sites
- Serving 'Notice' in SES and unit office notice boards or.
- Referring to the institute data bank from job application file.
- Search from campus recruitment drives of premier organizations.
- Reference to external recruitment agencies.
- Employee with at least 2 years experience in the existing post can apply.

### Short listing Of Candidates

From among the applications received a list of candidates to be prepared for taking part in the recruitment process as per the published criteria through the followings:

- Call letters.
- Telephone calls.
- Walk in interview.
- Email.

### Formation of Recruitment Board

The HR unit will constitute a recruitment board to conduct the interview. The board members include

- Staff members.
- Resource person from outside.
- For consideration of Senior Programme Associate (SPA) or Programme Officer/Coordinator.

### Recruitment Process

- The scrutiny of original testimonials in support of age, qualification and experience of candidates to be carried out.
- Candidates' registration sheet to be signed by each applicant.

**The recruitment process may include all or any of following method.**

- Written test./interaction
- Computer test.
- Group discussion.
- Viva-voce interview

### Recommendation Of Recruitment Board

**After completion the recruitment process.**

- A report containing the recommendation of the board signed by each board member to be forwarded to HR unit for further course of action.
- The report should clearly mention the name of selected candidate and may add a list of 2/3 candidates to be kept in the panel.
- All the documents of the selected candidate should also be attached with the report for future reference.

***At least 10 days time to be allowed between issue of call letter and interview date.***

### Issue Of Appointment Letter

Based on the recommendation report, the HR unit will issue the offer letter for appointment. Upon acceptance of the said offer letter, the HR unit will proceed to issue the appointment letter followed by agreement and job description wherever necessary.

### Joining and Orientation Of New Staff

The selected candidate will join the service on the agreed day and will officially inform her/his joining by:

- A written 'joining letter' to the office.
- This will have to be accepted by the concerned departmental head and forwarded to the HR unit.
- Data Base to be maintained for all staff members.

- A personal record form will be prepared immediately.
- Staff identity card will be issued by the institute.
- The new staff member will undergo an orientation programme after joining the service.

## Performance Review

For all categories of staff, yearly review in general and earlier review of performance if necessary should be conducted. Based on this review report, the change in salary and designation will be made. However change of designation will be applicable at the time of fresh contract only. Annexure: Performance review form.

## Leave

Leave cannot be claimed as a matter of right and management has absolute discretion in this matter. Currently the following types of leave are available:

**Casual Leave** – This should not exceed more than two days in a row. At present that no. of casual leave in a year is 18 for all categories of staff. Non-availed casual leave of one year cannot be carried forward to the following year/s. Also, casual leave cannot be considered for encashment.

**Sick Leave** – Application for sick leave should be submitted on the date of resumption of duty along with medical certificate. The no. allowed in a year is 6 for all categories of staff. This is also not encashable.

Assignment up to 3 months is not eligible for any leave, more than 3 months are eligible for 1.5 leave per month only.

## Transfer And Shifting Policy

For the benefit of the organization, staff may be required to be transferred OR shifted from one unit to other.

- Transfer & shifting both will mean relocation of staff from one unit to another.
- The authority of the institute will decide the transfer or shifting as per the necessity of the institute.
- The decision of the authority would be final in case of any transfer or shifting.
- Mutual transfer/shifting may be considere.

## Other Entitlements

- For Project Director and Board members, The institute will provide Mobile phone set and pay / reimburse the monthly mobile bills if required
- For others, depending on the nature of job, reimbursement of mobile phone calls will be decided by the PD only.

## No Smoking/ Tobacco Chewing

Smoking/Tobacco Chewing is prohibited in the institute's campus as well as the unit offices.

## Institute Policy On Important Issues

SES has , adopted the Child Protection Policy. It was further decided that a three member committee will closely monitor the proper application of the said CPP in SES as a whole. It was also decided that the same committee will also address the following issues in respect of SES:

**Sexual harassment at work place.**

### **Gender Policy**

**In addition new policies will be enforced from time to time.**

### **Misconduct :**

The term " misconduct" shall denote any offence or act of commission or omission on the part of an employee which falls within the general notion of the work "misconduct" as generally understood, and shall be deemed also to include offences of acts of commission or omission under or against these personnel policies and service rules or any other regulations and/or practices of the organization.

Without prejudice to the foregoing and without being extensive, the minor and major acts or misconducts are listed below:

### **Minor misconduct**

- Discourtesy of colleagues, visitors, superiors or subordinates.
- Refusal to cooperate with colleagues or to carry out legitimate orders.
- Laziness, inefficiency or carelessness at work.
- Quarreling within the premises.
- Loitering and committing nuisance within the premises.
- Obtaining leave or attempting to obtain leave on false pretences.
- Absence without leave from the appointed place of work while on duty.
- Habitual late attendance.

### **Penalty for minor misconduct**

- Warning of censure.
- Fine not exceeding two days pay.
- Suspension without pay and allowances for up to four days.

**Note:** Notwithstanding what is stated here before, any act of commission or omission will be deemed to be a major misconduct if the consequences of such an act are of a serious nature.

## Major misconduct

- Willful insubordination or disobedience of formal orders, whether alone or in conjunction with others.
- Striking work or inviting other employees to strike work.
- Theft, fraud or dishonesty in connection with association's business or property.
- Inviting others to strike work in contravention of any central or state legislation.
- Demanding or accepting bribes or any illegal gratification whatsoever.
- Habitual breach of any standing orders or of these personnel policies.
- Cross negligence or neglect or work.
- Willful breakage of or damage to the properties of the Association.
- Threatening or intimidating any person within the premises or using force or violence in any form.
- Malingering or deliberate delay in performance of duty or carrying out of legitimate orders.
- Holding meetings inside the premises of the association without prior.
- Gambling within the premises.
- Tampering with records, attendance register or any other books of file as of the association.
- Disclosing confidential information about the organization to any person not authorized to receive such information.
- Any act of immorality within the premises.
- Promotion of disaffection among the employees.
- Any act detrimental to good public relations.
- Any act subversive of discipline within the organization.
- Drunkenness or riotous or disorderly behaviour during working hours in the premises of the association.
- Refusal to carryout order of transfer.
- Engagement in any political activities while on service.
- Sleeping while on duty.
- Distribution or exhibiting within the premises handbills, pamphlets or paper without permission.
- Unauthorized use or occupation of the premises or quarters of SES and refusal to vacate them when called upon to do so by the Secretary of the organization, or any person authorized by the Secretary of the organization.
- Giving false information regarding name, age, qualification, ability and previous experiences at the time of employment or later.
- Accepting employment under any other employer without prior written permission from the Secretary of SES.
- Commission of offence punishable under Indian Penal Code whether the offences are committed inside or outside the organizational premises or conviction by a court of law for offences under the Indian Penal Code.
- Refusal to accept and acknowledge any communication when served by the Secretary or by person authorized by the Secretary.

## **Penalties for major misconduct**

- Suspension without pays and allowances for a period up to 10 days.
- Stoppage of one or more increments.
- Demotion.
- Discharge.
- Dismissal.

## **Applicability Of Personnel Policies, Service Rules and Regulations**

All employees and staff are subjects to and are bound by the rules and regulation and procedures relating to conditions of appointments, emoluments, leave etc. as they are in force as the time of their appointment and as they may be modified from time to time thereafter. When changes are made in these personnel policies, rules and regulations by the management, they shall apply immediately to all staff superseding the rules and regulations in force at the time of the appointment.

## **Amendments and Interpretations**

- The Managing Committee of the SES has the sole authority to amend, modify or in any other way to alter these rules from time to time.
- The President of SES reserves the right to amend modifies or supersedes any of the rules contained herein and to issue such orders or instructions as may be considered expedient and appropriate in specific cases.
- Each employee will be provided with a copy of the service rules/personnel policies and with any amendment or modifications there to and of any order or instructions, which may be issued from time to time.
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- In the event of any doubt or conflict in the interpretation of these rules, the interpretation given by the Secretary shall prevail subject to the final decision of the Managing Committee.

## **Responsibility Of The Management**

The Secretary or in his/her absence, the Programme Coordinator or any senior level programme staff shall be responsible for the faithful observance of these service rules and will carryout the activities of SES.

## **Governing Board Discretion**

The Managing Committee may at its discretion waive conditions in very special circumstances on application, by an employee; such waiver will under no circumstances become precedent.

## **Supervisory Responsibilities**

Overseas all units/departments/projects/programs in SES head office. Directly supervises all coordinators, team leaders, and other staff concerned.

**Registers Maintained**

- Attendance register
- Salary register
- Employee Personal file at HO