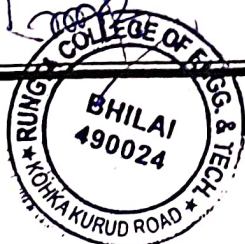




RUNGTA EDUCATIONAL FOUNDATION

# HR POLICY

APPLICABLE FOR ALL REF EMPLOYEES



## SANTOSH RUNGTA GROUP OF INSTITUTES

HR POLICY (Version 1.0) (Effective from 1<sup>st</sup> Feb 2015)

### 1) CATEGORY OF STAFF :-

- a. Management
- b. Teaching
- c. Technical
- d. Office
- e. Transport
- f. Civil
- g. Peon
- h. Housekeeping
- i. Security

### 2) CODE OF CONDUCT :-

To have a congenial and disciplined environment in the campus it is required that all staff members must abide by the regulations while attending their duties in the campus.

#### a. Students should be dealt with dignity

- i. Don't scold students
- ii. Avoid exhibit punishments like asking the students to stand in corridor or outside the classroom or on the bench or standing facing the wall
- iii. Don't insist for personal work
- iv. Queries raised by students should be carefully and positively handled
- v. Student Issues or Queries must be resolved ASAP and Avoid "Kal Aao" Habit
- vi. Physical assault of students and staff is prohibited.

#### b. Decent dress code should be followed, viz.

- i. Chappals / Slippers / Sandals are not all allowed for gents.
- ii. T-Shirt and Jeans are not allowed.
- iii. Sleeveless, Transparent, revealing and objectionable outfits are not allowed.

#### c. Personal Conduct

- i. All the employees of the Institute are required to be present in the Institute timings the working hours of the Institute on all working days.
- ii. Smoking and consumption of tobacco, liquor are strictly prohibited.
- iii. Nobody should be in the intoxicated state during duty hours.

- iv. Use of unparliamentarily language is to be restrained.
- v. Indulgence in political or religious activities in the campus is not permitted.
- vi. Indulgence in groups based on caste, creed, religion, region, language, gender. Etc is strictly prohibited.
- vii. Acceptance of gifts either in cash or in kind is prohibited.
- viii. Don't sleep in the staffroom.
- ix. Don't use mobile phones excessively.
- x. Parents / Visitors should be treated respectfully.
- xi. No statement about the College/Group should be issued in the media/press/social-network without the permission of the management.
- xii. An employee of the Institute shall devote their whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of their duties. This provision shall not apply to academic work relating to university examinations, question papers setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Director/Management.

d. Academic Issues

- i. Faculties should refrain from Carrying any Textbooks or Reference Books to the Class Rooms. Wherever required, they should carry their Notes for reference.
- ii. Theory and Practical classes should commence in time and should not be left before time. The students should not be allowed to go out of the class unless it is very urgent.
- iii. While engaging class mobile phone should be Switched Off. You should not use phone while you are in class.
- iv. Don't sit on Table / dual desk in classroom.
- v. Faculties should be available to students during Break Time for any Assistance. They Should plan their Lunch Before or After the Students Break Timings.

e. Infrastructure Issues

- i. Internet / computer should be used for academic and official purposes only.
- ii. Switch off lights and fans when not in use.
- iii. Don't litter / spit in the campus.
- iv. Excessive time should not be spent in canteen / Mess and also very frequent visit to canteen / Mess should be avoided.

f. All staff should get involved in maintaining discipline.

- i. Instruct the students to go to the classroom while they are roaming in the campus or sitting in the canteen / Mess / Cycle Stand / Grounds.
- ii. Advise the students to maintain full uniform, use helmet, follow traffic rules etc.

### 3) SANCTIONED POSTS :-

- a. Sanctioned Post for all Colleges for Both Teaching as well as Non-Teaching as on 1 June 2014 is Attached in (Annexure - 1)
- b. No Appointments can be made over and above the sanctioned no of post.
- c. Procedure of getting additional post sanctioned -

The Post Requisition Authority is also mentioned along with Sanctioned Post Matrix. The Requisitioning Authority Should mail to the Management with a copy to Director (HR) explaining the need of the Additional Post mentioning the requirement as Temporary or Permanent. Only after the Approval of Management the Additional post would be Sanctioned and HR should process the same.

- d. Sanctioned Post would be revived By Management twice in a year (1 April and 1 Nov). Director HR Should ensures that Review is done on Time.

### 4) SANCTIONING AUTHORITY :-

Sanctioning Authorities for all Policies mentioned below shall be as follows :-

- a. Teaching Staff :- Respective Principal / Director
- b. Technical Staff :- Respective HOD
- c. Other Staff :-

Department	Bhilai Campus	Raipur Campus
Accounts	Pankaj Maheshwari	Sunil Roy
HR	Mahendra Shrivastava	Director
TNP	Mahendra Shrivastava	Director
Exam	Dean Exams	Dean Exams
Student	Dean Student	Dean Student
Back office	Principal / Director	Principal / Director
Marketing	Sanjeev Shukla	Director
All Other	Director HR Or Higher	Director HR Or Higher
Transport	Mahendra Shrivastava	P Sarkar
Civil	K Joyel	P Sarkar
Peon	Mahendra Shrivastava	P Sarkar
House Keeping	Mahendra Shrivastava	P Sarkar
Security	Mahendra Shrivastava	P Sarkar

#### 5) WORKING HOURS :-

- a. Teaching Staff Time : - Monday to Friday : - 09:20 to 16: 20, Saturday whenever Half day : - 09:20 to 13:10
- b. Technical Staff Time : - Monday to Saturday : - 09:00 to 17: 00, 8 Hours.
- c. Office Staff Time : - Monday to Saturday : - 09:00 to 17: 00, 8 Hours.
- d. Transport Staff : - Monday to Saturday : - 08:00 to 18: 00, 10 Hours.
- e. Civil Staff : - Monday to Saturday : - 09:00 to 18: 00, 9 Hours.
- f. Peon Staff : - Monday to Saturday : - 09:00 to 17: 00, 8 Hours.
- g. Housekeeping Staff : - Monday to Saturday : - Minimum 10 Hours with 1 Hour Break.
- h. Security Staff Time : - Minimum 12 Hours.

#### 6) ATTENDANCE :-

- a. All Staff has to register their attendance daily both at in time & out-time. It is compulsory to punch their attendance every time when enter or leave the campus on both working and non-working days.
- b. All Staff will register their Attendance during first Half an Hour and Last Half an Hour in the Respective College Buildings. Any Entry/Exit in between has to be registered at the College Gate only.
- c. Staff with Un Registered Biometric Attendance should sign in the Attendance Register Maintained in HR Department. This Clause is not applicable for Missed Punch.
- d. Staff availing benefits like Late entry / Early Exit / Short Break /  $\frac{1}{2}$  Day / OD on Working / Non-Working days also need to punch their attendance each time they enter or leave the campus.
- e. To Avail the benefits of Late Entry/ Early Exit / Short Break /  $\frac{1}{2}$  day / OD on Working / Non-Working days, It is required that there should not be a "Missed Punch".
- f. Missed Punch : -
  - i. Missed Punch should be resolved by the concerned staff themselves within 2 days of the incidence else it would be considered as a half / full day Leave as the case may be.
  - ii. The Staff who has missed punch should get their "Un Planned Leave application" (Format in Annexure-3) regularized to Normal Attendance/ Short Break / Half Day Leave / Full Day leave by their Sanctioning Authority.
- g. Late Entry : -
  - i. Late Entry is not permitted. Even a one-minute late after the scheduled reporting time would be considered as late entry. Late Entry Would generally attract Disciplinary Action, along with resulting to deduction of 1 short Break or Half-day leave / full day Leave as the case may be.
  - ii. However in very extra ordinary circumstances and on a very genuine ground the sanctioning authority may regularize Late Entry. The Staff on Late Entry should get their "Un Planned Leave application" regularized to Normal Attendance/ Short Break / Half Day Leave / Full Day leave by their sanctioning Authority. Late Entry by the

concerned staff should be resolved themselves by applying within 2 days of the incidence else it would be considered as a Short Break / Half Day Leave / Full Day Leave as the case may be. A staff on Late Entry must Inform the HOD On Voice Call (No SMS / E-Mail) & their sanctioning Authority through SMS.

**h. Early Exit : -**

- i. Early Exit is not permitted. Staff should use Short break or half day available to them.
- ii. Early Exit Would generally attract Disciplinary Action, along with resulting to deduction of 1 short Break or Half-day leave / full day Leave as the case may be.
- iii. However in very extra ordinary circumstances and on a very genuine ground the sanctioning authority may regularize early exits. The Staff on Early Exit should get their "Un Planned Leave application" regularized to Normal Attendance/ Short Break /Half Day Leave / Full Day leave by their sanctioning Authority. Early Exit by the concerned staff should be resolved themselves within 2 days of the incidence else it would be considered as a Short Break / half / full day Leave as the case may be. In these cases how ever it is expected that the staff should inform their Sanctioning Authority and get the gate pass from them prior to leaving the campus.

**i. Short Break : -**

- i. Maximum 2 Short breaks of 2 Hours in one month for genuine reasons are permitted.
- ii. The sanctioning Authority may reject a short break application if the reason is not genuine. Short break cannot be claimed as a right and they lapse at the end of every month.
- iii. Any short break exceeding the permissible time limits or No's would be treated as Half Day Leave / Full Day Leave as the case may be.
- iv. Short breaks are not permitted on Half Working Days.
- v. Two Short Breaks cannot be clubbed.
- vi. Only planned short break would be permitted. Un Authorized Short break would attract severe disciplinary action.
- vii. The Staff who wishes to avail Short Break should get their "Planned leave Application" (Annexure-4) forwarded by HOD and get it sanctioned by their sanctioning Authority prior to leaving the institute for Short Break. The Staff should punch out their attendance while leaving and punch in their attendance when they come back. Staff on Short Break Has to Get the Gate pass from their Sanctioning Authority Office and submit it at gate.

**7) GATE PASS : -**

- a. No Staff is permitted to leave the campus during working hours of the institute without valid gate pass.
- b. It is compulsory to punch their attendance every time when enter or leave the campus at the Gate only.
- c. Gate pass must be forwarded by HOD and sanctioned by head of institute.
- d. The Gate Pass has to be deposited at the Institute Gate.
- e. HR Would Collect the Gate pass for further processing.
- f. A person leaving the campus without a gate pass would attract severe disciplinary action.

## 8) LEAVE -:

- a. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- b. Planned Leave : -
  - i. The Staff Proceeding on a leave should get their Planned leave application (Format in Annexure 4) forwarded by HOD and get it sanctioned by the Head of Institute.
  - ii. The Leave application should be deposited at the Head of institute office. The head of institute should send the application to HR for further processing.
  - iii. Even if you don't have Leave in your credit a staff has to apply for planned leave.
- c. ½ Day Planned leave : -
  - i. Staff should report to college before 13:00 for morning half day leave and should leave the college after 13:00 for afternoon half day leave.
  - ii. Short break, late entry and early exit can't be clubbed with Half-day leave.
  - iii. Half-day leaves are not permitted on Half Working Day.
  - iv. Only CL, LWP, OL can be taken as ½ Leave and process is same as planned leave.
  - v. Staff on ½ Day leave has to Get the Gate pass from their Sanctioning Authority Office and submit it at Campus gate.
- d. Unplanned Leave : -
  - i. Any staff remaining absent without prior written leave approval shall be considered as on Unplanned Leave.
  - ii. A staff on unplanned leave must inform the HOD On Voice Call (No SMS / E-Mail) & their sanctioning authority about their absenteeism on SMS. This Verbal Information Does not imply that the conversion of Unplanned leave to leave applicable to them.
  - iii. The concerning staff has to get it resolved by applying themselves in Unplanned leave application (Format in Annexure-3) within 2 days of joining back. Any Application after 2 Days would not be considered. HR Dept would not be calling/reminding the Staff for Leave application. Such Non Applied Leave would be treated as Non Applied Unplanned Leave and would be dealt accordingly.
  - iv. The Leave application should be deposited at the Head of institute office. The head of institute should send the application to HR for further processing.
  - v. Only in case of emergency the Sanctioning Authority may regularize Unplanned Leave to Approved Leave.
  - vi. Unsanctioned / Unapplied unplanned leave would lead to curtailment of 1 Leave (CL/ML/EL/C-Off/OL/SL or LWP if leave is Not in Account) apart from unplanned leave being considered as LWP.

## 9) LEAVE TYPES -:

- a. Weekly Off : - Sunday

- b. Closed Holiday : - List Attached (Annexure - 2), Dates Vary but List would be same for Next Year.
- c. Optional Holiday : - Any 3 From sanctioned list (Only For Teaching, Technical and Office Staff). Optional Leave can also be taken as Half Day.
- d. Standard Leaves
- i. Casual Leave : -
    1. 12 Days for all staff.
    2. If the staff joins before 15<sup>th</sup> of a month they are eligible for 1 Casual Leave Of that Month
    3. Each Month One CL would be credited to staff leave account
    4. CL can be claimed in fractions (Half CL).
  - ii. Medical Leaves : -
    1. 8 Days for regular Teaching staff.
    2. In case the Leave is for more than 3 Days at a stretch, Medical Certificate is Req'd. alongwith the Leave application. No Medical Certificate is required for Leaves less than 3 days.
  - iii. Earned leaves : -
    1. All Leaves on the Year End Closing i.e. 30 June for all staff types will be converted to EL in specified ratio.
    2. Any Kind Of Un-Spent Leaves of all staff will be converted to Earned Leave in the ratio 2: 1.
    3. Earned leave can be carried forward. Earned leaves for all categories of staff may be encashed.
    4. Not More then 25000/- would be encashed in a financial year.
  - iv. C-Off : -
    1. For Teaching, Technical & Office Staff : Non-Remunerative work done on a Non-working day would lead to C-Off (Half or Full as the case may be).
    2. For All Other Staff Types : 1:1 Extra Salary compensates for Off Day Work, which is paid in current Month.
    3. No C-Off for Security Staff.
    4. Procedure for Claiming C-Off : The Competent authority calling the staff on non-working day will process the C-Off claim Form for granting C-Off's to the concerned staff(s) within 7 days.
  - v. Over Time (Payment for Work Done alongwith Salary in Same Month) : -
    1. Applicable Only For Housekeeping, Peon, Transport & Civil Staff.
    2. For Peons, Transport, Housekeeping Overtime in slot in slot of ½ Hour and For Civil Staff the Slot is of 1 Hour.

3. No Overtime for security Staff and other staff type.

vi. On Duty Work : -

1. The Staff Proceeding on OD should ensure that their regular college duties are not affected.
2. The Head of the institute may deny any OD as per requirements.
3. It is generally expected that a staff going on OD should apply in "Planned leave Application" and get it approved by their HOD and Sanctioning Authority before proceeding on planned OD.
4. However in case of Unplanned OD the concerned staff should inform the HOD and their Approval authority about their Unplanned OD on Voice Call (No SMS / E-Mail) before proceeding for work.
5. Such Unplanned OD by the concerned staff should be resolved by applying themselves within 2 days of the incidence by applying in "Un planned Leave Application" to their Head Of Institute else it would be considered as LWP. HR Dept would not be calling/reminding the Staff for Leave application. Such Non Applied Leave would be treated as Non Applied Unplanned Leave and would be dealt accordingly.
6. Staff on On-Duty Leave Has to Get the Gate pass from their Sanctioning Authority Office and submit it at gate.
7. Practical on Duty: - 3 Full Days or 6 Half Days in a Semester.

e. Special Leaves

i. Summer Vacation Leave :-

No staff can neither prefix nor suffix any other leaves with Summer Vacation. There should be minimum 10 Day gap between Summer Vacation and other leave either beginning or end of the slot chosen.

1. Engineering Teaching Staff

- a. Regular: - 1 Month
- b. More than 1 Year But Not Regular: - 15 Day
- c. More than 6 Months and Less than 1 Year :- 8 Days
- d. Less than 6 Months :- No Vacations

2. Science / Pharmacy Teaching Staff

- a. More than 5 Years : - 1 Month
- b. More than 2 Year But Less than 5 Years : - 20 Day
- c. More than 1 Year But Less than 2 Years : - 15 Day
- d. More than 6 Months and Less than 1 Year :- 8 Days
- e. Less than 6 Months: - No Vacations

3. All Other Staff

- a. More than 1 Year: - 10 Days
- b. Less than 1 Year: - No Vacations
- ii. Maternity Leave :- 2 Months for regular female Teaching staff, Only 2 Times in career.
- iii. Marriage Leave :- 7 Days Only for Regular Teaching Staff for their own marriage, 1 time in career.
- iv. M. Tech Exam Leave :- All teaching staff who are pursuing M. Tech and are under Bond are Entitled for Total 10 Days (Including Exam Days) Leave.
- v. Ph.D. Leave :- As mentioned in the Ph.D. Policy.

#### 10) EMPLOYEES PROVIDENT FUND SCHEME (EPF) :-

##### a. UAN NUMBER

EPFO has launched a Universal Account Number (UAN) based Member Portal to provide a number of facilities to its members through a single window. Member can avail various facilities such as UAN card download, member passbook, Updating of KYC information etc. Member can obtain UAN from employer alongwith your member ID. Member mobile number would be required to activate registration.

##### b. BENEFITS

Members can accumulate plus interest upon retirement, resignation, death etc. Member can settle the final settlement by Form 19 , transfer old account to the new one by Form 13 . A member can view online the status of their Claim submitted to PF Office. Employee can check whether the establishment in which they are working is covered under the EPF & MP ACT 1952. They can also check whether their PF deductions are deposited by the employer. This information is available from financial year 2009-10 onwards. Facility is now available for online transfer of member accounts in the event of change of job / location through On-line Transfer of Claims Portal (OTCP). A member can register themselves on the Member Portal and view and download their e-passbook having transaction wise details in PF Account. Bulk SMS and email service for informing members regarding credits and debits of their provident fund accounts and for providing other information to them is now operational.

##### c. NOMINATION

Each member shall make in their declaration in Form 2, a nomination conferring the right to receive the amount that may stand to their credit in the Fund in the event of death before the amount standing to their credit has become payable, or where the amount has become payable, before payment has been made. A member may in their nomination distribute the amount that may stand to their credit in the Fund amongst their nominees at their own discretion. If a member has a family at the time of making a nomination, the nomination shall be in favor of one or more persons belonging to their family. Any nomination made by such member in favor of a person not belonging to their family shall be invalid.

##### d. WITHDRAWAL

Withdrawal within one year before the retirement on an application from a member in such form as may be prescribed, permit withdrawal of upto 90 per cent of the amount standing at their credit, at any time by the member or within one year before their actual retirement on superannuation, whichever is later. Option for withdrawal at the age of 55 years for investment in Varishtha Pension Bima Yojana

##### e. LOANS

Partial withdrawals allowed for specific expenses such as House construction, Higher Education, Marriage, Illness etc for Self and Family members. Member can also take loan for

financing LIC Policy. For availing loan facility, the member should have completed 7 years of service in PF record.

f. Please Contact HR Section For Any PF Issues

#### 11) EMPLOYEES STATE INSURANCE SCHEME (ESI) :-

a. Employees State Insurance is a self-financing social security and health insurance scheme for workers / employees earning 15000 or less per month as wages. The employer contributes 4.75 percent and employee contributes 1.75 percent of their salary i.e. total share 6.5 percent.

##### b. Benefits

- i. Medical Benefit : Full medical care is provided to an Insured person and their family members from the day they enter insurable employment. There is no ceiling on expenditure on the treatment of an Insured Person or their family member.
- ii. Sickness Benefit (SB) : Sickness Benefit in the form of cash compensation at the rate of 70 per cent of wages is payable to insured workers during the periods of certified sickness for a maximum of 91 days in a year. In order to qualify for sickness benefit the insured worker is required to contribute for 78 days in a contribution period of 6 months.
- iii. Extended Sickness Benefit (ESB) : SB extendable upto two years in the case of 34 malignant and long-term diseases at an enhanced rate of 80 per cent of wages.
- iv. Enhanced Sickness Benefit : Enhanced Sickness Benefit equal to full wage is payable to insured persons undergoing sterilization for 7 days/14 days for male and female workers respectively.
- v. Maternity Benefit (MB) : Maternity Benefit for confinement/pregnancy is payable for three months, which is extendable by further one month on medical advice at the rate of full wage subject to contribution for 70 days in the preceding year.
- vi. Disablement Benefit
  1. Temporary disablement benefit (TDB) : From day one of entering insurable employment & irrespective of having paid any contribution in case of employment injury. Temporary Disablement Benefit at the rate of 90% of wage is payable so long as disability continues.
  2. Permanent disablement benefit (PDB) : The benefit is paid at the rate of 90% of wage in the form of monthly payment depending upon the extent of loss of earning capacity as certified by a Medical Board
- vii. Dependents' Benefit (DB) : DB paid at the rate of 90% of wage in the form of monthly payment to the dependants of a deceased Insured person in cases where death occurs due to employment injury or occupational hazards.
- viii. Other Benefits :
  1. Funeral Expenses : An amount of Rs.10,000/- is payable to the dependents or to the person who performs last rites from day one of entering insurable employment.
  2. Confinement Expenses : An Insured Women or an I.P.in respect of his wife in case confinement occurs at a place where necessary medical facilities under ESI Scheme are not available.

ix. **Contribution Period and Benefit Period** : There are two contribution periods each of six months duration and two corresponding benefit periods also of six months duration as under.

1. **Contribution Period** (1st April to 30th Sept.) - **Cash Benefit Period** (1st Jan of the following year to 30th June)

2. **Contribution Period** (1st Oct to 31st March) - **Cash Benefit Period** (1st July to 31st December.)

x. Please Contact HR Section For Any ESIC Issues

## 12) LEAVE TRAVEL ALLOWANCE (LTA) :-

- a. Regular teaching staff members are entitled to avail Leave Travel Allowance once in two years. Leave Travel Allowance upto a maximum of Rs. 10,000/- can be granted to an employee for self and family members to go anywhere in India.
- b. Apart from the above said Allowance, the College Grants seven Days Paid Leave to the Staff getting LTA.
- c. However, the Sanctioning Authority may not grant the LTA and leave to the teacher depending on the exigencies of work.
- d. On Account of LTA, the college management will credit Rs. 416/- per month into the LTA account of the employee for two years.
- e. The LTA will start from the 2 years block, beginning from the day they are confirmed. The LTA for that block can be claimed in Next Block of 2 Years.
- f. In case the staff member does not avail the LTA facility of the current block during the next block, it will be automatically lapsed and cannot be carried forward to the next block any further.
- g. The staff member may avail LTA for the following family members.
  - i. Self.
  - ii. Spouse and children.
  - iii. First blood relations i.e. Father, Mother and own brothers and sisters.
- h. The teacher wishing to avail LTA should submit the prescribed application form at least 15 days in advance from the date of journey.
- i. On return from LTA, the staff should submit the bill of actual LTA expenditure incurred by them along with the original Travel tickets and other Bills so that the Accounts Dept. can calculate the actual LTA entitlement and make the adjustments.

## 13) GROUP MEDICLAIM BENEFIT :-

- a. All regular teaching staff members will be provided with medical cover of Rs. 1 Lakhs for the Family.
- b. The group Mediclaim policy fall due once in a year and the new staff will only be added upon yearly renewal of the policy.
- c. To avail the cashless benefit under this scheme please contact the SPOC in both the campuses well in advance before proceeding for medical treatment.

- d. All the staff can contact the respective SPOC in the campuses in case of any clarification in respect of the Scheme.

**14) OWN YOUR CAR SCHEME (OYCS) :-**

- a. Scheme applicable to all those who have completed 5 years.
- b. Scheme only by Invitation.
- c. Amount to be Decided in Range of 5,00,000 - 8,00,000. To be decided by Management on a case to case basis.
- d. The Car to be taken in name of College on Finance basis for a period of 5 years.
- e. The Down Payment (normally 15 -20%) to be borne by the staff. The same can be given as an advance and deducted from their salary within a year's time.
- f. The car to be transferred to staff after the completion of Loan Period.
- g. The Registration charges (one time) and insurance for 5 years to be borne by the College and thereafter when it gets transferred to the staff, the same be borne by the staff.
- h. Incase the staff wishes to add on any amount and go for a higher Model, the same can be considered and the difference amount of all costs - EMI, Taxes etc. to be borne by the staff.
- i. The scheme is not encashable.
- j. The Conveyance amount at actuals will be borne by the college subject to a maximum cap of 10% of the gross salary per month.
- k. The Driver facility may be extended on a case to case basis.
- l. The maintenance of the Vehicle will be borne by the staff.

**15) CONFERENCE/JOURNAL/SEMINAR/WORKSHOP PARTICIPATION PROMOTION SCHEME :-**

- a. Policy
  - i. Applicability: The Staff should be a regular faculty of Santosh Rungta Group of Institution.
  - ii. The publications done by the staff in any conference/journal/Seminar/Workshop has to acknowledge the research center in the paper. The author (faculty member of our group) should clearly have their college name as their address for correspondence (ex, Dr XXX, Professor, Dept of Mechanical Engineering, RCET Bhilai).
  - iii. All Faculty Members are expected to submit the duly filled application form Format (Annexure - 6) to central research committee with all enclosures as mentioned in application form at least 15 days prior to the event. Application form will be forwarded to Principal/Director of respective institutions by the CRC after due verification for eligibility as per policy. The Principal/ Director will Forward the Application to Management for final Sanction after judging whether same can be sanctioned on basis of Teaching Load etc. In the event of approval through management central research committee will initially issue a commitment letter agreeing to the support. The committed amount will be reimbursed to the staff only on their return after participation in the event and on submitting a detailed report, certificate, copy of published abstract and receipt of registration fee within 10 days

after joining the duty. The copy of the application be thereafter be Routed to Accounts through Central research Committee for Payment Processing. The main Application is kept by Central research Committee for Record Purpose. Faculty members interested to participate for any reputed conference may be given on duty only for the day of their presentation and a day before and a day after for conveyance.

b. Journal Publication Policy

- i. For Papers Published in any SCI Indexed Journal an amount of Rs.10000/- as a motivation for their effort will be paid to the Faculty Member doing so.
- ii. For Papers Published in any Scopus Indexed Journal an amount of Rs.5,000/- as a motivation for their effort will be paid to the Faculty Member doing so.
- iii. Author claiming the sponsorship must be first author or corresponding author of the published paper.
- iv. Author claiming the sponsorship must submit the prescribed Application form (with all supporting annexure) to central research committee duly signed by the principal/director.
- v. In case of 2 or more Authors of the same papers being from the Group itself, the amount will be equally divided amongst the group staff members.
- vi. For any author the above benefit is restricted to maximum 2 Journal Publication in a year (from July to June).
- vii. The hard copy of the published articles will be the asset of the institution and submitted to the library for releasing the reward/funds.

c. Conference /Paper Presentation / Workshop /Seminar /STTP'S

- i. The Event (Conferences/Workshops/Seminar/STTP) has been divided into three categories for financial assistance which are mentioned below:
  1. Faculty participating in event organized by any Indian Institute of Technology (IIT), any National Institute, Center of excellence and participating in any conference outside India can claim for Registration Fee (with authentic proof not exceeding Rs. 10,000/-) as a motivation.
  2. Faculty participating in event sponsored by Government agencies like (AICTE, UGC, DBT, DST, CCOST, CSIR, INSA, ICMR, etc.), ISTE, APTI and IPA can claim for Registration Fee (with authentic proof not exceeding Rs. 5,000/-) as a motivation.
  3. Faculty participating in event not falling into above two categories can claim for Registration Fee (with authentic proof not exceeding Rs. 3,000/-) as a motivation.
  4. This Limit is also applicable to Guides for Ph. D and M. Tech Programs.
  5. No Claims for TA/DA will be allowed in addition to the above.
  6. The proceedings hard copy of the Seminar/Workshop/National or International conference will be the asset of the institution and submitted to the library for releasing the reward/funds.

d. Contribution of Book and Book Chapter

- i. Faculty members contributing a book or book chapter will be paid a motivational amount as mentioned below. Due to a number of book publisher is presently publishing books rapidly, irrespective of quality of text and subject matter present in the book. Hence, final decision of funding amount will be made after taking the advice of subject expert nominated by the Central Research Committee/Management.
- ii. Book Chapter: - Faculty contributing a book chapter (should be gone through the peer review process) in any book which is published by the reputed publisher (National or International) will be paid an amount between Rs. 3,000 to 5,000/- as a motivation (depending upon the decision of subject expert). E-book or online book will not come into this criterion.
- iii. Book: - Faculty members contributing an in-depth peer reviewed Text Book published by any reputed publisher (National or International) will be paid an amount between 5,000 to 10,000/- as a motivation (depending upon the decision of subject expert). Publication of thesis, dissertations and lecture note published in the form of book will be discouraged. E-book or online book will not come into this criterion.

#### 16) Ph.D. PROMOTION POLICY :-

- a. Staff of SRGI Pursuing Ph.D. From CSVTU with Rungta College as Research Center :-In view of promoting pursuance of Ph. D. program by our faculty members through our Research Centre in Rungta Group following policy is being laid out:

##### i. Fees Structure :-

Particulars	Interim Fees Fixed by AFRC	Fees for Staff of SRGC
<b>Engineering</b>		
Fees towards Course Work	23000 (T. Fees) + 2300 (Growth & Development) + 1500 (Caution Money) = 26800	25000 Total (No Caution Money)
Fees Per Semester	13500 (T. Fees) + 1350 (Growth & Development) = 14850	11000 Total
<b>Management</b>		
Fees towards Course Work	18000 (T. Fees) + 1800 (Growth & Development) + 1500 (Caution Money) = 21300	19000 Total (No Caution Money)
Fees Per Semester	12000 (T. Fees) + 1200 (Growth & Development) = 13200	10000 Total

- ii. The Semester Fees has to be deposited till the date of submission of Final Thesis to University. Every Year the Fees will fall due in July and December and can be paid within a month of same. Any Submissions of thesis after July/December will be counted as entire Semester.
- iii. The Semester Fees Payment will start from the Date of Registration (RDC). For the First Batch currently pursuing Ph.D., although the Registrations have been given from Back Date (Jan/Feb 2013), The Fees payment will only start from Jan 2014. I.e. as of now, only 1 Previous Semester (Jan - June 2014) and 1 Current Semester (July - Dec 2014) Fees is to be paid, unlike other Colleges, where Fees for total 4 semesters is being charged.
- iv. The above benefit is extended specially for staff of SRGC, till they continue to be a part of SRGC. At any time, if a staff discontinues the job, they will be required to pay fees fixed by AFRC.
- v. During the continuation of Course Work at Research Centre, the College will extend benefits in form of Time Table Adjustment so as to enable the Faculty to complete the Course work parallelly with their teaching duties.

- vi. The Staff is Free to use Existing Facilities like Library, E-Library, Internet, Lab Equipment's (Irrespective of their Dept.) etc. required for their Research with due permission from the respective HOD after forward of application by respective Guide.
- vii. Any requests made for Purchase of Books, Journal, Equipment can be considered by Management depending on the viability of the same.
- viii. Motivational Amount towards Paper Presented in Conferences & Publication in Journals: The Policy for same is already announced and is in Force.
- ix. All Faculty members enrolled for the Ph. D. program in the Research Centre will have to sign and execute a service Bond with the institute of Three years duration, i.e. They will have to commit to serve the institute for a minimum period of 3 years after award of their Ph.D. program. This bond is to be signed immediately after enrollment in University, before the start of the Coursework.
- x. A Recurring Deposit Account in the joint name of the concerned faculty and Institute will be opened immediately after the admission of the faculty to the Ph.D. Programme.
- xi. An amount equal to 10% of Basic + DA of the Salary (Subject to Maximum of Rs. 4000) will be deducted each month from the faculty's salary and will be deposited in respective RD A/c. This deduction will start from the date of Registration (RDC) and will continue till the time of final submission of their Ph.D. (Max 4/4.5 Years as per CSVTU Current norms).
- xii. The interest accruing on the RD will be belonging to the concerned faculty.
- xiii. In case a staff discontinues the course, the amount deposited till date will be returned to the concerned faculty after their submission of satisfactory documents establishing the discontinuance.
- xiv. Immediately after Award of Ph.D. to the concerned faculty, amount so collected would be converted in to a joint FDR with a lock in period of Three years.
- xv. Upon successful compliance of service Bond, the amount/ FDR would be released along with interest accrued to the Faculty concerned.
- xvi. In case of non-compliance of the service Bond the amount so deposited would be forfeited.
- xvii. Any act of Indiscipline attracting termination during the tenure of service bond will also result in Forfeiting of the Amount deposited in their Respective RD A/c / FDR.
- xviii. Candidates Enrolled in the Ph.D. Program have to compulsorily submit a six monthly progress review from the designated Guide specifying total number of hours dedicated by them for the research work. The Progress Review should be certified by the concerned Guide and Research Centre.
- xix. As soon as the university awards the Ph.D. degree, the faculty member should submit to the college Administrative office, a copy of the university ordinance approving their Ph.D.
- xx. On acquiring Ph.D. degree, the management will extend the benefit of promotion policy of the college prevailing at that time.
- xxi. Whichever permission for pursuing Ph.D. degree extended earlier to any staff member may be treated as cancelled. Such staff members have to apply a fresh for obtaining permission for pursuing Ph.D. degree.

xxii. All Communications made (within the College or outside) by Email should be done by Official Email Id of the Group (xxx@runpta.ac.in).

b. Staff of SRGI Pursuing Ph.D. From Other Research Centers under CSVTU & Other Universities like RSU & NIT etc. (Only for Government Univ in the state)

- i. In view of promoting pursuance of Ph.D. program by our faculty members through other Universities/ Research Centre's following policy is being laid out:
- ii. A Single Day off will be granted to the concerned staff every Fortnight to pursue their Research work further. This off will be deferred amongst all faculties so that the teaching duties are not suffered in the Dept. The off being given is for the staff to catch up their Ph.D. Research work and is expected that during other days, they will not expect any liberties/exemptions from their usual Academic/Non Academic, Institutional/Departmental duties like exam duty etc.
- iii. During the continuation of Course Work at other Research Centre, the College will extend benefits in form of Time Table Adjustment so as to enable the Faculty to complete the Course work parallelly with their teaching duties.
- iv. The Staff is Free to use Existing Facilities like Library, E-Library, Internet, Lab Equipment's (Irrespective of their Dept.) etc. required for their Research with due permission from the respective HOD after forward of application by respective Guide.
- v. Any requests made for Purchase of Books, Journal, Equipment can be considered by Management depending on the viability of the same.
- vi. Motivational Amount towards Paper Presented in Conferences & Publication in Journals: The Policy for same is already announced and is in Force.
- vii. All Faculty members enrolled for the Ph. D. program in the Research Centre will have to sign and execute a service Bond with the institute of Three years duration, i.e. They will have to commit to serve the institute for a minimum period of 3 years after award of their Ph.D. program. This bond is to be signed immediately after enrollment in University, before the start of the Coursework.
- viii. A Recurring Deposit Account in the joint name of the concerned faculty and Institute will be opened immediately after the admission of the faculty to the Ph.D. Programme.
- ix. An amount equal to 10% of Basic + DA of the Salary (Subject to Maximum of Rs. 4000) will be deducted each month from the faculty's salary and will be deposited in respective RD A/c. This deduction will start from the date of Registration (RDC) and will continue till the time of final submission of their Ph.D.
- x. The interest accruing on the RD will be belonging to the concerned faculty.
- xi. In case a staff discontinues the course, the amount deposited till date will be returned to the concerned faculty after their submission of satisfactory documents establishing the discontinuance.
- xii. Immediately after Award of Ph.D. to the concerned faculty, amount so collected would be converted in to a joint FDR with a lock in period of Three years.
- xiii. Upon successful compliance of service Bond, the amount/ FDR would be released along with interest accrued to the Faculty concerned.
- xiv. In case of non-compliance of the service Bond the amount so deposited would be forfeited.

- xv. Any act of Indiscipline attracting termination during the tenure of service bond will also result in Forfeiting of the Amount deposited in their Respective RD A/c / FDR.
- xvi. Candidates Enrolled in the Ph.D. Program have to compulsorily submit a six monthly progress review from the designated Guide specifying total number of hours dedicated by them for the research work. The Progress Review should be certified by the concerned Guide and Research Centre.
- xvii. As soon as the university awards the Ph.D. degree, the faculty member should submit to the college Administrative office, a copy of the university ordinance approving their Ph.D.
- xviii. On acquiring Ph.D. degree, the management will extend the benefit of promotion policy of the college prevailing at that time.
- xix. Whichever permission for pursuing Ph.D. degree extended earlier to any staff member may be treated as cancelled. Such staff members have to apply a fresh for obtaining permission for pursuing Ph.D. degree.

c. External Candidates Wishing to Pursue Ph.D. From Rungta College as Research Centre

- i. Faculty members of our Group colleges enrolling for Ph.D. program in Rungta College will have to pay the Fees as prescribed by AFRC.
- ii. The above Fees is to be paid in January/July every Semester.

Particulars	Interim Fees Fixed by AFRC
<b>Engineering</b>	
Fees towards Course Work	23000 (T. Fees) + 2300 (Growth & Development) + 1500 (Caution Money) = 26800
Fees Per Semester	13500 (T. Fees) + 1350 (Growth & Development) = 14850
<b>Management</b>	
Fees towards Course Work	18000 (T. Fees) + 1800 (Growth & Development) + 1500 (Caution Money) = 21300
Fees Per Semester	12000 (T. Fees) + 1200 (Growth & Development) = 13200

- iii. The Staff is Free to use Existing Facilities like Library, E-Library, Internet, Lab Equipment's (Irrespective of their Dept.) etc. required for their Research with due permission from the respective HOD after forward of application by respective Guide.
- iv. The publications done by the staff in any conference or journal has to acknowledge the research center in the paper.
- v. Institute would not be in position to allocate any individual seating space, Table-Chair etc. Candidates have to manage with the common facilities available in the Research Centre.
- vi. External candidates are not supposed to move around in the campus, other than their designated dept. / Research Centre without prior permission of Guide.
- vii. Candidates working full time in other organization will not be provided with any opportunity to get associated with institutes academic/administrative processes.
- viii. Candidates Enrolled in the Ph.D. Program have to compulsorily submit a six monthly progress review from the designated Guide specifying total number of hours dedicated by them for the research work. The Progress Review should be certified by the concerned Guide and Research Centre.

- ix. As soon as the university awards the Ph.D. degree, the faculty member should submit to the college Administrative office, a copy of the university ordinance approving their Ph.D.

**17) ADVANCE : -**

The advance is at the discretion of the management. Generally the advance should be recovered within a period of 2 months from the date of sanction. For higher Amounts and greater period of recovery the staff has to Consult Management. Old Advances Should be clear before applying for new Advance.

Staff Type	Maximum Amount	Bhilai Campus	Raipur Campus
Teaching	15000	Head Of Institute	Head Of Institute
Technical	5000	Vice Principal	Head Of Institute
Transport	5000	Director HR	P. Sarkar
House Keeping	5000	Director HR	P. Sarkar
Peon	5000	Director HR	P. Sarkar
Civil	5000	K. Joyel	P. Sarkar
Security	5000	Director HR	P. Sarkar
HR / TNP	10000	Director HR	Director
Accounts	5000	Pankaj Maheshwari	Director
Exam / Student / Back Office / Other	5000	Director HR	P. Sarkar
Marketing	10000	Sanjeev Shukla	Director

**18) IMPREST : -**

Imprest Sanctioning Authorities and Amount for various kinds of Expenses are mentioned below. Any Imprest amount due for more then 2 months would automatically be deducted from staff salary. For Higher Imprest Amount please consult Management. Advance/Imprest Form

Expense Type	Maximum Amount	Bhilai Campus	Raipur Campus
Lab Expenses	15000	Head Of Institute	Head Of Institute
Library Expenses	5000/-	Vice Principal	Head Of Institute
Civil Expenses	5000/-	Director HR	P. Sarkar
Transport Expenses	5000/-	Director HR	P. Sarkar
Marketing Expenses	10000/-	Sanjeev Shukla	Director
TNP / HR	10000/-	Director HR	Director
Misc. Purchase	5000/-	Director HR	Director

**19) TRAVELLING ALLOWANCE (TA) : -**

People on OD outside campus are required to use their own 2 wheelers. An Amount of 2 Rs/- Per KM would be paid. If required & if available, College Car can be provided. If the staff were entitled for TA to be paid by any agency, staff would not be entitled to TA/Vehicle from college.

**20) BUS FACILITY : -**

Only For Teaching Staff. To Use Bus a staff needs to have a valid Bus card, which is available from HR Section. Other Staff Members if require bus facility to be extended need to take prior permission from management.

**21) HOSPITALITY POLICY :-**

- a. All Purchases/Orders for Food Items from Mess & Canteen will be done through Smart Cards.
- b. A balance of Rs.100/- will be preloaded every month in Smart Card of all Teaching and Non Teaching Staff.
- c. The Following Staff are given Card with No upper Limit on the Usage. The staff personally or through their Secretariat/Peon will operate the card. The List of the Usage will be Forwarded by Accounts to the concerning staff for Confirmation of the same every week. The confirmation is being done to avoid misuse of the card without the knowledge of the staff.

- i. Bhilai Campus

1. Management Secretariat - 3 Cards
2. Director RCET, Bhilai
3. Director HR
4. Jt. Director (Marketing)
5. Jt. Director (Placements)
6. Principal REC, Bhilai
7. Principal RCPSR
8. Principal GDRCS
9. Manager (F&A)

- ii. Raipur Campus

1. Management Secretariat - 1 Cards
2. Director, RIS
3. Principal RCET
4. Principal REC
5. Principal KDRCS
6. Principal RIS

- d. All VP/Dean/HOD's/Departments mentioned below will be getting an additional Card for Official Use for purpose other than defined above. The above card is mainly for Hospitality use for official visitors & guests. The same card will come with a preloaded amount of Rs. 1000/-. The List of the Usage will be Forwarded by Accounts to the concerning staff for Confirmation of the same every week. The confirmation is being done to avoid misuse of the card without the knowledge of the staff.

- i. Vice Principal
- ii. All Deans
- iii. All HOD's
- iv. TPO Office
- v. HR office

vi. Student section

e. For Food arrangement during any Event/Inspections/Guests etc. :-

- i. The Catering Committee incharge for any event will prepare the Menu/Items reqd. alongwith details as per the format attached mentioning the no. of Items, Timings, place from where the same has to be indented etc.
- ii. The same will be forwarded by Dean (ECS) in case of RCET Bhilai / Institution head for other Institutions/Depts. in the campus.
- iii. The List be forwarded to Hospitality Incharge for onward Processing.
- iv. The Hospitality Incharge will place the Order for all the items in the list with the Smart Cards given for Hospitality section only from Mess and Canteen.
- v. It will be the joint responsibility of the Event Incharge and Hospitality incharge to ensure proper conduction of Hospitality for any events.
- vi. The same procedure to be followed for any Guest arrival to whom the hospitality is to extended :- Staff after Getting the List approved by Dept. Head/I/c forward to Hospitality I/c.
- vii. In case of Scheduled Inspections, the same guideline as above be followed.
- viii. In case of Surprise Inspections, the Institution head to orally communicate the requirement to the hospitality Incharge and the paper work be done after the inspection.
- ix. The Smart cards given to the Hospitality Section will be Pre-loaded with Rs. 1000/- initially.
- x. The hospitality incharge will keep a record of all such indents in a soft copy and will after the usage of 80-90% of the above limit, forward a list to Accounts for debiting to respective Departments/Colleges. The used balance will again be reimbursed in the Smart Card.

f. For Examination Purpose the following system be adopted for Hospitality of External Examiners:

- i. The Examination Dept. will be Issued 10 Smart Cards.
- ii. The above Smart cards will be in the Possession of Exam Dept.
- iii. The same will be issued to the Concerned Internal on the day of Examination and the same has to be returned to Exam section the same day.
- iv. UG Examination :
  1. For Examiners coming during Lunch Period: The External, Internal and HOD will be taking Lunch in the College Mess. Separate area for Examiners will be made in the Mess for same.
  2. For Examiners coming before/after Lunch Period: The External, Internal and HOD will be taking any 2 Snacks and Tea/Coffee in the College Canteen.

v. PG Examination :

1. For Examiners coming during Lunch Period: The External, Internal, PG Coordinator and I/c M. Tech. will be taking Lunch in the I/c M. Tech. office/area defined for the same.
2. For Examiners coming before/after Lunch Period: The External, Internal, HOD and PG Coordinator will be taking any 2 Snacks and Tea/Coffee in the I/c M. Tech office or in the area defined for the same.

g. Usage of Bhilai Guest House :-

- i. Any Department requiring use of Guest House, should forward to the Hospitality Incharge, the requirement with details of Guest, Arrival Details, Stay Duration etc.
- ii. The Hospitality Incharge would check for the availability and confirm the same to the indenting Department.
- iii. The hospitality incharge would arrange for Pickup & Drop details, Arranging Guest House, Food arrangement from Mess etc.

22) PHOTO COPY POLICY :-

Staff can get Official Photocopy from college from the Centralize the photocopying system at Library after approval from their approving authority.

23) STAFF BIRTHDAY POLICY :-

- a. The HR Department is supposed to maintain record of Birthday's Of All Teaching, Technical and Office Staff
- b. The HR Department will display List of staff having birthday on that day in the respective college Notice boards
- c. HR Will Also be giving a Personalized Greeting card On The Behalf Of the group to the concerned Staff

24) JOINING FORMALITIES :-

- a. The Below mentioned documents need to be collected before the final Appointment is issued.
  - i. Bio data
  - ii. Data Form
  - iii. 4 Latest Color Photo
  - iv. Qualification Docs
  - v. Experience Letters
  - vi. Papers /Books Published
  - vii. Patents Held
  - viii. OAAJ Docs
- b. HR should collect any pending document with-in 15 Days of Joining.
- c. HR Has to co-ordinate with various agencies in advance and ensure that all the facilities are extended to the staff from the first day of joining.

i. Sitting

1. Sitting Location
2. Table With Keys
3. Chair
4. Amirah
5. Library Account

ii. Legal

1. A/C Opening Form
2. PF
3. ESIC
4. Pan Card

iii. Optional

1. College Dress
2. Bus Card
3. Visiting Card
4. Letter Pad
5. Car , Car Petrol
6. House , House Maintenance , Electricity

iv. IT

1. Mobile
2. Thumb
3. Smart Card
4. Intercom
5. E-Mail
6. Printer / Scanner
7. Desktop / Laptop
8. Whatsapp Group

**25) EXIT FORMALITIES :-**

HR Dept has to ensure that the following documentation are issued and Facilities are returned before the final relieving formalities are processed

- a. Resignation Letter

- b. No Dues Certificate
- c. Table Keys
- d. Letter For Bank , PF , ESIC and TDS
- e. Library Books
- f. Bus Card
- g. Remaining Visiting Card and Letter Pads
- h. Car and Car Keys
- i. House Keys
- j. Settlement Of House Dues (Rent, Maintenance and Electricity)
- k. Mobile
- l. Thumb Delete
- m. Smart Card Return
- n. E-Mail Forward
- o. Printer / Desktop / Laptop Return
- p. Whatsapp Remove
- q. Relieving and Experience Letter

**26) HR REPORTS :-**

- a. HR Would be sending Monthly Leave MIS Reports to all HOD's (Annexure-5) by 5<sup>th</sup> Of Every Month
- b. HR Would Send The list Of All Absentees / Late Comers Before 10 AM to HOD, Dean, Principal Director and Management
- c. HR Would be sending the Following weekly report every Monday to management with following details (Format Attached)
  - i. Staff Joined in last week
  - ii. Staff Offered But Not Joined
  - iii. Staff Relived/Absconding in Last Week
  - iv. Staff Resigned But Not Relived
  - v. Staff Position in excess of Sanction Post
  - vi. Staff shortage in comparison to sanctioned post
  - vii. Staff Sanctioned Post Matrix (For all Colleges - Teaching and Non-Teaching)
  - viii. Staff List with Department and Designation (For all Colleges - Teaching and Non-Teaching)

# RUNGTA EDUCATIONAL FOUNDATION

RUNGTA EDUCATIONAL CAMPUS, BHILAI – RAIPUR (C.G.)

Ref.No.: REF/HR/2022/2202

Date: 24.11.2022

## NOTICE

This is to inform all the Teaching & Non-Teaching staff members of **RCET-B, RCET-R, RCPSR-B, RCPSR-R, RIPER, GDR CST, KDR CST & RIS** that, with immediate effect we are strictly implementing the Gate Pass system for all the staff members availing the “Early leave or short breaks” & no staff member will be allowed to leave the campus during working time, without gate pass. All the members are advised to follow the procedure enclosed herewith this notice.

  
(SONAL RUNGTA)  
DIRECTOR – F&A

**Copy to:**

1. Director (Tech.)/Hon'le Chairman Sir – for kind information.
2. Director RIS/KDR CST/ Marketing.
3. Joint Director (T&P).
4. Principal (RCET- Bhilai & Raipur).
5. Principal (GDR CST- B / KDR CST- R).
6. Principal (RCPSR- Bhilai & Raipur).
7. Vice Principal (RCET-B).
8. All Deans & HODs – with a request to circulate among all the staff members.
9. Exam & Student Section, Back Office, Library, Accounts, Legal Office, Transport and Security In charge.

**Enclosed –**

- Procedure for Early Leave (Staff), Gate Pass, monthly Gate pass application format..

# RUNGTA EDUCATIONAL FOUNDATION

RUNGTA EDUCATIONAL CAMPUS, BHILAI – RAIPUR (C.G.)

Ref.No.: REF/HR/2022/2202

Date: 24.11.2022

## NOTICE

This is to inform all the Teaching & Non-Teaching staff members of RCET-B, RCET-R, RCPSR-B, RCPSR-R, RIPER, GDRCST, KDRCST & RIS that, with immediate effect we are strictly implementing the Gate Pass system for all the staff members availing the “Early leave or short breaks” & no staff member will be allowed to leave the campus during working time, without gate pass. All the members are advised to follow the procedure enclosed herewith this notice.

  
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8. All Deans & HODs – with a request to circulate among all the staff members.
9. Exam & Student Section, Back Office, Library, Accounts, Legal Office, Transport and Security In charge.

**Enclosed –**

- Procedure for Early Leave (Staff), Gate Pass, monthly Gate pass application format..

### Procedure for Early Leave (Staff)

1. As a Policy, all the Staff (Teaching and Non-Teaching) are supposed to be on campus during College Hours and are not expected to leave the campus without prior approval.
2. The staff, if are required to go out of the Campus during College Hours will have to get the gate pass issued by their reporting authorities as mentioned in the annexure. The gate pass will have to be deposited at the gate.
3. The gate pass is to be issued both in case of Short Break or Early Leave.
4. During the Exit and Re Entry (If coming back), the staff will have to Punch in the attendance both the times.
5. HR department would collect the Gate pass for further processing.
6. Monthly Gate Pass for Certain Category of Staff :-
  - a. Monthly Pass for Certain Specified Staff having Regular work outside Campus will be issued by the HR Department.
  - b. The Concerned Staff must get his/her application processed by HR Department mentioning the reasons thereof duly forwarded by his/her reporting authority and sanctioning Authority once in a year. However, the Monthly pass will be issued by HR Department every Month.
  - c. In Cases where the staff has been allowed to go out of the campus for Personal reasons for a very short duration, will have to follow the above procedure and get the monthly pass issued. HR Deptt. will also mention the Time Slot for which exemption is given.
7. The same will be effective immediately.

#### Reporting Authority for Issue of Gate Pass / Sanction of Leaves:-

- a. Teaching Staff :- Respective Director / Principal / HOD / I/c Nominated
- b. Technical Staff :- Respective HOD
- c. Other Staff :-

Department	Authority – Bhilai Campus	Authority – Raipur Campus
Accounts Dept.	CFO	Dr. D.N. Dewangan / CFO
Marketing Dept.	Director (Marketing)	Marketing Head (Raipur Campus)
TNP Dept.	Jt. Director (T&P)	-
HR Dept.	Management	Dr. Y.M. Gupta / Dr. D.N. Dewangan
Exam Section	Dean Exams	Respective Principal/ Director
Student Section	Dean Student	Respective Principal/ Director
Back office / Library	Principal / Director	Respective Principal/ Director
Transport Dept.	Mr. Ramlu	Mr. Pawan Yede
Civil Dept.	Mr. K. Joyel	Mr. Ramanand Ram
Hostel / Maintenance / Security	Mr. Subhash Jha (A.O.)	Dr. D.N. Dewangan
Peons / Housekeeping	Mr. Arun Sharma	Mr. Ramanand / Mr Arvind Mishra / Respective Principal.

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# RUNGTA EDUCATIONAL FOUNDATION

## BHILAI - RAIPUR

Ref.No.: REF /HR/2023/03

Date: 05.01.2023


### NOTICE

This is to inform all the Teaching Staff Members of RCET-B, RCET-R, RCPSR-B, RCPSR-R, RIPER-B, GDRCST & KDRCST that, there are some amendments made in the HR policy in respect to the "On-duty" for the teaching staff members, to be implemented with immediate effect.

The amendment in the HR Policy is attached herewith this Notice for reference.

  
(SONAL RUNGTA)  
DIRECTOR-F&A

**Copy to:**

- 1 Director (Tech)/ Hon'ble Chairman Sir - for kind information.
- 2 Director RJS/KDRCST/Marketing.
- 3 Joint Director (T&P).
- 4 Principal (RCET- Bhilai & Raipur).
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- 6 Principal (GDRCST- B / KDRCST- R).
- 7 Vice Principal (RCET-B).
- 8 All Deans & HODs- with a request to circulate among all the staff members.
- 9 Back Office, Library, Accounts, Legal Office, Exam-student, Transport and Security In charge. 

# RUNGTA EDUCATIONAL FOUNDATION

## Amendment in HR Policy

### Policy for Sanction of On Duty Leave

#### 1. Practical Examinations -:

Six half day Leave/per year is granted for conduction of practical Exam in other Colleges.  
(3 per semester).

#### 2. Going as a Evaluator / Chairperson / Resource Person / Guest Lecture -:

OD will be given for the following Institutions -:

- a. Conducted In IIT, National Institutes, State Universities, Central Universities, Centre of Excellences, R&D Organisations.
- b. Events (Seminar/Conferences etc.) sponsored by any Government agencies like AICTE, UGC, NIPER, DST, CCOST, CSIR, INRA, ISTE, APTI, IPA etc.
- c. Private Institutions with NAAC A grade or having Latest NIRF Ranking.

#### 3. Presenting Paper in Seminar/Conference/Workshops -:

OD Will be given subject to Maximum 2 in a year as Mentioned in Research Policy (Chapter 2, Point 2).

#### 4. Conduction of Inspection on behalf of University or any Govt agency -:

As it's a matter of recognition if the staff is going for inspection of CSVTU/HYU/RSU/PCI etc, there is no upper cap on the same. However, the staff needs to ensure the Academic activities of the College is not hampered.

#### 5. Attending FDP/Workshops/Orientation (for 5 days or more) -:

- a. The respective Head of Institutions will take a call on Sanctioning the OD depending on the relevance of the topic to the branch of the faculty.
- b. The same should be sanctioned after reviewing the Academic Schedule.
- c. Also the Faculty going is expected to present 1 or 2 Days Session to update the inhouse faculties on the contents of the FDP/Workshop. CRC will coordinate the same.
- d. The Same is limited to maximum 3 FDP/Workshops etc in a year.



# RUNGTA GROUP OF INSTITUTIONS

## BHILAI - RAIPUR

Ref.No.: REF/HRO/2015/02

Date: 02.01.2015

### NOTICE

This is to inform all the Teaching Staff Members of RCET-B, RCET-R, RCPSR-B, RCPSR-R, RIPER-B, GDRCSST & KDRCSST that, there are some amendments made in the HR policy in respect to the "Maternity & Paternity Leave" for the confirmed teaching staff members, to be implemented with immediate effect.

The amendment in the HR Policy are as follows:-

**Maternity Leave** – A Paid leave for the confirmed Female employees for taking care of their newly born.

- The Paid Maternity Leave will be given for 26 Weeks.
- Applicable for First 2 Child.
- From 3rd Child Onwards total of 12 Weeks of Paid Leave.
- The Leave can be bifurcated at the discretion of staff with max limit of 8 Weeks Pre Delivery and rest Post Birth.

**Paternity Leave** - A Paid leave for confirmed Men employees for taking care of his wife and the newly born.

- The Paid Paternity Leave will be given for 15 Days.
- Applicable for First 2 Child
- The Leave can be taken at the discretion of staff from 15 days before or up to 6 months from the birth of the child

  
(SONAL RUNGTA)  
DIRECTOR-F&A

**Copy to:**

1. Director (Tech)/ Hon'ble Chairman Sir - for kind information.
2. Director RIS/KDRCSST/Marketing.
3. Joint Director (T&P).
4. Principal (RCET- Bhilai & Raipur).
5. Principal (RCPSR- Bhilai & Raipur).
6. Principal (GDRCSST- B / KDRCSST- R).
7. Vice Principal (RCET-B).
8. All Deans & HODs- with a request to circulate among all the staff members.
9. Back Office, Library, Accounts, Legal Office, Exam-student, Transport and Security In charge.