



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

**K.R. Puram Bengaluru**

HR Policy Document

HR Policy Document

Version 4.0

CONFIDENTIAL



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

### Table of Contents

Information about HR Policy Manual .....	3
Purpose.....	3
Scope .....	3
Definitions: .....	3
Continuous Service: .....	3
Stake Holders .....	3
Competent Authority .....	3
1. Working Hours and Attendance .....	4
1.1 Objective.....	4
1.2 Working Hours .....	4
1.3 Guidelines: .....	4
1.4 Attendance .....	5
1.5 Late Coming .....	5
1.6 Early Signoff .....	<b>Error! Bookmark not defined.</b>
2.0 Leave Policy .....	6
2.1 Objective.....	6
2.2 Guidelines:.....	6
2.3 Types of Leave .....	6
2.3.1 Casual leave.....	6
2.3.2 Earned leave .....	<b>Error! Bookmark not defined.</b>
2.3.3 On official duty leave (OOD) .....	7
2.3.4 Maternity leave.....	8
2.3.5 Paternity leave .....	8
2.3.6 Special Study leave .....	8
2.3.7 Work from Home (WFH) Maximum of 3 days in a semester: .....	9
2.3.8 Sabbatical leave.....	10
2.3.9 Special leave .....	11
2.3.9 Medical Leave.....	11
2.3.10 Bereavement Leave.....	11
3.0 Resignation Process: .....	12
4.0 Break in Service.....	12
5.0 Code of Conduct .....	13
5.1 Faculty Members.....	13
5.2 NON-TEACHING STAFF .....	14
6.0 Code of Ethics.....	<b>Error! Bookmark not defined.</b>



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

HR Policy Document

## Information about HR Policy Manual

### Purpose

The HR Policy Manual is a compendium of HR policies for employees of Cambridge Institute of Technology (CiT). This manual has policies and procedures relating to employment of faculty and Staff members, benefits, reimbursements etc. and the overall work environment.

### Scope

This manual is meant solely for internal use of CIT employees and should not be shared with outsiders. 'Employees' referred to in this document mean regular and full-time faculty and staff of CIT.

### Definitions:

#### Continuous Service:

Faculty and staff who have completed services without exceeding the required leave structure defined in this policy.

#### Stake Holders

Stakeholders include the following but not limited to Management, Students, CiT Faculty and Staff, Principal, Alumni, Parents, vendors, industry partners, University.

#### Competent Authority

Competent Authority includes the individuals having the following designations at CiT, Chairman – Cambridge Group of Institutions, CEO– Cambridge Group of Institutions, Principal- CiT, Vice-Principal, Registrar- CiT, Librarian, Deans, Directors, Head of the Department (Academic Departments), Accounts – Head, Security Supervisor, Hostel Chief-Warden, Hostel- Warden.



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

### 1. Working Hours and Attendance

#### 1.1 Objective

To ensure a disciplined work culture and punctuality, so as to maximize efficiency and ensure responsiveness for the stake holders

#### 1.2 Working Hours

The work week comprises Six days (Monday to Saturday), except on declared holidays.

Normal working hours are: 8:30 am to 4:30 pm for all weekdays and on Saturday where the working hours is 8.30 am to 1.15 pm (Except on certain days it may be decided based on situations and circumstances).

On Sundays and declared holidays, office will remain closed, except for those required to come in due to exigencies of work such as CET, COMED-K Examinations, Admission and Administrative work, any department/institutional work etc.

Faculty and Staff may be required to work on holidays due to exigencies of work. In which case where it is suitable, compensatory leave may be granted to such faculty/staff members with prior written permission (e-mail or hardcopy) from office of the concerned HoD & Principal.

Faculty and Staff are encouraged to effectively manage their time. Late work, for exigencies, should be the exception rather than the norm. Staying back late cannot be used as a reason for arriving late the next morning.

#### 1.3 Guidelines:

- 1.3.1 The work timing will be from 8:30 am till 4:30 pm.
- 1.3.2 It would be mandatory for all to adhere to normal 8 hours per day work schedule except on Saturdays. (as indicated)
- 1.3.3 Due to valid reasons and unavoidable circumstances if the employee is unable to report on exceptional cases to work at 8.30 am in the morning, grace time of up to 15 minutes, i.e. 8.45 am may be permitted. However, the work timing will get extended accordingly for the day.
- 1.3.4 Staff are allowed to avail the option of late reporting to duty/early sign off maximum for 3 times in a month with proper intimation and permission from the concerned HoD. This option should be used only in emergencies not to be availed on regular basis (proper reason may have to be furnished when demanded and Such permission must be recorded in attendance register



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

maintained by the department). Appropriate timing to be maintained during college hours.

1.3.5 To help the workflow, each employee will need to maintain predictability and regularity in timings and should inform his/her concerned Head of the Department/reporting authority accordingly.

### 1.4 Attendance

The attendance will be recorded through Bio-metric/bar code scanner and attendance register which will be maintained with all CiT departments/offices. It is mandatory for all employees to mark their attendance by signing at the time of both entry and exit; not signing the register will denote absence from work.

In case the employee is going out for a meeting or will be late in coming to office, or is going out of town, it is the responsibility of the employee to inform his/her Head of the Department of the same. It is desirable to also inform the front office about the same so that visitors/callers can be given appropriate information. Late reporting or early sign off is permitted maximum of 3 times in a calendar month.

Apart from official meetings outside office, employees are to be in office during the working hours. Any faculty/staff going out of the campus during working hours will be through only permission.

### 1.5 Late Coming/ Early Signoff

It is the responsibility of the employee to be punctual. Arrival in office beyond stipulated reporting time will be considered as late coming. Late coming/early departure adversely affects the work culture and the organization's responsibility to its stakeholders. The Department Heads will take appropriate action for habitual late coming/early departure as the case may be. If there is a special request as an exception, permission (in advance, whenever possible) should be taken from the Principal/Head of Department. Habitual late coming will attract action which may include leave deduction of 1 day's CL deduction for 3 such late reporting in a calendar month. Principal/ HoDs will be entitled to take decisions in such cases based on genuine reasons of all such requests and can be stated in the overall performance of the employee during the year. If the late reporting exceeds permissible 3 times, then half day CL for each such delayed reporting will be deducted.

If any employee would like to leave up to one hour earlier than the stipulated end of working hours/reporting late to the office in the morning **under emergency situations may seek the permission of the Head of the department.** Maximum permissions per month should not exceed 2 times in a month. If it exceeds more than 2 times in a month and if anyone leaves the office more than one hour than the stipulated end of working hours/reporting to work late by more than one hour will be considered as a half day casual



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

leave. Late Coming/ Early Signoff requests are not applicable on the days of half working day. Two hours of permission on the same day either in morning / evening is provided only for genuine reasons or unavoidable circumstances subjected to the approval from higher authorities

\*Note- The above facility can only be utilised only during emergency conditions.

## 2.0 Leave Policy

### 2.1 Objective

The leave policy has been formulated to enable the employees to maintain a healthy work-life balance. Leave is given to the employees for sickness/emergency/personal work/rest and recreation or any other valid reasons.

### 2.2 Guidelines:

- In case HoD is availing leave, he/she should declare a senior faculty member as in charge of the department during the period of leave and inform the office of the Principal
- It is the responsibility of the employee to communicate to the concerned reporting authority about availing leave in advance (unplanned leaves may please be avoided)
- The employee availing leave has to make necessary alternative arrangements to discharge responsibilities in his/her absence such as class adjustments, representing in scheduled meetings, invigilation duty, Alternative of class teacher responsibilities etc.
- The leave application duly signed needs to be submitted to the office of the HoD prior to availing leave.
- Minimum of two years of continuous service to be completed by an employee to avail Maternity, Paternity, Special, Study, Sabbatical, Medical, Bereavement **leaves**

### 2.3 Types of Leave

#### 2.3.1 Casual leave

All full-time faculty and staff are entitled to 12 days Casual leave every year. Casual leave cannot be availed in excess of **4 days** at a time. Casual leave may not be clubbed with any other leave including vacation leave but it can be combined in any manner with weekly holiday / general holidays, provided that such period of absence shall not exceed 7 days in the aggregate. During the first year of service, an employee shall be granted Casual leave in proportion to the period of months of service completed. Any of the faculty and staff proceeding out of town on leave shall intimate the address for correspondence or



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

emergency contact details to enable the competent authority to communicate with him/her in case of need. No leave or extension of leave shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned. An employee may cancel whole or part of the leave applied and resume duty by informing the competent authority. (Employee who has submitted his letter of resignation will not be permitted to avail any CL/leave saved casual leave standing to his/her credit)

### 2.3.2 Vacation leave (VL)

A full time Faculty or staff are entitled for vacation leave which will be provided based on the academic activity specified in the calendar of evens and subjected to approval. The Vacation leave will also be provided for the faculty/staff on probationary period and the duration will be fixed with the permission of principal.

### 2.3.3 On official duty leave (OOD)

OOD is provided to allow the employees to attend to the work outside the campus. Number of OODs permitted per year is 10 days. (Except for any work allotted by the affiliating university in which case it may exceed 10 days). The supporting documents to avail OODs need to be submitted along with the leave application to the office of the head of the department and only after adjusting the classes scheduled as per time table & clearance from the office of the principal/HoD are to be applied in advance prior to availing the same.

Guidelines:

OODs can be availed in below mentioned circumstances:

- To attend to any work assigned by the institute/department to be performed during the work hours outside the campus
- To attend to any work assigned by VTU such as valuation, BoE, BoS, Ph.D. (as an examiner), LIC etc.
- To attend to academic work of other universities such as BoE, BoS and Ph.D. (as an examiner) committee meetings not exceeding 4 days.
- To attend to any official work as assigned by State/Central Government, any competent authority from the government, Management of the institute
- To attend/present paper in conference, workshops. Seminars etc. (Not more than one event in two months)
- To attend to long term faculty development programme/orientation programme organised by Statutory bodies such as AICTE/UGC/MHRD (maximum of 15 days in an academic year without disturbing the academics)



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

- To attend the Refresher courses/ Short term training programmes within state & outside the state.
- The OOD for works related to the Institution/management TA/DA is admissible as per Institutional norms if such OOD requires travel of more than one day.

### 2.3.4 Maternity leave

The maternity leave will be as per **the latest guidelines of The Karnataka Civil Services Rules.** And the faculty can avail only after completing probationary period and subjected to the approval for the benefits and conditions as decided by the higher authorities.

### 2.3.5 Paternity leave

A leave of 7 days maximum will be extended to the male employee on submission of valid proof of child birth. Only if they have completed 3 years of service at the Institution.

### 2.3.6 Special Study leave

Study leave is provided in order to facilitate and support employees pursuing higher studies. Higher studies include Ph.D. or degree programme in the core or cognate areas of the employee's department. In order to avail study leave, the employee has to submit a letter with the details of programme of higher studies and other supporting documents prior to the commencement of the academic year and seek the approval from the Head of the department and Principal.

Study leave will be permitted only if alternate arrangements related to the discharge of the duty is made by the employee. Please note that the first preference needs to be given in completing the employment responsibilities.

The salary during the entire/partial duration study leave shall be sole discretion of the management. However, HoD may request for granting salary to the employee with due approval from the office of the Principal. A case where an employee is granted study leave with salary benefit will have to serve for minimum period of two years. In case an employee wishes to leave the organization in the middle of the period he/she has to compensate for the entire amount of salary received during the period of study leave.





# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

### Guidelines:

- In case the employee is appearing for the examination, number of leaves permitted are equivalent to number of exams being undertaken by the employee. If the employee needs to travel to exam centre outside Bangalore, the travel time may be considered and number of leaves may be approved accordingly by the head of the department and Principal.
  - If an employee is pursuing Ph.D., study leave may be granted in the following circumstances. (The employees are encouraged to complete Ph.D. related activities preferably on Saturdays).
    1. To attend course work classes
    2. To appear for the course work examination, viva-voce etc.
    3. To meet research supervisor or complete the documentation work as required by the university: Maximum of one day in two months may be permitted (For SI No. 3)
  - Maximum of 6 days can be availed under this type of leave in a semester, such leaves to be compensated on reporting back to the work to ensure timely completion of academic and other assigned responsibilities
  - The employees who avail special study leave have to serve the organisation minimum of two years after completing the higher studies for which the leave facilities were availed. In case the employee resigns within two years after obtaining the degree has to compensate the institute with three months of salary as on the date of resignation.

### 2.3.7 Work from Home (WFH) Maximum of 3 days in a semester:

(Applicable to the teaching faculty members only under special circumstances based on the discretion of the management)

Work from home option is provided to facilitate employees who are unable to report to work physically and perform the regular duties in the campus. Most of the employees are engaged in intellectual oriented activities which consist of many intangible inputs and outcomes, therefore work from home needs to be opted very carefully and appropriate justification of outcomes needs to be provided by the employees. WFH indicates that the employee is available for work during the work hours similar to being on campus.

WFH request needs to be made at least two days prior and should be approved by Head of the Department and Principal. It is the responsibility of the employee to submit all supporting documents to the approving authority to avail WFH facility.



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

The WFH request should consist of the reason for WFH, responsibilities and activities to be undertaken during WFH including expected number of hours to be spent in each responsibility. The work progress made and undertaken need to be updated to the Head of the Department on a daily basis with the following details:

- Responsibility/Activity undertaken:
- Total duration spent (in hours)
- Outcome of the activity
- Remarks/Reflection

### Guidelines:

**WFH can be availed under following circumstances but not limited to**

- To attend to an exceptional domestic work
- To manage medical emergency affecting a member of the family
- To take care of children or elderly at home
- Medical advice with restrictions of physical movements
- Under home quarantine for being primary contact of covid positive patient

If the office of the principal opines that the causes of justification for WFH submitted by employee was insufficient (once the employee reports back to regular duty) the WFH duration shall be treated AS CASUAL LEAVE. In case an employee does not have the CL balance to his/her credit, then Salary for the number of days of WFH availed will be deducted from the salary.

### 2.3.8 Sabbatical leave

In order to support and help academicians in contributing to the development of new theory or get connected with the practice in the industry, provision of sabbatical leave is provided.

### Guidelines:

- To be eligible for sabbatical leave, the employee must have completed five years of continuous service at CiT. The maximum duration of sabbatical leave is one year.



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

- Request for sabbatical leave needs to be submitted to the office of the HoD by the employee at least one semester prior to availing leave.
- The employee after availing sabbatical leave must submit a detailed report of the work carried out during the period within one month of reporting back to work.
- Sabbatical leave can be applied maximum of two times in their tenure with CiT. If any employee is availing for sabbatical leave for the second time, then he/she must have completed at least five years of continuous service

### 2.3.9 Special leave

The provision of Special leave is to accommodate exceptional situations which cannot be categorized in the above-mentioned leave types. Maximum of 10 days of leave in a calendar year can be availed under this category. This facility can be availed by all employees who have completed two years of continuous service and number of leaves availed under this category will be adjusted with VL wherever applicable. Those who have not completed probationary period, for such employees, special leave will be limited to 5 days in a calendar year.

Special leave can be availed under following circumstances but not limited to

- Medical emergency of dependent family members
- Primary contact of a pandemic which requires quarantine
- Wedding of self, son/daughter

### 2.3.10 Medical Leave

This leave can be availed by employees who are not in probationary period. The provision is provided for the employees who are undergoing medical treatment. Maximum of 10 days of leave can be availed under this category.

Guidelines:

- Medical treatment for self which requires hospitalization
- Necessary medical documents to be submitted before availing medical leave
- The documents need to be approved by the competent authority not less than the level of District Health Officer.

### 2.3.11 Bereavement Leave

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members.



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

### Guidelines:

- Employees are allowed up to four consecutive days off
- Supporting documents to be submitted to the office of the department after reporting back to work

### 3.0 Resignation Process:

The resignation cannot be tendered at the beginning or midst of the semester in progress. The resignation needs to be tendered through appropriate channel in a written form. Minimum notice period is 60 days and for higher post minimum notice period is 90 days. The employee is expected to submit all academic related documents and also NBA/NAAC/any other allotted files under his/her custody. The responsibilities entrusted to the employees must be handed over to the concerned Head of the Department, including internal marks etc. before getting relieved. It is the responsibility of the employee to hand over all the files for which he/she was in charge both hardcopy and softcopy to the office of the head of the department before getting relieved.

No due certificate needs to be obtained from the concerned to receive the relieving letter. If there are settlements related to finance needs to be done, it must be completed prior to receiving of relieving letter. The relieving letter needs to be collected from the office of the Registrar.

In case employee wishes to undertake separation in the midst of the semester, he/she has to surrender a salary of 2 months with the Account's office. Such abrupt resignation & relieving will have to be approved by the concerned HoD, Principal and the management.

### 4.0 Break in Service

- Anyone who avails any type of leave and extends the Same by more than permitted 3 days (under exceptional circumstances) without informing to the concerned HoD and Principal
- Any employee who remains absent from the regular duty for a period of more than one week without intimating HoD/Principal will lead to break in service.



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

- If an employee reports back to the regular duty after absconding for a period of more than 15 days will be treated as break in service.

## 5.0 Code of Conduct

### 5.1 Faculty Members

Teaching is a noble profession. It shapes the character, calibre and future of an individual. He / She can inspire, hope, ignite the students and instil a passion of learning among them. Teachers should be good mentors, counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching- learning process is effective and successful. Teachers shall put in their best efforts for the physical, mental and intellectual development of students, i.e., for the holistic development of students  
In particular a faculty member shall strive

- To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- To make regular contribution for the personal development of students, while looking after their interest and welfare.
- To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- To be fair and to assess the students impartially and only on merit/performance.
- To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behavior unmindful of some untoward events if occurred, rather than having feeling of revenge.
- To abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.
- In fulfilment of their obligations to the teaching profession, teachers shall strive to:
  - Advance the interests of the teaching profession through responsible ethical practices.
  - Regard themselves as learners and engage in continual professional development.
  - Be truthful when making statement about their qualifications and competencies
  - Contribute to the development and promotion of sound educational policy
  - Contribute to the development of an open and reflective professional culture
  - Treat colleagues and associates with respect, working with them in a very congenial environment



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. Puram Bengaluru

## HR Policy Document

- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose
- Speak out if the behaviour of a colleague is seriously in breach of this code
- Uphold the honour and dignity of the teaching profession.
- Provide an innovative and quality Education to understudies.
- Be objective, impartial and unprejudiced towards students.
- Interact with the students in a friendly manner.
- Help, guide, encourage and assist students in their learning.
- Abide by the rules and regulations of the institution and follow the hierarchy
- Abide by the procedures to ensure student's safety.
- Be responsible in educating students and interact positively with parents and other stakeholders.
- Be a role model for inculcating the virtues of self-reliance, national consciousness, and democratic values among students.
- Maintain high standards of punctuality, honesty and professional ethics.
- Maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the Institutional authority.
- Strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment and
- Maintain properly the records of respective portfolio.
- Develop a closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also the progress of the students.
- Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students and bring to the notice of the parents/guardian any short comings/behaviour noticed which the faculty feel, the parents should know.
- Dress code is mandatory as per the policy of the Institution.

## 5.2 NON-TEACHING STAFF

### General

The following traits are expected from the non-teaching staff. He / She shall

- Report to duty on time.
- Remain on duty during college hours.
- Adhere strictly to the rules and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official confidential, mutilate, expunge, conceal, alter or forge official documents / receipts.



# CAMBRIDGE INSTITUTE OF TECHNOLOGY

**K.R. Puram Bengaluru**

## HR Policy Document

- Must not intercept, misappropriate or misuse college property.
- Must not be absent from duty without official approval or approved sick leave
- Avoid using social networking sites such as Facebook, WhatsApp, etc during the working hours except for official work.
- Dress code is mandatory as per the policy of the Institution.

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