Ref No.: Tula's/HR/0822/02

Institute HR Policy

Revised on: 18/07/2022
With effect from: 01/08/2022
*** This policy will supersede the entire clause present on previous policy.**

1. Probation:

1.1. The Teaching & Non-Teaching Staff of the Institute will be deployed on probation for one year which can be extended further in case the services are found unsatisfactory.

1.2. The services of the Teaching & Non-Teaching Staff can be terminated without assigning any reason during the probation period; however, the terms of resignation or termination after probation period of the staff will be governed by Clause No.6, notified below.

1.3. Police verification will be done within 15 days of joining.

2. Security:

2.1. Staff will be required to deposit one month's salary as Security on own accord which will be refunded on resignation as per the terms & conditions specified in Clause No.6, below

2.2. The security is to be deposited in the following manner:

- Staff will ensure to deposit one third of security on his/her selection.
- Rest two third part will be deducted in two equal installments from 2nd and 3rd month's salary.

3. Annual Increments:

Increments will be applicable w.e.f. the academic session. The increment will be at the sole based upon the performance of the staff, reviewed on yearly basis by a duly constituted committee.

4. Leave:

4.1. Teaching staff

4.1.1 Staff is entitled to avail one leave per month in arrears; however, they can accumulate their leaves and take them together any time during the Academic year, provided, of course, that there is no clash with the institute's session & prior permission of Director is mandatory. Extra leave taken will be without salary

4.1.2 A total of Twelve (12) casual leaves is permitted per year i.e; one leave per month. (if date of joining is before the 10th day of the month, leave will be granted else not). If leave availed are more than 12, salary will be deducted for extra leaves taken. However, no leave can be availed in advance and cannot be carry forward to next academic year.

4.1.3 Faculty member is entitled to avail 12 days off in summer after the completion of even semester and four days off in winters after the completion of odd semester (The dates of leave will be declared by the Director).

4.1.4 Staff with in their probation period of one year is not entitled to either of the summer/winter vacations i.e. staff joining in even semester is not entitled to 12 days summer leave. Similarly, staff joining in odd semester is not entitled to 4 days winter leave.

4.1.5 Sanction of leave of Director/Registrar/Dean will be approved by Chairman of the Institute or his nominee designated by him.

4.1.6 In case of emergency, intimation regarding the same is to be given to Director/Registrar and approval sought at the earliest available opportunity.

Co-ordinator, IQAC
TULA'S INSTITUTE
DEHRADUN

Director
Tula's Institute, Dehradun

Dhoolkot, P.O. Selaqui, Chakrata Road
Dehradun - 248011 (U.K India)
www.tulas.edu.in
0135-2699300
0135-2699309

4.2 Non-Teaching Staff

4.2.1 Staff is entitled to avail one leave per month in arrears, however, they can accumulate their leaves and take them together any time during the Academic year provided of course that there is no clash with the institute's session and prior permission of Registrar is mandatory. Extra leave taken will be without salary.

4.2.2 A total of Twelve (12) casual leaves is permitted per year i.e. one leave per month. (if date of joining is before the 10th day of the month, leave will be granted else not). If leave availed are more than 12, salary will be deducted for extra leaves taken. However, no leave can be availed in advance and cannot be carry forward to next academic year.

4.2.3 Non-teaching staff is entitled to avail 06 days off in summer after the completion of even semester and 03 days off in winters after the completion of odd semesters (The dates of leave will be declared by Registrar).

4.2.4 Staff within their probation period of one year is not entitled to either of the summer/winter vacations i.e. staff joining in even semester is not entitled to 6 days summer leave. Similarly, staff joining in odd semester is not entitled to 3 days winter leave.

4.2.5 Leave for Lab Assistants and Library Staff will be granted by Registrar.

4.3 MATERNITY LEAVE/ PATERNITY LEAVE

4.3.1 Women employees of Tula's except those on casual basis may be granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S./ M.D.).

4.3.2 Maternity leave will not be debited to any other kind of leave.

4.3.3 Maternity leave may be combined with other kinds of leave except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate from a qualified doctor (MBBS/ M.D.).

4.3.4 The payment of maternity leave will only be released when the women employee re-joins on duty after availing the maternity leave. The aforementioned payment will be released on producing an Undertaking of this effect that she will be serving the institute for minimum one year and on completion of the period mentioned in the undertaking.

4.3.5 Maternity leave is to be granted to an employee provided she gives a certificate that she has less than two surviving children.

4.3.6 Maternity leave must be applied at least 3 months in advance.

4.3.7 Male staff members are eligible for 6 days paid paternity leave.

4.4 Short Leave

4.4.1 One short leave of duration two hours is allowed every month. The short leave when availed can also be clubbed with the lunch timings of forty minutes.

4.4.2 Every two short leaves will be considered as one-half day leave and three consecutive short leaves will be considered as full day leave after availing one short leave of the month.

4.5 CASUAL LEAVE

TULA'S INSTITUTE Dehradun DHOOLKOT

Co-ordinator, IQAC
TULA'S INSTITUTE
DEHRADUN

Director
Tula's Institute, Dehradun

Dhoolkot, P.O. Selaqui, Chakrata Road
Dehradun - 248011 (U.K India)
www.tulas.edu.in
0135-2699300
0135-2699309

4.5.1 Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. The maximum numbers of casual leaves in a calendar year are 12.

4.5.2 Sundays and other holidays may be prefixed, Inter-fixed and suffixed with the casual leaves.

4.5.3 Casual leave cannot be combined with any other kind of leave.

4.6 Special leave

4.6.1 6 days special leave can be granted by the Director/Registrar to an employee for self-marriage (only once). However, this can be clubbed with the balance CLs, if the employee completed his/her service for one year.

4.6.2 4 days special leave may be granted by the Director/Registrar in case of death of his/her own dependents (own parents, own children or legally wedded spouse) and these leaves can be clubbed with the balance CLs.

4.7 COMPENSATORY LEAVE

Compensatory Leave may be granted to the employees in lieu of working on closed day(s) and can be availed within 60 days of working.

4.8 MEDICAL/SICK LEAVE

4.8.1 A total of Seven days medical leave can be granted/ availed in case of accident, hospitalization or getting operated due to serious illness of employee.

4.8.2 Proper documentary evidence is required to avail this leave.

4.8.3 Sickness of general short-time duration is expected to be covered under CL.

4.8.4 This leave can be combined with CL for hospitalization or serious illness.

4.9 Academic Leave

A total of 14 days academic leave can be granted to faculties for academic and research purposes. The Director reserves the right to grant the leave as per the Research policy.

5. Working days are from Monday to Saturday and working hours are notified separately for even and odd semester.

6. Resignation:

6.1 In case staff intends to resign from the services, they are required to give calendar months' notice in writing on 30th November or 30th April in view of the institute's Session. These are specified dates of quoted. In lieu of institute session the date for quoted might change keeping in the smooth conduct of the semester and this change will be duly informed. If one complies with these dates the institute will refund his/her security. Failure to do so will result in the forfeiture of security deposit with the institute, further no outstanding salary will also be paid.

6.2 If staff resigns within First Month of his/her appointment he/she will not be entitled to draw its salary and security deposit.

6.3 Security amount is released after two months from the date of relieving from the job. Releasing of Security amount is governed by clause 6.1 & 6.2 above.

Co-ordinator, IQAC
TULA'S INSTITUTE
DEHRADUN

Director
Tula's Institute, Dehradun

Dhoolkot, P.O. Selaqui, Chakrata Road
Dehradun - 248011 (U.K India)
www.tulas.edu.in
0135-2699300
0135-2699309

6.4 The relieving letter will be issued within one week from the clearance of NO dues from the Institute.

6.5 Experience certificate will be issued after one month from the date of relieving

6.6 In case staff is absent from his/her duties for more than seven days without information in writing. His/her services will stand terminated automatically. Further no security and/or outstanding salary will be paid moreover no experience letter and/or relieving letter will be issue to the concern.

6.7 Staff are not entitled to avail any leave during notice period, failing which it may be treated as leave without pay and notice period will increase to that extent.

7. Termination:

7.1 30 days clear notice by the employer.

7.2 If the employee is found of involving in any activity which harms the reputation of the institute and /or discloses the affairs of the institute to third parties or is found not performing his/her duties, the matter will be referred to the disciplinary committee and the decision of disciplinary committee will be final and acceptable to all, which may even lead to immediate termination of services.

8. General code of conduct:

8.1 Dress code - As a staff member of Tula's institute, each employee is expected to present in a professional appearance at all times.

8.2 Usage of mobile phones is not permitted during the institute teaching hours.

8.3 Corporal punishment is completely banned in the institute. Any staff found guilty will be imposed with strict disciplinary action and that may be inclusive of the termination from the services.

8.4 The institute can ask for an explanation in writing at any point of time regarding any activity/ task assigned/ event/ as and when found necessary. The explanation can also lead to issue of warning letter.

8.5 The institute can issue warning letters in case of any in-disciplinary activity related to academic/administration. A total of two warning letters will be issued in case of in-disciplinary activities, however issuing of third warning letter can lead to termination without notice period.

8.6 Employee will report to the concerned Head of the Department /Director/Dean and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.

8.7 Employee must refrain (Not to do) from the following:

8.7.1 Speaking in a language not understood by others, while on Institute duty which look offending to others.

8.7.2 Smoking or consuming alcohol or tobacco or pan masala in any form while at work or anywhere within the Institute premises.

8.7.3 Employees shall not indulge in any quarrel, abusive language, fight or violence or any other disorderly and/or indecent and /or riotous behavior.

8.8 Employees must check their e-mails daily and reply to necessary e-mails immediately.

8.9 All faculty members/Staff is required to maintain the confidentiality of his/her salary structure with its colleagues/peers, failing on which strict action can be taken against them.

Co-ordinator, IQAC
TULA'S INSTITUTE
DEHRADUN

Director
Tula's Institute, Dehradun

Dhoolkot, P.O. Selaqui, Chakrata Road
Dehradun - 248011 (U.K India)
www.tulas.edu.in
0135-2699300
0135-2699309

9. EMPLOYEE ON-BOARD:

Policy for new appointment of faculty:

9.1 Approval- Get the approval of appropriate authority.

9.2 Before getting the approval of the appropriate authority, the documents i.e. original certificates, percentage of marks and other required parameters are to be verified by the concerned HoD/Director/Registrar

9.3 Submission of Documents: Individual should submit their academic credentials with the HR Department like SSC, Inter, UG, PG, PhD and any other certificates as per requirements on or before the date of joining.

In addition to the above following documents are also to be submitted:

a) Copies of appointment order, relieving and salary certificate of previous employer.
b) Copies of all experience certificates.
c) 5 passport size photographs.
d) Copies of Form 16, Previous SCM Document/Ratification Copy as per applicability.
e) PAN Card, Aadhar Card, Voter ID Card and Passport (if held).

9.4 Joining Report: Individual should complete joining formalities by submitting joining report and faculty information form to the HR Department after getting signatures of Section Head, Director/Registrar of concerned campus. Individual should also fill up faculty information form along with joining report.

9.5 Opening of Bank Account After joining the college the individual is need to open a salary account with PNB (those who are not having an account with the above banks) and will submit the account number to Accounts Department and HR Department.

Note:

a. The institute reserves the right to amend any of the above said clauses.
b. Discretion in the case of Teaching Staff lies with the Director and for non-teaching staff with the Registrar.

(Dr Nidhi Goyal)
Head-HR

TULA'S INSTITUTE Dehradun DHOOLKOT

(Dr Nishant Saxena)
Coordinator IQAC

Co-ordinator, IQAC
TULA'S INSTITUTE
DEHRADUN

(Dr Sandip Vijay)
Director

Director
Tula's Institute, Dehradun