
HUMAN RESOURCES POLICY MANUAL



SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Design by



People Catalyst

This Human Resource Manual is an effort to develop consistent policies and procedures. Hopefully this guide will prove to be a useful tool to all employees of SCMS as well as begin to establish uniform policies and procedures.

All stakeholders of this Institution are expected to read the Human Resource Policy Manual in order to know the policy updates made from time to time. Updates will also be informed to stakeholders by e-mail. Any update or amendment will be made as the situation demands, with the approval from the academic board and as demanded by law of the land.

This manual is created anticipating future needs and probable issues, keeping in mind that it should be easy to understand for most users.


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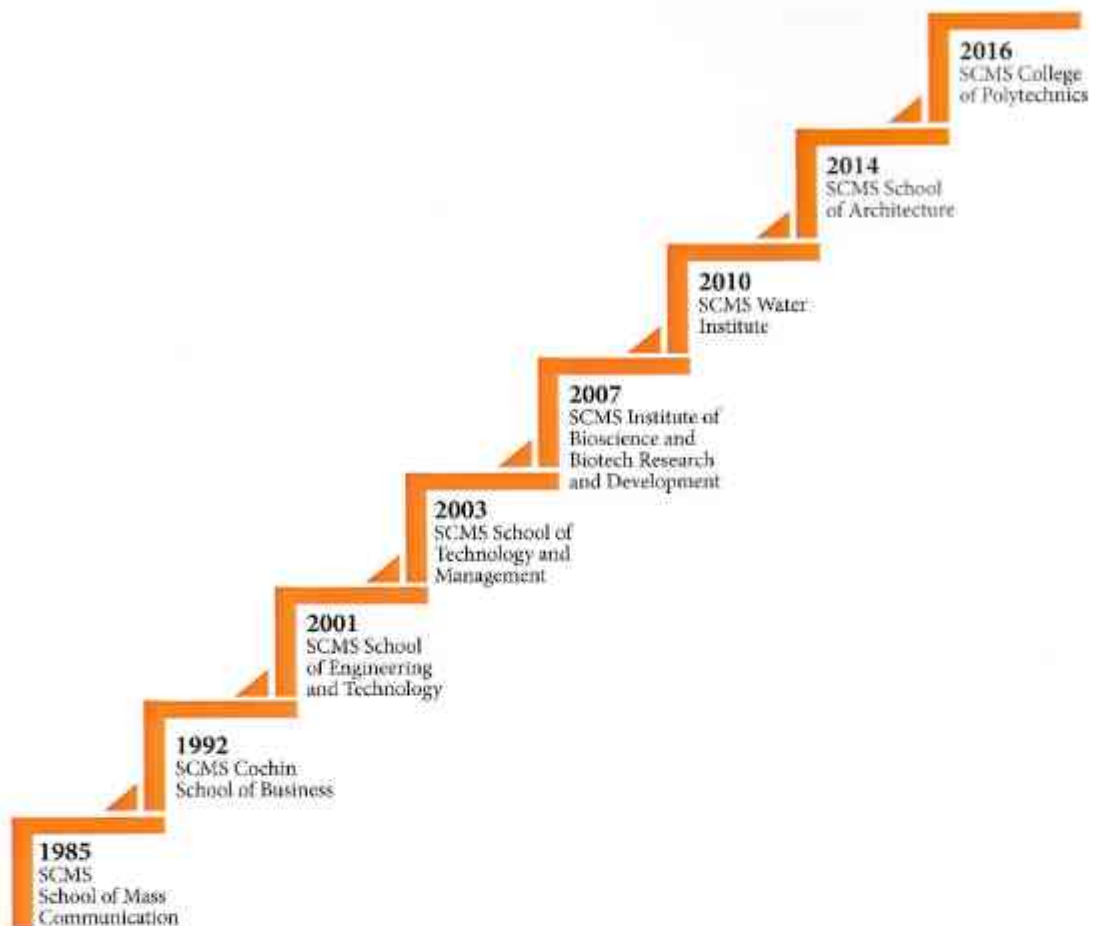
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SCMS Group at a Glance



Our Student Strength

Today, close to six thousand students across various disciplines are the pride of SCMS Group

Our Manpower Strength

SCMS Group today is proud of its six hundred plus strong workforce of dedicated and passionate educators and support staff

International University Tie-Up

SCMS Group has professional tie ups and affiliation with more than fifteen Universities in areas of research and management, from across nations in Europe, Far East and South East Asia

Our Alumni Associations

Alumni of SCMS Cochin School of Business is close to three thousand members staying connected to the Institute and contributing directly and indirectly to the Institution's growth through active Alumni Associations across locations in India and abroad.

Our Vision

To be a centre of excellence in providing technical education in harmony with the changing global order.

Our Mission

To offer technology related education of exceptional quality to students by developing their total personality with due emphasis on ethical values and preparing them to meet the growing challenges of the industry and human society.

Our Values

- ✓ Embrace an environment that fosters **realisation of individual potential** and encourages **self-discovery**
- ✓ Problem solving through **creative and critical thinking**
- ✓ Nurture values of **trust, integrity, fairness and respect** to be responsible citizens
- ✓ Treating all as equals by **embracing individual differences** in ideas, cultures and communities
- ✓ Promote and practice **sustainable development** by taking into account well-being of the present while safeguarding the interests of the future

CODE OF CONDUCT

Our code of Conduct is a set of values and qualities that guide us in the way we love to work here at SCMS. They serve as a compass every day, by directing each one of us to bring out the best in us, to become a better version of us and consistently raise the Institutional benchmarks.

The purpose of Code of Conduct is to conduct the business of the Institution in accordance with the applicable laws, regulations, and policies with the highest standard of ethics and values.

The Code does not attempt to be comprehensive or cover all possible situations. It encourages each and every employee to take positive actions which commensurate with the values and beliefs that the Institution upholds.

Ethical Conduct

All employees are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct, while working, within and outside the Institution, at Institution sponsored events and social events, and / or at any other place, forum, seminar, meeting etc. where employees represent the Institution.

Ethical code of conduct is conduct conforming to the accepted professional standards of conduct. It is a conduct which is fair, acted in good faith, responsibly and with due care and competence.

Conflict of Interest

A conflict of interest exists where the interest or benefits of one person or entity could lead to a situation which creates conflict with the interests or benefits of SCMS Group.

In consideration of employment with the Institution or even thereafter, employees shall not disclose, divulge, make public or use for personal gain any information that they received during the course of the discharge of their duties. Employees are expected to work keeping the best interests of the Institution and prohibited from engaging in any activity which will affect their performance or responsibilities or otherwise be in conflict with the interests of the Institution.

Instances which can lead to conflict of interest can be simultaneous engagement or employment or directorship with competitors or from taking part in activities which will work against the Institution's values and principles.

A conflict of interest may arise when directly or indirectly an employee is in a position to derive a benefit for oneself or for his/her relative/acquaintance by making any decisions or influencing the same relating to the Institution or with a business associate in which a relative/acquaintance is associated. In such case, the said employee shall not involve oneself in negotiations pertaining to such transaction.

Employees are requested to disclose and discuss with their reporting authority any kind of personal interests which may conflict or affect in discharging their duties during the regular conduct of the Institution.

Institution's assets are to be used solely to pursue and achieve Institution's goals and not for personal benefit, unless approved by the concerned authority.

An employee shall not accept any offer, payment or gift from vendors, agents, service providers or consultants of the Institution which may affect directly or indirectly his decision relating to the conduct of the Institution.

Compliance with Government Laws, Rules and Regulations

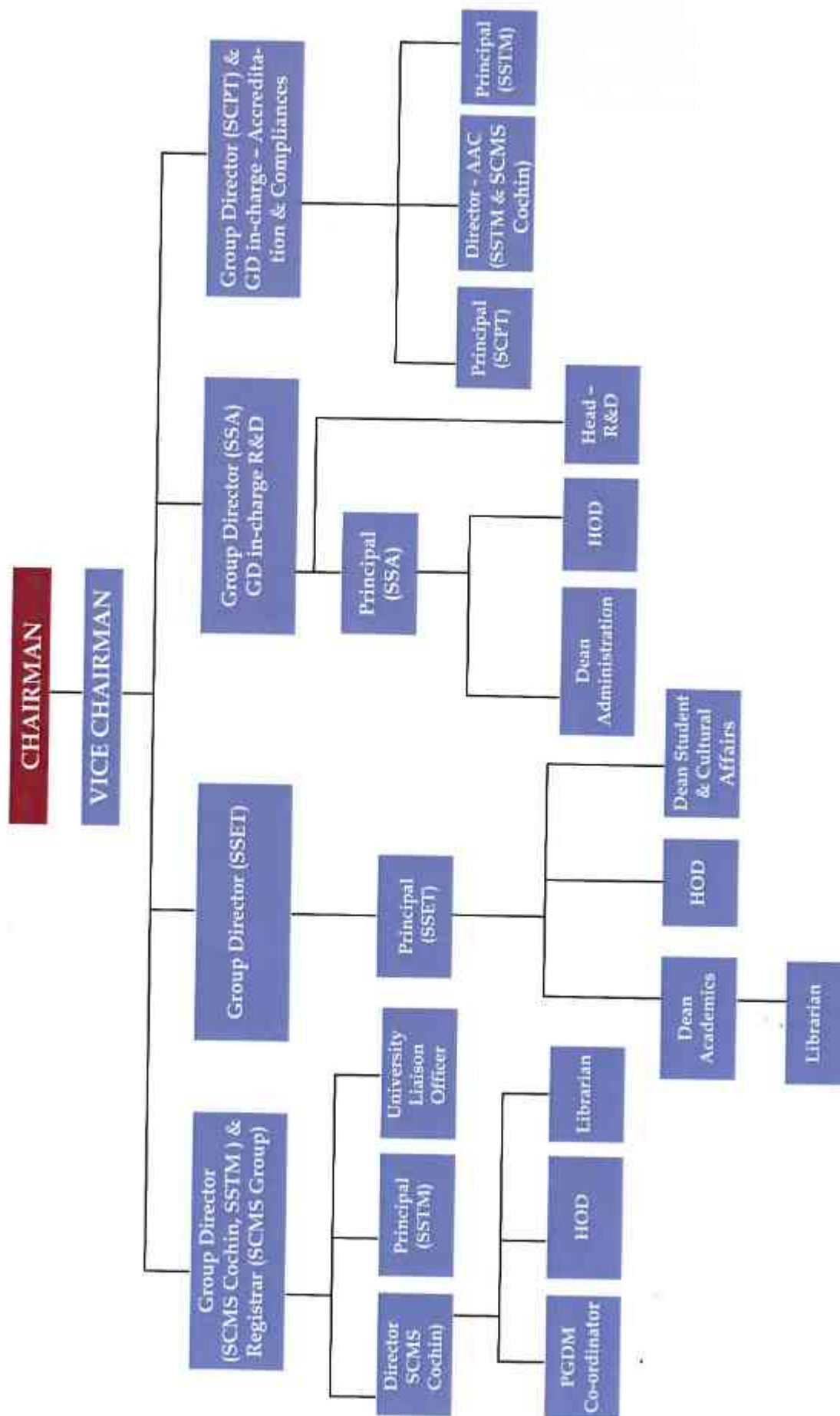
Employees holding key posts must comply with all applicable governmental laws, rules and regulations. They must acquire appropriate knowledge of law relating to their duties so as to enable them to recognize potential non-compliances in their areas of operation and to know when to take advice from appropriate authorities. Violations of applicable governmental laws, rules and regulations may invite criminal and or civil liability to the individual or Institution.

Confidential Information

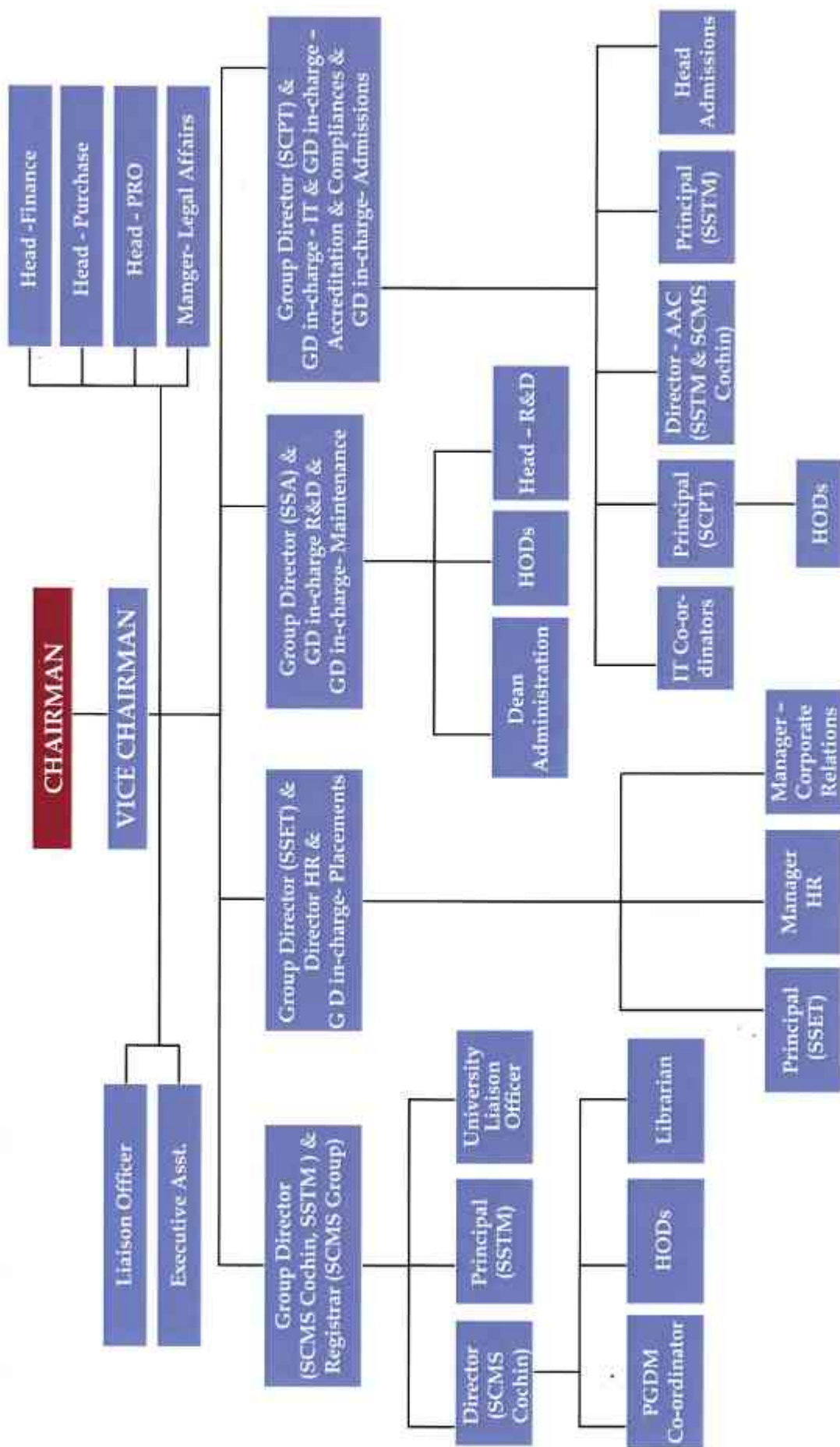
Any information concerning the Institution's day to day operations, its customers, suppliers, vendors etc. which is not available in public domain and to which the employee has access must be considered as confidential and held in confidence unless authorized to do so and when disclosure is required as a matter of law. No employee shall provide any information either formally or informally to the legal authorities, press, social media or any other publicity media unless specifically authorized by the academic board of SCMS Group.

All are expected to follow the provisions of this Code in letter and spirit. Any instance of non-compliance of any of the provisions shall be a breach of ethical conduct and shall be viewed seriously by the Academic Board of SCMS Group.

2.1 SCMS Group Reporting Chart - Academic



2.2 SCMS Group Reporting Chart - Administrative



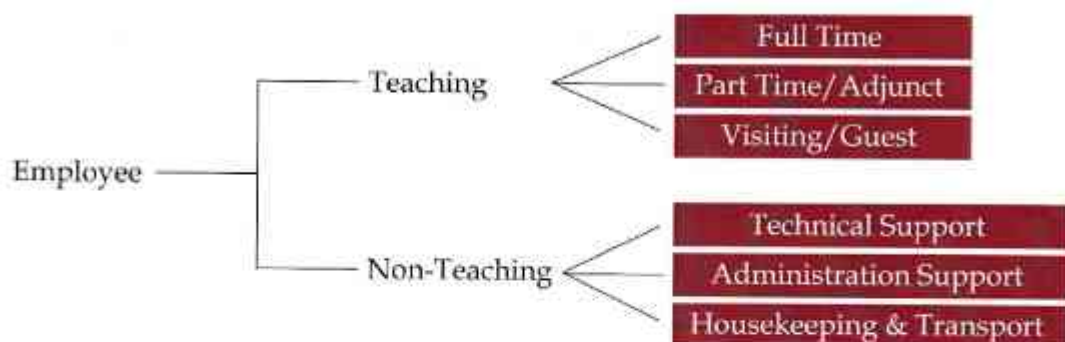
EMPLOYEE CLASSIFICATION AND REPORTING

Version 1.0

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For the ease of function, employees of SCMS Group have been categorised broadly as below:



ACADEMIC

S.No	Employee Type	Reporting Authority
1	Group Director	Chairman/Vice Chairman
2	Principal	Group Director
3	Dean	Principal/Group Director
4	Head of Department	Principal/Dean/Director
5	Professor	Head of Department
6	Associate Professor	Professor/Head of Department
7	Assistant Professor	Professor/Head of Department
8	Lecturer	Professor/Head of Department

NON - ACADEMIC

S.No	Employee Type	Reporting Authority
1	University Liaison Officer	Registrar
2	Sr. Manager / Managers	Principal
3	Asst. Manager/Executives	Principal
6	Librarian	Principal
7	Placement Officer	Principal
8	Purchase & Stores Manager	Principal

RECRUITMENT AND SELECTION POLICY

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Objective: To streamline the recruitment process for both teaching and non-teaching staff and enable the selection of most appropriate candidate for available vacancies.

Recruitments for all posts across Institutions will be handled as a centralised activity.

1. Vacant posts will be identified at each Institution and the respective Head of the Institution shall forward the same to the Group Director for approval.
2. The approved vacancies with the criteria will be mailed to the HR department by the Head of the Institution with a copy to the respective Group Director.
3. HR department will start sourcing candidates for the said vacancy with the pre-set criteria either from a) Existing SCMS Database or b) Job advertisement in the local Daily
4. In case a paper advertisement has to be placed, the matter will be prepared by the HR department and cost approval to be sought from the Group Director. Head of Institution should be marked a copy of all such communications.
5. HR will screen and shortlist suitable candidates and arrange for a first level interview with:
 - a) Head of Institution and Head of Department (for teaching post)
 - b) Head of Institution and Reporting Authority (for non-teaching post)
 - c) No candidate should be made to wait for more than 15 minutes for an interview from the time allotted to them.
6. Entry criteria for various positions is as below until a change is prescribed by the approving body:

Designation	Qualification	Teaching Experience	Industry Experience
Adjunct Faculty	M-Tech	Minimum 2 years	Nil
Asst. Prof	First class B-Tech + Secured M-Tech with active publications	Minimum 2 years	Five years of industry experience
Associate Professor	Ph.D. +First class B-Tech + Secured M-Tech with active publications	5 years relevant experience in teaching	More than 8 years experience in industry
Professor	Ph.D. +First class B-Tech + Secured M-Tech with active publications	10 years of teaching experience	Minimum 15 years of industry experience
Guest Faculty from industry	First class B-Tech + Secured M-Tech	10 years of experience	Minimum 10 years of experience

EMPLOYEE RECRUITMENT AND SELECTION POLICY

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7. Final shortlist of candidates will be personally met by Chairman/Vice Chairman for approval.
8. The selected candidate will then be informed once the confirmation is received from HR department, Head of Institution and Head of Department.
9. The offer letter will be sent to the selected candidate, along with the checklist of documents to be submitted prior to joining.

POLICY ON EMPLOYEE JOINING AND ORIENTATION

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Objective: Assist a new employee's transition to the new job role and workplace by familiarising them with SCMS Group culture, functions and align them to Institution goals.

Process:**Day 1 -**

- ✓ Submit the documents as per the Checklist given by the HR Department. Documents asked for in the checklist should be submitted prior to joining.
- ✓ A 'Welcome Note' for the new employee with a brief introduction and photograph will be circulated from HR department via e-mail to all staff along with details of new employee's email and phone extension.
- ✓ Get to know the assigned department, workplace, peers and classrooms from HR.
- ✓ Employee to take charge of the Institution ID card, Visiting card, E-mail i.d, System Login Password, Faculty Handbook, Telephone Directory along with Duties & Responsibilities document
- ✓ HR will assign and introduce a 'Buddy/Pal' who will guide the new employee, based on their level of experience, through the first month at SCMS
- ✓ HR will introduce new employee to the General Rules and Policies followed at the Institution followed by lunch with the Group Director/members of the Management.

Day 2 -

- ✓ Plan out a detailed workflow for the week/month with the Head of Department on the classes, course papers to be handled etc. HOD**/Buddy will take new employee through the detailed process of student and faculty assessments
- ✓ Clarify any doubts new employee may have on the subject/Institution/policies/procedures prior to commencement in new role

**Non-teaching employee will follow this exercise with his/her immediate supervisor in place of HOD

Day 3 -

- ✓ Begin job as per the duties and responsibilities assigned. Starting classes is subject to 'go-ahead' from HOD based on new employee's experience and preparedness to handle a class.

Day 70 -

- ✓ New employee will be handed over a feedback form to assess your experience with the Institution, by HR/HOD/Supervisor which is to be filled and returned on the due date informed.

POLICY ON PROBATION AND SERVICE CONFIRMATION

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Objective: To ensure a suitable organisation 'fit' a trial period called probation is assigned to a new joiner with the intention of learning and performing duties as expected by the Institution. This will be followed by an evaluation prior to confirming job permanency.

The employment status at SCMS Group would be any of the following for the duration as stated in the employment letter given:

- Trainee
- Employee on Probation
- Employee on extended Probation
- Confirmed Employee
- Contract Employee (employees continuing in service post retirement)
- Probationary Period on new job roles

Type of Employment	On Successful Completion	In case of Unsatisfactory Performance
Trainee	Based on a performance evaluation and successful completion of training period, he/she will be put on probation for a specific period	In case of unsatisfactory performance, training period will be extended or his/her services will be dispensed with.
Contract Employee	Based on a performance evaluation and successful completion of contract period, his/her contract may be extended.	In case of unsatisfactory performance, contract period will be extended or his/her contract will be terminated.
Employee on Probation	Based on a performance evaluation and successful completion of probation period, he/she will be confirmed as a permanent employee on the rolls.	In case of unsatisfactory performance, probation period will be extended giving clear indications on the areas that require improvement.
Employee on extended Probation	Based on performance evaluation and successful completion of the extended probation, his/her services will be confirmed.	In case of unsatisfactory performance probation will be extended for the last time. Not more than two probation extensions are permitted. OR His/ Her services will be transferred to another department. OR His/Her services will be dispensed with.

POLICY ON PROBATION AND SERVICE CONFIRMATION

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Confirmed Employee	He/She will go through the regular annual performance appraisals and intermittent performance reviews to evaluate performance and provide opportunities for career progression.	In case of unsatisfactory performance during annual appraisals and intermittent reviews, areas of improvement will be identified and communicated. This will be followed by regular evaluation.
Probationary Period on new job roles	To facilitate and support a new role being assigned with wider scope of accountability and responsibilities, he/she will be considered to be on probation in the new capacity. Decision on the probation tenure is the discretion of the Academic Board.	In case he/she is not able to scale up or perform duties as expected from the new role or designation, he/she will be assigned back to the previous role and designation. This is subject to Academic Board decision.

You Should Know:

- ✓ In case no review, performance appraisal or evaluation is conducted within the time frames mentioned above, contact HR Department/Group Director.
- ✓ In the event of an unsatisfactory performance evaluation, he/she should know the specific areas where improvement is required and you will take the necessary steps and initiative to correct the same.
- ✓ In the event of unsatisfactory performance in the teaching methodology of a new employee, (on completion of 6 months) he/she will be asked to attend classes of a senior faculty for a period specified.
- ✓ SCMS Group will place forward every effort to not only retain a talent but also find avenues for the individual's career progression and continue to be part of the SCMS family.

POLICY ON ATTENDANCE AND DRESS CODE

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Objective: Timely attendance at work and a dress code policy ensures a professional and confident demeanour. This policy is laid down with the intention that all employees of SCMS should practice professionalism and punctuality at all times.

Working Days : Monday to Saturday

Working Time : 8.45 am to 3.45 pm

Attendance Cycle : 25th of current month to 24th of the following month

Monthly Off : All Sundays and Second Saturdays of a month. All other Saturdays will be working days unless the Institution declares it a holiday

Holidays : As published in the university calendar

Late Attendance : Grace period of maximum 30 minutes in an attendance cycle is permitted as recorded by the Biometric system. Each late arrival beyond grace time will be treated as half day Loss of Pay

POLICY ON ATTENDANCE AND DRESS CODE

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DRESS CODE

A dress code policy is to ensure a professional and confident persona for all employees at the workplace. The purpose is to ensure that employees can work comfortably.

- ✓ In line with the Institution's policy, all employees should dress in formal office wear on all working days, unless advised otherwise by the office.
- ✓ Lady staff are advised to avoid heavy make-up and loud accessories.
- ✓ Male teaching staff should wear formal shoes with appropriately coloured socks. Chappals or sandals as footwear are to be avoided.
- ✓ Visible body tattoos or excessive body piercings are to be avoided.
- ✓ Ideally, all male staff should be clean shaven and presentable. In case of those sporting a moustache or beard, it has to be trimmed and well maintained. Male staff are not allowed to sport long hair at workplace.

'Always Dress Well, but Keep it Simple'

POLICY ON LEAVE AND HOLIDAYS

Version 1.0

Created on 01/08/ 2019

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Objective: The purpose of granting leave/holiday is for rest, leisure or recuperation. Leaves are planned for the wellbeing of the employees. However, responsibility should be exercised while taking a leave. Leave should be planned and taken at the mutual convenience of both the employee and the Institution, taking into account work exigencies.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. The following leave rules and norms give details about the different types of leave and how they can be availed.

Coverage of the Policy:

The leave rules shall be applicable to all employees, Teaching and non-Teaching, whether confirmed or on probation of SCMS School of Technology and Management unless otherwise stated differently in their appointment letters/ contract, or are governed by any other terms and conditions of service.

The Leave Cycle starts from **1st January until 31st December** every year.

Leave Sanctioning Authorities

Leave Applicant	Recommending Authority	Approving Authority
Faculty	Head of Department	Head of Institution
Head of Department	Nil	Head of Institution
Head of Institution	Nil	Group Director
Non - Teaching Employee	Reporting Superior	Head of Institution

Leaves are classified as below:

- i) Casual Leave (CL)
- ii) Earned Leave (EL)
- iii) Special Leave (SP)
- iv) Maternity Leave (ML)
- v) Ph.D. Leave
- vi) Post-Doctoral Leave

POLICY ON LEAVE AND HOLIDAYS

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Rules to follow:

- a) All planned leaves should be applied for, sanctioned and recorded prior to proceeding on leave. Recommending or approving authority has powers to cancel the leave in case of exigencies at work.
- b) An employee, who has submitted his/her resignation, is not entitled to any leave during their notice period.
- c) Balance leaves cannot be adjusted against the shortfall of notice period at the time of leaving the Institution, nor can it be encashed.
- d) Intervening holidays are counted as leave in cases where same type of leave is applied before and after the holiday. The same applies in the case of 'Compensatory off'.

8.1 Casual Leave (CL)

The Casual Leave Policy is applicable to all Employees who are either confirmed or on their probation period, and to both the teaching and non-teaching staff of the Institution.

- a) All Employees are entitled to 12 days of CL, in a calendar year. 1 CL will be credited for every month worked.
- b) The CL should be applied online, through the HRMS software, two days in advance.
- c) CL cannot be availed in advance i.e CL due in August cannot be availed in July.
- d) Unused CLs do not get carried over to the subsequent calendar year and will be deemed as lapsed.
- e) Not more than 6 accumulated CLs can be availed in continuation during a calendar year.
- f) The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs.
- g) In case of emergency, telephonic or e-mail intimation is acceptable to reporting authority and not through the subordinate.

POLICY ON LEAVE AND HOLIDAYS

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8.2 Earned Leave (EL)

Only confirmed Employees, who have completed more than one year of service in the institution, are eligible for availing EL.

- a) Employees are eligible for a credit of 1 EL for every month of past employment at the Institution.
- b) Employees must apply for EL at least 5 days in advance with prior approval from the respective department heads.
- c) EL should be applied for and can be availed only up to a maximum of 8 times during a calendar year.
- d) EL cannot be clubbed with any other leaves except Maternity Leave nor can be availed as half day
- e) EL can be carried forward to the next calendar year and accumulated up to a maximum of 24 days.

8.3 Special Leave (SP)

The Special Leave (SP) is applicable only to the Principals and Deans of the Institution.

- a) The Principal/Dean is granted an additional 15 days SP to compensate for off during Vacation.
- b) The unused SP do not get carried over to the subsequent calendar year.
- c) No encashment of unused SP is permitted.
- d) The SP can be availed for a maximum of 3 occasions during a calendar year.
- e) The SP cannot be clubbed with any other type of Leave.
- f) When applying for SP, a minimum of three days is applicable during a calendar year.
- g) All SP should be planned in advance and must necessarily be sanctioned by the Group Director.

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8.4 Maternity Leave (ML)

All permanent female employees who have completed minimum 80 working days with the Institution in the past twelve months are eligible to avail Maternity Leave up to a maximum of 180 days as per the terms of the Maternity Benefit Act 1961.

Maternity leave may be granted to women Employees for 180 days and for a maximum of two deliveries during their employment in the institution and cannot be clubbed with other leaves except Earned Leave. Women employees who are covered under ESI, will be eligible only for those benefits as prescribed by the ESI Act.

Conditions for employees availing ML of 180 Days:

- a) A woman employee is entitled to a ML leave for a maximum period of 180 days.
- b) Leave has to be requested 45 days in advance from the respective Head of Department and on approval, HR department should be informed.
- c) The Institution reserves the right to deny leave if advance intimation is not given, unless it is a case of medical emergency. In case of such emergencies, the Institution has to be notified by any family member.
- d) The ML availed for 180 days has to be taken continuously without any breaks.
- e) The ML leave of 180 days is inclusive of intervening weekends, holidays or Vacations.
- f) A confirmed employee, who avails 180 days ML leave, is eligible for a Maternity pay benefit of 15 days salary, for every completed year of service in the institution upto a limit of three full months' pay

Eg. A Faculty who has completed 4 years of service will get 4 months half pay based on their last drawn salary.

- g) The Maternity pay benefit can be claimed only after re-joining services and submitting hospital discharge summary and fitness certificate.
- h) Maternity pay benefit (in multiples of half pay) will be compensated from the month succeeding the re-joining date on a pro rata basis within a maximum of six months.

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For employees who avail ML of 90 days, the Institution will support motherhood responsibilities by extending the following benefits:

- a) The new mothers are granted benefit of half day work week, on full pay for the next three months, from the date of re-joining. This is to facilitate scheduling classes in the morning/afternoon sessions and the new mothers get exclusive time for feeding their child.
- b) Maternity leave with full pay for three months is granted to the employee who avails the 90 days leave option.
- c) This Maternity pay benefit can be claimed once the employee has re-joined after ML and submitted hospital discharge summary and fitness certificate.
- d) Maternity pay benefit (in multiples of half pay) will be paid on a pro rata basis within a maximum duration of 6 months, from the month succeeding the re-joining date.

General Conditions for Maternity Leave:

- a) The ML has to mandatorily be requested 45 days prior to proceeding for leave, and also the number of days (90/180 days) availed has to be mentioned, with prior approval from the HOD and an intimation to the HR Department.
- b) Only on proven medical grounds can an employee switch the option of availing 90 days to 180 days. However, such changes should be intimated 30 days in advance and should have Group Director's approval. In such cases, the maternity benefits extended will also be limited to the option of 180 days
- c) There should be a gap of more than thirty working days between an employee re-joining after ML and start of vacations. In case of less than thirty working days being available, then the employee need to join back only after vacation.
- d) On re-joining duty, after Maternity leave, all relevant documents like copy of hospital discharge summary and fitness certificate have to be attested by HOD and submitted to the HR department in order to regulate attendance and claim benefits if any.

8.5 Ph.D. Leave

- a) The Faculty member who is pursuing Ph.D. is entitled to fifteen days of full paid leave, for every year of the duration of the Ph.D., including their course work, for a maximum of four years, from the date of enrolment.

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- b. This leave can be carried forward to the next calendar year and can be accumulated up to a maximum of 30 days.
- c. The minimum number of days that can be availed as Ph.D Leave should be five days and maximum of fifteen days. When availing these leaves, there should be a minimum of two weeks' notice to be given. However, in exceptional cases, one day's leave may be allowed for the purpose of paper presentation provided there is an e-mail or certificate from the Ph.D guide.
- d. The Ph.D. Leave cannot be clubbed with any other leave and unutilised Ph. D leaves will lapse at the end of the fourth year.
- e. Any intervening Saturday, Sunday or holidays will be counted as a leave during the period.

General Conditions for Ph.D. Leave:

- a) Ph.D. Leave has to be sanctioned by the Principal only after certifying that all pending/ assigned work is complete at least fifteen days prior to the date of proceeding on leave.
- b) In order to pursue their Ph.D., faculty members are granted a maximum of 6 months unpaid leave for completion of their course work, as required by the University.
- c) Faculty members applying for Coursework leave or Ph.D. leave during their Probation period will require special approval from the Group Director, as only confirmed faculty are eligible for this leave.
- d) The leave request for 15 days will not be applicable during the course work period.
- e) From the date of submission of the Ph.D., a Faculty member is required to work as a full time faculty of the Institution for a minimum period of twelve months.
- f) The Faculty members are not eligible for any remuneration from the institution, while attending classes or research work associated to the completion of their course work.
- g) Institution will support the completion of Ph.D. by giving a maximum extension of 12 months from the expiry of 4th year. In the event of Ph.D. not being submitted even at the end of the fifth year, the Institution reserves its rights to recover pay commensurate to the Ph.D. leaves availed by the faculty.
- h) No Head of Department can permit more than two Ph.D. aspirants for coursework at the same time from a department. This is to ensure there is even faculty distribution.

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8.6 Post-Doctoral Leave

- a) Faculty members who have completed 3 years of service in the Institution are eligible for the Post- Doctoral leave.
- b) Any request for Post-Doctoral leave requires approval from the Academic Board and this approval will be purely on a case to case basis.

Over and above the regular set of leaves mentioned above, employees are also eligible for the following benefits:

8.7 Annual Vacation

- a) Faculty members are eligible to avail Annual Vacation as scheduled by the Institution.
- b) Attendance for the two days before and after Annual vacation is mandatory, failing which necessary disciplinary action will be initiated. The only exemption is in the case of Compensatory off for work during vacation period.
- c) Non-Faculty members that constitute the administrative and support functions are not eligible for Annual Vacation.
- d) All Faculty members both confirmed and on probation, are eligible for availing the Annual Vacation, with prior approval from the respective Head of Departments. The Principal and Deans however, are not eligible for the Annual Vacation,
- f) Faculty who are on probation and have completed six months of service, can avail the Annual Vacation on a pro rata basis, based on the number of months worked.

8.8 On Duty (OD)

On Duty is granted to an employee when the University / Principal / Head of the Department / or any other competent authority assigns a duty that has to be carried out on behalf of the institute.

- a) Employees who are assigned duties to execute on behalf of the Educational Institution.
- b) Employees who are nominated by the Institution to attend or participate in Events or Programmes.

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- c) Employees who are nominated for Paper Presentations at other Educational Institutions or Organisations.
- d) All Employees are required to take prior approval from the respective HOD, Principal or the concerned reporting authority.
- e) No Employee is permitted to visit other Educational Institutions as a Guest Speaker or as an Invitee unless otherwise a Special Sanction is sought from the Academic Board.

8.9 Compensatory Off (CO)

Employees, who are called for work on Sundays, holidays or on the occasion of an event organised by the institution on a non-working day, are entitled to CO for an equal number of days that they have worked, with prior approval from the Group Director.

A. Availing Compensatory Off

- i) The CO cannot be clubbed with any other leave except Vacation Leave for working during the vacation period.
- ii) The CO has to be availed within 30 days from the date of work, failing which it will be considered as lapsed.
- iii) The CO cannot be accumulated for a period of more than 5 days, except in the case of Finance and Admissions department.

B. Additional Duty for Support Staff

Support staff, who may be required to work on a declared holiday, will be entitled to a day's compensatory pay or compensatory off for the duty day. In the event of additional duty beyond regular work hours, support staff is entitled to an extra allowance provided they complete their duty within the time frame.

C. Saturdays

All 2nd Saturdays are declared as holidays. All other Saturdays, will be working days unless the Institution declares it a holiday.

There will be no compensatory off entitlement for such Saturdays which is declared as a working day by the Institution.

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8.10 Public Holidays

Holidays will be followed as published in the university calendar.

8.11 Loss of Pay (LOP)

- a) An employee can be permitted to go on LOP only if all categories of existing leave balance is exhausted and the employee is still in need of leave due to unforeseen circumstances.
- b) LOP except on account of late arrivals, will be accounted for payroll only if there is a prior approval from the Group Director.
- c) All cases of LOPs in an attendance cycle should be ratified by the Group Director, prior to processing of monthly salary.

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

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Objective: SCMS is committed to providing a safe work environment for all employees. The dignity of all, whether employees, guests or vendors is important and it is expected of all employees to make sure that they maintain mutual respect and positive regard towards one another.

This policy intends to provide protection against sexual harassment of women at workplace, the prevention and redressal of complaints of sexual harassment and matters related to it.

What is Sexual Harassment?

Any unwelcome act or behaviour by a co-worker, team member, superior with an intent to cause discomfort, humiliate or outrage the modesty of a woman employee, will be considered as sexual harassment.

Any complaint received on the below stated circumstances, not excluding other similar circumstances will be dealt within the purview of the guidelines stated in this policy:

- a) Unwelcome physical contact and advances
- b) Demand or request for sexual favours
- c) Sexually coloured remarks or remarks of a sexual nature about a person's clothing or body
- d) Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through, mobile phone, email, SMS etc.
- e) Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes
- f) Giving gifts or leaving objects that are sexually suggestive
- g) Eve teasing and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy
- h) Persistent watching, following, contacting a person

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What is an Internal Complaint Committee (ICC)

An appropriate complaint mechanism in the form of 'Internal Complaints Committee' (ICC) in the Institution will look into time-bound redressal of the complaint made by the complainant. This committee will constitute of five members or more as long as the total committee members is an odd number. The contact e-mail, phone numbers of the committee members will be circulated to all employees and updated as and when required.

The ICC is responsible for:

- ✓ Investigating every formal written complaint of sexual harassment
- ✓ Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- ✓ Coordinating with the management of SCMS Group in implementing appropriate action
- ✓ Maintaining strict confidentiality throughout the process as per established guidelines

How and When to lodge a complaint?

- ✓ The complainant needs to submit a detailed complaint, along with any documentary evidence available or names of witnesses, to any of the nominated committee members of ICC (Internal Complaints Committee).
- ✓ For proper investigation of the complaint, it is necessary to mention the name and contact details of the complainant.
- ✓ The complaint must be submitted to any ICC member within 3 months from the date of incident/last incident. The Committee can extend the timeline by another 3 months for reasons recorded in writing, if found satisfactorily convinced.
- ✓ In case, such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the complainant for making the complaint in writing.

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Confidentiality

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the Institution is confidential and will not be published or made known to public or media. Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Act.

There shall be zero tolerance for any false accusation as a mode of retaliation/vengeance. Retaliation will be treated as seriously as an alleged case of harassment and will apply even if the original complaint is not proven. It will be treated as a misconduct on the part of the complainant and the management of SCMS will take appropriate action to prevent/rectify the retaliation.

All employees of the Institution have a personal responsibility to ensure that their behaviour is not contrary to this policy and are encouraged to maintain a work environment free from sexual harassment. While the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

POLICY ON USE OF INSTITUTIONAL ASSETS

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Objective: This policy intends to safeguard and maintain Institutional assets so that end users can optimise usage and minimise the risks involved due to loss, theft or destruction of assets.

Institutional Assets include but not excluding:

- Laptop, use of office vehicles, desktop, mouse, cables, chargers, mobile phone and other similar equipment provided by the Institution.
- All official documents, certificates, licenses etc. issued to the Institution by various bodies
- Printers, projectors, screens, audio visual equipment, cameras and accessories
- Stationary including pens, pencils, board markers, paper, empty files, folders etc.
- Bank ATM Cards, credit cards, fuel cards etc.
- All Institutional vehicles, keys, accessories
- All institutional furniture, fixtures, storage cabinets etc.

DOs and DONTs of Usage:

- a) Assets issued to employees at any point during their tenure will remain property of SCMS and it is the duty of the employee to take good care of the asset as long as he/she is the custodian.
- b) Any sort of permanent damage, loss or theft of the asset should be intimated to the immediate superior and the issuing authority. In case the employee is unable to report in person, the information should be given on an e-mail without any further delay.
- c) Once informed of a damage, theft or loss of property, it is the duty of the Issuing authority to rectify or take corrective and preventive action on the same. A report on the loss/damage of any kind, should be informed to the respective Head of Institution along with a copy to HR department.
- d) Employees who are custodians of such Institutional assets should not use, rent, loan or advance it to any third party for use outside the Institution premises. The same can be taken out of the campus only with approval from the authorised higher authority.

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- e) In the best interests of the Institution, it reserves its right to inspect assets to ascertain the condition of the assets and carry out necessary repairs or maintenance.
- f) At the time of employee exit through resignation, termination or retirement, the employee is bound to surrender all Institutional assets including official documents unless otherwise informed.
- g) If the surrendered assets are not in good condition, the Institution reserves its right to charge a penalty.

SCMS wishes all its employees to take good care of the Institutional assets, so that it is maintained in optimal condition for a longer duration. Employees are encouraged to seek preventive maintenance measures for the upkeep of the assets.

"Take care of your things; and they will take care of you!"

POLICY ON PREVENTION OF SUBSTANCE ABUSE AT WORKPLACE

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Objective: SCMS group values the health of its employees and hence desires to provide an environment which is free from the influence of drugs and alcohol or any other similar substances that can cause harm to not only the user but others as well.

To enable a drug and alcohol free workplace, every employee is required to:

- a) All employees should be physically and mentally fit for duty when reporting to work and during duty hours
- b) Employees should not consume, keep in possession or distribute any kind of alcohol, illegal drugs or related substances while on duty or in the work place
- c) Use or promotion of any type of drug, alcohol including smoking within and around SCMS premises is not permissible
- d) Use of alcohol, smoking or substances during social events/functions held by SCMS is strictly not permitted
- e) Considering the short term and long term harm that smoking can cause, be it direct or passive, SCMS does not provide a separate smoking area within or outside its campus and office premises
- f) In case an employee is convinced or has the knowledge of a co-worker being a victim of alcohol or drug abuse, it is the duty of the employee to inform his/her higher authority to initiate necessary action in the best interest of the individual and Institution
- g) In the unfortunate event of an employee's behavior or job performance being affected due to use of alcohol, illegal drugs or any violation of this policy in anyway, the Management of SCMS is entitled to conduct and enquire into the nature of the problem and take appropriate disciplinary action

"Take good care of your body; it's the only place you have to Live"

POLICY ON USE OF SOCIAL MEDIA AND INTERNET AT WORKPLACE

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Objective: Internet and use of Social media in today's digital age is inevitable; therefore it has become extremely relevant to maintain ethical conduct on social media in order to ensure that work ethics are upheld. Other individuals who are aware of an employee's association with SCMS, are likely to associate an employee's conduct on social media with his /her association with SCMS.

DO's AND DON'Ts OF USING SOCIAL MEDIA

- a) Avoid discussing on social media, any SCMS Group related information that is of confidential nature or use of hurtful comments about superiors, colleagues etc.
- b) Refrain from using anonymity and pseudo-names to carry out wrongful acts or pass on information on social media. No employee can talk to media or publish statement about Institutional matters without prior sanction and approval of the Academic Board of SCMS Group
- c) Refrain from posting personal comments in matters that are politically sensitive topics.
- d) Refrain from making baseless and unfounded comments or rumours that can offend other members on social media.
- e) Communication on only those messaging applications(currently whatsapp) will be recognised by the Institution, wherein the Head of Institution is one of the admin members. SCMS will not be responsible for commitments, confirmations, promises made on any other messaging applications other than those approved.
- f) Head of Institution is responsible for using the 'whatsapp group' exclusively for official communication and co-ordination.
- g) Refrain from sharing any personal information about other individuals.
- h) If an error is made while sharing any information on social media, be the first one to voluntarily admit the error, correct it at the earliest
- i) Refrain from downloading personal software or programmes on the Institution's computer.
- j) Refrain from private and personal communications on official e-mail i.ds provided by the Institution.

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- k) Institution's computers may be accessed by the System Administrators for regular preventive maintenance, upgrades and checks.
- l) Prioritize work over social media activities and ensure that work commitments are not affected.
- m) It is expected of all faculty to have a professional relationship with their students to instil scholarly values during their stay at SCMS. An intimately close relationship between a student and faculty, between colleagues which leads to conflict of interests will not be tolerated by the Institution and shall call for necessary disciplinary action.

SCMS would want all its employees to be polite, respectful and sensible in their conduct on social media. At all times, it is expected of them to comply with the laws concerning intellectual property rights, copyrights and information technology.

"Use your good judgement to handle situations with prudence; we trust you"

POLICY ON COMPENSATION AND BENEFITS

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13.1 Monthly Salary and Reimbursements

- a. The attendance cycle followed for payroll is from the 25th of current month to 24th of the following month.
- b. Salary is credited on the 1st working day of every month to the employee's bank account
- c. Any travel reimbursement claims will have to be settled as per the provisions of the travel policy prior to the close of the attendance cycle. i.e 24th of the month.

13.2 Salary Advance

Non teaching staff who have more than two years of service with the Institution are eligible for salary advance subject to below terms and conditions:

- a) Non teaching staff are allowed to avail an advance amount of maximum, one month's gross salary which will be recovered from the monthly salary in 12 equal monthly installments.
- b) Non-teaching staff are eligible to avail an advance amount of maximum, two month's gross salary or Rs. 25,000/- whichever is higher. The advance amount will be recovered from the monthly salary in 12 equal monthly installments.
- c) Salary advance request form has to be recommended by the respective employee's reporting authority prior to seeking approval from the Head of the Institution.
- d) An employee cannot apply for another advance till he/she completes repayment of the existing salary advance amount in full.
- e) Salary advance facility should be utilised only to meet exigencies and not as a matter of convenience.
- f) In the event the employee leaves the organisation prior to completion of the payback period, the balance due amount will be recovered from the employee's full and final settlement.
- g) In case the recovery amount exceeds the full and final settlement figure, the employee is bound to return the amount in full prior to leaving the Institution.

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13.3 ESI and EPF Coverage**ESIC (Employee State Insurance Corporation)**

The eligible Employees will be covered under ESI as per ESI Act of 1948. The ESI Scheme protects the Employees under any uncertain and unforeseen events, such as temporary or permanent physical disability, sickness, maternity, injury during employment, and more

- Employees whose gross salary is below Rs. 21,000/ are eligible to be covered by the ESIC scheme.
- The ESIC is deducted on the gross salary, and the rate of contribution is followed as per government stipulated figures.

EPF (Employee Provident Fund Scheme)

All Employees will be covered under provision of the Employee's provident fund (PF) and Miscellaneous Provisions Act, 1952 and Employee's Family Pension Scheme, 1971.

- The Institution will contribute 12% of the monthly salary, and the employee will also contribute 12% of the monthly salary.
- The eligibility for EPFS will be for employees whose gross salary is till Rs. 15,000/- per month, or as amended by the government from time to time.

13.4 Accident Insurance

All employees at the institution are covered under an accident insurance policy. Any claims with related to the same may be raised with the HR department at corporate office.

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13.5 Gratuity

The benefit of Gratuity is extended to all employees from the date of joining the Institution under the Gratuity Act 1972.

An employee is eligible to claim gratuity only if he or she has completed continuous service of minimum five years. Any break in service will be discounted from the service years at the time of payment.

13.6 Child Scholarship

An employee who has served a minimum of five years with any Institution of SCMS Group is eligible to get a scholarship on his/her child's education subject to compliance to the below conditions:

- i. The child should qualify the minimum eligibility standards for the course as prescribed by the Institution
- ii. The scholarship will be applicable only for one child, on the tuition fee for the duration of the course.
- iii. The scholarship will continue, after the first year only if the student clears all papers in first attempt.
- iv. All other applicable fees for hostel, canteen transport etc. will be exempted from the scholarship.
- v. A child will be awarded a scholarship up to a maximum of 50% on term tuition fee.
- vi. The scholarship is awarded only for the duration that one of the parents is working with any Institution of SCMS and will cease if an employee leaves.
- vii. This scholarship can be availed by an employee for any one child only for any one course offered by any of the Institutions of SCMS.

TRAVEL POLICY

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Objective: The objective of this policy is to provide a set of guidelines which facilitates employees' travel, accommodation, and miscellaneous expenses incurred during official travel. SCMS Group would like to ensure a comfortable travel experience for all its employees while keeping adequate focus on cost optimization when on official travel.

Requisites :

1. All outstation/International travel on official work as well as travel advances are to be duly approved/authorized by the reporting authority.
2. All overnight travel should ideally be booked through rail/road mode, whichever is suitable to the purpose. Travel for exigencies can be done through flights, provided there is written approval from Group Director.
3. In case the bill amount exceeds the allotted limits, the employee shall produce a clarification note and submit the same for approval.
4. All the bills need to be signed by the employee who has undertaken official travel.
5. The travel expense statement should have the signature of the employee and reporting authority.
6. Employee needs to submit his bills within 7 days of completing his journey failing which the Institution shall recover the advance amount given to him/her, at the time of the next salary cycle.
7. Joint travellers can submit their travel bills jointly so that expenses like taxi hire charges etc. can be shared between them. They can settle their personal accounts among themselves after the reimbursement.

Cancellation policy:

1. For cancellation of journey due to negligence on the part of the employee, the cost of the same may be recovered from the salary of respective employee.
2. For cancellation of journey for reasons beyond the control of the employee, the Institution shall bear the loss. However, the employee shall initiate steps to cancel the flight/ rail ticket well before the scheduled time of the cancelled journey in the event of the information reaching him/her earlier.

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Conveyance Reimbursement on Official travel

1. Employees can utilise their personal vehicle for official travel, limited to a maximum radius of 40 km, one way. If using a personal vehicle, mileage allowance can be claimed @ Rs. 10/- per km for two-wheeler and @Rs.20/- per km for four wheeler. If the employee is engaging a personal driver, for the said travel, driver charges will have to be borne by the employee.
2. If using Institution vehicle for office purposes, no conveyance claims can be put forward. However, daily allowance and accommodation (if applicable) can be claimed for reimbursement.
3. In the event of employees not using their own vehicle nor Institution vehicle, they are eligible to claim expenses towards conveyance through use of online cab aggregators like Uber, Ola etc. However, the supporting online receipt copies need to be produced at the time of claim.
4. Daily Allowance covers expenses for food, water, refreshments, parking charges etc. It excludes cost of cigarettes, alcoholic beverages, pan/gutka etc.
5. Per diem is an allowance paid to employees when they do not require accommodation provided by the Institution and choose to stay with their relatives/friends during the days of work. Per diem covers food expenses and lodging and excludes local conveyance charges.
6. Metro Cities include Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad. All other cities are considered as non-metro.
7. The below given tables A and B indicate the guidelines for travel approvals and claims. Any expenses exceeding the limits set, should be supported by reporting authority's approval.

Designation		Travel Mode	Accommodation (Amount exclusive of Taxes)		
Teaching	Non -Teaching		Metro* Cities	Non-Metro cities	Daily Allowance
Principal	Sr. Managers	AC Train/ Economy Flight	5000/- max.	4000/- max.	2000/- max.
Head of Department/ Dean	Managers	AC Train / Economy Flight	4000/- max.	3500/- max.	1200/- max.
Professor/ Associate Professor	Executives	AC Train / Economy Flight	3500/- max.	2700/- max	1000/- max.
Asst. Professor	Assistants/ Trainees	AC Train/ AC Bus	2500/- max.	2000/- max	800/- max.

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Designation		Per Diem (In ₹)		
Teaching	Non -Teaching	Metro* Cities	Non-Metro cities	Within Kerala
Director/Principal	Sr. Managers	1500/-	1200/-	800/-
Head of Department/ Dean	Managers	1200/-	900/-	700/-
Professor/Associate Professor	Executives	800/-	600/-	500/-
Asst. Professor	Assistants/Train- ees	600/-	500/-	400/-

Reporting at Work after Official Travel

In the event of Outstation/Domestic/International travel for official purposes like Invigilation, Paper Presentation, attending Seminars, Conferences, workshops etc. re-joining duty should not be delayed beyond the specified limits

Type of Travel	Criteria	Re-Joining Time
International	10 – 80 kms one way	Join duty immediately on return
Outstation	80 -250 kms one way	Next working day from arrival
Inter State	Any state or Union Territory outside of Kerala	Next working day from arrival
International	If the air travel time is less than 5 hrs	Next working day from arrival

POLICY ON DUAL EMPLOYMENT

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Definition: Dual Employment is the situation wherein a full time employee of any Institutions of SCMS Group takes up another employment/assignment with an Institution or entity outside of SCMS; is engaged with another establishment as a full time or part time service provider, with or without pay for his/her services. This is not permitted for the following reasons:

- a) Having dual employment is a breach of trust, leading to conflict of interest as per appointment terms agreed with SCMS Group.
- b) It hinders the discharge of regular duties and responsibilities entrusted to the employee by the Institution.
- c) Institution's facility and resources may be put to use for personal gains. This will call for serious disciplinary action as Institution's facility and resources are to be used only for the benefit of the students.
- d) However, in view of enhancing personal/professional growth, memberships in professional and education related bodies is permitted.
- e) Any position of authority in professional bodies that require the employee to stay away from his/her regular duties at SCMS should have prior approval from the Group Director.
- f) It is the duty of every employee to seek permission from the Institution's Group Director in case he/she is being invited as a Chief Guest /Guest speaker /Keynote speaker or even to inaugurate a programme or event other than those conducted by SCMS Group.
- g) In case there is breach of any of the above conditions, the Institution reserves its rights to take necessary action against the employee including immediate termination of services.

POLICY ON PERFORMANCE APPRAISAL

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Objective: The performance appraisal provides a platform for reviewing, discussing and planning the performance of each employee plan to plan the year ahead for better results. It provides a systematic approach for communicating goals, expectations and objectives to each employee as well as documenting individual performance.

The process of employee performance evaluation is conducted through an annual appraisal system with individual employees.

Eligibility:

- All employees who are confirmed in their services are eligible to sit through an annual performance appraisal, usually held in the month of May- June.

Scope:

- Helps staff / employees clearly define and understand their responsibilities.
- Provide criteria by which staff employees' performance will be evaluated.
- Suggest ways in which staff/ employees can improve performance.
- Help supervisors plan, distribute and achieve departmental goals.
- Provide a fair basis for awarding compensation based on merit.
- To develop each employee's potential for career development
- To provide an opportunity for the employee to discuss job problems and interests with his or her reporting authority

The Annual Performance Appraisal comprises three sections:

Part 1: Self-Appraisal: The appraisee himself/herself rates the performance for the completed year on the given parameters.

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Part 2: Supervisor's Appraisal: HOD/Reporting authority evaluates the performance of the appraisee on the basis of the self-appraisal done by the faculty member and rates his/her own performance evaluation of the faculty.

Part 3: Director Appraisal: The Director/Head of the Institution appraises the performance of the appraisee based on the self-appraisal and rating along with comments of the reporting authority.

The results from all the three parts will be compiled and presented by the HR to the Head of Institution. The final approvals are then sought from the Academic Board to complete the process.

POLICY ON PROMOTION AND CAREER PROGRESSION

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Objective: To ensure the institution plans and manages the development, review and performance of Employees, and provides appropriate development opportunities for and recognition of the Employees. The policy includes the opportunities and programs as mentioned below:

1. **Performance management through performance appraisal:** The Institutions provides all Employees and their Supervisors with a mechanism through which to plan, manage, review, recognise, reward and improve individual employee performance. Through annual performance appraisals, reporting authorities should be able to clarify the Employee's responsibilities, agree on standards of performance, plan objectives for the coming year and provide feedback.
2. **Learning and Development:** Institution requires employees to participate in faculty development and management development programs to assist them in enhancing the subject knowledge and also to learn skills that will aid effective teaching. All employees irrespective of their tenure in the Institution are expected to actively participate in co-curricular, arts and cultural activities organised by the Institution. Immense opportunities for teaching and non-teaching staff are provided to volunteer and exhibit their co-ordination and organising capabilities and assist the process of meeting Institutional goals.
3. **Employee Recognition and Reward:** The Institution uses a number of informal and formal mechanisms to acknowledge, recognise and reward employees for exceptional work performance, service and contributions to the achievement of the Institution's objectives and priorities.
4. **Career Progression Programs:** Faculty at SCMS are encouraged and monetarily supported to undertake sustained research, scholarly activity and gain professional experience, through industry interface programs, consulting assignments, joint research etc. Attendance in Seminars and conferences of national and international repute is yet another area of enhancing professional experience which the Institution supports.

Career Progression program is a privilege and is not granted as a right. Priority is given to appraisal ratings over and above the minimum traits

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Career Progression for Non-Teaching Employees:

The below figure indicates the general pattern of career progression followed for non-teaching employees who could be functioning in various departments of the Institution. Certain centrally controlled roles may apply to the whole SCMS Group of Institutions, while certain other roles may apply only to a particular Institution of SCMS.



Below is a table indicating the general guideline followed when it comes to deciding the progression of the employee in the role he/she is handling. Findings during a detailed performance review will also be a deciding factor for promotions.

Designation	Years of Experience	Qualification	Defining Traits
Sr. Manager	20 years +	Bachelor's / Master's Degree in any subject	<ul style="list-style-type: none"> Analytical Ability Assertiveness Problem solving Leadership and decision-making capability
Manager	10 years +	Bachelor's / Master's Degree in any subject	<ul style="list-style-type: none"> Strong communication skill Problem solving Team player Initiative
Asst. Manager	5 - 8 years	Bachelor's / Master's Degree in any subject	<ul style="list-style-type: none"> Ability to follow directions Attention to details Subject knowledge Team worker
Senior Officer	3 - 5 years	Bachelor's / Master's Degree in any subject	<ul style="list-style-type: none"> Team worker Good interpersonal skills Result oriented Attention to detail
Officer	2 -3 years	Bachelor's / Master's Degree in any subject	<ul style="list-style-type: none"> Time management skills Ability to prioritize work Fast learner Team player
Office /Faculty Assistant	1-2 years	Bachelor's / Master's Degree in any subject	<ul style="list-style-type: none"> Fast learner Team player Should be able to work with minimal supervision

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Career Progression for Faculty:

The below figure indicates the general pattern of career progression followed faculty. However, it is upto the discretion of the Academic Board to deviate from the below natural progression in case a situation demands.



Designation & Tenure	Years of Experience	Qualification	Defining Traits
Principal Tenure : 4 years	Minimum 15 yrs of teaching experience with at least 5 yrs. of post Ph.D. teaching + post Ph.D. publications or guiding Ph.D. scholar is desirable.	Ph.D. +First class B-Tech + Secured M-Tech	<ul style="list-style-type: none"> Leadership Visionary Decision Making Delegation with supervision
Dean Tenure : 4 years	Minimum 10 yrs of teaching experience with at least 5 yrs of post Ph.D. teaching + post Ph.D. publications.	Ph.D. +First class B-Tech + Secured M-Tech	<ul style="list-style-type: none"> Good communication Team Player Good administrator
Head of Department Tenure : 6 months Probation + 3 years	Minimum 12 years of teaching experience	Ph.D. +First class B-Tech + Secured M-Tech with active publications	<ul style="list-style-type: none"> Good communication Resourceful Strong work ethic Team-building
Professor	Minimum 10 years of teaching experience	Ph.D. +First class B-Tech + Secured M-Tech with active publications	<ul style="list-style-type: none"> Subject Knowledge Dedication to teaching Creative skills
Associate Professor	Minimum 5 years of teaching experience	Ph.D. +First class B-Tech + Secured M-Tech with active publications	<ul style="list-style-type: none"> Innovative thinking Subject Knowledge Good communication and presentation skills
Assistant Professor	Minimum 2 years of teaching experience	First class B-Tech + Secured M-Tech with active publications	<ul style="list-style-type: none"> Fast Learner Team player Should be able to work with minimal supervision

POLICY ON LEARNING AND DEVELOPMENT

Version 1.0

Created on 25/03/2021

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Objective: The Institution promotes continuous professional development and encourages its faculty members to take initiatives in undertaking various available options towards learning & development.

It is the responsibility of each employee to attend programs nominated by the Institute as well as to volunteer for subject enrichment programmes.

18.1 Faculty Development Programme (FDP)

- a) The Faculty Development Programs strengthen the professional development of the faculty members and administrators who deal directly with students.
- b) The goal is to help these educators increase the effectiveness of their teaching, by adopting latest, innovative and relevant methodologies, so that they are more effective in guiding students through the subjects.

18.2 Management Development Programme (MDP)

- a) The Management Development Program (MDP) is an investment in the faculty to develop managerial skills and understand its nuances as a manager
- b) MDP is a dynamic training program that's designed to enhance and strengthen the leadership capabilities, core competencies and ensure they have the skills, knowledge and resources to effectively lead, engage, and develop their students and also contribute to the Institution building process.
- c) MDP focuses on providing the best management practices, collaborative learning and helping participants translate their learning into action.

18.3 Institution Events

- a) All faculty members are expected to co-ordinate and participate in events sponsored or conducted by the Institution. The events may be organised within SCMS group or any venue outside of SCMS.
- b) Various organising committees formed as part of the event will assign certain responsibilities for the smooth conduct of the event.

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18.4 Industry Internship

- a) In order to stay tuned to the industry outside of B-Schools and to understand the skill requirement of various functions across the employment industry, SCMS feels the need to give exposure to its faculty to the corporate world.
- b) To assist this process, the institution plans to have an understanding with selected corporates who will take on the faculty of SCMS on an industrial internship for a particular function for a fixed term of six months to one year.

Conditions for Industry Internship

- i) A promising faculty who has completed a minimum of five years with the Institution
- ii) Faculty will be required to sign a commitment bond with SCMS and a Non-disclosure agreement with the assigned corporate
- iii) The decision regarding the Corporate with whom each of the selected faculty works will be the decision of the Academic Board of SCMS.

18.5 Self-Learning and Online Courses

- a) Attending online courses on learning platforms like MOOC & SWAYAM is encouraged by the Institution for the purpose of subject enhancement.
- b) Every faculty, irrespective of the number of years of experience, is expected to register and complete at least one module of the subject related course with certification.
- c) This certification through online learning platforms will be an added value during the employee's performance appraisal.

18.6 Seminars and Conferences

Faculty who intend to attend a particular conference/seminar within the state of Kerala or outside will have to seek permission from the HOD two weeks in advance of the event.

- a) Faculty members are restricted from attending seminars on the same topic more than twice in an academic year.
- b) Such permissions will be given 'On Duty' for that particular day of the conference or seminar

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- c). For outstation conferences wherein day travel is involved, the day before and day after the conference will be eligible for 'On Duty'. This facility is not available if the conference venue can be reached by an overnight travel.
- d) Faculty who are nominated by the Institute to attend programmes or events will be eligible for 'On Duty' and registration fees if any. The registration fee will be paid by the Institution and cannot be claimed as a reimbursement.

18.7 Paper Presentation at International Seminars and Conferences

- a) A faculty with Ph.D. who has completed a minimum service of three years with SCMS Group and has published at least two articles in indexed journals in the past three years is eligible to participate in an international conference.
- b) The intent to attend/participate in the international conference has to be intimated to the HOD first who in turn will present it to the Academic Board through appropriate channel. Details of the conference date, venue, registration fees etc. should be submitted at the time of seeking permission.
- c) Once the permission to present a paper at the international conference is granted by the Institution, the faculty has to submit a copy of the paper to be presented along with travel details to the HR department to be included into his/her personnel records.
- d) A faculty making a paper presentation at an international conference is eligible for :
 - i) 'On duty' for the day/days of conference and for those days of to and fro travel by the shortest route.
 - ii) Conference or Seminar registration fee up to a limit of USD 200 or the early bird registration fee, whichever is lower. This is not applicable in case of a UGC/AICTE/Organiser sponsored event.
- e) A faculty is permitted to attend an international conference once in a span of two years. Any exclusions will have to have the prior approval of the Academic Board.
- f) The institution reserves its right to deny permission on attending the conference under justifiable circumstances.

POLICY ON CONSULTANCY ASSIGNMENTS

Version 1.0

Created on 25/11/2020

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Objective: This policy aims to encourage creative application of various subject theories and research to solve real life issues at workplaces. It is about identifying a problem area and providing strategic and expert advice on possible solutions.

Consultancy Assignments

All types of consultancy assignments delivered by the Institution with the support of faculty members have to be guided by the following principles:

- i) Each of the assignments should add value to the knowledge and experience of the faculty members involved as well as the reputation of the Institution. These should be translated into learnings in the classrooms.
- ii) The nature of assignments or delivery of the project should in no way clash with the core values or any of the terms included in the code of conduct policy of SCMS Group.
- iii) The institution will engage in only such research projects or assignments that uphold the values of research ethics and comply with the legal framework of the country.
- iv) No faculty member, during their tenure with SCMS will engage himself/herself in any assignment partly or full time, without the consent of the reporting authorities. In the unfortunate event of such an instance, the Institution reserves its rights to take necessary action deemed fit.
- v) The Principal Investigator of all assignments shall sign an indemnity cum confidentiality bond with the Institution, for the period from the start till completion and delivery of the assignment to the client. In the event of Principal Investigator leaving the assignment before completion, he/ she will promise to indemnify the Institution an amount equivalent to the value of the assignment that has been initiated.
- vi) In the best interest of faculty members as well as to ensure the quality of assignment is maintained, each faculty member will be part of not more than two assignments at any point of time.

Consultancy assignments are broadly classified into two:

- A. Individual Sourced Assignments
- B. Institution Guided Assignments

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A. Individual Sourced Assignments

1. The individual sourced consultancy assignments are those initiated by the faculty member and delivered with the support of a team and infrastructure of the Institution.
2. The details of the assignment has to be submitted to the Group Director for adequate permissions and approvals prior to start of the assignment. This includes all details for quoting assignment deliverables, costing involved, pre-conditions, exemptions etc.
3. Principal Investigator has to prepare a budget listing the man-hours, expenses, machine usage etc. and submit the budget to the Head of Institution and Group Director.
4. All third party agreements will be vetted and signed by the competent authority of the management on behalf of the institution.
4. Once approved, the Principal Investigator will be given a choice to form the team who will deliver the assignment. The team should ideally constitute of faculty members of varied experience levels in order to enhance their consulting capabilities. The team constitution has to be approved by the Group Director and Head of Institution.
5. In case of Individual sourced assignments the surplus will be shared in the ratio 70:30 between the Principal Investigator and the Institution.
6. All bills/expenses towards the assignment will be raised by the Institution and the Principal Investigator has to keep an account of the expenses incurred. These should be made available to the Finance team on a weekly basis.
7. Expenses will include all direct and indirect expenses incurred for the delivery of the assignment. These will include but not limiting to the following, depending on the nature of the assignment:
 - i) Manpower Costs depending on assignment delivery
 - ii) Physical services or utilities including internet, telephone, power/generator etc.
 - iii) Transportation, fuel reimbursements, if any
 - iv) Cost of printing stationary, purchase of raw material (if any)

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- v) Equipment usage depreciation/ replacement cost, depending on the need of the assignment
 - vi) Any other miscellaneous expenses incurred
8. It is the responsibility of Principal Investigator to send weekly assignment progress report to the head of Institution and Group Director and update on any other critical developments regarding the assignment.
 9. The surplus amount will be arrived at by the Finance team based on documents and inputs given by the Principal Investigator.
 10. After allocating 30% to the Institution, the remaining 70% of surplus will be disbursed to the Principal Investigator. Further distribution of the amount among the team members will be allocated by the Principal Investigator based on individual contribution and is at the sole discretion of the Principal Investigator.
 11. The institution will not be party to any disagreements or intervene in any claims with regard to the surplus allocated to the research team by the Principal Investigator.

B. Institution Guided Assignments

1. This includes assignments from the local/government bodies as well as private Institutions that are assigned to SCMS Group and are in turn facilitated by a group of nominated faculty members. One among them will be designated as the Principal Investigator till the completion of the assignment.
2. The Group Director and Head of Institution will nominate the faculty members to be assigned to the project, based on their expertise and capability to deliver the assignment.
3. The team along with the Principal investigator has to prepare a budget for the assignment which should include man-hours, expenses, utilities, equipment usage etc. and submit to the Group Director for approval.
4. All bills/expenses towards the assignment will be raised by SCMS and the Assignment Coordinator/ Principal Investigator has to keep an account of the expenses incurred. This should be produced to the Finance team on a weekly basis.

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5. It is the responsibility of Principal Investigator to send weekly 'assignment progress report' to the Head of Institution and Group Director and also update them on any other critical developments regarding the assignment.
6. Expenses will include all direct and indirect expenses incurred for the delivery of the assignment. These will include but not limiting to the following, depending on the nature of the assignment:
 - i) Manpower Costs depending on assignment delivery
 - ii) Physical services or utilities including internet, telephone, power/generator etc.
 - iii) Transportation, fuel reimbursements, if any
 - iv) Cost of printing stationary, purchase of raw material (if any)
 - v) Equipment usage depreciation/ replacement cost, depending on the need of the assignment
 - vi) Any other miscellaneous expenses incurred
7. The surplus amount will be arrived at by the Finance team taking into view the budget prepared and actual expenses incurred. Any details regarding expenses have to be furnished by the Principal Investigator.
8. Each team member will be allowed a share of the surplus, proportionate to the efforts and contribution towards delivering the assignment as approved by the Group Director.
9. The final approved amount will be credited to the individual faculty member's account by the Finance team on completion of the assignment.

POLICY ON REWARDS AND RECOGNITION

Version 1.0

Created on 01/01/2019

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Objective: The primary objective of this policy is to provide a framework for the development of a research culture and support faculty members to pursue mandatory quality research, consultancy assignments, present papers on national and international forums. This policy will help add value to the faculty's profile and support the Institution's goal of contributing to socially committed research and development by incentivising such faculty efforts.

Eligibility: All confirmed faculty of SCMS Group of Institutions

Research Review Committee:

- 1) All research material will be reviewed by an internal Research Review Committee comprising of members from various streams and areas of research.
- 2) The constitution of the Research Review Committee will be as below :
 - i) Professor / Associate Professor with Doctorate from each institution of SCMS Group; if not, Head of Institution
 - ii) Group Director in charge of Research and Consultancy
 - iii) Registrar of SCMS Group
 - iv) HR Manager
- 3) Research Review Committee should meet once every quarter. Minutes of the meeting to be circulated to the Academic Board.
- 4) The members of this committee are responsible for monitoring the quality and quantity of research conducted.
- 5) A member will hold the position in the committee for a minimum period of two years.
- 6) A faculty member whose paper/article is under review cannot be part of the Research Review Committee. An alternate faculty will form part of the Review Committee in such cases.
- 7) Members of the Research Review Committee will also ensure that the general code of research ethics has been followed during research.
- 8) Recommendations of the Research Review Committee will be finally reviewed by the Academic Board before finalising on the disbursement of the incentive.

POLICY ON REWARDS AND RECOGNITION

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Applicability of Research Publication Incentive:

Research Publication Incentive is applicable only for publications in reputed Research Journals. This excludes publications as part of Ph.D. course.

- a) To maintain a standard of quality in publications, SCMS Group will recognise only paper publications falling under the below two indexes for the purpose of incentive pay out -
 - i) SCOPUS Indexed Journals
 - ii) Web of Science Indexed Journals
- b) Case Writing
- c) Book Publishing/ Article writing/Paper Presentation at Conferences

Incentives for Publications in Research Journals are as described below:

Journal Listing	Incentive Amount (in INR)
Scopus Indexed Journals or Web of Science Indexed Journals with	
A* rating	₹ 1,00,000/-
A rating	₹ 50,000/-
B rating	₹ 30,000/-
C rating	₹ 20,000/-
UGC CARE Journals	₹ 5,000/-

Incentive for Case Study Writing is described as below:

International Journals	₹ 30,000/-
National Journals	₹ 20,000/-

Rating criteria is based on Journal Citations, Impact Factor, H-Index, Publication ratings and any other factor that the research review committee deems fit.

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Incentive for Book Publishing/Book Chapters/Paper Presentations at Conferences

In the best interests of faculty, the Academic Board of SCMS would like to offer monetary support in publishing a book or article in academic areas. The monetary support offered will be decided on a case to case basis depending upon a joint discussion with the Research Review Committee as well as the Institution's Academic Board.

Conditions to Receive Research Publication Incentive

- 1) An SCMS faculty is eligible to receive the incentive only if he/she is the first author for the published material.
- 2) If a paper is listed in more than one database, only one index which is top rated will be considered. Scopus first, if not, Web of Science
- 3) Acceptance of the paper will not qualify for Incentive till the time it is actually published and proof of publishing is submitted to the Institution.
- 4) The faculty has to be on the rolls of the Institution at the time of publication of the Journal to be eligible for incentives.
- 5) In case the first author is no longer serving the Institution at the time of publishing of the Journal, he/she cannot put a claim on the incentive amount.
- 6) It is mandatory to give the Institution's name and official e-mail i.d in the publications in order to be eligible for the incentives. This will be verified by the Research Committee at the time of submission of proof.
- 7) In the event of an SCMS faculty being a co-author wherein the first author is from another Institute, he/she is not entitled to the incentive. However, due weightage of points will be given during the annual appraisal process.
- 8) Repetition of the published article in different journals is against ethical research practices and thus will not qualify for repeated incentives. It can also lead to penal action from the Institution to curb such unethical practices.
- 9) Publishing in paid journals is not encouraged and faculty members are advised not to publish their papers in such journals.

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- 10) The Institution reserves its right to disqualify the research article published from the incentive scheme if it does not meet the minimum standard/benchmark of quality.
- 11) The Research Review Committee will study and recommend the incentive to the Academic Board for approval.
- 12) The decision taken by the Academic Board based on the recommendations of the Research Review Committee will be final and binding.

Procedure to Receive Research Publication Incentive

- 1) Faculty who intends to present/publish a paper/article in a reputed Journal will have to inform of his/her intent to the HR Department prior to the actual print/publishing of the paper/article.
- 2) The research publication incentive amount as per the policy will be disbursed to the eligible faculty after he/she submits proof of publishing.
- 3) A faculty has to apply for the incentive within one month of publication. Delayed intimations to the HR Department will stand to be disqualified from the Incentive scheme.
- 4) It is mandatory for the faculty to make a presentation to the HR and Research Review Committee, post publication. The faculty has to come fully prepared for such presentations.
- 5) The entitled incentive amount will be paid ten days from the Academic Board's approval after deducting all applicable taxes.

POLICY ON EMPLOYEE GRIEVANCE REDRESSAL

Version 1.0

Created on 25/03/2021

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Objective: This Policy is intended to provide a fair, internal process for resolving employment related disputes that may arise between employees and administrators. The Institution would like to ensure an open and trustworthy work environment with a prompt grievance redressal system in place.

What is an Employee Grievance?

Any type of dissatisfaction or discontentment arising out of factors related to an employee's job which he/she thinks is unfair. A grievance arises when an employee feels that something has happened or is happening to him/her which he/she thinks is unfair, unjust or inequitable.

When to lodge a written complaint?

The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. An employee who feels aggrieved should first seek an informal resolution at the department level before filing a formal written grievance under this Policy.

An employee's grievance should be put across to his/her superior within five working days of the incident for the Institution to act upon. It can be an oral or written communication. However, the Institution reserves its discretion to respond in writing to oral grievances.

Grievance Handling Process

The process of handling an employee grievance is broadly described as five step process.

Step 1 - Informal approach. Wherever possible the Institution will attempt to resolve a grievance by conducting a one to one conversation with the affected parties and ensuring that each one has been given a fair chance to explain his/her stand on the related issue.

Step 2 - In the event, the informal approach does not settle the matter, the complainant will have to submit the grievance in writing with a mention that he /she is not satisfied with the informal approach. The written complaint should be submitted to the respective reporting authority with a copy to HR within 5 working days from completion of Step 1.

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- Step 3 -** On receipt of the written complaint the Institution will investigate the matter further by involving other related members. The investigations will be based on the principles of transparency, impartiality and limited confidentiality. To ensure there is no bias, new members including HR Manager will be included in the panel to address the grievance and the same will be recorded. The minutes of all meetings conducted as part of the investigation will be shared and signed by the employee and the other party to ensure transparency in communication.
- Step 4 -** A final decision based on the outcome of the grievance redressal will be communicated in writing and both parties will sign the document as proof of acceptance. The grievance redressal should be completed and documented within 15 working days from the receipt of the employee's written complaint.

Institution's Commitment

SCMS Group is committed to providing a transparent process for employees to raise their concerns/grievances in the best interests of the employee's future and that of the Institution.

The institution will not tolerate retaliation or discrimination against employees who express grievances and assures prompt and appropriate action to resolve grievances.

In the event of a false accusation by the complainant, with the intention of tarnishing another party's image or taking personal revenge will be treated as a serious disciplinary issue and necessary action to prevent the same, rests with the Institution.

POLICY ON EMPLOYEE SEPARATION

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Objective: Employee Separation Policy defines set procedures for handling all aspects of employee exits from the Institution. When an employee decides to resign from the organization it is essential to identify and analyse the reasons of employee separation & also to try and retain good performers.

Employees are required to follow the guidelines at the time of leaving the Institution, for a smooth exit. All faculty members are expected to complete the course module allocated to them for the term/semester, even in the unlikely event of a resignation. Leaving the module incomplete during the assigned term/semester is not permitted. Incomplete process or exit without proper handing over can lead to withholding of final settlement.

22.1 Resignation during probation

- a) If an employee chooses to resign during the probation period, he/she has to submit the resignation letter in writing to the reporting supervisor and serve the notice period as agreed in the appointment letter.
- b) In case of a faculty, who resigns during probation, he/she has to ensure that the semester portion is completed as per sessions scheduled before leaving the Institution.

22.2 Resignation of confirmed employee

- a) Employee will tender his/her resignation in writing/by email to the HOD/Dean, who will in turn discuss the same with the head of institution and revert to the employee.
- b) It is mandatory for the resigned employee to serve proper notice period of one month for teaching and non-teaching staff. Waiving of notice period or its adjustment against leave accrual is at the discretion of the Academic Board only.
- c) One week prior to the employees last working day, he/she needs to complete all exit related formalities like exit interview by the HR department, submission of 'No dues' form and handover updated and duly complete Course file to HOD. It is the responsibility of head of institution to ensure this is complete.
- d) On completion of the above formalities by the resigned employee, the full & final settlement is initiated.

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- f) The Full and Final amount is paid to the employee within 30 days from leaving the Institution, after recovering all advances/outstanding dues, if any.
- g) Completion of full and final settlement and release of relieving letter will be subject to the concerned employee having completed the hand over formalities to the satisfaction of his immediate reporting authority and having obtained no dues clearance from all concerned departments.

22.3 Retirement

- a) The retirement age for all employees is attainment 58 years as per the date of birth recorded in the official records of the Institution.
- b) The HR department will intimate the employee giving notice of their default retirement date six months before the retirement date.
- c) If an employee wishes to request extended working past the default retirement date, as a contract employee, he/she may put the request in writing at least one month before the default retirement date and submit it before the HOD/Dean.
- d) The management reserves the right to decide whether such request needs to be considered or not.
- e) Whether or not such extension is granted, the retiring employee receives relieving letter, experience letter and Full & Final settlement according to the policy (as mentioned above) on the last date of his/her service.

22.4 Contract Employment

Post retirement, an employee may be considered to continue to work with SCMS Group on a mutually agreeable, one year contract arrangement subject to satisfaction of certain conditions laid down by the Management.

The need for SCMS to utilise the individual's expertise, a vacancy against such post or any other requirement could be factors to consider such an arrangement. The final decision rests with the Academic Board and no employee can rightfully claim to continue on contract post retirement.

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During the contract period, the employee will be eligible for compensation and benefits as per the terms of the contract.

22.5 Termination from Service

An employee may be terminated from service for reasons of non-performance, indiscipline, misappropriation, breach of contract terms or ethical issues. Any such instance during the probation period will lead to immediate termination of services. In the case of confirmed employees, an inquiry will be ordered before taking any action considering the employee's past performance and records with the Institution.

- a) The employee needs to complete exit formalities like submission of clearance form and handover Course file to HOD, any other documents, files, keys or office assets before leaving the Institution.
- b) A terminated employee need not serve notice period.
- c) In the event of a termination, an employee will not receive a relieving letter or an experience letter. Only termination of service letter will be provided.
- d) The Full and Final amount will be paid to the terminated employee within 45 days from the date of termination after recovering all advances/outstanding dues, if any.

22.6 Exit Interview

- a) An exit interview is to identify workplace, organizational or human resources factors that have contributed to an employee's decision to leave employment. The interview aims to identify any trends requiring attention to improve and continue to develop its strategies aimed at addressing these issues.
- b) The information received through Exit Interviews will be confidential.
- c) The exit interview should take place as soon as possible after the last working date has been received by the institution, but preferably not on the employee's last working day.

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- d) The employee will be asked a set of questions and given a chance to discuss any concerns or information they feel would be beneficial for the Institution regarding their employment experience at SCMS.
- e) Human Resources Department/designated staff/representative, will conduct exit interviews with employees, once the employee's last working date is confirmed.
- f) If an employee chooses not to participate in an exit interview, he/she will be encouraged to complete an Exit Interview Questionnaire.
- g) It is the intention of the Institution to give departing employees an opportunity to complete the exit interview and use the feedback or information received in a wise manner in the best interest of the Institution.

DISCLAIMER

The above stated policies, procedures and its provisions govern the operations and Management of SCMS Group of Institutions with regard to its human resource. This Manual should act as a guideline for all employees and does not in and by itself create any legal obligation. It is the letter of appointment that creates and expresses any contractual obligation between the employee and SCMS Group; this Human Resources Policy Manual by itself does not create any contract.

SCMS reserves its rights to make necessary amendments, edits, revisions to this manual as required by the laws of the land and SCMS Academic Board from time to time.

All policies documented in this manual supersede previous policies. There will be a periodic review of the content and policies of this manual in part or in full every three years from the date of publication, to ensure that this Manual is in line with the current practices and trends in the field of Human Resources.