CHANDIGARH GROUP OF COLLEGES

Building Careers. Transforming Lives.

Jhanjeri, Mohali

Our Legacy

QS PLATINUM I-GAUGE INDIAN COLLEGE RATINGS | nirf | NAAC GRADE A+

CGC-CEC HR Manual

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Recruitment Policy

Objective:

The objective of the Recruitment policy is to ensure a smooth recruitment process as well as a good on-boarding experience for the new employee. This is largely addressed to all those who are engaged with staffing & selection of academic/ teaching staff and includes team from human resources and relevant stakeholders.

Hiring Request and Approval:

Hiring request will be raised by the concerned authority and will fill Manpower Requisition Form**.** The request will be reviewed at the level of Director Academics with respect to teaching load with the existing staff and future growth. The final recommendation by the Executive Director will go to Honorable Chancellor for final approval of the positions. Once approval is granted the same will be forwarded to HR department for further sourcing and hiring.

Sourcing of Candidates:

Once the position is approved, the HR department will start the screening of the resumes of candidates from various sources. With fast changing market scenario with respect to talent, multiple sources as mentioned below will have to be leveraged:

- Print Advertisement
- Online Portal (LinkedIn/Career Website/Naukri.com)
- Referrals
- Direct Walk-ins
- Consultants

Processing of Applications:

The recruitment team will immediately start the screening of the resumes of candidates from various sources. Screened applications will be sent to the HOD or a relevant panel member to confirm which of screened profiles should be scheduled for the interviews. All profiles not screened in will have to carry a comment on why the profile was deselected for a meeting. HR will ensure that count of applications sent for such confirmation and feedback received back is stored. This is an important metric for screening efficiency.

1st Round with HR team Post the above action HR team to reach out to the candidate, do a telephonic assessment on his or her inclination to join, ability to communicate and also explain the selection process and answer any preliminary questions that he or she may have on the job opening or campus related. HR team will also assess the Joining time lines and candidate expectations etc. HR team to record their observations / comments.

No Poach & Blacklisted institutions:

Recruitment team will ensure that no candidate is sourced from blacklisted Universities, as specified by UGC time to time. Moreover, no candidates will be called from Institutes and Universities with whom we have no poach agreement.

Formulation of expert panels

The expert panel will be formed by Executive Director or his / her delegate in consultation with HR leader.

Panel Interview – Round 2

Panel interview will be provided by guidelines a brief of what has been presented here in below. Panelist can decide among themselves on what are the areas that each will focus (Subject, topographical, Research, Teaching Pedagogy etc.) on so that each one does not ask similar questions. This improves effectiveness of an interview process and can get the best out of a candidate.

Focus Areas for panel lists: -

The same is provided below and comments in each will have to be given on interview assessment template:

1. **Knowledge: -**

   This part contains assessment of the Subject and within the subject the domain expertise. This is core. Sufficient time should be spent. It is recommended that panelist focuses on what all the candidate is best at and go deep on to understand his or her knowledge. The person must have T shaped or Pi shaped knowledge. Comb shaped knowledge is acceptable but not for subjects where domain has to be very strong. Assessment of Knowledge can also be done by considering experience, patents filed, Research/ projects / consultancy done if any.

2. **Assess learn ability:**

   This is becoming an important area as the world is changing very fast and the Institute will be agile in its response and we need this mind set. There are many indicators of this e.g understanding candidate's inclination on openness to learn, openness to adapt new Practices or use of any Innovative teaching methodology or assessing reading habits of Candidates etc.

3. **Perseverance:**

Identify the person ability to take stress, Accept Challenges. Normally this is exhibited to high degree of publications in reputed papers, any Projects managed or supported some research or initiated something new that did not exist but involved working through the organization.

4. **Planning | Organizing | Execution Skills:**

The primary responsibility of an academician is to impart knowledge and skills to the students. It is also expected that this has to be done in a methodical way and as per the institute process requirements e.g maintain student attendance records, using non teaching time productively, or planning teaching sessions. It is important to identify if the candidate has such capabilities.

5. **Communications Skills:**

One of the most important key requirements for a faculty is able to transmit the knowledge to the student. It is important to ask questions to understand on candidates clarity of thoughts, his or her active Listening, structured way of answering a conceptual question.

6. **Problem Solving Skills:**

In today's world all studies indicate the student have to inculcate the problem solving skills. This includes Identification of Problem, analyzing it from various angles and recommending practical solutions. The teaching faculty too is expected to possess this and then be able to guide students on the importance and approach to problem solving. This can assess this by asking candidates if they have faced any problems on professional or personal life and how they go about the same to resolve it or for example asking them to identify a problem in his or locality, institution and what would he or she do etc.

Most Important: Demo Lectures:

Interviews to be conducted as per the process discussed here in above. In addition, the candidate has to go through a Demo Lecture of 15 minutes at least**.** It is only after this that a final assessment be made. A demo lecture should be assessed on confidence level of delivery, engagement while co mmunication, etc.

On the above parameters the HOD will make a merit list of the candidates and will submit it to the panel for final round of the interview.

Interview with Panel:

The panelist will conduct final round of the interview of shortlisted candidates and select the candidates for the said post as per the requirement. The committee will submit the selection report of the candidates to Executive Director.

Closure of the candidate:

The HR department will discuss the salary with the selected candidates and roll out the offer letter to the candidate.

Referrals: -

Payments will be made to referrer/ employees who will refer post Doctorate candidates. A referral candidate will also go through the same rigor of interview and assessment as a regular candidate. Referral incentives will be announced from time to time. Referral will be required to fill in a certain form while referring a candidate.

Background Verification Check:

Once the candidate salary negotiation round is complete he or she will have to submit required documents mentioned in Offer Letter. Post this provisional letter

of intent for employment will be sent to the candidate by HR, with a clear understanding that the documents submitted by them will go through a validation process by the Institute.

Interview Logistics guidelines:

- Candidates will be called for Interview at Campus.
- Online Test will be conducted for Walk-ins, where applicable.
- Candidates will fill the Job Interview Application form with proper details.
- Salary negotiations to be done at HR level for selected candidates.
- Offer Letters will be released to successful candidates with the date of Joining.
- Minimum 20% extra hiring will be done as per the back up of selected candidates. In case someone declines the offer, waiting list candidates will be called for joining.

Other HR Actions:

- HR team will confirm the Joining one week prior from the candidates. In case of any drop outs the offer of job will be given to next selected candidate.
- For the smooth joining process two departments joining will be catered in one day.
- Initially candidates will go through a joining process as per the Institute norms and personal files will be created.
- HR department will issue a temporary Id Card on day of joining, and a permanent Id Card subsequently.
- Once the joining formalities are done at HR level the HR representative will take them to respective departmental Heads.
- HR department will ensure the new joiners are assigned an office area / furniture etc with the help of admin department before they join

- Each new Joiner will undergo a common Induction program related to standard policies and procedures.
- New Employees joining in Academics will undergo a Faculty Development Program (FDP) related to their core field, as and when scheduled.
- After FDP a impact assessment test will be conducted of all the new employees. Failing candidates will again undergo the special training capsule.
- Satisfaction survey to be conducted of new employees after one month of their Joining.

PROMOTION & PERFORMANCE APPRAISAL

PROMOTION POLICY

- All promotions shall be considered based on merit - cum- seniority basis and as per the guidelines issued by AICTE / Affiliating university time to time.
- Staff is eligible for promotion only after completion of one year of service in the Institution.

PERFORMANCE APPRAISAL

The objectives of performance appraisal are as follows:

- Provide feedback of the employees on their performance and achievement.
- Assessment of Training needs.
- Compensation (Increment) decisions.
- Benchmark for Promotions.
- Personal development of the employee.

The HR team will be responsible for the performance appraisal process, which will also provide guidance on conducting appraisals, will coordinate the timely execution on the same. HR also imparts skill to concerned evaluators for executing on an objective on impartial basis. All performance appraisal evaluations are monitored by concerned Heads of the department (HoDs). The evaluation scores are used to determine the annual increment and their promotions.

LEAVE POLICY

An organization's Leave Policy serves as a framework to support employees in taking necessary time away from work while ensuring smooth operations. It's designed to promote a healthy work-life balance, employee well-being, and sustained productivity. This policy encompasses various types of leaves, such as vacation, sick leave, parental leave, bereavement leave, and personal days. It details the criteria for eligibility, procedures for requesting leave, duration of time off, compensation or benefits during leave, and expectations upon returning to work. By offering a diverse range of leave options, organizations demonstrate their dedication to meeting employees' holistic needs and nurturing a positive workplace environment.

Types of Leave @ CGC Jhanjeri

There are 10 types of leaves which an employee can avail during his/her tenure in the organization.

1. Casual Leave Summer and Winter Leave
2. Earned Leave
3. Academic Leave
4. Medical Leave
5. Saturday Leave
6. Short Leave
7. Maternity Leave
8. Compensatory Leave
9. Bereavement Leave
10. Unplanned leave

Leave Benefits and Availing @ C GC-J

* The Leave year will be the academic year, from I July to 30th June.
* The Employees are not allowed to club any kind of leave.
* Only EL and Medical leave will be accumulated for the next operation a year.
* The policy applies to all employees.
* This policy does not apply to consultants/ Guest faculty engaged with the college. Only EL can be en-cashed at the time of leaving the organization.
* Since most of the hostel wardens, canteen supervisors & Dispensary staff remain on duty on Sundays/other Holidays, they will be allowed to avail compensation at a time convenient to them within 2 months, with a capping of not more than 2 CPL in a month.
*All leave should be applied online in advance and duly approved by the competent authority.
*All leave should be planned before the semester and should be approved by the Authority and needs to be updated on ERP.

<u>Classification of Employees:</u>

Teaching Staff: -

- Director / Principal, Professor, Associate Professor, Assistant Professor, Laboratory Staff, Workshop staff.

Non-Teaching Staff: -

- All Administrative staff like the registrar's office, Admission, HR, Library, Computer Labs, IT Staff, and Accounts.

Guidelines on Leave

1. CASUAL LEAVE

Casual leave is short-term, unplanned time off from work typically used for urgent personal matters or unforeseen circumstances.

Eligibility

I. All employees are eligible to avail Casual leave. It will be given as a pro rata basis to the employees as per their DoJ. At the time of joining CL will get credit on a pro rata basis.

2. Applications for CL in advance should be submitted through the proper channels i.e. recommended from HOD and then approved by the Principal/Director in ERP.

Entitlement

1. 12 days of Casual Leaves Per Anum are allowed to each employee which means 1 per month as per the academic year (1St July - 30th June).
2. An employee can avail of only 3 days' casual leave at a stretch, in case anybody wants more than 3 days leave it will be marked as EL or LWP.

2. EARNED LEAVE

Earned leave is like a treasure chest of time-off goodies awarded to employees as a reward for their dedication and loyalty to the job.

Eligibility:

1. All Non-Teaching employees are eligible to avail earned leave.
2. Earned leave is calculated as per the DOJ.

Entitlement:

1. Only 90 earned leave will be en-cashed at the time of relieving.

2. Unveiled earned leaves will be carried forward to the next year and one can accumulate a maximum up to 90 EL's.

No Year Service at CGC-J	No of EL will be credited
1	10
2	10
3	10
4	15
5	15
6	15
7	15
8	15
9	20
10	20

7. All the employees are required to submit a leave plan to their respective head of the department stating when he/she intend to take earned leave.
8. The management reserves the right to call anyone in mid-leave if their services are required on campus.
9. An employee can accumulate a maximum of 90 earned leave in his/her tenure with the organization. Any leave above 90 will be lapsed and will not be carried forward.
10. EL would have been cashed on the last basic salary at the time of relieving.

3. SUMMER& WINTER VACATION

Summer and winter vacation typically refer to extended periods of time off from school or work during the warmer and colder months of the year, respectively

Eligibility:

1. Teaching employees are eligible for summer and winter vacation.

2. One-week summer vacation is entitled to employees who have completed 1 year of service with CGC Jhanjeri till 30th June.

3.Two weeks of summer vacation is entitled to employees after completing 2 years of service in CGC Jhanjeri till 30th June.

4.Three weeks of summer vacation is entitled to employees after completing 3 years and above service in CGC Jhanjeri till 30th June.

5. All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take the vacation.

6.Vacations will be permissible only during the notified vacation period. The employees cannot plan their leaves in the middle of the semester.

7. If the teaching staff are called for duty in the college and are therefore unable to avail of the summer vacation in a particular year, they shall be entitled to avail their leaves during non-teaching days.

8. All Teaching staff is eligible to take Winter vacation.

9. No leaves can be combined with vacation.

4. ACADEMIC LEAVE

(Academic leave refers to a period of authorized absence from academic responsibilities, often granted to pursue research, attend conferences".

Eligibility:

I. Teaching staff are entitled to avail 03 day Special leave in a year for the Research/Viva-Voice exam in other colleges under the Punjab Technical University and can avail 05 days of special leave for seminars/conferences/workshops in a year.

2. The Executive Director will approve all special leaves after recommendation by the Director/Principal.

5. MEDICAL LEAVE

"Medical leave is a period of authorized absence from work or school granted to allow an individual to recover from serious illness or injury."

Eligibility:

I. An employee can avail 6 days medical leave with full pay per year or can avail of 12 half-pay per year.

2. An employee can accumulate a maximum of 45 days of medical leave in his/her tenure with the institution.

3, If an employee avails more than 2 days of medical leave he/she needs to produce a medical certificate from an MBBS doctor only.

6. SATURDAY LEAVE

"Saturday leave typically refers to a scheduled day off from work granted on Saturdays.

Eligibility:

I. The Teaching staff is entitled to avail of all Saturdays off (except those working Saturdays).

2. The non-teaching staff is entitled to avail alternate Saturdays off with the approval of the competent authority.

7. SHORT LEAVE

'Short leave refers to a brief period of authorized absence from work or school for personal or urgent reasons.

Eligibility:

1. All employees are eligible for short leave with prior approval.
2. The employees can avail of the short leave of 2 hours per month
3. Short Leave can be clubbed with any other type of leave.

8. MATERNITY LEAVE

Maternity leave is a period of paid or unpaid absence granted to a mother before and after childbirth to care for her newborn.

Eligibility:

I. Maternity leave will be as per the statutory body's guidelines.

2. For Availing maternity leav e one should complete at least one year of service with CGC-J.

9. COMPENSATORY LEAVE

'Compensatory leave refers to time off granted to an employee in lieu of overtime worked or as compensation for working under special circumstances."

Eligibility:

1. If an employee (Teaching/ Non-teaching) is put on duty on holidays he/she will be allowed compensatory leave. The employee can avail of the compensatory off within two months under reference failing which the leave will lapse.

2. No compensatory off will be given in lieu of working beyond normal working hours. Directors/Principal/Heads need to submit a report to the Executive Director on the work.

10. BEREAVEMENT LEAVE

Bereavement policy provides paid time off to employees following the death of a family member or close relative.

Eligibility:

1. Every member of the college is eligible for this policy.
2. The college grants four additional paid days off working depending upon the employee's circumstances. If additional time is needed, the employee may request to use earned vacation days.

FOR CLASS 4 DUTIES

1. The employee is eligible for taking 1 Casual leave per month
2. All the Casual Leave will be carried out to next month.
3. 06 Gazetted holidays can be opted by the employee and cannot be carried forward.

NON-TEACHING, 24*7 DUTY

1. All Sundays for these employees are marked as CPL. it will relapse every year.
2. All the gazetted holidays are leaves as per the PTU calendar, and it may vary depending on the session.

UNPLANNED LEAVE

1. Employee informing late evening, a day before/in morning (without engaging in their lecture/task).
2. Employee went on leave without sharing any information.
3. Any leave in which the lecture/assigned work is not engaged.

Note: Any leave due to a medical emergency/any critical case in the family in which relevant document/information shared even after availing leave not be considered as unplanned leave. Also a person should be contactable in any case. This should be informed to your immediate reporting authority either via official mail, text /Whats App message, if possible then via call. In any case HR should be in a loop from the first day.(hr@cgc.ac.in)

DRESS CODE POLICY

Objective

CGC holds a firm belief that professionalism should underpin all institutional interactions, placing significant emphasis on both personal appearance and conduct. It reflects the culture of a company and organizational behavior and hence it is imperative that we follow appropriate etiquette that reflects an environment that is efficient, orderly and professional.

Scope:

This dress code policy applies to all employees of CGC and extends to all work-related events and activities which are conducted for the campus.

Applicability

This policy is applicable to all employees working in CGC J. And is applicable from the date of joining. If the dress code is not being followed because of some circumstances which are unavoidable, a formal written application needs to be approved by the concerned authority and later submitted to the HR Department.

Dress Code Categories

Dress that can be categorized as "Formals" and "Smart Casuals" which followed with Id - Card are detailed below:

Formal Dress Code (From Monday to Friday)

MEN	WOMEN
Formal Shoes	Formal Shoes / Heels/ Bellies
Formal Shirt and Trousers	Formal Shirt and Trousers
Blazer and tie (optional)	Salwaar Karneez, Chudidars, Kurtis , Saree

Smart Casuals (Applicable for Saturdays)

MEN	WOMEN
Solid Colour T-Shirts	Solid Colour Tees , Salwaar Kameez, Chudidars, Kurtis, saree
Cotton Pants/ Jeans (not torn / faded)	Cotton Pants/ Jeans (not torn / faded)
Shoes or Sneakers (no slippers)	Shoes or Sneakers (no slippers)

Qualification Enhancement Policy

Purpose:

The purpose of this policy is to encourage continuous professional growth among faculty and staff by providing structured support for enhancing qualifications. This initiative aims to foster academic excellence and elevate the institutional reputation of CGC Jhanjeri.

Scope:

This policy applies to all full-time faculty and staff members employed at CGC Jhanjeri across all departments and disciplines.

Qualification Enhancement Criteria:

A. **UGC NET Qualification**

Employees who qualify for the UGC NET exam and submit a copy of their result to the HR department will receive a 5% increment on their current salary.

B. **Doctor of Philosophy (PhD) Completion:**

Employees who successfully complete their PhD from a recognized university/institute will be eligible for the following salary increments based on the institution's accreditation and ranking:

1. Universities/institutes of Eminence or NAAC 'A++' (e.g., IITs/NITs):

Increment: Rs. 12000 per month on the current salary.

2. NAAC 'A+' Grade Universities or Central Universities (e.g., CSIR, Punjab University, PEC, Thapar University, Chandigarh University):

Increment: Rs I0000/- per month on the current salary.

3. NAAC 'A' Grade State Universities & Private Universities:

Increment: Rs. 8000 per month on the current salary.

4. All other Universities (Less than NAAC'A' Grade):

Increment: Rs. 5000 per month on the current salary.

5. Post-Doctoral from Foreign University:

Increment: Rs. 10000 per month on the current salary

6. Post-Doctoral from Indian University:

Increment: Rs. 5000 per month on the current salary.

C. Conditions for Increment

Eligibility:

1. **Exclusions**:

*No increment will be granted for PhD earned from blacklisted universities.

2. **Documentation Submission:**

The increment will be effective from the date of submission of the original degree/certificate to the HR department through the respective Director/Principal and Executive Director.

3. Service Commitment (Applicable on UGC NET only):

* Faculty members availing benefits under this policy must serve a minimum of one year at CGC Jhanjeri after receiving the salary hike.
* Employees leaving the organization before completing one year must reimburse the entire increment amount at the time of resignation.

D. Special Cases:

*The management reserves the right to make decisions beyond the scope of this policy in exceptional cases based on their merits and alignment with the institution's interests.

*Such cases must be justified with a detailed business case, which should be submitted to the HR department for presentation to the management.

4. Conflict Resolution:

In the event of conflicts or perceived conflicts regarding this policy, the matter will be escalated to the Director of Human Resources for resolution.

SALARIES & INCENTIVES

POSITIONS AND PAYSCALES:

- The college has the following positions in the hierarchy of teaching:
  a) Director / Principal
  b) Head of the Department
  c) Professor
  d) Associate Professor
  e) Assistant Professor

HOD appointment shall be appointed by the Management, on the recommendations of the Executive Director and Director/Principal.

- In addition, each department has support staff like Lab Instructors, Lab assistants.
- The college office will have the following positions of hierarchy in the administrative department: PA to Director / Principal, PA to HoD's, Accountant, office supporting staff and Office Assistants.

- **The Scales of pay for various teaching positions will be as follows:**
  - **Director/Principal** and Special Positions Pay are as per AICTE norms, commensurate with the qualifications and experience.
  - **Professor:** Rs.37400-67000 with Grade pay 10000
  - **Associate Professor:** Rs.37400-67000 with Grade pay 9000
  - **Assistant Professor:** Rs.15600-39100 with Grade pay 6000.

SPECIAL ALLOWANCE:

- In addition to the basic salary, a monthly special allowance shall be extended to Teaching Faculties.
- Management can also decide other allowances for Principal, Professor and Special Posts.
- Lodging and TA/DA policy

BENEFITS TO FACULTY AND NON-TEACHING STAFF MEMBERS

- **SUBSIDISED TRANSPORT:**

  The Transport Policy ensures safe and secure commutes for employees from their place of work to their residence, especially for those who work late/early shifts. CGC J believes in creating a stress-free work environment and in this effort, it provides a reliable and safe transport facility. Employee transport ation services ultimately take the stress out of commutes by providing services from accessible landmarks, that is, where employees can be picked up and dropped off at the end of the day. The employees of CGC J are provided with a subsidy for availing of transport facility.

- **SUBSIDISED FOOD:**

  Food subsidies are attractive supplementary payments that employers can use to provide workers with lunch at reduced rates. A tasty benefit that fills stomachs and simultaneously fills the piggy bank with the money both sides save on wage and social tax. CGC J Employees are liable to avail subsidized food policy at their convenience.

- **MEDICAL FACILITY:**

  CGC Jhanjeri provides 24x7 Medicare for all our staff. Healthcare facilities are felt to be the basic need for staff. These facilities are available round the clock at the CGC health center and also in hostels. A doctor has been appointed as College Doctor. It provides immediate medicinal and first aid to all staff member if the situation arises. Our dispensary is well equipped with respect to the availability of basic health-related facilities like the thermometer, sterilizer, dressing drum, weight measuring machine, B.P apparatus, patient bed and stretcher, etc. Regular

health checkup camps are organized with active support from hospitals and Medical Colleges in the city.

GROUP ACCIDENT AL INSURANCE POLICY:

- Group Accident Insurance is a type of insurance that is offered to employees (by the employer) to protect them against the medical expenses incurred due to injury or death resulting from an accident at the workplace.
- The beneficiaries of GPA by reputed Insurance companies in CGC Jhanjeri, are the employees and their dependents, supporting the financial need of the employees.
- Our college has provided this facility to many of our employees. To avail of the benefit of Insurance for any disability/ death due to an accident, some documents must be furnished to the Institute by the Claimant for onward processing with the Insurance Company.

- **BEREAVEMENT POLICY:**

  CGC Jhanjeri grants up to four days of paid bereavement leave to employees, who suffer the death of a close relative or an individual whose relationship with the employee is characterized by mutual responsibility and support. The amount of leave time and the employee's relationship to the deceased should be discussed, approved and documented by the Supervisor and for each occurrence, on the closeness of the relationship, travel time and other relevant circumstances. Every member of the College is eligible for this policy. Our College also grants two additional paid days off work depending upon the employee's circumstances including the travel distance to the funeral, the required involvement of the employee in the funeral arrangements and other extenuating factors. And if additional time is needed, the employee may request to use earned vacation days.

- **GRATUITY:**

  The College provides gratuity to its employee who has been working in the institute for the continuous past five years. This provision provided by CGC J not only gives security to the employees but also inculcates within them the zeal to work hard and be consistent. It is two-way beneficial since it is not only good for the institute but also the employee's professional career development.

- **FEES SUPPORT FOR PHD:**

  Providing good quality education to the students has been the topmost priority of our institution. Not only the students but the organization also supports its faculty to pursue further studies and provides financial help, scholarships to those who are pursuing their PhD in any field.

- **REBATE IN FEES (WARD OR CHILD):**

  Preference is given to employees children in admission, Scholarship and concession in Tuition fees. CGC Jhanjeri provides financial support too for the children of our employees.

- **FACULTY APPRAISAL:**

  It is very much known how important it is the appraisal of the employees as it not only gives a sense of security to the employees but also enlightens belief in them that they are respected and valued at their workplace, it evaluates their goals so that they work hard and also increases employee engagement. The Yearly appraisal is provided to every employee at CGC J with various other benefits as well. Thus, making it one of the safest secure and essentially beneficially developing place to work.

- **ON-TIME SALARY:**

  Providing the salary on time is one of the important factors which indirectly indicates the efficiency of the institute. At CGC J there has not been a month when the monthly salary was not credited on time. A timely pay-out is a major factor, the absence of which leads to dissatisfaction and loss of commitment and at CGC J there is no chance of it at all because we provide monthly salaries on time to all our employees.

- **FREE FOOD AND TEA FOR SENIOR FUNCTIONARIES:**

  If there is one thing that contributes more to the quality of life at the workplace, it's the food. College offers beverages and snacks to the working officials. Supplement with a positive attitude and lots of training and education, and you will have exceeded work expectations.

- **SNACKS IN CASE OF LATE WORKING HOURS:**

  The key to healthy working in late-working hours is to ***establish a meal schedule that fits your "day," whatever the hours. The*** College provides free meals in case the employees work late due to any reasons. This helps everyone to work in a healthy and happy atmosphere and boosts productivity.

- **STAY ON CAMPUS:**

  Our Campus has a facility of the hostel in the college for its staff members. Any employee can avail of the facility of college hostel.

- **FINANCIAL SUPPORT TO EMPLOYEES:**

  This policy provides a sense of security in case of any personal contingency arises for our CGC family member. The policy lays down criteria for grant of the loan under the scheme.

- **FREE VACCINATION DRIVE:**

CGC Jhanjeri organizes many free vaccination drives for its staff every year. As we all know that Covid-19 pandemic has brought drastic changes in India, exposing the fragility of the already overburdened and under-resourced health system. So our country started vaccination drives. Accordingly, a free vaccination drive was organized at our college for two days, in order to protect the people from Covid-19. Many students and staff members participated to make this drive successful. It is a great initiative taken by the college for the welfare of the mankind. It's a boon for all those workers, who could not afford these costly vaccines, which are beyond their reach.

- **WORK -LIFE BALANCE:**

Talking about work life balance at CGC J, there is an appropriate work-life balance for the employees. Annual parties for the faculty, sports week and other various fun activities and as well as the celebrations of all the festivals are religiously organized at CGC J. These kinds of recreational activities are essential for every employee and CGC J ensures that none of it is left and makes sure that every employee equally participates in it. With proper work-life balance, there is higher productivity, absenteeism is lower and employers can reap a range of benefits.

- **AWARDS AND RECOGNITIONS:**

Awards and recognition are an important part of any curriculum and at CGC J there is duly recognition for employees on their achievement and fulfillment in their respective fields. Annually every deserving faculty is awarded for their excellent performance and that's what makes CGC J one of the most motivating places to work as it provides to the appropriate recognition one needs as well as employee satisfaction.

- **IT SUPPORT (LAPTOP, PHONE, SIM, TABS):**

CGC-J provides IT support to the staff by equipping them with gadgets that can be useful for an effective outcomes. CGC J provides a laptop to senior functionaries and other employees as its requirement arises. CGC J provides mobile sim to its officials.

- **WIFI (HIGH-SPEED CONNECTIVITY):**

Complete access to WiFi is provided inside the campus for the staff and students as well for effective and productive use for everyone with a proper check over its use with good connectivity and usage.

- **EMPLOYMENT TO OUR STUDENTS:**

The college not only has a good placement record outside the campus but also provides our talented students jobs on the campus itself, student are hired in various departments such as Branding, Admission Cell, Marketing and many more.

- **COVID SUPPORT (FOOD AND MEDICINE):**

In the toughest of times during Covid, CGC J took it as a responsibility to provide the needy employees with a few necessary items including food, water, medicines, first aid etc.

- **INCENTIVES AND REWARDS:**

Staff members are eligible for the following incentives and rewards, based on their performance in teaching and research:

- For producing 100% results in a theory paper Rs. 5000/- Cash award.
- The Yearly **BEST TEACHER AWARD** presents on **Teacher's Day.**

Incentives for promoting the research activities & consultancy.

DISCIPLINE AND GRIEVANCE PROCEDURE

DISCIPLINARY PROCEDURE:

- Any faculty who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Director / Executive Director. If faculty commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report to the concerned authority in writing.
- The Director / Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as soon as possible and the process of the enquiry should be transparent.
- If the Director / Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation with the permission of the higher authority.
- The Director / Principal shall report the proceedings periodically to the management.

GRIEVANCE PROCEDURE:

- The Director / Principal shall constitute a grievance committee as per the norms of statuary bodies.
- Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.
- The grievances shall be redressed immediately by the committee and reported to the higher authority.
- A committee member shall record and maintain the minutes of meetings.

CODE OF CONDUCT FOR FACULTY:

- College working hours are 9.25 AM to 4.35 PM for faculty, staff and students. The Employee must be present in the college premises at least 5 minutes before.
- All the Employees need to mark their attendance on the bio-metrics installed in all the blocks at the entrance of the building.
- No one can leave the college without informing the Head and Director / Principal during working hours.
- Usage of mobile phones in the class is strictly prohibited. If found violating this rule necessary action shall be initiated.
- Those desiring to resign or leave the college for any reason must intimate the college management as per the condition laid on their appointment letter. Teaching faculty will only be relieved after the completion of prevailing semester classes.
- All the work assigned to the staff/faculty members must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
- The staff/faculty need to finish the course within the stipulated time. The progress of the teaching shall be watched and monitored by the management. Faculty/Staff members must cooperate in all college-related activities.
- Faculty/Staff members must participate in the invigilation duties, evaluation of examination answer books etc. regularly. This is part of the duty as a faculty/staff member.
- During classes, only English language is allowed for teaching and communication.

- Faculty/Staff will be on a probation period of one year. Chandigarh Group of Colleges, Jhanjeri, reserves the right to extend the probation period if your performance is not satisfactory. During the probation period, if your performance is not satisfactory, Chandigarh Group of Colleges, Jhanjeri, reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof. However, after the successful completion of probation, your appointment shall be confirmed, in writing, by Chandigarh Group of Colleges, Jhanjeri.
- Chandigarh Group of Colleges, Jhanjeri can terminate one service without notice due to any of the following grounds:

(a) If he/she is convicted of a criminal offence by a competent Court of Law / Authority;

(b) If he/she is found guilty of committing a breach of any of the conditions of the employment or rules and regulations of the College;

(c) If he/she misbehaves, disobeys or refuses to carry out the work orders of your Superior or is irregular in attendance.

ETHICAL STANDARDS FOR EMPLOYEES:

- Employees should lead by example and inculcate a culture of experiential learning among the students.
- Employees shall have a sense of belonging towards the Institution.
- The Employee should be dedicated towards his/her profession and always have the urge to excel in professional acumen.
- Employees are advised to wear formal attire and wear ID card always in campus.
- Employees should not involve himself / herself in smoking or consuming toxic material while on duty or on campus.

- Employees shall always listen to the concern of students and try to resolve concerns as per the policies and process of the college.
- Faculty should act as a mentor to their students and always encourage them for their achievements and leads the students towards a successful and happy life.

Attendance Guidelines Policy

Frequently Asked Questions:

Question:-I am into Academics & Non Academics please share what are my working hours?

Answer: - Your working hours are from 9:20 - 9:25 AM to 4:35 PM which includes tea and lunch break.

Question :- I am into Academics are we supposed to work on Saturday?

Answer:- Saturdays can be working for teaching staff members which are subjected to Management call. Unless specified in a notification the normal working hours willapply which includes start and end timings.

Questions: I am into Non-Academics departments are we supposed to work on Saturday?

Answer:- Alternate Saturdays off. Head will prepare the roaster to ensure that the department is working and facilitating smooth functioning of college operations.

Question :- Will I get any grace if later than 09:25 considering the road conditions and unpredictable weather /traffic situations?

Answer: - Grace timing is allowed only during first half of the Day and maximum upto 3 times a month it can be availed.

Typically, a grace time of 15 minutes is allowable. Grace is not a matter of right and habitualpersons may not get the advantage. Keeping into the view the road & traffic conditions and connectivity challenges grace time provides a benefit to the employee. Any deviation to be provided beyond grace time on account of a major

traffic jam or unforeseen circumstances will be a decision taken by the ED office on recommendation/consultation with HR.

Question :- When does late marking?

Answer: - From 9:26 onwards it will be considered as late markings after exhausting 3 grace chances.

Question :-What will happen on late marking?

Answer: - From 9:26 AM if there are late markings the following table will apply for deductions.

09:30-09:40	Rs. 200/- (after 3 grace chances)
09:41-09:55	RS. 300/-
09:56-10:10	Rs. 500/-

Question :- Is there any time flexibility for those who work late hours?

Answer: - Yes. This applies to faculty who are doing work beyond teaching with the approvalof the competent authority. Provided they don't have classes that start at 9:30 AM for next 3 months. HR team will look into number of working hours being put in.

Question :- What will happen in the early log out?

Answer:- No early log out is permissible. Early log out would be considered only in lieu to Short leave or Half Day.

Question :- Who will monitor the attendance trend?

Answer :- HR will monitor the attendance trend for the entire college. They are responsible for the timekeeping.

Question :- What if an individual has no short leave / Casual Leave (CL) in his/her credit?

Answer :- If there is no short leave in his/her credit then as per existing norm half day CL will be deducted. If there is no CL then LWP will be applicable.

Question :- What if I forget to punch in/out?

Answer :- This should typically not happen. Attendance is a matter of discipline. However, insuch a situation an individual can fill the details, which will go to the Head of the department for approval on the next business day. HR will not accept any correction beyond 48 hours. Maximum 01 relaxation per month.

Question :-What if I am on Short leave will I come under the category of Late Marking?

Answer:- However, if someone comes late beyond the short leave timing then half CL will beapplicable. If there is no CL in the credit then Half day LWP will apply.

Question :- How is my half day calculated?

Answer:- First Half day starts from 09:30AM-12:55 PM. Second half day starts from 12:56 PM -04:30 PM.

Question: Sometime Biometric don't pick my attendance?

Answer:- In this case, we have installed a CCTV camera near every device. We suggest please check your attendance and convey the HR & he/she would check the recording of that time slot and make the required changes.

Question :- What if Biometric in my Block is not working?

Answer:- In this situation exception waive off would be given to all employees of that particular block, But the Head of the department will mark the attendance on excel sheet andsend to HR. The HR department will notify in case the machines are not working. Typically there is no downtime for the machines it only happens if there is a power failure.

Question :- My department is not fixed, that's why my Biometric gets late?

Answer:- If you are frequently shifting from block to block because of your duties, please get us a confirmation from your HOD supported by the ED/Director/Principal approval. We will tryto accommodate you in more than one block. This will be done on an exceptional basis. If youare deployed for special duty like invigilation/paper checking/attending any meeting in the evening, we will shift your attendance rights in that particular block for that time period. (HOD's should share rotational employee details with HR whenever there is change in the system)

Question :- How Can I apply Leaves?

Answer :- Yes, you can apply leaves. Fill the form properly and in case of Teaching get your adjustments duly agreed to. In one semester a faculty can apply for three postdated Leaves, otherwise we encourage people to take planned leave. Postdated leaves will be approved by Executive Director.

Question: Can I apply postdated leaves?

Answer- Staff members are advised to fill the required forms within 0-24 hours if they did not apply in advance. In case postdated application it will be at the discretion of the HOD/Principal/Director.

Question :- What is my attendance cycle?

Answer :- We suggest all staff members check their attendance daily but for salary calculation,we count the cycle from 26th of previous month till 25th of next month.

Question :- How many authorities can approve my attendance /leaves?

Answer :- Minimum 1 and maximum 2 levels can approve your attendance depending on your role/designation. First level approval is in hands of your immediate reporting which we call L1 and second (if any) level authority is to whom L1 reports.

Question :- How can I apply Compensatory leave?

Answer :- Compensatory leave will be allowed to all employees who worked due to any reason on Sundays | College notified Gazette Holidays or any other holiday announced by College. Compensatory offs cannot be carried forward and need to be taken within 2 months. The procedure for taking Compensatory off will be similar to other leaves. Compensatory offs will be subject to biometric attendance being marked for the day for which compensatory off is being taken. If your working hours on thatrespective day is 3.5 hrs or less he/she would be entitled for half day CPL, for full day CPL working hours on that day should be at least 4.5 hours or more.

Question :- what will happen to my attendance if I have gone out for official duty and cannot mark on biometric Machine.

Answer :- You need not mark attendance when on Official Duty(OD) which requires you to be outside of the College. However, to ensure that particular day does not end up being LWP the concerned employee needs take approval before proceeding for the OD and shouldinform his/her Coordinator and HOD along with

proper adjustment of his/her teaching. In case if employee is directly going from his place, then he can fill the OD once he/she comes to campus.

Question :- What if I am in the queue and I cross the grace time for marking attendance?

Answer :- The system report can clearly indicate the trends and administrative decisions willbe taken without requiring your intervention.

Question :- What if my Bus gets delayed?

Answer :- This applies only to those availing College Transport Bus schedule. Transport department will send the information to the HR office and under an exception; no late markingwould be counted.

POLICY FOR LAPTOP

Introduction: - This policy has been introduced at CGC -J for the smooth functioning of the claimed Laptop. This will give clarity in terms of claiming a Laptop at CGC-J

Scope:- This policy applies to all staff members, faculty members, contractors, visiting officials, and consultants (hereby referred to as "CGC -J Users") for the use of Laptop & system.

Eligibility criteria for Laptop

Below is the eligibility of different authorities to claim a laptop from CGC-J

Sr. No	Employee Covered	Eligible for Laptop	Limit (Rs.)
1	CD/ED/CFO/Registrar	Yes	70000 – 90000
2	Director/Principal/Associate Director/GM /CEO	Yes	45000 - 55000
3	Dean/HOD/Assistant Director/DGM/ AGM/Senior Manager/Manager	Yes	35000 - 40000

*Other Than this all employees will get the desktop depending upon the nature of the Job.

Apart from these employees, laptops can be issued depending upon the nature of the job of the employee and depending upon the departmental requirements. This will be purely approval from the higher authority (Which includes respective HOD and along with Hon'ble management). Accordingly, the IT head will be issuing the Laptop to the employees.

Policy Review

This policy may be periodically reviewed and modified by the respective Authorities depending upon the situation & requirements.

PERFORMANCE MANAGEMENT SYSTEM (PMS)

Minutes of Meeting	
Version	1
Meeting Title	PERFORMANCE MANAGEMENT SYSTEM
Date:	25st July '25
Agenda Item 1	Review Current Recruitment Process
Agenda Item 2	Proposed Policy Changes

Purpose

The purpose of this document is to ensure that all employees understand how to accurately fill out the Annual Appraisal Report. This will help in maintaining consistency, transparency, and completeness in performance evaluat ions.

PARAMETERS FOR ANNUAL APPRAISAL

Domain	KRA	Measure	Target	Weightage % : (W)
Academic performance Excellence	Academic result	University Result	10% more than the University Result in same subject. 1. result > 10% of University Result (25 marks) 2. Result = University result (15 Marks) 3. Result 5% <= University Result (7 marks) Otherwise 'O' marks. (Practical feedback to be considered from external examiner in case of FD)	45%
	Pedagogy & Innovation	Learning & Teaching Quality	- Session plan, notes, question bank readiness - Student feedback > 90% - Adherence to session plan and schedule	
	Value added Course (min 30 hrs)		Student certificate to be shared	
	Project Guidance	No of project guided	Outcome of each project in terms of copyright/patent/research publication/Working model 1. if outcome of project as mentioned above than 5 marks else 0 marks	
	Experiential Learning	Industry integration platform usage	Case study, online coding platform etc can be considered	

PARAMETERS FOR ANNUAL APPRAISA L

Domain	KRA	Measure	Target	Weightage % : (W)
Research & Professional Development	Research (Publication , Patent & Consultancy)	2 research publication min in a year	SCOPUS/SCI/SCIE/ESCI/WOS 1. Minimum 3 (SCOPUS indexed paper/patent/SCl /consultancy) to achieve 25 marks 2. 1 SCOPUS/1 Patent/Consultancy 15 marks 3. If we missed any above 2 than "0 ¹' marks	45%
	Industry Relevance	Industry certification (min 30 hrs.)	R&D Lab/Government Institution/Hospitals and related training certificate will also be considered in case of Pharmacy.	
	Faculty Development/ workshop	1 FDP (5 days) min in a semester	5 days FDP	
Student Development	Innovation & Development (Tea c i)	Workshop/Quiz/Activity/Seminar	- Min one per semester	20%
	Club Activity	Technical, Cultural, Hackathon	min 02 activity per semester (01 in case of Hackathon)	
	Certificate courses from reputed sources for Students (min 30 hrs in case of value added)	Motivating students to do certifications in their respective Domain from NPTEL/SWAYAM etc. At-least one in a semester	1. Minimum two certifications (One in case of Global certification) 2. Percentage of student doing certification) (60% and above out of that min2096 should be global)	
Institutional Development Activity	Contribution towards admission, Quora, National/international Collaboration, Preplacement Activity etc.	Count with proof to be shared.	Outcome to be shared	20%

TA - DA POLICY

Objective:

The primary objective of the TA and DA policy is to establish clear guidelines and procedures for reimbursing employees for expenses incurred while traveling on official business. The policy ensures that employees are adequately compensated for their travel- related expenses while maintaining cost efficiency for the organization.

Purpose:

1. Standardization: To provide a standardized framework for travel-related reimbursements, ensuring consistency and fairness across the organization.
2. Employee Welfare: To ensure that employees are not financially burdened by expenses incurred during official travel and that they are fairly compensated for their time and effort.
3. Operational Efficiency: To streamline the process of travel planning, booking, and reimbursement, reducing administrative overhead and improving operational efficiency.

1) Hotel Stay: -

Category	ED/Directors/ Associate Directors/ Deputy Directors/ Principals	Heads /General Manager, till DGM	AGM/ Sr. Manager/ Manager / Faculties	Supporting Staff / Sr. Mkt Executive / Executive
Tier 1 City	Rs. 5500/Day	Rs. 4500/Day	Rs. 3000/Day	Rs. 2500/Day
Tier 2 City	Rs. 4500/Day	Rs. 4000/Day	Rs. 2500/Day	Rs. 1800/Day
Tier 3 City	RS. 4000/Day	RS. 3500/Day	RS. 2000/Day	RS. 1500/Day
Tier – 4 City	Rs. 3500/Day	Rs. 3000/Day	Rs. 2000/Day	Rs. 1200/Day

Note: - Submission of Hotel bills is compulsory for all.

2) Daily Allowance: -

Category	ED/Directors/Associate Directors/ Deputy Directors/ Principals	Heads /General Manager, till DGM	AGM/Sr. Manager / Faculties	Supporting Staff / Sr. Mkt Executive / Executive
Tier 1 City	Rs. 1500/Day	Rs. 1200/Day	Rs. 900/Day	Rs. 600/Day
Tier 2 City	Rs. 1200/Day	Rs. 1000/Day	Rs. 800/Day	Rs. 500/Day
Tier 3 City	RS. 1000/Day	RS. 800/Day	RS. 600/Day	Rs. 500/Day
Tier 4 City	Rs. 800/Day	Rs. 600/Day	Rs. 500/Day	Rs. 500/Day

Note:- Daily Allowance (DA) is the maximum ceiling for one Full Day as per designation. In case of shorter duration, the allowed DA will be lower than the actual ceiling and will be calculated as follows:

- **4 hours from the start time of travel - 25%**
- **8 hours from the start time of travel - 50%**
- **10 hours from the start time of travel - 75%**
- **13 hours & above from the start time of travel – 100%**

Classification of Cities: -

https://www.99acres.com/articles/list-of-cities-in-india.html.app=REIcontent & visitor_id=5472181670222362059/

In India, cities are categorized into different tiers: I, II, III, and IV, based on factors like population, infrastructure, and economic activity. Delhi, Mumbai, and Bangalore are well-known Tier-I cities, but what about the status of other cities across the country. In this article, 99acres provides a clear overview of India's urban growth, from mega cities to smaller, developing towns.

3) Travelling Allowance (For All):-

A. Four Wheeler

Category	As Per Kilometer (Plain Area)	As Per Kilometer (Hill Area)
ED/Directors/Associate Directors/ Deputy Directors/ Principals	Rs. 12/-	Rs. 14/-
Heads /General Manager, till Sr. Managers	Rs. 12/-	Rs. 14/-
AM/ Manager /Mkt Executive/ Faculties	Rs. 12/-	Rs. 14/-

B. Two Wheeler

Category	As Per Kilometer (Plain Area)	As Per Kilometer (Hill Area)
AM/ Manager /Mkt Executive/ Faculties	Rs. 8/-	Rs. 10/-

Note:- Local travel within 50 km from the HQ car allowance will be Rs.8/KM, above 50 km special approvals are required from the Head / Director of the

4) Mode of Travelling (For official Tours/ JEE & Board Exams):-

Category	Mode of Travel	Class of Travel
ED/Directors/Associate Directors/ Deputy Directors/ Principals	Flight or Railways	Economy Flight or First AC
Heads /General Manager, DGM/ AGM till Sr. Managers	Flight	Economy Flight or Second AC

AM/ Manager /Mkt Executive/ Faculties	Railways/ Bus	Third AC/ Sleeper Class

Note:- Submitting tickets is compulsory (If tickets are booked by the Employee).

Promoter charger may vary from 500 – 1000/- subjected to prior approval by DGM/Associate Director onwards.

Note:- Optional Accommodation: Employees opting to stay with friends or relatives are eligible to claim 50% of their entitled accommodation allowance without the need to provide invoices.