



RATHINAM
TECHNICAL CAMPUS

HR MANUAL

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Definitions of terms used in this HR policy manual:

In this policy manual, unless the context otherwise requires:

- “RTC ” or “College” means “RATHINAM TECHNICAL CAMPUS, COIMBATORE - 641021”.
 - “Employer” means the Chairman/Secretary/Correspondent who are appointed by “Rathinam Technical Campus” or any one duly authorized by the trust to act on its behalf.
 - “College Premises” means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college campus.
 - “Employee” means any person who is employed for salary in any kind of work associated with RTC & who gets his/her salary directly from RTC.
 - “Calendar Year” means period commencing from 1st day of January of the year and ending with 31st day of December in the same year.
 - “Academic Year” means the normal period stipulated in the academic calendar for activities from odd and even semester in the present system it is stipulated from June to May.
 - “Financial Year” means the period commencing from 1st April of the current year ending with the 31st day of March of the succeeding year.
 - “Faculty” includes all employees who teach subjects to the students in various departments.
 - “Staff” includes all employees who assist the faculty in various departments and assist Principal in the administrative works.
 - “HOD” means Head of the Department.
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1. Introduction

HR Policies of Rathinam Technical Campus, Coimbatore 641021, is revised and replaces all other policies, procedures, benefit statements, memoranda and other established written and oral policies.

The “Employee Handbook” of RTC serves two purposes. Firstly, it informs the employees’ about the rules, regulations, policies, and procedures and, secondly, it gives support to the supervisors when they need to enforce these regulations and policies.

Every employee should follow these rules so that the goals of the organization can be achieved amicably and ultimately provides a sense of satisfaction to both the employees and the organization. Finally, we want to make your journey of work life a mutually beneficial and fruitful one. This handbook provides answers to most of the questions you may have about benefit programs, policies, rules, and procedures.

The information in this handbook is important to all of our employees. Read the manual which is available in our group website. You can refer to this handbook when you have query about organization policies and benefits.

If you have any questions / doubts after going through this handbook, please do not hesitate to get them clarified by your superior or the HR Department. These policies, benefits and rules as explained in this handbook may be revised from time to time. This handbook supersedes all other previous circulars. If and when they are revised you will be informed through new circulars.

You have joined an organization that has established an outstanding reputation for quality services. Credit goes to each one of our employees. We hope, you too will find satisfaction and take pride in working here.

We hope your association with our organization will be a mutual beneficial and pleasant one.

***Please Note: The Management may at its discretion to add / amend / delete any of the Provisions mentioned in this handbook as it deems fit from time to time.**

2. Expectation

What Rathinam expects from you

- ✓ To contribute fully to the job and hence help to accomplish the organization's vision and mission.
- ✓ To carry out the activities using highest ethical principles.
- ✓ To give best of service to the students & clients.
- ✓ Quality of contribution is essential. Your first responsibility is to know your duties and how to do them effectively.
- ✓ To put forward any idea, which you feel would be useful and could add value to the organization.
- ✓ To have a cordial atmosphere wherein the employees/Students shall approach the management at any time to discuss any issue.

What you can expect from Rathinam

- ✓ You will be appreciated and recognized for good work done, for making an extra effort and for coming providing innovative ideas.
- ✓ You will be treated equally without any bias of any kind what so ever.
- ✓ You will be given opportunity and resources to improve your competence.
- ✓ Clear communication, which leads to good interpersonal relations between peers, subordinates, supervisors and ultimately to success of Organization.
- ✓ Mutual respect in working relationships.

3. Know your Organization

Rathinam Technical Campus provides an impact on all aspects of life, to which learning is just one aspect. The college preempts what education in the future would be because any learning environment that exists in isolation, divorced from the reality of the world outside the campus is bound to be progressive in every respect.

Rathinam is more than just a college. It has a new idea in education that takes the concept to a higher stratum. It's an experience that no other educational institution in this category can offer. It's about life in all its dimensions - Learning, Working and Living.

An inspiring and optimistic motto with a message of celebrating life i.e. living your life, rather than just spending it without a motto or the realization of the goal is the prime principle. An intimation to everyone to treat your life as a festival of your thoughts and decisions and celebrate it with the utmost joy in the form of never ending quest for success.

RTC is Located on NH-209 within Coimbatore Corporation limits 30 minutes travel from Gandhipuram, Coimbatore.

So the advantages that it offers are indeed enormous with Project and in-house training at the IT Park and SEZ within the campus.

Access to professionals, real time experience and better institutional industry interaction is facilitated by the proximity of the SEZ. It is a new idea in education that takes the concept of education to a higher stratum.

Rathinam Technical Campus

VISION

To be a leading and path breaking institution in multi-disciplinary education, research and industry related development for meeting the challenges of New India.

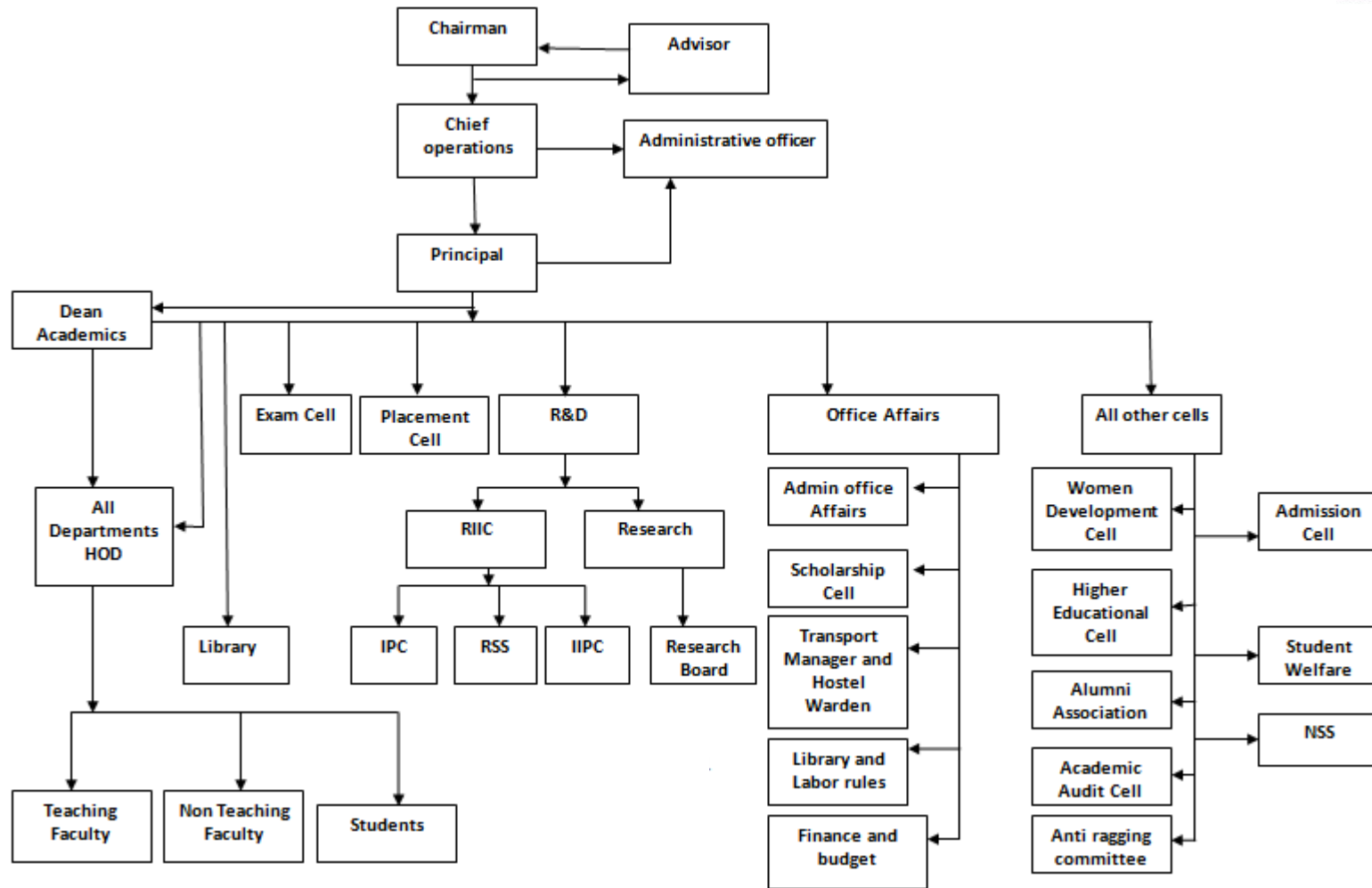
MISSION

- M1:** Provide quality Engineering Education, Foster Research and Development; inculcate innovation in Engineering and Technology through state-of- the -art infrastructure.
- M2:** Nurture young men and women capable of assuming leadership roles in the Society for the betterment of the country.
- M3:** Collaborate with industry, government organizations and society for the curriculum alignment and focused, relevant outreach activities.

The institution was started with the aim of giving value education to the students with the industry related development for the challenges of new India.

Dr. Madan A Sendhil
Chairman

Organization Chart



4. Recruitment Process

4. a. Recruitment & Selection

Our Approach

We ensure the availability of right candidate, in the right time as per the manpower plan. Ensure the availability of quality human resources and support the smooth functioning of the business. We hope to establish as a quality employer attracting high quality applicants at all times and ensure that the best applicant is hired.

To do this we are committed to:

Ensure that all our recruitment and selection processes are carried out in accordance with our “Equal Opportunities Policy”.

We recruit internally wherever possible- either through career progress/Internal Promotion/Inter Department Transfer and also recruit externally if there are no suitable internal candidates. It is done through various sourcing activities like Job Posting / Free ads’ / paper ad and Employee Referral. Use progressive, consistent, fair recruitment and selection methods. Continually help develop the skills and talents of our employee’s.

Hiring Process

Job Requisition:

The respective department HOD /Principal provide the manpower requisition with the approval of CO for New Position. Replacement shall be made without the approval of CO. HR facilitates the sourcing of the right candidate after the validation of New Hiring / replacement within budget.

Selection:

The selection of a candidate is done based on the recommendations of the Selection Committee for Academic, Administration, Technical and Business Development.

All candidates are selected based on the following parameters. This is in addition to Qualification criteria.

- Functional knowledge, Technical skills, Attitude, Relevant Experience, Educational background, Career focus, Communication skills and Personality.

Stages	Teaching Faculty	Non-Teaching Staffs
Written Test	Yes	Yes
Demo Class	Yes	NA
HOD / Panel Interview	Yes	Yes
Management	Yes	Yes
HR - Final Negotiation	Yes	Yes

If the candidate clears all assessments/interviews and is found good to be hired, the candidate profile is passed on to HR for Validation. The HR Validation would include Internal Parity Check in terms of Compensation & role, education & prior experience validation, and adherence to the hiring process and salary negotiation.

4. b. Employee Referral Program:

The objective of this program is to encourage employees to refer deserving and eligible individuals for the open positions.

Eligibility:

All active employees are eligible to refer suitable candidates. If the referred candidate is hired, Cash reward will be given to the referrer. However, the following policy shall not be applicable to the employees of the following groups:

- ✓ Human Resources Team
- ✓ Respective Hiring Principal / Heads

Procedure:

Recruitment team shall notify employees of vacant positions internally.

Employees should send the referral's CVs to HR department with the referrer's Name, Emp. no, Dept., & Division.

Reward:

1. If the referred candidate is hired, Cash prize will be given to the referrer.
2. Cash Reward shall be given only if the referred candidate completes his/her 3 months of service in our Organization.
3. Referral amount is Three (3) day's salary or Rs.3000/ per candidate - whichever is lower.
4. This program is applicable in Rathinam Technical Campus.

References Check

HR Dept. will ensure that the selected employee has met our job requirements and has proven track record of achievement and reliability in their earlier jobs.

1. Pre-Employment verification shall be done from his/ her previous employment.
Employment will be confirmed only after the receipt of satisfactory references.

Contractual Employees

Contractual employees will be covered by a different contract or agreement. The remuneration or compensation will be defined in the agreement or contract letter.

Offer Rollout

After completion of the Interview and reference processes, Candidate's profile will be submitted to the Management for the approval.

Based on the Management approval and recommendation, an offer is made to the approved candidate and the soft copy of the offer will be e-mailed / sent as a letter to the candidate.

The Candidate on receipt of the offer letter confirms his/her offer acceptance, adherence to the policies and the date of joining mentioned on the Offer letter. The candidate is expected to furnish all required documents at the time of joining as detailed in the offer letter.

4. c. Hiring of retired persons on contract

Persons retired from Government / private organization can be recruited as per the detailed instructions mentioned below.

I. Remuneration:

The staff hired on contractual basis will be paid a consolidated remuneration and No other allowance will be payable over and above the consolidated amount.

II. Approving Authority:

The approving authority for hiring a contract person will be Chairman - Rathinam Technical Campus, after submitting the proper request note from the respective division.

III. Eligibility:

The candidate should have retired from the services of Central/State Government, Local Bodies, defense service or equivalent services,

- ✓ He/she should be less than 65 years of age.
- ✓ The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner need to be submitted.
- ✓ The candidate should be free from vigilance angle at the time of retirement. (As a proof of this, a copy of the Pension Payment Order/ Gratuity Payment will have to be submitted.)
- ✓ The person should have working knowledge of Computer such as MS-Office (Words & Excel), Internet and e-mail.

IV. Term of hiring:

The contract of hiring will be for One (1) year and the same will be renewed on yearly basis based on satisfactory work and conduct report/ performance.

V. Renewal of Contract:

Request for continuity of service has to be initiated through specific form signed by HRD and employee needs to be submitted to RRC (Recruitment & Remuneration Committee) One (1) month before end of the period. If the form does not return signed by the Head of Recruitment committee, the contract period expires naturally and his/ her salary will not be processed. The designation of the employee may be continued and the employee will automatically move to On-call based paid for specific service unless the employee specifically wants to remove this provision. On-call basis will be defined and the letter will be issued automatically by the HRD to the employee if the extension request doesn't come signed by the Head of RRC.

This extension period will not beyond the age of 65 years.

VI. Entitlement of leave:

The contractual Staff will be allowed to avail one leave per completed calendar month. Leave pertaining to previous month, if not availed, will not be allowed to be carried forward.

VII. Termination of services:

The services of any contractual Staff may be terminated without any notice for any lapse/irregularity committed by him/her or the work and conduct not found satisfactory.

4. d. Joining Formalities

On joining, the candidates are requested to furnish original of the following documents as applicable:

1. Proof for the date of birth (Birth Certificate, Election ID card, SSLC marks sheet, etc.).
2. Certificates of educational qualifications (including marks sheets from SSLC/SSLC till the highest qualification).
3. Relieving letter of all previous employments.
4. Documents showing the proof of the compensation last drawn (Salary slips of last 3 months)
5. Photo ID proof (PAN Card, Election ID card or Driving License and AADHAR Card, etc).
6. Five recent passport size photographs.

4.e. Joining Date

HR shall issue an offer letter on the agreed terms and conditions and collect the acceptance in the defined format. The Applicant shall join the Organization every week Friday of the month. In the event of the Friday falling on any holiday, the joining shall happen on the next day and be put for induction.

4. f. Welcome Kit

After Completion of Joining Formalities “Employee Welcome Kit” will be provided to New Joiners with the below mentioned record.

1. Welcome Letter
2. Organization's Profile
3. HR /Employee Manual (Employee ID, Mail ID, Leave details and General Info)
4. Internal telephone directory
5. Job description with KRA
6. Induction Schedule
7. Stationery (Pen, Notepad, Pencil)
8. ID Card & Visiting Cards (depends on cadre)

A welcome onboard circular will be forwarded by HR Department to all the employees of Rathinam Technical Campus.

4. g. Induction Program

Induction is the first step in building a two -way relationship between the Institute and the new employee. The transition to the new workplace is made easier and more effective for the new employee.

Objective

1. To ensure that the new employees feel comfortable and part of the Institute.
2. To build loyalty through an effective induction process, setting clear expectations and providing ongoing training and feedback.
3. To give employees an opportunity to discuss and set career development goals for themselves and their department.

Responsibility

1. HR Dept
2. Department Head
3. Institution Head

Two Day Induction program.

	Forenoon (FN)	Afternoon (AN)
Day 1	Joining Process , HR policy and Introduction	Department HOD Orientation & Institution Head
Day 2	ERP Training, IT Training , Space allotment	Campus tour , Feedback

4. h. Probation

All the new employees who are on probation are subject to confirmation of service process after the completion of one year of service.

The HR shall initiate the process in advance and forward the confirmation sheet to the concerned Principal / Head for reviewing the performance of the employee under probation. The concerned Principal/ Head is required to send the filled appraisal forms within 10 days from the date of receipt from HR. Based on the recommendations of the HOD, the services of the employee shall be confirmed on the roles of the Organization or the probation period may be extended depends on the recommendation from Head with the discretion of the Management.

5. Compensation details

5. a. Salary Cycle

Salary Cycle for Rathinam Technical Campus employees as follows.

1. Attendance is Calculated from 21st to 20th of next month to all the employees except RIPS.
2. For RIPS Salary Cycle will be from 1st to 30/31st.
3. Salary will be credited through Salary Account in the Bank before 10th of every month.

5. b. Salary Structure:

CTC (Cost to Organization)

The full form of CTC means Cost To Company. It is a term, which signifies the total cost that a Organization would incur, on you, as an employee in a year.

The breakup of various elements in CTC would talk about the basic salary, HRA (House rent allowance) and other such allowances. Please note that CTC which contains all monetary and non-monetary values spent on an employee.

Basic:

It is computed as 60% of Cost To Organization.

House Rent Allowance:

It is computed as 20% of Cost To Organization.

(Income Tax rebate may be claimed by the employees as per existing tax laws.)

Conveyance Allowance

Employees will be paid conveyance allowance of Rs.800/- per month. (Fixed slab)

Adhoc Allowances

This component will be calculated from remaining salary of other components.

Deductions

Provident Fund:

It is included in the CTC of the salary Structure.

Employee Contribution: 12% from Salary except HRA Component

Employer Contribution: 13.21% from management except HRA Component

Other deductions from Salary:

Income Tax, Professional Tax, Employee's and Organization's Contributions towards Provident Fund and all other statutory deductions, which may be applicable from time to time will be deducted from the salary. The amounts deducted will be shown on the pay-slip.

Professional Tax:

According to the Tamilnadu Municipal Laws (Second Amendment) Act, 1998, Professional Tax Shall be deducted once in 6 months (Half yearly) for the period April to September and October to March of each year in your Gross salary as per the slab mentioned by Government of India norms.

Income Tax:

As per existing IT (Income Tax) Act.

Benefit of Provident Fund.

The Employees' Provident Fund (EPF) - A provident fund is a form of social safety net into which employee must contribute a portion of their salaries and employers must contribute on behalf of their employee. The money in the fund is paid on attaining retirement or in some cases to the disabled who cannot work.

Withdrawal benefit:

An employee can withdraw the entire amount from the fund in any of the following cases:

- (a) On attaining retirement age
- (b) Migration for permanent settlement abroad
- (c) Transfer to an organization/university not covered under the act

Non-Refundable PF Loans:

- (a) Purchase of House (after 5 yrs service)
- (b) Housing loan repayment (after 5 yrs service)
- (c) Marriage loans - self/daughter/son/sister/brother (after 7 yrs of service)
- (d) Children's education (after 7 yrs of service)

6. Attendance & Leave Policy

6.a.Attendance

Every employee is expected to sign the attendance register maintained by the Organization & Finger access in the Bio - Metric equipment at the time of entry and leaving. The attendance timing for morning will be by 9.00 a.m and in evening 4.40 p.m every day.

Anyone found not signing the attendance register either in the morning or in the evening would be marked absent for that particular day.

No employee is allowed to go out of the office premises on personal work during office hours without prior permission of immediate supervisor and the same need to be updated in the Security Gate Register.

6.b. Working Hours

Employee of Rathinam Technical Campus should follow the office timing without any deviation

<u>Division</u>	<u>Office timing</u>
Rathinam Technical Campus	08.45 am to 05.00 pm

For the convenience of employee's 05.00 min grace time have been provided on daily basis.

- ✓ Employees are requested to update their leave request in ERP with proper approval from their HOD.
- ✓ In case of emergency situation employees, need to intimate leave to HOD through proper Communication / SMS / Mail/ Telephone call and need to submit leave request while resuming to the duty. (Employees can avail this facility 3 times in a semester, if it exceeds the same will be treated as LOP (Loss of Pay)).

- ✓ Any kind of leave like CL / EL / Compensatory off/ LOP (Loss of Pay) / on duty and Permission need to be updated in ERP and it must be approved by Principal /HOD else the same will be treated as LOP.
- ✓ Employees should verify whether all their leave balance and attendance details are updated in ERP on regular basis.
- ✓ Respective Heads should approve their subordinates leave within 3 days from the date of apply.
- ✓ If HOD's fail to approve the leave on time, LOP will be marked for HOD's depending on pending approval during Payroll process.
- ✓ Any kind of Continuous leave more than 3 days will not be permitted, unless if it's an exceptional case for reasonable and unavoidable circumstances.

6. c. Permission:

Permission shall be applicable to all categories of employees.

- ✓ An employee can take 1 hr permission (2 times for Colleges/ Institution & 3 times for Techzone and others) in a month. Exceeding the prescribed limit will be considered as half day (LOP) loss of pay.
- ✓ No accumulation of permissions is allowed.
- ✓ Permission is granted under the sole discretion of the respective Head.
- ✓ Employees should ensure that all their permissions are marked in ERP with proper approval.

6. d. Leave Policy:

(I) Casual Leave (II) Earned Leave (III) Marriage Leave (IV) Vacation Leave (V) On Duty
 (VI) Leave on LOP (VII) Compensatory Off (VIII) Maternity Leave (IX) Medical Leave

- ✓ Availing Leave is not a right of an employee. Necessary permission/ approval need to be obtained for availing leave.
- ✓ Leave is offered to all employees with an intention to provide rest, recuperation and to fulfill social obligations.
- ✓ Leave policy will be applicable to all employees of Rathinam Technical campus.
- ✓ For the purpose of this policy, 'Year' is defined as Academic year of Rathinam Technical Campus.
- ✓ Employees need to handover their assigned responsibilities to their subordinates properly before availing leave, without affecting the assigned work to them.
- ✓ If employee avail any Leave (CL / EL) prefix or suffix any Intervening national/festival/declared holidays/ weekly offs shall be counted as leave.

(I) Casual Leave

All employees will be permitted up to 12 working days of casual leave per year.

Casual leave of totally 12 leaves shall be credited to the employee leave record at the beginning of the every year or on the basis from the date of joining for the new employees.

Casual leave is at the discretion of the Principal /HOD of the Department.

- ✓ Un-availed leaves will not be carried forward to the next year.
- ✓ Encashment will not be applicable.
- ✓ Casual Leave cannot be granted in combination with any other leave

(II) Earned Leave

Earned leave shall be credited to the employee leave record at the beginning of every year or on a prorated basis from the date of joining for the new employees.

1. Un-availed Earned leave can be carry forward to the next year and should not exceed the limit of 20 days, Earned Leave will be lapsed if it exceeds more than 20 days.
2. Encashment on Earned Leave will be applicable based on employee's request.
3. Employees need to submit their request to HR through Respective Head. At the end of every academic year.
4. At the end of every academic year Employees can encash, their EL for a minimum of 3 days to Maximum of 20 days, from their last drawn Basic salary (Basic will be treated as 60% of their CTC.)
5. HR Dept will examine EL Request application based on the recommendation of Heads.
6. Intervening national/festival/declared holidays/ weekly offs shall be treated as Earned leave.
7. EL leave can be clubbed with other leave.

(III) Marriage Leave

Employees are eligible for Marriage leave of 3 days.

1. Employees need to submit their Marriage Invitation routed through the Principal /Head to HR/Admin department.

(IV) Vacation - Leave Policy

1. Employees who have completed One (1) year service with our organization will be eligible for paid vacation Leave.
2. All the Teaching Faculties RTC is eligible yearly 15 days will be applicable for Teaching staff and 6 days for Non Teaching staff.
3. Principal of the Institute shall decide the period of leave with the approval from Management.

4. In case if any staff requires extra leave, he/she should get approval from the Principal and the same will be treated as LOP(Loss of Pay).

(V)On Duty (OD):

The On Duty policy shall be applicable to all categories of employees, who travel on official need and necessity on the basis of respective Heads' instruction for official work. Employee need to apply their OD request in ERP for the approval. Faculty members are eligible to avail on-duty (OD) for attending Conference, FDP, Workshop, Seminar, DC/BOS meeting, etc., upon the prior approval from the Principal.

Faculty members are eligible to avail OD for appearing NPTEL exams, GATE exams & higher-studies exams for a maximum of 3 days in a calendar year.

Faculty members pursuing Ph.D. are eligible to avail OD for the following:

- One day for Ph.D. Admission
- 2 days/calendar year to meet/ getting signed in the Progress Report from the Supervisor
- All Course Work Examinations
- One day for Confirmation/Comprehensive Viva
- One day for Synopsis submission meeting
- Two days for Thesis submission meeting
- Two days for Ph.D. Viva-Voce examination

After attending Conference, FDP, Workshop, Seminar, etc., the faculty/staff members need to present a seminar in the department and submit a report through proper channel for the sanction of ON DUTY. Further, attendance certificate for the event attended by the concerned faculty need to be submitted to the college office after returning to the duty. Otherwise the ON DUTY shall be adjusted in the casual leave if available or shall be treated as loss of pay.

(VII) Leave on Loss of pay

In the absence of leave balance, the employees may opt to go on Leave on Loss of pay. However the same shall be granted purely on the discretion of the respective HOD/ Principal.

(VIII) Compensatory off:

Whenever an employee is required to work on a week off/Closed Holiday/public holiday for full day, Compensatory Off for maximum One (1) day will be granted. However, in exceptional circumstances if an employee is required to work for less than 8 hours or before lunch break, he or she shall be entitled for ½ day Compensatory Off.

The Compensatory Off shall not be sanctioned for a half day. Two half day Compensatory Off shall be combined together for sanctioning of one day.

Compensatory off leave need to be availed within 30 days from the date attended the duty.

The employees who are all working on mentioned week off/Closed Holiday/public holiday need to submit their request in ERP for the approval of HOD / Principal / Management. Based on the approval he/she can avail the leave.

Compensatory Off leave can be availed only for Future leave days.

(VIII) Maternity Leave

The Maternity leave can be granted to all the eligible Women faculty/staff members.

(IX) Medical Leave

The medical leave is granted for 4 days/year to the eligible faculty/staff members.

7. TRAVEL POLICY

7. a. Outstation Travel Policy

The travel and accommodation entitlements shall depend on the employee classification and the classification of the cities.

1. Employee shall be responsible for travel and accommodation bookings.
2. Employees are eligible for travel advance on approval of his/her superior.
3. The travel advance shall be settled within 7 days on completion of the tour.
4. In the event of the employee failing to settle the travel advance within 7 days on completion of his/her tour, the advance shall be recovered from the employee's subsequent month salary.

Receipt submission details are as follows

Appropriate vouchers/receipts/documentation includes:

Business purpose:

1. Statement of business purpose or conference/itinerary or schedule of events
2. Transportation: (Original receipt required)
 - a. Air, Train, Rental Car and Other Ground Transportation
3. Lodging:
Hotel-Original bill/receipt (detailing all expenses)
4. Meals:
Credit card/ cash register receipt/ bills
5. Conference Fees:
Receipt from conference or copy of registration form
6. Miscellaneous Charges:
Tips and other miscellaneous charges - do not require receipts

General Note:

1. Booking has to be ideally done (wherever possible) through an appropriate instruction to the travel desk at travel@rathinam.in
2. Employees are urged to book Air tickets as early as possible (ideally 10 days in advance) to take advantage of low fares.
3. Whenever possible booking has to be made through "Makemytrip" website for better pricing.

Employee Classification

The travel policy shall be applicable to all employees as classified in the following table:

Purpose of Travel

1. An employee shall be eligible for the facilities and expenses if journeys/visits are undertaken for the following purposes.
 - a. Outstation duty duly authorized by the approving authority.
 - b. Attending training programmes /seminars/conferences or any other development programmes approved by the Organization, as per Management discretion.

Process followed for Travel

1. Employee should submit Outstation Travel plan and Travel expenses budget and it should be approved by their respective Division/ Dept. Head.
2. Post completion of the travel statement need to be submitted in 3 days to the approving authority

The cities shall be classified as follows.

A Class Cities:

Ahmedabad, Bangalore, Chennai, Calcutta, Delhi, Hyderabad & Mumbai

B Class Cities:

All the state capitals, which are not, mentioned in A Class City and the cities given below come under the B Class cities.

Aurangabad, Cochin, Coimbatore, Madurai, Trichy, Mysore, Mangalore, Haryana, Vijayawada, Visakhapatnam, Kolkata , Nagpur, Pune, Nasik, Aragonda, Baroda, Surat, Jodhpur, Agra.

C Class Cities:

All other places which does not come under the above 'A' & 'B' class cities shall form part of the C Class cities.

Entitlement:



S NO	EMPLOYEE DESIGNATION	DOMESTIC TRAVEL POLICY			Local Conveyance	
		MODE OF TRAVEL	ACCOMMODATION (Per Day)	FOOD & REFRESHMENT S(Per Day)	MODE OF LOCAL CONVEYANCE	REIMBURSEMENT
1	CO & Above	1, Air fare Economy class or Train - 1 st Class A/c (Whichever is convenient)	4 star hotel Actuals can be 5 star hotel with prior permission	Actuals	A/c Car or Organization Cab	Actual
2	Principal/CO	1, AC 2 Tier Train for less than 10 hrs journey. 2,Air fare - Economy class for more than 10 hrs journey.	A Class: Rs. 3000 B & C Class: Rs. 2500	Rs.800/-	A/C car or Organization Cab on request	If used own vehicle can reimburse at Local Conveyance rate
3	SR. M GR / Dean	1, AC 2 Tier Train for less than 10 hrs journey. 2, Air fare - Economy class for more than 10 hrs journey.	A Class: Rs. 2500 B & C Class: Rs. 2000	Rs.500/-	A/C car or Organization Cab on request	If used own vehicle can reimburse at Local Conveyance rate
4	MANAGER / HOD/A.O	1,II Class (Sleeper) - Train or A/C Bus for less than 10 hrs Journey. 2, AC 3 Tier - Train more than 10 hrs journey. 3, Air fare - Economy class for more than 20 hrs journey with special approval for Heads.	A Class: Rs. 2000 B Class: Rs. 1800 C Class: Rs. 1500	Rs.450/-	Taxi or Own Vehicle	1, For Taxi As per rate fixed in Ola. 2, For own vehicle can reimburse at Local Conveyance rate
5	EXECUTIVE / Asst. Prof	1, II Class (sleeper) or Bus 2,Air fare - Economy class for more than 20 hrs journey with special approval for Heads.	A class: Rs. 1500 B Class: Rs. 1250 C Class: Rs. 1000	Rs.400/-	Bus or Local Train where ever available or Two Wheeler or Auto only with prior Approval by the Heads	If used own vehicle can reimburse at Local Conveyance rate
6	OFFICER to TRAINEE	1, II Class (sleeper) or Bus 2, Air fare - Economy class for more than 20 hrs journey with special approval for Heads.	A Class: Rs. 1250 B Class: Rs. 1000 C Class: Rs. 900	Rs.350/-	Bus or Local Train where ever available or Two Wheeler or Auto only with prior Approval by the Heads	If used own vehicle can reimburse at Local Conveyance rate

1. If the accommodation, Food, Local Conveyance is being organized by the Organization, the employee shall not be eligible for claiming these allowances.
2. Employees traveling to outstation in their conveyance (own Vehicle) will not fall under the above said policy. (Keeping the safety in mind)
3. In case the employee prefers to stay with friends or relatives or make their own arrangements; they shall be entitled to for their food allowances.
4. If the employees stay more than 7 days in particular location, employee needs to opt for monthly paid service Apartment/ mansion after the discussion and approval from HOD & HR.
5. The allowance for lodging and stay will be approved case to case; the allowance for food will be as per table
6. While submission of claim/ bills the employee should submit the Travel Report (One Page) about their activity along with the Initial budget approval copy.

Leave While on Tour:

If any employee avails leave while on tour, he / she shall not be entitled for any expenses (Boarding, lodging, Conveyance, etc.,) for the period of such leave.

7. b. Foreign Travel Policy:

Foreign travel shall be governed as mentioned below

The Accommodation and Food expenses will be fixed depending on the countries Expenses cost with the approval of management based on the rate from <https://www.numbeo.com/cost-of-living/>.

Reimbursable expenses included as follows on submission of actual bills:

1. Excess Baggage charges and storage expenses
2. Business office expenses (copy services, postage, etc.)
3. Business-related phone calls and faxes
4. Costs of obtaining required visas and passports
5. Currency conversion fees

Amendment:

1. The management may amend or modify any of the provisions of the policy in full or in part as and when it deems fit in the interest of the Organization and the same may be brought to record through a circular.

7.c. Local Conveyance:

The employees are entitled to local conveyance as per the eligible limit for any local travel on an official ground. The conveyance for local travel will be reimbursed to you at actual.

Travel by auto need not require any bills. However, conveyance for pre paid taxi does require a receipt and it is to be attached with the conveyance voucher. Expenses reimbursed will be at actual amount spent.

For employees using their own vehicles for Organization business related local travel, the reimbursement is as follows:

Rs. 2.75 per Kilometer for Two Wheeler.

Rs. 6.20 per kilometer for four wheeler.

After undertaking the trip, the respective employee has to complete the necessary conveyance voucher before 25th of every month with the approval of Reporting Head and submit it to the HR dept. HR dept will verify and authorize it to Accounts dept for reimbursement, failing which bills will be not be processed.

7. d. Mobile Allowance:

Mobile Connection

The management of Rathinam Technical Campus may at its liberty allot mobile connectivity to employees whenever it deems fit in the business interest of the organization.

Management defines the eligibility for mobile connections as follows.

A. Eligibility Parameters

B. Those staff whose job profile demands uninterrupted connectivity.

Eligibility for monthly rentals & Call Charges.

S. No	Employee Classification	Monthly Rent	Eligibility for Instrument	Eligibility
1	CO & Above	Actual* (Paid by Organization)	Provided by Organization	Mandatory
2	Principal/CO	Actual* (Paid by Organization)	Provided by Organization	Mandatory
3	SR MGR / /Dean	900	Based on approval	Mandatory
4	MANAGER / HOD/A.O.	700	Based on approval	Management Decision
5	EXECUTIVE / Asst. Prof	500	NA	Management Decision
6	OFFICER to TRAINEE	400	NA	NA

The HR shall coordinate with the approved service provider for the issuance of CUG SIM card and the same to be communicated to the Accounts Department for billing purpose.

Procedure for Payment of bills

1. The Employee will be responsible for monthly bill payment.
2. The eligible monthly amount will be paid along with employee's salary. In case the bill amount is beyond the eligible limit, the differential amount need to be paid by the employee along with actual.

Administration & Monitoring

The HR department shall raise the requisition for allotment of mobile device and connection in the prescribed form; The Accounts department shall take the responsibility to own the payments. The HR department shall coordinate with the department of Purchase as and when a new employee joins or new requirement comes up.

In the event of separation of a user, the device/SIM card has to be handed over to the HR by the employee.

8. Benefits & Welfare:

We are happy to announce that the below mentioned benefits and welfare will be provided for all the employees associated with Rathinam Technical Campus.

8.a Education Scheme.

- a. Rathinam Technical Campus employees' son/ daughter will be eligible for this scheme.
- b. Blood relations are not covered under this scheme.
- c. Management will provide 50 % fees concession on actual tuition fees.

8.b. Employee Utilization.

(i) Employees can use the Campus

Employee can utilize our Institution Auditorium / Food Court / Ground for their family function with the 50% concession on Actual Cost.

- a. Request need to be submitted to HR /A.O on prior basis.
- b. Allocation of above said infra will be provided on availability and need basis.
- c. Management's decision will stand final.
- d. Excess rate of Concession is at the discretion of the Management.

(ii) Employees can avail Organization vehicle (Car / Van)

Employees can utilize this facility for their own emergency and occasional needs at 75% concession from the rate announced Every Year.

- a. Employees should bear the cost for Petrol / diesel and driver charges.
- b. Request need to be submitted to Transport Dept.
- c. Final decision shall be taken by the Management.

8.c . Hospital Tie up :

RTC has tie-up with Abinath Hospital, Sundarapuram, Coimbatore for availing Medical treatment for our students and staff in case of any emergency during their office hours.

Listed below are the benefits & procedures to be followed for availing the same.

Benefits & Procedures:

- Rathinam Technical Campus staff or students can utilize this hospital facility in case of any emergency during their working hours/ hostel hours.
- Students and staff can avail treatment and pay their Medical expenses to the College.
- There is a special concession in the rate for Staff & Students of Rathinam College.
- Free Ambulance service for 24/7 from college to hospital.
- Utilizing staff or students need to collect the PASS from respective Coordinator before availing treatment, also need to submit their ID card (photocopy) along with PASS in the hospital.
- Payment terms & Conditions.
 - Employees Medical expenses will be either deducted from the salary or employee can pay directly to the hospital.
 - Students need to pay their Medical expenses directly to the hospital or college, on or before getting the hall ticket of the semester.
- Approved limit of treatment will be Rs.3000/- more than the limit, staff or student should get approval from HR dept.

8.d.Transport Facility:

Employees can utilize the college bus transport facility with the minimal concession rate.

1. For availing transport facility / Cancellation of Transport facility, staff need to submit a form to HR Department.
2. HR will forward the request to Transport dept. for registration and acknowledgement Pass (Route coordinator details, Monthly amount, Bus no- will be provided to the employee).
3. Monthly charges will be deducted along with the respective employee's salary on monthly basis.

The Transport details are shared by the Transport Department.

8.e. Birthday gift.

The management considers it as a responsibility to celebrate the birthdays of all employees. Each employee shall be given a Chocolate box & Greeting Card for the employee on the occasion.

8.f. Marriage Gift

We acknowledge the significance of marriage that occurs once in a lifetime. All the employees working at Rathinam Technical Campus shall be eligible for a marriage gift.

AO of Rathinam technical campus, can represent on behalf of their Management and Chairman shall share the gift to newly Married staff.

8.g.Advance

All the employees of Rathinam Technical Campus are eligible for Salary Advance subject to their completion of 6 months of service in the Organization. The salary advance shall be given to employees during festivals, Special purpose or to meet the emergencies. The employee shall raise the advance requisition in the prescribed form through the concerned Heads of Institutions with relevant document attached (If required) and the same shall be forwarded to HR.

The request shall be verified and scrutinized by the HR. If any deviations are found it may be cancelled.

Final request shall be put forward to the authorized signatory for necessary approval and forward to Accounts department for payment process.

The advance eligibility and the repayment schedule are as follows.

Salary Advance:

- a. Employees are eligible to get their One (1) month Gross Salary as an advance
 - b. Advance amount will be recovered in maximum of 7 equal installments starting from month of disbursement.
 - c. Sanctioning of salary advance is purely at the discretion of the management.
-

Other Conditions for grant of Salary Advance

- ✓ The request for advance will be processed and approved within 2 days of receipt of application by HR department. The amount will be remitted to the employee within 2 days from the date of approval subject to availability of funds.
- ✓ All salary advances will be remitted to the concerned employee's bank account or through Cheque.
- ✓ The recovery of the advance will commence from the month immediately succeeding the month in which the advance is sanctioned. The amount will be recovered from the salary/wages/stipend of the concerned employee.
- ✓ In case an employee exits from the Organization prior to the repayment of the advance drawn by him/her, the balance amount will be adjusted against his full and final settlement. If there is still some advance amount outstanding against him, the employee will be advised to remit the sum before a relieving order is issued to him.
- ✓ The sanction of advance will be subject to budget provision and availability of funds to be determined and regulated by Accounts.

8.h.Employee Subsidiary Food:

There is facility in our campus for people who are in need of breakfast and lunch during college working days at a subsidized rate. If taking for full month(26days) you need to pay around Rs.60 per day for both breakfast and lunch in advance and you can avail the facility. Only lunch required Rs. 30 per day and to be paid for full month. If needed only for few days you can pay and get tokens at a rate of Rs.50 per meal. This is just a courtesy and information message for people looking around during college days in need of food.

Procedure:

Employees need to submit monthly request to their respective Admin Head or through online request form. Food for Visitor/ guest need to be intimated a day before through respective Admin to the Manager.

8.i Facilities for Differently abled Persons :

Our College is well prepared with all physical facilities like Ramp, specially designed differently abled Rest Rooms and Human Assistance with modernized equipment.

8.j. RTC rewards :

Awards for academic excellence for getting more than 80% pass percentage in university exams.

Sponsorship for Professional body membership presenting papers in National/International conference/ workshop/ FDP registration fee will be provided.

S.No	Type of Proposal	Status	Cash Reward
1.	Scheme funding (Conference/ Seminar/ Symposia/ FDP/SDTP/ Travel grant)	Submitted to the Agency	Rs. 1000/-
2.	Research Proposal - Minor (Grant Amount within Rs.5 Lakhs)	Submitted to the Agency	Rs.3000/-
3.	Research Proposal - Major (Grant Amount above Rs.10 Lakhs)	Submitted to the Agency	Rs.5000/-
4.	Scheme Funding	Sanctioned by the agency	5% to 25 % shall be provided; the percentage will be decided by the scrutiny committee based on the grant sanctioned & other factors.
5.	Research Proposal- Minor/ Major	Sanctioned by the agency	Rs.3000/- per article
6.	Article in Scopus/ Web of Science Journal (applicable for faculty who cite them as first and second author	Published	Rs.3000/- per article
7.	Article in SCI journal (Applicable for faculty who cite them as first & Second author)	Published	Rs.5000/- per article
8.	ISBN - Book publication	Published with college Name	Maximum of Rss.5000/- or 50% of the book publication cost, whichever is lower.
9.	Patent	Filing Completed	Once the scrutiny Committee approved the patent and it is filed then 25% of the total filing cost shall be reimbursed.
		Patent Published	50% of the remaining filing cost shall be reimbursed.

9. Dress Code:

General Principles

Everyone in our Organization must dress in a way which:

- a. Is not likely to render them vulnerable to criticism or allegation or ridicule
- b. Is not likely to be viewed as offensive, revealing or sexually provocative
- c. Does not distract, cause embarrassment or give rise to misunderstanding
- d. Does not include any political or otherwise contentious symbolism or slogans
- e. Is not considered to be discriminatory
- f. Is respectful of ethnic and cultural difference
- g. Is smart, clean and 'neat and tidy' (This concept includes the expectation that clothes will be ironed, shirts will be tucked in, trousers legs will not be tucked into socks, well-ordered, etc.)
- h. Maintain effective personal hygiene

All our Staff is expected to dress smartly and any outfit worn must, in its entirety, be deemed to be smart.

DRESS CODE :	Male Staffs	Female Staffs
		1, Formal Saree for Teaching Faculties on all regular working days. 2, Regular/ Long Salwar Kameez will be accepted only for RTZ staff's & RIPS Staff's
	Tie (Mandatory for Teaching Faculties)	Over Coat (Mandatory for Teaching Faculties)
	Formal Shoes (Black or brown)	Sandals / Cut Shoes.
	Lab Coats & Shoes for Laboratory Sessions	Lab Coats & Shoes for Laboratory Sessions
	Display of Identity Cards	Display of Identity Cards
	Maintain a professional look with clean shave or well groomed beard	
	Short , Gaudy or Embroidered shirts	Short type Salwar Kameez and Short Tops
	T Shirt , JEANS or Colored Trousers	High Heeled Foot wear (more than 2.5 inches)
	Chappals , Colouring of hair and wearing of studs	

Saturday business casuals will be allowed for all employees of Rathinam Technical Campus. In exceptional cases formal is mandatory.

10. Grievances Procedure

The purpose of the Grievance Procedure is to assist in resolving workplace issues/ problems as they develop. We recognize that workplace challenges may arise from time to time and have found that the best way of maintaining job satisfaction and good working relationship, is to follow a procedure for solving problems and grievances.

The procedure aims to provide all employees with a number of avenues to have their grievances heard and resolved.

Definitions

What is a grievance?

A grievance is any type of problem, concern or complaint related to work or the work environment.

For example, you could have a grievance about:

- a. Transfer or promotion
- b. Staff development or training availability
- c. Rosters or hours of work
- d. Wage or salary levels
- e. Leave allocation
- f. The work environment
- g. Safety in the workplace
- h. The nature of supervision
- i. Performance appraisal
- j. Discrimination or harassment.

A grievance may be about any act, omission, situation or decision that you think is unfair, discriminatory or unjustified.

Responsibility

The following people have responsibilities in relation to this procedure:

- Chief Operations
- Manager Human Resources
- Management Committee
- Principal
- Heads of Departments

Procedure

The following procedure sets out the way in which we will handle a complaint. Please use it if you need to. Do not let people get away with harassment and unfair behavior.

Employee Suggestion & Grievance box will be fixed at each Institution and which is will be monitored directly by HR Dept.

Employees can drop their grievance and which will be kept confidentially by Human Resource department and corrective actions will be taken to resolve the issues.

1. Our Grievance Procedures are:

CONFIDENTIAL

Only the people directly involved in the grievance, or in sorting it out, can have access to information about the grievance. Information goes on an employee's personnel file only if they are disciplined as part of sorting out the grievance.

IMPARTIAL - All affected parties sides get a chance to tell their grievances. No -one makes any assumptions or takes any action until all relevant information has been collected and considered. All sides have access to support or representation if they want or need it.

FREE OF REPERCUSSIONS OR VICTIMISATION - Management takes necessary steps to make sure that people involved in a grievance are not victimized by anyone for coming forward with the grievance or for helping to sort it out. Any victimization will lead to disciplinary action.

However, if the grievance procedure is used by an employee to lie about someone, the employee too can be disciplined. Of course, if we decide that we need to take disciplinary action against someone for breaching any of our policies or standards, then we will do so.

However, we will do this fairly and consistently.

SENSITIVE - the people who help sort out grievances have been specially trained to treat all grievances

Sensitively. You won't be laughed at or treated badly for making a grievance, or for explaining your side of the story.

TIMELY - Management aims to deal with all grievances as quickly as possible. There are time limits for the different stages. The aim is to sort out all grievances within four weeks if at all possible. Most grievances can be sorted out even faster than this.

11. Disciplinary Matters : The following disciplinary matters are followed:

11.a. Disciplinary action

If the person sorting out the grievance decides that there has been a breach of one of our policies or standards disciplinary action shall be taken against the person.

If your grievance consists of lies, you can be disciplined. If the person or people you complained about are found to have committed a breach of one of our policies or standards, they can be disciplined.

Disciplinary Committee will be formed and Enquiry officer will be appointed.

The level of discipline will depend on such things as:

- a. The seriousness of the breach
- b. Whether they have been officially warned or disciplined before about this type of breach
- c. Whether there are any circumstances that mean they should not be disciplined at all, or
- d. Not disciplined so seriously.
- e. Discipline could involve one or more of the following:
- f. A written apology
- g. Counseling
- h. An official warning
- i. Loss of promotion rights or
- j. Wage/salary reduction for a specified period
- k. Transfer or demotion
- l. Dismissal.

If necessary further legal proceeding will be followed depends on the ground of complaint. A record of the grievance and the resulting disciplinary action will be placed on the personnel file of the person who is disciplined. The grievance handlers will also send all their notes and a copy of the record of the grievance to Manager of Human Resources Department for filing.

Some Possible Outcomes

All records, including allegations, investigation reports, interviews and file notes will be securely

kept within the Human Resources Department to ensure privacy and confidentiality is maintained for all parties involved.

11.b.Women in Work Place : To Work Without Harassment

On 13th August 1997, the Supreme Court of India held that sexual harassment of women is a violation of the fundamental right of women to work in a safe environment. The Supreme Court has defined 'sexual harassment' to include

- a.Physical contact and advances
- b.Demand or request for sexual
- c.favors Sexually colored remarks
- d. Display of pornography
- e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Often such behavior goes unpunished because of hesitation on the part of women to report such behavior out of a sense of shame or fear or both. It is important for women to protest against any behavior that they feel is unwanted and unacceptable.

What should you do if you are sexually harassed?

Do not feel ashamed. Tell the harasser very clearly that you find his behavior offensive.

Do not ignore the harassment in the hope that it will stop on its own. Come forward and complain to the Concern authorities.

Talk to somebody you trust about the harassment. It will not only give you strength but also help others in similar situations to come forward and complain.

Keep a record of all incidents of sexual harassment. If you feel the need to register a formal complaint later, this record will be helpful.

What action can be taken against the offender?

The Eve teasing Committee is deemed to be an Inquiry Authority for the purpose of CCS (Conduct) Rules, 1964 and the report of the Complaint Committee is deemed to be an Inquiry Report under the rules according to government norms.

After it has been proved that the offender has indulged in sexual harassment in the work place, appropriate disciplinary action would be taken against him irrespective of his status in the Institute (staff, faculty, student). Where such conduct amounts to a specific offense under the Indian Penal Code or under any other law, a complaint will be made to the appropriate authority for action in accordance with the law.

Care shall be taken by the committee to ensure that the victims of sexual harassment and the witnesses shall not be victimized while dealing with the complaint. The victims also have the option to seek transfer of the perpetrator or their own transfer.

The Role of the Women Development Committee

To act as Inquiry Authority on a complaint of sexual harassment.

To ensure that victims and witnesses are not victimized or discriminated because of their complaint.

To take proactive measures towards sensitization of the staff, students and faculty members of our Institutions on gender issues.

12. Leaving the Organization

12. a. Notice period

Notice period and pay in lieu of notice period

Every employee who desires to relieve must work for the stipulated notice period, or pay in lieu of the notice period. The employees, whose services are confirmed, will be required to give notice period of 3 months.

Provided further that in the case of Academic staff, the Institution may ask the Faculty to complete the teaching assignment in the respective term or Semester, and she/he may be relieved after completion of such assignment.

The decision to waive the notice period or accept payment in lieu thereof rests with the management.

In cases where the termination is initiated by the Organization, the employee will be relieved immediately with a additional of 20 days salary. However if the termination is due to “indiscipline or misconduct”, notice pay will not be applicable.

The Management may withhold the settlement of accounts and issue of relieving letter to an employee who does not comply with the relevant clause pertaining to notice period.

‘Pay’ for the purpose of notice period means Gross Pay as per the compensation structure.

12.b.Cessation of Employment

Resignation and Separation will be in accordance with the terms and conditions of employment.

Normally, leave or sponsorship for training and development is not permitted during notice period.

However, based on merits, grant of leave may be considered by the Head of Institutions/ Heads.

Separation from the Organization can occur in the following events:

- ✓ On resignation from the services
- ✓ On retirement
- ✓ On being removed from the services or on being dismissed
- ✓ On the expiry of any fixed contract period
- ✓ On being found medically unfit to continue working in her/his present responsibility
- ✓ On death of the employee.
- ✓ Employees are not being permitted to hold any office of profit either directly or indirectly outside the Institution without the permission of the Management. This includes an agency/ agent to any

Insurance Company, also not to involve in any business or do any trading on your own account. Breach of any of the condition above will rend you liable to termination of your employment without notice.

12.c. Resignation

An employee, who wishes to leave the services of the Organization, has to submit a resignation letter giving notice as stipulated in the appointment letter, to the immediate Superior with a copy of the same to Human Resource Department.

12. d. Retirement

The retirement age will be 58 years. The age-proof certificate that is submitted by the employee at the time of appointment shall be final for determining the retirement date.

The last date of the month in which the employee was born is considered as the date of retirement.

The payroll section will be advised regarding payment of dues to the employee after ensuring clearance from all concerned departments.

12. e. Termination

An employee's services may be terminated due to

- ✓ Lack of job related skills
- ✓ Inadequate work performance
- ✓ Questionable character
- ✓ Indifferent attitude
- ✓ Integrity issues

Any other reason, which the organization believes renders the employee unsuitable for continued employment with the Organization.

The appointment of an employee is made on the basis of the information supplied by them in their application / résumé at the time of interview. Their appointment shall become null and void in case any material error is established at any point of time. In such a case, the employee's services will be terminated with immediate effect.

The clearance formalities will be similar to those applicable for resignations.

12. f. Expiry of Contract Period

Employees engaged on contractual basis shall automatically cease to be employees of the Organization at the close of the last working day as stipulated in the contract. Such contractual employees will also be required to furnish a No-due / clearance certificate from all concerned for settlement of dues, if any. In case Management feels to extend his/her service period; same can be extended for the period of one (1) year.

12.g. Return of Office Property

On cessation of employment with the Organization, the employee must surrender all property (laptop, phone, etc.), business related documents, confidential data or the like which may have been entrusted to the employee.

12.h. Lien on Service

An employee who is absent from work without information or without obtaining prior approval of the Supervisor for more than eight (8) consecutive working days will lose his lien on service as this would amount to the employee voluntarily abandoning his employment in the Organization. The management would strike off the name of the employee from the roles of the Organization without any notice to the employee.

12. i. No due Certificate

Employee should complete all his/her handing over and Submit his/her No-Dues certificate to HR Dept with proper clearance by their HOD, Principal, Library ,Finance & Accounts, Administration and other departments as required. Else the HR Dept will withhold their relieving until it get completed.

12. j. Exit Interviews

Prior to leaving, exit interview will be conducted by the Human Resource Department.

Exit interview will be conducted for all employees exiting through formal separation, (resignation and retirement) except dismissal/ termination.

The exit interview will be applicable to all employees. On specific cases, the HR will conduct the exit interview via Telephone or face to face.

12.k. Full and Final Settlement

Employees separating through formal exits will be eligible for the full and final settlements as per the below guidelines:

Full and Final settlement will be paid after 45 days from their date of leaving after clearing all their dues or recovery amount or asset from the employee.

Help Desk

Salary related issue: pradeep@rathinam.in

Recruitment reference: recruitment@rathinam.in

HR & other escalation: hr@rathinam.in