



MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
BLOCK NO.8, MOGAPPAIR WEST, CHENNAI 600037.
Affiliated to the University of Madras
An ISO 9001:2015 Certified Institution

EMPLOYEE HANDBOOK

To all Employees

This Employee Handbook establishes policies, procedures, benefits and working conditions that will be followed at MAR GREGORIOS COLLEGE OF ARTS & SCIENCE (MGC) by all employees as a condition of their employment with the Institution. This Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the Institution of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of the management of MGC and the Institution reserves the right to deviate from the policies, procedures, benefits and working conditions described in this handbook. Furthermore, it reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice. MGC shall make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about company policies, procedures, benefits, and working conditions.

MGC strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges. These policies, procedures and working conditions provide a work environment in which both customer interests and employee-interests are served.

MGC values the talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment in which employees can thrive. Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understood, agree to abide by, and acknowledge your receipt of this employee handbook.

Regards,

Authorized Signatory

Message From Secretary

Welcome to Mar Gregorios College of Arts & Science!!!

A few words to explain MGC's philosophy and mission:

- To be a leading Institution in terms of quality of Education
- Personalized attention with care
- Mission is Not only growing bigger, but also becoming better
- No matter the Student's Profile, MGC's dedicated staff shall have a solution for their Career Upliftment
- To perform what we have promised is of greatest importance to us.

Like to conclude with the remark :

Institution = Teamwork

Let's continue to grow as a Team.

Thank you very much and wishing you all the very best.

Secretary

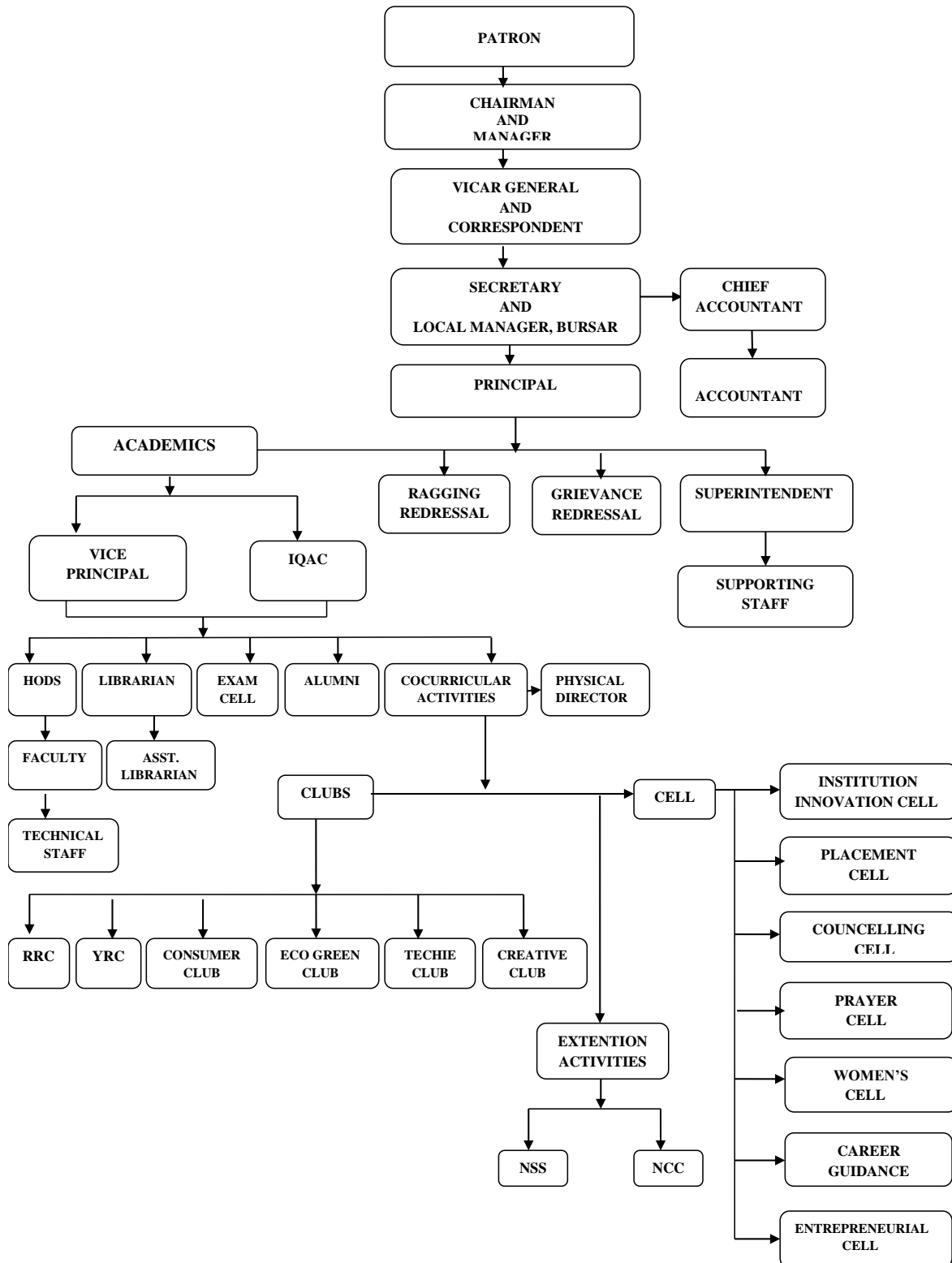
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About Mar Gregorios College of Arts & Science

Mar Gregorios College of Arts & Science was established in the year 1997. Ever since its inception, MGC has significantly progressed from strength to strength and is now one of the pioneers in collegiate education under the University of Madras.

The college aims at offering job-oriented university education with a strong basic practical training in a Catholic atmosphere, especially those belonging to less privileged sections of the society. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, cultural awareness in a safe, accessible and affordable learning environment and embraces equality and accountability through an effective value- based education in a holistic approach.

HIERARCHY CHART



Our Vision

The College envisions facilitating transformation of students into good human beings, competent professionals, responsible and worthy citizens focusing on assimilation, dissemination of knowledge through holistic education in a Catholic Christian atmosphere.

Our Mission

MOTTO

Let Your Light Shine.

MISSION

The College stands for academic excellence, development of skill and building of character based on the love of God and service to mankind as revealed by Jesus Christ, so as to send out intellectually trained, morally upright, socially committed and spiritually inspired men and women of India, to raise them as leaders of quality in all walks of life and to serve their fellow men in justice, truth and love.

Employment Status

Orientation

New employee orientation includes an overview of MGC's history, an explanation of MGC's core values, vision, and mission; and company goals and objectives. In addition, an overview of benefits, tax, and legal issues to complete any necessary paperwork shall be given.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. Your Department Head will then introduce you and the other new hires under him/her to the staff throughout MGC, reviews job descriptions and scope of positions, explain MGC's evaluation procedures, and help you get started on specific functions. In addition, the IQAC shall guide the New Recruit on their Roles & Responsibilities.

Personnel Records

The Administration Department shall maintain personnel file containing complete and current information of each employee at the MGC. Personnel records shall be kept in a secure location and shall be treated with appropriate discretion. Personnel files are considered company records and are maintained on a confidential basis. As a MGC member, you are responsible for advising the Management of changes pertinent to your record. As a current employee you may review your own files during regular business hours. No one may remove personnel files from the Management office without the knowledge / prior approval of the management.

Dissemination of Personnel Information

Requests from outside or inside the Institution for letters of recommendation or any other form of information regarding any employee, past or present, shall be referred to the Principal / Secretary by the Administration department.

Verification of name, employment dates, salary, and title shall be released, upon request, to banks, credit bureaus, and other financial establishments. Requests for detailed salary/employment information for mortgage purposes, etc., shall be provided if the request has the prior request of the individual employee along with required approvals from Principal / Secretary.

Work Schedules and Rest Periods

MGC shall practice a six-day working system wherein employees shall work for 30 hours a week. The regular working hours for staff are 5 hours per day from Monday to Saturday.

Compensation

Pay Procedure and Payday

All employees shall receive a monthly salary that will be paid once a month. Deductions required by law are automatically withdrawn from the pay. These include Provident Fund, Employees State

Insurance Commission, Income Taxes, Professional Taxes and any other applicable taxes. Every employee must always verify the correctness of the payroll deductions.

For convenience, the salary shall be paid into your bank account.

Wages shall be calculated on basis of the attendance record maintained by the Management. If you have any query, your department may report such query to the Management, who shall make inquiry, give reply and make necessary correction if any.

The Pay day shall be the 1st of every month. If the pay day falls on a Sunday or if it is a holiday, the Pay Day shall be the previous or coming working day. In the event of any change in the Pay Day due to unforeseen circumstances, the same shall be intimated to all the employees by the Management.

Performance Appraisals

The Performance Management Cycle shall be conducted on an annual basis. The cycle shall begin on July 1 of each year and end on June 30 of the next year. After every six months of the performance cycle, there shall be a half yearly review.

Expense Reimbursement

MGC shall be responsible for reimbursing all expenses incurred by employees towards the Institution which on approval of the Management. The Management word is meant for approval from the Secretary. This policy applies to all individuals employed in MGC. The employee shall claim for the expense incurred by him/her on local travel for official purposes with the knowledge of Secretary and with proper proof of documents.

Employee Relations

Equal Employment Policy

MGC is an Equal Opportunity Employer extends equal opportunity to all individuals without regard for race, religion, colour, sex, national origin, age, caste, disability, handicaps or marital status. The Institution aims at providing you with a work environment in which there are opportunities to grow, contribute and participate free from discrimination.

If you believe that you or any other colleague has been subjected to any form of unlawful discrimination, it is every employee's duty to promptly report the facts of the incident(s), names of the individual(s) involved, and the names of any witness (es). The matter shall be investigated immediately and thoroughly, and confidentiality will be maintained to the extent possible.

Sexual Harassment policy

As members of MGC, you have a right to expect a workplace free from sexual harassment. You are prohibited from engaging in unwelcome sexual conduct or making unwelcome sexual overtures,

visual, verbal, or physical. This is governed by a special policy laid down by the government in this regard.

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication), as

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

Please do not hesitate in reporting any such untoward behavior, in light of your own good.

Employee Responsibilities

Personal Appearance

MGC expects its employees to present a clean, well groomed and professional appearance when they represent the Institution, whether that is in, or outside, the office. Management, Teaching Staff, Non-teaching staff, Librarian, Secretaries of Principal / Secretary, Lab Assistants and those employees who come in contact with public / parent / University, are expected to dress in accepted corporate tradition. The dress code may vary by work area or by the nature of the work performed by the employee.

All employees, both men and women, must wear clothing that is appropriately modest in nature. Clothes that are revealing or fit too tightly are inappropriate. Clothing must be in good repair without holes or loose threads or strings. Employees are expected to practice good hygiene and be clean and well-kept when arriving at work.

If employees fail to comply with dress code requirements, they may be subjected to disciplinary action up to and including termination of employment.

Employees must wear their Identity card during office hours in the premises.

Smoking

MGC endeavors to provide a healthy environment, therefore the use of any form of tobacco products is not permitted anywhere in the premises.

Gambling

Gambling, including card playing, dice, lotteries, betting on horse races, or any other kind of wagering, are illegal and therefore prohibited on premises. Any employee found guilty of gambling shall be subject to disciplinary action and/or termination.

Alcohol and Drug Use

MGC intends to maintain a drug-free work environment. We recognize that our success and future are dependent upon, among other factors, the physical and psychological health of our employees / Students. Drug and/or alcohol abuse poses unacceptable risks for safe, healthful, and efficient operations, not only for the abuser, but also for all those who work with him/her. Employees are expected to report for work in a condition to perform their duties in a safe and efficient manner.

In compliance with the company's commitment to a work environment free from substance abuse, MGC has established a policy prohibiting employees from using or being under the influence of alcohol or controlled substances in the workplace or while on official commitment.

Institution Assets and Security

Institution's equipment and other assets are to be used for official purposes only and all tangible and intangible Institution's property must be protected. Employees must protect the Institution's assets from loss, theft or misuse. This includes tangible equipment, intellectual property, computer data and proprietary information.

Institution's specific property must be safeguarded against alteration, fraudulent manipulation, unauthorized access and disclosure. This includes the employee's responsibility for the protection and confidentiality of computer passwords, ID's and other system and network access information failing which legal action will be taken against such staff.

Confidential Information

Unless you have specific authorization, you are not to disclose any confidential information to other employees except on a "need to know" basis and with the agreement of the recipient to treat the information as confidential. . You are expected to inform the Management if you believe that others are infringing on any of MGC's rights.

Standards of Conduct

MGC strives to ensure conduct of employees as per the set standards. The regulations of MGC are binding to all employees. As employees of MGC you shall consciously observe all rules and regulations of the Institution and be responsible for supervising others for joint observation.

The various regulations are as follows:

- Paying respect to others at the workplace, treating people politely, uniting with colleagues and helping others.
- Not asking for or accepting any gift, money or other benefits by taking advantage of your position at the time of admission or any other official work of MGC or swagger and deceive people in the name of MGC. Once an employee is found to commit such act, he/she shall be dismissed immediately. If the circumstances are serious, he/she shall bear civil/legal liability.
- Strict prohibition from being engaged in factional activities and illegal association, fighting, gambling, drinking heavily, making noise or committing other unethical conducts and participating in such conducts by colluding with external persons.
- Any illegal acts including theft shall be strictly prohibited. Once an employee is found to commit such act, he/she shall be dismissed immediately and notice shall be given to all

employees. If the circumstances are serious, the employee shall be transferred to public security organ for punishment according to law.

- No damage to any articles and facilities of MGC shall be caused on purpose and consciously good care shall be taken care of all facilities and public properties in the company premises and maintain public hygiene and good living and working environment.
- You shall consciously observe regulations on attendance check and work rules of MGC, go on and off duty on time and shall neither be late for work nor leave early.
- There is strict prohibition from smoking, spitting everywhere, littering, scrawling on wall and using foul language.
- As for the matters announced by MGC, no employee shall delay them and avoid responsibility with any excuse.
- Corresponding disciplinary actions shall be taken against those who have violated the rules and regulations of MGC according to the seriousness of the circumstances and Regulations on Reward and Punishment.

Conduct off the Job

Conduct off the job is ordinarily the personal business of the employee - unless it conflicts with the employment relationship with MGC.

Off-duty conduct may pose a problem if it damages MGC's reputation, and causes employee to be unable to perform his/her job satisfactorily, hurts the performance of the work group or interferes with MGC's ability to conduct business. Conduct which may create a conflict of interests is also inappropriate.

Internet & Telephone Usage

Electronic communication "should not be used to solicit or sell products, distract coworkers, or disrupt the workplace." Use of Institution's computers, networks, and Internet access is a privilege granted by the management and may be revoked at any time for inappropriate conduct

The Institution's telephones are intended for the use of serving Students and in conducting the Institution's Objectives. Personal usage during business hours is discouraged. However, we recognize that there are times when personal calls must be made or received during business hours. Such calls should be kept brief and must not interfere with the employees work.

If an employee is found to be deviating from this policy, he/she shall be subjected to disciplinary action.

Grievance Handling Procedure

You may be confronted with some problems in work or life during your tenure of employment with MGC. Most of the problems with respect to interpersonal relationship or work should be solved through the communications conducted among or between the colleagues, the underlings or superiors. At this level, you can usually reach the simplest, quickest, and most satisfactory solution. If you are not comfortable with speaking to your direct supervisor about your concerns, or have done so

and feel the matter has not been satisfactorily resolved, please immediately contact the Management. A thorough investigation into the complaint shall be conducted to understand employee grievances and handle them so as to create a comfortable work environment for all employees.

Travel Policy

The objective of the Travel Policy is to establish standard rules for employees who may be required to travel regularly for the specific purpose of business for the Institution. You are therefore required to understand and comply with MGC's travel policy and are expected to exercise good judgment with respect to expenses.

This policy is applicable to all employees of who travel to various places on official work locally or anywhere, except for training.

The general Reimbursement standard is as follows:

- All travel shall be undertaken after written prior approval from the Management.
- For this, the Employee shall submit the Travel Requisition Form to the Principal.
- Any deviation from Institution's norms has to be highlighted in the Travel Requisition Form.
- On return from travel, the expenses incurred should be filled in the Travel Expense statement and submitted within two working days of arrival.
- Cancellation of tickets: In case of last minute cancellation of plans, it is the responsibility of the Employee to cancel the tickets and submit the refund.

Employee Change of Status and Termination

Transfers

Intradepartmental transfers of employees for the Institution's business purposes or work demands may be made at any time at the discretion of the Management. This is done for enhancing the productive capability of the employees and helps them understand the business better. As an employee, you will have to conduct work in accordance with the Institution's policies and the transfer arrangement.

Termination of Employment

Employees who leave the employment of the MGC by their own choice are considered to have voluntarily terminated their employment. It is expected that the resigning employee will provide a resignation letter. All employees who voluntarily resign employment will be given the opportunity to participate in an Exit policy.

The Management of MGC reserves the right to recover the following from a separated employee.

- Taxes applicable to the employee as per the prevalent rules (Income tax, Professional tax etc.)
- Short notice Pay
- Any other amount which is paid by the Institution and is due to be recovered from the employee (Salary/travel advance etc.)

Resignation

In the event that an employee wishes to resign from the services of the Institution, he/she should forward his/her intent in writing mentioning the reason of his/her decision to his/her department head. The same shall be forwarded to the ADMIN department for information and records.

- Any employee, who plans to resign from during his/her probation period, must submit an Application for Resignation at least 30 working days prior to the last day of work for facilitating work hand over. After obtaining approval, he/she shall go through the relevant procedure on the day of resignation.
- If a regular employee intends to resign, he/she shall file with his/her department a written application for resignation at least 30 days in advance.
- If an employee resigns in advance, his/her wage for the corresponding days shall be deducted as compensation to MGC. In cases where the employee is suffering from some serious disease and he/she furnishes a medical certificate issued by his/her doctor; his/her wages may be not deducted.

The Management shall make recommendations for acceptance of the resignation and advice the relieving date without which nothing shall be further processed by the Institution.

Termination

An employee can be terminated through a written communication, due to gross misconduct on grounds of:

- Appropriation of funds
- On moral grounds
- Continued non-performance on repeated counseling and 3 written warnings of particular reason.

The Final Settlement would be made to the Employee within 7 working days from the issue of the Termination letter.

Retirement

The retirement age in MGC is 58 years by Indian law. Any employee who reaches the age of 58 years shall retire in the normal course. It is the MGC Management discretion to take him/her as a Consultant for further period up to the age of 65 years, depending on the need, necessity and the area of job. For employees, who continue as consultants after retirement, an annual Medical certificate/Fitness certificate should be provided by him/her at their expense.

Separation due to Death

In the event of death of an employee, MGC shall pay one month Basic as Death relief to meet the funeral and other incidental expenses, to the spouse or next in heir.

Final Pay upon Termination

The Institution shall endeavor to make the settlement for the employee on his/her last working day. A separated employee is eligible for the following payments as a part of full and final settlements –

- Salary till the last working day of the employee.
- Gratuity Payment, if the employee has completed at least 5 years of service in MGC.
- Payment of dues/reimbursements on account of the traveling expenses incurred if any.

Safety and Security

Emergency Procedure

MGC is concerned about the safety and health of its employees. The Institution will endeavour to provide, within reason, appropriate facilities that may be necessary to help ensure a safe work environment for all employees.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their Head of the Department. Such notification is necessary to comply with laws and to initiate insurance and other compensation benefits procedures.

Provision for a First Aid Box will be made at the office premises with adequately stocked first aid kits available in case of an accident. The first-aid box shall be put at conspicuous place for convenient use and prevention of pollution. The first-aid box shall be inspected by the Admin personnel every month and contents shall be refilled from time to time.

Employee Benefits

Gratuity

Gratuity is a lump sum that will pay to its employees when they retire or resign from the Institution. The employees need not contribute any portion of their salary towards this amount. Gratuity is paid out at the employee's superannuation (if retires at the age of 58), when he/she retires (at any other age) or resignation, and in the event of his/her death or being rendered permanently disable because of an accident or illness. He/she needs to have at least five full years of service with the institution, to qualify for gratuity. In this case, the gratuity paid will be totally non-taxable. If the employee leaves earlier, the gratuity paid for the time he/she has served will not be taxed. The amount paid for the remainder of time left for completion of five years will be taxed however. In the event of an employee's death, the gratuity will be paid to the nominee.

Time Off

Holidays

MGC shall be closed on all Sundays, Second & Fourth Saturdays apart from the 12 National Holidays listed.

Employees at MGC upon confirmation will be entitled to paid leave in a year, which includes the following:

Casual leave	-	12 days
Sick leave, if any	-	7 days

Note: Unused Sick leave & Casual leave days cannot be carried forward to the next year.

MGC observes 12 holidays per year for all employees. These will be the Festival Holidays and 4 National Holidays in a calendar year as per the Holiday List of that particular year.

National Holidays as enlisted below:

Republic Day	-	26th January
May Day	-	01st May
Independence Day	-	15th August
Gandhi Jayanti	-	02nd October

During any exigencies if any of the employees have to work on any of the National Holidays, they will be entitled to a compensatory off accordingly with the prior approval of the Management.

The Festival Holidays will be notified at the beginning of the year along with the National holidays per year.

Leave

Employees at MGC shall be entitled to the following leave:

Vacation Leave

All full time confirmed employees of MGC who have completed 2 years of continuous service with the Institution are eligible for Vacation Leave. Employees on probation are not entitled to this leave.

All eligible employees are entitled to 12 days of vacation leave per annum. This leave is earned pro-rata of 1 day for every month worked, and cannot be given or availed of in advance. Employees are credited with prorated leave from the date of their joining MGC, on confirmation. Holidays are not included in the calculation of this leave even if they fall in between the period of leave.

Use of vacation time must be pre-approved by the respective head of the department & Principal. Employees should submit their requests as early as possible in order to allow management to prepare for their absence. Generally, the longer the vacation, the more notice that should be given with a minimum of two weeks' notice for most vacation leaves. MGC

reserves the right to deny vacation time to employees who fail to provide adequate advance notice.

MGC shall attempt to accommodate employee's timely request for vacation leave whenever possible. However, MGC reserves the right to delay or deny employees' vacation leave requests when conditions require.

Sick Leave

Each employee is granted 7 days of sick leave at the start of every calendar year. New employees receive a prorated amount after completion of their Probation Period. It is the responsibility of the employee to call their respective head of the departments & Principal and inform them of the absence due to medical reasons on the first day of availing sick leave.

Casual Leave

Each employee is granted 12 days of casual leave at the start of every calendar year. New employees receive a prorated amount after completion of their Probation Period.

Unpaid Leave

Under exceptional circumstances an Employee may, subject to the approval of the Management, be granted leave more than his/her leave entitlement. The Institution shall consider the reason(s) for the leave, the impact of such a leave on the Institution, employee performance, and other relevant factors in determining whether the leave shall be granted.

In such case, the company shall be entitled to deduct from his/her salary; an amount equivalent to excess leave availed. The Salary for the purpose of calculation for deduction towards excess leave availed shall be Basic Salary. Employees should submit their requests in writing to their head of the department & Principal.

Generally, personal leave cannot be more than a total of 30 calendar days in any year.

Maternity Leave

Every woman employee shall be entitled to Maternity Leave as per the Maternity Benefit Act, 1961 aims to regulate the employment of women employees in companies for certain periods before and after child birth and provide for maternity and certain other benefits. This policy has been framed keeping in consideration the provisions of this Act.

- Every woman employee, irrespective of her salary structure or nature of her work in the Institution, who has worked in the company for a period of at least 90 days during the 12 months, immediately preceding the date of her expected delivery, is entitled to avail the maternity leave.
- The Maternity Benefit Amendment Act, 2017 has increased the duration of paid maternity leave available for women employees from the existing 12 weeks to 26 weeks. Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).

- In case a woman employee does not avail of eight weeks' leave preceding the date of her delivery, she can avail of that leave following her delivery, provided the total leave period, i.e. preceding and following the day of her delivery does not exceed 26 weeks.
- In case of miscarriage or medical termination of pregnancy, a woman shall, on production of the prescribed proof, be entitled to leave with wages, for a period of 6 weeks immediately following the day of her miscarriage or medical termination of pregnancy.
- Applications for Maternity Leave should be made at least 2 months in advance. A certificate issued by a registered medical practitioner indicating the likely date of delivery must duly support the applications.
- Work from Home option: The Maternity Benefit Amendment Act has also introduced an enabling provision relating to "work from home" for women, which may be exercised after the expiry of the 26 weeks' leave period. Depending upon the nature of work, women employees may be able to avail this benefit on terms that are mutually agreed with the Institution.
- Flexible Working Hours - The flexible working hours as per the maternity policy will also be applicable post-delivery and adoption.

Period	Work Hours	Salary
Up to 9 months of the baby	4 hours	50% of salary

The female employee may resume work full time nine months post-delivery/adoption. If she joins before the completion of 9 months, she would be welcome.

If she does not resume work, full time, on completion of nine months post adoption/delivery MGC shall need to review her continuation of service.

This policy is applicable to female employees whose employment has been confirmed i.e. it is not applicable to those who are still in the probation period. We would appreciate if the member gives at least 3 months' notice as, in any case, the process must have started much earlier. This would help in making alternate arrangements for managing the work.

Adoption & leave

As per the Maternity Benefit (Amendment) Act, 2017 Maternity leave of 12 weeks to be available to mothers adopting a child below the age of three months from the date of adoption as well as to the "commissioning mothers". The commissioning mother has been defined as biological mother who uses her egg to create an embryo planted in any other woman.

Procedure for Availing Leave

Casual and Paid leave may be availed only after having informed the Reporting Heads in advance and with the Head of the department's approval. In case of any emergency, the employee must make it a point to inform the concerned Department head that he/she will not be reporting for work that day. Applications for leave should be available in the Biometric Software with proper approvals from the reporting heads. Applications for Maternity Leave should be made at least 2 months in advance. A certificate issued by a registered medical practitioner indicating the likely date of delivery must duly support the applications.

Leave Encashment

Leave encashment is not allowed in MGC.

Employee Statement of Understanding

I, _____ (Name), working as
_____ (Designation) in _____ department, have
read and understood all the policies, procedures, benefits, and working conditions as outlined in the
handbook.

I shall abide by all the rules and regulations of Mar Gregorios College of Arts & Science that will be
followed throughout my period of employment at MGC.

Date _____

Place: _____

Employee Signature _____