

2020

P & G MANUAL – MGC

IQAC

MAR GREGORIOS COLLEGE

1/1/2020



RECRUITMENT POLICY

- This Policy is applicable to Recruitment of Teaching / Support / Admin Staff of MGC.
- Recruitment shall happen as per the Procedure laid down for recruitment.
- Salary fixation shall be as per the mandate prescribed in the Remuneration Policy.
- Any Deviation in the salary need to be approved by the Principal / Secretary.
- Offer Letter along with Terms of appointment shall be issued to all the recruited candidates.
- Reference checks shall be done by the respective department heads and their comments shall be forwarded to Principal
- All New Recruits shall be made to work on Probation basis for 1 year and their Confirmation shall happen based on the appraisal from their respective Department heads.
- All Recruited personnel shall be briefed on the Administration Procedures, Departmental Procedures and IQAC Procedures at the time of Orientation.

REMUNERATION POLICY

- This Policy is applicable to all Teaching / Support / Admin Staff of MGC.
- No Other allowances shall be entertained other than Salary package and financial support for attending professional Development Programmes.
- This Policy is not applicable to Performance based Incentives / Cash Awards etc... which shall be decided by the Principal and Secretary.
- Annual Appraisals of all staff shall be done during the end of Even Semester by the respective Department Heads and Principal..
- Amendments to the Policy shall be at the sole discretion of the MGC Management.



ADMINISTRATION POLICY

- This Policy is applicable to all Staff of MGC.
- The Accounts Department shall prepare a comprehensive list of Assets – both movable and immovable and the same shall be submitted to Principal and Secretary.
- The Assets List shall also have information on the Warranty / Insurance Status.
- This Assets list shall be updated as and when the Infrastructures are added.
- An Audit shall be performed by the Superintendent and a report shall be attached with the Assets List.
- Leave - All Confirmed Staff can avail 12 days of Casual Leave, 7 Days of Sick Leave
- Sick Leave and Casual Leave cannot be carried forward to next year.
- All staff have a grace time of 5 mins according to their shift reporting timings.
- Staff reporting to duty after the Grace time shall be marked “Late” and only 2 Late markings are allowed in a month. Over and above this shall be marked as permission.
- All staff can avail 1 permission per month. Permission slip should be filled, approved by the respective Department Head and Principal and the same shall be submitted to Principal PA.
- Fee Collection report shall be maintained by Accounts Department and report the same to Principal.

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.

EQUAL EMPLOYMENT POLICY

MGC is an Equal Opportunity Employer extends equal opportunity to all individuals without regard for race, religion, color, 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.



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.

SAFETY AND SECURITY POLICY

MGC is concerned about the safety and health of its employees. The Institution will endeavor 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.

IQAC POLICY

- This Policy is applicable to all IQAC Team Members of MGC.
- The IQAC team shall maintain all the Policies & Procedures, do periodic reviews and suggest any amendments which may be required to the IQAC Chairperson.
- IQAC general meetings shall be recorded and form the basis for AQAR preparation.
- IQAC shall prepare a Monthly Plan and review the activities and submit a report to the IQAC Chairperson.
- IQAC shall plan an Internal Audit every semester and submit the report to the Chairperson.
- IQAC shall review the roles and responsibilities of all the Departments and suggest improvements / changes as may be relevant to the Chairperson.