



# **MASTeR GI –HR POLICY**



## **MASTeR GROUP OF INSTITUTIONS**

### **HR MANUAL & POLICIES**

MASTeR GI/HRM  
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# MASTeR GI –HR POLICY

## HUMAN RESOURCE POLICIES

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# MASTeR GI –HR POLICY

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# MASTeR GI –HR POLICY

MASTeR/HRM/Intro/2023

## SECTION 1

### About MASTeR Group of Institutions

MASTeR Group of Institutions comprises of,

- ✚ M.A.M. College of Engineering and Technology (2008),
- ✚ M.A.M. School of Architecture (2010) and,
- ✚ M.A.M. Business School (2010)

Was originally part of M.A.M. Group of Institutions (10 institutions), which was established by MALUK EDUCATIONAL HEALTH and CHARITABLE TRUST (1993). The 10 institutions of the group together are catering currently to nearly 10,000 students, at Siruganur, 23 Km away from Tiruchirappalli on the Trichy – Chennai Trunk Road. The education journey of the group started on 10th Feb 1999 with 77 students and 17 staff on rolls by Dr. M.A. Maluk Mohamed, who himself with his academic qualification was the head of the institutions since the inception. The 10 institutions were divided between the trustees of the trust for individual institution growth and since May 2014 MASTeR Group of institution with the above mentioned 3 institutions has become a separate entity with new administrative team under the leadership of Dr. M. A. Maluk Mohamed. The institutions started functioning under the new trust **MASTeR EDUCATIONAL HEALTH and CHARITABLE TRUST (2016)**. There on the three institutions were under M.A.M. Academy of Science Technology and Research (MASTeR)

“We cannot always build the future for youth, but we can build our youth for the future.”

These words by Franklin D. Roosevelt utterly describe our aim at MASTeR. In a globalized market driven and interconnected world, both individuals and institutions are attempting to make a cultural impact. The need of the hour is to produce men and women who are visionary, dynamic and innovative.

Today’s corporate world demands individuals who are not only skilled but are innovative thinkers and are confident to face everyday challenges. The academic teams of MASTeR are ready to work along with young minds to offer the best knowledgeable education for holistic development. It is just not the university curriculum and the class room teaching which makes all intellectual citizens. Understanding the need we are committed in making all intellectually adept & socially and technically sound through brain storming sessions, seminars, discussions, case studies, project presentations and other events. These activities would promisingly strengthen the overall knowledge and skills of students who had trusted and joined us.



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## **M.A.M. School of Architecture (MAMSA)**

WE ARE A COMMUNITY OF ARCHITECTS CO-LEARNING, RESEARCHING AND PROVIDING QUALITY EDUCATION. We focus on excellence in architectural education. We aspire to skill over the professional talents to the highest degree. We at MAMSA with raising attitude on unison, to produce better professionals and to face the trend setting changes in the society. MAMSA with complete Infra structure, knowledge and skill have initiated in its mission to shape a global challenging architects through its learning environment with technological orientation maximizing individual potential. Enhancing the motivation to aspiring students to achieve their excellence, making them a perfect professional and technocrats. Guiding factor for students to chart out their treading path of success and to possess their perfection in their proficiency.

## **M.A.M. Business School (MAMBS)**

We create problem-solvers, decision-makers and leaders who can identify opportunities to evaluate the success of an organization. MAMBS develops global leaders with an insight into emerging economies and their unique business challenges. This two-year M.B.A. full-time programme incorporates practical industry applications with a rigorous, cutting-edge research-based curriculum that transforms students to global business leaders of tomorrow. The degree also provides a broad base of business skills in Accounting and Quantitative methods, an understanding of the Legal and Social environments of businesses and a background in Management, Organizational Behavior, Marketing, Finance and Operations Management. At MAMBS, the M.B.A. prepares the students for careers in high-demand job-oriented sectors like IT, Manufacturing, Marketing, Entrepreneurship, Supply chain or Merchandising management.

## **M.A.M. College of Engineering and Technology (MAMCET)**

M.A.M. College of Engineering and Technology (MAMCET) was established in the year 2008 and approved by AICTE, New Delhi and affiliated to Anna University, Chennai. It is dedicated for an unparalleled learning experience. This commitment is best reflected in its vision to become a globally recognized Institute of Engineering and Technology by the year 2025. This commitment to excellence is supported by a strong team of experienced professionals. In short, MAMCET stands tall as one of the best destinations for world class education.



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## 1.2 Vision, Mission and Core Values

### 1.2.1 Vision Statement

To emerge as an Internationally Reputed technical University with state of art infrastructure providing knowledge based value added education

### 1.2.2 Mission Statement

- To offer knowledgeable education to enable our students to build their professional career for themselves.
- To provide state of art laboratories and enhanced infrastructure for conducive learning and research environment.
- To provide input to the faculty and students to involve in projects and innovation and creativity that will enable the institution to connect teaching and research.

### 1.2.3 Core Values

- Passion
- Talent
- Trust

## MASTeR Core values are focused on the following United Nation's Sustainable Development Goals:

No poverty, Zero hunger, Good health and well-being for people, Quality education, Gender equality, Clean water and sanitation, Affordable and clean energy, Decent work and economic growth, Industry, Innovation, and Infrastructure, Reducing inequalities, Sustainable cities and communities, Responsible consumption and production, Climate action, Life below water, Life on land, Peace, justice and strong institutions & Partnerships for the goals.

## 1.3 Quality Policy

MASTeR Group of institutions shall achieve excellence in providing value-based education to the students in the fields of Engineering & Technology, Management and Architecture by continual improvement in its academic performance, professional & personality development measures and skills enhancement activities, making the students highly suitable for meeting the diverse needs of the society and the nation. We, at MASTeR Group of Institutions, are committed to the society in making our students to live a purpose as responsible citizens with Ethical values through provision of Quality Technical Education and continually improve to become a World class Technological University.



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## 1.4 Human Resources Management Policy

Human Resource is the heart of an organization and forms the lifeline and determines its destiny. MASTeR GROUP is committed to set high standards of personnel management with due place for efficiency and transparency.

### 1.4.1 Objective

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels, as mentioned below:

- Recruitment of the different categories of staff
- Defining roles and responsibilities
- Training and positioning
- Appropriate compensation & incentives
- Improving the performance and effectiveness
- Maximizing the efficiency through enhancing knowledge, skills and attitudes
- Creating comfortable working conditions.

### 1.4.2 Staff Policy Document

The Staff Policy Document is prepared to make all staff working at **MASTeR GROUP OF INSTITUTIONS** aware of rules and regulations that governs their working in the Institute. The policy is effective from **April 2023**. It is expected that staff members should strictly adhere to the rules and regulations in this document. The Management reserves the right to change/modify the policy as and when required and apply their discretion in specific cases.

## 1.5 Definitions of Terms used in this Policy

- ✚ In this document, unless there is anything repugnant in the subject or context:
- ✚ “**College**” means the MASTeR GROUP OF INSTITUTIONS., NH44, Trichy – Chennai trunk road, Siruganur, Tiruchirappalli – 621105.
- ✚ “**Employer**” means the Chairman who is in charge of the College/MASTeR Group or any one duly authorized to act on his behalf.
- ✚ “**Notice**” means a notice in writing required to be given or exhibited on the notice board for the purpose of these Standing Orders.
- ✚ “**Notice Board**” means notice board installed at or near the main entrance of the College, Administrative Building etc.,
- ✚ “**Premises**” means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college premises.



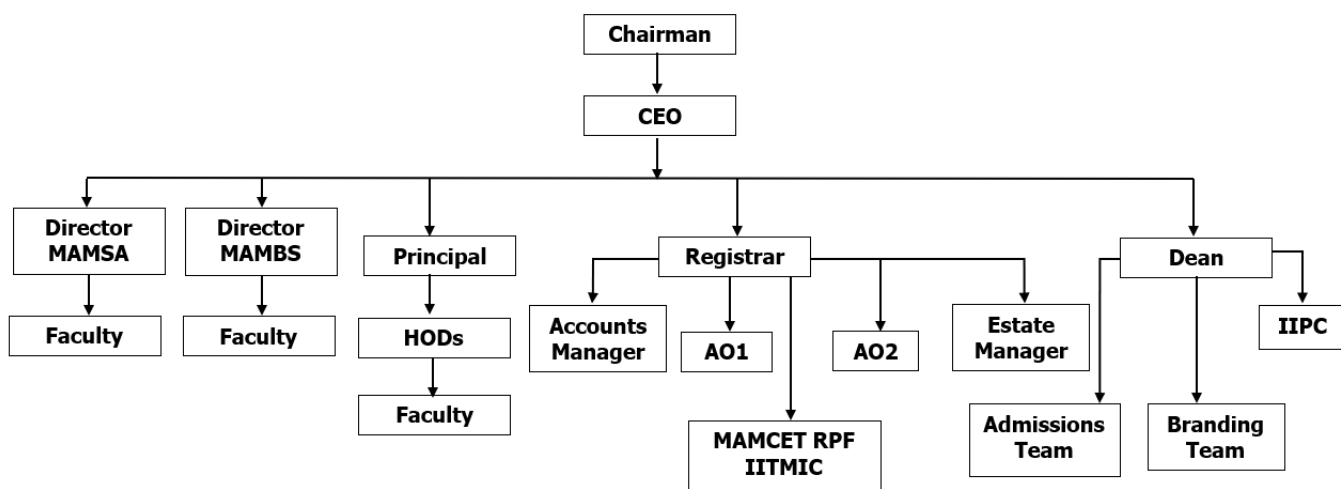
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- ✚ **“Employees”** means any person employed in the College to do any Technical and Non – Technical work under MASTeR Group.
- ✚ **“Work premises”** includes the premises of the college or works and other places of work where a work man is deputed to work.
- ✚ **Calendar Year:** A period commencing from 1st day of January of the year and ending with 31st day of December in the same year.
- ✚ **Academic Year:** The normal period stipulated in the Academic calendar for activities of an odd semester and even semester. In the present system it is stipulated from June to May.
- ✚ **Competent Authority:** The authority appointed by the Trust for the purposes of these rules.
- ✚ **Date of Appointment:** The first day of joining the duty by the employee as mentioned in the appointment order.
- ✚ **MASTeR:** “M.A.M. Academy of Science Technology and Research”

## 1.6 Organogram

The below chart shows the present Organization Structure of MASTeR. Functions of Statutory Bodies.

## 1.6 ORGANOGRAM







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MASTeR/HRM/Recruit/2023

## SECTION 2

### Recruitment, Appointment, Induction and Transfer

#### 2.1 Planning for Human Resources

MASTeR GROUP believes in professional excellence. To this extent MASTeR GROUP

Believes in employing competent persons for its programmatic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organization to respond to emerging human needs with estimation of resource requirements.

#### 2.2 Classification of Human Resource in MASTeR.

Employees are classified into any of the following categories:

##### (A) Regular

Regular Employee is one who is employed against a regular post for an Indefinite period, and includes an employee initially appointed on probation and has satisfactorily completed the period of probation.

##### (B) Probationer

Probationer is an employee's who is provisionally employed on a regular post and is required to Complete the probationary period to the satisfaction of the management before regularization of his/her appointment.

##### (C) Fixed Term Employment

The tenure of employment of an employee on contract is for a specified period of time and he/she is entitled to only the benefits specified in the contract of appointment. Such an employee shall have no right to claim regularization of his/her employment after expiry of the specified period. Unless terminated earlier by one month's notice or salary in lieu thereof, such appointment will automatically come to an end at the expiry of the specified tenure/period and no notice or compensation will be payable.

#### Classification of Teaching & Non- Teaching Staff

Employees are further classified into the following categories:

##### A) Teaching

##### (1) Core Faculty

The employee appointed by the organization on regular basis for teaching one or more course papers with a teaching work load of minimum 12- 16 hours per week. They are the ones



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who are also given added responsibilities to ensure the growth of self, students and the organization as a whole. The employee is initially appointed on a standard probation period of 6 months. They can avail the benefits of a regular employee in the organizations.

## **(2) Visiting Faculty**

The employee appointed by the organization on part time basis for teaching maximum 2course papers applicable as per the semester with a teaching work load of maximum 12hours per week. He/ she is also responsible of contributing towards the activities related to their subjects and academic administration like, setting up of question papers and answer sheet checked, uploading the attendance, etc. (as and when required by the management .They are appointed for a semester at a fixed pay per hour. The existing Visiting faculties can continue teaching in the fresh semester only if there is any requirement and with the approval of the management for the same. They are not entitled to any benefits of a regular employee in the organizations.

## **B) Non- teaching**

### **(1) Full Time**

The employee is a regular employee who works as per the directions and responsibilities stated by the management and also maintain a minimum work timing and schedule. They are also entitled to various benefits as of a regular employee.

### **(2) Part Time / contract workers**

Part-time employee means a person who is engaged for work for less than normal working hours. Part-time employees are ordinarily not entitled to the benefits provided to full time employees. They are allowed such benefits provided as are specifically determined by the management.

### **(3) Essential Staff:**

Staff on essential duty is expected to be available 24 / 7. These staff includes drivers, security, electricians, wardens and attenders.

## **2.3 Appointing Authority**

### **a. Appointment of Senior Leadership Team:**

The authority as decided by the Chairman / CEO

### **b. Appointment of Faculty / Support Staff / Employees:**

All other staff of MASTeR will be appointed by the Principal /Director / Registrar on behalf of the Board of Trustees. The Board of Trustees is briefed of staff requirements, appointments and other details on a routine basis.

## **2.4 HR In-Charge (HRIC)**

✚ The Registrar shall be the in-charge of HR Management.



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- Any other person who is expressly appointed / dedicated with powers to manage the HR related responsibilities.

## 2.5 Human Resources Philosophy

- We recognize the contributions of the employees and treat each individual employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies:
- Human resources are best allocated to achieve optimum productivity and efficiency.
- Employees are always encouraged to well-equip themselves for the present job and future development.
- Reward is based on merit. High performers are given priority to take up more responsible positions.
- Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.
- Workplace safety is given top priority to protect human health and enable employees to deliver their best performance.

## 2.7 Recruitment Policy & Process

### 2.7.1 Job Analysis, Job Description and Terms of Reference

All positions in the organization shall be based on a need assessment and work analysis. The Principal, Director, Dean and the Registrar will determine the need to open a new position or to close an existing position.

Each job and position needs to be analyzed in terms of job content and broken down to knowledge and skill requirements. However, this analysis will be done by the Leadership Team as per the laid down procedures from time to time. Recruitment is done as per the recruitment process format-HR Format

The Job description and Terms of References are as per the regulations in force from time to time and intimated to the appointees at the time of offer of appointment.

## 2.8 General Criteria Governing Recruitment

### 2.8.1 Age

- For any post including Assistant Professors, Associate Professors and Professors, the person recruited should not be above 65 (Sixty Five) years.
- The minimum age for recruitment is 18 years.
- MASTeR does not permit child labor.
- Maximum Age limit for teaching staff engaged on contract shall be up to 65 years and for non-teaching shall be 70.



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- MASTeR GI reserves the right to do a background check on any person selected for employment.

## 2.8.2 Assessment process

The assessment process consists of either or both Skill Test and Interview, based on need. Teaching staff shall be recruited based on the assessment of their skills and references, non-teaching staff recruited based on their experience and skills.

## 2.8.3 Recruitment Policy

People are a significant resource of an organization and their full involvement enhances their ability to create value for interested parties. In order to meet the needs of interested parties the college has identified and defined the necessary competences of people in term of their qualification, experience, skills and training requirement. The required competences shall be matched with the existing employee competency and the necessary actions (Trainings) shall be taken (given) regularly to close the gap and concern department heads shall regularly review and evaluate the actions taken to improve the competence of people to ensure that the necessary competences have been acquired and report to the Top Management.

## 2.8.4 Manpower

Head of the Department shall calculate the Human resource requirement in the beginning of the academic year. Consolidation of subject wise teaching load Calculation. Student – Teacher Ratio (as per AICTE guideline). The Academic Council will finalize if the vacancy is to be filled through in-house staff or a new employee has to be selected. The final consolidated manpower requirement is then forwarded to Management for approval. Vacancy positions will be advertised widely and upon the receipt of the application screening of the candidates will be done by the head of the department based on the qualification, experience and specialization. Staff employment during the semester will be avoided as far as possible.

## 2.8.5 Checking of reference

### a) Qualification :

The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and Anna University. For Non-teaching post requirements will be based on the department's request.

### b) Call for candidates :

The required positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Top Management. List



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of new openings will be available on the College's website and advertisement from time to time. The committee may also conduct Walk in Interviews for augmenting the required candidate

c) Background checks and relieving reports :

A relieving report of the newly recruited employee may contain information regarding candidate's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. The college will use this information for employment purposes which is to be submitted by the selected candidate before joining in the college.

Refusal to authorize the obtaining of a relieving report by the College may be a basis for denial of employment or other adverse employment action. The content of the relieving report may also be the basis for denial of employment, denial of a particular job position, or other adverse employment action.

Unless candidates are suspected of wrongdoing, before requesting the relieving report, the College will notify its intent to make the request.

d) Evidence of age :

The age recorded with the College shall be evidenced of age for all purposes of determining the age of Employees. In the absence of any such record, the age recorded in the Secondary School Leaving Certificate shall be regarded as evidence of age. If an employee has not passed any such examination, we can also collect the Aadhar card

e) Interview & Reporting order :

- Shortlisted Candidates will be called for interview based on the vacancies.
- An Interview committee will comprise of the academic council members, head of the departments, subject expert and Principal / Director as the Chairperson.
- The interview process consists of a written test, classroom presentation and HR round.
- The respective head of the department will verify the documents pertaining to the qualification and experience of the candidate before interview.
- The interview committee will select the candidates in the ratio of 1:2 and submit the interview reports with recommendations to the Chairman / Secretary and Correspondent for the conduct of the final HR round.
- The Chairman / Secretary & Correspondent will finalize the selection and approve the appointment.
- Once selection is approved the offer letter is sent to the candidates through email and confirmation on the date of joining is received as return email.
- Appointment Orders will be issued by the Secretary and Correspondent.
- Joining Report: At the time of joining, faculty should submit joining report to the office, through the Respective Head of the Department and Principal.
- The HR department will create a new personal file for the faculty and start the service record from the date of joining.



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- The service record will contain appointment order copy, joining report, promotion orders increment orders, training attended, incentives, long leave availed, memos issued duly attested by the Principal / Director
- f) Interview Process:
  - Screening of applications is done by the respective Interview committee.
  - Short listed candidates are informed through call letters, E-mails and over telephones by the HR Team.
  - Interview Committee consists of Principal/Director/Designated Authority, Registrar, respective Heads of the department and subject experts and one external subject expert. Selection is based upon the technical skill and depth in knowledge
  - Direct interview is conducted for senior posts. Interview committee shall be constituted by the Chairman as per the guidelines approved by the designated authority/Registrar.
  - Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the CHAIRMAN/CEO for the respective post based upon the qualification and experience of the candidate.
  - Assistant Professors/ Associate professor/ Professor are appointed as per AICTE norms and other designated post as per the requirement of the Top Management.

## 2.8.6 Offer Letter:

An offer letter is a letter given by the Registrar to a potential employee that provides key terms of the prospective employee's employment.

Key terms should include the position/title, reporting authority and date of joining.

## 2.8.7 Appointment order

- The selected candidate must bring the relieving order from the previous organization before joining duty, if previously appointed.
- An appointment letter duly signed by the Appointing Authority (Chairman/CEO/Registrar) is issued to the candidate subject to the reference checks.
- Selected candidates are finalized and appointments orders are issued within a week of joining the organization.
- At the time of joining the candidate need to submit all the original certificates for the purpose of verification.

The Appointment letter should contain:

- The Designation/ Title of the Job and responsibilities specific to the job
- The level of commands / reporting to and taking responsibilities in the absence of supervisors.
- The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance



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## 2.8.8 Joining Report

On the day of joining, the employee is requested to fill the requisite forms as the part of the joining formalities. The check list as to what all documents are to be submitted while joining the organization will be provided to the employee at the respective campuses. The hardcopy of the same has to be handover the very same day for official documentation purposes to the HR Department. Once the details are sent to the HR section, the other formalities including the Appointment Letter, ID card, email id and other logins (wherever applicable) will be generated and sent to the newly joined employee within 10 working days of their joining.

## Residential Address

Every employee is required to indicate his/her residential address at the time of entry and there after promptly communicate any change in the said residential address. Accordingly, for service of any notice or communication, he/she will be informed by ordinary post or through Courier at the latest residential address available in the service record. A copy of the letter may also be posted on the Notice Board which shall be considered to be sufficient service on the employee. No employee will refuse to accept personal delivery of any communication addressed to him/her by the Organization.

## Terms and Conditions of Service

Every employee of the organization shall be bound by the Statutes, Ordinances and service regulations for the time being in force in the organization. As a staff joining MASTeR Group institutions, I assure to work for a minimum of one year (two semesters) from the date of joining and will not render my resignation affecting the life of the students and the organization. I am fully aware that if I need to get relieved from my duties, I must submit a request to the HR department through proper channel, a notice of 3 months or I have to pay 3 months' salary.

## 2.9 Probation and Confirmation

a) Probation:

All appointment to the posts shall ordinarily be made on probation for a period of **six months** for determining one's fitness for the job.



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## b)Evaluation in Probation Period:

On successful completion of the probation period, the employee's department head will evaluate the overall performance of the employee and submit the report to the Principal/Director/Dean/Registrar. Based on the report, the employee shall be continued in-service else, he / she may be terminated from the service. In case of termination of services, the employee loses the right to appeal. Also, during the probationary period if the employee is not found suitable to the job, the management has the liberty to terminate the employee from the services. As a staff joining MASTeR group of institutions, I am fully aware that during notice period and during the first 6 months of my probation period I will not come into any of the leave policy of the organization. If I am getting relieved during my probation period I will not get any service certificate and relieving order as my appointment gets permanent only after the evaluation of my probation period is over.

## C) Continuance of Probation:

If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in probationary status should be forwarded by the Head of the Department to the Principal. Upon consultation with the Management the probation period may be extended. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probationary period.

## 2.10 Personal File

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. Bio-data
3. Aadhar/Pan card
4. Written comments of reference, if any
5. Appointment letter / Contract letter
6. Joining Report
7. Job Description
8. Personal details of employees like permanent / current address/blood group
9. Relieving letter or experience certificate from the previous employer or last employer
10. Letters of annual salary revisions & copies of performance appraisal
11. Two color passport size photograph
12. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on  
Disciplinary grounds etc.
13. Resignation / Contract termination letter
14. Exit interview





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## **2.11 Training and Development & Induction of Staff**

All newly joined employees shall upon completion of the formalities undergo appropriate training and induction programmes, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

## **2.12 Identity Card**

All MASTeR GROUP employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. Admin (or) HRM Department will issue these cards to new staff within 3 days of their joining the organization. At the time of cessation of service, employees are required to return their Identity Card to the organization which should be destroyed by Admin (or) HRM immediately. HRIC keeps a register for issuing ID Card.

In college premises each and every staff teaching & non-teaching staff need to wear the ID card compulsory. Otherwise AO/HRM can question you at anywhere in the college.



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## SECTION 3

### Salary / Welfare Measures / Allowances Recognition / Terminal Benefits

#### 3.1 Salary

##### 3.1.1 Basic Pay and allowances

- a) MASTeR GROUP shall pay wages including allowances to its employees as per the agreement / appointment order.
- b) Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the last working day of the month.
- c) Payments of Monthly Salary shall be made after deductions under statutory provisions.

The various heads on which the Gross Salary of each employee is based is:

- Basic
- HRA
- Conveyance
- Medical
- PF
- ESI
- Special allowances
- Income tax (wherever applicable)
- PF, ESI deductions are done as per the law

##### d) Attendance and Salary Cycle

The attendance for preparation and release of salary is taken on monthly basis. The salary is prepared monthly with reference to the attendance records of each employee.

##### e) Full Time Employees/ Contractual Employees-

The attendance taken into consideration for preparation of Salary for a month is from 26<sup>th</sup> of previous month to 25<sup>th</sup> of present month. The salary is also released on the basis of attendance cycle.

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## f) Part Time

a) **Visiting Faculty:** The remuneration which is fixed on per session is released on the basis of the number of sessions from 1st to last day of the month.

## Confidentiality of Salary Information

Salary information is strictly confidential. Only the individual employee, his Head of the Institution or his/her immediate reporting Head and employees who process salary and benefit administration will have access to the employee's salary information. Employees should not disclose their salaries to persons other than their Head of the Institution or his/ her immediate reporting Head. Employees who have access to salary information in the course of their duties handle the information with extreme care to ensure confidentiality.

### 3.1.2 Wage fixation of Initial salary:

In general, the type and fixation of initial salary is subjected to the statutory requirements like those of the government pay scales as per the latest norms of the Anna University and All India Council of Technical Education (AICTE). Salary is fixed at the discretion of the Management.

- a) Consolidated salary. The non-teaching staff is paid consolidated salary at the time of joining till regularization; non-teaching faculty is also eligible for getting pay scale as per eligibility. Salary fixation is dependent upon post, qualifications and experience. It is fixed as per Management decision.
- b) Pay Scale cadre wise: Teaching Faculty is eligible for getting pay scale as per eligibility, experience and Anna University approval & Management's discretion. Salary fixation is dependent upon post, qualifications and experience. It is fixed as per Management decision.

## 3.2 Increment Policy

### a) Annual Increment:

Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, Anna University etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal /Director / Registrar / Dean and Management. Annual increments, in general, will be paid in the month of December of every calendar year. As per the direct supervisor review the annual appraisal will be increases in the basic pay of the staff both teaching & non-teaching.

Annual increment will be paid every year from their date of joining excluding LLP period. Leave on Loss of Pay (LLP) will not count towards sanction of annual increment. However, it will not have cumulative effect.



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## **Increment will be given as follows.**

- If the date of joining falls between 1 to 15, increments will be given effect, from 1st of that month.
- If the date of joining falls between 16 to 28, 29, 30, 31 increments will be effect from 1st of the next month.
- Dearness Allowance (DA) will be revised as per the guidelines of the AICTE and the discretion of the management.
- To encourage retention of faculty, the Management has sanctioned additional D.A named as “MASTeR DA” for those who complete 4, 6, 8, 10 years exclusively in MASTeR GI at the rate of 2%, 4%, 6% and 8% respectively.

## Salary Revision:

### b) Retention policy:

- Grant of additional DA based on length of service (MASTeR DA).
- Providing conducive work environment.
- Conducting Developmental training programmes for self and organizational development.
- Providing additional challenging task.
- Ensure there is good communication within the team to help staff feel valued and respected.
- Better employee engagement by providing room for career advancement, leadership and succession. Providing ample promotional opportunities.
- Redressal of grievances in time through proper channel.



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## c) Payroll Schedules:

Employees are paid for all the days of the month. Salary is credited to the employee's bank account.

Income–tax, Professional tax and contributory provident fund are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.

Income-tax: It is mandatory that all staff must present their deduction scheme to the Administration by the end of February, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

## d) Allowance granted in lieu of salary:

Allowances are fixed at the discretion of Management based on the employee's contribution in addition to their regular duties to the Institute. It requires approval of Management and is considered to be a part of salary.

Annexure:

### 3.3 Provident Fund – Coverage Policy

The staff members who are covered under Employment Provident Fund scheme as per the acts, drawing salary up to Rs. 15000/- per month have been covered.

Below or above 15,000/- the employee need to contribute both 12% of the pay.

### Group insurance scheme for employees:

All teaching, non-teaching staff and students are provided with a group insurance scheme with life cover and accident cover up to 4 Lakhs.

### 3.4 Welfare Measures

All the staff members in MASTeR, irrespective of their cadre enjoy the following welfare measures:

1. Provident Fund
2. Group insurance - for staff and students
3. Staff Mediclaim policy.
4. For drivers, scavengers and electricians food is provided in the hostel.
5. Loss of life for self or family members of staff Rs. 5000 shall be given on the day of cremation
6. Staff marriage Rs. 1000 from staff welfare fund



# MASTeR GI –HR POLICY

MASTeR/HRM/LP/2023

## SECTION 4

### Leave Policy

#### Leave Rules

MASTeR provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organization does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college. The following types of leaves are available for staff.

#### Working Hours:

No	College	Time	Office	Time	Holidays
1	Monday to Saturday	9.10 am to 4.30 pm	Monday to Saturday	9.10 am to 4.30 pm	Two Saturdays And all Sundays in a month \$

\$ This varies as per the working days released by the University and as per the academic calendar

@ During vacation period all Saturdays and Sundays are holidays.

- Biometric and Facial recognition attendance: A record of entry and exit time is also maintained using Biometric system / HRAPP. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.
- Staff and Faculty has sign their attendance before 9.05 am in the morning and before 1.30 pm in the afternoon.
- The Standard Workweek: Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday.
- Due to some administrative reason we need to work on Saturdays, depending upon the SLT decision

Overtime: No overtime charges are provided to any employee.



# MASTeR GI –HR POLICY

## 4.1 Casual Leave /MASTeR/HRM/CL/2023

- Casual leave of 12 days is granted per annum. However for temporary and probationary staff of each category the eligible casual leave is only 1 day for every completed month of service.
- Casual leave is granted on the basis of calendar year that is from 1st January to 31st December of every year.
- Only with due permission of Principal/Registrar/Dean/Director casual leave can be availed prefixing or suffixing Sundays and other sanctioned / declared holidays. However Duty Leave & Compensatory off can be combined with the Casual Leave.
- Casual leave is granted for the new joiner from the day one of his/her work started.
- For essential staff 6 days casual leave is permitted per year and in addition to that weekly off is given for drivers, scavengers, attenders and electricians. For security and warden monthly two days off is given.
- Department wise support document given **MASTeR/HRM/FORM-1A,1B,1C**

## 4.2 Study Leave / Leave to attend QIPs /MASTeR/HRM/SL/2023

The faculty members, on discretion of the Principal / Director, shall be allowed to avail study leave for higher education, and / or attending Quality Improvement Programmes (QIPs) / Internships. **Annexure XXIII**

## 4.3 On-Duty (OD) / MASTeR/HRM/OD/2023

The faculty members can avail up to 10 days per semester as remunerative on-duty (OD) for academic purposes with prior intimation and approval from the Director / Principal / Registrar on recommendation of the Head of the Department. **Annexure XXIII**  
All staff members should fill up the printed ON-DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal / Director / Registrar for approval. The form duly approved and signed by the Principal/Dean/Registrar/Director should be submitted to the college office for records. The On-Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case  
Department wise support document given **MASTeR/HRM/FORM-3A**



# MASTeR GI –HR POLICY

## Teaching Faculty:

- On duty for Exams – Remunerative on Duty (ROD) 10 days per semester.
- Attendance sheet should be produced after the duty.
- On duty for Research – 1 day for comprehensive viva and synopsis and 2 days for viva-voce presentation.
- Attendance Card should be produced after availing it.
- On duty for FDP, Workshops, Conference – 7 Days per semester.
- Attendance sheet and certificate should be produced after availing it.

## Non - Teaching & Admin Staffs:

On duties for Admin staff will be provided for official work only. Every admin staff availing On Duty must submit the OD form to the HR Department before availing the on duty or must get proper approval from the Registrar

### Teaching:

**Annexure XXIII report** is to be submitted for organized or participated **Conference / Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Academic Visit / Guest Lecture.**

However, the faculty members who are in-charge of NSS / NCC, etc., can avail more than 10 days, based on the need and necessities with prior intimation and approval from the Head of the institution.

## 4.4 Maternity Leave /MASTeR/HRM/CL/2023

- All women employees are entitled to maternity leave up to six (6) months in which one month salary will be given.
- Those who are working in the institution for more than two years are eligible.
- Maternity leave salary will be provided only if the faculty rejoins the service after availing the leave.

### 4.4 a) Paternity leave /MASTeR/HRM/PL/2023

All male staff is eligible for 3 days paternity leave for supporting his spouse during delivery.





# MASTeR GI –HR POLICY

## 4.5 Compensatory Leave /MASTeR/HRM/CPL/2023

- All employees are eligible to Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.
- If teaching non-teaching and supporting staffs are asked to work on official holidays with the permission of Principal/Director/Dean/Registrar they can credit 'Compensation Leave' for those days & can avail these days within 12 months from the date of credit without affecting their academic work. However it is not applicable if they have received remuneration for the work.
- Application for credit of compensation leave (CPL) should be submitted within next working days on holidays.
- The CPL calculations are based on their check in and check out time in HRAPP.
- Leave application for CPL should be submitted before availing CPL.
- Department wise support document given

### MASTeR/HRM/FORM-4A

## 4.6 Leave on Loss of Pay (LLP)/MASTeR/HRM/LLP/2023

If an employee has no leave available to his / her credit, he/ she may request for leave on Loss of pay under exceptional circumstances. The leave on loss pay needs special permission for availing more than 7 days.

- Department wise support document given  
**MASTeR/HRM/FORM-1A, 1B, 1C**

## 4.7. Vacation

In addition to the above, the teaching staff and the technical support staff are eligible for vacation as follows:

Faculty members who have put in one year of service are eligible for five weeks vacation per year. Three weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be reduced as per needs. The faculty whose service is less than 6 months cannot avail vacation. Technical and support staff are eligible for vacation 2 weeks. The College has the right to prevent any staff member from availing a portion or whole of the vacation if his / her services are considered essential during that period.

Note: Drivers, scavengers, security, wardens, electricians will not come under vacation policy

Vacation for Teaching Faculty:

- Two Weeks (14 days) – Winter Vacation.
- Three Weeks (21 days) – Summer Vacation.

Vacation for Non-Teaching & Admin Staffs:

- Two Weeks per academic year



# MASTeR GI –HR POLICY

## 4.8 Absence from Duty due to Bandh etc.

As such MASTeR does not subscribe to bandh / hartal as legitimate means of protest and therefore no special leave will be sanctioned to the staff on days of bandh or hartal. However it will be subject to the Management Decision for both Teaching & Non-Teaching.

## 4.9 Furnishing address on leave

A staff member, who has been sanctioned leave and leaves his place of duty, should furnish to office of MASTeR the address at which he can normally be contacted while out of station. Need to get the approval from the management.

## 4.10 Declared Holidays

The Registrar will declare the holiday's calendar in consultation with the Leadership Team

## 4.11 Remunerative on duty (ROD)/MASTeR/HRM/ROD/2023

- No ROD during vacation period.
- Staff who have not completed 6 months of continuous service in this Institution but having outside experience are eligible for ROD (for examination purpose only)
- But such ROD days will be deducted from the number of days of their vacation leave.
- If ROD days will be granted as leave on Loss of Pay (LOP), for a maximum period of six months at a stretch.

## 4.12 Pandemic diseases /MASTeR/HRM/C-19/2023

- Maximum of 14 days per academic year can be availed.
- Full salary will be permitted with salary upon submission of proper documents (Medical certificate, hospital bills etc.,)

## 4.13 Medical Leave/MASTeR/HRM/MEL/2023

- Medical leave will be permitted with salary upon submission of proper documents (Medical certificate, hospital bills etc.,)
- Maximum of 7 days per academic year can be availed.
- The Management reserves the right to sanction or reject the medical leave and it depends upon the reason under which the leave was taken or applied.
- The medical leave will be approved based on the sickness /surgery / accident / contagious diseases.

## 4.14 Marriage Leave / MASTeR/HRM/MGL/2023

All staff teaching/Non-teaching member are eligible for marriage leave.



# MASTeR GI –HR POLICY

## Eligible Criteria

Sl No.	No. of years of Service in MASTeR Group	No. of Holidays with pay
1.	Less than one year	3 Days
2.	1 to 3 years	5 Days
3.	3 and more	7 Days

### 4.15 Restricted Holidays / MASTeR/HRM/RH/2023

All teaching/non-teaching staff members are eligible to take 2 days per annum for RH which is mentioned below. To maximum of 10% of the department strength.

Sl No.	Restricted Holiday
1.	Masi Magam
2.	Maha Sivarathri
3.	Great Thursday
4.	First Day of Ramadan
5.	27 <sup>th</sup> Day of Ramadan fasting
6.	Varalakshmi viratham
7.	Onam
8.	All souls day
9.	Vaikunta Ekadasi
10.	Avani Avittam
11.	Aadi Perukku
12.	Deepavali eve
13.	Karthikai
14.	Miladinabi
15.	Christmas eve
16.	New year eve



# MASTeR GI –HR POLICY

## Eligible Criteria for SVL& WVL

Eligibility				
Teaching			Non-Teaching	
Days	SVL	WVL	Days	VL
0 - 90 days	0	0	0 - 180 days	0
91 - 180 days	7	0	181 - 365 days	7
181 - 365 days	14	7	365 + days	14
365 + days	21	14		

## Criteria's

- Vacation leave should not be prefixed or suffixed with CL, CPL, LLP & ODs
- If any one does not rejoin after the expiry of the vacation period, the salary for the vacation period shall be deducted.
- For availing vacation leave: The staff should not have any pending work. HOD's recommendation is necessary

## Residential Staff and Security:

- Special Leave week off 2 Days per month which cannot be accumulated.

## Norms for Availing Leave:

- Casual leave can be accumulated and availed at a stretch within the calendar year. Odd semester CL can be accumulated and utilized during the even semester.
- If Holidays come in between 'at a stretch CL/LOP' these holidays will also be included in the calculation of CL/LOP.
- At a stretch CL should not exceed 03 days including the holidays in between.
- CL at credit can be utilized / exhausted only in that calendar year.
- Unutilized casual leave in one calendar year cannot be carried over to the next calendar year.
- Supporting staff(Estate officer, Civil Engineer/Supervisor, Attender, Scavenger, Electrician, Carpenter, Welder, Plumber, Driver and etc.,) are not eligible for VL
- Securities are not eligible for any kind of leave but entitled for 2 days off per month



# MASTeR GI –HR POLICY

- All the above leave will be informed via official mail to the meticulous person, otherwise it will consider as LOP.
- Without proper intimation of absence will be considered as LOP.
- The Leave and permission should be communicated through email as well as HRAPP.
- **All the leave forms (LI, CL, CPL, Permission, OD, RH, Other leaves, etc.) need to submit in office next day before 3pm, otherwise considered as LOP.**
- The Management reserves the right to sanction or reject the leave's (LI, CL, CPL, Permission, OD, RH, Other leaves, etc.)and it depends upon the reason under which the leave was taken or applied.

## **Special Note:**

- Leadership team will not come under any leave policy
- (Registrar/Dean/Principal/Directors)

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# MASTeR GI –HR POLICY

MASTeR/HRM/BIP/2023

## SECTION 5

### Benefits and Incentives policy

#### 5. Higher Studies

##### 5.1 Full – Time mode:

- Study leave for acquiring Ph.D. from a University will be admissible only to a faculty who has put in not less than 3 (three) years of service in MASTeR Group of Institutions. However under special situations, the service period can be waived at the discretion of the Management.
- Requisition for issue of Bonafide certificate / No Objection Certificate for pursuing Ph.D. shall be submitted to the Head of the Institutions for approval.
- If the faculty avail leave for three years without pay, he/she has to serve the institution for a period of 2 years from the date of completion of Ph.D. programme.
- For Full – Time Ph.D., number of sponsorships is one per department per year. This Number should not exceed a total of 6(six) for the entire college.

##### 5.2 Part – Time mode:

- For acquiring Ph.D. from a University will be admissible for part time Ph.D.
- Requisition for issue of Bonafide Certificate / No Objection Certificate for pursuing Ph.D. (Part – time) shall be submitted to the Head of the Institutions for approval.
- No ON – Duty (OD) will be given till all formalities for registration of Ph.D. is over.
- ON – Duty (OD) for 1 day per month (preferably Fridays or Saturdays or any other day depending upon the availability of the Research Guide)
- ON-Duty (OD) will also be granted for attending Doctoral Committee (DC) meetings.
- OD for 3 days will be sanctioned for attending Viva-Voce examination.
- For other activities like attending Workshop, Seminars, conference etc., OD will be granted as per existing norms.
- There is no limit on the total number of persons sponsored under Part-Time mode.
- Promotion and other benefits after Ph.D. completion will be given as per norms.

# MASTeR GI –HR POLICY

## 5.3 Benefits through Higher Studies

### Sanctioning of Annual Increment

- For such of those faculty members who are doing Ph.D. in Full-time mode, sanctioning of annual increment will be frozen as they are not involved in any teaching work during the study period.
- For such of those faculty members who are doing Ph.D. in Part-Time mode, annual increments will be sanctioned as a routine matter as they are involved in teaching work even during the study period also.

### Total Experience:

- For computation of “Total Experience”, study period will be included irrespective of the mode of study in case of Ph.D.

## 5.4.Special Training

### 5.4.1 Faculty sponsored for special training including FDP, STTP, Internships, and Sabbatical:

**Staff members can attend Workshops / Conferences / SDP/ FDP programme both offline and online mode with “ON DUTY”, without affecting their regular academic schedule.**

If the Faculty participates in two weeks FDP (one per semester) **One week will be on duty** and the **other week shall be adjusted with their vacation.**

Faculty attending training or internships at premier academic institutes, industries with or without stipend for more than two weeks need to **serve the institution for at least one year** and has to disseminate the knowledge to minimum of **3 department faculty and at least 30 students** and submit relevant report to the Head of the Institutions.

The faculty attending special training / internships should produce the outcomes as projects / patents / publications / fund generation through FDP, seminars within **one year to avail their FPMS credits**. As a staff joining MASTeR Group of institutions, I am fully aware that if I have attended any special training / workshops / Faculty development programmes sponsored by the management; I must serve a minimum of two semesters from the date of the programme, failing which I have to pay back the cost incurred to the management at the time of getting relieved.

## 5.5. Travelling Allowance and DA

- The faculties who have completed the first six months of his/her probationary period are eligible to avail TA/DA claim for official work.
- TA can be claimed for official visit within the country for the eligible staff.
- If own vehicle is used the actual fuel expenses will be reimbursed on producing fuel bill within three days.
- D.A will be paid (Subject to management)

# MASTeR GI –HR POLICY

## 5.6. Registration fees for workshop/conference

### 5.6.1 Faculty attending conference and workshops:

- Registration fee will be sanctioned to the maximum of **Rs.1500 per conference (two per year)** for National Conference and International Conference for the **first author** with **MAMCET/MAMSA/MAMBS affiliation**. (Second author, if guide is the first author).
- Registration fees will be sanctioned to maximum of **Rs.1000/- (per year)** for Faculty development Program / Workshop / Seminars on submission of supporting documents. (Registration form, handouts, certificate and attendance)

## 5.7 Research Funding, Patents and Publications benefits:

### 5.7.1. Research Funding Policy:

For the development of academics, the Institute encourages the Faculty members to improve their skills in the area of Consultancy, Applying Funding Proposals & Patent, and Registering for Higher Education, and Journal Publications.

The Institute supports the deserving Faculty members financially for their improvement and motivates them to be updated with the current trends in technology and society. The Institute believes that if a faculty is not updated, then the faculty is outdated.

#### 5.7. a) Consultancy:

The revenue generated for such consultancy works are shared as per the below table,

No	Name	Percentage of Share
1	Contribution to Institution	40% of the revenue generated
2	Staff / Student involved if any	10% of the revenue generated
3	Faculty in-charge	50% of the revenue generated

Terms & Conditions:

- The consultancy work will be carried out under the head of M.A.M. College of Engineering & Technology / M.A.M. B – School and M.A.M. School of Architecture.
- The revenue generated will be deposited in the Institution account. The Institute will provide the cheque to the respective faculty at the end of every consultancy work.
- The consultancy work must be done in correlation with an industry and student participation is compulsory.





# MASTeR GI –HR POLICY

## 5.8. Funding Proposals and Patent:

The Institute follows Incentive scheme to reward the Faculty for the Research work carried out in the respective year.

### 5.8.1.Terms & Conditions:

#### 5.8.1.a)Patents

- The Patent shall be irrevocably must be registered in the name of MAMCET / MAMBS / MAMSA with the Researcher's name prominently featuring as the Inventor.
- The commercial aspects shall be mutually worked out between the Institute and the researcher. The registration charges will be paid by the Institute to the maximum of Rs. 10000/- (National patent – upto Rs.2000/-; International Patent – upto Rs. 10000/-)

## 5.9Funding proposals

- The incentive for receiving research funding will be based on the amount sanctioned.
- To receive the incentive the concerned PI and CI must submit a detailed report through the concerned Head of the Department for consideration, to the Principal / Director . Before submission the report must be thoroughly scrutinized.
- In case if the project does not have a CI (Co-investigator), the entire incentive amount will go to the PI (Principal Investigator).

No	Category	Name	Percentage of Share
1	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, University etc.,)	Principal Investigator	6% of the Received Fund
2	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, University etc.,)	Co-investigator	4% of the Received Fund
3	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, University etc.,)	Contribution to Institution	Actual cost incurred to establish the facility / procurement from the allotted fund

# MASTeR GI –HR POLICY

## 5.10.Journal Publications:

In every department, Faculty members are assigned with targets for paper publications and attending conferences, both National & International every semester. Faculties who achieve their target are appreciated with incentives and are elevated in hierarchy within the department. The incentive schemes for Journal publication are as per the below table:

SINo.	Criteria	Author 1	Author 2	Author 3 and above
1.	SCI with impact factor one and above	Rs.5,000	Rs. 3000	Rs. 2000
2.	Scopus Indexed journal	Rs. 3000	Rs. 2000	Rs. 1000

### 5.10.1.Terms & Conditions:

- Journal paper must be in the affiliation of M.A.M. College of Engineering & technology, M.A.M. B – School and M.A.M. School of Architecture
- Published paper must have year, Volume no and Page no. and ISBN no.
- Impact Factor should be available in the front page of the corresponding journal website.
- To receive the incentive the corresponding faculty must produce the hardcopy of published research paper/book chapter/textbook and proof of Impact factor and Index in Scopus.



# MASTeR GI –HR POLICY

MASTeR/HRM/TR/2023

## SECTION 6

### Transport and other facilities policy

- Transport facility is available in and around Trichy. And also College Buses are available from Out of Trichy which the management decided the hub.
- Using of College Transport is not compulsory and only those who are in need & agree to abide by the transport rules of the college are advised to use the college transport.
- The Transport fee should be paid in the beginning of the year in the Administration Office.
- The Transport charges will be notified every year and is subject to change depending on the Increase In the cost of fuel and other Operating costs.
- No late coming is entertained in boarding or dropping points. Main stage waiting time is 5 minutes & 3minute for all other stages.
- Every day Buses will reach the college Premises by 8:50 AM &Leave by 5:00 PM.
- The college can change, alter, amend any of the above rules at any point of time and it will be binding on the students.
- New Joiners: Teaching &Non-teaching, bus fees will calculate for month wise
- Existing staff member are asked to pay “50%”of bus fees for less than15 days (one week)and full bus fare “100%”should be paid for more the 15 days.

Sl No.	Cadre	Salary	%
1	Teaching	-	100%
2	Non-Teaching	Less than Rs.10000/-	NIL
3	Non-Teaching	More than Rs. 10000/-	50%
4.	Bus Coordinators	-	50%



# MASTeR GI –HR POLICY

MASTeR/HRM/DT/2023

## Domestic Travel Policy

### 1. Purpose & scope:

Business reasons of College/Organization require employees to travel across or within respective cities. This facility will be extended to all eligible employees, who need to travel for official purposes of the College/Organization.

### 2. Local travel:

Local business travel is defined as official travel within the city limits.

**2.1 Eligibility for reimbursements:** Actual KMS travelled will be qualified for reimbursement.

**2.2 Employee using their own Vehicle:** For this purpose, employee has to maintain a log book and claim reimbursement once in a month.

✚ Two Wheeler: Rs.8/- per km travelled

✚ Four Wheeler: Rs.14/- per km travelled

✚ After proper checking the (To &fro) distance, the amount will provided with the support documents and need to get the approval from the HOD/Manager/Leader ship members.

✚ After getting the approval it will drop to accounts department for further process.

### Band wise list:

Designation	Band
Senior Leadership Team	Band 5
HOD/Professor	Band 4
Manager/AO/Asso-Prof/Asst-Prof/PED	Band 3
Librarian/Office staff/Technical staff	Band 2
Attender/Driver/Security/scavenger	Band 1



# MASTeR GI –HR POLICY

## 3.0 Travel Bookings & Expense Settlement (Out Station):

**3.1 Approval for Business Trips:** For business trips the employees should get prior approval from department head / Reviewing Manager/Leadership Members on the travel requisition form, available in HR Policy under travel policies.

## 3.2 Bus/Train & Flight tickets:

All modes of travel tickets will be booked by **Travel Desk/Transport Department**. Travel tickets will be booked only based on employee's grade as mentioned below. The unutilized tickets should be notified to the Travel Desk immediately for cancellation.

Travel Eligibility		
Employee Grade	Mode of transport	Class
Band 5	Flight / Train	Economy / First Class
Band 4	Train	Three Tier AC
Band 3	Train	First class non - ac
Band 2	Train	Train/Bus/Sleeper
Band 1	Train	Train/Bus

**Note:** If the tickets are not available as per the eligibility, will book the next available class.

**3.3 Company Arranged Tickets:** Company will arrange travel tickets only to business destinations. In other words, College/Organization will not arrange any travel to either employee's preferred destination or home towns. In case employee needs to travel from their home town to meet urgent business requirement as per the instructions of respective department head /Leadership members. Travel Desk/Transport Team shall facilitate the same. If an employee wish to travel on weekends or holidays to their home town during deputation then the cost related to such travel should be borne by employee only.

**3.4 Self-Ticket Bookings:** Employee can book ticket for self in exceptional cases only, even if the employee takes higher mode of travel, reimbursement will be made as per the eligibility mentioned above. The said exceptional cases have to be approved by department head/Leadership members with sufficient business case exist. At completion of travel, employee can claim reimbursement for self-booked tickets with proper supporting. The supporting bills include ticket copy, boarding pass etc. Ticket or eligibility amount whichever is less will be reimbursed.

**3.5 Own or Rented Car usage:** Considering safety & security of the employees, college/organization strongly discourages travel by self-driven or rented car.



# MASTeR GI –HR POLICY

**3.5.1** But, at the same time we understand the urgent business requirement. So an exception made available to Band 5 & above employees. Employees from Band 4 & below are not entitled for such reimbursement. Expenses incurred on account of what so ever nature due to any mishap during such trip will not be reimbursed by college/organization except as otherwise prescribed in this policy.

**3.5.2 Own Car:** Employees can claim Rs.14 / km and the toll charges subject to production of original bills at the time of reimbursement. The employee would be taxed (per Income Tax Act slabs as applicable to individual claiming reimbursement) to the extent supporting bills not provided.

**3.5.3 Taxi / Rented cars:** Employee can claim reimbursement of the taxi fare incurred only against submission of taxi receipt provided by the taxi agency. (Band 3 and above)

**3.6 Overnight boarding and Lodging costs:** Employees are required to utilize the company arranged facilities. Hotel reservations will be made by Travel Desk/Transport team as per employee grade & availability of hotel.

Accommodation Eligibility (excluding taxes)		
Employee Grade	Tier 1	Tier 2
Band 5	Rs.5000/-	Rs. 4000/-
Band 4	Rs.2500/-	Rs. 2000/-
Band 3	Rs.1500/-	Rs. 1000/-
Band 2	Rs 800/-	Rs 500/-

**Tier 1 Cities:** Chennai, Bangalore, Hyderabad, Mumbai, Delhi, Kolkata

**Tier 2 Cities:** Trichy, Pune, Coimbatore, Mysore, AP and other 2tier cities

**Note:** If eligible category rooms are not available, will book the next available category rooms

**3.7 Self Accommodation:** In case employee wants to make their own hotel reservations, they can do so only after taking prior approval from their department head. In this case, employees can claim the expense reimbursement subject to the limits as per their grade in the above mentioned accommodation eligibility table. Reimbursement will be entertained strictly against production of bills. Bill or eligibility amount whichever is less, will be reimbursed.

**3.7.1** In case an employee stays at relatives' / friend's house during their official visits, employee is allowed to claim 50% of their eligibility amount. In this case, company will not reimburse local conveyance for commuting to office or to self-accommodation place. Also, employees will be eligible for only 50 % of Per-diem per day.



# MASTeR GI –HR POLICY

**3.8** No private or home trip can be combined with business trips.

**3.9** Joint Business trips: If 2 or more employees traveling together then they should provide their individual travel expenses statement or combined expenses as per the guidelines and can be claimed by one individual mentioning the name & employee id of all the employees accompanying

**3.10 Boarding limits:** Employees can claim per-diem amount as per the eligibility.

Outstation Boarding Expenses		
Employee Grade	Eligibility per day	
	Tier 1 Cities	Tier 2 Cities
Band 5 & 6	Actual	Actual
Band 4	Rs.750/-	Rs. 500/-
Band 3	Rs.600/-	Rs.400/-
Band 2	Rs.400/-	Rs.300/-

**Per-diem is a fixed amount payable for the respective grade per day. Employees need to submit all bills.**

3.10.1 Conveyance expenses such as commuting to bus, railway station, airports and hotel can also be claimed as per the below mentioned eligibility.

Conveyance Expenses from Bus/Railway station		
Employee		Eligibility
Grade	Tier 1 Cities	Tier 2 & 3 Cities
Band 5 & 6	Arranged by Company or as per actual	Arranged by Company or as per actual
Band 2 to 4	Actual on submission of bills	Actual on submission of bills

**4. Entertainment of Business Associates:** If an employee has to entertain clients as part of the business trip, the same can be claimed along with the boarding expenses, clearly mentioning the client name. For this purpose prior or post approval is required from their Head of the department/Leadership members. Expenses on alcohol, cigarettes or any other narcotic products cannot be claimed.

**4.1** Expenditure incurred by employees entertaining one another will not be reimbursed.

## **5. Advance and Travel Statement/ Settlement:**

- Employee is eligible for the travel advance subject to prior approvals of Leadership members / HOD provided. Request for travel advance is made at least 3 working days in advance excluding travel date.
- If the employee does not undertake the journey, the travel advance should be returned to the company within 2 business days else necessary deduction will be carried down from salary.



# MASTeR GI –HR POLICY

- Employee should submit their domestic travel expenses statement within 7 working days from the date of return from the business trip, otherwise such claims will not be entertained thereafter.
- The traveling expenses statement should be carefully filled and the details should be legible for records. The travel expense statement is required to be submitted with the supporting documents in original if any.

## 5.1 Travel claim reimbursement process:

Employee need to send an email to Travel Desk/Transport Management attaching the filled in travel claim form. After the validation and approval email from Travel Desk/Transport Management, need to submit the following documents to the respective location finance team to process the payment.

- Approval email from Travel Desk/Transport Management on travel reimbursement claim.
- Travel reimbursement claim form with necessary approvals (email approval or physical signature from Managers, grade 3 & above).
- Original bills, if any.

The travel claims will be processed within 15 working days from the date of submission of valid claim along with necessary supporting documents required ;otherwise such claims will not be entertained thereafter.

## 6. Travel request processing time (ticket booking):

- Bus / Train Tickets: Minimum 4 days in advance
- Flight Bookings: Minimum 7 days in advance
- Car :Minimum 1 or 2 days in advance

## 7. Travel request & travel settlement forms are available on HR Policy or HRIC person

☐ Travel policies ☐ Domestic travel policy.

Note: After getting approval from HRM. Registrar reserves the right to sanction or reject the claim and it depends upon the reason under which the claim was taken or applied





# MASTeR GI –HR POLICY

## SELF DECLARATION

I hereby declare that I have fully read the HR policy of MASTeR Group of institutions and understood the points mentioned and I assure that I will abide to the policy with fullest cooperation to the best of my knowledge.

Date:

Place: Siruganur

Signature

Name:\_\_\_\_\_

Mobile Number:\_\_\_\_\_

Department:\_\_\_\_\_

Designation:\_\_\_\_\_

Date of Joining:\_\_\_\_\_

**Director / Principal**

**Registrar**



# MASTeR GI –HR POLICY

## RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE HR POLICY

This is to acknowledge that I have received a copy of the MASTeR Group employee HR policy, dated, \_\_\_\_\_. This HR policy sets forth the terms and conditions of my employment as well as the rights, duties, responsibilities and obligations of my employment with the College. I understand and agree that it is my responsibility to read and familiarize myself with all of the provisions of the HR policy.

I understand that provisions of this HR policy, the college reserves the right to amend, modify, withdraw, delete, supplement or add to the provisions of this HR policy as it deems appropriate from time to time in its sole and absolute discretion.

I understand that nothing in this HR policy creates or is intended to create a promise or representation of continued employment and that employment at the College is at will. My signature below certifies that I understand that the foregoing agreement on at will status is the sole and entire agreement between the College and myself concerning the duration of employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with the College.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Employee)

Signed: \_\_\_\_\_  
(Hiring employer)

**(Note: The “RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE HR POLICY” statement above must be separated from the employee’s copy of their HR policy, and placed in the employee’s personnel file. The college upon receiving the “RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE HR POLICY” statement from the employee should make a copy of the receipt and return copy back to employee.)**