

HR Policy Amendment

Date: 06/05/2017

KCT/HR/P/AMD/001/2016-17

Sub: Amendment to the HR policies and procedures and other Information.

Ref: This is in reference to your employment with Kumaraguru College of Technology (KCT) and in relation to the employer – employee agreement; we would like you to note the following amendments to be live to the said agreement and it is applicable to all the employee of Kumaraguru College of Technology.

Terms and Conditions of Employment

1. Separation from Services / Notice Period

1.1. The Organization or Employee may opt to terminate this Appointment of the Employee from the services of the Organization without assigning any reasons whatsoever subject to the following conditions –

- 1.1.1. A minimum notice period of 3 months (for confirmed employees) / 1 month (for employees on probation) is applicable from either side
- 1.1.2. The organization at its sole discretion may opt to pay relevant Notice Pay to the Employee in lieu of serving the applicable notice period in the event of the Organization's decision to initiate the termination of this Appointment.
- 1.1.3. The organization at its sole discretion may choose to accept or reject the Employee's offer to pay Notice Pay in lieu of serving the notice period as applicable based on the exigencies of the situation.
- 1.1.4. Further to the notice period as outlined herein above, no Employee from the Academic wing, entrusted / engaged with teaching responsibility, will under normal circumstances be permitted to be relieved from the services of the organization during the Academic year.
- 1.1.5. The Management reserves its discretion to review and recommend early release of any Employee from the Academic Wing (not assigned Teaching responsibility), Academic Support and General Administration on a case to case basis during the

Academic year as per the Notice period and applicable conditions as mentioned herein above.

1.1.6. Where an Employee requests for being relieved during the Academic year - The Management reserves its discretion to review, and on case to case basis, any request from the Employee for being relieved during the Academic year and any deviations will be at the sole discretion of the Management.

1.2. The Organization reserves the right to compulsorily relieve the Employee from the services of the Organization, without any pay (or in kind) in lieu of serving any notice period that may be applicable, at any point in time for reasons including, but not limited to, the following –

1.2.1. Not abiding by the Policies, Practices, Systems, Rules and Regulations that apply to all Employees of the Organization at any given point in time including new additions, revisions and changes to Policies and Practices of the Organization by the Management.

1.2.2. Willfully or otherwise neglecting duty, responsibilities assigned, refusal to accept lawful instructions from the reporting supervisor or HOD or Principal or the Management including Chairman, Correspondent, Joint Correspondent

1.2.3. Any act(s) that constitute disobedience, insubordination, incivility, intemperance, irregularity in attendance, inconsistency in workplace availability, instigating fellow colleagues and / or students alike to act against the interests of the organization, misconduct and failure to discharge duty

1.2.4. Performance not meeting expectations of the Organization based on communicated standards.

2) Transfer

You are liable to be transferred from one department to other if required by the management due to exigencies of work.

3) Other Terms & Conditions :

3.1. While serving the Institution, you shall show commitment in your work and devote the whole of your working time exclusively to your duties with the Institution and shall not engage yourself directly or indirectly, without prior consent of the Joint Correspondent in writing, to any other institution with or without remuneration in any trade, business, occupation, or employment.

3.2 You should perform all your duties to the satisfaction of your HOD / Principal / Joint Correspondent / Correspondent.

3.3 You should cooperate with the Institution in executing the academic, co-curricular and extracurricular activities in the college.

3.4 You will be governed by the rules and regulation of this institution. Which are now in force and which may come into force in future.

- 3.5 As a member of the faculty you are required to continuously update your knowledge by publication / presentation of papers, participation in seminars, acquiring additional qualifications etc.,
- 3.6 You will identify yourself with the college and strive constantly for its improvement and establishing good public image.
- 3.7 Taking leave on loss of pay will shift the date of your regular increment.
- 3.8 You shall not write/address in public or in the presence of students/parents anything against the interests of the management and its policies.
- 3.9 You are expected to be at work throughout the working hours of the Institution and be present in time for any meeting or get together scheduled by the Institution.
- 3.10. You have to work under the supervision and guidance of the HOD / Principal / Joint Correspondent / Correspondent of the college and you shall abide by the rules and regulations specified from time to time by the Institution.
- 3.11. You shall maintain discipline among the students.
- 3.12. If any declaration furnished by you to the Institution or any document submitted for employment proves to be false or if you have willfully suppressed any material information, your services will be terminated without any notice or salary in lieu thereof.
- 3.13. On the date of your reporting for duty you should produce a proof of your age, relieving order from the previous employers, all original certificates of educational qualification and proof of last drawn salary with a true copy of the same for our records.
- 3.14. You shall retire from the services of the institution when you complete 58 years of age.
- 3.15. The decisions of the Joint Correspondent / Correspondent will be final in all matters including accepting of your resignation and relieving you from the post.

All other terms and conditions of the employer – employee agreement, the policies and procedures and other services being provided to you by Kumaraguru College of Technology shall remain unchanged and continue to be in full force and effect.