



KOSHYS INSTITUTE OF MANAGEMENT STUDIES BANGALORE



HR POLICIES

RECRUITMENT & SELECTION PROCESS

1.PURPOSE:

1.1 The objective is to create an opportunity for candidates who are looking for a professional career. We are in search of budding talents with multi task growth and professionals to contribute the best of their ideas in the interest of the person and the organization. As our Institution is NAAC accredited, AICTE guidelines are tried to be followed while recruiting academic staff.

We build a culture of friendly environment and fun infused campus with varieties of activities.

2.APPLICATION PROCESS

- All applications should be processed through HR. This includes applications for a specific position as well.
- A walk-in applicant should fill candidate's resume format and submit along with their CV to HR.
- Candidates applying through email applications/job portals will be coordinated if shortlisted.
- Profiles will be shortlisted as per the requirements, AICTE guidelines and position available by HR & HODs.
- Interview will be schedule for all the shortlisted candidates.
- Candidates will be informed on any changes in the interview schedule.
- A candidate who has appeared for the interview is eligible to reapply again only after 6 months from their last interview.

2.1 HOW TO APPLY

Step – 1: Involves emailing of CV, list of publications, statement of research interests, and the names and addresses of four references to the supplied email, being sure to refer to the announcement number in the subject line.

Step – 2: Candidates can also apply through KGI website "Careers" page. By doing this the resume reaches HR directly.

Step – 3: Candidates can also apply through their known contacts of employees working in the Institution. This process of application is called recruitment through internal reference.

3. SELECTION PROCESS

- Selection of right candidate, especially in academics is always done by a selection panel including the Academic Director, Head of Department, other subject matter experts and HR.
- Final round of Selection is done by the CEO/Executive Director

4. RESPONSIBILITY

Selection Panel is responsible for following the procedures and spirit of this policy. The Human Resources department assists departments to source, transfer and promote candidates.

5. RESOURCE

Contact the appropriate Human Resources department if you have questions or if you would like more information about this policy.

EMPLOYEES' LEAVE POLICY

1.Objective

1.1 To communicate the leave entitlements and provide guidelines for availing these leaves.

2.Eligibility & Applicability

2.1 All employees on regular payroll of the Institute.

3.Policy & Procedure

- 3.1 Categories of leave available to the employees are: Casual Leave, Earned Leave, Maternity Leave, Academic Leave(OD), Compensatory Off, Summer Vacation.
- 3.2 For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st January and ending 31st December.
- 3.3 All leaves shall accrue effective 1st January of every Year, except the Casual Leave.
- 3.4 Employees shall apply for leave on prescribed formats with proper approval from HOD, Vice Principal and Academic Director and also apply both offline and on-line after written approval.
- 3.5 Holidays and weekly-offs between the leaves will be treated as a part of leave only. Weekends and holidays are exempted in case of Casual Leave.

Entitlement & Procedure for availing Leaves:

4.Casual Leave (CL)

- 4.1 All Employees are eligible for 12 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis. However, in general, until the completion of one year of service, CL may not be availed more than once in a calendar month.
- 4.2 Employee on CL cannot be absent from duty continuously for more than 3 days including intervening holidays.
- 4.3 Employees may avail CL for half-day also.

5. Earned Leave (EL)

- 5.1 All confirmed Teaching and Non-teaching staff is eligible for 12 days of EL in a year provided they are a year old in the institution.
- 5.2 Employees joining the organization shall have their earned leave entitlements for the rest of that calendar year calculated on pro-rata basis, and credited to their accounts on the following January & July 1st, which they can avail only after the confirmation of their services.
- 5.3 Probationers are not entitled for EL.
- 5.4 Earned Leave may not be availed for one-day minimum of 3 days has to be availed at the end of each semester.
- 5.5 Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days, and proceed on leave only after their leave is approved.
- 5.6 When it has not been possible to obtain advance approval, respective HODs should be kept informed, with information copy (CC) to the approval authority; and request for approval must be obtained at the earliest opportunity.
- 5.7 Academicians have to do class adjustment which should be approved and accepted by the person class is assigned to before applying leave.

6. Maternity Leave (ML)

- 6.1 The Institute permits ML of 24 weeks, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- 6.2 All confirmed lady employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.
- 6.3 Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.
- 6.4 The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- 6.5 ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.
- 6.6 In case an employee is covered under ESI Act, The maternity benefits will be provided as per the ESI Act.

7. Academic Leave or OD

- 7.1 All teaching faculty is eligible for 10 days of AL/OD leave in a calendar year.
- 7.2 AL/OD for all days of the conference may be availed only for listed/approved conferences which are of repute (subject to condition of having an advanced schedule). For other conferences, the leave shall be sanctioned for the day of making a presentation.
- 7.3 AL/OD may also be considered for the following reasons:
- 7.3.1 Delivering invited talks.
- 7.3.2 Attending Spot Valuation assignments at a university other than the affiliated university.
- 7.3.3 Teaching faculty wishing to avail Academic Leave should get their leave approved by the HOD at least 7 days in advance and send the approved leave application along with the invitation letter sent by the concerned university or Conference/Workshop to HR Department.
- 7.4 Academic leave/OD may neither be accumulated nor combined with any other type of leave.

8. Compensatory Off (CO)

- 9.1 CO applies to all employees. If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted by the HOD in units of half a day or full day.
- 9.2 Compensatory off shall be availed within one month. Else it shall lapse.

10. Vacation Leave(VL)

- 10.1 All teaching faculty except those who hold administrative responsibilities, will be eligible for Vacation Leave.
- 10.2 The Management shall announce the annual dates for the vacation leave which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.
- 10.5 Academic Director and Vice Principal, in consultation with the HODs shall plan the vacation leave well in advance based on the academic and other relevant considerations.
- 10.6 The management reserves the right to requisition the services of a teaching faculty, during the vacation leave for special assignments. In such cases, the teaching faculty requisitioned

- for special assignments during the vacation leave will be eligible for 20 days of additional EL (or pro-rated number of days) in lieu of the vacation leave foregone.
- 10.7 The management shall inform all such faculty whose services may be required during the Vacation Leave, well in advance, along with their H.O.D and the HR Department.
- 10.8 Vacation leave cannot be prefixed or suffixed with any other leave.
- 10.10 Faculty availing the vacation leave shall keep the management informed of their address of stay and contact details during vacation period for emergency needs.
- 10.11 Faculty on vacation leave may at their discretion and on approval from the Academic Director, attend external examination related works/SDPs/Seminars/Conferences. However such activities shall not count for any set-off against the vacation leave.

11. Special leave for pursuing research

- 11.1 This leave shall be given, on a case to case basis, to those who have registered for Ph.D. and cleared their pre-Ph.D. course work, for a maximum period of a fortnight.
- 11.2 The leave needs to be approved by the Academic Director.
- 11.3 The Academic Director shall call for supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.

TIME AND ATTENDANCE MANAGEMENT POLICY

1. Objective:

- 1.1 To communicate the general office / college timings of the institute
- 1.2 To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

2 Applicability

2.1 All employees on regular rolls and on contract are covered under this policy

3 Procedure

3.1 The timings of the institute are from 8:45 am to 4:15 pm for teaching staff and 9 am to 5 pm for non teaching staff on all working days.

3.2 Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance either in the manual attendance register or in biometrics, as the case may be. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.

3.3 **Late in Policy:** Up to 60 minutes in a month is relaxed for all Employees Which can be considered as “grace period”. The marking of attendance beyond grace period is permissible only a month. From the the next instance of such ,late arrival to the workplace, then half day salary will be debited from the employee for the month. The names of the employees exceeding the number of instances of grace period in a quarter will be notified to the Management. Hence the whole process for these timings will come under Late in Policy of KGI.

KGI EXIT POLICY AND PROCEDURES

PURPOSE

It is the intention of KGI to give relieving employees the opportunity to provide feedback regarding his/her employment. Information collected at employee exit may be used for research purposes, to document the reasons individuals leave employment, to identify potential problem areas, and to improve personnel practices and the overall work environment.

KGI extends separated individuals with all possible considerations consistent with integrity, Personnel Policies and sound business practices. Terminations of employment is consistent with the provisions of KGI policies prohibiting discrimination in employment because of one's race, color, disability, religion, national origin, ancestry, sex/gender, age, sexual orientation, political affiliation and veteran's status.

POLICY

It is the institution's policy to ensure that employee separations are handled in a professional manner with minimal disruption to ongoing work functions. All voluntary separating employees shall complete an Exit Questionnaire and participate in an exit interview. Employment may be terminated by KGI in accordance with the terms and conditions set forth in any employment contracts or personnel guidelines. Separations include dismissals, resignations, non-renewals, lay-offs, retirements and in capacity to work or death.

TYPE OF EMPLOYMENT TERMINATION

Voluntary Terminations:

General:

Voluntary separation of employment occurs when an employee informs his/ her supervisor of employee's resignation.

Procedure:

- I. Employees are expected to provide minimum of 30 days' notice of their intention to separate from the institution in order to allow a reasonable amount of time to transfer ongoing work. It is expected that written notification will be provided to the employee's supervisors.
- II. In case if employee does not serve notice period, he/she can avail buy out option for the short fall of notice period only under the recommendation of the supervisor.
- III. Upon receipt of an employee's resignation the supervisor must notify Human Resource (HR) by sending a copy of the resignation letter along with the Resignation Remark Slip (RRS) to HR within seven days, annotated if necessary, with pertinent information (i.e. employee's reason for leaving, last day of work, etc.
- IV. The HR Manager will coordinate the employees exit interview at the end of the person's tenure with the institution.

The process includes:

- I. No Due form clearance with the concerned signatures submitted to HR.
- II. Handling over/ completion of assigned roles and responsibilities.
- III. Returning all company property i.e. Identification cards/badges, Computer access authorization codes, key, cell phone, Computer access authorization codes and others.
- IV. Review of benefits status (i.e. benefits, accrued vacation due, outstanding expense reports, date of final paycheck and other)
- V. Completion of an exit questionnaire and an exit interview.

The exit interview gives the employee an opportunity to freely express views about working at the institution and will be held in strict confidence. HR will compile data from exit interviews to determine if feedback to an employee's manager is necessary.

Involuntary Termination:

General:

- I. An involuntary termination of employment, to include layoffs, is a management initiated dismissal.
- II. Separation is deemed to have occurred when an employee is absent from work for Seven consecutive workdays and fails to contact his or her supervisor.
- III. Discharge may be for any of the following reasons, including but not limited to, misconduct, tardiness, absenteeism, poor job performance, job elimination, etc. In some cases, progressive discipline may be used, prior to termination, to correct a performance problem. However certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline.
- IV. Prior to an involuntary termination, HR will correspond with payroll and will forward necessary correspondence, benefits and date of final paycheck to be discussed at time of termination.

Procedure:

- I. Show cause notice to be raised/ issued to the employee.
- II. Before any action is taken to discharge an employee, the employee's supervisor must request a showing of the entire matter by the HR Manager.
- III. The HR will review and determine if dismissal is warranted.
- IV. If dismissal is warranted, the employee's supervisor's responsibility to notify the employee and coordinate with HR to ensure that the terminated employee follows the checkout procedure of the policy.
- V. The Manager should email HR and payroll to confirm the last day of working.

Permanent Incapacity or Death:

General:

A separation due to the death or Incapacitated (due an accident/injury) of an employee will be made effective as of the date of death.

Procedure:

- I. Upon receiving notification of the death of an employee the supervisor must notify the HR department immediately which will correspond with the other departments.
- II. All appropriate beneficiary payments from the various benefits plans will be processed.

EXIT INTERVIEWS:

It is the intention of KGI to give relieving employees the opportunity to provide feedback regarding his/her employment. Information collected at employee exit may be used for research purposes, to document the reasons individuals leave employment, to identify potential problem areas, and to improve personnel practices and the overall work environment.

CONFIDENTIALITY OF EXIT PROCESS INFORMATION

It is the policy of KGI to make all reasonable efforts to protect the confidentiality of persons completing an Employee Exit Questionnaire and/or an Exit Interview. Information that could reveal your identity is revealed only as necessary on a "need-to-know" basis for the management of personnel practices and the work environment. In cases in which KGI intends to take action that is wholly or partially based on information you have provided, through the exit questionnaire or interview, it may not be possible to maintain your confidentiality or the confidentiality of the information you have provided. If such a situation should arise, KGI will inform you prior to disclosure of this information, whenever possible.

FULL AND FINAL SETTLEMENT

General:

An employee who is discharged will be paid through the last day of work, plus any accrued, but unused PDO (Paid Days Off) time will be waived. Final pay due, upon the death of an employee, will be paid to the deceased employee's estate.

Procedure:

It is the responsibility of the employee's supervisor to ensure the pay roll office receives the relieving employee's no due status from the parent department on time to get sufficient time to process the final paycheck.

LOG IN/LOG OUT AND SATURDAY OFF POLICIES

1. LATE IN BY 30 MINITUES:

Anyone punches any day in the morning beyond 30 minutes, it is considered as half day leave (i.e., from the 31st minute) and she/he has to get the leave approval from the immediate supervisor for the same. Otherwise, after a fixed time, i.e. 72 hrs. or three days it will be taken as half day LOP. Before taking it should give one reminder through SMS and mail (KGI official e-mail). It is applicable for both the shifts (8:45-4:15 and 9:00-5:00). The same rule is applicable to early punch outs.

2. RELAXATION TIME:

Employees are allowed a maximum total of sixty minutes late In/early out relaxation in a month. This will be cumulative of late punching and early punch out in a particular month. Any subsequent late/early punch in/out cumulative 10 minutes in a month will attract half a day leave. It is applicable

for both the shifts (8:45-4:15 and 9:00-5:00). Whenever it crosses 10 minutes and calls for half day LOP, it will be informed to the person by SMS or KGI individual e-mail.

3. SATURDAY OFF RULE:

The Calendar Month (1st - 30th/31st of a month) is taken into consideration for this purpose.

The first and third Saturday of every month will be a closed holiday for the Institution as a whole. Whenever there is a 5th Saturday in a month it will be a working day for all (unless it is a Public Holiday or a declared closed day). At times, due to certain exigency the Saturdays Off may be shifted to another Saturday within the same month with prior notice to all.

The employee works on holidays will be entitled to Compensatory off (Comp Off) for an equal number of days that they have worked. Comp Off cannot be attached to Casual Leaves and cannot be carried over to the next calendar year.

Examiner ship: No extra payment or compensatory leave [in lieu of duty on weekly offs or holidays] are provided for doing examiner's duty. Examiner ship will be considered as on duty for the record.