

JB Institute of Technology

HR Policy

JB Institute of Technology has framed its HR Policy related to the different parameters concerned with the appointment/recruitment of its employees in all cadres including its procedure, probation, security of service different kinds of leaves, annual increments / promotions, resignation, termination and general conduct rules etc.

1. Procedure

- The institute will advertise its requisition for different kinds of staff (Teaching and Non-Teaching) to be recruited either in the newspapers or through online mode i.e. website and recruiting agency etc. to invite applications in physical mode and/ or in online mode.
- After scrutiny of received applications a list of eligible candidates will be prepared.
- A selection committee will be constituted as per the norms of the authorities and the date of the interviews will be fixed.
- The candidates will be called for attending interview by sending information through email, physical mode and/ or telephonically.
- Interview will be conducted and merit list of the selected candidate will be prepared. This selection list will be duly approved by the Chairman of the institute with a direction to the Director/Registrar to call the selected candidates as per the requirement/need in the institute in different subjects/purposes as per the workload/requirement at that time and to complete the process of joining of the candidate.
- The selection list of the candidates will be valid for six months.
- An another procedure may also be followed by the institute keeping in view present scenario through online mode only that:

The institute will upload its requisition for all kind of teaching and non-teaching posts at its website in the column specified as 'Career' to invite applications, its scrutiny, selection panel formation and calling of candidates for interview and its holding in an online and/ or offline mode as per the further procedure stated above, the selection process will be over.

2. Probation & Confirmation

- The selected candidate through proper procedure will be issued the offer letter followed by appointment letter stating the terms and conditions of the appointment.
- The selected candidate on receiving and accepting the appointment will submit his/her joining report to the Director/Registrar of the institute.
- Based upon the interview the selected candidate in the institute for any post will be initially deployed on probation for six month which can be extended further for a certain period in case the services are not observed satisfactory.
- The services of the Teaching & Non-Teaching Staff on probation may be terminated by the competent authority during its probation period without assigning any reason.
- On satisfactory completion of the probation period, the employee of all the cadres will be confirmed by the competent authority of the institute and a letter will be issued in this regard.

3. Annual Increments

Annual Increments will be applicable to all the confirmed employees of the institute on yearly basis as per the service and conduct rules of the institute. The grant of annual increment will be based upon the performance of the staff, reviewed on yearly basis by duly constituted committee/authorities of the institute.

4. Leave Policy/Rules

General:

These rules shall be called the JBIT Group of Institutions, Leave Rules and have been specified in the HR policy of the Institutions. The JBIT group of Institutions comprise of:

JB Institute of Technology
JBIT College of Applied Sciences
JBIT College of Pharmacy

- a) A leave account shall be maintained for each employee in the office of the Institute and Leave cannot be claimed as a matter of right.
- b) The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- c) The sanctioning authority may recall any employee to duty before the expiry of his/her leave/s if an emergent need arises.
- d) Unauthorized absence from duty may be treated as misconduct inviting disciplinary action.
- e) An employee on leave shall not take up any service or accept any employment.
- f) Leave need to be applied by any employee on the prescribed Performa as far as possible except in case of emergency.

Kinds of Leave

The following kinds of leave may be granted to an employee in JBIT:

- a) Casual leave
- b) Maternity leave/Paternity Leave
- c) Special Leave
- d) Compensatory leave
- e) Medical/Sick Leave
- f) Academic Leave/ On Duty Leave and
- g) Short Leave
- h) Miscellaneous

a.) Casual Leave:

- An employee (teaching and non-teaching) of the Institute on Casual Leave will not be treated as absent from duty and his/her pay will not be interrupted. Casual Leave will not be earned by duty.
- Sundays and other holidays as per the calendar of the Institute may be prefixed, inter-fixed and suffixed with the casual leaves.

i.) Teaching staff

Teaching Staff will be entitled to avail one Casual Leave per month. He/She may accumulate his/her leaves and avail them together any time during the running academic year (July to June). Extra leave availed will be considered leave without pay (LWP).

- A total of Twelve (12) Casual Leaves will be permitted per year i.e. one leave per month. If the date of joining of any employee is before the 15th day of the month, Casual Leave will be granted else not.
- Teaching Staff will be entitled to avail a maximum of 12 days off in summer after the completion of even semester and 04 days off in winters after the completion of odd semester subject to the orders of the competent authorities.
- Vacation leave will be decided by the authorities keeping in view the need and requirement of the staff in the institute.
- The dates of vacation leave will be declared by the Director of the institute keeping in view the urgency/requirement of the employee in the institute.
- The vacation leaves will be given to the employees alternatively, some earlier others later in slots.
- Advisor(s)/Director(s)/Dean(s)/Registrar of the institute will get his/her leave approved by the Chairman of the Institute or his nominee designated by the chairperson of the management. For all other employees of the institute Director will be competent to approve the leaves for all Teaching staff.
- In case of emergency, intimation regarding the same need to be given to the Director/Registrar and approval sought at the earliest available opportunity and submit the leave accordingly.

ii.) Non Teaching Staff

- Non Teaching Staff will be entitled to avail one Casual Leave per month. He/She may accumulate his/her leaves and avail them together any time during the running academic year (July to June). Extra leave availed will be considered leave without pay (LWP).

- A total of Twelve (12) Casual Leaves will be permitted per year i.e; one leave per month. If the date of joining of any employee is before the 15th day of the month, Casual Leave will be granted else not.
- Non Teaching Staff of the institute will be entitled to avail a maximum of 06 days off in summer after the completion of even semester and 03 days off in winters after the completion of odd semester subject to the orders of the competent authorities.
- The dates of vacation leave will be declared by the Director of the institute keeping in view the urgency/requirement of the employee in the institute.
- The vacation leaves will be given to the employees alternatively, some earlier others later.
- All non-teaching staff of the institute will get their leave(s) sanctioned by Director/Registrar of the institute.
- In case of emergency, intimation regarding the same will be given to Director/Registrar and approval sought at the earliest available opportunity followed by submission of leave after approval.

b. MATERNITY LEAVE/PATERNITY LEAVE

- All the confirmed women employees of the JB Institute of Technology may be granted maternity leave for a maximum period of 3 months.
- Such leave application must be supported by medical certificate of a qualified doctor (M.B.B.S. / M.D.).
- Any leave applied for in continuation of maternity leave may be granted only if it will be supported by a medical certificate, that too without pay (LWP).
- Maternity leave may be combined with other kinds of leave and will not be debited to any other kind of leave(s).
- The payment of maternity leave duration will only be released when the women employee re- joins her duty and produces an undertaking of the effect that she will be serving the institute for a minimum period of one year w.e.f. her re-joining date after availing maternity leave.
- Maternity leave must be applied at least 3 months in advance and will only be granted to a woman employee provided she submits an undertaking that she has two or less than two surviving children.
- Male staff members will be eligible to avail 6 days paid paternity leave subject to submission of an undertaking immediately after the delivery of his wife that he has been blessed with a child and no any other person is available at his home to look after his wife and the infant/s.

C. Special leave

- Special leave of a particular duration maximum of four days may be granted by the Director/Registrar to an employee for self-marriage (once only). This can be clubbed with the balance C.L. (s) of that employee.
- In case of marriage of the Lady staff a Kanya Daan worth Rs. 2100/- (two thousand one hundred) and for Gent staff a Shagun worth Rs. 1100/- (one thousand one hundred) will be gifted from the management side and a representative will be sent for the purpose to attend the occasion.
- Special leaves of four days as uncounted leave may be granted by the Director/Registrar of the Institute in case of death of own dependents (own parents, own children or legally wedded spouse and real brother/sister) and can be clubbed with the balance C.L. (s).

- Special leaves will only be sanctioned after getting approval of the Chairperson of the institute or his/her authorized representative.

d. COMPENSATORY LEAVE

- In lieu of working on closed day(s) by the employee (Teaching and Non-Teaching), he/she will be granted Compensatory Leave which can be availed within 60 days of working and after this period it/those will lapse.
- Regarding working on closed day(s) an earlier information/sanction will be required (oral/written).

e. MEDICAL/SICK LEAVE

- A maximum of seven days medical leave may be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee on submission of proper documentary evidence.
- This leave may be combined with the balance C.L. (s) of the employee.

f. Academic Leave/On Duty Leave

- A faculty in the institute will be entitled to avail a maximum of 14 days Academic Leaves in an academic session for academic and research activities. These leaves will be approved by the Director of the institute.
- Academic Leave will also include the participation of a faculty in research papers/patents presentation in seminars, conferences, workshops, FDPs, university concerned activities (BOS, BOE etc.).
- An employee of the institute asked by authorities to visit the University, Government Offices and other departments/ organizations for any kind of institute's work etc. will be considered on duty.
- All kind of Academic Leave and On Duty (OD) Leave will be paid leaves.
- For duty leave assigned by the institute the remuneration comprising of TA and DA will be paid to the employee as per the rules of the institute.

g. Short Leave

- Maximum of two short leaves of duration two hours each will be permissible every month. The short leave when availed can also be clubbed with the lunch timings.
- The short leaves will be allowed to be availed separately and not collectively as far as possible.
- The short leaves will only be granted after duly sanctioned by the competent authority on the prescribed Performa.

5. Resignation

- In case of resignation intended by an employee of the institute, he/she will be required to submit at least a prior notice of 15 days in writing.
- In case a staff member resigns within First Month of his/her appointment he/she will not be entitled to draw his/her salary.
- The acceptance of the resignation lies with the discretion of the authorities of the institute.

- The relieving letter & experience certificate will only be issued after clearance of NO dues from the institute.
- In case any teaching and non-teaching employee of the institute will remain continuously absent from his/her duties for more than seven days without information, his/her services will stand terminated automatically. He/She may not be entitled to get an experience/relieving certificate and the outstanding salary (if any).
- During the duration of the notice period that employee will only be entitled to avail Casual Leave and none other.

6. Termination:

- In case management of the institute wants to terminate an employee due to reasons of students' strength fall, no work-load, financial crunch etc., it is to serve 15 days notice to the employee.
- If an employee will be found involved in any activity may be considered harmful for the reputation of the institute and / or found not performing his/her duties properly etc. will have to appear before the disciplinary committee to whom this matter will be referred by the management. The decision of this committee will be final & binding and may lead to termination of services of that employee.

7. General code of conduct:

- Each employee of the institute is expected to be present in a professional appearance during his/her duty hours. He/She will have to shoulder the responsibilities of the activities/curriculum/Department and other duties assigned by the competent authorities etc.
- Mobile phones should be kept on silent mode and its uses will not be permitted during the teaching hours in the institute.
- Smoking or consuming alcohol or tobacco or pan masala etc. in any form while at work or anywhere within the institute premises will not be allowed.
- Employees shall not indulge in any quarrel, abusive language, fight or violence or any other disorderly and/or indecent and /or riotous behavior.
- Corporal punishment will not be allowed anywhere in the institute.
- No employee will refuse the assigned academic/administrative task, involvement in an event/activity etc., otherwise the institute may seek a written explanation from that employee which may lead to issue a warning letter to him/her.
- A maximum of two warning letters will be issued to an employee by the institute regarding his/her indisciplinary activities, however, issuing of third warning letter may lead to the termination of the service of that employee without any notice.
- An employee of the institute must bear a practice of checking his/her official email accounts on daily basis and reply to necessary e-mails immediately.

8. EMPLOYEE ON-BOARD:

A newly appointed employee of JB Institute of Technology will have to follow the following procedure while joining it so as to be a part of the JBIT family;

- On getting offer/appointment letter from the institute the candidate will submit his/her self-attested copies of academic credentials in the HR Department like Matriculation, Inter/10+2, UG, PG, PhD and other certificates/copies like Experience Certificate, Relieving Certificate, PAN Card, Aadhar Card, and 5 passport size photographs etc. as required by the HR Department on or before the date of joining.
- All kind of academic and other records will be verified by HR Department with the help of original documents to prepare a file and will be forwarded by HR Department to the higher authorities for approval.
- The employee will submit his/her joining report to the HR Department and he/she will be handed over a copy of HR Policy of the institute.
- The newly appointed and joined employee of the institute will be needed to submit photocopy of the passbook showing his/her bank account number of Punjab National Bank (any branch) or he/she has to open a new account in Punjab National Bank in due course of time.

The institute reserves the right to amend any clause of HR Policy as per need and requirement with its discretion lying with Director for teaching staff and with Registrar for non-teaching staff. The contractual and temporary/daily wages employees engaged will not be covered under this HR Policy of the institute.