SANDIPANI ACADEMY

Affiliated to Hemchand Yadav Vishwavidyalaya & Recognised by NCTE

6.3.5

The institution has a performance appraisal system for teaching and non-teaching staff

Achhoti (Murmunda), Kumhari-Ahiwara Road, Durg (C.G.)

SANDIPANI ACADEMY ,ACHHOTI
Performance Management System

(For the Period From--------------------to----------------)

Employee Name	
Designation	
Qualification	

Location/Division	
Date of Joining	
Teacher Training	

S.No.	Particular	Weightage 100%	Blow Averege <60%	Average 61-75%	Good 76-95%	Very Good 86-95%	Excellent > 95%	Comments
1	Teaching Skill	20%						
2	Subject Knowledge	10%						
3	Initiative and Drive	10%						
4	Relationship with other employees	5%						
5	Present Abiity	5%						
6	Parents and Students concern	10%						
7	Commitment and puctuality	10%						
8	Student's Academic Performance	15%						
9	Behavior	5%						
10	Latest Technology & IT Skill	5%						
11	Best Practive (Min 01)	5%						

Overall Competencies :........................

Reporting Manager Commnts:		Reporting Manager:

Signature of the Employee:

Reviewing Authority Commnts: | Reviewing Authority

Note: If required senareaata sheer can be attached
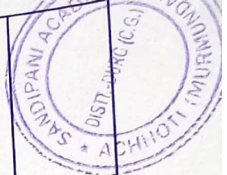
20001/-

SANDIPANI ACADEMY
Performance Management System

[For the Period from 02/08/2019 to __/__/__]

Employee Name	Mr. Lokesh Kumar Dewangan	Location / Division	Achhoti
Designation	Asst. Prof. (Mathematics)	Date of Joining	02/08/2019
Qualification	M.Sc (Mathematics), Ph.D. (Persuing)	Teacher Training	04 Years

| S.No.	Particulars	Weightage 100%	Below Average <60%	Average 61-75%	Good 76-85%	Very Good 86-95%	Excellent >95%	Comments
01	Teaching skill	20%				✓		17.2
02	Subject knowledge	10%				✓		8.7
03	Initiative and Drive	10%			✓			7.6
04	Relationship with other employees	5%				✓		4.35
05	Present ability	5%			✓			3.8
06	Parents and Students concern	10%			✓			7.7
07	Commitment and Punctuality	10%		✓				6.1
08	Student's Academic Performance	15%				✓		12.9
09	Behavior	5%				✓		4.3
10	Latest Technology & IT Skill	5%				✓		4.3
11	Best Practice (Min 01)	5%			✓			3.8

Overall Competencies : 80.75% (_____)

*Reporting Manager Comments:

Lokesh.

Signature of the Employee :
*Reviewing authority Comments :
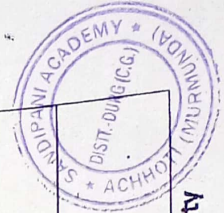
Shyam
Reporting Manager

Bo
Principal
(Education)
Sandipani Academy
Achhoti, Distt. Durg (C.G)

Reviewing Authority

*Note : If required separate sheet can be attached

१००/-

SANDIPANI ACADEMY
Performance Management System

{For the Period from ------------------ to ------------------}

Employee Name	Saroj Shukla	Location / Division	I st Achhoti
Designation	H.O.D	Date of Joining	6.3.2018
Qualification	M.Sc (Zoo) M.Ed. Phd (Persuing)		Teacher Training

S.No.	Particulars	Weightage 100%	Below Average < 60%	Average 61-75%	Good 76-85%	Very Good 86-95%	Excellent > 95%	Comments
01	Teaching skill	20%				✓		17.6
02	Subject knowledge	10%			✓	✓		8.8
03	Initiative and Drive	10%			✓			7.9
04	Relationship with other employees	5%				✓		3.95
05	Present ability	5%				✓		4.45
06	Parents and Students concern	10%					✓	9.5
07	Commitment and Punctuality	10%			✓			7.8
08	Student's Academic Performance	15%				✓		13.35
09	Behavior	5%			✓			4.45
10	Latest Technology & IT Skill	5%			✓			3.8
11	Best Practice (Min 01)	5%			✓			3.6

Overall Competencies : -----------% { ------------------------------------- }

85.4%

*Reporting Manager Comments:

S. Shukla
Signature of the Employee : 7|11|21

Principal
(Education)
Sandipani

Shukla
Reporting Manager

*Reviewing authority Comments (i) Computer teaching Practice length till December. (2) Best Practice in a year.
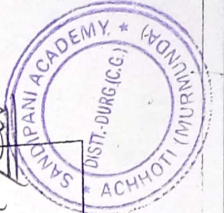
Reviewing Authority

*Note : If required separate sheet can be attached

2000/-
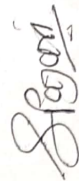
SANDIPANI ACADEMY
Performance Management System

[For the Period from -------------------- to --------------------]

Employee Name	Reny Sahu	Location / Division	Achhoti - 18
Designation	Asst. Proof.	Date of Joining	17 September 2017
Qualification	B.ed, M.ed, M.A (Hindi, Psyology) योग्य	Teacher Training	6 year
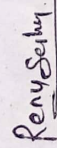
S.No.	Particulars	Weightage 100%	Below Average <60%	Average 61-75%	Good 76-85%	Very Good 86-95%	Excellent >95%	Comments
01	Teaching skill	20%				✓		17.6
02	Subject knowledge	10%			✓			7.8
03	Initiative and Drive	10%			✓			7.8
04	Relationship with other employees	5%				✓		4.4
05	Present ability	5%			✓			3.9
06	Parents and Students concern	10%				✓		8.6
07	Commitment and Punctuality	10%			✓			9.5
08	Student's Academic Performance	15%					✓	11.4
09	Behavior	5%					✓	4.75
10	Latest Technology & IT Skill	5%		✓				3.25
11	Best Practice (Min 01)	5%			✓			3.93

Overall Competencies : -------------------% (-------------------)

83.15%
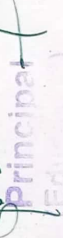
*Reporting Manager Comments:

Reny Sahu

Signature of the Employee :

*Reviewing authority Comments :

Sagan
Reporting Manager

Reviewing Authority

Principal
Sand
Achhoti Distt. Durg (C.G.)

*Note : If required separate sheet can be attached

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SANDIPANI ACADEMY
Performance Management System

{For the Period from ------------------ to ------------------}

2,600/-

Employee Name	MONA VERMA	Location / Division	
Designation	Assistant Professor	Date of Joining	16/07/2018
Qualification	M.Ed , Ph.D. (Political Science Persuing)	Teacher Training	

S.No.	Particulars	Weightage 100%	Below Average < 60%	Average 61-75%	Good 76-85%	Very Good 86-95%	Excellent > 95%	Comments
01	Teaching skill	20%				✓		17.4
02	Subject knowledge	10%			✓			7.6
03	Initiative and Drive	10%			✓			7.7
04	Relationship with other employees	5%				✓		4.3
05	Present ability	5%		✓				3.0
06	Parents and Students concern	10%				✓		8.6
07	Commitment and Punctuality	10%				✓		8.7
08	Student's Academic Performance	15%			✓			11.4
09	Behavior	5%				✓		4.3
10	Latest Technology & IT Skill	5%			✓			3.8
11	Best Practice (Min 01)	5%			✓			3.8

Overall Competencies : ---------% (80.6% ---------)

*Reporting Manager Comments: -

Principal
Ed
Sandi
Achhoti, Distt. Durg (C.G)

Signature of the Employee:

*Reviewing authority Comments :

Reporting Manager
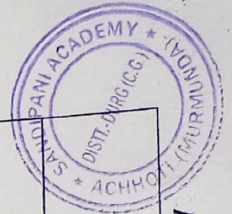
Reviewing Authority

*Note : If required separate sheet can be attached

SANDIPANI ACADEMY
Performance Management System

{For the Period from _____ to _____ }

Employee Name	Kavita Patel
Designation	Assi. Prof.
Qualification	P.G., B.Ed. DCA. D.ED.

Location / Division	Kailash Nagar Kurhaul Est.
Date of Joining	01/12/2020
	Teacher Training

1600/-

S.No.	Particulars	Weightage 100%	Below Average <60%	Average 61-75%	Good 76-85%	Very Good 86-95%	Excellent >95%	Comments
01	Teaching skill	20%			✓			15.2
02	Subject knowledge	10%			✓			7.7
03	Initiative and Drive	10%		✓				6.1
04	Relationship with other employees	5%			✓			3.89
05	Present ability	5%			✓			3.9
06	Parents and Students concern	10%			✓			7.6
07	Commitment and Punctuality	10%		✓				6.5
08	Student's Academic Performance	15%				✓		9.6
09	Behavior	5%		✓				4.4
10	Latest Technology & IT Skill	5%						3.25
11	Best Practice (Mia ft)	5%						3.8

Overall Competencies : __71.9%__ (_____)

*Reporting Manager Comments:

Signature of the Employee: Patel

*Reviewing authority Comments :

Principal
Sandi_____
Achhot, Distt. Durg (C.G)

Reporting Manager
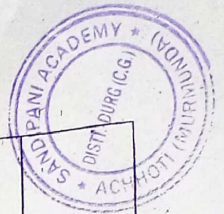
Reviewing Authority

*Note : If required separate sheet can be attached

SANDIPANI ACADEMY
Performance Management System

{For the Period from ------------------ to -------------------}

Employee Name	Ms. Ankita Barwa
Designation	Asst. Prof. of Sociology
Qualification	PhD - (Sociology), SET - 2019

Location / Division	
Date of Joining	06/01/20
Teacher Training	

S.No.	Particulars	Weightage 100%	Below Average < 60%	Average 61-75%	Good 76-85%	Very Good 86-95%	Excellent > 95%	Comments
01	Teaching skill	20%			✓			15.2
02	Subject knowledge	10%				✓		8.6
03	Initiative and Drive	10%			✓			7.7
04	Relationship with other employees	5%			✓			3.85
05	Present ability	5%			✓			3.5
06	Parents and Students concern	10%			✓			7.7
07	Commitment and Punctuality	10%			✓			7.8
08	Student's Academic Performance	15%			✓			7.8
09	Behavior	5%			✓			11.55
10	Latest Technology & IT Skill	5%				✓		4.35
11	Best Practice (Min 01)	5%			✓			3.3
								3.8

Overall Competencies : 78.25% (--------------------)

*Reporting Manager Comments:

Signature of the Employee: Barwa

*Reviewing authority Comments :

Principal
(Educational)
Sandi...
Achhoti, Distt. Durg (C.G.)

Reporting Manager

*Note : If required separate sheet can be attached

1600/-

SANDIPANI ACADEMY

Performance Management System

{For the Period from 25/11/2020 .... to .... }

Employee Name	Vivek Kumar Gautam.	Location / Division	Sandipani Academy Achhoti, Durg
Designation	Assistant Professor (Pedagogy Science)	Date of Joining	25/11/2021
Qualification	M.Sc (Micro), M.ED & NET (Education)	Teacher Training	3 Years 10 Months 12 Days

S.No.	Particulars	Weightage 100%	Below Average < 60%	Average 61-75%	Good 76-85%	Very Good 86-95%	Excellent > 95%	Comments
01	Teaching skill	20%				✓		
02	Subject knowledge	10%			✓			
03	Initiative and Drive	10%			✓			
04	Relationship with other employees	5%		✓				
05	Present ability	5%		✓				
06	Parents and Students concern	10%			✓			
07	Commitment and Punctuality	10%			✓			
08	Student's Academic Performance	15%			✓			
09	Behavior	5%						
10	Latest Technology & IT Skill	5%		✓				
11	Best Practice (Min 01)	5%		✓				

Overall Competencies : --------% (----------------)

*Reporting Manager Comments: उनकी प्रायोगिक शैक्षणिक कार्य के प्रति रूचि होना है। उनके विषय में निपुणता छात्रों के विकास हेतु कार्य किया है।

Signature of the Employee: Gautam 12/10/2021

*Reviewing authority Comments:

Principal
(Ed.)
Sandipani...
Achhoti, Distt. Durg (C.G)
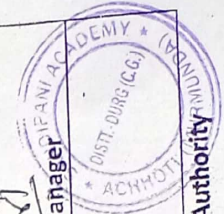
Reporting Manager

Reviewing Authority

*Note : If required separate sheet can be attached

SANDIPANI ACADEMY
Performance Management System

{For the Period from ------------------ to ------------------ }

Employee Name	Byoti Dewangan	Location / Division	Dist Achhoti
Designation	Asst. Prof.	Date of Joining	02/11/2020
Qualification	M.Ed.	Teacher Training	03 years.

S.No.	Particulars	Weightage 100%	Below Average < 60%	Average 61-75%	Good 76-85%	Very Good 86-95%	Excellent > 95%	Comments
01	Teaching skill	20%				✓		17.4
02	Subject knowledge	10%				✓		8.6
03	Initiative and Drive	10%			✓			7.8
04	Relationship with other employees	5%			✓			3.95
05	Present ability	5%				✓		4.45
06	Parents and Students concern	10%				✓		8.7
07	Commitment and Punctuality	10%				✓		7.7
08	Student's Academic Performance	15%				✓		13.2
09	Behavior	5%			✓			4.45
10	Latest Technology & IT Skill	5%						4
11	Best Practice (Min 01)	5%						3.95

Overall Competencies : ------84.2%------ % (------------------------)

*Reporting Manager Comments:

Signature of the Employee :

*Reviewing authority Comments : Sandipani Academy (Education)
Achhoti, Distt. Durg (C.G.)
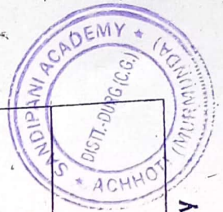
Reporting Manager

Reviewing Authority

*Note : If required separate sheet can be attached

1000/-

SANDIPANI ACADEMY

🌐 sandipanigroup.org
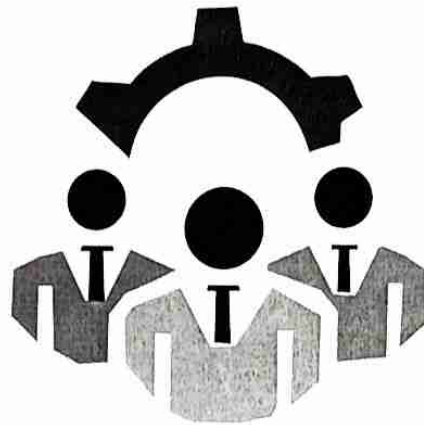
HR Manual

INTRODUCTION

Sandipani Academy is an educational institution with its core values stands with heads high in this contemporary world has been working in the educational field since 2011 with the sole aim to provide the best opportunities to teachers and students for their fullest growth and development and to create an environment where every stakeholders of the institution flourish under the patronage of Sandipani Management. The Policy is developed and planned according to the values of the institution and reflects our belief on the Principle of win-win situation for employee and employer. To maintain the quality at every aspect, endeavor to adhere to and follows the core values and guidelines of Sandipani Academy (SA) and gives our efforts to imbibe these values in institutional values system.

"Contributing to National Development"
"Fostering Global Competencies among Students"
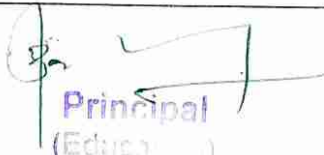**"Inculcating a Value System among Students"**
"Promoting the Use of Technology"
"Quest for Excellence"

This is to inform all the employees that the following rules and regulations will be followed regarding HR Policies w.e.f. **01.07.2020.**

This HR Manual has been written to provide information and guidance to SA employees. This handbook is designed to acquaint you with SA and provide you the information about the working environment, the benefits and the policies effecting the employment. You should read, understand and comply with the policies of SA. The handbook describes the responsibilities as an employee. The objective of SA is to provide a conducive environment for both personal and professional development of the employees and moreover given the reality of a complex, ever- evolving organization. The information in this handbook is subject to change at any time with or without notification. However all efforts will be made to keep employees informed of any changes to the handbook. This handbook was prepared as a resource for answers to questions you may have from time to time and to encourage understanding of the organization. It is not intended as a complete guide and should not be considered or relied on, as a contract of employment.

We recognize that new employees in particular are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific enquiries you may have to your HOD / Coordinator / In charge or to contact the personnel department of SA for additional information or assistance.

Principal
(Educa   )
Sandip
Achhoti. Dist

1. GUIDELINES FOR EMPLOYEES

- Updated Teachers Profile to be maintained with their academic qualifications, achievements etc.
- Notices and follow ups to be done.
- Working hours for every working day
  - ✓ Teaching faculty: 8 Hours.
  - ✓ Non-teaching & Supporting Staff: 8 Hours.
- This policy is not applicable on Guest Faculty and Visiting Faculty.
- If any employee move out of the College premises in scheduled working time, Permission is needed from Reporting Manager/ HoD. In absence of above it will be treated as Half day. If any employee found misusing outgoing facility, strict action will be taken by authorities.
- If found any late, either punishment or fine will be deducted from the salary.

2. LEAVE POLICY

- All applications of employee regarding concerned matters should be forwarded through their Principal/HOD /Administrator/Reporting Manager.
- Leave application will be considered only after the approval of Principal/HOD /Administrator/Reporting Manager.
- Leave application should be submitted before taking leave. Only in case of Emergency, employee must communicate through SMS/other sources. In this case employee needs to submit leave application to their authority within two days after reporting. If leave application is not submitted within timeline then it will be counted as leave without pay (LWP).
- No provision for Half Day Leave.
- Employee can avail 1 hour prior leave in a month.
- No Casual Leave will be provided to Visiting & Guest Faculty.
- Employee on probation period will be given facility of 12 CL in a year in pro data basis.
- Employee after probation period and other regular employee will get 12 CL per year. He/ She can avail CL between January to December. If any employee does not avail his/her CL in the present session then their leave will be lapsed.
- Suffix and prefix criteria (combined) will be followed with CL i.e. Holidays/Sunday will be counted if that will come between CL/LWP.

- Leaves of employee for more than 15 days have to be approved by the Director. For more than 15 days leave, application must be submitted to Principal/HOD /Reporting Manager before 7 days of desired leave.

- Teaching faculty will get facility of 30 days Leave (with pay) in a calendar year (including summer vacation, Special Holidays, Club with Festival leaves etc.) which is extra from CL, Govt. Holiday and Weekly Off. These days will be declared by the Management.

- Maternity leave of 2 months with full payment will be given after approval of Principal/HoD. Payment will be credited after rejoining and two month working.

- Employees registered for Ph.D should submit their documents, Scholars after taking their period/ assigned work in the college can go for course work and research work.

3. POLICY ON ENHANCING CURRICULAR ASPECTS

- Faculties should update themselves academically and equip with technological advancement in educational fields.

- Faculties should devise and apply new and innovative methods in the classroom teaching.

- Faculties should create additional syllabus for helping students in their pursuit of knowledge.

- Faculties should organize co- curricular activities for students.

- Certificate course to be organized.

- Guest Lectures to be conducted.

- Organize webinar, seminar, group discussions, conference etc and it should reflect in time table.

- Holistic time table to be finalized.

- Timely completion of prescribed syllabus

- Question papers of other college and universities to be collected and given to the students.

- Unit test and Model exams to be conducted

- Result Analysis to be made.

- Continuous and comprehensive evaluation to be done for monitoring the progress of theentire process and proper up keeping of record.

- For conducting all these activities management will give its cent percent support in terms of finances and others needful.

- Any other ideas are always welcomed.

Principal
Ed:
Sand
Achhoti, Distt. Durg (C G

4. POLICY ON ENHANCING TEACHING-LEARNING AND EVALUATION

Teaching and learning is the foundation and plays a decisive role in the education system. It transforms all the policies and theories into practical way and directly affects the students and teachers performance.

- Teachers should make Programme outcomes and course outcomes.
- Academic Planner to be made.
- Academic calendar to be developed.
- Use of ICT in Teaching Learning Process.
- Feedback to be given about their experiences.
- Students' testimonials to be taken.
- After every activity feedback should be taken compulsorily.
- Conduct students' satisfactory survey/feedback.
- Display of success story of students.
- Daily Attendance of the students should be recorded.
- Test, assignment, project work, model exams should conduct to measure the outcomes.

DIAGNOSTIC TESTS:
- Communication Skills
- Decision Making
- Meeting the Deadlines
- Numerical Calculation Ability

IDENTIFY SLOW LEARNER AND REMEDIAL PROGRAMME
- Bridge Courses
- Induction Programme
- Remedial Coaching
- ICT enabled learning material
- Personal Counseling

ADVANCED LEARNER PROGRAMME

- Research Oriented Projects
- Industrial Training/ Internships
- Institutional Summer and winter
- Volunteer Opportunities in Event Organization
- Class Representatives
- Serving on Various Institutional Committees
- Peer Teacher
- To Form Subject Related Student Societies and Organize activities

Principal
(Ed

LEARNING METHODS

Problem based learning is a method of instruction where students are positioned to Participative Learning.

- o Community Activities
- o Surveys
- o Projects
- o Field Visits
- o Brain Storming Sessions
- o Workshops
- o Role Play

EXPERIMENTAL LEARNING

It contains following:

- o Reflection, critical analysis and synthesis.
- o Opportunities for students to take initiative, make decisions and are accountable for the results.
- o Opportunities for students to engage intellectually, creatively, emotionally, socially or physically.
- o A designed learning experience that includes the possibility to learn from consequences, mistakes and successes.

IT ENCOMPASSES:

- o Laboratory Sessions with advanced experiments.
- o Internship to expand the knowledge on market trend.
- o Add-on Courses on latest technologies.
- o Case Studies, Prototype Model Making, Visual Aids usage.
- o Project development.

5. **POLICY ON ENHANCING RESEARCH, CONSULTANCY AND EXTENSION**

- Research cell and culture to be developed.
- Research cell informs teachers to the opportunities.
- Institution provides support to faculty for their research work. Annual Fund Allocation for Research and extension activities (provision of Seed Money).
- Teachers should be encouraged to do PhD, publish research papers, attending seminars, workshops, conferences etc..
- OD (Official Duty) to be provided to carry on research activities.
- Award, recognition to be given to teachers for their contribution in the field of research.

Principal
(Education)
Sandipani Academy

- Efforts to be made to take government research projects and carry out research projects with the help of NGOS.
- Conduct State/National/ International level Seminars, workshops and conferences etc.
- Conduct Research work along with the students.
- Linkages and collaboration with industries and other institution to be made. In case faculty members generate funds while extension and supporting activities to other institution in college hours, they need to submit the fund i.e. 20% of total revenue generated to the organization.
- Extension and outreach activities like environment awareness programme, water . conservation, village adoption and various awareness programme to be conducted.
- NCC and NSS unit to be opened.
- Guest faculty to be invited.
- Display of information in notice boards.

6. POLICY ON ENHANCING INFRASTRUCTURE AND LEARNING RESOURCES

- Establish policies for Infrastructure and learning resources.
- Seed money for library to be allocated.
- Library updation and advancement with new licensed/Open software with proper functioning and optimal use with evidence and report.
- Library authority should get approval from the management for new purchase of library book.
- Library authority has to get the needed proposal library book list from the head of the department for new purchase.
- ICT based infrastructure need to be maintained and proper upkeep of Infrastructure with reports.
- All facilities to be updated.

7. POLICY ON ENHANCING STUDENT SUPPORT AND PROGRESSION

- Scholarship and free ship to be given to students besides government scheme.
- Personality Development programme as Life skill, Communication skill, Leadership, Yoga, Physical fitness program to be conducted.
- Guidance for career counseling and competitive exam preparation.
- Formation of Anti Ragging Committee, Women Cell, SC/ST Cell etc. To Prepare and maintain the committee / Cell registers / records.
- Timely redressal for student's grievances including ragging and sexual harassment.

Principal
(Edu...
Sandipani...
Achhoti, Distt. Durg (C.G.)

- Zero tolerance policies for such offences.
- Placement cell works to provide placement to the eligible candidates, invite schools and institutions for placement.
- Students should be made aware of different placement opportunities through proper display of advertisement and messages system.
- Committee's minutes register to be prepared.
- Student's progression from UG to PG and higher education to be monitored and keep record.
- Alumni to be registered and increase their participation.
- Sports and cultural activities to be organized and keep record.
- Students to be informed about the university level, state level and national level competitions in sports, cultural activities and other extra curricular activities.
- Students should be encouraged to participate in various activities at college and outside activities.
- Other Activities and ideas are welcomed.

8. POLICIES AND GUIDELINES FOR GOVERNANCE, LEADERSHIP AND MANAGEMENT

- Follow the Vision, Mission and Core Values of institution
- Updation of college website.
- Preparation of college magazine, prospectus etc.
- Conduct governing body meetings regularly.
- Prepare organogram and SoPs.
- Documented and approved policies and procedures for appointment, increment, grievance redressal mechanism.
- Planning for budget and resources.
- Planning for admission with the use ICT.
- Planning for student fees.
- Annual planning for library.
- Effective welfare measures for faculty and students work with the aim of safety first and work environment.
- Maintain welfare committees and develop policies welfare measures.
- Promoting employee's self development.
- Provident fund and ESIC facility.

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- Loan facilities through institutional bank.
- Health Checkups with tie up with nearby hospital.
- College uniform to non teaching staff.
- Transport facilities, Provide Tea, Snacks and Canteen Facilities on discount to all employees, RO drinking water, banking facility such as ATM etc. within the campus.
- Online teaching and non-teaching work are given to the employees.
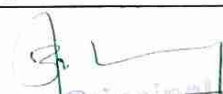- Management should be flexible being quality result orientation.

9. POLICIES AND GUIDELINES FOR INNOVATIONS AND BEST PRACTICES

- Gender Audit to be conducted.
- Energy and Green audit to be conducted.
- Gender sensitization program to be conducted.
- Women empowerment program to be organized.
- Save electricity and use natural resources by use of LED bulbs, solar energy, rain water harvesting etc..
- Proper waste management solid, liquid and biochemical program to be developed.
- Waste recycling to be initiated.
- E- Waste management to be properly done.
- MoUs to be made with Industries, NGOs, educational institutions.
- Create Disabled friendly environment.

DRESS CODE

The choice of attire is of personal discretion. But every employee of any organization bears the responsibility of representing it and therefore positive well done clothing and a professional look is needed at an Organization. A positive and professional look sheds heavy weight on the organization's image as well as the Colleagues. As a minimum standard, dress should be clean, neat and professionally appropriate. The followings are firmly prohibited.

- Ripped or torn clothing
- Flip-flops or sports sandals
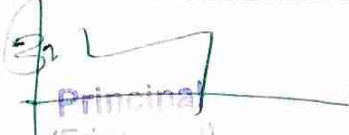- Sportswear or beachwear

PERSONAL COMMUNICATIONS

> ### Phone Calls/Whatsapp

o During Classes Phone calls / whatsapp are strictly prohibited.

> ### Email

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, Organization can be held responsible for the contents of email messages, including any attachments. Access to emails can be demanded as part of legal action in some circumstances. It is therefore important that email is used within the following guidelines:

- Email should mainly be used for formal official correspondence and care should betaken to maintain the confidentiality of sensi tive information.

- Formal memos, documents and letters for which signatures are important, should be issued on institution letter head regardless of whether a physical or electronic delivery method is used.

- If electronic messages need to be preserved, they should be printed out and filed.

- Limited private use of email is permitted, provided that such does not interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to determine whether employee usage orinvolvement is excessive or inappropriate

- Non-essential email, including personal messages should be deleted regularly from sent items, inbox, deleted items, folders to avoid congestion.

- In order to protect organization from the potential effects of the misuse and abuseof email, the following instructions are to be observed by all users.

  ✓ No material is to be sent as email that is defamatory, in breach of copyright confidentiality or prejudicial to the good standing of organization in the community or to its relationship with staff, stakeholders, suppliers and any other person or business.

  ✓ Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personalrelationships.

  ✓ The email records of other persons are not to be accessed except by

management (or persons authorized by management) engaged in ensuring compliance with this policy, or by authorized staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum required to complete the task.

✓ When using email a person must not pretend to be another person or use another person's computer without permission.

✓ Excessive private use, including mass mailing, "reply to all" etc that are not part of the person/s duties and it is not permitted.

- Failure to comply with these instructions is an offence and will be subjected to appropriate investigation. In serious cases, the penalty for an offence or repetition of an offence may include dismissal.

> **Internet**

The internet facility provided by organization is for official use. Access is authorized by authorities on the basis of educational needs. Limited private use is permitted provided the private use does not interfere with or distract a person's work. Management has the right to access the system to determine whether private use is excessive or inappropriate. The following activities, using organization internet accesses are not permitted:

- Attending to personal activities of a official nature.
- Viewing, other than by accident, sites or emails displaying obscene, violent, defamatory and unlawful materials and materials that could cause organization name to be in breach of equal opportunity or anti-discrimination legislation, verbally or non- verbally.
- Downloading or printing material as described above.
- Showing others or allowing to be seen by others, items as described above.
- Repeated or prolonged use that is not directly relevant to the user's work.
- Introducing computer viruses by failing to follow organization's IT procedures.
- Downloading software from the internet or from unauthorized disks and CD ROMs on the internal network.

Failure to comply with these instructions is a disciplinary offence and will be subjected to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal.

Organization is committed to ensure that all official relationships with stakeholders are legal and based on professional integrity. Managers should be notified when a gratuity has been received. If the gratuity has been received as a thank you for work performed then it should be noted in the employee's personal file to ensure that it is included in the employee's next appraisal.

No employee can give a gratuity to a client without prior approval from management. Such gratuities must always be part of an approved program of relationship with all stakeholders and specific gifts will be purchased centrally in appropriate quantities with management approval.

MEAL PERIOD

All employees and associated members are provided with one meal period of minimum 30 minutes in length on each work day.

Food and drinks consumption is not permitted in the following areas:

- Corridors
- Stairways
- Meeting Rooms
- Toilets
- Reception Areas
- Entrances
- Parking
- Other than lunch / canteen area.

WORK AREAS

Food consumption is not permitted in any work area. This applies to all offices and work areas whether occupied by one or shared.

Implementation and enforcement of the policy:

- Management and governing board will be responsible for the promotion and maintenance of the policy by their staff/faculty.
- Employees should inform the appropriate manager of anyone who fails to comply with the policy.
- Visitors not adhering to the policy will be asked to comply or leave the premises.
- Breaches of this policy are subjected to the normal disciplinary procedures.

VISITORS IN THE WORK PLACE

- In order to provide for the safety and security of employees and facilities at Organization, only authorized visitors are allowed in the work place.

- Restricting unapproved visitors keeps up well being benchmarks, guarantee security of gear, ensure private data, shield worker welfare, and maintain a strategic distance from potential diversions and unsettling influences.

- All visitors should limited to Organization at the reception area. Authorized visitors will receive directions or be escorted to respective department.

WORK PLACE MONITORING

- Work place monitoring is done by the organization to ensure quality control, employee's safety, security and customer satisfaction.

- Employees or associated members who regularly communicate with stakeholder may have their telephone conversation monitored or taped.

- Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our stakeholder image of organization as well as their satisfaction with our services.

- Computer furnished to employees are the property of organization name so computer usage and files may be monitored or accessed.

WORK PLACE VIOLENCE PREVENTION

- Organization is committed to preventing work place violence and to maintain safe work environment, given the increasing violence in society in general.

- All employees, associated members, and temporary employees should be treated with courtesy and respect at all times.

- Lead that debilitates threatens or forces another representative, related individuals, any stakeholder, or an individual from open whenever, including taking a break periods, won't go on without serious consequences.

- All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your reporting officer or any other member of management. Do not place yourself in peril.

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- Association urges worker to bring their question or contrasts with different representatives to the consideration of their revealing officer or the HR Department before the circumstance grows into potential savagery.

- Organization is eager to assist in the resolution of employees disputes, and will not suppress employees from raising such concerns.

OCCUPATIONAL HEALTH, SAFETY AND WELL-BEING

- Observe activity like international yoga day, fitness week, annual sports days and others as specified by state government as well as by central government for all employees.

STAFF WELFARE POLICY

Tour / Picnic Policy

Sandipani Academy believes that, employees need to relax amidst their busy work schedule. In this regard, the employees are allowed to organize tour / picnic programme once in every year for which the organization will arrange vehicle and fuel. These programmes serve as a platform for the employees to develop a pleasant relationship among themselves.

Maternity Benefit:

All female employees are entitled for Maternity leave for two month.

HOUSING LOAN

Employees are helped to avail housing loan through Housing Development Finance Corporation Limited/ Bank. Recoveries are made from salaries of the employees and remitted to the Corporation/ Bank. The employees are also extended help to get loans from Banks and irrecoverable advance from Provident Fund.

COLLEGE BUS

College Bus services are offered to all employees for convenient commuting between Residence and office and back. Bus Route will be declared by the management. This will be free of cost.

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MARRIAGE GIFT:

Institute has in place a policy of offering monetary gift on the occasion of marriage of employees and their children.

10. RESEARCH ACTIVITIES ENHANCEMENT POLICY

- Seed money of Rs. 2, 00, 000/- to be allocated for research activities.

- Rs. 20,000/- will be given to the library for purchasing books for research scholars. After getting proposal from the research scholar, books to be purchased accordingly for library so that research scholar can use the new books in the library.

- Library facilities to be extend to research scholars on request after college hours also.

- Ph.D Scholar can attend course work offline and online. NOC will be given to the faculty.

- Rs. 2000/- will be given to the teachers for research work publication in peer reviewed journal and Rs. 4000/- will be given for research work publication in UGC approved journals. Faculty can avail these facilities for maximum 2 papers in a year. They should submit the details of publication to the research committee

- After PhD award, an amount of Rs. 1000/- increment will be given to the employee irrespective of position (**teachers, librarians**) along with their regular salary.

- Research committee will be framed for monitoring the research work. Principal/ Head will be the officiating chairperson, administrator from management nominee and two working faculty (preferably PhD/Research Scholar) will be the members of this committee.

- Research scholar submit the application for loan to the committee after having discussion the recommendation will be given to the director of the institution.

- For PhD work, Rs 30,000/- advance will be given to research scholar on request. They pay back Rs. 2500/- on monthly basis from their salary.

- After disbursement of this loan amount; scholar can apply afresh request for another loan. The maximum amount will be 30K.

- At a time maximum 4 persons can avail loan facility.

- HOD and principal take responsibility for their faculty pursuing PhD to give them one hour time in schedule for attending course work. This time will be compensated by the faculty by working one hour at college or at home to finish the work of the college.

- Institution will provide monetary assistance of Rs. 10,000 for project work. Per year 5 project work will be assisted and can be availed by teachers and student both.

- Maximum four candidates can attend refresher course and orientation program in a year.

11. NEW EMPLOYEE'S JOINING PROCESS AND WELCOME

- New employee joining intimation should be done by heads / principal at least one day in advance in the official whatsapp group and intimate to administrator also for necessary arrangements.

- Whatsapp Number of new employee must be added in the morning on the day of joining with welcome message.

- New employee will report to head / principal. Head will check supporting docs with resume. If found ok then joining formality should be completed. One set of all docs including appointments, joining, salary break–up etc need to be hand over to administrator for office record.

- New member is welcomed with a Green Plant (A new initiative and best practice towards environment consciousness) in the presence of all member in the department. plant will be provided by the administrator.

- Reporting manager must take maximum half an hour orientation about the institution on the very first day after welcome.

- Department member (nominated by the Head / Principal) should take the new employees for the entire campus visit (every corner inside and outside) and introduce them to all the members of the institution.

- Complete salary details to be explained to the new employee by heads/principal. Administrator will ensure the following –

    (i) Bank Account opening form.

    (ii) PF & ESIC form.

    (iii) ID Card formality.

    (iv) Thumb Impression / Face scanning for attendance.

    (v) Intimation regarding transport facility.

- Librarian will issue library card on the day of joining.
- Allotment of Class / other works will be done by the head / principal. So that new employee will start work from the next day. By the closure of the joining day heads/ principal will again seat with new employee to solve their queries, to check complete formality on the day of joining.
- OD for a day should be given for opening the bank account if bank is away more than 10 KM from the institute otherwise give permission for the formalities.

12. EMPLOYEE EXIT POLICY

The institution determines to have long run association with each employee and sustain everyone as the member of Sandipani Academy but in any case employee produces resignation letter then head/ principal will discuss with the employee and if required exit process will start with the intimation to director as well as exit committee for review.

Exit committee include-

a. One Nominee from the each department

b. One Nominee by the director/management

- Exit committee reviews the reason of resignation through intense conservation with the employee. The Exit Committee calls the employee within a month after resignation and filled the exit form. The form must contain the reason of leaving and their willingness to rejoin the institution in future. The reasons should be kept confidential and should not disclose to anyone. It should be sealed in envelop and send to the director of the institution.
- Employee should get the no dues from the concern department (academic and non academic) and it should be submitted to head/ principal / administrator after duly singed at least 03 working days before the relieving date.
- The responsibility of the employee should be handed over to the other employee of the concern department as suggested by the head/ principal.
- Institution makes this situation pleasurable to the employee. Principal / Head will be responsible to issue experience cum relieving letter on the last working day. Full & Final settlement should be also made on last working day and its responsibility of administrator. This full & final payment will be credited in next month salary.
- Memento will be given to the departing member of the family for their valuable contribution to the journey of our institution. Memento will be arranged by the administrator.

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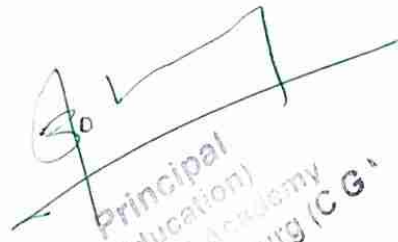Achhoti. Dist... ...C G

INCREMENT

- Employees who have completed 1years uninterrupted service from their date of joining may be eligible for increment.
- Increments on performance based are highly motivating. Recognize and reward to good performers & counsels to low performers.
- Increment cycle based on institution profit/ revenue as well as the decision of management (i.e. approximately 1-2 years intervals).

References

http://www.naac.gov.in
http://www.lmwglobal.com

Date : 01/07/2020

(Mahendra Choubey)

Secretary

Sandipani Academy

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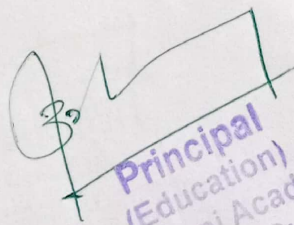
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सांदीपनी एकेडमी परिवार के समस्त सदस्यों को सूचित करते हुए हर्ष हो रहा है कि हमारी संस्था में कार्यरत कुछ सदस्यों का जन्म दिवस आज दिनांक 28.05.2022 को मनाया जाएगा अतः सांदीपनी परिवार इस कार्यक्रम में सादर आमंत्रित हैं।

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* स्थान- पुस्तकालय

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All Depatment Staff List

Name	Date of Birth	Photo
Mr. Kishor Sahu	2-May-1987	
Mrs. Naina Yadav	3-May-1982	
Mr. Firanta Farikar	9-May-1968	

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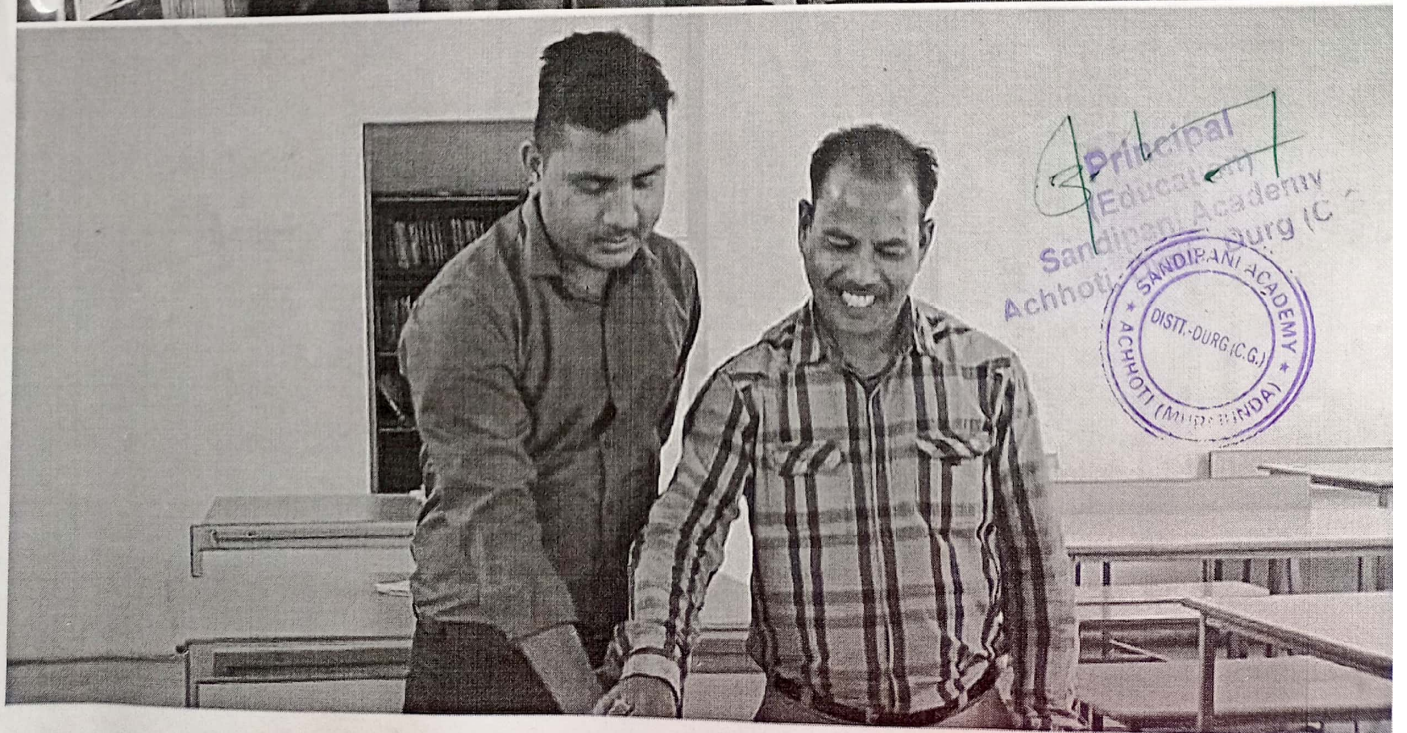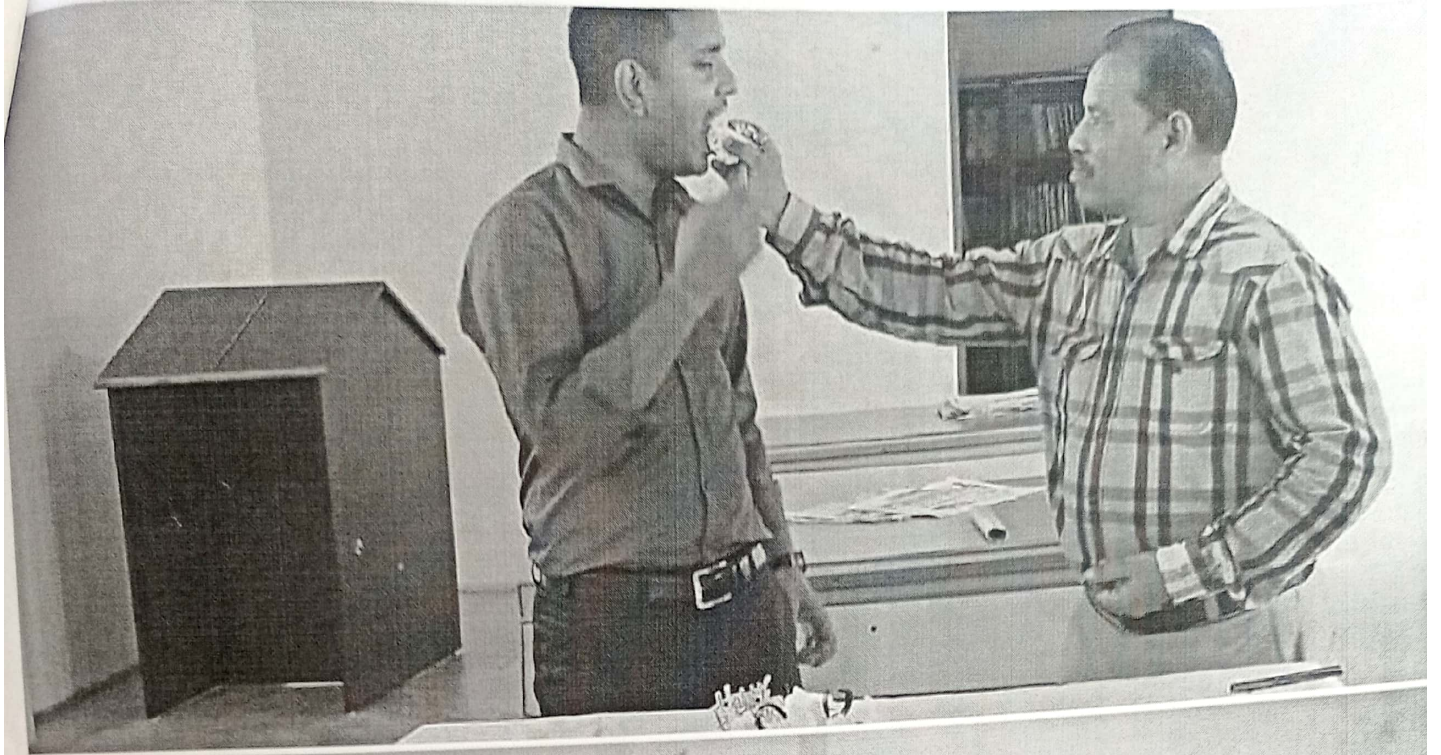
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सांदीपनि एकेडमी अछोटी मुरमुंदा दुर्ग के तत्वाधान में आज दिनांक 28/5/2022 को सांदीपनि परिवार के कुछ सदस्यों का जन्म दिवस मनाया गया जिसमें संस्था के समस्त स्टाफ उपस्थित थे। इस शुभ कार्य के लिए सांदीपनि परिवार की ओर से संस्था को धन्यवाद प्रेषित किया गया।

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