
	GMRIT Policy Manual	
Version 01		Effective Date: August 16, 2013

GMR INSTITUTE OF TECHNOLOGY

HR POLICIES HANDBOOK

August 2013



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ISSUE DATE: August 16, 2013	APPROVED BY: Dr Raghunathan DESIGNATON: Chief Executive
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FOREWORD

Dear Colleague:

We are pleased to present to you a HR Policies Handbook related to the Faculty detailing all the updated policies of GMR Institute of Technology.

We urge you to read the policies and get familiar with the letter and spirit of these policies.


Should you find a need for any clarifications, you may please get in touch with your Business HR representative.

We take this opportunity to wish you a very fulfilling association with GMRIT

With Warm Regards,

**V Raghunathan
Chief Executive**




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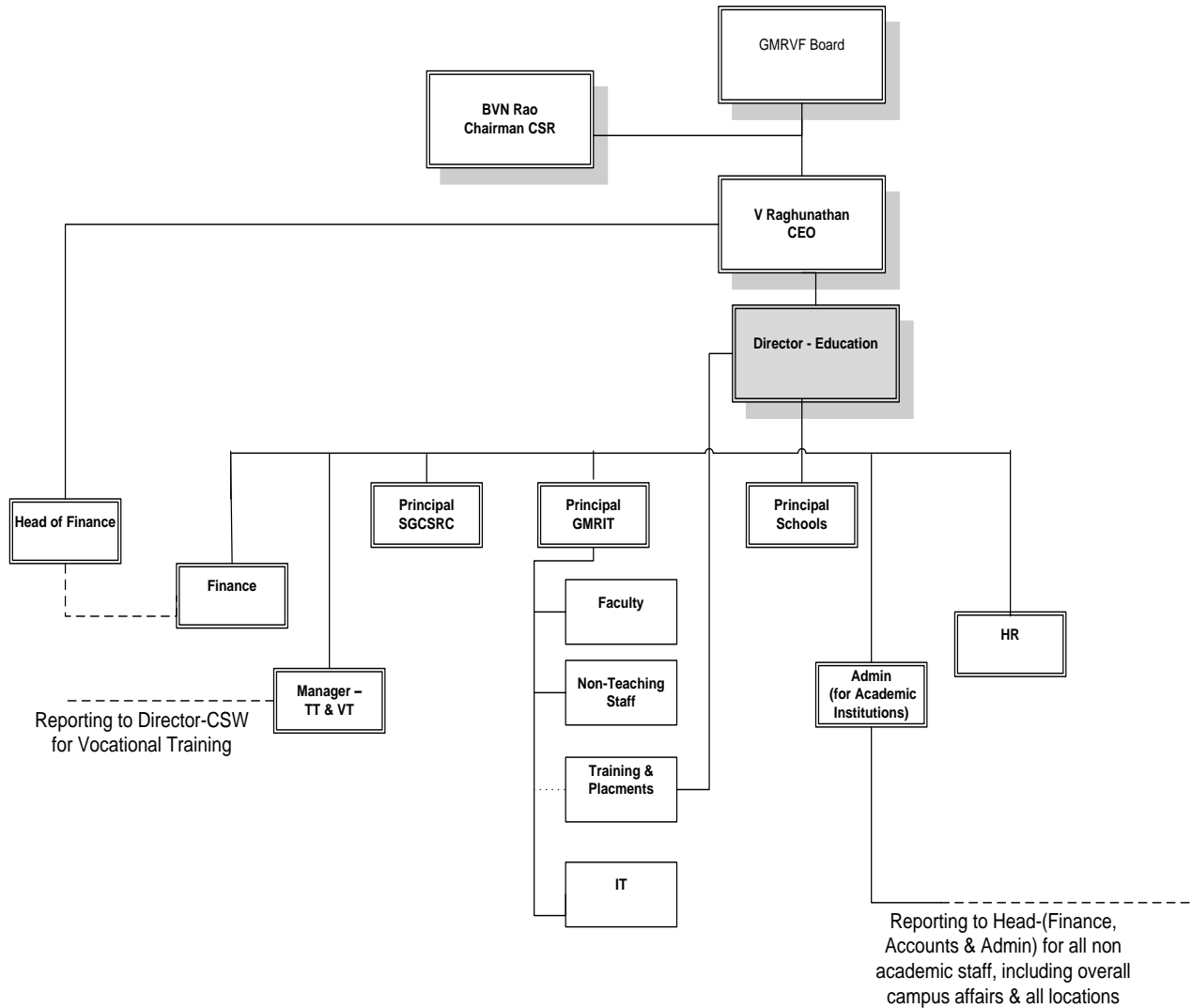
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1. Organogram



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2. Grades & Designations

The revised Grade Structure for Teaching and non-teaching effective September 1, 2013, are as under:

Teaching Faculty

Old Grades	Revised Grades	Designations
A	F1	Principal
B	F2	Deans and Professors
2C	F3	Associate Professors
1 C	F4	Assistant Professors
2D	F5	Lecturers

Non-Teaching Staff

Old Grades	Revised Grade	Designations in GMRIT non-teaching	Grades for Estates and Hostels staff
B	N	Head – Training & Placements	Senior Manager
2C	N1	Managers, Sr. Training & Placement Officer, Senior Administration officer – Academic	Manager, Senior Administrative Officer-E & H
1 C	N2	Administration Officer-Academic, Senior Foreman, Training & Placement Officer, Associate Manager	Associate Manager, Chief Security Officer, Admin Officer-Hostel
2 D	N3	Assistant Admin Officer-II, Foreman, Senior Computer Programmer, Assistant Librarian Grade II, Assistant Manager	Assistant Manager, Assistant Admin Officer-II , Senior Warden, Senior Security Officer, Senior Engineer
1 D	N4	Executive, Senior Lab Technician, Computer Programmer, Assistant	Warden, Executive, Security Officer, Engineer, Assistant Admin






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		Foreman, Executive, Assistant, Librarian Grade I, Assistant Admin Officer – I	Officer – I
2 E	N5	Senior Assistant, Lab Technician, Senior Library Assistant, Senior Coordinator	Senior Assistant, Chief Supervisor, Gym Trainer, Site Engineer
1 E	N6	Assistant, Senior Technician (ITI)/ Senior Trade man, Senior Lab Assistant, Library Assistant, Assistant	Assistant, Senior Supervisor, Senior Technician (ITI)
F	N7	Office Assistant, Record Assistant, Health Assistant, Junior Assistant, Technician (ITI)/ Trade man, Lab Assistant, Technical Assistant	Junior Assistant, Supervisor, Technician (ITI)
G	N8	Driver, Attender, Binder, Games Boy, Gym Boy	Drivers, Ayah, Gardener, Cook- cum-Caretaker, Caretaker, Helper, Security Guard

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3. Recruitment Policy

1. Objective:

- 1.1 Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

2. Applicability


- 2.1 All new recruits in all grades

3. Policy & Procedure

- 3.1 Provision in approved AOP will be a pre-requisite for all recruitment in the institute.
- 3.2 Any departure from 3.1 above will need special approval from the appropriate approving authority, as defined in the DOP. The concerned HOD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of Director-Education or CEO, and only then proceed with the process of recruitment.
- 3.3 HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department
- 3.4 HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference etc.
- 3.5 HR shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HOD, Principal and Director Education.
- 3.6 HR will coordinate the entire process of conducting the interviews.
- 3.7 Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the concerned HOD, Principal, Director-Education, external members and HR representative.
- 3.8 The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies.

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4. Contractual Employment for Non-teaching staff up to Grade N5 and below

1. Preamble

- 1.1 *Non-Technical Staff* under this policy are candidates with graduation/under-graduation, applying for positions like Attenders/ Junior Assistants/ Office Assistants/ Senior Assistants/Lab Assistants/ Secretaries, etc., in the grade of N5 and lower.
- 1.2 This policy is aimed at preparing a framework in which non-teaching staff with non-technical qualifications, in the grades N5 and below, will be recruited only on contractual basis, as these positions present very little scope for inherent career growth. The employees in these grades will be encouraged to improve their skills and acquire higher education and use the current experience to move on to better career path elsewhere in due course.
- 1.3 However, non-teaching staff with technical qualifications, who may typically be diploma holders, will be employed on regular rolls of the organization.

2. Objective

- 2.1 The objective of this policy is to provide guidelines and procedure to recruit employees in non-teaching and non-technical positions on a contractual basis, for a specified period.

3. Eligibility and Applicability


- 3.1 Non-teaching staff of GMRIT and E&H with non-technical qualifications up to the grades N5 and below
- 3.2 The employees on outsourced rolls are not covered under this policy

4. Recruitment Procedure

The procedure for contractual engagement of staff involves the following:

- 4.1 That a position is contractual, and the duration of the contract must be clearly outlined even before the process of recruitment begins, and so specified in advertisements, or other communication.




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- 4.2 All subsequent process of recruitment of non-teaching and non-technical staff shall be done as per the normal recruitment process of the organization.
- 4.3 Interviews shall be conducted by the selection committee which shall consist of – concerned HOD, Principal/CAO, Director-Education, and HR representative.
- 4.4 After the finalization of the candidate, and before doing the salary negotiation, it will once again be reiterated to the candidate that this is a contractual position.
- 4.5 Salary fitment will be done as per the existing band in that particular grade and take into account concerns of internal consistency.
- 4.6 Salary details will not be provided to potential candidates either via email or on paper, before the day of joining. This is to prevent the potential employee using the offer to negotiate other offers elsewhere as bargaining chips.
- 4.7 Appointment letter, together with salary stack up, will be issued for the contractual employment.
5. **Statutory Benefits:** Contractual employees shall be entitled to statutory benefits like, PF and ESI, as applicable. They will also be covered for medical insurance as per the Group Medclaim policy.
6. **Leave eligibility:** Contract employees will be eligible for 30 days of leave in a calendar year. The leave shall be availed for any number of days based on prior approval of HOD. The leave will not be encashed or carried forwarded to the next calendar year.
7. **Period of Contract:** The maximum period of contract will be two years.
8. **Performance Evaluation:** Performance evaluation of the contract staff will be done by the concerned HOD at the end of first 6 months and thereafter, after completion of one year, as well as at the time of the expiry of the contract, in case the candidate is to be considered for further employment. HR will send the performance evaluation form to the concerned HOD at least one month in advance.
9. **Expiry of Contract:** After the end of a contact, based on the performance and available vacancy, the candidate shall be eligible for further contractual employment.

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5. Probation Policy

1. Objective

- 1.1 To provide a policy framework for confirmation of regular employees after completion of the probation period.


2. Eligibility & Coverage

- 2.1 All new recruits of the institute on regular rolls

3. Policy & Procedural Formalities for Completion of Probation

- 3.1 All new employees will be on probation for a period of 12 months from the date of joining.
- 3.2 While the formal probation appraisal shall be at the end of 12 months, the concerned HOD will review the performance of the probationer at quarterly intervals. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation report will be submitted to HR Department.
- 3.3 During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.
- 3.4 HR Department will send the Probation Appraisal form to the concerned HOD at least one month before completion of the probation period.
- 3.5 The HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee.
- 3.6 Duly completed Probationary Appraisal Form with the recommendation of the HOD for confirmation, will be sent to HR Department at least one week before the completion of the probation period for the issue of Confirmation Letter.



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Extension of Probation Period

- 3.7 In such instances where an employee does not meet the required standards of performance, the HOD may recommend extension of the probation for a maximum of six months.
- 3.8 Probation period may be extended under any of the following circumstances:
- Performance of the probationer is not up to expectations
 - The role and the skills of the probationer are not aligned
 - Probationer's values are not aligned with the institute's values
- 3.9 A mutually agreed and detailed Performance Improvement Plan (PIP) involving counseling and training will be documented, and areas of improvement clearly communicated to the employee in the prescribed format.
- 3.10 The probation may be extended only once. When probation is extended for an employee, the HOD shall send the Probationary Appraisal Form to HR Department at least 15 days before the expiry of probation, clearly stating the reasons for extension. HR will send necessary reminders in time.
- 3.11 Based on the recommendation of the HOD, HR Department will formally communicate the extension of the probation through a letter to the employee through the HOD
- 3.12 The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.
- 3.13 If the probationer's performance remains unsatisfactory after the PIP, his or her services may be summarily terminated.

Confirmation of services

- 3.14 On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.
- 3.15 HR shall send the confirmation to the employee through the HOD within one week of the end of probation.
- 3.16 Upon confirmation, the notice period on either side will be three months.




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3.17 It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary (CTC - Annual and Statutory components) of the employee.

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6. Induction Policy

1. Objective

- 1.1 To facilitate smooth assimilation of *new employees* into the institute and help them understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

2. Applicability


- 2.1 All new employees of the institute

3. Policy

- 3.1 The HR Department shall ensure that every employee, irrespective of grade, goes through a Comprehensive Orientation Program (COP), which will be mandatory for the employee to attend.
- 3.2 The duration and scope of COP may vary with the grade of the employee and the width and depth of information that needs to be shared during induction.
- 3.3 The COP shall include the following:

S.No	Particulars	Responsibility	Topic/Content
1	GMR Group	AGM-HR	<ul style="list-style-type: none"> • Introduction to the GMR Group • Running of Group film • Running of the film on Values and Beliefs
2	GMRVF	AGM – HR	<ul style="list-style-type: none"> • Introduction of GMRVF and familiarization with the activities of




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			<p>GMRVF</p> <ul style="list-style-type: none"> • Running of the GMRVF film
3	GMRIT	AD – R & D or AD – Academic	<ul style="list-style-type: none"> • Introduction to GMRIT • Brief introduction of the organizational structure • Introduction to the current employees in the department
4	HR Orientation	AGM-HR	<ul style="list-style-type: none"> • Introduction to HR Policies
5	GMRV CARE	AGM – HR	<ul style="list-style-type: none"> • Tour of hospital and introduction to key officials
6	CSW activities	AGM – HR	<ul style="list-style-type: none"> • Field visit to the CSW activities of GMRVF in Rajam

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Employee Orientation Form

Name of the Employee:


Date:

Designation :

Dept:

S.No	Particulars	Evaluation	
		Yes	No
1	Did you get a proper orientation of GMRVF and GMRIT?		
2	Have you understood your Job Profile adequately?		
3	Did you understand the Department structure and its functions?		
5	Have you been told about the applicable HR Policies?		
6	Were you satisfied with the orientation program?		
7	Anything else you would like to know or suggestions you would like to make?		



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7. Group Mediclaim & Personal Accident Insurance

1. Objective

- 1.1 To provide employee welfare through basic assurance of healthcare to employees and help them meet unforeseen personal expenses arising from medical emergency.


2. Eligibility & Applicability

- 2.1 All regular and contractual employees of the Institute, including probationers will be covered.
- 2.2 Mediclaim Insurance coverage is applicable for the employee and her/his family members. The Family Members shall include:
 - 2.2.1 Spouse
 - 2.2.2 Two Dependent Children.
- 2.3 The employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining.
- 2.4 For any other member of the employee's family to be covered under this policy, such as parents, or in-laws (for female employees only) any addition or withdrawal of family members on account of marriage, birth and death needs to be communicated to HR Department promptly.

3. Policy & Procedure

- 3.1. Group Mediclaim Insurance:
 - 3.1.1. A minimum hospitalization of 24 hours is a pre-condition for any claim, except for Cataract, Dialysis, and Tonsillitis, and such other ailments as covered under the Mediclaim Policy.
 - 3.1.2. Annual entitlement of Group Medical Insurance is Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only). This can be used only by the individual or by the family members covered under this policy.



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3.1.3 The Admissions are restricted to specified Registered Medical Hospitals or listed hospitals.

3.1.4 The policy also covers reimbursement of expenses on maternity for the first two confinements.

3.1.5 The Medclaim policy usually covers:


- Room and board as provided by the Hospital / Nursing home.
- Nursing care
- Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee.
- Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances.
- Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy,
- Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses.

The details of the policy are governed strictly by the terms and condition of the Medclaim Policy.

3.1.6 The following are not covered under the Medclaim Policy (the list is not exhaustive):

- Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc.
- Dental treatment or surgery, unless requires hospitalization in case of an accident
- General Medical Check-up (without any illness)
- General debility, rest cure, congenital external deformity / defects or anomalies
- Sterility



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- Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc.
- Naturopathy Treatment.
- Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the eligibility limit, shall be settled by the employee with the hospital directly and make an application in the Claim Form along with the original supporting documents to the HR Department. The HR Department shall, in turn, submit the claim to Third Party Administrator (TPA) for processing and settlement of the claim.

3.1.7 Employees not opting for the cash-less provision may file their claim in the claim form to the HR Department along with the original documents such as, Discharge summary / certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc.. The claim form along with supporting documents/Bills as indicated above should be submitted to HR Department within 7 days from the date of discharge.

3.1.8 Employees hospitalized in a hospital other than those covered by the Third Party Administrator (TPA) may file their claim as per clause no. 3.1.7 above.


3.1.9 HR Department shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim.

3.1.10 Insurance Company's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured.

3.1.11 All claims are governed by the terms & conditions agreed between the Insurance company and the GMR Group under the Group Mediclaim Insurance Policy.

3.1.12 In all disputes, the decision of the management shall be final.



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3.2. Group Personal Accident Insurance:

The insurance provides relief for the following due to any accident anywhere in India:

- 3.2.1. Temporary Total Disablement
- 3.2.2. Permanent Partial Disablement
- 3.2.3. Permanent Total Disablement
- 3.2.4. Death Benefits
- 3.2.5. Carriage of Dead body
- 3.2.6. All claims are administered / settled as per the terms & conditions between the Insurer and the institute under the Group Personal Accident Insurance Policy.

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8. Concession for Employees at GMRV CARE Hospital

1. Objective

- 1.1 To provide employee welfare through concessional treatment to the employees and their dependents at GMRV CARE Hospital

2. Eligibility & Applicability


- 2.1 All regular and contractual employees.
- 2.2 Discount of 20% on Out Patient Consultation fee (OP Fee) & OP Medical investigation charges for self and dependents.
- 2.3 Discount of 20% on In-patient's hospital charges which are not reimbursed either by ESI or Medclaim for self and dependents.
- 2.4 For availing discount, the list of dependents would be as declared in the medclaim policy.

3. Policy & Procedure

- 3.1 The employees (or dependents) shall present their Institute ID card (or relevant documentary evidence in case of dependents) at the Hospital to be eligible for any concession.

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9. Family Pension through Group Insurance Scheme

1. Objective

- 1.1 To extend employee welfare through financial aid to the surviving family in case of natural death of an employee through Insurance Cover.

2. Eligibility and Applicability

All regular and contract employees

2.1 Group Term Insurance

2.2.1 This Insurance Cover is an add-on to the existing Group Personal Accident Insurance Coverage.

2.2.2 The Sum Insured for the employees across JRL is as under :


Sl.No	JRL	Sum Insured (In Rs.)
1	F1	5000000
2	F2	4000000
3	F3, F4, N1 to N3	4000000
4	N4	3000000
5	N5	750000
6	N6 and below	500000

2.2.3 All claims will be governed under the Life Insurance Corporation (LIC) regulations.

2.2.4 In the event of natural death of an employee , the Monthly pension will be payable to the nominee as below:

- The Institute will purchase Annuities from LIC in the name of the Nominee of the deceased employee for the Insured sum received.
- LIC will pay the predetermined monthly pension to the Nominee through e-credit to her/his bank account till her/his death.
- Thereafter, nominee will have the option either to go for monthly pension or to receive lump sum.



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- If a consultant/ Advisor who is above 60 years of age dies during her/ his contract with the Institute, the nominee can claim the total sum insured.

3. POLICY & PROCEDURE

- 3.1 The Nominee should make an application for the monthly pension in the format prescribed in Annexure 1 and submit the same to HR along with the Death Certificate of the deceased employee in original.
- 3.2 HR will submit the application after verification to the Corporate HR, which in turn will forward with recommendations in the format prescribed in Annexure 2 with a copy marked to the nominee.
- 3.3 LIC will intimate the nominee confirming the details of pension & also the bank details.
- 3.4 LIC of India will pay the monthly pension to the nominee directly on receipt of the claim form from the institute.
- 3.5 LIC's liability in respect of all claims submitted other than the Interest component payable shall not exceed the sum insured.

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10.ESI Benefit

All Employees who are covered under ESI Act are entitled for the benefits as mentioned below:

- 1) Sickness Benefit
- 2) Medical Benefit
- 3) Disable Benefit
- 4) Maternity Benefit
- 5) Dependent Benefit
- 6) Funeral Benefit

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11. School Fee Concession to employee's children

1. Objective

- 1.1 To provide employee welfare through monetary assistance towards school fee concession

2. Eligibility & Applicability


- 2.1 The policy is applicable to all regular and contractual employees of GMRIT whose monthly Gross Salary is equal to or less than Rs.15,000/- (Rupees fifteen thousand only) per month, provided they are not already being assisted by the Group for education of their children, outside the scope of this policy.
- 2.2 The concession will be available for any two children of an eligible employee and the support will be extended up-to Class X.
- 2.3 The concession will ordinarily be given for children studying in GMR DAV School at Rajam, St. Ann's School at Rajam and SML DAV School at Palakonda.
- 2.4 However, children studying in other English Medium Schools are also eligible for concessions, albeit at a lower rate.

3. Policy & Procedure

- 3.1 The eligibility for fee reimbursement shall be as follows:

Monthly Salary	Gross	Extent for Reimbursement			
		Admin Fee	Term Fee	Tuition Fee	Bus Fee
Up to Rs. 7000/-		100%	100%	100%	100%
Above Rs. 7000/- and up to Rs.15000/-		50%	50%	50%	50%
Admin Fee/Tuition Fee includes Monthly Computer fee, Science fee & School Dairy.					




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- 3.2 The fee Concession to the employees living in Rajam or near-by villages, whose children study in English medium other schools in Rajam or in their respective villages and whose Gross Salary is less than or equal to Rs.15,000/- per month will be eligible for reimbursement of school fee @ Rs.200/- per month, per child, restricted to a maximum of two children.
- 3.3 The eligible employee will make an application in the prescribed format (Annexure 1) for reimbursement along with the receipts/bills to the HR. The HR has to certify the receipts/bills submitted in this regard. In the absence of a fee receipt, a certified letter from the Head Master / Principal of the school in original will be submitted for reimbursement.
- 3.4 HR shall check the genuineness of the claims before payment. On any discrepancy regarding the genuineness of the bills, the decision of management shall be final.
- 3.5 HR shall submit the bills to Accounts on monthly basis authorizing payment.
- 3.6 The Institute reserves the right to cross-check the genuineness of any of the claims. Should there be any discrepancy or doubt on the genuineness of a claim, suitable action shall be initiated by the Management, including withdrawal of the facility to the employee and/or other disciplinary measures.

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12. Tuition fee concession at GMRIT

1. Objective

- 1.1 To provide employee welfare through tuition fee concession to the dependent children of employees who opt for admission into the Institute.

2. Eligibility & Applicability


- 2.1 All regular and contractual employees for a maximum of two children.

3. Policy & Procedure

- 3.1. The child entering through the convenor quota will be entitled for 25% concession in the tuition fees for all the years.
- 3.2. Those seeking this concession shall apply in the prescribed format with requisite details and supporting documents through their HOD
- 3.3. HR Department will check all the relevant documents for processing and approval and will arrange for the disbursement of the amount. The reimbursement shall be made annually/half yearly as the case may be.
- 3.4. In the event of separation of an employee, the fee concession will be stopped with immediate effect. However, the Financial Assistance already extended shall be waived, provided the separation is not on disciplinary grounds.

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13. Reimbursement of Telephone Expenses

1. Objective:

- 1.1 To facilitate communication for employees where such facilitation is considered necessary for greater effectiveness in one's official role.
- 1.2 To provide for reimbursement of such expenses.

2 Eligibility & Applicability


- 2.1 Regular employees of GMRIT, working in Administration, Accounts, Training & Placement, other shared services, etc., depending upon work exigency and special approval of Principal or Director – Education.
- 2.2 The eligibility limits specified for each grade are:

Grade	Eligibility limit (Rs. Per month)
F1	1200
F2	900
F3, F4 & N1, N2	600
F5 & N3, N4	500
N5, N6	300
N7	300
N8	200

3 Policy & Procedure

- 3.1 The mobile allowance is provided strictly on need basis with special approval of the Principal/Director-Education.
- 3.2 All mobile phone bills shall be settled directly by the employees and reimbursement claimed at actuals or based on eligibility, whichever is lower.




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- 3.3 In case the bill amount exceeds the grade-wise eligibility mentioned in point no. 2.2, the reimbursement shall not exceed the specified limit mentioned against each grade, unless there is a special approval. The approval powers are as under:
- If the bill exceeds by 10% but less than 15% of the grade-wise eligibility, it shall be approved by the Principal.
 - If the amount is more than 15% but less than 25%, it shall be approved by Director - Education.
 - If the amount exceeds by more than 25% it needs to be approved by CEO.
- 3.4 Any exception to the reimbursement limit would be approved only upon proper justification and will be done as an exception and not resorted to as a routine practice.
- 3.5 Employees shall settle their phone bill on a monthly basis & claim eligible reimbursement from the Accounts Department.
- 3.6 This facility is provided to a few employees, based on their need and nature of work. The employees who are covered under this policy are as per Annexure. Any addition to this list, shall be recommended by Director – Education and approved by CEO.

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Annexure:

S.No.	PERNR	Name of the Employee	Designation	Grade
1	50203	CLVRSV PRASAD	Principal (Admin)	F1
2	50225	M.V.NAGESWARA RAO	Professor (ECE & Diploma Coordinator)	F2
3	50009	H.MALLIKHARJUNA RAO	Associate Manager (F&A)	N2
4	50268	V.RAJASEKHAR	Associate Manager (estate office)	N2
5	50026	P.GOVINDA RAO	Associate Manager (Purchase)	N2
6	50061	B.CHANDRA SEKHARA RAO	Associate Manager (PR)	N2
7	50298	J.GOVINDA RAO	Associate Manager (F&A)	N2
8		A.RAMA RAO	AO (Hostels)	N1
9	50137	P. MURALI	SAO (Academics)	N1
10	50092	S.RAMESH BABU	Engineer (estate office)	N4
11	50315	CH.LAKSHMI	Warden (Hostels)	N4
12	50064	B.SRINIVASA RAO	Engineer (estate office)	N3
13	50032	K.V.S.RAJU	AAO (Academics)	N3
14	50235	A.SAI PRASAD	Security Officer (Security)	N3
15	50342	V.SATISH	Assistant Manager (HR)	N3
16	50099	S.GOVINDA RAJU	Health Assistant	N6
17	50282	S.N.DASH(Exam. Dept.)	Associate Professor (Chem Engg) for Exam Sec	F3
18	50056	BH ARUN KUMAR	Physical Director	F4
19	50019	K.ANAND	Driver	N8
20	50029	P.ADI NAIDU	Driver	N8
21	50186	K.SATYAM	Driver	N8
22	50076	G.JOGINAIDU	Driver	N8
23	1540	S.V.RAMANA	Driver	N8

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14. Incentive Policy for Research & Publications

1. Preamble:

1.1 The existing policy to promote research activities in the institute was developed to give extra fillip to research, publication and other related activities, in 2006. Hence, the policy is due for a review. Thus, some of the incentives for various research activities have been revisited and revised. The new norms will be application effective June 2014.

2. Objective:


2.1 To give special thrust to research culture in the Institute, and thus improve the profile of the Institute in the country.

3. Policy and Guidelines:

3.1 Incentive for completing PhD Degree when in service of GMRIT (If acquired on or after 1/7/2013)

- 3.1.1 For the purposes of incentive under this clause, ordinarily, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree. The faculty undertaking their PhD pursuit are advised to check with the Institute about the Institution they are registered under, to ascertain the credibility of such Institution. The Institute will also pro-actively advise the faculty on the credibility of relevant institutions.
- 3.1.2 For the purposes of the award, a Ph.D will be deemed to have been completed when a Certificate of Successful Thesis Defence is formally issued by the Institution awarding the degree.
- 3.1.3 A One-time ex-gratia award of Rs.75,000/- and Rs.50,000/- for Engineering and Basic Sciences respectively, shall be given, provided the faculty has served for a minimum of three years at the Institute and submitted the thesis within the stipulated time of 5 years from the date of registration.
- 3.1.4 The cash Incentive will not be applicable to faculty who join with a special stack up sheet which already captures the completion of Ph.D. shortly. Nor



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shall it apply in cases where Ph.D. is the mandatory qualification for the position.

3.1.5 Another Rs.25,000 will be awarded if the PhD thesis results in at least two reputed publications (listed in Annexure I and II) with the affiliation of GMRIT, within a year of completion of the PhD.

3.1.6 Two Additional non-compounded increments over and above the standard annual increment upon successful completion of Ph.D, payable when the next regular increment falls due. These increments being non- compounded in the current position, shall not get carried forward in case of a future promotion. However, in case a faculty is promoted along with completion of PhD, two additional increments over the minimum basic salary applicable to the new position will be payable.

3.1.7 3.1.6 A Special flat allowance of Rs. 2,500/- for Basic Sciences & Humanities and Rs.5,000/- per month for Engineering will be paid towards market correction after acquiring their Ph.D. However in case of faculty who are promoted simultaneously with their **completion of PhD**, this market correction is not applicable; instead it will be ensured that **the financial benefit after promotion is not less than financial benefit without promotion.**

3.2 Incentive for Externally Funded Research

3.2.1 The Institute shall pay the research team an incentive equivalent to 10% of the research grants received from external funding agencies (in case of a team, the amount shall be shared equally among team members).

3.2.2 The timing of the disbursement of the incentive (by cheque or transfer to the bank account) will be linked to the actual receipt of research funds.


3.3 Award for Publications of text books in relevant engineering discipline

3.3.1 **Rs. 75,000/-** if the text book is published by an international publishers like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.

3.3.2 **Rs. 30,000/-** if the text book is published by a national publisher like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage.

3.3.3 **Rs. 15,000/-** if the text book is published by Regional / Local publishers.



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3.4 Incentive for publishing Technical Paper in National/International journals:

3.4.1 Engineering Stream

3.4.1.1 Rs.20,000/- for each paper published in any of the reputed International Journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

3.4.1.2 Rs.10,000/- for each paper published in any of the reputed National Journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

The comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.

3.4.2 Basic Sciences

3.4.2.1 Rs.10,000/- for each paper published in any of the reputed International Journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

3.4.2.2 Cash Award of Rs.5,000/- for each paper published in any of the listed journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

This comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.


4 Award for Publishing a Professional Articles:

4.4 Rs. 3,000/- for International magazine/Newspaper.

4.5 Rs. 1,500/- for National magazine/Newspaper.

5 Incentive for Presenting a paper at National/ International Seminars/Conferences:



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- 5.4 Cash award of Rs.2,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.
- 5.5 Cash award of Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

6 Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences


- 6.1 For the faculty attending national conferences as a first author, the institute will pay the registration charges (maximum ceiling of Rs. 2000/- per paper) and eligible DA with sleeper class fare at actuals for presenting the paper.
- 6.2 For the faculty attending international conferences held in India as a first author, the institute will pay the registration charges (maximum ceiling of Rs, 5000/- per paper) and eligible DA with sleeper class fare at actuals for presenting the paper.
- 6.3 For the faculty merely participating in international conference, the Institute shall pay travel grant within India plus registration fee with a combined ceiling of Rs 5000/- to 10% of the faculty members from each department, on first come first served basis, provided the conference/seminar is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the project/research budget.
- 6.4 Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 50,000) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. Preferably, such expenses should have been factored into the project/research grant. This entitlement will be over and above the entitlement specified in 8.1.

When more than one faculty wishes to present a single paper, the travel grant shall remain unchanged (to be divided between/among the faculty) and the registration fee shall be limited to one.

7 Guidelines for Externally Funded Research

Typically, funded research projects are collaborative works and have multiple team members. Thus, the incentive will be divided equally across all the participating team members of GMRIT.



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7.1 Guidelines for claiming the incentives for paper publications in National/ International Journals

- 7.1.1 When a publication has multiple authors, the cash award shall be divided equally among the first three authors. Only GMRIT's authors shall qualify for the award.

The award shall apply to any number of papers, subject to the condition of Intellectual Property Rights. Plagiarised works, claims on duplicated papers with different titles of the same content in different journals, seminars or dailies and such other irregularities shall attract severe disciplinary action, including recovery of awards made earlier and loss of faculty position at the Institute.

- 7.1.2 The Author(s) shall make a presentation of the paper in the department before submitting the claim for incentive.
- 7.1.3 Appeals, if any, relating to the application of the incentive system, will be addressed by the Research Committee of the Institute, with oversight by Director (Education).


7.2 Guidelines for claiming incentives for paper presentations in National or International Seminars/ Conferences

- 7.2.1 When a paper being presented has multiple authors, the right of travel for presentation of the paper will be restricted to the first author; and if the first author so permits, to the second author in lieu of the first. In case of papers with multiple authors, the incentive will be divided equally between the first three.
- 7.2.2 Author(s) shall make a presentation of the paper in the Department before submitting the claim for any incentive.

8 Faculty Development Programme (FDP)/ Staff Development Programme (SDP):

- 8.1 Members of the faculty are encouraged to participate in Workshops/SDP/FDP, as may be decided by the Institute from time to time.
- 8.2 Faculty members attending a program of more than three days duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their




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PhD part time are also encouraged to attend summer training programs organized by NITs and IITs.

- 8.3 Faculty sent for such programs shall be eligible for TA and DA for the duration of the training program.
- i. Eligibility for such programs shall be restricted to two faculty members per semester from a department. In general, programmes sponsored by AICTE/ISTE/DST and other instances where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty will be given Academic Leave for the period.

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15. Faculty Referral Incentive Policy

1. Objective

- 1.1 To incentivize existing faculty to refer and bring in external candidates with Ph.D qualification (and B.Tech & M.Tech) as faculty to GMRIT

2 Eligibility


- 2.1 All faculty members on rolls

3. Policy and Procedure

- 3.1 Faculty referring (Referee) a candidate for faculty position to GMRIT shall ask the referred candidate to attach the Faculty Referral Form to his or her application form when applying to the Institute.
- 3.2 The referral incentive shall be paid to the Referee, after the referred candidate completes at least 12 months of service with GMRIT.
- 3.3 The referral incentive shall be one month's Basic & DA drawn by the new faculty at the time of his/her joining.
- 3.4 To be eligible for the payment referral incentive, the referee should have continued to have been on the rolls of the Institute on the date the referred candidate completes 12 months of service at the Institute.

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16. Loyalty Benefit

1. Preamble

- 1.1 This policy supersedes earlier policy or policies with regard to Loyalty Benefits, the last of which is dated August 30, 2011.
- 1.2 The Policy lays down basic guidelines for Loyalty Benefit at GMRIT, for all faculty who are on rolls as on September 1, 2013. The policy aims to minimize the turnover of high quality and senior faculty whose continuation in the Institute is most likely to be beneficial to the Institute.

2. Objective

- 2.1 To acknowledge and recognize the commitment, dedication and loyalty of the faculty
- 2.2 To retain valuable faculty for longer period of service by giving monetary benefit

3. The Existing Policy (Effective July 2011)


- 3.1 All faculty, holding B.Tech, M.Tech & Ph.D Qualifications, who are on rolls between July 2011 and June 2014, are entitled for Loyalty Benefit on completion of their three-year service.
- 3.2 The benefit to be awarded shall be three months Basic and DA drawn by the faculty at the time of their joining.
- 3.3 All faculty, who is covered under Loyalty Benefit introduced in July 2009, will be entitled for the loyalty benefit as per the amended policy dated: September 29, 2011.

The above policy stands modified as follows:

4. Eligibility & Applicability

- 4.1 All Engineering Faculty who have PhD qualifications (with B.Tech and M.Tech).
- 4.2 Such faculty may include those joining GMRIT with PhD qualifications or those who acquire Ph.D while already working at GMRIT.



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5. Exceptions to Eligibility:

- 5.1 The policy shall exclude faculty who are contracted to serve the Institute for a minimum of three years on account of the QIP or similar long leave.
- 5.2 However, they will become eligible for the appropriate Loyalty Benefit Policy, if any, prevailing at the end of their contract period.
- 5.3 Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments.
- 5.4 Faculty whose probation period may have been extended
- 5.5 Faculty who may have failed in the University Ratification Process
- 5.6 Faculty against whom misconduct proceedings may have been proven

6. Policy & Procedure


- 6.1 The three year period referred to in the policy shall commence from January 1 or July 1, depending on the half-year period when the faculty joins/completed PhD (with certificate of completion).
- 6.2 In case of faculty who had availed long study leave under QIP or comparable programme for one year or more, the policy shall commence only after the faculty has served the Institute for the mandated contract period.
- 6.3 The loyalty benefit awarded will be two-months Basic + DA drawn by the faculty at the time of their joining.

This policy shall be reviewed every year.

Note: Questions of interpretations of the policy, if any, will be referred to the Chairman, Governing Council, whose directions will be final.

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17. Laptop Policy

1. Preamble:

1.1 This policy replaces the old laptop policy, with effect from May 1, 2013.

2. Objective

2.1 To provide a more technology-enabled work culture, and move towards a paperless work environment, especially until such time the Institute is able to provide table top PCs to the teaching faculty

3 Eligibility & Applicability

3.1 All teaching faculty, with a service of at least six months at GMRIT.

3.2 All key positions from Non-teaching staff on special approval of Director – Education

4. Policy & Procedure

4.1 GMRIT will provide interest free loan for procurement of a new laptop, subject to a maximum of Rs. 30,000.


4.2 The facility will be available once every four years for the faculty, meaning, the gap between availing of one loan and the next under this head shall be at least four years.

4.3 The loan shall be recovered in 12 equal installments from the end of the month in which the loan is availed.

4.4 Until the loan has been discharged fully, the laptop shall be considered the property of the Institute.

4.5 Approval of the loan will be at the sole discretion of the Management.



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18. Domestic Travel Policy

1. Objective

1.1 To govern reimbursement of expenditure towards travel, boarding and lodging.

2. Eligibility and Applicability

2.1 All regular and contract employees of GMRIT

2.2 Employees of GMRVF, up to M5 grade based in GMRIT, Rajam

3. Policy and Procedure

3.1 Official travel would be treated as “tour”, if the place of visit from Rajam is more than 150 kms (one way) and/or the total duration of travel is more than 8 hours.

3.2 Tours up to 2 days will be approved by Principal, GMRIT.

3.3 Tours lasting between 3 and 5 days will be approved by Director (Education).

3.4 Tours exceeding five days will be approved by CEO.

3.5 For the purpose of allowances, a day is considered as 24 hours from the time one leaves home, with 12 hours intervals counted as half-day.

3.6 Hotel bookings irrespective of location are to be handled through the designated official in Administration Department.


3.7 When touring together, twin-sharing accommodation shall be utilized, except for Grade B and above (where it is left to the employee’s discretion).

The applicable rates for reimbursement of tour expenses are given below. However, if the duration of tour exceeds 7 days, the CEO, in consultation with the HR Department, may advise such rates as may be fair and justifiable.

3.8 Lodging (Stay) Eligibility :

Grade	Designations in the grade	Eligibility Limit Exclusive of taxes (Amt in Rs.)	
		Metros	Non-Metros
F1	Principal, GMRIT	4000	3200




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F2	Deans	3000	2400
F2, N (M5)	Professors	2700	2200
F3, N1 (M6-S11)	Associate professors, Managers, Sr. Training & Placement Officer, Senior Administration officer	2000	1600
F4, N2 (M6-S12)	Assistant Professors, Administration Officer, Senior Foreman, Training & Placement Officer, Associate Manager, Chief Security Officer	1500	1200
F5, N3, N4 (M6-S13 & M7-S14)	Lecturers, Assistant Admin Officer-II, Foreman, Senior Computer Programmer, Assistant Librarian Grade II, Assistant Manager, Senior Warden, Senior Security Officer, Senior Engineer, Executive, Senior Lab Technician, Computer Programmer, Assistant Foreman, Executive, Assistant, Librarian Grade I, Assistant Admin Officer – I, Warden, Executive, Security Officer, Engineer	1250	1000
N5 and N6	Senior Assistant, Lab Technician, Senior Library Assistant, Senior Coordinator, Senior Assistant, Chief Supervisor, Gym Trainer, Site Engineer, Assistant, Senior Technician (ITI)/ Senior Trade man, Senior Lab Assistant, Library Assistant, Assistant, Senior Supervisor	1000	800
N7	Office Assistant, Record Assistant, Health Assistant, Junior Assistant, Technician (ITI)/ Trade man, Lab Assistant, Technical Assistant, Junior Assistant, Supervisor, Technician (ITI)	800	650
N8	Driver, Attender, Binder, Games Boy, Gym Boy, Ayah, Gardener, Cook-cum-Caretaker, Caretaker, Helper, Security Guard	600	450

3.9 Employees shall stay in guest house or authorized service apartment, wherever applicable. Only in case of non-availability of guest house/service apartment, employees can request for hotel stay. Booking shall be done through Administration Department.

3.10 Hotel bookings irrespective of location are to be handled through the designated official in Administration Department.




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4. Boarding (Food) expenses in case of Hotel Stay:

Grade	Designations in the grade	Eligibility Limit for food expenses (Amt in Rs.)	
		Metros	Non-Metros
F1	Principal, GMRIT	1200	950
F2	Deans	800	650
F2, N (M5)	Professors	700	550
F3, N1 (M6-S11)	Associate professors, Managers, Sr. Training & Placement Officer, Senior Administration officer	500	400
F4, N2 (M6-S12)	Assistant Professors, Administration Officer, Senior Foreman, Training & Placement Officer, Associate Manager, Chief Security Officer	500	400
F5, N3, N4 (M6-S13 & M7-S14)	Lecturers, Assistant Admin Officer-II, Foreman, Senior Computer Programmer, Assistant Librarian Grade II, Assistant Manager, Senior Warden, Senior Security Officer, Senior Engineer, Executive, Senior Lab Technician, Computer Programmer, Assistant Foreman, Executive, Assistant, Librarian Grade I, Assistant Admin Officer – I, Warden, Executive, Security Officer, Engineer	400	350
N5 and N6	Senior Assistant, Lab Technician, Senior Library Assistant, Senior Coordinator, Senior Assistant, Chief Supervisor, Gym Trainer, Site Engineer, Assistant, Senior Technician (ITI)/ Senior Trade man, Senior Lab Assistant, Library Assistant, Assistant, Senior Supervisor	300	250
N7	Office Assistant, Record Assistant, Health Assistant, Junior Assistant, Technician (ITI)/ Trade man, Lab Assistant, Technical Assistant, Junior Assistant, Supervisor, Technician (ITI)	300	250
N8	Driver, Attender, Binder, Games Boy, Gym Boy, Ayah, Gardener, Cook-cum-Caretaker, Caretaker, Helper, Security Guard	250	200




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NOTE:

1. Only 50% of eligible boarding expense is admissible without bills
 2. In case of tours to multiple locations on the same day which falls under different city categories (Metros & Non-Metros), the boarding allowance applicable for the higher most city category for the day will be uniformly applied for the visit for entire day. However the eligibility for Lodging will be determined by the actual location of the place of stay In case of stay in guest house which includes of boarding facility, no boarding or lodging expenses can be claimed. However, in such cases, a miscellaneous expense to the extent of 10% of boarding expenses may be claimed.
- 4.1 Per Diem Allowance in case of Independent stay (without bills): When employee makes his own boarding and loding arrangements, he or she may claim a flat per diem in lieu of boarding and lodging bills, as follows:

Grade	Designations in the grade	Eligibility for per diem (Amt in Rs.)	
		Metros	Non-Metros
F1	Principal, GMRIT	1300	1050
F2	Deans	950	750
F2, N (M5)	Professors	850	700
F3, N1 (M6-S11)	Associate professors, Managers, Sr. Training & Placement Officer, Senior Administration officer	600	500
F4, N2 (M6-S12)	Assistant Professors, Administration Officer, Senior Foreman, Training & Placement Officer, Associate Manager, Chief Security Officer	500	400
F5, N3, N4 (M6-S13 & M7-S14)	Lecturers, Assistant Admin Officer-II, Foreman, Senior Computer Programmer, Assistant Librarian Grade II, Assistant Manager, Senior Warden, Senior Security Officer, Senior Engineer, Executive, Senior Lab Technician, Computer Programmer, Assistant Foreman, Executive, Assistant, Librarian Grade I, Assistant Admin Officer – I, Warden, Executive, Security Officer, Engineer	400	300
N5 and N6	Senior Assistant, Lab Technician, Senior Library Assistant, Senior Coordinator, Senior Assistant, Chief Supervisor, Gym Trainer, Site	350	250



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	Engineer, Assistant, Senior Technician (ITI)/ Senior Trade man, Senior Lab Assistant, Library Assistant, Assistant, Senior Supervisor		
N7	Office Assistant, Record Assistant, Health Assistant, Junior Assistant, Technician (ITI)/ Trade man, Lab Assistant, Technical Assistant, Junior Assistant, Supervisor, Technician (ITI)	300	200
N8	Driver, Attender, Binder, Games Boy, Gym Boy, Ayah, Gardener, Cook-cum-Caretaker, Caretaker, Helper, Security Guard	250	200

NOTE: Per-diem - In case an employee travels to multiple locations on the same day which fall under different city categories (Metros and Non-metros), the allowance applicable for the higher most city category for the day will be uniformly applied for the visit for entire day. A day will be calculated as starting from 00.00 hrs midnight and ending at 23.59 hours.

4.2 Travel: i) The mode & class of travel while on tour is specified below:

Grade	Designations in the grade	Eligibility for per diem (Amt in Rs.)	
		Metros	Non-Metros
F1	Principal, GMRIT	I AC / Air fare-LCA	I AC / Air fare-LCA
F2	Deans	II AC up to 500 Kms / By Air - LCA	II AC up to 500 Kms / By Air - LCA
F2, N (M5)	Professors	I AC / II AC	I AC / II AC
F3, N1 (M6-S11)	Associate professors, Managers, Sr. Training & Placement Officer, Senior Administration officer	II AC	II AC
F4, N2 (M6-S12)	Assistant Professors, Administration Officer, Senior Foreman, Training & Placement Officer, Associate Manager, Chief Security Officer	III AC	III AC
F5, N3, N4 (M6-S13 & M7-S14)	Lecturers, Assistant Admin Officer-II, Foreman, Senior Computer Programmer, Assistant Librarian Grade II, Assistant Manager, Senior Warden, Senior Security Officer, Senior Engineer, Executive, Senior Lab Technician, Computer Programmer, Assistant Foreman, Executive, Assistant, Librarian Grade I, Assistant Admin Officer – I, Warden, Executive, Security Officer, Engineer	III AC	III AC



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N5 and N6	Senior Assistant, Lab Technician, Senior Library Assistant, Senior Coordinator, Senior Assistant, Chief Supervisor, Gym Trainer, Site Engineer, Assistant, Senior Technician (ITI)/ Senior Trade man, Senior Lab Assistant, Library Assistant, Assistant, Senior Supervisor	Sleeper	Sleeper
N7	Office Assistant, Record Assistant, Health Assistant, Junior Assistant, Technician (ITI)/ Trade man, Lab Assistant, Technical Assistant, Junior Assistant, Supervisor, Technician (ITI)	Sleeper	Sleeper
N8	Driver, Attender, Binder, Games Boy, Gym Boy, Ayah, Gardener, Cook-cum-Caretaker, Caretaker, Helper, Security Guard	Sleeper	Sleeper

1. Employees in Grades F1 and F2 are entitled to travel by Low Cost Airlines (LCA) wherever the distance is more than 500 kms and no overnight trains available. However, they are requested to use this entitlement selectively.
2. Exception to this policy may only be authorized by CEO.
3. All travel booking / cancellations are to be handled through Administration Department.
4. Request for bookings / Cancellations are to be submitted to Administration Department after approval of the HOD.

4.3 Travel Advance

- i) In general, no travel advance will be provided by the institute. Employees are expected to use credit cards for funding their travels. Travel expenses are expected to be settled only after the travel has been completed. However, in exceptional cases, advance may be drawn by filling the Travel Advance Request Form (TARF), with special approval from Principal/Director Education/CEO. Such approval will be exceptional and not routine.
- ii) In such cases when for exceptional reasons, travel advance is approved, the following norms shall apply:
 - Grades F1 and F2 will be considered for travel advance only for overseas travel. In any case all approvals for advance will be by the CEO.
 - For Grades F3 to F5 and N1 to N4: A maximum of Rs.1500/- per day and shall in no circumstance exceed Rs. 8000/- per trip with approval from Director (Education)



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- For Grades N5 and below: A maximum of Rs.1000/- per day and shall in no circumstance exceed Rs. 5000/- per trip with approval from Principal

4.4 Local Conveyance

In general, metered taxis are recommended at all levels up to D. However, when a whole day of travel is involved, the following entitlements shall apply:

- Grades F1 and F2 : A/C Car (Indigo, Esteem, Scorpio) *
- Grades F3 to F5 & N1 to N4 : A/C Car (Indica /SUMO/OMNI)*
- Grades N5 and below : Bus /Auto


**The type of vehicle is indicative.*

Notes:

1. *Travel statements shall be submitted within 7 days of taking travel.*

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19. Local Conveyance Reimbursement

1. Objective

- 1.1 To govern the reimbursement of local conveyance (not amounting to a *Tour*) expenses when own vehicle is used for official purposes

2. Eligibility & Applicability

- 2.1 All employees on regular and contract rolls of GMRIT

3. Policy & Procedure

- 3.1 Employees in grades F5 and above as well as N4 and above, using their own vehicles for official work in lieu of taxis are entitled to claim reimbursement at the following rates:
- 3.1.1 For four wheeler (F3, N1 & above): @ Rs. 11.00 per kilometer
 - 3.1.2 For two wheeler (N5 & above): @ Rs. 4.00 per kilometer
 - 3.1.3 Parking charges at actual subject to production of bills.
- 3.2 Employees using public transport or Autos will be allowed reimbursement at actuals.
- 3.3 Reimbursement should be claimed on a weekly basis.
- 3.4 Local conveyance expenses will be claimed in the prescribed format (ANNEXURE –1) giving due justification:





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CONVEYANCE REIMBURSEMENT - CLAIM FORM

Name of the Institute: _____

Employee Name: _____ PERNR. _____

Grade/Designation: _____ Location: _____

Department: _____

Period: From: _____ to: _____


Date	Vehicle No.	From (Origin)	To (Destination)	Kms	2 / 4 Wheeler (Write 2 or 4)	Amount (Rs.)	Purpose
TOTAL:							

(Rupees _____ only)

Signature of Employee

Approved by HOD

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20. Policy on Personal use of Office vehicle

1. Preamble

Certain key employees are permitted free use of official vehicle by the management for a maximum of two trips in a calendar year for transportation to the Vizag Airport / Railway station or Vizianagaram, Srikakulam, Chipurpally railway stations. The spirit of this exemption is to facilitate home travel. At present the policy for any use of official vehicles for personal use beyond this facility is not explicitly laid down. While use of official vehicles for personal use is not encouraged in general, occasionally such requests keep coming. This policy lays down the conditions for such use.


2. Objective

- 2.1 To provide for the use of office vehicles, subject to availability, for personal use by certain *Key employees* from time to time

3. Eligibility and coverage


- 3.1 The Key Employees for the purpose of this policy shall be:
Director (Education); Principal (GMRIT), Head-Finance & Accounts , and Head - Admin (based in Rajam)
- 3.2 The eligible employees shall be permitted free use of official vehicle by the management for a maximum of two trips in a calendar year for travel to the Vizag Airport / Railway station or Vizianagaram, Srikakulam, Chepurpally railway stations. The spirit of this exemption is to facilitate home travel.
- 3.3 Beyond the entitlement specified in 3.1 above, when office vehicles are used by eligible employees based in Rajam, this may be permitted at the rate of Rs. 14/- per km plus the TA/DA applicable to the driver
- 3.4 Such use is not a matter of right and the eligible employees are advised to use the facility sparingly.
- 3.5 Director (Education) will be the approving authority for the use; and in the case of Director (Education), the approval authority shall be CEO.
- 3.6 Such use will preclude overnight use of the vehicle in all cases and be restricted to a maximum of 18 hours and the return to GMRIT premises must be ensured before 12 mid-night, and the distance covered for such use will be limited to 150 Kms one-way, or 300 Kms



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- 3.7 This relevant charges will be paid by the eligible employee directly to Accounts Department or through an email to HR Department for payroll deduction.
- 3.8 The charges will be settled within 7 working days. When seeking payroll deduction, the deduction must be effected in the same month or, (in case the travel happened in the last five days of a month) in the immediately following month.
- 3.9 The rate specified in 4.2 is subject to revision from time to time.
- 3.10 While the main log book will reflect all movements of a vehicle, a separate log book recording all personal use by eligible employees will also be maintained in each vehicle.
- 3.11 Employee shall email a soft copy of the Vehicle Requisition Form (Annexure) to Administration Department with all the required details. After the vehicle is used, Administration department will fill in the meter reading at the time of start and end of the journey, and then forward the requisition to HR and Accounts Departments.



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Annexure

GMR VARALAKSHMI FOUNDATION

Requisition for Car

Date:

Name of the Employee Mr./Mrs. _____

Designation: _____ Department: _____

From Place: _____ To Place : _____

Date & Time of Journey: _____ No. of Persons travelling: _____

Pickup Place : _____ Dropping Place : _____

Meter reading: Start of journey _____ End of journey _____

Purpose of visit: _____

Expected date & time of return journey: _____

Signature of the applicant

Signature of HOD

Approving Authority


For Office Use

Name & No. of the vehicle: _____

Name of the Driver _____

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21. Festival Advance Policy

1. Preamble

- 1.1 The purpose of this policy is to help employees meet certain personal expenses arising during festivals.

2. Applicability


- 2.1 All non-teaching employees of GMRIT on regular rolls, whose gross salary is less than or equal to Rs.15,000/- per month.

3. Eligibility Conditions

- 4.1 Employees in non-teaching whose monthly gross is less than or equal to Rs.15,000/- is eligible for festival advance equal to one month gross or Rs.10,000/- whichever is lower.
- 4.2 This is interest free advance and shall be claimed by the employee once in financial year. There should be a gap of 12 months between the last installment of the advance availed and request for new advance.
- 4.3 The advance shall be recovered from the salary in 10 Equal Monthly Installments (EMIs)
- 4.4 EMIs will commence from the subsequent calendar month of disbursement of advance
- 4.5 The Approving Authority for the Advance will be Principal.
- 4.6 Exception: Eligible employees under this policy are also entitled to avail personal loan under the personal Loan Policy. However, they cannot avail both the loans.

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22. Personal Loan Policy

1. Preamble

- 1.1 This policy enables employees to avail personal loan with interest, significantly below the prevailing bank interest rates, for the purpose of meeting certain critical personal expenses.

2. Applicability

- 2.1 All employees of GMRIT on regular rolls (subject to the exception clause that applies to employees eligible for Festival Loan)

3. Objective

- 3.1 To provide employee welfare through loan to help employees meet significant expenditure, such as marriage of a child, construction or purchase of a house (in Srikakulam District), pursuing Ph D or Higher Education for self and child or purchase of major appliances.


4. Eligibility Conditions

- 4.1 This facility will be applicable to employees upon completion of 2 years of service in GMRIT
- 4.2 There should be a gap of 24 months between the last installment of the loan availed and request for new loan.
- 4.3 Loan will be sanctioned based on the approval of Principal and Director – Education.

The upper limit for the personal loan shall be as mentioned below:

- a. Teaching Faculty – 2 months Basic + DA
- b. Non-teaching staff – 2 months Gross salary



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4.4 Other terms and conditions for the personal loan shall be as follows:


- **Interest:** The interest charged will be at the rate of 11% per annum.
- **Recovery Period:** The Advance shall be recovered over 12 months
- **Equated Monthly Instalment (EMI):** The EMI (repayment amount) shall be Rs. 88.50 per month per Rs. 1000 of Personal Loan

Required copies of documents such as wedding invite, proof of house purchase, PhD admission/fee, higher education admission/fee proofs, purchase invoice, etc., as necessary, will be submitted along with application for Personal Loan.

5. Procedure

- 5.1 Application (Anneure-1) will be submitted to HR Department, after approval of HOD.
- 5.2 EMIs will commence from the 1st of the subsequent calendar month of loan disbursement.
- 5.3 HR Department shall issue the approval letter with copies marked to the Accounts Department & payroll cell, for disbursement & recovery of the loan from the monthly salary.
- 5.4 The loan may be foreclosed with intimation to HR Department and copy to HOD. Foreclosure amount will be intimated on request by Accounts department.
- 5.5 All approvals of the loan shall be at the discretion of the management. The Management also retains the right to change the terms of the loan or withdraw the facility at its discretion.



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PERSONAL LOAN APPLICATION FORM:

Name of the Organization: _____
Employee Name: _____ PERNR. _____
Grade/Designation: _____
Department: _____
Purpose of Loan: _____

I request you to kindly sanction me a personal loan as applicable to my grade, as per the policy.

DECLARATION BY THE EMPLOYEE

I hereby certify and confirm that I did not avail of the facility for the past three years and I authorize the organization to deduct the EMI from my salary as per the policy / undertake to repay the entire amount in the event of my separation from the services of the organization.

Date: _____

Signature of the Employee

(FOR OFFICE USE ONLY)

RECOMMENDATIONS OF THE SANCTIONING AUTHORITY.

RECOMMENDED NOT RECOMMENDED

Signature of HOD

Signature of HR

Name of HOD:

Name of HR Head:

Date:


Date:

Forwarded to Payroll section/Accounts Department:

Please release Rs. _____ (Rupees _____) as Personal loan recoverable in _____ EMI & make necessary entries of loan details in the SAP payroll for EMI deductions.

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23. Leave Policy for employees on regular rolls

1. Objective

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

2. Eligibility & Applicability

- 2.1 All employees on regular rolls of the Institute.

3. Policy & Procedure


- 3.1 Categories of leave available to the employees are: Casual Leave, Privilege Leave, Maternity Leave, Academic Leave, Compensatory Off, Summer Vacation, and Leave Without Pay or Extraordinary Leave.
- 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 or on-line.
- 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 15 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 4 days including intervening holidays.




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- 4.3 Employees may avail CL for half-day also.
- 4.4 CL may be prefixed or suffixed to intervening holidays or weekends.
- 4.6 CL cannot be prefixed or suffixed to any other category of Leave.
- 4.7 Un-availed CL will automatically lapse at the end of the calendar year.

5. Privilege Leave (PL)

- 5.1 All Teaching staff is eligible for 10 days of PL, apart from the summer vacation; and all non-teaching staff is eligible for 30 days of privilege leave in a year. Teaching faculty requisitioned for special assignments during the summer vacation will also be eligible for 20 days of additional PL (or pro-rated number of days) in lieu of the summer vacation foregone.
- 5.2 Employees joining the organization shall have their privilege leave entitlements for the rest of that calendar year calculated on pro-rata basis, and credited to their accounts on the following January 1st, which they can avail only after the confirmation of their services.
- 5.3 Trainees are not entitled for PL.
- 5.4 Privilege Leave may be availed for one day also.
- 5.4 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.
- 5.5 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.
- 5.6 Privilege leave can be accumulated to a maximum of 180 days. Leave over and above this limit will lapse automatically.
- 5.7 Un-availed Privilege Leaves may be encashed at the time of separation from the institute to the extent of Basic & DA.
- 5.8 PL with may not be prefixed or suffixed with any other type of leave.



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6. Maternity Leave (ML)

- 6.1 The Institute permits ML of 12 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 (AL)

- 7.1 All teaching faculty is eligible for 10 days of AL leave in a calendar year.
- 7.2 AL 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 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.
- 7.4 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



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with the invitation letter sent by the concerned university or Conference/Workshop to HR Department.

7.4 Academic leave may neither be accumulated nor combined with any other type of leave.

8. Leave without Pay (LWP) or Extraordinary Leave

If an employee has exhausted all types of leave, exceptionally, s/he may be allowed to take leave without pay up to a maximum of 30 days in a year, subject to the recommendation of the HOD and approval of Director (Education).

8.1 LWP shall not be treated as break of service

9. Compensatory Off (CO)

9.1 CO applies to employees below the grade of N1 and below. 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. Summer Vacation


10.1 All teaching faculty except those who hold administrative responsibilities, will be eligible for Summer Vacation.

10.2 The Management shall announce the annual dates for the summer vacation which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.

10.3 All faculty members who stand confirmed as on April 30, shall be entitled for Summer Vacation, the dates of which shall be announced by GMRIT every year.

10.4 Those on probation are not eligible to avail vacation and shall work on research projects, papers or assignments.




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- 10.5 Director – Education and Principal, in consultation with the HODs shall plan the summer vacation 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 summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible for 20 days of additional PL (or pro-rated number of days) in lieu of the summer vacation foregone.
- 10.7 The Principal shall inform all such faculty whose services may be required during the summer vacation, well in advance, along with their H.O.D and the HR Department .
- 10.8 Faculty who do not wish to avail summer vacation, but have not been requisitioned by the Management, may share their intent with the Principal, who shall discuss the faculty's summer plans (like research, writing a book, etc.) and may permit the faculty to work during summer.
- 10.9 Summer vacation cannot be prefixed or suffixed with any other leave.
- 10.10 Faculty availing the summer vacation shall keep the management informed of their address of stay and contact details during vacation period for emergency needs.
- 10.11 Faculty on summer vacation may at their discretion and on approval from the Principal, attend external examination related works/SDPs/Seminars/Conferences . However such activities shall not count for any set-off against the summer vacation.

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 Principal .
- 11.3 The Principal shall call for supporting recommendation letter from a faculty's Ph.D guide for granting the approval.
- 11.4 The unutilized Special Leaves can neither be carried forward nor encashed.



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24. Faculty Ratification Policy

1. Objective:


- 1.1 To ensure all existing faculty members, who are recruited by college selection committee, are ratified by JNTUK selection committee complying with regulatory requirements

2. Policy & Procedure

- 2.1 All faculty recruited by the Selection Committee and whose names are recommended for ratification shall have to attend the ratification interviews conducted by the affiliating university (JNTUK) from time to time .
- 2.2 The Institute shall notify all eligible faculty to attend the ratification interviews as per the JNTUK's notified schedule.
- 2.3 The onus of meeting the standards of the ratification committee shall be on the faculty. In case a faculty member fails to be ratified, his or her annual appraisal period will be extended by six months or until the next ratification interview, whichever is later. The annual increment in such cases shall be released only after ratification in the subsequent batch. In addition, such a faculty shall forego the DA which may be announced during the extended appraisal period, and will be eligible for it only at the end of the extended appraisal period.
- 2.4 While those who fail the ratification process the first time shall be accorded a second chance, a second failure will cause a faculty's services to be terminated. In effect, a faculty shall be deemed to be on probation for one year or until ratification, whichever is later.
- 2.5 A faculty who does not *attend* the ratification interview as required may also invite termination. Only on serious medical grounds, with due medical certificate, may a faculty seek exemption from attending a ratification interview. In all such cases, the Principal shall be the deciding authority.

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25. Internal Promotion Policy for Faculty

1. Preamble

- 1.1 This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.

2. Eligibility

- 2.1 From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines

2.1.1 PhD Qualification

2.1.2 5 years in the current position (from the date of joining/attaining previous promotion/completing PhD)[#]

2.1.3 Prescribed research output

2.1.4 Acceptable teaching feedback

2.1.5 Demonstrated academic administration

- 2.2 The Eligibility shall stand modified in the following cases:

2.2.1 For those whose probation may have been extended, the 5 year period will commence only after confirmation

2.2.2 For those who may not have cleared the ratification on the first attempt, the 5 year period will commence only after the date of ratification

- 2.3 The Eligibility conditions may be extended at the discretion of the Management, in the following cases:


2.3.1 Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments

2.3.2 Faculty with track record of misconduct

3. Policy and Procedure:

- 3.1 When PhD is just completed, completion shall mean possessing certificate of completion of PhD from the degree awarding Institution (or provisional degree certificate)



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3.2 Indicated Output (Assistant Professor to Associate Professor)

- 3.2.1 At least 2 papers in peer-reviewed and respected journals (with not more than two co-authors); 2 conference / seminar papers in reputed conferences/ seminars. Participation in sponsored research projects will add significantly to the credit.
- 3.2.2 Teaching feedback from the students above 4 on a 6 -point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- 3.2.3 Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.


3.3 Indicated Output (Associate Professor to Professor)

- 3.3.1 At least 3 papers in peer-reviewed and reputed journals as the first author* (with not more than two co-authors); 3 conference/seminar papers in reputed conferences/seminars (which are shortlisted in the Dept.). Leading role in sponsored research projects will add significantly to the credit.
- 3.3.2 Teaching feedback from the students above 4 on a 6-point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- 3.3.3 Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

3.4 Assistant Professor to Senior Assistant Professor

- 3.4.1 Hitherto, movement from Assistant to Senior Assistant Professor was considered a “promotion”. However, this policy views movement to Senior Assistant Professor as an “early recognition system” of a promising Assistant Professor. Those making it to Senior Assistant Professors are more likely to make it to Associate Professor in the minimum prescribed time, if their performance remains at a sustained high level.



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3.4.2 The eligibility conditions for moving from Assistant Professor to Senior Assistant Professor shall be as follows:

- 3.4.2.1 PhD: Significant progress ((completion of pre Ph.D course work, and literature survey)
- 3.4.2.2 Three years as Assistant Professor[#]
- 3.4.2.3 Prescribed research output (At least two published paper in peer-reviewed and respected journals (with not more than two co-author); 2 conference/seminar papers in reputed conferences/seminars)
- 3.4.2.4 Teaching feedback above 4.5 on a 6-point scale
- 3.4.2.5 Demonstrated initiatives in institutional affairs

3.4.3 The Senior Assistant Professor shall be eligible for two additional increments

3.4.4 The additional increments will be applicable as long as the faculty remains in the Senior Assistant Professor and will not be carried forward to the next grade

3.5 The UGC is planning to introduce a system of *Academic Performance Indicator (API)*. In due course, GMRIT shall endeavor to link the promotion conditions to API. Until such time, the above framework shall be applied

4. Administration of the Promotions:


4.1 Two separate Promotions Recommendations Committee, one each for Assistant Professor to Associate Professor, and Associate Professor to professor, shall be constituted.

4.2 Each Committee shall comprise

- 4.2.1 Director (Education)
- 4.2.2 Principal
- 4.2.3 Associate Dean, Research
- 4.2.4 Associate Dean, Academic Affairs
- 4.2.5 Associate Dean, Faculty and Student Affairs
- 4.2.6 Head of the Department to which the Faculty belongs
- 4.2.7 Two external members in the discipline of the concerned faculty

4.3 Of the above seven, at least five must support a promotion



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5. Grievance Redressal

- 5.1 Faculty shall have the right to represent their grievance to their HOD.
- 5.2 The HOD shall redress the grievance within 7 working days, failing which the grievance may be escalated to the next higher level.
- 5.3 If the grievance persists for over one month, the matter may be escalated to the CEO.


Note: The above are only eligibility criteria. Mere eligibility to promotion does not entitle one to promotion.

The management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion.

- * When the faculty is a second author and not the first author, two publications as the second author shall be counted as equivalent to one publication as the first author.
- # When a faculty joins GMRIT from another Institution, if that institution is regarded comparable to GMRIT, the earlier experience may be counted for the purpose of eligibility period.

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26. Internal Promotion Policy for Non-Teaching Staff

1. Objective

- 1.1 To provide a detailed framework for advancement of career for the staff in a manner that shall incentivize superior work performance and provide for greater recognition of efforts

2. Eligibility

- 2.1 All non-teaching staff, up to Grade N1

3. Policy & Procedure

3.1 Pre-requisites for promotion


- Promotions shall always be subject to appropriate vacancy in the higher grades, except when the management, at its discretion, enhances a job at a given grade to a higher grade.
- A promotion must always lead to an enhanced responsibility in the organization.
- The Employee shall have the potential, beyond mere eligibility, to take up higher role / responsibility.

3.2 Eligibility for promotion

- Requisite performance rating in the previous years (Annexure-1)
- No adverse remarks/reprimand in the personal file in the preceding three year.
- Requisite educational qualifications as per Job Description
- No. of years of experience in the existing grade (Annexure-2)

However, mere eligibility is not a criteria for promotion.



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3.3 Promotion Process

The process governing the promotion cycle is as under:

List of eligible employees (LEE): HR Department shall prepare LEE by April 30th.

Communicate LEE to HODs: The LEE shall be sent to the respective HODs for their Recommendation

Promotion Recommendation Form (PRF): The HOD shall fill in the PRF for the employee recommended for promotion and send it to the HR department by specified timeline.

Verification and submission of PRFs by HR Department to Principal and Director - Education: In order to ensure due justification for a promotion, new job description shall be entered in the PRF. HR shall then submit the PRFs to the Principal and Director Education.


HR department, under intimation to the Director-Education, shall bring any exceptional cases recommended for promotion to the notice of the CEO.

Review of PRFs: A duly constituted Promotion Recommendation Committee (PRC) shall review all the LEE cases and submit their final recommendations to the CEO for approval. The PRC will comprise the following:

- Director – Education
- Principal, GMRIT
- Head – Finance, Accounts & Administration
- Two Heads of Departments (GMRIT)
- AGM-HR (Member secretary of the Committee)
- Manager-HR (Corporate office, GMRVF)

- 4. Approving Authority:** The CEO will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the CEO. Upon approval, CEO shall review and approve the PRFs. All the promotion letters will be then be signed and issued by Director – Education.



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5. Responsibility of the Promotion Recommendation Committee

- To scrutinize, review and discuss all PRFs diligently in terms of eligibility, ascertain the staff member's ability to take up higher responsibility in the promoted position, before making the final recommendation.
- HR shall verify the job description and the new JD provided by the HOD.

6. Implementation


- Promotions shall be taken up only once in a year during the PMS cycle.
- As a rule, all promotions shall be effective from July 1st. Exceptions, if any, shall be approved by the CEO. Promotion letter along with the JD shall be prepared by HR and handed over to the HOD.
- All promotions letters shall be handed over to the employee by the HOD.

Annexure-1

Performance Rating	Eligibility for promotion
Outstanding	Minimum of 2 years of Outstanding rating
Excellent	Minimum of 3 years of outstanding or excellent rating
Good	Minimum of 4 years of consistent performance
Previous year: Outstanding 2 years before: Excellent 3 years before: Good	An increasing trend of performance is also considered for eligibility for promotion

The details mentioned above are only the eligibility criteria, but does not mandate promotion.




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Annexure-2

Grade / Segment	Required Qualifications for the grade		Minimum No. of years of experience in present grade
	Technical qualifications with specialization relevant	Non-Technical qualifications	
N1	NA	Post Graduation / professional qualification	3
	NA	Graduation with functional experience	5
N2	NA	Post Graduation / professional qualification	3
	NA	Graduation with functional experience	5
N3	Graduation in Engineering	Post Graduation / professional qualification	3
	Dip. In Engineering	Graduation with functional experience	5
N4	Graduation in Engineering	Post Graduation / professional qualification	3
	Diploma in Engineering or graduation / ITI with functional experience	Graduation with functional experience	5
N5	Diploma in Engineering or graduation / ITI with functional experience	Graduation with functional experience	5
N6	Diploma in Engineering or graduation / ITI with functional experience	Graduation with functional experience	5
N7	Graduation / ITI	Graduation	5
N8	NA	No educational qualification / SSC	No movement to higher grade

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27. 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 9.30 AM to 5.30 PM on all days of the week, except Sunday.
- 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 **Grace Period:** Up to 15 minutes after the designated starting time is considered as “grace period”. The marking of attendance beyond grace period is permissible only twice a month for a maximum time of another 15 minutes. From the third instance of such late arrival to the workplace, half day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, half day of any other type of leave to the credit will be debited. In case there is no leave available at credit, 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 Head of the Department.
- 3.4 Employees are expected to register out station duty like tours, trainings etc. either in advance or immediately after resuming the work. The intimation of this should be provided to the HR after approval of HOD.



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28. Code of Conduct

1. Preamble

- 1.1 GMR Institute of Technology believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.
- 1.2 The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.
- 1.3 All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.
- 1.4 The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.


2. Objective

- 2.1 The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these in their day to day activities.
- 2.2 The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the institute expects from its employees.

3. Applicability

- 3.1 All employees on regular rolls of the institute including employees on contract governed by this Policy.
- 3.2 Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.



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3.3 Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

4. Policy Guidelines of Conduct

4.1 **National Interest:** GMR Institute of Technology is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

4.2 **Use of the GMR Brand:** The use of GMR name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the GMR Brand for any purpose without specific authorization.


4.3 **Group Social Responsibility:** GMR Group's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and Livelihood. The Group encourages its employees and their families to actively participate in CSR activities.

4.4 **Competition:** GMR Institute of Technology shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of business.

4.5. **Quality of Services:** GMRIT is committed to deliver services of world class quality based on the requirement of its Customers and built to National and International standards.

4.6. Equal Opportunities: **GMRIT** shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and



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selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

- 4.7 Accurate and Complete Accounting:** Employees shall use Institute’s funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute’s policies.

No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute.

Employees are responsible for accurate and timely record keeping for all Institute’s assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.


- 4.8 Settlement of Expenses:** Employees shall settle all the expenses incurred on account of travel, loans & advance etc, as per the guidelines stipulated in the Policy/Policies.

- 4.9 Protection of Intellectual Property:** Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as “Work made for hire” and the intellectual property rights over the same shall vest with the Institute

- 4.10 Collaboration within GMR Companies:** All GMR Group businesses shall cooperate with each other by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its business interests and shareholder value.

- 4.11 Confidentiality and Non-disclosure:** Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute.



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An employee of GMR Group and her/ his immediate families shall not derive any benefit or assist others to derive any benefit from the access to the insider information about the Group, including information which is not available publicly. Such insider information may include among other things:

- a) Merger or acquisition, divestment of businesses or business units
- b) Data or information such as profits, earnings and dividends etc.
- c) Investment decisions, assets revaluation, restructuring plans etc.
- d) Major supply and delivery agreements

All designated employees who are covered by the Insider Trading Regulations passed by GMR Infrastructure Limited (GIL) shall adhere to the provisions of those regulations while dealing in the shares of GIL.

4.12 Policy and Process Integrity:

Antitrust or Fair Trading- Employees shall avoid any discussions or agreements with competitors about prices or credit terms, submission of bids or offers, allocation of markets or customers, restrictions on production, distribution or boycotts of suppliers or customers that would result in monopolization or anticompetitive markets.

Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.


4.13 Using equipment and consumable resources:

Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

This excludes certain:

- a) Limited, occasional and brief private telephone calls and faxes
- b) Limited and occasional use of a photocopier
- c) Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail



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4.14 Using the Internet, Intranet, and Electronic mail

Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.

Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused

The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

4.15 Protecting Institute's assets

Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Company.


4.16 Unethical Transaction:

No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers.

All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

4.17 Gifts and Entertainment: Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly take any money, objects of value, or favors / discounts from any person or



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other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the officer.

All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institute's books and records.

4.18 Relationship with Government and Public officials: An employee of GMR may occasionally contact government and regulatory officials to keep them informed about her/his operations and positions on issues. She/he is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. She / He should also be familiar with specific rules set by individual agencies or other governmental bodies.

4.19 Compliance of applicable law by Expatriate Employee: All Expatriate employees shall be responsible for obtaining and retaining a valid Work Permit / Residence Permit / Employment Visa, during the subsistence of her/his engagement with the Institute. The employee shall duly adhere to all rules, regulations and/or such other conditions imposed by any Government Authority. The employee shall keep the institute duly indemnified against all loss, damages, costs, expenses, proceedings, prosecution etc, arising out of any violation of the terms and conditions of the applicable laws, rules, regulations and orders passed in that regard.


4.20 Public Representation: No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

4.21 Charitable Contributions: Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

4.22 Political Activity:

No employee shall involve in any political activity directly or indirectly.



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No GMR employee shall canvas for any political party or candidate at any point in time.

Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

Any GMR employee who stands in elections for any public office may do so after informing the concerned authority within the Organization. Further, if elected to the post, the employee has to resign from the services of the GMR Group to pursue his public / political career.

4.23 Regulatory Compliance: Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

4.24 Third Party Representation:

Third Parties which have business dealings with GMR but are not members of the GMR Group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent a GMR Group without the written permission. A Non-disclosure agreement is to be signed with the Third parties to support the confidentiality of the information. Third Parties and their employees are expected to abide by the Code in their interaction with and on behalf of GMR.


4.25 Sexual Harassment and other harassment policy:

GMR Group recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the Group's policy against Sexual Harassment.

4.26 Other Harassment:

The Group prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age.



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The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.

Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

4.27 Whistle Blower policy: The GMR Group provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

4.28 Ethical Conduct

GMR Group expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. A GMR employee is supposed to inform in case, if he deviates from the above standard. (or if any case is filed against him)


No GMR employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with GMR Group, he must disclose the nature of such relationships and transactions beforehand.

4.29 Dress Code:

GMR Group's expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

4.30 Environment, Health & Safety



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Environment, Health, Safety and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of GMR Employees, Customers and at the Community at large.

Substance Abuse- To meet our responsibilities to Employees, Customers and Investors, the Group shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

Causing physical injury

Making threatening remarks


Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress

Intentionally damaging employer property or property of another employee

Committing acts motivated by or related to sexual harassment or domestic violence.

No Smoking- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.



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4.31 Disciplinary Actions

All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.


Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.

Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations or this Code.

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29. Whistle Blower Policy

1. Introduction

1.1 Organization provides a platform for employees to disclose information internally, which s/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

2. Objective

2.1 To enable employees to voice concerns - in a responsible and effective manner.

2.2 To provide a platform for employees to disclose information internally, without fear of reprisal or victimization, where such employee has a reason to believe that the information shows serious malpractice, impropriety, abuse or wrongdoing within the Institute

2.3 To enable disclosure of information, independently of line management (although in relatively minor instances the immediate Superior would be the appropriate person to be informed).

2.4 To ensure that no employee of the institute feels she/he is at a disadvantage while raising legitimate concerns.


3. Applicability

3.1 All regular employees of the Institute, including those on contract

4. Scope of the Policy

4.1 Employees are often the first to realize that there is something going wrong within the Institute. However, the employee may be worried about raising such issues or may want to keep the concerns to herself/himself because she/he may consider that it is none of her/his business or that it is only a suspicion.



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4.2 She/he may also feel that raising the matter would be disloyal to her/his colleague managers or to the Institute itself. Also, she/he may decide to say something but find that she/he has not spoken to the right person, or she/he has raised the issue in the wrong way and are not sure what to do next.

4.3 This policy is designed to enable employees of the Institute to raise concerns internally and at a high level and to disclose information, which the individual believes shows malpractice, impropriety, abuse or wrongdoing.

4.4 This policy is intended to deal with concerns which are to be investigated and in appropriate cases may lead to the invocation of other procedures e.g. disciplinary action.

4.5 It shall be emphasized that this policy is intended to assist employees who believe they have discovered malpractice, impropriety, abuse or wrongdoing.

4.6 It is not designed to question financial or business decisions taken by the Institute nor shall it be used to reconsider any matters, which have already been addressed pursuant to disciplinary or other procedures of the Institute


5. Policy & Procedure

5.1 Constituents of Malpractice, Impropriety, Abuse or Wrongdoing:

5.1.1 Malpractice, impropriety, abuse and wrongdoing (hereinafter referred to as “Concern”) can include a whole variety of issues and some are listed below. However, this is not a comprehensive list but is intended to illustrate the sort of issues, which may be raised under this policy.

- Any unlawful act, whether criminal (e.g. theft) or a breach of the civil law (e.g. Slander or libel)
- Breach of any Policy or Manual or Code adopted by the Institute
- Health and safety risks, including risks to the public as well as other employees (e.g. faulty electrical equipment)
- Abuse of children and vulnerable adults (e.g. through physical, sexual, psychological or financial abuse, exploitation or neglect)



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- Fraud and corruption (e.g. to solicit or receive any gift/reward as a bribe)
- Any instance of failure to comply with legal or statutory obligation either for and on behalf of the Institute or in any personal capacity in the course of discharging duties of the Institute.
- Any instance of any sort of financial malpractice
- Abuse of power (e.g. sully/harassment)
- Any other unethical or improper conduct

6. Disclosure of a Concern

- 6.1** It is perfectly acceptable for the employee to discuss her/his Concern with a colleague. The employee may find it more comforting to raise the matter if there are two (or more) employees who share the same Concerns.
- 6.2** An employee intending to make any disclosure of a concern is required to disclose all relevant information regarding the Concern not later than 6 months from the day on which s/he knew of the concern.
- 6.3** A **Group Ombudsperson** shall be nominated by the Group Chairman and will hold the position for a period of two years.
- 6.4** The concern shall be disclosed through e-mail or fax (only in writing) to the Group Ombudsperson. The e-mail id and Fax number will be displayed prominently.


7. Investigation of the Concern

- 7.1** The Concern shall be investigated by the Group Ombudsperson either by himself or through any other person as deemed necessary by the Group Ombudsperson. A copy of the Concern disclosed shall be furnished to the ED – GCD with a copy to the CEO of GMRVF, in complete confidentiality, for information.

8. Decision for the Concern

- 8.1** A decision vis-à-vis the concern disclosed at the institute shall be taken to the Group Compliance Committee with a full investigation report by the Group Ombudsperson.



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9. Rules for investigation and decision by the Compliance Committee

9.1 The Group Compliance Committee shall, in consultation with the GHB, frame and circulate such rules as may be deemed necessary to enable a fair conduct of inquiry and investigation as well as decision.

10. Procedure for handling the disclosure

10.1 Once any disclosure of concern has been made by an employee, the Ombudsperson to whom such disclosure has been made shall pursue the following steps:

10.1.1 Acknowledgement of the receipt- within 3 working days

10.1.2 Closing the matter within 30 days.

10.1.3 Obtain full details and clarifications of the complaint.

10.1.4 Consider the involvement of the Institute's Auditors or the Police or any other external investigation agency or person.

10.1.5 Fully investigate into the allegation with the assistance where ever appropriate, of other individuals / bodies.


10.2 Prepare a detailed written report and submit the same to the Group Compliance Committee, as the case may be, not later than 30 days from the date of disclosure of Concern.

10.3 The purpose of this policy is to enable the Institute to investigate Concerns raised by the employees and take appropriate steps to deal with it, at the same time the Institute will give the employee as much feedback as it can.

10.4 The Institute may not be able to inform the employee the precise action it takes where this would violate a duty of confidence owed by the Institute to someone else.

10.5 The Institute will take steps to minimize any difficulties, which the employee may experience as a result of raising the Concern. Thus, if the employee is required to give evidence in criminal or disciplinary proceedings the Institute will arrange for the employee to receive advice about the procedure etc.



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11. Procedure to be pursued by the Group Compliance Committee

11.1 The Group Compliance Committee will, based on the findings in the written report submitted by the Ombudsperson and after conducting further investigation as it may deem fit, come to a final decision in the matter not later than 30 days from the date of receipt of the written report.

11.2 If the complaint is shown to be justified, then the Group Compliance Committee shall invoke the disciplinary or other appropriate action against the concerned as per Institute's procedures.

11.3 A copy of the decision in writing shall be sent to the Group Ombudsperson who shall also place the same before a meeting of the Audit Committee of the Board held immediately after the date of such a final decision.

11.4 All decisions by the Group Compliance Committees shall be by way of a simple majority. In the case of a tie, the matter shall be referred to the Group Ombudsperson for a final decision in the matter.


12. Appeal against the decision of the Group Compliance Committee

12.1 If the Complainant or the person complained against is not satisfied with the decision of the Group Compliance Committee, then either of the Parties could prefer an appeal against this decision before the Audit Committee of the Board (appointed by GHB) and the decision of the Audit Committee in the matter will be final and binding on all the parties. Appropriate appeal procedure may be formulated by the Audit Committee.

13. Anonymous Allegations

13.1 This policy encourages employee to put her/his name to any disclosures she/he makes in writing. Concerns expressed anonymously/pseudonymously will not be entertained.



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13.2 In case an anonymous complaint carries references to verifiable facts and figures, these would be verified and if found true, the complaint will be taken up and investigated.

14. Untrue Allegations

14.1 If an employee makes an allegation which she/he knows to be untrue or with an intent to defame and is confirmed by subsequent investigation, appropriate action will be taken against the employee under the rules of the Institute.

15. Maintaining confidentiality of the concern as well as the disclosure

15.1 The employee making the disclosure of Concern as well as any of the persons to whom the Concern has been disclosed or any of the persons who will be investigating or deciding on the investigation shall not make public the Concern disclosed except with the prior written permission of the Group Compliance Committee. However, this restriction shall not be applicable if any employee is called upon to disclose this issue by any judicial process and in accordance with the laws of land


16. Assurances under the policy

16.1 In making a disclosure the employee shall exercise due care to ensure the accuracy of the information. If an employee raises a genuine concern under this policy, she/he will not be at risk of losing her/his job nor will she/he suffer from any form of retaliation as a result.

16.2 The Institute will not tolerate any harassment or victimization (including informal pressures) against the disclosing employee and will take appropriate action to protect the employee when she/he raises a concern in good faith.

16.3 The identity of the employee will not be revealed unless the employee himself has made either the details of the complaint public or disclosed his identity to any other office or authority. However, it is possible that the Institute will be unable to resolve the concern raised without revealing the employee's identity (e.g. required for conducting an effective investigation or when evidence is needed in a Court).



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16.4 If this occurs the Institute will discuss with the employee as to how the institute and employee can proceed further in the matter and decide accordingly.

17. Complaints of Retaliation as a result of disclosure

17.1 If an employee believes that she/he has been victimized in the form of an adverse perusal action for disclosing concern under this policy she/he may file a written complaint to the Group Ombudsperson requesting on appropriate remedy.


17.2 For the purposes of this policy an adverse personnel action shall include :

- a disciplinary action
- a suspension
- a decision not to promote
- a decision not to grant a salary increase
- a decision not to hire
- a separation
- an involuntary demotion
- rejection during probation
- a performance evaluation in which the employee's performance is generally evaluated as unsatisfactory
- an involuntary resignation
- an involuntary retirement
- an involuntary reassignment to a position with demonstrably less responsibility or status as compared to the one held prior to the reassignment
- an unfavorable change in the general terms and conditions of employment.

17.3 COMMITTEES

Group Governance Council Members Name	Designation
Mr. P.M. Kumar	Chairman
Mr. Sanjeev Sahi	President HR
Mr. Shivamurthy Yajaman Manjaiah	President Legal
Mr. Girish Kumar. R.R.	Group Head – Ethics & Intelligence
Mr. Sounderarajan. C.P.	Group Company Secretary



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Mr. G.K. Raghunandan	Head – CPD
Mr. Johny Paramian	Head – IT
Mr. Aniruddha Ganguly	Chief of Staff, GCMO
Mr. C.V. Rao	Head - RAXA , Training & Technology
Mr. Parmit Chadha	CEO -GCD
Mr. A. Subbarao	Group CFO
Mr. M.S. Narayanan	CFO CIG - F&A
Mr. B.K. Mahabalesh	Group Head - MAG (Secretary)

Group Ombudspersons w.e.f. 01/02/2012

Name	Designation	Location
Mr. M.R. Reddy	Advisor, Security & Vigilance	Bangalore
Mr. Dora. H.J.	Strategic Advisor	Hyderabad

Mr. M.R. Reddy will cover Emerging Business & Governance, Group Corporate Services and Energy Sector and Mr. H.J. Dora will cover Airport and Urban Infra Sectors.


Mr. M. R. Reddy Email ID: Reddy.MR@gmrgroup.in Mobile No. +91 9945611522

Mr. H. J. Dora Email ID: Dora.HJ@gmrgroup.in Mobile No. +91 9866102224

17.4 The registration of the complaint could be through e-mail to gmrwbp@gmail.com or by way of a written complaint. Necessary arrangements shall be made for both modes and details will be displayed promptly at every business location and on the GMR intranet portal (G-NET).

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30. Policy against Sexual Harassment

1. Introduction

1.1 GMR Group recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

2. Policy against sexual harassment


2.1 For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually coloured remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain :

- 2.1 Implied or overt promise of preferential treatment in that employee's employment
- 2.2 An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.
- 2.3 The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.
- 2.4 Such conduct that is humiliating and may constitute a health and safety problem

2.2 Sexual Harassment" amounts to serious misconduct in employment under the service rules / regulations governing employment.

2.3 This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; doctors and patients; and peer relationships. GMR Group employees,



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customers, vendors, consultants, and anyone else doing business on our premises, as well as to those involved in activities in which our name is associated. All must comply with this policy.

3. Objective

- 3.1 GMR Group is strongly committed to having a workplace that ensures Equal Employment Opportunity. Group endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favor.


4. Applicability

- 4.1 This policy applies to all GMR Group employees, In-House Consultants, Advisors and Employees on Contract. As a policy it applies to all locations, situations where GMR's business is conducted, in activities run in partnership with us and to all Institute-sponsored social events.

5. POLICY & PROCEDURE

- 5.1 The Committee against sexual harassment will be represented by minimum 50% of members being women and the committee head will also be a woman.
- 5.2 Any person who wants to complain on sexual harassment is required to promptly inform the Committee against sexual harassment of such complaint, in writing and duly signed.
- 5.3 All complaints of sexual harassment shall be addressed in a confidential manner.
- 5.4 The Complaint will be investigated in a time-bound manner in accordance with principles of natural justice and a detailed report shall be maintained.
- 5.5 Based on the recommendations of the committee the Management will initiate action, as deemed appropriate.
- 5.6 Where the alleged conduct amounts to misconduct in employment under any Group's policy, appropriate disciplinary action shall be taken.
- 5.7 In case the employee who has made the complaint feels that the Committee against sexual harassment has not provided her/him due justice, the complaint can be escalated to the Group Chairman.
- 5.8 The committee will maintain Complaints Register/Soft Copy, keeping a track of complaints received, when the process began, procedure followed and date of closure.



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- 5.9** Action will be taken based on the recommendation of the committee and will commensurate with the degree of offence.
- 5.10** The policy also prohibits retaliation against any employee who brings an accusation of discrimination of sexual harassment or who assists with the investigation or resolution of sexual harassment.
- 5.11** This policy shall be displayed prominently in our GMR Intranet Portal, ensuring that all employees are aware of the same.
- 5.12** The time frame for investigating and closing the case is 3 months from the time it is brought to the notice of the Committee.

6. Frivolous or false charges

- 6.1** This policy shall not be used to bring forth frivolous or malicious charges against fellow employees. The GMR Group may take Disciplinary action under appropriate policy concerning personal misconduct as per the Code of Business Conduct and Ethics shall be taken against any employee bringing a false Accusation/ Charges of Sexual Harassment.

7. Committee against Sexual Harassment


- 7.1** The committee against Sexual Harassment will comprise of the following members:

Particulars	Role
Ms. Meena Raghunathan	Head
Ms. Krishna Kumari Areti	Member
Ms. Vijaya Mohan Ram	Member
Mr. K Balasubramanian	Member
Mr. Y M Shiv Murthy	Member

- 7.2** The names of the above members will be circulated from time to time and will be displayed on the GMR intranet Portal (G-Net).

- 7.3** The registration of the complaint could be through e-mail to gmrshp@gmail.com or by way of a written complaint. Necessary arrangements shall be made for both modes and details will be displayed prominently at every business location and on the GMR Intranet Portal (G-Net).



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31. Grievance Management Policy

1. Introduction

1.1 Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity.

1.2 There is a need for formal grievance process to address such matters.

2. Objectives:

2.1 The objectives of the grievances process will be to settle:

2.1.1 Grievances of the employees in the shortest possible time

2.1.2 At the lowest possible management level

2.1.3 With appellate stages so that it is fair, transparent and reasonable.

3. Eligibility & Applicability

3.1 All employees on regular rolls of the institute including contract employees


4. Scope and Coverage

4.1 Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.

4.2 Grievances for the purpose of this policy will cover individual grievances such as:

- Payment of Salary
- Recoveries of dues etc.
- Increment *
- Working conditions/Health & Safety
- Leave



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- Medical Insurance / facilities
- Non-extension of benefits under rules
- Promotion*
- Administration or Academic issues
- HR Policy administration
- Compensation & Benefits*
- Related to Appraisals
- Reimbursements
- Interpersonal Conflicts/Issues with the HOD or team members
- Role fit
- Only grievance affecting an individual employee may be raised.
- Separation/Retention

NOTE: “*” Grievance can be raised within 2 weeks from the date of issue of an increment/promotion letter.


4.3 The grievance arising out of the following will not come under the purview of the grievance procedure:

- Terms of appointment settled prior to joining
- Matters relating to disciplinary enquiry / action
- Where the grievance does not relate to an individual employee

5. Procedure for handling Grievances

The individual can raise grievance according to this procedure:



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5.1 STAGE-I

- 5.1.1 The aggrieved employee may take up the grievance in writing with the HOD, who must try to resolve the grievance at that level within 5 working days.
- 5.1.2 In case any grievances needs more than 5 working days to resolve, the respective employee should be informed in writing in Form – I within 5 working days of the receipt of grievance by the HOD.
- 5.1.3 In case the employee is not satisfied with the redressal of the grievance he/her may submit the grievance, in writing, to the Principal within 2 working days from end of 4.1.1 stage above with a copy to HR.
- 5.1.4 The Principal will record comments on the grievance form within 5 working days after making necessary enquiries and discuss with HR.
- 5.1.5 In case of any delay in resolving the grievance, the Principal will inform the aggrieved employee with a copy to HR of such a delay with reason from 5 working days of receipt of the grievance and commit to a resolution date not exceeding an extension time of 4 working days.

5.2 STAGE- II :

- 5.2.1 In case the employee is not satisfied with the decision communicated to him/her at Stage-I or if she/he fails to receive the reply within the stipulated period, she/he may submit the grievance within a period of 2 working days from the date he/her receives final reply in stage I to Director – Education who must give a personal hearing to the grievance and a brief of same should be documented.
- 5.2.2 The Director – Education will examine the grievance in detail including discussions with the aggrieved employee, as necessary. The Director Education will give his /her reply to the aggrieved employee within 10 working days from the date of receipt of the grievance. Director Education may consult an expert neutral consultant or committee before taking final decision on the grievance.
- 5.2.3 Grievances pertaining to PMP such as Promotion, Compensation &



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Benefits or Performance Management Process on whole, the normalization process followed in the business will be invoked subject to there being a strong prima facie case for review as decided and recommended by Director Education.

5.3 STAGE- III :


- 5.3.1 The aggrieved employee who is not satisfied with the decision of the Director –Education will have an option to appeal to CEO with the detailed reasons for the appeal.
- 5.3.2 The CEO will take a decision and communicate the same within 7 working days from the receipt of the appeal and the decision will be final and binding.

6. GENERAL CONDITIONS :

- 6.1 If the grievance is against the HOD then employee can skip one level and escalate her/his grievance to next level.
- 6.2 The executive shall bring up the grievance immediately within a reasonable period of time not exceeding 3 months.
- 6.3 Only an aggrieved employee can raise the grievance
- 6.4 If the grievance arises out of an order given by the Management, the said order shall be complied with before the executive concerned invokes the procedure laid down for redressal of the grievance.
- 6.5 All the written complaints made, and the annexure provided, if any, will be given to employees as an acknowledgement.
- 6.6 Quarterly MIS to CEO will be provided on the various grievances raised by employees of the institute

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32. Policy on Quality Improvement Program (QIP) for faculty

1. Preamble

- 1.1 This policy is in line with the QIP Policy outlined by AICTE.
- 1.2 The policy is aimed at supporting the existing faculty in pursuing full time Ph.D. with study leave and financial support, as per applicability.
- 1.3 This policy will replace the old QIP Policy and will be effective June 1, 2014.


2. Applicability

- 2.1 Only for pursuing Ph.D. with premier institutions (IITs, NITs etc.) or institutions as approved by the management.
- 2.2 Ordinarily, only one faculty per 10 faculty in a department shall be eligible (on first come first served basis) to avail the facility of study leave under this policy.
- 2.3 However, depending upon other considerations, the Management may entertain more or less candidates than indicated in clause 2.2.
- 2.4 In case of dearth of funds or excess of candidates desirous of leave, special approval for study leave without financial assistance may also be considered, if the applicant is so interested.
- 2.5 Faculty should have completed at least 2 years of service in GMRIT to be eligible for study leave under this policy.

3. Procedure


- 3.1 Faculty planning to proceed for their PhD will inform the Principal of the Institution from and the time frame over which they plan to pursue their PhD. The Principal shall give in-principle recommendation to proceed. However, the actual sponsorship of the candidate under QIP will be subject to the overall criteria governing the number of candidates in each department and other considerations governing the scheme, and will be decided by the Committee (mentioned in 3.2).



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- 3.2 The faculty shall submit a formal application in prescribed form for sponsorship under QIP (Annexure) to the HOD, who shall forward the application to the committee with his comments. A Committee consisting of HOD, Associate Dean (R&D), Principal and Director – Education will take the final decision in this regard, keeping in mind the overall faculty situation.
- 3.3 Based on the recommendations of the committee, the study leave would be sanctioned for 3 years or less (in exceptional cases).
- 3.4 After successful completion of the Ph.D the faculty shall resume duty at GMRIT and should serve the institute for a period of 3 years from the date of award of Ph.D. This period of service would be treated as contractual service.
- 3.5 It is possible that a faculty may not have completed the entire requirement of PhD in the prescribed time of 3 years, and shall pursue the remaining part of the dissertation work from GMRIT. It is also possible that a faculty can join back GMRIT ahead of completion of leave period if he submits the dissertation in advance. In such cases, the contractual period of service shall apply as prescribed earlier in Clause 3.4, that is 3 years from the date of award of Ph.D.
- 3.6 For the purposes of career advancement, as a special gesture, the management will treat the leave period as continuity of service (Thus, the increments for the period of study leave shall be protected. Upon resuming duties faculty may be considered for promotion, if they fulfill the stipulated promotion eligibility conditions.
- 3.7 Faculty proceeding on leave will be entitled to financial support as follows:
- 3.7.1 A fellowship of Rs. 12,000/- per month out of the gross salary payable will be paid during the leave period.
- 3.7.2 Contingency advance of Rs.25,000/- per annum for travel, stay and other dissertation related expenses (against invoices).
- 3.7.3 Up to Rs.20,000/- per annum towards the fee, if any, to the host institution i.e. Institution where the candidate will be pursuing Ph.D./Doctoral Programme.



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3.7.4 After deducting all the expenses from 3.7.1 to 3.7.3, balance of the gross amount will be deposit in joint FD from time to time.

3.8 Before proceeding on leave, the faculty shall sign an agreement with GMRIT to serve the Institute, upon their return from leave, for a period of 3 years from the date of award of degree. In case a faculty violates the agreement in due course, or does not submit the dissertation within two years of rejoining the Institute or does not successfully defend the thesis within three years of rejoining the institute, the faculty shall reimburse the entire sum availed from the Institute (fellowship, contingency grant and any other sum paid to the candidate or the host institution on behalf of the candidate) together with 14%per annum interest.

3.9 Fellowship is payable only for a duration of 36 months. If, for any reason, the candidate extends the leave and does not report back to the institute in the stipulated time, the period beyond the end-date of leave will be treated as leave on loss of pay (subject to formal approval by the Committee) and no fellowship will be paid during this extension. Leave on loss of pay shall be for a maximum duration of 6 months and after that faculty has to report back to the institute.

3.10 Upon rejoining, the faculty shall be fitted in the same scale at which he or she left, with suitable additional annual increments that would have applied to him/her, prospectively from the date of joining..

3.11 If for any reason, a faculty discontinues pursuance of Ph.D before the end of the leave period, the financial assistance shall be withdrawn with immediate effect. In such an event, the faculty shall reimburse to the Institute, all the payments made (fellowship, contingency grant and any other sum paid to the candidate or the host institution on behalf of the candidate) together with 14% interest from the concerned faculty, irrespective of the situation whether the faculty is in the rolls of GMRIT or not. This clause shall form part of the agreement stated in Clause 3.8.

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