



# HR MANUAL

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## **1. Introduction**

The “Employee Handbook” Serves two purposes. Firstly, it informs the employees’ about the rules, regulations, policies, and procedures and, secondly, it gives support to the supervisors when they need to enforce these regulations and policies.

Every employee should follow these rules so that the goals of the organization can be achieved amicably and ultimately provides a sense of satisfaction to both the employees and the organization. Finally, we want to make your journey of work life a mutually beneficial and fruitful one. This handbook provides answers to most of the questions you may have about benefit programs, policies, rules, and procedures.

The information in this handbook is important to all of our employees. Read the manual which is available in our group website. You can refer to this handbook when you have query about organization policies and benefits.

If you have any questions / doubts after going through this handbook, please do not hesitate to get them clarified by your superior or the HR Department. These policies, benefits and rules as explained in this handbook may be revised from time to time. This handbook supersedes all other previous circulars. If and when they are revised, you will be informed through new circulars.

You have joined an organization that has established an outstanding reputation for quality services. Credit goes to each one of our employees. We hope, you too will find satisfaction and take pride in working here.

We hope your association with our organization will be a mutual beneficial and pleasant one.

**\*Please Note:** The Management may at its discretion to add / amend / delete any of the Provisions mentioned in this handbook as it deems fit from time to time.

## **2. Expectation**

### **What Rathinam expects from you**

- ✓ Contribute fully to the job and hence help to attain the organization's vision and mission.
- ✓ Carry out the activities using highest ethical principles.
- ✓ Provide best of service to the students & clients.
- ✓ Quality of contribution is essential. Your first responsibility is to know your duties and how to do them effectively.
- ✓ Put forward any idea, which you feel would be useful and could add value to the organization.
- ✓ Have a cordial atmosphere wherein the employees/Students shall approach the management at any time to discuss any issue.

### **What you can expect from Rathinam**

- ✓ You will be appreciated and recognized for good work done, for making an extra effort and for coming providing innovative ideas.
- ✓ You will be treated equally without any bias of any kind what so ever.
- ✓ You will be given opportunity and resources to improve your competence.
- ✓ Clear communication, which leads to good interpersonal relations between peers, subordinates, supervisors and ultimately to success of Organization.
- ✓ Mutual respect in working relationships.

### **3. Know your organization**

Rathinam Group provides an impact on all aspects of life, to which learning is just one aspect. The college preempts what education in the future would be because any learning environment that exists in isolation, divorced from the reality of the world outside the campus is bound to be progressive in every respect.

Rathinam is more than just a college. It has a new idea in education that takes the concept to a higher stratum. It's an experience that no other educational institution in this category can offer. It's about life in all its dimensions - Learning, Working and Living.

An inspiring and optimistic motto with a message of celebrating life i.e. living your life, rather than just spending it without a motto or the realization of the goal. An intimation to everyone to treat your

life as a festival of your thoughts and decisions and celebrate it with the utmost joy in the form of never-ending quest for success.

“The campus has about 4000 students under the institutions” and about 2500 employees in 14 different companies located in the Technology Parks and SEZ. Rathinam Group now plays a larger role by pioneering education, Information Technology (IT) development and infrastructure development (IT Park / Housing Development) in South Coimbatore.

The Group is set in a sprawling 70 acre campus that is a part of the

1. Rathinam College of Arts & Science
2. Rathinam Technical Campus (Engineering)
3. Rathinam Institute of Management
4. Rathinam International Public school
5. AIC Raise
6. Rathinam Techzone
7. IT Park /Special Economic Zone
8. Rathinavani FM (Community Radio)
9. KPM Matriculation Hr Sec School
10. Rathinam Shelters
11. Rathinam College of Liberal Arts & Science @ TIPS Global Campus, Kovilpalayam
12. Rathinam School of Management @ wisdom Campus, Udumalpettai
13. Rathinam College of Physiotherapy
14. Rathinam College of Pharmacy
15. Rathinam School of Business @ TIPS Global Campus, Kovilpalayam
16. Rathinam School of Architecture & Design @ TIPS Global Campus, Kovilpalayam

Located on NH-209 within Coimbatore Corporation limits 30 minutes travel from Gandhipuram, Coimbatore.

So the advantages that it offers are indeed enormous with Project and in-house training at the IT Park and SEZ within the campus.

Access to professionals, real time experience and better institutional industry interaction is facilitated by the proximity of the SEZ. It is a new idea in education that takes the concept of education to a higher stratum.

## **Rathinam Group of Institutions**

### **VISION**

A world-renowned INDUSTRY-INTEGRATED INSTITUTION that imparts knowledge, skill, and research culture in young men and women to suit emerging young India.

### **MISSION**

To provide quality education at affordable cost, and to maintain academic and research excellence with a keen focus on INDUSTRY-INTEGRATED RESEARCH AND EDUCATION.

### **MOTTO**

Meaningful INDUSTRY-READY education and research by all means

Dr. Madan A Sendhil  
Chairman



## 4. Recruitment Process

### 4. a. Recruitment & Selection

#### Our Approach

We ensure the availability of right candidate, in the right time as per the manpower plan. Ensure the availability of quality human resources and support the smooth functioning of the business. We hope to establish as a quality employer attracting high quality applicants at all times and ensure that the best applicant is hired.

#### To do this we are committed to:

Ensure that all our recruitment and selection processes are carried out in accordance with our “Equal Opportunities Policy”.

We recruit internally wherever possible- either through career progress/Internal Promotion/Inter Department Transfer and also recruit externally if there are no suitable internal candidates. It is done through various sourcing activities like Job Posting / Free ads’ / paper ad and Employee Referral. Use progressive, consistent, fair recruitment and selection methods. Continually help develop the skills and talents of our employee’s.

#### Hiring Process

##### Job Requisition:

The respective department HOD /Principal provide the manpower requisition with the approval of CEO for New Position. Replacement shall be made without the approval of CEO. HR facilitates the sourcing of the right candidate after the validation of New Hiring / replacement within budget.

##### Selection:

The selection of a candidate is done based on the recommendations of the Selection Committee for Academic, Administration, Technical and Business Development.

All candidates are selected based on the following parameters. This is in addition to Qualification criteria.

- Functional knowledge, Technical skills, Attitude, Relevant Experience, Educational background, Career focus, Communication skills and Personality.

Stages	Teaching Faculty	Non-Teaching Staffs
Written Test	Yes	Yes
Demo Class	Yes	NA
HOD / Panel Interview	Yes	Yes
Management	Yes	Yes
HR - Final Negotiation	Yes	Yes

If the candidate clears all assessments/interviews and is found good to be hired, the candidate profile is passed on to HR for Validation. The HR Validation would include Internal Parity Check in terms of Compensation & role, education & prior experience validation, and adherence to the hiring process and salary negotiation.

#### **4. b. Employee Referral Program:**

The objective of this program is to encourage employees to refer deserving and eligible individuals for the open positions.

##### **Eligibility:**

All active employees are eligible to refer suitable candidates. If the referred candidate is hired, Cash reward will be given to the referrer. However, the following policy shall not be applicable to the employees of the following groups:

- ✓ Human Resources Team
- ✓ Respective Hiring Principal / Heads Procedure:

Recruitment team shall notify employees of vacant positions internally.

Employees should send the referral's CVs to HR department with the referrer's Name, Emp. no, Dept., & Division.

##### **Reward:**

1. If the referred candidate is hired, Cash prize will be given to the referrer.
2. Cash Reward shall be given only if the referred candidate completes his/her 3 months of service in our Organization.
3. Referral amount is Three (3) day's salary or Rs.3000/ per candidate - whichever is lower.
4. This program is applicable only in RTC, RIM, RCAS, RIPS and RTZ

#### **References Check**

HR Dept. will ensure that the selected employee has met our job requirements and has proven track record of achievement and reliability in their earlier jobs.

1. Pre-Employment verification shall be done from his/ her previous employment.  
Employment will be confirmed only after the receipt of satisfactory references.

#### **Contractual Employees**

Contractual employees will be covered by a different contract or agreement. The remuneration or compensation will be defined in the agreement or contract letter.

## Offer Rollout

After completion of the Interview and reference processes, Candidate's profile will be submitted to the Management for the approval.

Based on the Management approval and recommendation, an offer is made to the approved candidate and the soft copy of the offer will be e-mailed / sent as a letter to the candidate.

The Candidate on receipt of the offer letter confirms his/her offer acceptance, adherence to the policies and the date of joining mentioned on the Offer letter. The candidate is expected to furnish all required documents at the time of joining as detailed in the offer letter.

## 5. C. Hiring of retired persons on contract

Persons retired from Government /private organization can be recruited as per the detailed instructions mentioned below.

### I. Remuneration:

The staff hired on contractual basis will be paid a consolidated remuneration and No other allowance will be payable over and above the consolidated amount.

### II. Approving Authority:

The approving authority for hiring a contract person will be Chairman - Rathinam Group, after submitting the proper request note from the respective division.

### III. Eligibility:

The candidate should have retired from the services of Central/State Government, Local Bodies, defense service or equivalent services,

- ✓ He/she should be less than 65 years of age.
- ✓ The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner need to be submitted.
- ✓ The candidate should be free from vigilance angle at the time of retirement. (As a proof of this, a copy of the Pension Payment Order/ Gratuity Payment will have to be submitted. )
- ✓ The person should have working knowledge of Computer such as MS-Office (Words & Excel), Internet and e-mail.

### IV. Term of hiring:

The contract of hiring will be for One (1) year and the same will be renewed on yearly basis based on satisfactory work and conduct report/ performance.

#### V. Renewal of Contract:

Request for continuity of service has to be initiated through specific form signed by HRD and employee need to be submitted to RRC (Recruitment & Remuneration Committee) One (1) month before end of the period. IF the form does not return signed by the Head of Recruitment committee, the contract period expires naturally and his/ her salary will not be processed. The designation of the employee may be continued and the employee will automatically move to On-call based paid for specific service unless the employee specifically wants to remove this provision. On-call basis will be defined and the letter will be issued automatically by the HRD to the employee if the extension request doesn't come signed by the Head of RRC.

This extension period will not beyond the age of 65 years.

#### VI. Entitlement of leave:

The contractual Staff will be allowed to avail one leave per completed calendar month. Leave pertaining to previous month, if not availed, will not be allowed to be carried forward.

#### VII. Termination of services:

The services of any contractual Staff may be terminated without any notice for any lapse/irregularity committed by him/her or the work and conduct not found satisfactory.

### 4. D. Joining Formalities

On joining, the candidates are requested to furnish original of the following documents as applicable:

1. Proof for the date of birth (Birth Certificate, Election ID card, SSLC marks sheet, etc.).
2. Certificates of educational qualifications (including marks sheets from SSLC/SSLC till the highest qualification).
3. Relieving letter of all previous employments.
4. Documents showing the proof of the compensation last drawn (Salary slips of last 3 months)
5. Photo ID proof (PAN Card, Election ID card or Driving License and AADHAR Card, etc).
6. Five recent passport size photographs.

#### **4. E. Joining Date**

HR shall issue an offer letter on the agreed terms and conditions and collect the acceptance in the defined format. The Applicant shall join the Organization every week Friday of the month. In the event of the Friday falling on any holiday, the joining shall happen on the next day and be put for induction.

#### **4. F. Welcome Kit**

After Completion of Joining Formalities “Employee Welcome Kit” will be provided to New Joinees with the below mentioned record.

1. Welcome Letter
2. Organization's Profile
3. HR /Employee Manual (Employee ID, Mail ID, Leave details and General Info)
4. Internal telephone directory
5. Job description with KRA
6. Induction Schedule
7. Stationery (Pen, Notepad, Pencil)
8. ID Card & Visiting Cards (depends on cadre)

A welcome onboard circular will be forwarded by HR Department to all the employees of Rathinam Group.

#### **4. G. Induction Program**

Induction is the first step in building a two -way relationship between the Institute and the new employee. The transition to the new workplace is made easier and more effective for the new employee.

##### **Objective**

1. To ensure that the new employees feel comfortable and part of the Institute.
2. To build loyalty through an effective induction process, setting clear expectations and providing ongoing training and feedback.
3. To give employees an opportunity to discuss and set career development goals for themselves and their department.

##### **Responsibility**

1. HR Dept
2. Department Head
3. Institution Head

Two-Day Induction program.

	Forenoon (FN)	Afternoon (AN)
Day 1	Joining Process , HR policy and Introduction	Department HOD Orientation & Institution Head
Day 2	ERP Training, IT Training , Space allotment	Campus tour , Feedback

#### 4. H. Probation

First year of employment with RATHINAM, employees will be considered on probation. During this period, the Employee is not deemed a permanent employee. Within this one-year period, the business unit head may, at any point, decide to convert the employee to permanent status through a written letter. Failure to receive this Confirmation within the year will result in the probationary period being extended for an additional year. At any time During the extended period, the Unit Head may confer permanent employee status. Failing which, upon the Conclusion of the extended period, the employee will be automatically considered to have been conferred permanent employee status.

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#### 5. Compensation details

##### 5. A. Salary Cycle

Salary Cycle for Rathinam Group employees as follows.

Attendance is calculated from the 1st to the 30th/31st of the previous month, and salaries will be credited to employees' bank accounts before the 10th of every month.

##### 5. B. Salary Structure:

##### CTC (Cost to Organization)

The full form of CTC means Cost To Company. It is a term, which signifies the total cost that a Organization would incur, on you, as an employee in a year.

The breakup of various elements in CTC would talk about the basic salary, HRA (House rent allowance), Performance Allowances, Variable Pay and other such allowances. Please note that CTC which contains all monetary and non-monetary values spent on an employee.

**Basic:**

It is computed as 60% of Cost To Organization.

**House Rent Allowance:**

It is computed as 20% of Cost To Organization.

(Income Tax rebate may be claimed by the employees as per existing tax laws.)

**Conveyance Allowance**

Employees will be paid conveyance allowance of Rs.800/- per month. (Fixed slab)

**Other Allowances**

This component will be calculated from remaining salary of other components.

**Deductions**

**Provident Fund:**

It is included in the CTC of the salary Structure

Employee Contribution: 12% from Salary except HRA Component

Employer Contribution: 13.36% from Salary except HRA Component

**Other deductions from Salary:**

Income Tax, Professional Tax, Employee's and Organization's Contributions towards Provident Fund and all other statutory deductions, which may be applicable from time to time will be deducted from the salary. The amounts deducted will be shown on the pay-slip.

**Professional Tax:**

According to the Tamil nadu Municipal Laws (Second Amendment) Act, 1998, Professional Tax Shall be deducted once in 6 months (Half yearly) for the period April to September and October to March of each year in your Gross salary as per the slab mentioned below.

S No	Average Half Yearly Income Slab	Half yearly Tax
1	up to Rs.21000/-	Nil

2	Rs.21000/- to Rs.30,000/-	Rs.127/-
3	Rs.30001/- to Rs.45,000/-	Rs.317/-
4	Rs.45001/- to Rs.60,000/-	Rs.634/-
5	Rs.60001/- to Rs.75000/-	Rs.950/-
6	More than Rs.75,001/-	Rs.1250/-

#### Income Tax:

As per existing IT (Income Tax) Act.

#### Benefit of Provident Fund.

The Employees' Provident Fund (EPF) - A provident fund is a form of social safety net into which employee must contribute a portion of their salaries and employers must contribute on behalf of their employee.

The money in the fund is paid on attaining retirement or in some cases to the disabled who cannot work.

#### Withdrawal benefit:

An employee can withdraw the entire amount from the fund in any of the following cases:

- (a) On attaining retirement age
- (b) Migration for permanent settlement abroad
- (c) Transfer to an organization/university not covered under the act Non-Refundable PF Loans:
  - (a) Purchase of House (after 5 yrs service)
  - (b) Housing loan repayment (after 5 yrs service)
  - (c) Marriage loans - self/daughter/son/sister/brother (after 7 yrs of service)
  - (d) Children's education (after 7 yrs of service)

## **6. Attendance & Leave Policy**

### **6.A.Attendance**

Every employee is expected to sign the attendance register maintained by the Organization & Finger access in the Bio - Metric equipment at the time of entry and leaving in the evening.

Anyone found not signing the attendance register either in the morning or in the evening would be marked absent for that particular day.

No employee is allowed to go out of the office premises on personal work during office hours without prior permission of immediate supervisor and the same need to be updated in the Security Gate Register.

### **6.B. Working Hours**

Employee of Rathinam Group should follow the office timing without any deviation

<b><u>Division</u></b>	<b><u>Office timing</u></b>
<b>Rathinam Tech zone ( Group ) - Administrative</b>	09.00 am to 06.00 pm
<b>All Higher Educational Institutions</b>	08.45 am to 05.00 pm
<b>Rathinam International Public School &amp; KPM Matriculation Hr Sec School</b>	08.45 am to 04.30 pm

For the convenience of employee's 05.00 min grace time have been provided on daily basis.

- ✓ Employees are requested to update their leave request in ERP with proper approval from their HOD.
- ✓ In case of emergency situation employees, need to intimate leave to HOD through proper Communication / SMS / Mail/ Telephone call and need to submit leave request while resuming to the duty. (Employees can avail this facility 3 times in a semester, if it exceeds the same will be treated as LOP (Loss of Pay)).
- ✓ Any kind of leave like CL / EL / Compensatory off/ LOP (Loss of Pay) / on duty and Permission need to be updated in ERP and it must be approved by Principal /HOD else the same will be treated as LOP.
- ✓ Employees should verify whether all their leave balance and attendance details are updated in ERP on regular basis.
- ✓ Respective Heads should approve their subordinates leave within 3 days from the date of apply.
- ✓ If HOD's fail to approve the leave on time, LOP will be marked for HoD's depending on pending approval during Payroll process.
- ✓ Any kind of Continuous leave more than 3 days will not be permitted, unless if it's an exceptional case for reasonable and unavoidable circumstances.

### **6. C. Permission:**

Permission shall be applicable to all categories of employees.

- ✓ An employee can take 1 Hour permission (2 times for Colleges/ Institution & 3 times for Techzone and others) in a month. Exceeding the prescribed limit will be considered as half day (LOP) loss of pay.
- ✓ No accumulation of permissions is allowed.
- ✓ Permission is granted under the sole discretion of the respective Head.
- ✓ Employees should ensure that all their permissions are marked in ERP with proper approval.

### **6. D. Leave Policy:**

This policy covers

(I) Casual Leave (II) Marriage Leave (III) SPELL / Vocational Leave IV) On Duty (VI) Loss Of Pay

(VI) Compensatory Off (VII) Restricted Holiday

- ✓ Availing Leave is not a right of an employee. Necessary permission/ approval from the immediate supervisor needs to be obtained for availing leave.
- ✓ Leave is offered to all employees with an intention to provide rest, recuperation and to fulfill their social obligations.
- ✓ This leave policy will be applicable to all employees of Rathinam Group.
- ✓ For the purpose of this policy, 'Year' is defined as Academic year of respective Institutions. As mentioned below.
  - For All higher Educational Institutions, KPM Matriculation & RTZ (Administration) will be June To May
  - For RPS period will be April to March
- ✓ Employees need to hand over their assigned responsibilities to their subordinates/ colleagues properly before availing leave, without affecting the responsibilities assigned to them.

#### ***(I) Casual Leave (CL)***

1. Casual leave shall be credited to the employee leave record at the beginning of every Academic year.
2. Group Education Institution staff are entitled for 12 days leave per year.
3. Employees working at Rathinam TechZone are entitled for 14 days leave per year.
4. Casual leave is not allocated to newly joined employees in their first month. From the second month onwards, they will be entitled to casual leave benefits, which will be credited to their ERP account. Employees can use the leave as needed, with the allocation based on the number of months left in the academic year.
5. Employees are not allowed to combine casual leave (CL) with national, festival, declared holidays, or weekly offs. If they do, the entire leave period will be considered as Loss of Pay.

Casual leave approval is at the discretion of the Principal /HOD of the Department.

- ✓ Un-availed leave will not be carried forward to the next year.
- ✓ CL leave can be clubbed only with marriage leave and not with any other leave.
- ✓ CL cannot be taken more than three days at a time.

- ✓ When employee avail marriage leaves, he/she can club CL with marriage leave up to a maximum of 10 days.



### **Leave Encashment (Limited to CL only)**

- ✓ Employees can encash their unused casual leave at the end of each academic year, calculated on 1:1 ratio basis, based on their last drawn CTC. The encashed amount will be disbursed during the Diwali festival each year.
- ✓ To qualify for leave encashment, employees must be actively employed and must not have tendered their resignation. Casual leave is not applicable during the resignation or notice period.
- ✓ CL encashment
- ✓ CL cannot be encashed or accumulated beyond a year except for teaching faculty below the rank of Principal, Vice-Principal and Deans in the educational institutions under our Group. For Principals, Vice-Principals or Deans, or any positions above them, or for all other employees in our group, this provision does not apply. For all the other employees unused CL at the end of the year will expire.
- ✓ Leave encashment is granted solely at the discretion of management.

### **(III) Marriage Leave**

Employees are eligible for Marriage leave of 3 days.

1. Employees need to submit their Marriage Invitation through respective Principal /Head to HR/Admin department.
2. This leave can be clubbed with CL at the maximum of 10 days.
3. This leave is not encashable nor can be carried forwarded.

### **(IV) SPELL - Leave Policy**

1. Employees who have completed One (1) year of service with our organization will be eligible for paid SpellLeave.
2. All the teaching faculty RCAS, RTC and RIM are eligible for 10 days and non-teaching staff for 6 days in a year.
3. Principal of the respective Institute shall decide the Spell leave cycle/schedule for their Institutions with the approval from the Management.
4. In case any staff requires extra leave, he/she should get approval from the principal and the same will be treated as LOP (Loss of Pay).
5. For RIPS staff leave will be fixed as per their Academic calendar.

Note:

For applying any leave

Staff need to apply for their leave in ERP before availing leave, else it will be treated as LOP.

**(V) On Duty (OD):**

The On Duty policy shall be applicable to all categories of employees, who travel on official purpose as per the instruction of their Head's.

Employees need to apply their OD request in ERP for the approval

**(VII) Leave on Loss of pay**

In the absence of leave balance, the employees may opt to go on Leave on Loss of pay. However, the same shall be granted purely on the discretion of the respective HOD/ Principal.

**(VIII) Compensatory off:**

Whenever an employee is required to work on a weekly off/Closed Holiday/public holiday for full day, Compensatory Off for maximum One (1) day will be granted. However, in exceptional circumstances if an employee is required to work for less than 8 hours or before lunch break, he or she shall be entitled for half a day of Compensatory Off.

The Compensatory Off shall not be availed for a half day. Two half day Compensatory Off shall be combined together for availing of one day.

Compensatory off leave needs to be availed within 30 days from the date of attending the duty.

The employees who are all working on mentioned week off/Closed Holiday/public holiday need to submit their request in ERP for the approval of HOD / Principal / Management. Based on the approval he/she can avail the leave.

Compensatory Off leave can be availed only for Future leave days.(already availed leave cannot be rest against compensatory off)

## **7. TRAVEL POLICY**

### **7. A. Outstation Travel Policy**

The travel and accommodation entitlements shall depend on the employee classification and the classification of the cities.

1. Employee shall be responsible for travel and accommodation bookings.
2. Employees are eligible for travel advance on approval of his/her superior.
3. The travel advance shall be settled within 7 days on completion of the tour.
4. In the event of the employee failing to settle the travel advance within 7 days on completion of his/her tour, the advance shall be recovered from the employee's subsequent month salary.

**Receipt submission details are as follows**

Appropriate vouchers/receipts/documentation includes:

Business purpose:

1. Statement of business purpose or conference/itinerary or schedule of events
2. Transportation: (Original receipt required)

A. Air, Train, Rental Car and Other Ground Transportation

3. Lodging:

Hotel-Original bill/receipt (detailing all expenses)

4. Meals:

Credit card/ cash register receipt/ bills

5. Conference Fees:

Receipt from conference or copy of registration form

6. Miscellaneous Charges:

Tips and other miscellaneous charges - do not require receipts

General Note:

1. Booking has to be ideally done (wherever possible) through an appropriate instruction to the travel desk at [travel@rathinam.in](mailto:travel@rathinam.in) (0422 4040902)
2. Employees are urged to book Air tickets as early as possible (ideally 10 days in advance) to take advantage of low fares.
3. Whenever possible booking has to be made through “Makemytrip” website for better pricing.

**Employee Classification**

The travel policy shall be applicable to all employees as classified in the following table:

Purpose of Travel

1. An employee shall be eligible for the facilities and expenses if journeys/visits are undertaken for the following purposes.
  - a. Outstation duty duly authorized by the approving authority.
  - b. Attending training programmes /seminars/conferences or any other development programmes approved by the Organization, as per Management discretion.

Process followed for Travel

1. Employee should submit Outstation Travel plan and Travel expenses budget and it should be approved by their respective Division/ Dept. Head.
2. Post completion of the travel statement need to be submitted in 3 days to the approving authority

The cities shall be classified as follows.

**A Class Cities:**

Ahmedabad, Bangalore, Chennai, Calcutta, Delhi, Hyderabad & Mumbai

**B Class Cities:**

All the state capitals, which are not, mentioned in A Class City and the cities given below come under the B Class cities.

Aurangabad, Cochin, Coimbatore, Madurai, Trichy, Mysore, Mangalore, Haryana, Vijayawada, Visakhapatnam, Kolkata, Nagpur, Pune, Nasik, Aragonda, Baroda, Surat, Jodhpur, Agra.

**C Class Cities:**

All other places which does not come under the above 'A' & 'B' class cities shall form part of the C Class cities.

**Entitlement:**

S NO	EMPLOYEE DESIGNATION	DOMESTIC TRAVEL POLICY			Local Conveyance	
		MODE OF TRAVEL	ACCOMMODATION (Per Day)	FOOD & REFRESHMENT S(Per Day)	MODE OF LOCAL CONVEYANCE	REIMBURSEMENT
1	CEO & Above	1, Air fare Economy class or Train - I st Class A/c ( Whichever is convenient)	4 star hotel Actuals can be 5 star hotel with prior permission	Actuals	A/c Car or Organization Cab	Actual
2	Principal/Director	1, AC 2 Tier Train for less than 10 hrs journey. 2,Air fare - Economy class for more than 10 hrs journey.	A Class: Rs. 3000 B & C Class: Rs. 2500	Rs.800/-	A/C car or Organization Cab on request	If used own vehicle can reimburse at Local Conveyance rate
3	SR. MGR / Dean	1, AC 2 Tier Train for less than 10 hrs journey. 2, Air fare - Economy class for more than 10 hrs journey.	A Class: Rs. 2500 B & C Class: Rs. 2000	Rs.500/-	A/C car or Organization Cab on request	If used own vehicle can reimburse at Local Conveyance rate
4	MANAGER / HOD/A.O	1,II Class ( Sleeper ) - Train or A/C Bus for less than 10 hrs Journey.	A Class: Rs. 2000	Rs.450/-	Taxi or Own Vehicle	1, For Taxi As per rate fixed in Ola.

		2, AC 3 Tier - Train more than 10 hrs journey.	B Class: Rs. 1800			
		3, Air fare - Economy class for more than 20 hrs journey with special approval for Heads.	C Class: Rs. 1500			2, For own vehicle can reimburse at Local Conveyance rate
5	EXECUTIVE / Asst. Prof	1, II Class (sleeper) or Bus	A class: Rs. 1500	Rs.400/-	Bus or Local Train where ever available or Two Wheeler or Auto only with prior Approval by the Heads	If used own vehicle can reimburse at Local Conveyance rate
		2,Air fare - Economy class for more than 20 hrs journey with special approval for Heads.	B Class: Rs. 1250			
			C Class: Rs. 1000			
6	OFFICER to TRAINEE	1, II Class (sleeper) or Bus	A Class: Rs. 1250	Rs.350/-	Bus or Local Train where ever available or Two Wheeler or Auto only with prior Approval by the Heads	If used own vehicle can reimburse at Local Conveyance rate
		2, Air fare - Economy class for more than 20 hrs journey with special approval for Heads.	B Class: Rs. 1000			
			C Class: Rs. 900			

1. If the accommodation, Food, Local Conveyance is being organized by the Organization, the employee shall not be eligible for claiming these allowances.
2. Employees traveling to outstation in their conveyance (own Vehicle) will not fall under the above said policy. (Keeping the safety in mind)
3. In case the employee prefers to stay with friends or relatives or make their own arrangements; they shall be entitled to for their food allowances.
4. If the employees stay more than 7 days in particular location, employee needs to opt for monthly paid service Apartment/ mansion after the discussion and approval from HoD & HR.
5. The allowance for lodging and stay will be approved case to case; the allowance for food will be as per table
6. While submission of claim/ bills the employee should submit the Travel Report (One Page) about their activity along with the Initial budget approval copy.

#### Leave While on Tour:

If any employee avails leave while on tour, he / she shall not be entitled for any expenses (Boarding, lodging, Conveyance, etc.,) for the period of such leave.

#### 7. B. Foreign Travel:

Foreign travel shall be governed as mentioned below

The Accommodation and Food expenses will be fixed depending on the countries Expenses cost with the approval of management based on the rate from <https://www.numbeo.com/cost-of-living/>.

**Reimbursable expenses included as follows on submission of actual bills:**

1. Excess Baggage charges and storage expenses
2. Business office expenses (copy services, postage, etc.)
3. Business-related phone calls and faxes
4. Costs of obtaining required visas and passports
5. Currency conversion fees **Amendment:**

1. The management may amend or modify any of the provisions of the policy in full or in part as and when it deems fit in the interest of the Organization and the same may be brought to record through a circular.

**7.C. Local Conveyance:**

The employees are entitled to local conveyance as per the eligible limit for any local travel on an official ground. The conveyance for local travel will be reimbursed to you at actual.

Travel by auto need not require any bills. However, conveyance for pre paid taxi does require a receipt and it is to be attached with the conveyance voucher. Expenses reimbursed will be at actual amount spent.

For employees using their own vehicles for Organization business related local travel, the reimbursement is as follows:

Rs. 2.75 per Kilometer for Two Wheeler.

Rs. 6.20 per kilometer for four wheeler.

After undertaking the trip, the respective employee has to complete the necessary conveyance voucher before 25<sup>th</sup> of every month with the approval of Reporting Head and submit it to the HR dept. HR dept will verify and authorize it to Accounts dept for reimbursement, failing which bills will be not be processed.

**7.D. Mobile Policy**

**Mobile Connection**

The management of Rathinam Group may at its liberty allot mobile connectivity to employees whenever it deems fit in the business interest of the organization.

Management defines the eligibility for mobile connections as follows.

- A. Eligibility Parameters
- B. Those staff whose job profile demands uninterrupted connectivity.

### Eligibility for monthly rentals & Call Charges.

S. No	Employee Classification	Monthly Rent	Eligibility for Instrument	Eligibility
1	Gm & Above	Actual* (Paid by Organization)	Provided by Organization	Mandatory
2	Principal/Director	Actual* (Paid by Organization)	Provided by Organization	Mandatory
3	SR MGR / /Dean	900	Based on approval	Mandatory
4	MANAGER / HOD/A.O.	700	Based on approval	Management Decision
5	EXECUTIVE / Asst. Prof	500	NA	Management Decision
6	OFFICER to TRAINEE	400	NA	NA

The HR shall Co ordinate with the approved service provider for the issuance of CUG SIM card and the same to be communicated to the Accounts Department for billing purpose.

### Procedure for Payment of bills

1. The Employee will be responsible for monthly bill payment.
2. The eligible monthly amount will be paid along with employee's salary. In case the bill amount is beyond the eligible limit, the differential amount need to be paid by the employee along with actual.

### Administration & Monitoring

The HR department shall raise the requisition for allotment of mobile device and connection in the prescribed form; The Accounts department shall take the responsibility to own the payments. The HR department shall coordinate with the department of Purchase as and when a new employee joins or new requirement comes up.

In the event of separation of a user, the devise/SIM card has to be handed over to the HR by the employee.

## **8. Benefits & Welfare**

We are happy to announce that the below mentioned benefits and welfare will be provided for all the employees associated with Rathinam Group.

### **9. A. Education Scheme.**

- a. Rathinam Group employees' son/ daughter will be eligible for this scheme.
- b. Blood relations are not covered under this scheme.
- c. Management will provide 50 % fees concession on actual tuition fees.

### **8. B. Education Utilization.**

#### **(i) Employees can use the Campus**

Employee can utilize our Institution Auditorium / Food Court / Ground for their family function with the 50% concession on Actual Cost.

- a. Request need to be submitted to HR /A.O on prior basis.
- b. Allocation of above said infra will be provided on availability and need basis.
- c. Management's decision will stand final.
- d. Excess rate of Concession is at the discretion of the Management.

#### **(ii) Employees can avail Organization vehicle (Car / Van)**

Employees can utilize this facility for their own emergency and occasional needs at 75% concession from the rate announced Every Year.

- a. Employees should bear the cost for Petrol / diesel and driver charges.
- b. Request need to be submitted to Transport Dept.
- c. Final decision shall be taken by the Management.

### **8.C. Group Health Insurance Purpose**

All the employees belonging to Rathinam Techzone and Span Venture will be given Medical insurance facility henceforth. The management shall pay the Mediclaim Insurance premium towards the policy to the following category of employees, which will be mentioned in their CTC in due course.

For married employees their spouse and children's shall be covered under the policy. Unmarried employees shall include their parents. Blood relations shall not be covered under this policy.

The policyholder shall be given insurance cover as per the following guidelines.

Employee will be for Insurance calculation from the effective month of 1<sup>st</sup> June for calculating their service period.

Eligibility	Coverage
Employees completed 15 month of service	1 lakh Sum Insured (for Individual)
Employees completed more than 3 years	1 lakh Sum Insured (Including their family members) Floating Policy
Employees completed more than 5 years	2 lakh Sum Insured (Including their family members) Floating Policy

**Note for the employees**

Each employee is issued a Card with the details of the policy by the Insurance Company/Third Party Administrator. The card shall be issued to all the family members who are covered under the policy. The employee may show the card to the hospital authorities in the event of medical urgency or in the event of a planned treatment, the employee is required to get in touch with the HR for preauthorization for the treatment. In any case, the policy coverage is limited to a defined set of ailments, in the event that the ailment of the employee or the dependent is not covered by our Insurance policy, the employee may have to bear the expenses.

**Process for updating the employee details for Insurance Policy**

The policy shall be controlled from HRD and need to follow the details

This policy will be covered until the employment with Rathinam Group.

On 1<sup>st</sup> & 15<sup>th</sup> of every month, Additions & Deletions of employee request has to be sent to Insurance Company in a soft copy as per requirement. (Annexure).

**8. D. Group Personal Accident Insurance policy:**

Group Personal Accident Insurance understands that employees are the most important asset of the organization and therefore it offers protection against several types of unfortunate events that can cause death or permanent disablement to the insured.

The benefit.

1. Accidental hospitalization and OPD Coverage.
2. Claims related to accidental hospitalization are considered though this claim.

• **Hospital Tie up.:**

We have tie-up with Sree Reshmika Hospital, Sundarapuram, Coimbatore for availing Medical treatment for our staff in case of any emergency during their office hours.

Listed below are the benefits & procedures to be followed for availing the same.

***Benefits & Procedures:***

- ✓ Rathinam group staff or students can utilize this hospital facility in case of any emergency during their working hours/ hostel hours.
- ✓ Students and staff can avail treatment and pay their Medical expenses to the College.
- ✓ There is a special concession in the rate for Staff & Students of Rathinam College.
- ✓ Free Ambulance service for 24/7 from college to hospital.
- ✓ Utilizing staff or students need to collect the PASS from respective Coordinator before availing treatment, also need to submit their ID card (photocopy) along with PASS in the hospital.
- ✓ Payment terms & Conditions.
- ✓ Employees Medical expenses will be either deducted from the salary or employee can pay directly to the hospital.
- ✓ Students need to pay their Medical expenses directly to the hospital or college, on or before getting the hall ticket of the semester.
- ✓ Approved limit of treatment will be Rs.3000/- more than the limit, staff should get approval from HR dept.

**F. Transport Facility:**

Employees can utilize the college bus transport facility with the minimal concession rate.

1. For availing transport facility / Cancellation of Transport facility, staff need to submit a form to HR Department.
2. HR will forward the request to Transport dept. for registration and acknowledgement Pass (Route coordinator details, Monthly amount, Bus no- will be provided to the employee).
3. Monthly charges will be deducted along with the respective employee's salary on monthly basis.

Transport details are shared by the Transport Department.

**8.G. Birthday gift.**

The management considers it as a responsibility to celebrate the birthdays of all employees. Each employee shall be given a Chocolate box & Greeting Card for the employee on the occasion.

**8. H. Marriage Gift**

We acknowledge the significance of marriage that occurs once in a lifetime. All the employees working at Rathinam Group shall be eligible for a marriage gift.

AO's, of respective Institutions, can represent on behalf of their Management and Chairman shall share the gift to newly Married staff.

### **8.I. Salary Advance**

All the employees of Rathinam Group are eligible for Salary Advance subject to their completion of 6 months of service in the Organization. The salary advance shall be given to employees during festivals, Special purpose or to meet the emergencies. The employee shall raise the advance requisition in the prescribed form (Annexure -1) through the concerned Heads of Institutions with relevant document attached (If required) and the same shall be forwarded to HR.

The request shall be verified and scrutinized by the HR. If any deviations are found it may be cancelled.

Final request shall be put forward to the authorized signatory for necessary approval and forward to Accounts department for payment process.

The advance eligibility and the repayment schedule are as follows.

#### **Salary Advance:**

- Employees are eligible to get their One (1) month Gross Salary as an advance
- Advance amount will be recovered in maximum of 7 equal installments starting from month of disbursement.
- Sanctioning of salary advance is purely at the discretion of the management.

#### **Other Conditions for grant of Salary Advance**

- ✓ The request for advance will be processed and approved within 2 days of receipt of application by HR department. The amount will be remitted to the employee within 2 days from the date of approval subject to availability of funds.
- ✓ All salary advances will be remitted to the concerned employee's bank account or through Cheque.
- ✓ The recovery of the advance will commence from the month immediately succeeding the month in which the advance is sanctioned. The amount will be recovered from the salary/wages/stipend of the concerned employee.
- ✓ In case an employee exits from the Organization prior to the repayment of the advance drawn by him/her, the balance amount will be adjusted against his full and final settlement. If there is still some advance amount outstanding against him, the employee will be advised to remit the sum before a relieving order is issued to him.

- ✓ The sanction of advance will be subject to budget provision and availability of funds to be determined and regulated by Accounts.

#### **8.j. Employee Subsidiary Food Policy**

For the benefit of our employees, we provide food option to employees for them to enjoy good quality food at a concessional price. Here are the concessional prices:

<i>Type</i>	<i>Rate Per Month (Rs)</i>
Breakfast	450
Lunch	600
Dinner	450

#### **How it works.**

1. Interested employee need to decide on availing the facility before the 25th of a month in order to avail the facility for the upcoming month, viz from 1st of the following month upto the end of the month.
2. Employees can choose their option for either Breakfast or Lunch or Dinner or all three.
3. HR Department will provide monthly food pass and Employees will have to purchase the coupons by the 28<sup>th</sup> of earlier month; the charges will be debited from the next salary payment.
4. Employees will have to show pass/coupons to the caterer at the time of taking the food at the canteen.
5. Employee cannot opt out of the scheme in middle of the month.

#### **Procedure:**

Employees need to submit monthly request to their respective Admin Head or through online request form.

Food for Visitor/ guest need to be intimated a day before through respective Admin to **Manager - SSS**.

#### **9. Dress Code:**

##### **General Principles**

**Everyone** in our Organization must dress in a way which:

- a. Is not likely to render them vulnerable to criticism or allegation or ridicule
- b. Is not likely to be viewed as offensive, revealing or sexually provocative
- c. Does not distract, cause embarrassment or give rise to misunderstanding
- d. Does not include any political or otherwise contentious symbolism or slogans
- e. Is not considered to be discriminatory

- f. Is respectful of ethnic and cultural difference
- g. Is smart, clean and 'neat and tidy' (This concept includes the expectation that clothes will be ironed, shirts will be tucked in, trousers legs will not be tucked into socks, well-ordered, etc.)
- h. Maintain effective personal hygiene

All our Staff are expected to dress smartly **and any outfit worn must, in its entirety, be deemed to be smart.**

DRESS CODE :	Male Staffs	Female Staffs
		1, Formal Saree for Teaching Faculties on all regular working days. 2, Regular/ Long Salwar Kameez will be accepted only for RTZ staff's & RIPS Staff's
	Tie (Mandatory for Teaching Faculties)	Over Coat (Mandatory for Teaching Faculties)
	Formal Shoes (Black or brown)	Sandals / Cut Shoes.
	Lab Coats & Shoes for Laboratory Sessions	Lab Coats & Shoes for Laboratory Sessions
	Display of Identity Cards	Display of Identity Cards
	Maintain a professional look with clean shave or well groomed beard	
	Short , Gaudy or Embroidered shirts	Short type Salwar Kameez and Short Tops
	T Shirt , JEANS or Colored Trousers	High Heeled Foot wear (more than 2.5 inches)
	Chappals , Colouring of hair and wearing of studs	

Saturday business casuals will be allowed for all employees of Rathinam Group. In exceptional cases formals is mandatory.

#### **10. Grievance Procedure**

The purpose of the Grievance Procedure is to assist in resolving workplace issues/ problems as they develop. We recognize that workplace challenges may arise from time to time and have found that the

best way of maintaining job satisfaction and good working relationship, is to follow a procedure for solving problems and grievances.

The procedure aims to provide all employees with a number of avenues to have their grievances heard and resolved.

### Definitions

What is a grievance?

A grievance is any type of problem, concern or complaint related to work or the work environment.

For example, you could have a grievance about:

- a. Transfer or promotion
- b. Staff development or training availability
- c. Rosters or hours of work
- d. Wage or salary levels
- e. Leave allocation
- f. The work environment
- g. Safety in the workplace
- h. The nature of supervision
- i. Performance appraisal
- j. Discrimination or harassment.

A grievance may be about any act, omission, situation or decision that you think is unfair, discriminatory or unjustified.

### Responsibility

The following people have responsibilities in relation to this procedure:

CEO  
Manager Human Resources  
Management Committee  
Principal  
Heads of Departments

### Procedure

The following procedure sets out the way in which we will handle a complaint. Please use it if you need to. Do not let people get away with harassment and unfair behavior.

Employee Suggestion & Grievance box will be fixed at each Institution and which is will be monitored directly by HR Dept.

Employees can drop their grievance and which will be kept confidentially by HRD and corrective actions will be taken to resolve the issues.

1. Our Grievance Procedure is:

**CONFIDENTIAL**

Only the people directly involved in the grievance, or in sorting it out, can have access to information about the grievance. Information goes on an employee's personnel file only if they are disciplined as part of sorting out the grievance.

**IMPARTIAL** - All affected parties sides get a chance to tell their grievances. No -one makes any assumptions or takes any action until all relevant information has been collected and considered. All sides have access to support or representation if they want or need it.

**FREE OF REPERCUSSIONS OR VICTIMISATION** - Management takes necessary steps to make sure that people involved in a grievance are not victimized by anyone for coming forward with the grievance or for helping to sort it out. Any victimization will lead to disciplinary action.

However, if the grievance procedure is used by an employee to lie about someone, the employee too can be disciplined. Of course, if we decide that we need to take disciplinary action against someone for breaching any of our policies or standards, then we will do so.

However, we will do this fairly and consistently.

**SENSITIVE** - the people who help sort out grievances have been specially trained to treat all grievances Sensitive. You won't be laughed at or treated badly for making a grievance, or for explaining your side of the story.

**TIMELY** - Management aims to deal with all grievances as quickly as possible. There are time limits for the different stages. The aim is to sort out all grievances within four weeks if at all possible. Most grievances can be sorted out even faster than this.

**10.a. Disciplinary action**

If the person sorting out the grievance decides that there has been a breach of one of our policies or standards disciplinary action shall be taken against the person.

If your grievance consists of lies, you can be disciplined. If the person or people you complained about are found to have committed a breach of one of our policies or standards, they can be disciplined.

Disciplinary Committee will be formed and Enquiry officer will be appointed.

The level of discipline will depend on such things as:

- a. The seriousness of the breach
- b. Whether they have been officially warned or disciplined before about this type of breach
- c. Whether there are any circumstances that mean they should not be disciplined at all, or d. Not disciplined so seriously.
- e. Discipline could involve one or more of the following:
  - f. A written apology
  - g. Counseling
  - h. An official warning
  - i. Loss of promotion rights or
  - j. Wage/salary reduction for a specified period
  - k. Transfer or demotion
  - l. Dismissal.

If necessary, further legal proceeding will be followed depends on the ground of complaint. A record of the grievance and the resulting disciplinary action will be placed on the personnel file of the person who is disciplined. The grievance handlers will also send all their notes and a copy of the record of the grievance to Manager Human Resources for filing.

### **Some Possible Outcomes**

All records, including allegations, investigation reports, interviews and file notes will be securely kept within the Human Resources Department to ensure privacy and confidentiality is maintained for all parties involved.

### **10.b. Women in Work Place : To Work Without Harassment**

On 13th August 1997, the Supreme Court of India held that sexual harassment of women is a violation of the fundamental right of women to work in a safe environment. The Supreme Court has defined 'sexualharassment' to include

Physical contact and advances

Demand or request for sexual favors

Sexually colored remarks

Display of pornography

Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Often such behavior goes unpunished because of hesitation on the part of women to report such behavior out of a sense of shame or fear or both. It is important for women to protest against any behavior that they feel is unwanted and unacceptable. The Complaint Committee at Rathinam Group has been set up with the aim of providing women an appropriate complaint mechanism against unwelcome sexually determined behavior whether directly or by implication.

#### **What should you do if you are sexually harassed?**

Do not feel ashamed. Tell the harasser very clearly that you find his behavior offensive.

Do not ignore the harassment in the hope that it will stop on its own. Come forward and complain to the Complaint Committee.

Talk to somebody you trust about the harassment. It will not only give you strength but also help others in similar situations to come forward and complain.

Keep a record of all incidents of sexual harassment. If you feel the need to register a formal complaint later, this record will be helpful.

#### **What action can be taken against the offender?**

The Complaint Committee is deemed to be an Inquiry Authority for the purpose of CCS (Conduct) Rules, 1964 and the report of the Complaint Committee is deemed to be an Inquiry Report under the rules. After it has been proved that the offender has indulged in sexual harassment in the work place, appropriate disciplinary action would be taken against him irrespective of his status in the Institute (staff, faculty, student). Where such conduct amounts to a specific offense under the Indian Penal Code or under any other law, a complaint will be made to the appropriate authority for action in accordance with the law.

Care shall be taken by the committee to ensure that the victims of sexual harassment and the witnesses shall not be victimized while dealing with the complaint. The victims also have the option to seek transfer of the perpetrator or their own transfer.

#### **The Role of the Committee**

To act as Inquiry Authority on a complaint of sexual harassment.

To ensure that victims and witnesses are not victimized or discriminated because of their complaint. To take proactive measures towards sensitization of the staff, students and faculty members of our Institutions on gender issues.

## **11. Leaving the Organization**

### **11. A. Notice period**

Notice period and pay in lieu of notice period

Every employee who desires to relieve must work for the stipulated notice period, or pay in lieu of the notice period. The employees, whose services are confirmed, will be required to give notice period of 3 months.

Provided further that in the case of Academic staff, the Institution may ask the Faculty to complete the teaching assignment in the respective term or Semester, and she/he may be relieved after completion of such assignment.

The decision to waive the notice period or accept payment in lieu thereof rests with the management. In cases where the termination is initiated by the Organization, the employee will be relived immediately with a additional of 20 days of Basic salary at the discretion of the management. However if the termination is due to “indiscipline or misconduct”, notice pay will not be applicable.

The Management may withhold the settlement of accounts and issue of relieving letter to an employee who does not comply with the relevant clause pertaining to notice period.

‘Pay’ for the purpose of notice period means Gross Pay as per the compensation structure.

### **11. B. Cessation of Employment**

Resignation and Separation will be in accordance with the terms and conditions of employment.

Normally, leave or sponsorship for training and development is not permitted during notice period.

However, based on merits, grant of leave may be considered by the Head of Institutions/ Heads.

Separation from the Organization can occur in the following events:

- ✓ On resignation from the services
- ✓ On retirement
- ✓ On being removed from the services or on being dismissed
- ✓ On the expiry of any fixed contract period
- ✓ On being found medically unfit to continue working in her/his present responsibility      ✓ On death of the employee.
- ✓ Employees are not being permitted to hold any office of profit either directly or indirectly outside the Institution without the permission of the Management. This includes an agency/ agent to any Insurance Company, also not to involve in any business or do any trading on your own account. Breach of any of the condition above will rend you liable to termination of your employment without notice.

### **11. C. Resignation**

An employee, who wishes to leave the services of the Organization, has to submit a resignation letter giving notice as stipulated in the appointment letter, to the immediate Superior with a copy of the same to Human Resource Department.

If employee (Teaching staff) submit their resignation, his/ her 1 (one) month salary will be withhold and the same will be released depending upon their satisfactory performance in that particular semester based on their subjects handled result. Which can decided by Respective Institution Head/ Principal.

If employees avail, any leave during their notice period will be treated as Lop.

### **11. D. Retirement**

The retirement age will be 58 years. The age-proof certificate that is submitted by the employee at the time of appointment shall be final for determining the retirement date.

The last date of the month in which the employee was born is considered as the date of retirement. The payroll section will be advised regarding payment of dues to the employee after ensuring clearance from all concerned departments.

### **11. E. Termination**

An employee's services may be terminated due to

- ✓ Lack of job related skills
- ✓ Inadequate work performance
- ✓ Questionable character
- ✓ Indifferent attitude
- ✓ Integrity issues

Any other reason, which the organization believes renders the employee unsuitable for continued employment with the Organization.

The appointment of an employee is made on the basis of the information supplied by them in their application / résumé at the time of interview. Their appointment shall become null and void in case any material error is established at any point of time. In such a case, the employee's services will be terminated with immediate effect.

The clearance formalities will be similar to those applicable for resignations.

#### **11. F. Expiry of Contract Period**

Employees engaged on contractual basis shall automatically cease to be employees of the Organization at the close of the last working day as stipulated in the contract. Such contractual employees will also be required to furnish a No-due / clearance certificate from all concerned for settlement of dues, if any. In case Management feels to extend his/her service period; same can be extended for the period of one (1) year.

#### **11. G. Return of Office Property**

On cessation of employment with the Organization, the employee must surrender all property (laptop, phone, etc.), business related documents, confidential data or the like which may have been entrusted to the employee.

#### **11. H. Lien on Service**

An employee who is absent from work without information or without obtaining prior approval of the Supervisor for more than eight (8) consecutive working days will lose his lien on service as this would amount to the employee voluntarily abandoning his employment in the Organization. The management would strike off the name of the employee from the roles of the Organization without any notice to the employee.

#### **11. I. No due Certificate**

Employee should complete all his/her handing over and Submit his/her No-Dues certificate to HR Dept with proper clearance by their HoD, Principal, Library ,Finance & Accounts, Administration and other departments as required. Else the HR Dept will withhold their relieving until it get completed.

#### **11. J. Exit Interviews**

Prior to leaving, exit interview will be conducted by the Human Resource Department.

Exit interview will be conducted for all employees exiting through formal separation, (resignation and retirement) except dismissal/ termination.

The exit interview will be applicable to all employees. On specific cases, the HR will conduct the exit interview via Telephone or face to face.

## 11. K. Full and Final Settlement

Employees separating through formal exits will be eligible for the full and final settlements as per the below guidelines:

In the case of an employee resigning or being relieved, an amount equivalent to 30 days' salary will be withheld and processed as part of the Full & Final Settlement process. This withheld amount will be released and paid within one week after the completion of 30 days from the employee's last working day.

\*\*\* Last Updated & Reviewed 06.02.2025

### Help Desk

Salary related issue: [hr@rathinam.in](mailto:hr@rathinam.in)

Recruitment reference: [careers@rathinam.in](mailto:careers@rathinam.in)

HR & other escalation: [hr@rathinam.in](mailto:hr@rathinam.in)