



# HR – Policy Manual

CK COLLEGE OF EDUCATION



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## 1 HR Values

### 1.1 Purpose

1.2 Create industry & Life ready students through holistic education.

### 1.3 Vision

1.4 To impart world class education to students and be respected as a thought leader in the field of higher education in India.

### 1.5 Mission

**1.5.1** Using IY technique, learn continually, harvest new ideas through collective intelligence and apply them practically to provide world class education to students.

**1.5.2** Using IY technique, strengthen technical and managerial thinking, enhance research, and innovate to reach intellectual excellence.

## 1.6 Core Values

**We learn, we teach, we nurture, and we grow citizens of tomorrow.**

### **Think Big**

- **We dare to think big and bold.**
- **We think out of the box.**
- **We break barriers otherwise thought impossible.**
- **We create magic!**

### **Ownership**

- **We take accountability, individually and collectively.**
- **We don't offer excuses, whatsoever.**
- **We have high stake in Institution's wellbeing.**
- **We are the Institution!**

### **Openness**

- **We are curious to learn. We are open to ideas from anywhere.**
- **We value critique from all stakeholders.**
- **We embrace diversity.**
- **We speak our mind!**

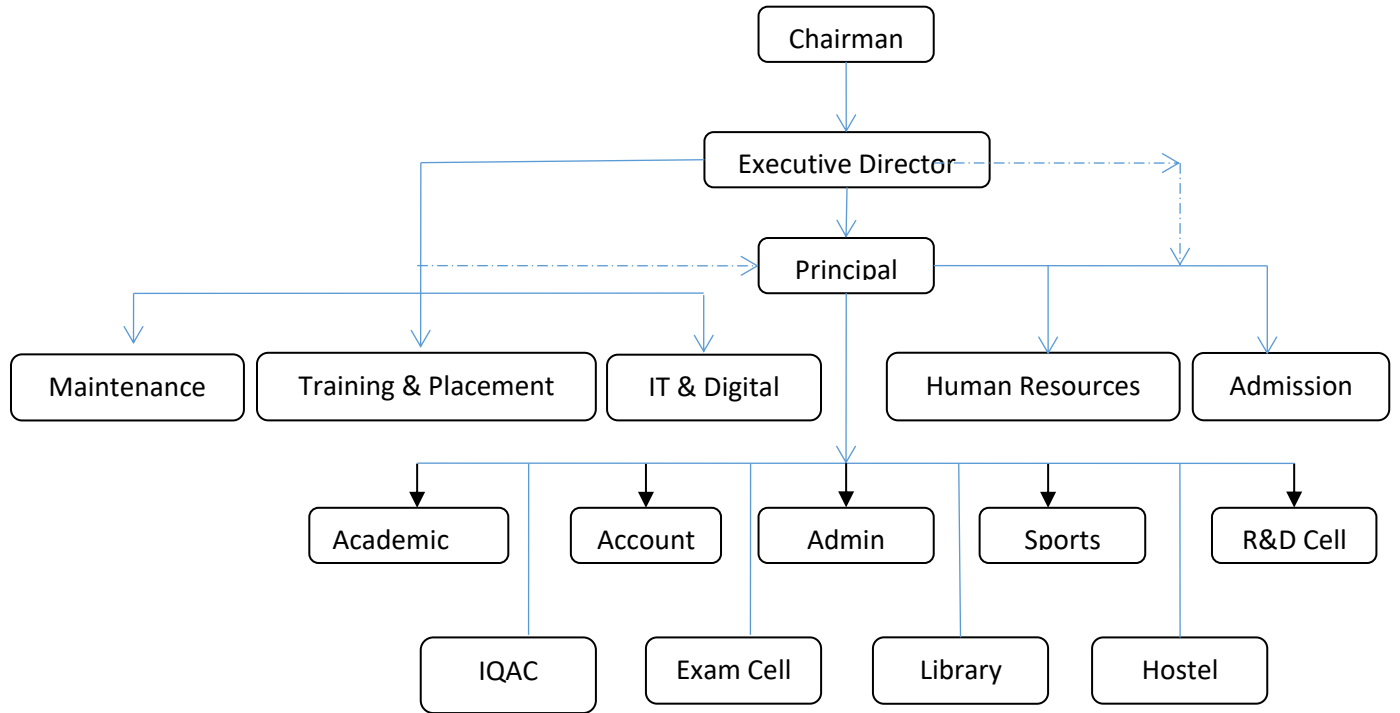
### **Innovation**

- **We make it simple for stakeholders.**
- **Simplicity gets results.**
- **We differentiate to delight. We believe scarcity breeds innovation.**
- **It's costly not to innovate.**
- **We invent the future!**

### **Excellence**

- **We stand out by excelling in execution.**
- **We demonstrate speed with quality.**
- **We are Intolerant to mediocrity.**
- **We embrace technology to gain competitive advantage.**
- **We up-skill, learn and coach to improve continuously.**
- **We outperform!**

## 2 Organization Structure



### 3 GRADES & DESIGNATIONS

The new grading system for both teaching faculty and non-teaching staff members are as follows,

#### 3.1 Teaching Faculty

<b>Grade</b>	<b>Designation</b>
F1	Principal, Vice Principal
F2	Professors, HoDs, Coordinators
F3	Associate Professors
F4	Assistant Professors, Teachers

#### 3.2 Non-Teaching Staff

<b>Grade</b>	<b>Designation</b>
S1	Accounts, HR, Placement Head, Training Head
S2	Officers (Administrative Officer, Liaison Officer, Public Relationship Officer, Student Relationship Officer, Maintenance Officer)
S3	Librarian, Senior Admin Assistant
S4	Lab Technician, Lab Instructors, Deputy Warden, Admin Assistant, Account Assistant, Library Assistant, Office Assistant, Computer Operator, Maintenance Assistant
S5	Drivers, Gardener



## 4 Recruitment Policy

### 4.1 Objective

**4.1.1** 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.

### 4.2 Applicability

**4.2.1** All recruits of CKCOE.

### 4.3 Policy & Procedure

**4.3.1** Recruitments will be conducted as per the Annual Operating Plan (AOP), pre-approved by the Human Resource Department (HRD) and The Principal.

**4.3.2** Any supplementary requirements not listed in 4.3.1 will need special endorsement from the HR & the Principal. The concerned HoD/Functional Head should get in touch with the HR regarding the resource required along with necessary justification.

**4.3.3** HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department.

**4.3.4** HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference etc.

**4.3.5** 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/ Functional Head and the Principal.

**4.3.6** HR will coordinate the entire process of conducting the interviews.

**4.3.7** Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the concerned HOD, The Principal, external members and HR representative.

**4.3.8** The Institute shall be an equal opportunity employer, with affirmative action towards socio economically vulnerable section of societies.

## 5 Probation Policy

### 5.1 Objective

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

### 5.2 Eligibility & Coverage

**5.2.1** All recruits of the institute on regular roll.

### 5.3 Policy & Procedural Formalities for Completion of Probation

**5.3.1** All new employees will be on probation for a period of 6 months from the date of joining.

**5.3.2** While the formal probation appraisal shall be at the end of 6 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 the HR.

**5.3.3** 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.

**5.3.4** HR Department will send the Probation Appraisal form to the concerned HoD/Functional Head at least one month before completion of the probation period.

**5.3.5** The HoD/Functional Head 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.

**5.3.6** Duly completed Probationary Appraisal Form with the recommendation of the HoD/Functional Head for confirmation, will be sent to HR Department at least one week before the completion of the probation period for confirmation of service.

### 5.4 Extension of Probation Period

**5.4.1** 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.

**5.4.2** A mutually agreed and detailed Performance Improvement Plan (PIP) involving counseling and training will be documented, and areas of improvement will be clearly communicated to the employee.

**5.4.3** 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.

- 5.4.4** 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 Principal.
- 5.4.5** 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.
- 5.4.6** If the probationer's performance remains unsatisfactory after the PIP, his or her services may be summarily terminated.

## 5.5 Confirmation of services

- 5.5.1** On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.
- 5.5.2** HR shall send the confirmation to the employee through the principal within one week of the end of probation.
- 5.5.3** Upon confirmation, the notice period on either side will be two months.
- 5.5.4** 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.

## 6 Induction Policy

### 6.1 Objective

**6.1.1** To facilitate smooth assimilation of new employees into the institute and help them understand the institutions 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.

### 6.2 Applicability

**6.2.1** All new employees of the institute

### 6.3 Policy

**6.3.1** 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.

**6.3.2** 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.

**6.3.3** The COP shall include the following:

- Introduction about CKCOE.
- Hierarchy & Structure of Management
- General Rules & Code of Conduct
- Roles & Responsibilities as per the Designation
- Grievance & Redressal Mechanism

## **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 employees of the Institute, including probationers will be covered.

2.2 Mediclaim Insurance coverage is applicable for the employee and his/her family members.

### **The Family Members shall include:**

#### **2.2.1 Spouse**

#### **2.2.2 Two Dependent Children (First 2 Children)**

2.3 The employee is required to declare his/her dependents under this scheme in the prescribed format at the time of joining.

2.4 Any addition or withdrawal of family members on account of newly married, newborn and death need 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.

3.1.2. Annual entitlement of Group Medical Insurance is Rs.2,00,000/- (Rupees Two Lakh only). This can be used only by the individual or by the family members covered under this policy.

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

3.1.4 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.

3.1.5 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.

3.1.6 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.

3.1.7 Employees hospitalized in a hospital other than those covered by the Third Party Administrator (TPA) may file their claim as per clause no. 3.1.5 above.

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

3.1.9 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.

3.1.10 All claims are governed by the terms & conditions agreed between the Insurance company and the CKCOE under the Group Medclaim Insurance Policy.

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

## 8 ESI Benefit

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

(a) **Medical Benefit** : Full medical care is provided to an Insured person and his family members from the day he enters insurable employment. There is no ceiling on expenditure on the treatment of an Insured Person or his family member.

(b) **Sickness Benefit (SB)** : Sickness Benefit in the form of cash compensation at the rate of 70 per cent of wages is payable to insured workers during the periods of certified sickness for a maximum of 91 days in a year. In order to qualify for sickness benefit the insured worker is required to contribute for 78 days in a contribution period of 6 months.

(c) **Maternity Benefit (MB)** : Maternity Benefit for confinement/pregnancy is payable for Twenty Six (26) weeks, which is extendable by further one month on medical advice at the rate of full wage subject to contribution for 70 days in the preceding Two Contribution Periods.

(d) **Disablement Benefit (DB)** : From day one of entering insurable employment & irrespective of having paid any contribution in case of employment injury. Temporary Disablement Benefit at the rate of 90% of wage is payable so long as disability continues.

(f) **Other Benefits** :

Funeral Expenses : An amount of Rs.15,000/- is payable to the dependents or to the person who performs last rites from day one of entering insurable employment.

Confinement Expenses : An Insured Women or an I.P.in respect of his wife in case confinement occurs at a place where necessary medical facilities under ESI Scheme are not available.

## 9 Working Hours and Attendance Policy

### 9.1 Objective

**9.1.1** The purpose of this policy is to establish a system for the adherence and tracking of working hours and attendance.

### 9.2 Applicability

**9.2.1** This policy is applicable to all employees of CKCOE.

### 9.3 Policy Framework

**9.3.1** CKCOE will be functioning on all Days Monday to Saturday, occasionally the management shall declare off on selective Saturdays.

**9.3.2** On all working days, all employees of CKCOE should report to work at 08:45AM and may leave at 05:30PM with 15 mins flexibility.

**9.3.3** The earliest clock-in time is 08:45AM, and the latest clock-in is by 09:00AM. All clock-ins after 09:00AM will be considered as “Late Entry”.

**9.3.4** In the event of three Late Entry in a month, leave will be deducted from the employee.

**9.3.5** CL will be deducted first; if CL balance is zero, EL will be deducted. In the absence of both CL and EL, loss of pay will be initiated.

### 9.4 Role of Employee in Attendance Tracking

**9.4.1** Employees need to mark their attendance in the morning and evening to ensure both ‘IN’ and ‘OUT’ records are captured.

**9.4.2** Employees have to regularize their attendance and ensure that there is no discrepancy in the attendance record.

**9.4.3** It will be the overall responsibility of the employee to ensure he/ she adheres to attendance policy and working hour’s policy and takes his/her break appropriately.

### 9.5 Others

**9.5.1** The terms and conditions mentioned in the policy shall be at the sole discretion of the Management and may be altered without notice.

**9.5.2** This policy shall supersede all earlier policies, writings and correspondences communicated in this regard.



## 10 Disciplinary Committee – Roles & Responsibilities

### 10.1 Objective:

CKCOE considers employee Code of Conduct as an integral part in its long term orientation to human resources management and effectiveness. In case of breach of Company's Code of Conduct, the organization, while acknowledging the need to resort to disciplinary actions, would ensure fairness and show integrity in its approach to every single case.

### 10.2 Disciplinary Committee:

The Disciplinary Committee consists of the following members.

- Ms. Gowri C, HR Executive
- Mr. Janagi, Physical Education Director
- Mrs. S. Perundevi, Assistant Professor

### 10.3 Assessment:

**10.3.1** All complaints shall be raised in the Complaints portal available in the college website / Complaint Box available at the 'A' Block.

**10.3.2** The complainant shall send the complaint along with relevant documents.

**10.3.3** The HR will send the documents to relevant stakeholders and the complaineo asking for their response.

**10.3.4** The date and place of hearing will be communicated by the disciplinary committee and convene at a suitable time for all the concern stakeholders.

### 10.4 Hearing:

**10.4.1** The Disciplinary Committee may ask the complainant, complaineo or other stakeholders for further information or clarification.

**10.4.2** The complainant and complaineo should attend the hearing in person and submit explanation in writing to the Disciplinary Committee.

**10.4.3** The Disciplinary Committee may ask questions and will then consider its decision in private.

### 10.5 Course of Action:

**10.5.1** The final course of action shall be at the discretion of the Disciplinary Committee which may include.

- Termination
- Suspension
- Warning
- Dismissal of Case

**10.5.2** The decisions of the Committee shall be final.

## 10.6 Confidentiality

**10.6.1** All members of the Committee and those assigned for record keeping, as well as any staff member questioned in relation to an issue at hand, are bound by the duty of confidentiality and all times and hold in confidence, all documentation and information exchanged in the process.

## 11 School Fee Concession to employee's children

### 11.1 Objective

**11.1.1** To provide employee welfare through monetary assistance towards school fee concession

### 11.2 Eligibility & Applicability

**11.2.1** The policy is applicable to all regular employees of CKCOE, provided they are not already being assisted by the Group for education of their children, outside the scope of this policy.

**11.2.2** This concession is applicable for children of employees studying only in CK Group of Schools.

**11.2.3** The concession will be available for any two children of an eligible employee.

### 11.3 Policy & Procedure

**11.3.1** The eligibility for fee reimbursement shall be 50% in the tuition fee.

**11.3.2** HR shall check the genuineness of the claims before approving the concession. On any discrepancy regarding the genuineness of the claim, the decision of management shall be final.

**11.3.3** 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.

## 12 Tuition fee concession at CKCOE

### 12.1 Objective

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

### 12.2 Eligibility & Applicability

**12.2.1** All regular and contractual employees for a maximum of two children.

### 12.3 Policy & Procedure

**12.3.1** The child entering through the Management quota will be entitled for 100% concession in the tuition fees for all the years.

**12.3.2** Those seeking this concession shall apply in the prescribed format with requisite details and supporting documents through their HoD

**12.3.3** HR Department will check all the relevant documents or processing and approval.

**12.3.4** 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.

## 13 Incentive Policy for Research & Publications

### 13.1 Objective

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

### 13.2 Policy and Guidelines

#### 13.2.1 Incentive for Externally Funded Research

- 13.2.1.1 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).
- 13.2.1.2 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.

#### 13.2.2 Award for Publications of text books in relevant engineering discipline

- 13.2.2.1 Rs. 20,000/-if the text book is published by an international publishers like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.
- 13.2.2.2 Rs. 10,000/-if the text book is published by a national publisher like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage.
- 13.2.2.3 Rs. 5,000/-if the text book is published by Regional / Local publishers.

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

- 13.2.3.1 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 actual for presenting the paper.
- 13.2.3.2 Forth faculty attending International conferences held in India's 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.
- 13.2.3.3 Faculty members will be eligible for travel outside India (50% of travel expenses or Rs. 50,000, whichever is the least) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. The repute of the hosting institution will be determined by The Principal & concern HoD. 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.

## 14 Laptop Policy

### 14.1 Objective

**14.1.1** 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

### 14.2 Eligibility & Applicability

**14.2.1** All teaching faculty, with a service of at least six months at CKCOE.

**14.2.2** All key positions from Non-teaching staff of grades S1 & S2

### 14.3 Policy & Procedure

#### **14.3.1 For Grades F1, F2, S1 & S2**

14.3.1.1 CKCOE will provide a laptop for official purpose.

14.3.1.2 The holder of the laptop shall not modify or alter or make any changes to the laptop without proper approval from the system administrator.

14.3.1.3 The management may instruct the holder to return the laptop at any time without prior intimation.

14.3.1.4 The holder is responsible for any kind of damage or loss of the laptop.

14.3.1.5 The holder may request the system administrator for updation of software as per the requirements of their roles and responsibilities.

#### **14.3.2 For Other Grades**

14.3.2.1 CKCOE will provide interest free loan for procurement of a new laptop, subject to a maximum of Rs. 40,000.

14.3.2.2 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.

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

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

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

## 15 Domestic Travel Policy

### 15.1 Objective

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

### 15.2 Eligibility and Applicability

**15.2.1** All regular employees of CKCOE.

### 15.3 Policy and Procedure

**15.3.1** Official travel would be treated as “tour”, if the place of visit from Cuddalore is more than 150 kms (one way) and/or the total duration of travel is more than 5 hours.

**15.3.2** Tours are to be approved by Principal.

**15.3.3** 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.

**15.3.4** When touring together, twin-sharing accommodation shall be utilized, except when travelling with a partner of different gender.

#### **Lodging (Stay) Eligibility**

Grade	Eligibility Limit Inclusive of taxes
F1 & S1	Rs. 2,000
F2	Rs. 1,500
F3 & S2	Rs. 1,300
F4	Rs. 1,000
S3	Rs. 750
S4	Rs. 500

#### **Boarding (Food) expenses in case of Hotel Stay:**

Grade	Eligibility Limit Inclusive of taxes
F1 & S1	Rs. 750
F2	Rs. 500
F3 & S2	Rs. 400
F4	Rs. 300
S3	Rs. 250
S4	Rs. 200

#### **NOTE:**

***No Lodging / Boarding expenses will be paid without proper cash bill.***

**The mode & class of travel while on tour is specified below:**

Grade	Eligibility Limit Inclusive of taxes
F1 & S1	Rs. 750
F2	Rs. 500
F3 & S2	Rs. 400
F4	Rs. 300
S3	Rs. 250
S4	Rs. 200

## 16 Local Conveyance Reimbursement

### 16.1 Objective

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

### 16.2 Eligibility & Applicability

**16.2.1** All employees on regular of CKCOE.

### 16.3 Policy & Procedure

**16.3.1** Employees of all grades, using their own vehicles for official working lieu of taxis are entitled to claim reimbursement at the following rates,

- For four wheeler (F1, F2, S1 & S2 Grades): @ Rs. 11.00 per kilometer
- For two wheeler (F3, F4, S3, S4 & S5 Grades): @ Rs. 4.00 per kilometer
- Parking charges at actual subject to production of bills.

**16.3.2** Employees using public transport or Autos will be allowed reimbursement at actuals.

**16.3.3** Reimbursement should be claimed on a weekly basis.

**16.3.4** Local conveyance expenses will be claimed in the prescribed format available at with the HR.



## 17 Festival Advance Policy

### 17.1 Preamble

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

### 17.2 Applicability

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

### 17.3 Eligibility Conditions

**17.3.1** 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.

**17.3.2** 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.

**17.3.3** The advance shall be recovered from the salary in 10 Equal Monthly Installments (EMIs).

**17.3.4** EMIs will commence from the subsequent calendar month of disbursement of advance.

**17.3.5** The Approving Authority for the Advance will be Principal.

**17.3.6** 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.

## 18 Leave Policy for employees on Permanent roles

### 18.1 Objective

**18.1.1** To communicate the leave entitlements and provide guidelines for availing this leave.

### 18.2 Eligibility & Applicability

**18.2.1** All employees on regular rolls of the Institute.

### 18.3 Policy & Procedure

**18.3.1** Categories of leave available to the employees are: Casual Leave, Medical Leave, Maternity Leave, Vacation Holidays, Loss of Pay and On Duty.

**18.3.2** For the purpose of leave, “Year” shall mean the Calendar Year commencing 1st July and ending 30<sup>th</sup> June for colleges and 1<sup>st</sup> June and ending 31<sup>st</sup> March for Schools.

**18.3.3** Employees shall apply for leave through On-line only.

**18.3.4** 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

**18.3.5** Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days, and proceed on leave only after their leave is approved.

**18.3.6** When it has not been possible to obtain advance approval, respective HODs and Coordinators should be kept informed, and request for approval must be obtained at the earliest opportunity.

**18.3.7** Other than the Government Holidays, every 2nd and 4th Saturday of every month based upon the Calendar will be Holiday for both CK Institutions.

**18.3.8** The Leave period may not be extended without any prior information's.

## 18.4 Entitlement & Procedure for availing Leaves:

### 18.4.1 Casual Leave (CL)

- 18.4.1.1 All Employees are eligible for 12 days of CL in a year (1 month – 1 CL), which shall be credited to them upon joining, on pro-rata basis.
- 18.4.1.2 Employee on CL cannot be absent from duty continuously for more than 3 days including intervening holidays.
- 18.4.1.3 Employees may avail CL for half-day also.
- 18.4.1.4 CL may be prefixed or suffixed to intervening holidays or weekends.
- 18.4.1.5 CL cannot be prefixed or suffixed to any other category of Leave.
- 18.4.1.6 Un-availed CL will automatically lapse at the end of the calendar year.

### 18.4.2 Vacation

- 18.4.2.1 All employees who have completed 1 year of service are eligible.
- 18.4.2.2 Every academic year the HRD and Principals decide on the number of vacation days in two phases
- 18.4.2.3 Summer Vacation (In the month of May)
- 18.4.2.4 Winter Vacation (In the month of December)
- 18.4.2.5 HRBP and Principals must have the privilege to assign the number of vacation days based on Teaching and Non Teaching – Number of vacation days would generally vary
- 18.4.2.6 Vacation shall not be prefixed or suffixed with any other type of leave.

### 18.4.3 Maternity Leave (ML)

- 18.4.3.1 Only for female employees (Both Teaching and Non Teaching) are applicable
- 18.4.3.2 The Institute permits ML of 6 calendar months, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- 18.4.3.3 For those who have completed 3 years of service with our Institution are eligible for half pay salary for first 3 months and those who have completed 5 years of service with our Institution are eligible for full pay salary for first 3 months. Beyond 3 months, it will be considered as LOP.
- 18.4.3.4 Any employee requesting maternity leave must raise a request atleast 1 month prior to proceeding on leave with appropriate Medical Certificate.
- 18.4.3.5 ESIC Covered employees will not be eligible for the benefit and would follow the ESIC regulations and avail benefits from ESIC itself. It has to be informed the ESIC in the 7<sup>th</sup> month itself. LOP amount for the Maternity period will be paid by ESIC.
- 18.4.3.6 Maternity leave shall not be prefixed or suffixed with any other type of leave

### 18.4.4 Loss of Pay (LoP)

- 18.4.4.1 Any employee can avail LoP only if CL has completely been exhausted.
- 18.4.4.2 Maximum limit of LoP per academic year is 30 days.
- 18.4.4.3 For exceptional cases HR must have privileges to allow LoP beyond 30 days per academic year.

**18.4.5 On Duty (OD)**

18.4.5.1 All Employees are eligible for On Duty

18.4.5.2 There is no limit for On Duty in a calendar year

**18.4.6 Sick Leave/Medical Leave (ML)**

18.4.6.1 All Employees are eligible for 7 days of ML in a year

18.4.6.2 ML may be prefixed or suffixed to intervening holidays or weekends.

18.4.6.3 Un-availed ML will automatically lapse at the end of the calendar year.

**18.4.7 Paternity Leave**

18.4.7.1 Male employees are eligible to avail paternity leave for 3 working days within 30 days of childbirth.

## Code of Conduct

### 18.5 Preamble

- 18.5.1** CK College of Education 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.
- 18.5.2** 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.
- 18.5.3** 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.
- 18.5.4** 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.

### 18.6 Objective

- 18.6.1** 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.
- 18.6.2** 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.

### 18.7 Applicability

- 18.7.1** All employees on regular rolls of the institute including employees on contract governed by this Policy.
- 18.7.2** Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.
- 18.7.3** 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.

### 18.8 Policy Guidelines of Conduct

- 18.8.1 National Interest:** CKCOE 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.

- 18.8.2 Use of the CKCOE Brand:** The use of CKCOE 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 CKCOE Brand for any purpose without specific authorization.
- 18.8.3 Group Social Responsibility:** CKCOE'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 institution encourages its employees and their families to actively participate in CSR activities.
- 18.8.4 Competition:** CKCOE 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.
- 18.8.5 Quality of Services:** CKCOE is committed to deliver services of world class quality based on the requirement of its Customers and built to National and International standards.
- 18.8.6 Equal Opportunities:** CKCOE shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.
- 18.8.7 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.
- 18.8.8 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.
- 18.8.9 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 both the Institute and the original developer of the Intellectual Property.
- 18.8.10 Collaboration within CK Group of Educational Institutions:** All CK Group of Educational Institutions 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.

**18.8.11 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.

**18.8.12** An employee of CKCOE 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 institution, 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.

**18.8.13** 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.

**18.8.14 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.

**18.8.15** 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.

#### **18.8.16 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.

#### **18.8.17 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.

**18.8.18 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 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 institution. 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.

**18.8.19 Relationship with Government and Public officials:** An employee of CKCOE 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.

**18.8.20 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.

**18.8.21 Charitable Contributions:** Although employees are encouraged to be socially responsible, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless authorized by the head of the Institute.



**18.8.22 Political Activity:** No employee shall involve in any political activity directly or indirectly. No CKCOE 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. Any CKCOE 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 CKCOE to pursue his public / political career.

**18.8.23 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.

**18.8.24 Third Party Representation:** Third Parties which have business dealings with CKCOE but are not members of the CKCOE, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent CKCOE 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 CKCOE.

**18.8.25 Sexual Harassment and other harassment policy:** CKCOE 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 Institution's policy against Sexual Harassment.

**18.8.26 Other Harassment:** The Institution 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. 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.

**18.8.27 Whistle Blower policy:** The Institution 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.

#### **18.8.28 Ethical Conduct**

CKCOE 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 CKCOE employee is supposed to inform in case, if he deviates from the above standard. (or if any case is filed against him) No CKCOE 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 CKCOE, he must disclose the nature of such relationships and transactions beforehand.

### **18.8.29 Dress Code:**

CKCOE 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.

On all working days, all employees of the institution, Men & Women, must follow proper business attire.

### **18.8.30 Environment, Health & Safety**

**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 CKCOE Employees, Customers and at the Community at large.

**Substance Abuse:** To meet our responsibilities to Employees, Customers and Investors, the institution 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.

### **18.8.31 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.

## 19 Social Media Policy

### 19.1 Preamble

**19.1.1** CK College of Education believes that for an employee has the privilege to own and operate social media accounts for their own personal use.

**19.1.2** Social media usage is encouraged among employees to boost and expose the best practices of the institution to the general public, meanwhile not to defame / criticize our competitions. We encourage your involvement in the online community, but urge that you do so with awareness and responsibility that your actions have far-reaching consequences. Employees should remember that any information that is shared online instantly becomes permanent and public. NEVER disclose or share any non-public, sensitive or confidential information about yourself and also about CKCOE or any of the group companies.

### 19.2 Disciplinary Committee – Social Media

- Chairperson –Principal
- Member Secretary – Assistant Professor – Mr.A.Purushothaman.
- **Members**
  - Mrs. Gowri C, HR
  - Mrs.B. Kalaivani, Assistant professor
  - Mrs. S. Sendhamarai, Assistant professor

### 19.3 Key points

- **Remember, everything you post online is public.** Once it's out there you lose control of how others might interact with it. Posting anything online (even on closed profiles or private messaging services, like WhatsApp, for example) has the potential to become public, even without your knowledge or consent.
- **Think before you post.** Would you be happy for your family, lecturer or employer to see it? If not, then it's probably not a good idea to post it. There have been a number of high profile cases where students across the country have been disciplined after offensive comments made on private messaging services, like WhatsApp, were captured and subsequently shared.
- **Consider how the content of your messages may appear to others.** Offensive materials, including text, images and video, have the potential to cause serious upset and severely damage your professional and personal reputation. Consider how others may perceive your content. How could a employer view the content? Employers are increasingly checking the digital footprint of potential staff. This means looking at old tweets, posts and comments on forums. Will sharing the content result in you falling short of expected standards at university and the law? If so, it could result in the university taking disciplinary action. Don't forget, it can be hard to take something back once it has been shared, copied, or redistributed.
- **Check your privacy settings.** Protect your personal information and that of others that could be misused. Think about who can see your address, telephone number, date of birth and email address. And, definitely don't share your bank details online. Also remember that while you may

be sharing the content privately (on your own private profile or in a private forum) others can share that content publically if it is available. And publish details of any changes.

#### 19.4 Guidelines for social media.

The below guidelines is applicable to the following sites, but is not limited to the ones listed below

- Facebook
- Twitter
- LinkedIn
- Instagram
- Youtube

#### **Do`s**

- 1) Employees & students are allowed to have their personal handles, Employees can identify CKCOE as their employer and students are allowed to add CKCOE and respective departments as their place of study.
- 2) Employees are allowed to add their designation at CKCOE to their social media handles.
- 3) Employees & students can share web pages links from [www.ckcoe.edu.in](http://www.ckcoe.edu.in) in posts as references
- 4) Employees & students are advised to keep your social media accounts safe from any unwanted threats by keeping your password and other credentials safe. It is a good practice to update your password on a regular basis.
- 5) Employees & Students are advised to authenticate any news you receive on your social media accounts before sharing them online.
- 6) Employees & Students are encouraged to follow the official handles of CKCOE and group companies.

#### **Don`ts**

- 1) Employees & students are not allowed to create any social media handles / posts on behalf of CKCOE or any of its service or any sub unit, unless approved in writing by the head of the Digital Team.
- 2) Do not criticize CKCOE`s competitors / government officials / political figures either in your personal or competitors` official blogs
- 3) Any conversation / interaction with potential customers / clients / competitors should be immediately intimated to the respected head of the departments.
- 4) Do not post or reveal details about CKCOE`s information, engagement, revenue etc, unless authorized or if the information is already in public domain through proper channels. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- 5) CKCOE Employees should not use CKCOE as their First Name/ Last Name in their personal profile
- 6) Do not falsify your designation at CKCOE
- 7) Avoid joining unofficial groups containing CKCOE`s name as misnomer
- 8) Do not share any documents containing content owned by CKCOE, unless authorized
- 9) Do not share confidential internal process/ documents
- 10) Do not post or share any images / videos criticizing CKCOE or any of it`s group companies.

- 11) Do not reveal any pricing and fees details (This is highly confidential. Not to be shared at any level)
- 12) Do not share confidential videos like internal training, online class recordings etc.

## 20 Prevention of Sexual Harassment

### 20.1 Objective:

1. CKCOE is committed to provide a work environment that ensures every faculty and staff is treated with dignity and afforded equitable treatment.
2. It is also committed to promote a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity.
3. It will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that employees are not subjected to any form of harassment.

### 20.2 Scope:

1. This policy applies to all categories of employees of the company, including permanent employees, temporaries, trainees, and employees on contract at its workplace. CKCOE will not tolerate sexual harassment engaged by vendors.

### 20.3 Definition of Sexual harassment:

1. Sexual harassment may be one or a series of incidents involving unsolicited unwelcoming sexual advances, requests for sexual favors, or any other verbal or physical conduct of sexual nature.
2. Sexual Harassment at the workplace includes:
  - Unwelcome sexual advances (verbal, written or physical)
  - Demand or request for sexual favors,
  - Any other type of sexually- oriented conduct,
  - Verbal abuse or 'joking' that is sex oriented,
  - Any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and/or submission or rejection of the conduct is used as a basis for making employment decisions.

#### 20.4 Responsibilities Regarding Sexual Harassment:

**26.4.1** All employees have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment. .

#### 20.5 Complaint Mechanism:

**26.4.2** Employee may register a complaint with the HR or any member of the Internal Complaints Committee (ICC).

#### 20.6 Internal Complaints Committee (ICC):

CKCOE has instituted a Complaints Committee for the purpose of addressing sexual harassment complaints and for ensuring time bound treatment of such complaints.

1. The Complaints Committee will comprise of the five members:
  - Presiding Officer of ICC- Senior Woman
  - 2 Members at senior position of the Institution

Third party, either NGO or any other body who is familiar with issue of sexual harassment.