



JBIT
JB Institute of Technology

Approved by AICTE
Affiliated to VMSB Uttarakhand Technical University, Dehradun

HR Policy

(JB Institute of Technology)
(3rd Version W.E.F 2021)

An educational unit of JAI BHAGWAN EDUCATIONAL SOCIETY
Regd. Office: 17, Mandir Marg, Vasant Vihar Enclave, Dehradun (UK)

Campus: 23 Milestone, NH-7, Shankarpur, Chakrata Road, Dehradun (UK) - India
Email: info@jbitdoon.edu.in | **Website:** www.jbitdoon.edu.in
Contacts: 0135-2698880, 2698896, 8449199991, 8449199992



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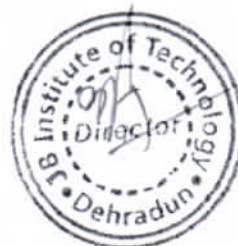
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PREAMBLE

The provisions mentioned in clauses of this policy shall apply to the faculty and staff members who are appointed to work in this institute on regular basis. Also, some of the provisions are specifically for the faculty members. Faculty and Staff members can suggest for amending the conflicting provision/s and/or better provision/s. The JBIT also welcome the suggestions in this regard and put before the committee members for its applicability. This HR Policy covers the following domains;

1. Recruitment Policy
2. Policy for Probation and Confirmation of Employee
3. Employees' Appraisal and Benefits
4. Leave Policy
5. Policy for Superannuation
6. Suspension and Termination





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HR/2021/1.0: Recruitment Policy

Procedure of the Recruitment

- The institute will advertise its requisition for different kinds of vacancies either in the newspapers or through online mode for Teaching and Non-Teaching staff to be recruited i.e., website and recruiting agency etc. to invite applications in physical mode and/or in online mode.
- After scrutiny of received applications a list of shortlisted candidates will be prepared.
- A selection committee will be constituted by the institution as per the norms of the regulating authorities and the date of the interviews will be informed to the candidate.
- The candidate will be called for attending interview by sending information through email, phone call to appear in the interview in-person or online.
- Interviews will be conducted of the shortlisted candidate(s) and a final list of selected candidates will be prepared. The list of finally selected candidates will be recommended by the Director of the institution to Chairperson/Vice Chairman for their assent to appoint them on their applied posts. This list will remain valid for one month for review and consideration of their respective candidatures.
- The institution may opt all the possible options for publishing vacancies, conducting interview and selecting candidates through digital/online mode.
- The Director of the institute is entitled to provide temporary appointment to any candidate

HR/2021/2.0: Policy for Probation & Confirmation of Employees'

- The appointment of candidates will remain on probation period for a tenure of six months which may be extended to one year on if the performance of the candidate is not found satisfactory by the institution.
- The selected candidate through proper procedure will be issued an offer letter followed by appointment letter stating the terms and conditions of employment.
- The selected candidate on receiving and accepting the appointment will submit his/her joining report to the Director of the institute.
- The services of the Teaching & Non-Teaching Staff on probation may be terminated by the competent authority during its probation period without assigning any reason.
- On satisfactory completion of the probation period, the employee of all the cadres will be confirmed by the competent authority of the institute and a letter will be

An educational unit of JAI BHAGWAN EDUCATIONAL SOCIETY
Regd. Office: 12, Mandir Marg, Vesant Vihar Enclave, Dehradun (UK)

Campus: 23 Milestone, NH-7, Shankarpur, Chakrata Road, Dehradun, Uttarakhand, India
Email: info@jbitdoon.edu.in | Website: www.jbitdoon.edu.in
Contacts: 0135-2698880, 2698896, 844919999





issued in this regard.

HR/2021/3.0: Policy for Appraisal and Other Benefits to Employees'

PURPOSE

The performance appraisal of an individual in service of an organization provides an annual written review of his/her performance during the ongoing year regarding his/ her work and conduct. The faculty appraisal process is designed in a constructive manner between the employee and the authorities in order to clarify performance objectives, provide feedback about his/her performance in respect of skills and behavior, career advancement and available opportunities, decisions making capability and response about assigned work. The authorities are responsible for completing the annual performance self-appraisal of all the employees, as part of the performance appraisal process. Additionally, the Institute also looks forward for the other benefits to its employees. As per the prescribed format of appraisal for teaching and non-teaching staff of the institution, the process of appraisal will be carried out with minimum at least 5% and gradually increased with varying percentage on the basis of performance along with upto 20% DA.

Table for Pay-band and AGP

Designation	Pay Band	AGP
Assistant Professor	15600-39100	6000
Assistant professor senior Scale	15600-39100	7000
Associate Professor	37400-67000	9000
Professor	37400-67000	10000

SCOPE

- This system of faculty appraisal in an Institute helps to identify the skill and talent of an individual in addition to his/her routine working of teaching- learning and other academic activities. The self-appraisal submitted by an individual followed by the remarks of the authorities, brings the co-relation of the departmental output and transparency of the





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actual situation may lead to provide an opportunity for the developmental programs.

- System of performance appraisal of faculties is developed taking guidelines provided by AICTE, participatory and data-based record of performance of an individual and its evaluation duly verified by authorities of the institution would be a document which should be the basis for recognition of excellence in performance as well as further improving the overall efficiency of the system.
- For non-teaching staff covering all the administrative staff of the institution, there exists performance self-appraisal system, further appraised by immediate authorities. This performance appraisal is open and objective based and forms the basis for promotion, sanction of annual increments etc.
- The management of the Institute looks forward for helping its employee by allowing them to take advance against their salary. Also, the management of the Institute provides the insurance to its employees for their family and financial security.



An educational unit of JAI BHAGWAN EDUCATIONAL SOCIETY
Regd. Office: 7, Mandir Marg, Vasant Vihar Enclave, Dehradun (UK)

Campus: 23 Milestone, NH-7, Shankarpur, Chakrata Road, Dehradun (UK) - India
Email: info@jbitdoon.edu.in | Website: www.jbitdoon.edu.in
Contacts: 0135-2698880, 2698896, 8449199991, 8449199992



HR/2021/4.0: Leave Policy

The institute allows their employees to avail leaves under different categories as mentioned in the Table-1. Table of Content

Kinds of Leave
Casual Leave
Special Casual Leave
Earn Leave
Half Day Leave
Maternity Leave
Paternity Leave
Medical Leave
Vacation Leave
Academic Leave
On Duty Leave
Leave for Contractual Employees
Combination of Leave
Conversion of Leave
Commencement and Termination of Leave
Rejoining the Duty before Expiry of Leave
Leave Without Pay
Permissible Limit of Leave Without Pay

Clause-1: Practice and Procedure of Leave

1. Absent for more than one day without prior permission is an act of indiscipline.
2. Leave or Vacation Leave must be applied for and sanctioned before it is taken, except in the case of emergency and for satisfactory reasons.
3. All leaves will be calculated and leave account will be maintained on Academic Year basis (1st July to 30th June)
4. For availing Medical Leave (ML), a "Fitness Certificate" along with Medical Certificate issued by Competent Medical Professional must be submitted on the day of rejoining the institute.
5. An employee of the institute is entitled to vacation shall be eligible for full salary for these days.
6. Vacation leave must be availed during the stipulated period and this will not be carried forward
7. Leave sanctioned must be used for the purpose for which it has been sanctioned and at the place for which it has been approved. Changes, if needed, both in respect of the





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- purpose and/or the place shall have to be justified by the concerned employee and approved by the sanctioning authority. If these are not done without approval of the sanctioning authority, the leave is liable to be cancelled.
8. Employee must report to the institute on the day after the leave period is over including the travel time, if any. Failure to do so will be counted as an act of indiscipline. On emergency, the period of leave can be increased on information via Telephonic or other medium and subject to the approval by competent authority.
 9. Any temporary services rendered to the institute prior to getting a regular position shall not count towards computation of leave.
 10. Service rendered to other organizations before joining the JB Institute of Technology will not be counted towards leave computation, except when specifically approved under the case of transfer from previous organization.
 11. An Employee on Leave may return to duty before the expiry of the period of leave granted to him/her, but only after obtaining the permission of the authority which granted the leave.
 12. Leave ordinarily begins on the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
 13. Sundays, holidays or vacation may be prefixed as well as suffixed to leave without being counted as leave.
 14. Sundays and/or holidays are falling within leave or vacation period in case of Casual Leave and Special Casual Leave will be counted as leave or vacation, as the case may be.
 15. If an employee has no balance leave in his/her account and due to an emergency, he/she is in need to go for the leave. For this case, the employee has to apply for the Leave Without Pay (LWP) through proper channel to the Director. The sanction of LWP solely depends on discretion of the sanctioning authority subject to case and conditions.

Clause-2: Right to Leave

1. Leave cannot be claimed as a matter of right, when the exigency so demanded, leave of any description may be refused or revoked by the authority empowered to sanction the leave or by the higher authority.
2. Employees must on their own, ensure before applying for leave that adequate arrangements made in advance towards carrying out their tasks in their absence. If such arrangement is not done by the employee or if the recommending and/or sanctioning authorities are not satisfied with the arrangement made, the leave can be denied or the employee can be called back before completion of sanctioned leave

An educational unit of JAI BHAGWAN EDUCATIONAL SOCIETY
Regd. Office: 17, Mandir Atarg, Vasanti Vihar, Dehradun

Campus: 23 Milestone, NH-7, Shankarpur, Chakrata Road, Dehradun (UK) - India
Email: info@jbitdoon.edu.in | Web: www.jbitdoon.edu.in
Contacts: 0135-2698880, 2698896, 844799991, 844799992





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period.

Clause-3: Causal Leave (CL)

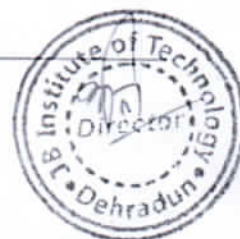
1. Twelve (12) CL will be granted and accumulated to an employee i.e., One (01) CL per month.
2. Casual Leave is not earned by the duty. An employee is not treated as absent from the duty and his/her payment is not intermitted for these periods.
3. Casual leave cannot be claimed as a matter of right and its grant is always subject to exigencies of service and also to a maximum as declared in the Table-1.
4. Casual leave may be granted at the discretion of the sanctioning authority as and when occasion arises, provided that the total period of absence including Sunday and other holidays intervening, prefixed and suffixed shall not exceed the maximum days (as indicated in Table-1) at a time.
5. Sunday and holidays, whether intervening, prefixed or suffixed will not be counted as CL.
6. Casual leave can be availed in units or "Half Day".
7. Casual leave can be availed in "Half Day (For First Half or Second Half of Institute Timing)" for 6 Times in an Academic Year.
8. CL @ 0.5 per Month will be allowed to the employee on contract/Ad Hock.
9. If an employee joins the Institute on or before 15th day of month then he/she is entitled for 0.5 day CL for that particular month.
10. The CL will be sanctioned by the Director on recommendation of the competent authority under whom the employee is working.
11. The balance CL of one Academic Year will not carried forward to the next Academic Year.
12. CL can be clubbed with other kinds of Leave.

Clause-4: Special Casual Leave (Sp. CL)

1. Special Casual Leave will be granted to an employee if he/she completed one academic year of service tenure.
2. Special Casual Leave will be granted to an employee if he/she is summoned by the Hon. Magistrate/Police Thana for enquiry and not for the charge of case.
3. Special Casual Leave will be granted to an employee if he/she is going for Donating Blood.
4. Special Casual Leave will be granted to an employee if he/she is going for Family planning.
5. Special Casual Leave will be granted to an employee if he/she is going for exercising franchises.

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Regd. Office: 17, Mandir Marg, Varanasi Vihar, Enclave, Dehradun

Campus: 23 Milestone, NH-7, Shankarpur, Chakrata Road, Dehradun (UK) - India
Email: info@jbitdoon.edu.in | Website: www.jbitdoon.edu.in
Contacts: 0135-2698880, 2698896, 849799991, 849714992





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6. Special Casual Leave will be granted to an employee if he/she is invited for the key note speaker in eminent institutions/university.
7. Special Casual Leave will be granted to an employee for 5 Day for simonizing he/she own marriage.
8. Special Casual Leave will be granted to an employee for 5 Day on occasion of death of own parents or in-laws.
9. Special Casual Leave will be granted to an employee for any other purpose for any number of days with valid reason and recommended by Director can be sanctioned by the Chair Persons.
10. The sanction of Special Causal Leave for above mentioned condition(s) is/are subject to sufficient proof and discretion of sanctioning authority.

Clause-5: Earn Leave (EL)

1. Maximum 6 (Six) EL will be sanctioned to all employees of the institute.
2. The earn Leave is admissible to all faculty and staff members those who have completed one Academic Year. In other words, for second academic year an employee is entitled for six (6) EL.
3. The unused EL can be carried forward to the next Academic Year such that it is within a limit of 90 days.
4. The EL can be clubbed with other leaves, however, subject to discretion of sanctioning authority.
5. The money equivalent to number balance of EL will be paid to the employee. The calculation will be done this regard by taking the current salary as reference.
6. The payment of EL will be made to the employee on retirement or leaving the institute subject to his/her tenure of Six (6) years in the institute.

Clause-6: Short Leave (S L)

- i) Two Short Leaves of one hour duration will be given to all employees of the Institute for proper reason.
- ii) The two Short Leaves of one hour duration can also be taken at once.
- iii) SL can be clubbed with other kinds of Leave.

Clause-7: Medical Leave (M L)

1. The medical Leave is admissible to all faculties and staff members those who have completed one Academic Year.
2. Maximum 6 (Six) ML will be sanctioned to all employees of the institute on the admission to the hospital for more than two days or advised by the Registered Medical

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Regd. Office: 17, Mandir Marg, Vasant Vihar Enclave, Dehradun (UK)

Campus: 23 Milestone, NH-7, Shankarpur, Chakrata Road, Dehradun (UK) - India
Email: info@jbitdoon.edu.in | Web: www.jbitdoon.edu.in
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- Practitioner/Doctor for taking bed rest for more than two days.
- In case of severe disease, the ML can be clubbed with other leaves as per the discretion of sanctioning authority keeping in view of gravity of matter.
- ML can be availed in a bunch of three (03) days or more.
- After availing ML, the employee has to submit a valid medical certificate/report of Registered Medical Practitioner/Doctor.
- On found guilty for misuse of the Medical Leave, his/her other leaves will be forfeited according to the decision of committee framed by the Director.
- ML can be clubbed with other kinds of Leave.

Clause-8: Maternity Leave (Mat. L)

- Maternity leave for child birth will be granted to a female employee with less than two surviving children on full pay for a period not exceeding 3 months.
- Maternity leave shall not be debited to any other kinds of leave.
- Maternity leave shall be taken in single.
- Other kinds of leave can be combined with the maternity leave.
- Maternity leave will be granted to a female employee who have completed one calendar year in the Institute including the time of probation.
- The maternity leave will be granted to a female employee when she assures the institute in writing through a bond on stamp paper that she will not leave the institute for another two years.
- The salary of first month will be released on completion of the leave period of "First Month". However, the salary of another "one month" will be disbursed after completion of successful one year after rejoining. The salary of remaining one month will be disbursed after completion of two year after rejoining.
- A fitness report from a competent gynecologist has to be produced in the office of the Institute on the date of rejoining.
- Mat. L can be clubbed with other kinds of Leave.

Clause-9: Paternity Leave (PL)

- The Paternity Leave is admissible to all faculties and staff members those who have completed one Academic Year.
- The Paternity leave for child can be granted to a male employee with less than two surviving children on full pay for a period not exceeding 5 days.
- Paternity leave shall not be debited to any other kinds of leave.
- Paternity leave shall be taken in single.

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Regd. Office: 17, Mandir Marg, Vaidya Nagar, Dehradun

Campus: 23 Milestone, NH-7, Shankarpur, Sakratta Road, Dehradun (UK) - India
Email: info@jbitdoon.edu.in | Phone: +91-0512-2698880, 2698889, 8449199991, 8449199992
Contacts: 0135-2698880, 2698889, 8449199991, 8449199992





5. Other kinds of leave can be combined with the paternity leave.
6. Pat. L can be clubbed with other kinds of Leave.

Clause-10: Vacation Leave (VL)

- a. Summer Vacation Leave (SVL)
- b. Winter Vacation Leave (WVL)
1. The Institute shall declare periods of Vacation during Summer & Winter breaks.
2. Normally, 7 Days Leave may be allowed to all Faculty members & 4 Days for Staff members. Similarly, in winter the Institute may declare 5 Days Leave for faculty members/Officers.
3. The summer & winter break can be combined with other types of leave such as C.L. & E.L., however, it can be combined with medical leave or Maternity Leave (but not with Paternity Leave). If it is found emergency.
4. Vacation is not a matter of right and can be refused by the sanctioning authority.
5. An employee will be entitled for summer or winter vacation leave only when he or she completes his or her one year after probation period. If he or she completes one semester after probation period, then the employee will be entitled for half of the summer or winter vacation leave declared by the Institute. Vacation Leave will not be carried forward or adjusted with other kinds of leave.
6. SVL and WVL can be clubbed with other kinds of Leave.

Clause-11: Study/Academic Leave (S/AL)

1. The academic Leave is admissible to all faculties and staff members those who have completed one Academic Year.
2. Academic Leave of 10 Days may be granted to an employee for faculty members for carrying out Research/Project Work/ PHD Work/Refresher Course.
3. The Academic Leave of 5 Days may also be granted to the Staff members for his or her professional Development.
4. The grant of Academic Leave is subjected to the case, condition and discretion of sanctioning authority.
5. S/AL can be clubbed with other kinds of Leave.

Clause-12: On Duty Leave (ODL)

An Employee will be considered On Duty Leave if he or she has been assigned any Duties by





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Government Office/University/Institute subject to prior permission of the Sanctioning Authority.

Clause-13: Compensatory Leave (Comp. L)

1. If an employee is assigned duties by the Institute authority on non-working days/hours (Sundays/ holidays/late night and etc.), they are entitled for compensatory leave equals to the days of working on non-working days.
2. If an employee rendered works for more than two hours but less or equal to 4 hours in non-working days or beyond the Institute timing, they are entitled for half day compensatory leave. In contrast, if an employee rendered works for more than 4 hours but less or equal to 8 hours in non-working days or beyond the Institute timing, they are entitled for full day compensatory leave.
3. Compensatory Leave must be availed within two months.

HR/2021/5.0: Policy for Superannuation

1. The age of superannuation of Faculty members and Director of the institute shall be 65 years.
2. They may be given extension for another 5 years depending upon their physical fitness, research potential and feedback.
3. The extension of services of faculty members and director depends on the discretion of management.
4. In contrast to the faculty members, the age of superannuation of staff (Teaching and Non-Teaching) shall be 60 years.

HR/2021/6.0: Policy for Suspension and Termination

1. Any faculty member/staff (Teaching and Non-Teaching), Dignitaries/Officers may be terminated/suspended when found guilty for doing conspiracy Disobedience/insubordination/any kind of fraud, intentionally loss/damage/sabotage of the institute property, bad behavior with male/female employee/students by the committee framed by the director.
2. The employee may also be terminated if found convicted by competent court of law or boycott by the society.
3. The employee may also be terminated/suspended if found guilty.
4. The director/dignitaries/officers may also be fired if they found involved in the case previously mentioned two points. In this regard, the decision will be taken by the management.

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Email: info@jbitdoon.edu.in | Web: www.jbitdoon.edu.in
Contacts: 0135-2698880, 2698896, 8429199991, 8429199992





HR/2021/7.0: Authority Empowered for Approving and Sanctioning the Leave

Types of Employees'	Leave Approving Authority	Leave Sanctioning Authority
Technical Staff	Concerned HOD	Director
Non-Teaching/Supporting Staff	Concerned Staff	Director
Officers	Director	Director
Registrar	Director	Director
Teaching	Concerned HOD	Director
Director	Vice Chairman	Vice Chairman

