

STAFF POLICY

FOREWORD OF THE CORRESPONDENT

Loyola academy, Secunderabad commenced in the year 1978 and stood first position in the state of Telangana under Jesuit vision. It is a matter of great pride and privilege to be the Correspondent of such a distinguished institute. To assist the management to execute the policies, this policy defines the rules that staff have to abide by, the code of conduct and their responsibilities toward the institute. I am sure this staff policy document will be useful to all staff.



Rev. Fr. S. Gnanadevan SJ
Correspondent

Staff Policy Document

The Staff Policy Document is prepared to make all staff working at Loyola academy aware of rules and regulations that govern their working in the institute. The policy is effective from January 1978 and at January 2019. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

Classification of Employees: At Loyola academy employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level.

Employees are broadly classified as:

1. **Teaching Faculty:** It comprises of persons who are involved in teaching /Research at the institute on a full-time basis i.e. all whose salaries are paid on a monthly basis.

Eligibility Criteria:

1. Must be completed UG & PG in respective branch with first Class. * These qualifications are subject to change as per AICTE norms A full time faculty may be: I. Regular: The faculty member approved by UGC and has completed two years in probation.
2. Ad-Hoc: The faculty member not approved or in the process of approval or approved with one year ad-hoc approval by Osmania University and yet not completed two years in probation.

Administrative Staff: It comprises of Principal, Vice Principal

Teaching Staff: Deans, Coordinators, Counsellors, HODs, and the Lecturers employed for the teaching, learning and research purpose etc.

Office staff: Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and receptionist.

Supporting Staff: It comprises of Lab Attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors and Book-lifters.

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I. Teaching Load: The teaching load in hours (minimum) is assigned cadre wise to each faculty as per his/her post and position as follow:

- a. Head: 16
- b. Block In charges: 14
- c. Dean/Co-Ordinators: 14
- d. Lecturers: 23

Discipline:

1. Dress code and ID-card: All the staff should wear ID Card regularly. The Female staff should wear Saree and Male staff should wear formals every day. If any staff member is found not in dress code, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

2. Reporting on duty upon arrival: Every day staff members are required to register their attendance in the attendance register as well as Biometric system.

3. Late Arrival: Staff members are expected to report on duty 15 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only two times late arrival of 30 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy). For 3 late arrivals one day leave is considered. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.

4. Leaving the Campus before time: In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.

5. On Duty Leave: All staff members should fill up the printed ON DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department, the On-Duty form should be submitted directly to Principal for approval. The On-Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

6. Confidential Information: Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

7. Outside Employment: Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavours is prohibited. An employee must seek

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written permission of the Management before taking up any kind of employment.

8. Leaves: All employees are entitled to 15 days of CL, or part thereof, in a calendar year depending on the date of joining.

- ❖ CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department.
- ❖ Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.
- ❖ Not more than 2 CLs can be availed in continuation.
- ❖ The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- ❖ Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- ❖ In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate.
- ❖ All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to Administration office Department. CL of Head of the Department is sanctioned by the Principal.
- ❖ The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL.