



MAHATMA GANDHI MISSION
MOTHER TERESA COLLEGE OF NURSING

HUMAN RESOURCE MANAGEMENT
MANUAL

Doc. No.	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 2

INDEX

SR. NO.	HEADINGS	PAGE No.
1	Introduction	5
2	HR Policies and Procedure	6-8
3	Welfare Facilities	
4	4.1 Categories of Employment 4.2 Recruitment Policy 4.3 Time and Attendance Policy 4.4 Leave policy 4.5 Annual Appraisal Policy 4.6 Welfare policies 4.7 Grievance and Disciplinary policy 4.8 Training and development Policy 4.9 Travel Policy 4.10 Separation policy	9-13

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
	HUMAN RESOURCE MANAGEMENT MANUAL	Issue No.	02
		Rev. No.	02
		Date	01/06/2023
		Page	Page 1

HUMAN RESOURCE MANAGEMENT MANUAL

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Doc. No	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 4

4. Categories of Employment

4.1 EMPLOYMENT CATEGORY:

A) Permanent/ Confirmed Employee:

An employee who has been confirmed in services of Organization by a written order after completion of one year of satisfactory performance period on the basis of feedback received on service continuation assessment. In case of non-performance probation period will be extended up to 12 months.

B) Probation:

- 1) Is one who is provisionally employed to fill a permanent vacancy and who has not completed the period of probation of 01 Year or such extended period.
- 2) Post the probationary period feedback/ assessment will be taken from concerned reporting persons or department head/ Institute Head. Services will be confirmed if the performance has been found satisfactory and no warnings/ complaints have come to HR in written.
- 3) Un-Satisfactory performance of the probationer may lead to extension of probationary period and / or termination of employment.

C) Trainee/Temporary / Observer:

A person who has been engaged to acquire on the job training for the specific jobs for enhancing the skills and knowledge and likely to be absorbed in the temporary/ probationer employment of the organization on satisfactory performance and completing of training.

For fresher training period will be 03 / 06 months and then after completion of training period there will be 01 year of probation period.

D) Temporary Employee/Project Trainee.

- 1) Contractual employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project.
- 2) Employment assignments in this category are of a limited duration. Contractual employees retain that status until and unless they are notified of a change.

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 3

1 INTRODUCTION:

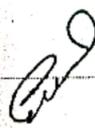
- 1.1 HR Department of MGM Mother Teresa College of Nursing (MTCN) deals with Manpower recruitment, Training of personnel, Maintenance of personal records, Discipline, Health Records and Grievance handling.
- 1.2 All Teaching and Non Teaching staff, Clerical staff and administrative staff of MGM Mother Teresa College of Nursing (MTCN) is under technical and administrative control of Principal and Administrative officer.

2. HR DEPARTMENT POLICIES AND PROCEDURE

- 2.1 Recruitment Policy
- 2.2 Time and Attendance Policy
- 2.3 Leave policy
- 2.4 Annual Appraisal Policy
- 2.5 Charity policy
- 2.6 Salary Advance Policy
- 2.7 Annual Appraisal policy
- 2.8 Training and development Policy
- 2.9 Grievance and Disciplinary policy
- 2.10 Separation Policy

3. Welfare Facilities

- Medical Facilities
- Salary Advance
- Loan with Interest
- Stadium Facilities
- Concession in tuition fees (Excluding Clover Dale School)
- Uniform
- Faculty Trip
- Yoga & Meditation Camp
- Diwali Gift
- Departmental one day picnic
- MGM Society benefit
- Personality Development Workshop
- Faculty Development Program



	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No.	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 5

4.2 Recruitment Policy

4.2.1 CREATION OF POST

The procedure for the filling of the post or posts, whether partially or fully, may be commenced, only after fully ascertaining the necessity and duration for each post. The competent authority, then subsequently may, take effective steps for the selection and appointment(s). Selections to be made as per the laid down procedure, for each post in accordance with the rules, statutes and ordinances framed here under.

4.2.2 MANPOWER REQUISITION

- Planning for manpower requirement is initiated by the Principal by filling the MRF (Manpower Requisition Form) and get it approved from concerned authorities and submit the MRF to HR Dept. The MRF should capture all the details such as pay level, tenure of employment etc.
- According to the position required, the appropriate MRF for Permanent/Tenure based/Contract/Temporary/Outsourced employee should be filled.
- The proposal would have a brief description of the job to be assigned to the position. It should also include a justification for the creation of the position, if any.
- Once the approval is granted, the HR departments will initiate the recruitment process.

4.2.3 ADVERTISEMENT

If required / shortage of the CV's the Advertisement for inviting applications will be released in newspapers identified for the purpose. Wherever necessary, the advertisement copy will be shared with the concerned HOD for comments/inputs before the release of the advertisement.

The applicants will fill all the relevant information on the provided link in the advertisement along with uploading a copy of their latest resume.

4.2.4 PROCESSING OF APPLICATIONS

1.4.1 The HR Department will be responsible for segregating the resumes received against the advertisement for Non Teaching category and Scrutiny committee will be responsible for segregating the resumes received against the advertisement for teaching category. The HR department will conduct the preliminary interview to check the interest and suitability of the candidate for the said post.


 PRINCIPAL
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	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
	HUMAN RESOURCE MANAGEMENT MANUAL	Issue No.	02
		Rev. No.	02
		Date	01/06/2023
		Page	Page 6

1. The concerned department does the short listing as per eligibility criteria.

4.2.5 INTERVIEW PANEL

Interview Panel for selection of candidates will be constituted by the competent authority. Government norms on the inclusion of members belonging to the minority community and SC/ ST on interview panels will be kept in mind while constituting the panel.

The Panel list includes following members for teaching category.

1. Principal
2. Administrative Officer
3. In house faculty (Subject Expert- 2)
4. HR

The Panel list includes following members for non teaching category.

1. Principal
2. Administrative Officer
3. Dept HOD
4. HR

4.2.6 INTERVIEW & SELECTION PROCESS

1. Personal Interviews will be fixed as per the convenience of the interview panel members.
2. Candidates shortlisted for test/interview will be notified at-least 3 days in advance by an email/Telephone call.
3. The candidates fill the Application Blank at the time of appearing for preliminary interview.
4. The interview structure may involve skill test, teaching demo, personal interview, and/or group discussion/debate/quiz as per the job requirement.
5. HR department will ensure that after the interview, each of the panel members provide the feedback/ evaluation in writing about the performance of the candidates on interview evaluation form.
6. Once the candidates are selected, HR will negotiate and fix the salary.
7. The HR will collect feedback from references as and when needed.



	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 7

4.2.7 CONVEYANCE REIMBURSEMENT

1. Request for reimbursement should be submitted in the prescribed form by the Candidate along with the journey tickets.
2. Reimbursement of expenses are done based on job category of applicant.

4.2.8 FINAL SELECTION

Final selection is made upon acceptance of the selection committee's recommendations. The selected candidate is offered the position subject to clearance of Medical Examination and Reference Check.

4.2.9 Pre Employment Health checkup

For all the positions, the pre-employment medical checkup is mandatory.

4.2.10 OFFER LETTER

- Offer Letter will be mailed to the candidate along with his/her designation and joining details.
- Letter of Appointment will be issued to the candidate after joining indicating the job description and other terms & conditions of employment.
- At the time of reporting for work, a new file will be opened in the name of the Employee consisting of all the certificates submitted by him at the time of joining.

4.2.11 JOINING PROCEDURE

Joining process involves the following:

- Collection of primary details in the prescribed form, 'Candidate's Statement & Declaration'.
- Document of the following certificates and testimonial submitted by the candidate will be verified with the originals.
 - a. Mark sheets from 10th to last qualified exam (educational & professional)
 - b. Passing certificates of exams.
 - c. Relieving letter and latest salary slip of the last organization served (For experienced candidates)
 - d. Experience Letter

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	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 10

4.3 Time and Attendance Policy

The college/ Institutes timings are from 9:30 am to 5:00 pm (Monday to Friday) and 9.30am to 2.00pm on Saturdays. Ten minutes of grace period are given to each employee in case of delay due to unforeseen circumstances in the Morning. This period of grace time may be condoned unless it becomes a matter of frequent habit.

4.3.1 The Head of the Department has to ensure that:

1. The staff follow office time while coming to the office and leaving the office.
2. The staff punches their presence via the biometric system in the terminal nearest to the department.
3. In and Out punch is mandatory for the staff.
4. If an employee does not improve on his punctuality; the Sanctioning Authority may initiate disciplinary actions against the concerned.
5. It will be the responsibility of the HOD to inform the HR office regarding subordinates who's are absent from duty without informing or prior permission of the concerned authority. Such unauthorized absence exceeding 10 days, if not condoned, can mean break-in-service.

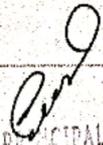
4.3.2 Working Hours:

1. The functional hours of the Institute shall be 7 ½ hours in a day.
2. One-day Casual leave will be deducted for three consecutive late punch in a calendar month.

For the deduction of Casual leave, if the CL balance of the particular employee is nil, the same will be treated for without pay.

Any late punch after three will be treated for without pay.

3. In and Out punch is mandatory for employee. Half-day leave without pay will be deducted for every missed punch.
4. Late attendance/early going up to two hours for not more than two occasions in a month may be condoned by the sanctioning authority. Late attendance and early going is not allowed for the same day. One-day Casual Leave will be deducted for reporting late/early going on the third occurrence in the same month. For the deduction of Casual leave, if the CL balance of the particular employee is nil, the


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	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 8

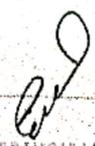
- e. Medical certificate for fitness
- f. Copy of Aadhar card and PAN card.
- g. Four photographs
- Collection of joining report.
- Issuing of 'Appointment Letter'.
- Formal introduction to Director - HR and announcement to other concerned departments about the candidate's appointment.
- Generating ERP login ID and issuing I-card.

4.2.12 SECURITY DEPOSIT

One month salary will be deducted from the employee's salary as a security deposit in three equal installments and will be refunded at the time of leaving the organization in full and final settlement only after completion of the notice period.

4.2.13 IDENTITY CARD

1. Every employee will be provided with an identity card which, besides the name of the employee, will have an employee code number, photograph, and other relevant personal details.
2. Identity cards are not transferable and should be carried by the employee whenever he/she is on Institute's duty either inside or outside the premises of the Institute.
3. Employee shall present the identity card for inspection to any person so authorized to inspect by the Institute.
4. Loss of the identity card should be immediately reported so that any possible misuse can be avoided and a replacement card issued. The employee has to pay Rs. 100 for re-issue of new card. Loss of I-card on more than 2 occasions shall be viewed as misconduct on the part of the employee.
5. Employees are required to surrender their identity cards, badge, etc. on leaving the service of the Institute. Surrender of I-card is a requirement for final settlement of dues.
6. The HR Dept shall keep a record of all identity cards, badges issued and returned.



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MAHATMA GANDHI MISSION
MOTHER TERESA COLLEGE OF NURSING

HUMAN RESOURCE MANAGEMENT
MANUAL

Doc. No	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 9

4.2.14 INDUCTION PROGRAMME

MGM Trust welcomes the new joiners into its family and wants to ensure that they get the proper start on the job. To acquaint them with the organisational policies and operations, the HR Department will schedule an induction session with the new joiners during which they will be briefly explained about the history of MGM Trust and Mother Teresa Institute of Nursing along with its Vision, Mission and Core Values, rules, regulations and employee rights, performance related expectations, job description and the benefits of being a part of MGM Trust.

It is to facilitate the newcomer to MGM Trust's values and work culture so that the new employee identifies himself/ herself closely with the organization and there is congruence and mutuality of goals. Induction involves a formal welcome by the HR Dept., filling of requisite forms, collection of the required personal data and a well-planned and structured induction program at the time of joining. The new employee will then be handed over to the Department Head, who will then follow the induction procedure.

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	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 11

same will be treated for without pay.

5. One-day Casual Leave will be deducted, in case it is observed that the employee leaves the campus within scheduled working hours without informing the authority concerned, as the case may be.

6. If an employee does not improve on his punctuality; it will be considered as misconduct and the employee shall be liable for disciplinary action relating to minor penalty.

Explanation: Non-punctuality means deduction of 3 casual leaves as provided under the above mentioned clauses (b) and/or (c) and/or (d) and/or (e), as the case may be.

7. It will be the responsibility of the Sanctioning Authority to inform the HR office regarding subordinates who remain absent from duty without informing or prior permission of the controlling authority. Such unauthorized absence, if not condoned, will be treated for without pay.

8. Any change in shift of the work schedule should be informed well in advance to HR Office with proper approval from the controlling authority.

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4.4- LEAVE POLICY

1. PROCEDURE FOR GRANTING LEAVE

- For leave purpose calendar year will commence from 1st January to 31st December. The leave will be credited once in a year, i.e. on 1st January of every year.
 - Every employee in the Institute shall be governed by Leave Rules mentioned below.
 - Leave is earned by duty only. Leave cannot be claimed as a matter of right. When exigencies of Institute Service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant the leave.
 - The leave sanctioning authority may refuse or revoke leaves of any kind but cannot alter the kind of leave due and applied for.
 - No employee shall remain absent without previous permission and order in writing from the competent authority and if he does so he may be liable for disciplinary action for misconduct. Any planned leave for three days or more than three days should be applied at least 7 days before the start of the leave. In case of emergency, however, it is essential that an employee should intimate in writing about his absence to the office on the same day.
 - It shall be the duty of the employee to give his permanent postal address before proceeding on leave and not giving such an address shall amount to misconduct. Any notice or letter dispatched to postal address so given shall be deemed to be sufficient service of such notice or circular on the employee.
 - On return from a leave of more than 7 days, the employee should report for duty to the HOD/Principal and inform to the HR Office.
 - A leave account should be maintained properly by the concerned HR office for each employee in terms of all leaves granted other than casual leave.
- This will also include the case of teachers who have gone on study leave.

2. EXTENSION OF LEAVE

- Requests for extension of leave should be avoided as far as possible. Applications for extension of leave should be submitted well in advance of the date of expiry of the leave already sanctioned through the HOI concerned. It should not be assumed that an extension will always be granted.

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 13

2. If an employee is unable to resume duty on the due date on account of any unforeseen circumstances, he must send an immediate intimation to the Concerned HoD stating there his inability to attend Office on the due date.

3. Extension of leave without proper sanction will lead to the leave without pay. No leave salary is admissible for the entire period of extension of leave without sanctioned such period will not be counted under the qualifying service.

3. CANCELLATION OF LEAVE

Cancellation of leave by the employee should be applied on ERP and approved by the supervisor.

4. KINDS OF LEAVE

LEAVE TYPE 1: CASUAL LEAVE (08- CL)

1. Casual leaves admissible to an employee is eight days for a calendar year, subject to the condition that not more than 'two days' casual leave may be allowed at a time and three casual leave in a month.

2. Casual leave can be combined with Special Casual leave and c. off but not with any other kind of leave.

3. Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to Casual Leave.

4. If an employee is absent suffixing and prefixing a Sunday or University Holidays, the intermittent holiday shall be accounted for purposes of calculating the casual leave.

5. Casual Leave can be taken while on tour, but no daily allowance will be admissible for the period.

6. Casual leave can be taken for half-day also. If CL is availed for noon, then the person must join duty by the end of lunch hours(13:00in case of general duty).

7. Casual leave cannot be accumulated. Leave not availed in a particular calendar year will lapse at the end of that year.

8. Employees appointed on temporary basis shall be entitled for 8 Casual leaves.

9. If a person joins in the middle of a year, casual leave will be granted to him proportionately.

10. As far as possible Casual Leave should not be kept unutilized till December. Availing the accumulated casual leave in the last month results in disruption of work.



	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 14

Special Casual Leaves:

The following kinds of special casual leave which shall not be debited to the casual leave admissible to an employee shall be granted, namely: -

(a) Special Casual Leave under the Family Planning Scheme: -

Occasion	Special Casual Leave Admissible
(i) Vasectomy or tubectomy Operation	Not exceeding six working days or as the case May be
(ii) Female Employees under- going non- puerperal Sterilization	not exceeding 14 days; provided the employee does not have more than two living children

Explanation- The Special Casual leave on the above two occasions may be combined with ordinary casual leave or regular leave provided the application is supported by a medical certificate.

Occasion	Special Casual Leave Admissible
Female employees undergoing insertion I.U.C.D.	For a day subject to production of a medical certificate.

Explanation1: - The special casual leave may be combined with ordinary casual leave or regular leave provided the application is supported by a medical certificate by the doctor who actually performs the operation to the effect that the presence of the employee is essential to look after his wife during the period of leave.

Explanation 2: - Special casual leave not exceeding four days shall be granted to the employee whose wife undergoes tubectomy operation immediately after the delivery subject to production of a medical certificate from the doctor who actually performs the operation.



	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
	HUMAN RESOURCE MANAGEMENT MANUAL	Issue No.	02
		Rev. No.	02
		Date	01/06/2023
		Page	Page 15

(b) Special Casual Leave may be given on other occasions as mentioned below:

Occasion	Special Casual Leave Admissible
Participation in national or international sports	Up to 30 days, subject to the provisions of Explanations 1 and 3.
Mountaineering	Up to 30 days, subject to the provisions of Explanations 2 and 3.
Free Blood Donation	One day (either on the same day or on the very next day of donation of blood but not on any other subsequent day.)
Vipassana	10 days, (maximum six times in the total service span and once in every three years) (i) Employees obtaining admissions in the Vipassana Center or who have obtained admission in the Vipassana Center, if so desire, can be sanctioned maximum 10 days. (ii) Since the leave being not in the nature of official/on-duty leave, travel and daily allowances would not be admissible to them. (iii) The Concerned employee should submit leave application along with the admission letter's Xerox copy and on return from leave, he should submit certificate issued by the concerned center about his completion of 10 days' course.

Explanation 1: - Grant of Special Casual Leave for Participation in National or International sports shall be -

- (1) For participation in sporting events of National or International Importance.
- (2) When the employee is selected for such participation-

(i) In respect of International Sporting events by National Sports Federation or Association

15 | Page

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MAHATMA GANDHI MISSION
MOTHER TERESA COLLEGE OF NURSING

HUMAN RESOURCE MANAGEMENT
MANUAL

Doc. No.	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 16

recognized by the All India Council or Board and approved by Ministry of Education of Government of India, or

(ii) In respect of national importance when the sporting events in which participation takes place is held on an Inter-state, Inter-Zonal or Inter Circle basis and the employee takes part in the event in a team as a duly nominated representative on behalf of the State, Zone or Circle and when he participates in his personal capacity.

(3) When an employee is selected or sponsored for attending, coaching a Training Camp or All-India Coaching or Training Schemes or his service are utilized as Umpire for such sporting events.

Explanation 2: - Special Causal Leave for mountaineering shall be admissible when the expedition is approved by the Indian Mountaineering Foundation.

Explanation 3: - If an employee participates in National or International Sporting event and also in mountaineering the total special casual leave shall not exceed 30 days in a calendar year.

LEAVE TYPE 2: EARNED LEAVE (30-EL)

1. The regular employee is entitled to 30 days of Earned Leave for a year i.e. at the rate of 2½ days per completed calendar month. Employees completing one-year service during the middle of the year, earned leaves will be granted proportionately.
2. The existing ceiling on the accumulation of EL is 240 days.
3. Earned Leave can be availed up to 3 days minimum and 30days maximum at a time.
4. The EL application has to be submitted through ERP to the sanctioning authority for approval 7days prior to the start of the leave.
5. EL can be availed only once in a month.
6. Sundays and Holidays falling during a period of Earned Leave are counted as part of Earned Leave.
7. Sundays/public holidays/restricted holidays/weekly offscan be prefixed/suffixed to Earned Leave.
8. An employee shall not be entitled to en-cash Earned leaves.

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B-5, CIDCO, Chhatrapati Sambhaji Nagar

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 17

LEAVE TYPE 3: ACADEMIC LEAVE (15-AL)

Leave for academic pursuits for a maximum period of 15 days in an academic year may be granted to the teacher/faculty for:

1. Attending Orientation Programmes, Refresher Course, Workshops, Seminars, Faculty Induction Programmes, Conference, Seminar, Symposium or any other academic activity on behalf of the Institute or where invitation has been accepted with prior approval of the competent authority.
2. Delivering lectures in institution/Institute when deputed by the Institute or with the prior approval of the competent authority.
3. Working as a member of delegation or a committee appointed by the Institute/UGC/State Government /Government of India or any other Academic or Public Body.
4. Undertaking field work related to the area of specialization with prior approval of the competent authority.
5. Duty leave may be combined with Earned leave and is non-accumulative.
6. Duty leave taken for International conference (attending overseas) should not be more than 15 days in a year.

Note: The faculty shall be entitled for the actual travel time, both to and fro, over and above the overall ceiling of total duty leave of 15 days.

LEAVE TYPE 5: MEDICAL LEAVE or SICK LEAVE (ML/SL-10)

1. Medical leave or sick leave, admissible to a regular employee shall be 10 full days or 20 Half-Days for each completed year of service and will be granted on first of every calendar year.
2. If a person joins in the middle of a year, Medical leave will be granted to him proportionately after completion of one year of service.
3. Medical leave of more than 2 days may be granted only on producing the Medical Prescription and test reports from a registered Medical practitioner.
4. Medical Leaves shall not accumulate for more than 100 days in entire period of service. An employee shall not be entitled to encash Medical leave.

LEAVE TYPE 6: EXTRAORDINARY LEAVE (LWP)

1. Extraordinary leave is granted to an employee when no other leave is admissible or when other leave is admissible, but the employee applies in writing / on ERP for extra ordinary leave.





2. Extraordinary leave cannot be availed concurrently during the notice period (Resignation).
3. The Extraordinary leave without pay can be applied on personal ground only. The sanction of this leave will be at the sole discretion of the competent authority.
4. If sanctioned, the Extraordinary Leave without pay will be for the duration of maximum ten days only. More than 10 days 'Extraordinary leave will be sole discretion of the competent authority.
5. Sanction of this leave is not automatic, but is subject to the exigencies of work at the Institute.
6. Grant of Extraordinary Leave is on the specific understanding that if the employee does not re-join duty on the expiry of his leave, his appointment at the Institute will be treated as terminated.

LEAVE TYPE 7: MATERNITY LEAVE

1. Admissible to married/unmarried female employees during—Pregnancy: 180 days - Admissible only to employees with less than two surviving children.
2. Miscarriage/abortion (induced or otherwise): Total of 45 days in the entire service. Admissible irrespective of number of surviving children. The application in ERP should be supported by a certificate/ EDD certificate/ sonography report from a Registered Medical Practitioner.
3. The leave is not debited to the leave account.
4. It may be combined with leave of any other kind EXCEPT Casual Leave (CL).
5. Maternity leave counted as service for increments.
6. It is not admissible for threatened abortion.
7. The employee has to submit the hospital discharge certificate and a copy of birth certificate of the child after availing the maternity leave.

LEAVE TYPE 08: COMPENSATORY OFF (C-off)

1. Any employee, if asked by the competent authority to work on holidays and weekly offs, the employee shall be entitled to receive compensatory off for one day.
2. These compensatory off (s) accrued during the month shall be availed during next three months (90 days) from the date of working else it will lapse.
3. Such compensatory off (s) can be prefixed or suffixed or both to casual leave or earned leave,

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 19

medical/ sick leaves or independently availed.

LEAVE TYPE 09: PUBLIC HOLIDAYS

1. The Institute will observe public holidays in a calendar year as approved by the Director/ CEO/ Secretary based on the list of holidays declared by the Government of India/Maharashtra Government every year.

LEAVE TYPE 10: OPTIONAL HOLIDAYS

- Any employee can avail two Optional Holidays in a calendar year on festival occasion only.
- Half day OH cannot be availed

PROCESSING AND SANCTIONING OF LEAVE APPLICATIONS

- All the leave applications should be routed through ERP/ proper channel, to the competent authority.
- Leave application of an employee should be forwarded with leave record to competent authority for sanction. The authorities specified below are empowered to sanction leave. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and available in the leave account of the employee concerned.

Leave Types	Designations of the officer	Sanctioning authority
CL/EL/SL/ML/Maternity/Paternity/C- Off / OH/ LWP	Teaching Staff	Principal
	Heads of the Departments	Principal
	Non-teaching Staff of the Department	Administrative Officer / Principal

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4.5 Performance Appraisal Policy

4.5.1 POLICY

The Performance Appraisal Policy focuses on the following:

- 1) Identifies performance goals necessary to achieve the Institute's mission;
- 2) Evaluates employees' accomplishments toward these goals.

4.5.2 OBJECTIVES

Performance Appraisal Policy is framed considering the following objectives:

- 1) Facilitate effective communication between employees and reporting managers/ HOD.
- 2) Ensure employees have a clear understanding of the performance and behaviors expected from them;
- 3) Ensure employees have a clear understanding of how their individual work contributes to achieving the mission of their work unit and institution;
- 4) Ensure employees provide, as well as receive, input into the development of performance goals and ongoing information about how effectively they are performing relative to established goals.
- 5) Identify and implement opportunities for employee development and discussion of career objectives.

4.5.3 COVERED EMPLOYEES:

This policy applies to all employees of the institute whether working on temporary or regular basis. The minimum tenure to be completed is eleven months to be eligible for the performance appraisal cycle.

4.4.4 GENERAL PROVISIONS:

1. Performance Appraisal Cycle: The annual performance appraisal cycle is 1st April to 31st March. The annual performance appraisal shall be completed, approved, discussed with the employee, and entered into the institute's system of record within 45 calendar days following the end of the cycle (by 15th

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
	HUMAN RESOURCE MANAGEMENT MANUAL	Issue No.	02
		Rev. No.	02
		Date	01/06/2023
		Page	Page 21

May). The employee may appeal for any injustice to the appellate officer within 7 days (16th May-22nd May) if he/she has any unfairness.

2. Documentation Requirements: The HR office shall provide a template for the annual performance appraisal document on ERP. The template document, or its electronic equivalent, will be utilized by the institute and employees covered by this policy.

3. Communication Requirements: HOI/HOD/ Reporting Manager shall conduct a minimum of two types of performance discussions annually with employees: (i) Performance Planning, to discuss the goals for the cycle; and provide guidance and clarity of expectations throughout the cycle; and (ii) Performance Assessment and Appraisal, to complete an annual performance appraisal document and assign the employee a final overall rating for the cycle.

4.4.5. PERFORMANCE PLANNING:

The purpose of performance planning is to provide an annual opportunity for the employee and HOI/HOD/reporting manager to discuss the assigned responsibilities and ensure the employee understands his/her new or recurring goals, expectations, and measures. Individual components of the process include:

1) **Performance Planning Discussion:**

The HOI/HOD/reporting manager shall hold a performance planning discussion individually with each employee and put a performance plan in place within 60 calendar days after:

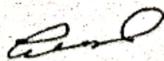
- (i) The beginning of the annual performance appraisal cycle;
- (ii) A significant change in position or duties, or
- (iii) A new (probationary or time-limited) employee's date of employment.

2) **Goal Calibration:**

Prior to holding performance planning discussions with their employees, HOI/HOD/reporting manager within the defined institute should meet to ensure consistent application of goals and measurements across similar positions.

3) **Individual Goals:**

Each performance cycle, the HOI/HOD/reporting manager shall define three to five individual goals for each employee. These goals may be specific to an individual, a work unit, or a classification group and should support the organizational unit's mission, strategic goals, and priorities. Each goal shall be





MAHATMA GANDHI MISSION
MOTHER TERESA COLLEGE OF NURSING

HUMAN RESOURCE MANAGEMENT
MANUAL

Doc. No	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 22

written at the "meeting expectations" level of performance and shall be specific, measurable, achievable, relevant, and timely.

4) **Review and Signature:**

Once reviewed and signed by the HOI/HOD/ reporting manager the employee shall review, sign and date the annual performance appraisal planning document. The employee's signature confirms only that the employee has received the information regarding his/her performance assessment. However, if an employee refuses to sign, then the manager/supervisor shall note the employee's refusal on the document.

4.4.6 PERFORMANCE APPRAISAL CONDITIONS

The purpose of the annual performance assessment appraisal at the end of the cycle is to review performance results of every employee and assign a final overall rating for the cycle.

1) **Minimum Evaluation Requirements:**

In order to receive an annual performance assessment appraisal and final overall rating, an employee:

- (i) must be active as of March 31 in a position subject to this policy; and
- (ii) must have worked for at least eleven months of the performance appraisal cycle. Appraisals must be completed within the 45 calendar days following the end of the performance cycle.

2) **Transfers or Changes in HOI/HOD/Reporting manager:**

The receiving HOI/ HOD/ Reporting manager shall complete the employee's annual performance appraisal at the end of the cycle and incorporate the transfer review information received from the releasing supervisor, as warranted. However, if an employee transfers or change in HOI/HOD/Reporting manager occurs within the last 60 calendar days of the performance cycle, then the releasing/ending HOI/HOD/Reporting manager shall complete the annual performance appraisal for the employee and forward to the receiving HOI/HOD/Reporting manager.

3) **Separations:**

If an employee separates from institute prior to the end of the performance appraisal cycle (March 31), then an annual performance appraisal shall not occur, but the HOI/HOD may choose to complete an off-cycle performance review at the time of the separation.

PRINCIPAL
MGM'S MOTHER TERESA COLLEGE OF NURSING
A-6, CIDCO, Chhatrapati Sambhajinagar, Pune



Doc. No	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 23

4.4.7 PERFORMANCE RATINGS

1. Ratings Calibration:

(i) **For Teachers:**

1st Step: Self-Assessment and Appraisal Scores

2nd Step: Submitted to HOI/Reporting managers their Scoring (Verification of related documents is mandatory)

3rd Step: Submitted to Appraisal Committee for Final Performance Review and Scoring (Verification of related documents is mandatory)

4th Step: Appeal submissions, presentations and corrective measures (Submission of appeal to HR Office)

5th Step: Final Appraisal Scores submission to Management

(ii) **For Non-teaching employees:**

1st Step: Self-Assessment and Appraisal Scores

2nd Step: Submitted to HOI/Reporting managers their Scoring (Verification of related documents is mandatory)

3rd Step: Submitted to Appraisal Committee for Final Performance Review and Scoring

4th Step: Appeal submissions, presentations and Corrections, if any (Submission of appeal to HR Office)

5th Step: Final Appraisal Score submission to Management



4.4.8 Timelines:

S. No.	Procedure	Date	Timeline
1.	Dispersal of Annual performance Appraisal Form to employees from HR Department	1st April	2 days
2	Submission of Self-Assessment and Appraisal Scores to HOD/HOI by the employee	12th April	10 Days
3	Appraisal Review and Submission of scores to Appraisal Committee by HOD/HOI.	30th April	18 Days
4	Appraisal Review by Appraisal Committee	15th May	15 Days
5	Appeal submissions	22nd May	7 Days
6	Appeal Presentation and Corrections, if any	30th May	8 Days
7.	Submission of Final Scores to Management and decision over increments	20th June	20 Days

4.4.9 Performance Review Committee for Teaching and Non -Teaching staff:

Performance Review Committee shall consist of following members:

1. Principal of the Institute,
2. Administrative officer and
3. HR



IX. Performance Rating and appraisals

Points	Grades	Performance	Salary Increment (Scale pay- Basic)	Salary Increment (Consolidated)
85 points to 100 points	A+	Outstanding	3%+ 1R	12%
70 points to 84 points	A	Often Exceeds Expectations	3%	8%
55 points to 69 points	B	Consistently Meets Expectations	3%	6%
40 points to 54 points	C	Needs Improvement	0	0

4.4.10 Performance appraisal Form

Performance Appraisal Forms are being formulated as per the KPIs of the employee and presented below:

- (i) Principal: 100% weightage to Principal's Appraisal Form
- (ii) Teacher: 100% weightage to Teacher's Appraisal Form
- (iii) Non-Teaching: 100% weightage to Non-Teaching Appraisal Form designation wise.

4.4.11 Summary of Sections

Annexure 1: Annual Performance Appraisal form- Principal

Annexure 2: Annual Performance Appraisal form- Teachers

Annexure 3: Annual Performance Appraisal form- Non-teaching



4.6 Welfare Policy

To recognize the contribution of employees towards its development and progress, the Institute offers/provides rewarding welfare schemes to all employees that help creating an environment that increases productivity and efficiency.

4.6.1 Charity policy

- Charity card issued by the HR Department.
- All permanent MGM staff will be given 100% charity on OPD/IPD procedures up to the certain limit set by the Local Management Committee.
- CT scan and MRI -50% charity.
- MCRI Procedures - 20% charity.
- Immediate family will also be given the same benefits.

4.6.2 SALARY ADVANCES POLICY:

Objective:

To meet unforeseen and emergency expenses that may come in the family of an employee, the Management may consider their application requesting for temporary financial assistance. This facility shall be available to the employees as Interest Free Salary Advance.

Salary Advance:

Salary advances shall be granted to the requesting employee on the following emergency grounds:

1. Hospitalization of self or family member,
2. Death of family member,
3. loss/damage to his/her own residential property,
4. Marriage of his/her daughter/son/sister
5. This amount will be repayable by six equal monthly installments to be deducted from the salary every month.



Procedure for Availing Salary Advances.

1. Application shall have to be forwarded through the concerned HOD/Principal and the application should have the recommendations of HOD/Principal. The duly recommended application shall be forwarded for further processing and submission to the management for Director's approval.
2. Salary advance shall be allowed maximum up to INR 50,000 or one month's Gross Salary, whichever is less.
3. The deduction of monthly installment shall start from the current months' salary of the employee. Repayment of such advances shall be in 06 equal installments.
4. Employee can avail salary advance once in a year only and the second advance application shall be considered only when there is zero balance against the previously availed advances.
5. Management reserves the right to amend or cancel the above at their discretion at any time.

4.6.3 Transport:

1. For employees residing in City, bus facility is extended at nominal charges, to ease their daily commute.

4.6.4. In Campus Facilities

1. Primary Healthcare Center
2. Food canteen is available for meals
3. MGM Diary and grocery Product Kiosk are available for refreshment
4. 24 x 7 Wi-Fi Facility
5. Large number of disposal bins to keep the campus clean and hygienic.
6. Parking Facility for staff

4.6.5 Engagement Activities

1. Celebration of Major Festivals, Nurses Day and Annual Day
2. Activities like Cricket Match, Badminton Tournament etc.
3. Picnic- day out etc.

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 28

4.6.7 Accident Insurance:

1. Group Personal Accidental Insurance offers complete coverage in the event of death or disablement of the policy holder due to accidents, which is linked with the income.

4.7 Grievance and Disciplinary policy

- In Case of any grievance of an employee of MGM Institution, the aggrieved employee should first approach to the Principal.
- If the employee is not satisfied with the solution of Principal, then he can appeal to the Grievance Committee.
- Grievance committee is the apex body for any grievance. The decision of the Grievance Committee will be final and binding on the concerned parties.



PRINCIPAL
MGM'S MOTHER TERESA COLLEGE OF NURSING
W-6, CIDCO, Chhatrapati Sambhajinagar

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
	HUMAN RESOURCE MANAGEMENT MANUAL	Issue No.	02
		Rev. No.	02
		Date	01/06/2023
		Page	Page 29

4.8 Training and Development Policy:

1. Well Equipped Conference hall, Rooms and open space to facilitate trainings
2. Need based trainings for all teaching and non-teaching staff
3. Development activities for teaching and non-teaching staff

4.8.1 OBJECTIVES:

- To provide and promote training and development of employees for enhancing their skills, improving knowledge and bringing about an overall improvement in their work performance.
- To outline the types of training to be conducted for enhancing competency of staff and employees in their work and to define the purpose and methodology of training programs.

4.8.2 SCOPE:

This Procedure applicable to HR Department of MGM MTCN in respect of Principal and Administrative Officer for training of all staff.

4.8.3 RESPONSIBILITY:

- Training & Development Committee of HR shall be responsible for implementation of training program teaching and all Non Teaching – Staff.
- HOD Dept concerned and HR Dept under supervision of principal shall be responsible for carrying out the induction, in service and career progression training of teaching staff and all other employees.
- Concerned department In-charge shall be responsible for training the staff posted on domain related/ In-service Training program and on-the job training.

4.8.4 TRAINING POLICY:

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Doc. No	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 30

- All staff and employee will undergo regular competency /skill building training programs at regular intervals.
- Training of staff and employees will include technical and administrative aspects with particular reference to their trade to improve knowledge, skills, and attitudes so that it translates into better hospital services.
- Records of all training events will be maintained with the personal records.
- Training will be given in case of revised job responsibilities and newly introduced equipment and technology, and based on training needs identified by appraisal and job needs.
- Evaluation of all training events will be carried out by pre/post tests and analysis of feedback.

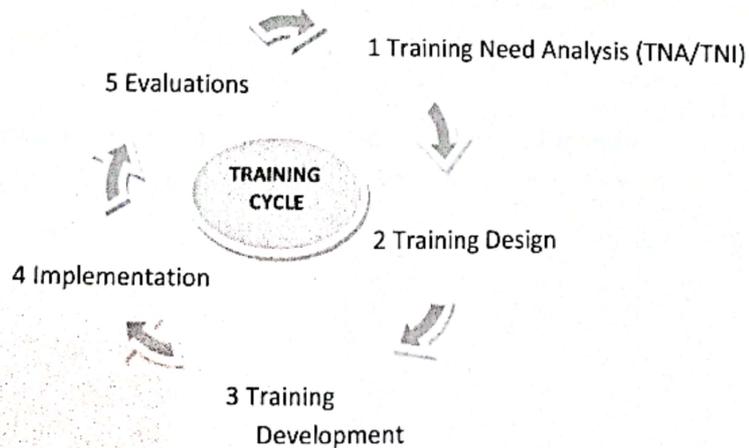
4.8.5 PROCEDURE:

- **Training cycle:**

All training will be conducted from end-to-end i.e. the needs analysis will be carried out initially to determine a knowledge gap, followed by which the training programme will be worked out and delivered and thereafter, a training evaluation , will be done to adjudge its effectiveness.

- Training programme will be planned for the year in different cycles monthly / quarterly/ half yearly as per training calendar for different categories of personnel and will be constantly reviewed and amended to ensure con-temporariness. The training cycle is depicted as under:

Training cycle





MAHATMA GANDHI MISSION
MOTHER TERESA COLLEGE OF NURSING

HUMAN RESOURCE MANAGEMENT
MANUAL

Doc. No.	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 32

Sr. No.	Training Topic / Program	Policy for Training
A] Training-Teaching and Non Teaching	1. Induction Training	Once in Year
	2. MET Cell Training	
	3. CPR Training	
	4. Departmental Need Base Training + PG Activity	Weekly when required
	5. Workshops / Clinical Meeting / CME	Need Base Program

Sr. No.	Training Topic / Program	Policy for Training
A] Training-Teaching Faculties	1. Initial Nursing assessment of Patients, Duties of staff.	In- service Training / Once in a Six Months
	2. Care of patients requiring Cardiac Pulmonary Resuscitation.	
	3. Use of blood and blood products reporting of Adverse Drug Reaction to transfusion	
	4. Care of Patient in Intensive care and high dependency unit	
	5. Care of vulnerable patient (elderly, mentally challenged and children)	
	6. Care of Neonatal patients	
	7. Care of patients undergoing surgical procedure	
	8. Care of patients under restraints.	In- service Training / Once in a Six Months
	9. Policy and Procedure for Pain Management.	
	10. Nutritional Assessment and therapy	
	11. End of Life care	
	12. Storage, Prescription, administration of medication	
	13. Monitoring after medications, use of Narcotic Chemotherapeutic drugs	
	14. Citizen Charter (Rights of the Patients and consents), Communication, Nurse Patient	

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
	HUMAN RESOURCE MANAGEMENT MANUAL	Issue No.	02
		Rev. No.	02
		Date	01/06/2023
		Page	Page 31

4.8.6 Needs Analysis

- Purpose of the Needs Analysis:
 - i. A training need exists when there is a gap between what is required of a person to perform their work competently and what qualities they actually possess.
 - ii. A “training needs assessment”, or “training needs analysis”, is the method of determining if a training need exists and if it does, what is the training content to fill the void.
 - iii. The results of training needs analysis will highlight the subject matter needed to be covered during the training course in terms of knowledge, skills and attitudes.
 - iv. It is important to identify training needs before implementing training solutions otherwise training intervention will not be able to impact for a quality work output.

- Needs assessment may be carried out in the following manners:
 - i. One- to- one discussion / questionnaires with potential trainees.
 - ii. Group Discussions with a set of potential trainees.
 - iii. Structured interactions with supervisors / managers of trainees.
 - iv. Seeking views of clinicians on the proposed training.
 - v. Scrutiny of patient feedback forms.
 - vi. Scrutiny of performance appraisals.
 - vii. Observing and monitoring performance of employees in their workplace.

- **Training Design & Development**
 - i. A good training design will
 - ii. Addresses the aspects identified in the Needs Analysis.
 - iii. Addresses the frame work of the training materials.
 - iv. Determine Learning Objectives.
 - v. Define Terminal Objectives.
 - vi. Establish time required for each component of training.
 - vii. Determine the instructional strategy for best learning outcomes.

- **Training Calendar**





Sr. No.	Training Topic / Program	Policy for Training
A) Training-Teaching and Non Teaching	1. Induction Training	Once in Year
	2. MET Cell Training	
	3. CPR Training	
	4. Departmental Need Base Training + PG Activity	Weekly when required
	5. Workshops / Clinical Meeting / CME	Need Base Program

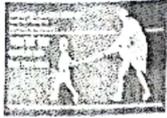
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	5. Care of vulnerable patient (elderly, mentally challenged and children)	In- service Training / Once in a Six Months
	6. Care of Neonatal patients	
	7. Care of patients undergoing surgical procedure	
	8. Care of patients under restraints.	
	9. Policy and Procedure for Pain Management.	
	10. Nutritional Assessment and therapy	
	11. End of Life care	
	12. Storage, Prescription, administration of medication	
	13. Monitoring after medications, use of Narcotic Chemotherapeutic drugs	
	14. Citizen Charter (Rights of the Patients and consents), Communication, Nurse Patient	

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PRINCIPAL



HUMAN RESOURCE MANAGEMENT
MANUAL

	<p>Relationship and etiquette.</p> <ol style="list-style-type: none"> 15. Hospital Infection Control activities and Reporting of key indicators. 16. Reporting on Quality Key Indicators and sentinel events. Equipment management. 17. Safety policies, Handling fire / non fire emergencies and hazardous materials. 18. Information Management systems, medical Record Keeping. 19. Service Standards, Rights and Responsibilities of employees (Appraisal/discipline/grievance) 20. Waste Disposal, Prevention of Needle stick injury, PEP, Hand washing Policy. 	<p>Induction Training / Once in a Six Months</p>
<p>A] Training- Non-Teaching Staff</p>	<ol style="list-style-type: none"> 1 Health care Services, Registration, admission, Transfer, Referral Discharge Policies and Procedures. 2 Citizen charter, Rights of patients and consents, Rights of Patients 3 Safety Procedures, Lab safety/Radiation Safety, Disaster Management, Fire/Non fire emergencies. 4. Reporting of Quality Key Indicator/Sentinel events, Equipment management. 	<p>In- service Training / Once in a Six Months</p>



	<ol style="list-style-type: none"> 1. Service standards, Communication skills, behavior and etiquette. 2. Information management system and Record Keeping. Drafting computer system. 	Induction Training / Once in a Six Months
C]Training- Class IV Staff (HK/WB)	<ol style="list-style-type: none"> 1. Housekeeping protocols 2. Rights and Responsibilities /duties. 3. Waste Disposal system 4. Safety procedures management of Fire and Non fire emergency. 5. Service Standards, Communication skills, Behavior and etiquette. 	<p>In Service Training / Once in a Six Months</p> <p>Induction Training / Once in a Six Months</p>

4.8.7 Evaluation of the Training

- In order to determine the effectiveness of training and ensure that it is purposeful and the correct impact it is necessary to continuously evaluate the same and dynamically improve various facets of training from content to instructional strategy.

4.8.9 Training evaluation will be based on the following inputs:

- i. Feedback from trainees
- ii. Interaction with trainers
- iii. Feedback from supervisors of the trainees.
- iv. Actual impact during work. (If training has helped to improve skills)

Evaluation will be conducted by experienced trainers and supervisors.

Training content of subsequent courses will be amended based on the training evaluation so as to improve impact.

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 35

4.8.10 Types of Training Intervention:

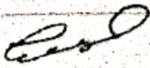
- **Induction Training Programs**
To welcome and acquaint new inductees with the broad functioning at MGM MTCN HR policies, Work Instruction and related issues.
- **Training for Career Progression:**
To build competency for effective functioning at successive levels of the career growth path.
- **Domain Training / In Service Training**
To increase knowledge, skills and attitude of specific categories such as nurses, Paramedical staff and housekeeping staff by in service training within the concerned department/domain. This will include nursing and other protocols as per job needs and departmental requirements.

Records of In Service Training will be maintained at the respective wards/departments in a register as under,

- Date, Time, Venue
 - Name of Topic
 - Name of Trainer
 - Name of Trainees with signatures
 - Synopsis/Outline of Training
- **Training of Trainers**
To build a pool of competent trainers who are able to handle and coordinate training interventions at various levels at MGM MTCN college.
 - **Training of Teams**
To enhance functioning of groups that work as teams in the College.
 - **Refresher training**
Courses scheduled to impact specific aspects of competency as also to reduce loss of knowledge gathered on regular courses.

4.8.11 Training Staff:

- All training of non teaching staff will be coordinated by the HR Department under supervision of Principal. Training staff for the training program will be organized and arranged from own resources or outsourced from other MGM Institutes.


PRINCIPAL
MOTHER TERESA COLLEGE OF NURSING
W-6, CIDCO, Chhatrapati Sambhaji Nagar

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 36

4.8.12 Training calendar

Schedule for training in various subjects for various categories of staff and employees during the year monthly / quarterly / half yearly training programs will be outlined during the various periods of the year as per the training calendar schedule.

4.8.13 Documentation

All training events will be documented with records of attendance and feedbacks as required in a training register. Records of training programs undergone will be included in the personal records of employees.



PRINCIPAL
MOTHER TERESA COLLEGE OF NURSING
N-8, CIDCO, Chhatrapati Sambhajinagar

	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING		Doc. No	MAN/MGM/MTCN/ HRM
	HUMAN RESOURCE MANAGEMENT MANUAL		Issue No.	02
			Rev. No.	02
			Date	01/06/2023
			Page	Page 37

4.9 TRAVEL POLICY:

Objective:

This Policy lays down the provisions regarding:

1. Modes of travel
2. Within City / Campus Travel
3. Classification of cities
4. Limits of reimbursement for boarding and lodging.

Administrative Procedures:

1. Tour should normally be planned in advance and must be approved by the Competent Authority.
2. Ticket booking will be done by Administration department. Payment to the travel agent should be settled by administration department.
3. Tour advances will be given keeping in view the nature of trip and the likely duration.
4. The tour advance will be given to the employee only if there are no outstanding tour advances of previous trip.
5. Tour Advance account should not be mixed with salary advance account.
6. The duly approved tour plan should be sent to Principal / HOI before the tour in order to regularize the attendance.
7. The tour bills should be submitted to accounts department, within 3 DAYS after completion of tour in the appropriate format duly approved by competent authority. The travel statement must be accompanied by required bills, supporting a brief tour report.
8. If DA/HA expenses are beyond entitled limit, the official concerned should get approval from CEO as special case. However, this should not be precedence.
9. All Tours must be taken with the prior sanction from the sanctioning authority.
10. Traveling Expenses bills should be forwarded to accounts dept. through approval of immediate higher authority only.

Local Travels:

- (i) Employees of the Institute, who come to the institute by their own vehicles, are requested and expected to use their personal; vehicles only, for any official work, assigned by the competent authority, within a distance of 60 Kms from the institute and get re-imburement, as per the policy. Beyond 60 Kms., request should be submitted to the institute's transport department for arrangements of vehicle.
- (ii) Reimbursement for local travels, for any official work, can be claimed as under:



	MAHATMA GANDHI MISSION MOTHER TERESA COLLEGE OF NURSING	Doc. No.	MAN/MGM/MTCN/ HRM
		Issue No.	02
	HUMAN RESOURCE MANAGEMENT MANUAL	Rev. No.	02
		Date	01/06/2023
		Page	Page 38

- Two-wheeler- Rs. 5 per Km.
- Four-Wheeler-Rs. 12 per Km.

Out Station Travels:

(i) With the growth and development of the institution, the outstation mobility of the faculty and staff members, in connection with the institute's activities and other related jobs has increased. In order to enable for the faculty and other staff, trouble free journey, comfortable stay outside and hassle free mobility, need was felt to bring out a policy for reimbursement of travelling and other expenses, as a part of the institute's comprehensive HR policy, and accordingly the same is issued as indicated at the bottom of this policy circular.

(ii) In consideration of increased scheduled tariff of hotel accommodation, and local mobility needs outstation, the management has now decided to increase the stay entitlements for hotel accommodation, for specified categories of employees.

- The policy is known as 'The Policy on Reimbursement of Travel and Other Expenses for outstation Official Journeys'
- Members of the faculty and other staff, required to undertake outstation journey for official purpose will normally be required to obtain prior approval and/or submit such an approval, contained in the claim reimbursement.
- The claim reimbursement will required to be submitted, immediately after return from the tour, and approved by the competent authority.
- If Members of the faculty and other staff worked outstation including travel /journey minimum 12hrs can be considered for half day journey off for next day morning only and more than 16hrs can be considered for full day journey off for next day only. Staffs whose not availed journey off on next day will not be carry forward and lapse after completion of next day.
- Principal / Admin Head will be the competent authority to approve all outstation tours and the claim reimbursements, thereof.

Travel entitlements

Sl.No.	Category of employee	Local conveyance, including to/from Rly	Authorized mode of travel between two stations	Remarks


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 N.G. CROCO, Chhatrapati Sambhajinagar



		station, airport		
1	Principal / Admin Head	Taxi • Full day taxi • Ola/Uber/Car hire	Air: Economy Class, Train: 1 st AC, Road: Own Car/AC Bus	Reservation charges for Rajdhani, Shatabdi and Tatkal are allowed, limited to first AC normal fair. If travelling by own car- Rs 12.0 per Km
2	Professor/ Associate Professor	Taxi • Ola/Uber/full day taxi, if part Car hire, is not available	Train: 2 nd AC/1 st AC Chair Car; Road: Own Car (if travel less than 250 KMs), otherwise AC bus	Reservation charges included, Rajdhani, Shatabdi and Tatkal allowed limited to II AC normal fair. If travelling by own car- Rs 12.0 per Km
3	Sr. Manager/ Assistant Professor	Auto/Ola/Uber	Train: III AC sleeper/ AC Chair Car, Road: bus, Car, (Car, if travel up and down is on same day and two or more people are travelling OR total travel is less than 300 Kms)	Reservation charges included, Rajdhani, Shatabdi and Tatkal allowed.
4	Manager/ Officer	Auto/Ola/Uber	Train: III AC sleeper/ AC Chair Car, Road: Bus (Car travel only on prior approval)	Reservation charges included, Rajdhani, Shatabdi and Tatkal allowed.

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5	Other staff	Auto	Train: III-Tier sleeper, Road: Bus	Reservation charges included
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Entitlement for Stay

1. When stay is made in hotel, the employee concerned should submit all hotel bills directly, and produce the hotel bill, in original along with the claim's reimbursement
2. Category of employees in ranks lower than Professor, if assigned a group task, at the same station, are expected to stay in shared double room hotel accommodation. In such a case, the combined entitlement of such employees, will be equal to the hotel room entitlement of the higher entitlement person, plus 50% of the Hotel room entitlement of the other person.

Example: If a Senior Manager and Manager stay together in a hotel room at a Metro Station, their individual entitlement is:

Rs 2,500/- & Rs 1750/- respectively, as per the table below, but when staying together in a shared accommodation, their combined entitlement will be Rs 2500/- plus 50% of Rs1750/ i.e. total Rs 3,375/- only.

3. In order to facilitate the lady employees travelling alone, outstation, for institute's job and in recognition of important requirements of safety and security, the entitlement for 'Hotel Stay', in their case will be that of the next stage higher of their designation as specified in the table below.
4. Hotel charges will be reimbursed only for stay and not for any other charges like meals, laundry, telephone etc., unless otherwise specified
5. Stay entitlements will be as per the table below

S. No.	Category of employee	If staying at hotel, Metros and Mini metros, i.e., Mumbai, Delhi, Noida, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Nagpur, Baroda, Indore and other state capitals	If staying by personal arrangement, Metros and Mini metros, i.e., Mumbai, Delhi, Noida, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Nagpur, Baroda, Indore and other state	If staying at hotel, other stations	If staying by personal Arrangement, Other stations

[Handwritten Signature]



MAHATMA GANDHI MISSION
MOTHER TERESA COLLEGE OF NURSING

HUMAN RESOURCE MANAGEMENT
MANUAL

Doc. No	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 41

			capitals		
1	Principal & Admin Head	Rs. 5000/- per day or actuals whichever is less	Rs 1000/-per day	Rs 3,500/- per day or actuals whichever is less.	Rs 800/-per day
2	Professor	Rs 3,500/- per day or actuals whichever is less	Rs 900/- per day	Rs 2,500/- per day or actuals whichever is less	Rs. 700/- per day
3	Associate Professor/ Sr. Manager	Rs 3,000/- per day or actuals whichever is less	Rs 800/- per day	Rs 2,000/- per day or actuals whichever is less	Rs 600/- per day
4	Asst. Professor	Rs 2500/- per day or actuals whichever is less	Rs 700/- per day	Rs 1750/- per day or actuals whichever is less	Rs 500/- per day

PRINCIPAL
MGM MOTHER TERESA COLLEGE OF NURSING
B-6, CIDCO, Ch. Atapali Sambhalpur



5	Faculty lower than Asst. Professor/ Manager/ Officer	Rs 1750/- per day or actuals whichever is less	Rs 600/- per day	Rs 1500/- per day or actuals whichever is less	Rs 450/- per day
6	Officer	Rs 1000/- per day or actuals whichever is less	Rs 600/- per day	Rs 1000/- per day or actuals whichever is less	Rs 450/- per day

4. Daily Allowance to cover other incidentals, including meals

1. The daily allowance to cover all other outstation incidental expenses will be allowed as per the table below.
2. Normally a day (of 24 hours) will reckon from the time of leaving the station (house of the employee) to the time of returning back. Period more than 12 hours will also be counted as a day for calculating daily allowance. However, period less than 12 hours, but more than 6 hours will count for half a day
3. In case travel time is more than 12 hours, the Daily Allowance, for such travel time exceeding 12 hours, will be counted at DA rates applicable for 'other places' as per the table below:

S. No.	Category of employee	Metros and Mini metros, i.e., Mumbai, Delhi, Noida, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Nagpur, Baroda, Indore and other state capitals	Other Places
1	Principal / Admin Head	Rs 1000/- per day	Rs 1000/- per day
2	Professor	Rs 850/- per day	Rs 800/- per day
3	Associate Professor/ Senior Manager	Rs 700/- per day	Rs 600/- per day



4	Asst. Professor/ Manager	Rs 600/- per day	Rs 500/-per day
5	Officer/Other staff	Rs 500/- per day	Rs 450/- per day

- The institute can fix separate rates for stay and DA entitlement, on case-to-case basis, for long duration stay at place, say more than a week.
- The reimbursement limits indicated above will be subject to review time to time at discretion of the management.

4.10 Separation Policy

4.10.1 Suspension, Removal, Dismissal, Termination, Retirement

1.

(a) The services of temporary employees may be terminated by the Competent Authority at any time without showing any reason, after giving one calendar months' notice or by paying one months' salary (the pay and allowances, if any) in lieu of notice. The notice should not, however, be given during vacation or so as to cover any part of the vacation.

(b) The services of permanent employee can be terminated on the following grounds:

(i) Willful and persistent neglect of duty, (ii) Misconduct,

(iii) Breach of any of the terms of contract, (iv) Physical or mental unfitness,

(v) Incompetence,

(vi) Abolition of the post.

Provided the plea of incompetence shall not hold good after five years of confirmation of an employee.

4.10.2 Suspension

1. If the competent authority finds that the nature of the act under (i), (ii), (iii) or (iv) of Paragraph 1 (b) alleged is so serious as not to allow the employee to continue his work, an order suspending him may be passed and the person shall continue to remain under suspension till a decision of the departmental enquiry or till such period as the competent authority deems fit. During the period of suspension, the employee will be entitled to a subsistence allowance as decided by the State Government from time to time.

2. If any action is proposed to be taken against any employee a departmental enquiry shall be held and the employee shall be given opportunity to defend.



3. If as a result of enquiry the employee is not found guilty of misconduct, then the employee shall be reinstated and he shall be entitled to his normal full salary and allowances for the period of suspension, subject to adjustment of the subsistence allowance paid to him during the period of suspension. If, however, the employee is found guilty partially, but is retained in service, the period of suspension and his pay and allowances may be decided by the competent authority in each and every case.

4. The enquiring Authority shall be appointed by the Competent Authority. The enquiry shall ordinarily be completed within a period of six months from the date of suspension. It shall not be open to the employee to claim to examine any one as a witness except those who are in the employment of the Institute. He may, however, produce other witnesses at his own cost, at the time and place specified by the Enquiry Authority.

The Enquiring Authority shall have the power to disallow any witness, if the evidence is not material to the enquiry.

5. In case of withholding of increment or character roll warning, the employee shall be given intimation of the act of misconduct committed by him and he will be given an opportunity to give explanation before the punishment is inflicted. In such case, department inquiry as laid down in sub-para (b) will not be necessary.

4.9.3 Punishment:

Punishment to be given by the competent authority shall be as under: -

- (a) Censure;
- (b) Withholding of increments or promotion, including stoppage at an efficiency bar;
- (c) Reduction to a lower post or time-scale or to a lower stage in a time-scale;
- (d) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or by breach of orders;
- (e) Suspension;
- (f) Removal from service of the Institute, which does not disqualify from future employment;
- (g) Dismissal from service of the Institute, which ordinarily disqualifies from future employment;
- (h) Fine to be deducted from salary.

4.10.4 Appeal:

The employees shall have a right to refer, the decision of the competent authority arising out of the contract between him and the Institute, to Grievance Redressal Committee framed by the Institute.

4.10.5 Retirement:

Any employee, after confirmation, unless appointed on a contract for a period stated in the appointment order, shall continue in service up to the age of 58 years.



Doc. No.	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 45

4.10.6 Absconding:

If an employee remains absent for 10 or more days without informing the authority concerned, he/she shall be declared abscond in the said case. The authority concerned shall inform the HR department about the unauthorized absence of the employee immediately so that necessary action shall be taken against the employee. The HR department shall ask the employee to submit reasons of unauthorized absence through registered post. If employee fails to submit the explanation in writing within 30 days of receipt of letter, his/her services shall be terminated. Termination letter will be sent to employee's correspondence address by registered post or an employee's registered Email id.

In the event of an employee announced absconding, the institute reserves rights to recover the same from the employee's security deposits/gratuity, if any.

4.10.7 Separation:

The employment is separable by either side by giving one month's notice or payment in lieu thereof. Any employee who wishes to resign from the services of the Institute shall serve the required notice period as per the terms & conditions of the appointment letter. The employee shall submit resignation in writing to the reporting HOD/HOI/Supervisor. The conditions of resignation are as follows:

1. In case the employee wants to be relieved earlier, he shall surrender in lieu thereof salary equivalent to the days for which the notice falls short of the period. However, keeping in view the exigencies of work, management has the right to either accept the resignation letter and relieve the employee earlier or ask him to serve the entire period of notice.
2. While serving notice period no leave can be availed except Medical Leaves, Medical Leaves can be availed in case of an emergency only.
3. If an employee resigns, the management shall give him acceptance/non-acceptance of resignation. However, the resignation once submitted cannot be withdrawn except with a written consent of the management.
4. In the event of an employee resigning from the Organization without serving the notice period, the institute reserves rights to recover the same from the employee's security deposits/gratuity, if any, during the full & final settlement.
5. Employee will get the experience certificate only after completion of minimum six months continuous service and completion of No-dues formalities.

NOTE:

The manual is subject to amendments and modifications from time to time in accordance with the amendments made in various rules, systems, procedure prescribed in various statutes or rules of the organization from time to time. The provisions contained in this manual are in brief and are to be read with the detailed written instructions along with contractual employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Contractual



MAHATMA GANDHI MISSION
MOTHER TERESA COLLEGE OF NURSING

HUMAN RESOURCE MANAGEMENT
MANUAL

Doc. No	MAN/MGM/MTCN/ HRM
Issue No.	02
Rev. No.	02
Date	01/06/2023
Page	Page 46

employees retain that status until and unless they are notified of a change. Contractual employees are ineligible for all MGM group other benefits programs.

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