



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Website: www.podarcollege.com

Policy of Institutional Administration



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

The Anandilal Podar Trust (APT)
Podar Educational Institutions, Nawalgarh
Policy



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)



THE ANANDILAL PODAR TRUST

PODAR EDUCATIONAL INSTITUTIONS,
NAWALGARH

POLICY

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

TABLE OF CONTENTS

SN	PARTICULARS	PAGE NO
1	About THE ANANDILAL PODAR TRUST	2-3
2	Staff Rules & Regulations	4
3	Manpower Planning & Recruitment Policy	5-6
4	On joining	7
5	Office Timings & Attendance	8 - 9
6	Salary Administration	10
7	Leave Policy	11
8	Other Policies & Regulations	12
9	Exit Policy	13-15
10	Code of Conduct	16-18
11	IT Usage Policy	19-21
12	Miscellaneous Rules	22-32
13	Employment Ethics	33-34
14	Member Personal File	35
15	Transportation	36
16	Increments - Awards Grades	37-38



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

1. ABOUT ANANDILAL PODAR TRUST

For this Policy **PODAR EDUCATIONAL INSTITUTIONS** shall mean all the Institutions under the **Anandilal Podar Trust (APT)**.

For this Policy the Chairman shall mean Mr. Kantikumar Podar, Vice Chairman shall mean Mr. Rajiv Podar and the Board of Trustees shall be collectively represented by the Chairman, Vice Chairman, Ms. Vedica Podar and other Trustees of the APT.

The Management will mean to constitute Management of The Anandilal Podar Trust.

THE INSTITUTIONAL CULTURE AND CORE VALUES

The **Podar Educational Institutions** policy is consistently endeavour to achieve excellence in all spheres of Institutions through practice of laid down Institutional culture, core values and development of institutions / interpersonal relationships. All employees of the Institutions should achieve excellence by following the trust's core values and trust culture on day to day basis. It will not only help them to shape up their needs and expectations but also create a sense of belongingness and will act as a filter to weed out all the unwanted behavioural practices and habits, resulting into this Trust becoming a premier organization.

Core Values

- A) Work honestly, diligently and truthfully.
- B) Aim to be "Students career is our motto"
- C) Maximizing students in Meritorial list.
- D) To achieve 100% results.
- E) Maximization of surplus for stability and growth of the Trust Units.
- F) Attainment of employees satisfaction.
- G) Practice of environmental friendliness.
- H) Fulfillment of social responsibility.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Trust Culture

CULTURAL VALUES	DEFINITION
Sense of Belongingness	Identify oneself with the Trust.
Team Work	Focus collective Efforts to achieve set goals.
Total Commitment	Single minded devotion, dedication and determination to achieve set goals.
Respect for Others	Honour each others values, ideas and sentiments.
Honesty and Integrity	To be true to self, organization, profession and society in thoughts and deeds.
Positive Attitude	Building in one self-empowering thought to strengthen the Trust.
Initiative	To think and act beyond established norms.
Self Discipline	Self-governance of norms set by the Trust.
Cost Consciousness	Ability to appreciate the values of things and resources, no matter however small.

THE ANANDILAL PODAR TRUST

Rambilas Podar Road, Nawalgarh – 333042, Rajasthan, India

Tel: 01594 – 223138 Fax: 01594 – 223198

website : www.podareduinst.com

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

2. STAFF RULES AND REGULATIONS

- These rules and regulations lay down the conditions of service of the members of the Staff employed or working for The Anandilal Podar Trust (hereinafter also referred as "Members") and shall be deemed to have come into force on 1st April, 2020. All previous rules shall be and they are hereby superseded.
- Save as otherwise provided, these regulations shall apply to all the Members, whether permanent, temporary or on probation.
- The powers of the Trustees Directors, Chairman or Vice Chairman or Executive Director under these regulations may be exercised by the Prescribed Authority to the extent that may be determined by the Trustees and Chairman or Vice Chairman from time to time.
- The Trustees, Chairman or Vice Chairman shall have the right to add, alter, repeal or suspend all or any of these rules & regulations from time to time and the same shall bind all the members of the staff.
- The interpretation of all or any of these rules and the decision thereon of the Trustees of the Board, Chairman or Vice Chairman shall be binding on all members.
- All members shall serve the Trust faithfully and devote their whole time and attention to the service of the Trust and shall maintain the strictest secrecy regarding the Trust's affairs and the affairs of its constituents and others who deal with the Trust. They shall use their utmost endeavour to promote the interests of the Trust and shall show courtesy and attention to the Trust's constituents and others who deal with the Trust.
- **No member shall involve himself in any outside activities which term shall include availing his services, skill or knowledge for the personal benefit of any School/College/Coaching class other than the one belonging to The Anandilal Podar Trust without prior written permission of the Chairman or Vice Chairman.**
If anyone found working some other School/College/Coaching Class, the Management has right to dismiss the faculty member and penalize the member upto last six months' salary. All teaching staff bound to work till complete of their session, should not leave job during mid-session.
- Any member found guilty of indiscipline, neglect, not carrying out instructions, loitering without purpose or disturbing any other member in his work or gossiping with others will be considered to be guilty of misconduct. The member shall thereupon be liable to be:
 - a. Warned in the first instance.
 - b. Warned or Fined in second instance.
 - c. Suspended and / or dismissed for recurrence thereafter.
- No member is permitted to persue any education, course or classes during the service period without prior written consent from Board of Trustees, Chairman or Vice Chairman or Executive Director.
- The services of a member are liable to be transferred to any of the Unit of The Anandilal Podar Trust, during the period of employment of the member. Management to make best efforts to ensure such transfer will be made without adversely affecting the member monetarily.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

3. MANPOWER PLANNING & RECRUITMENT

The Manpower planning is done at the beginning of the financial year by the Principal in close co-ordination and interaction with the concerned and department Heads and in line with the Trusts goals, strategy & guidelines . The manpower planning shall be done with pretext to :

1. New Admissions / Initiatives / New Subjects to be introduced
2. Additional manpower to be added in line with the budgets planned
3. Replacement of the current portfolios on account of resignations, terminations, retirements, deaths etc.
4. Requirement of a particular skilled competencies.
5. Qualified faculties.

The ENGAGEMENT PROCESS

a. Manpower Requisition

As and when the vacancy arises for any of the above mentioned reason, the **Manpower Requisition Form** has to be filled in by the concerned , to whom the vacancy reports to. The following specific details must be specified:

- Position (New / Replacement)
- Location
- Desired qualification
- Job description

The duly filled in form authorised by the concerned Department Head, must be forwarded to the Executive Director. The Executive Director then initiates the engagement process

b. Sources of Recruitment

The Sources of the recruitment shall be any of the following:

1. Through Advertisement
2. Through Placement Agencies / Consultants
3. Through Job portals
4. Through Internal reference
5. Through recommendations.

c. Interview Process

The Interview process shall be based on the position and the hierarchy in the organization.

The process shall be as follows

Preliminary Interview : This shall be conducted by the immediate superior followed by the Divisional Head. Principal would be the integral part of the process. In case Principal is unable to be present physically, telephonic interview shall be planned. Suggested to that Executive Director, Principal and HOD must be present for the interview.

Final Interview : This shall be conducted by the Chairman/Vice Chairman/Executive Director or the Divisional Head based on the position.

The Interview process must be documented in the **Interview Assessment Sheet**



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

d. Reference Checks

As a matter of ensuring the right candidate with a decent conduct the process of assessing the candidate through references is advisable. After shortlisting the candidate and before issuing the offer of employment, the reference check of the candidate may be done preferably from the following:

- > Prior 2 School / college reporting superiors
- > Any subordinates /peers working with him
- > External customers (Bankers /franchisees etc)
- > HR

The reference checks must be documented in the **Candidate Assessment through references form**

e. Offer of Employment

If required by the Employee and after the above mentioned process a formal offer of employment may be given specifying the following:

- > Designation
- > Location of position
- > Latest date of Joining

The said offer must be accepted by the candidate and a written acknowledgment of the same must be taken

f. Discipline

- > Students are barred from using Cell phone in the class rooms.
- > Students from Std 1st to 12th Should not be allowed to bring Cell phone in class.
- > Under graduate and Post graduate students should keep switch off of Cell phone in the college premises.
- > Teachers must keep switch off their cell phone during lectures.
- > All students must wear uniform.
- > All staff must wear uniform.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

4. ON JOINING

On the day of joining the New member is required to submit the following documents to C.A.O.

1. Employee Engagement Form;
2. Provisional Income Tax Declaration Form;
3. **Duely attested proofs of Academic & Professional qualifications;**
4. **Proof of Professional experience;**
5. **Last Drawn Salary Slip;**
6. 3 Passport size photographs;
- 7.
8. Copy of Pan card, Passport and Address proof;

BANK ACCOUNT

The new joinee is required to submit C.A.O. the details of his/her Bank account number, name of the bank and the IFSC/NEFT code in which he/she wishes to get his salary transferred.

The Bank details has to be mandatorily in the name of the employee.

In case the Trust choose a particular Bank for corporate salary accounts, every employee /new joinee have to mandatorily comply the process of account openings in the designated banks.

The HR department shall inform the concerns with regard to the documents required for the account openings.

On activation of the account , the account number has to be immediately informed the HR / Accounts for onward processing

The salaries shall be directly transferred to the Members account.

THE ANANDILAL PODAR TRUST
NAWALGARH (Raj.)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

5. OFFICE TIMINGS & ATTENDANCE

1. WORKING HOURS & HOLIDAYS

① The Working Hours shall be minimum 7 Hours a day. (Excluding Lunch Hours)

The Timing shall be changed depending on the requirements.

The National paid holidays should be decided at the beginning of the year and must get approved from the Chairman / Vice Chairman and Executive Director.

2. ATTENDANCE RECORDING /PUNCTUALITY

- All members are required to mark their attendance in the attendance register daily.
- Members will be allowed a grace time of 5 minutes from the Reporting time. The cases of coming late after grace time will be dealt with as per following procedure:-
 - (i) In case members has reported late due to unforeseen reasons., the cases of late coming may condoned as a special case. The same needs to be approved by the Executive Director.
 - (ii) Continuous Late coming / Absenteeism without proper reason, would be taken up very seriously by the management and treated as misconduct liable for even removal from service.

3. PROPOSED TIME BOUNDING POLICY FOR THE LATE COMERS.

Assuming, if reporting time on duty is decided for the faculty from 9.00 am. Marking for the Late comers may be laid down as per the following procedures :-

- 1) Grace period of 5 minutes may be given to the Faculty Members to report on duty.
- 2) After the Grace Period, suppose : If any faculty & staff request to report late on duty between 9.05 am to 9.30 am for any personal reason, may be marked Red Line (R/L). Such 3 Red Lines may be considered equivalent to half day's leave.

9.05 am to 9.30 am -Red Line (R/L)

- 3) If request to report on duty between 9.30 to 10.30 am may be marked Short Leave. Such 2 Short Leave entries may be considered equivalent to ½ (Half Day).

9.30 am to 10.30 am -Short Leave (S/L) For two short leave equitant to ½ Day

i.e. grace period is only 5 min- from reporting time.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

- 4) If any Faculty request to report on duty late due to any personal problem, (after maximum 10.30 to 1.00 pm may be considered Half Day Leave. The same if any Faculty leaves the campus for any personal reason Two hours prior to their daily hours may be marked Half Day.

10.30 am to 1.00 pm - Half Day (H/D)

If leaves Campus prior to two hours - Half Day (H/D)

- 5) If Telephonically informed - Telephonic Leave (T/L)
- 6) If no information is provided by one - Leave without pay (LWP)

Out of 12 leave only 4 telephonic leave allowed rest 8 leave on prior permission of All Principals , Vice Principal CEO/CAO . Engineer will get 21 days leave in a year as they work on Sunday and holidays ensure principal all faculties member can avail maximum 5days 5 days summer and winter vacations. They should ensure, work should not suffer during their vacations. Leave should be evaluated on their no of days worked not full year leave to credit. Office staff and clerical staff. Will get 15 days leave in year as this work all holidays too.

- 7) Print out of Daily Attendance Sheet & Monthly Attendance Sheet may be taken from the Bio-Metric Machine and same may be checked and marked both on Attendance Registers & Daily Attendance Sheet. One format may be prepared as soft copy on Computer that may be sent to Accounts Section to prepare the Salary after month is over.

- 8) No faculty should leave campus during the working hours (once entering the college premises) without prior permission (in writing) of Principal and same should be authorized by CAO.

If anyone leaving campus without permission in writing shall be marked absent for the day.

In and out should be through Bio-Metric Machine for proper record keeping.

4. There should be a Suggestion / Complaint box. Same should be opened by CAO/ ED once in a week. Action should be taken immediately and inform concerned person.

Summary of Complaints action taken should be prepared and sent to Chairman once in a month i.e. 7th day of each month.

5. **CHANGE OF ADDRESS & TELEPHONE NUMBER**

Members shall inform in writing to the HR department any change in his / her addresses or telephone number within two working days of the change.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

6. SALARY ADMINISTRATION

a) **GENERAL CONDITIONS:**

- a) Information relating to Salary Structure, allowance and benefits etc. are personal to members and are to be treated in strict confidence. Pay shall not be discussed between members and any such Act shall be construed as violation of Code of Conduct.
- b) All members of the Trust will be paid their Salary and Allowances applicable to them on monthly basis.

b) **SALARY ADMINISTRATION:**

- a) Member is expected to provide Account Department the details of his Bank Account on day of joining. In case the Trust intends to have an Account of the Member under Trust Salary Account with any designated Bank, the Salary account of the new Joinee shall be opened with the Bank in consultation with Accounts Dept
- b) The Salary shall be paid / credited into Bank Account on 7th of following month. In case 7th is a holiday it will be paid/credited the following working day.
- c) The Trust shall deduct all legal Statutory deductions under the respective Act applicable from time to time from the Gross Salary.
- d) All members whose salary is exceeding the minimum exemption limit as per the Income Tax Act has to submit declaration of Investments for the calculation of TDS on Salary in the month of April every year. If anybody fails to submit the declaration then the Account Dept. will deduct Income tax monthly from the gross salary as per the Income Tax Act.
- e) Members shall submit Account Dept. their Bills for various reimbursements on or before 10th of the every month by providing the proper bills and necessary supporting bills.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

7. LEAVE POLICY

A. GENERAL CONDITIONS:

- a) "Leave Year" for a member will in the first instance, be the period between his / her date of joining and 31st March of the Financial year. Thereafter the leave year will be the Financial Year i.e from 1st April, to 31st March. This is applicable to all employees of the APT/ Podar Educational Institutions
- b) Leave would accrue during probation period but can be availed only after confirmation of services of the member. In case the member ceases to be a member before confirmation the accumulated leave will lapse.
- c) Any weekly off / holiday falling between the leave would be treated as leave.
- d) Any leave availed without the approval of the Head of Department or Executive Director shall be treated as Leave without Pay.

B. LEAVE FORMALITIES

- a) No member can go on leave without prior sanction / information to the Management of the same in writing well in advance.
- b) The member is responsible to apply for leave in the prescribed format and get the same approved by their respective Department Head with a simultaneous communication to the HR dept. The member must inform the place of their visit, telephone number and address of the destination while on leave.
- c) In case of emergency/medical causes, member must inform the leave details on phone to their immediate superiors. In such cases the member must inform the immediate superior on phone same day before start of School / College and submit the approved leave application within 3 days of return from their respective leave, if not submitted earlier.
- d) Leave application for leave exceeding 4 days should be taken 15 days in advance and leave exceeding 10 days should be taken 30 days in advance. In case of any unforeseen circumstances like death, illness etc. special sanction should be taken from the Head of the Department or Executive Director. In such cases the Members must inform the Head of Department on phone same day and submit the approved Leave application within 3 days of their return from leave.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

8. OTHER POLICIES & REGULATIONS

1. UNIFORM / SHOES / UMBRELLA

- a) Trust would be providing 2 pairs of Uniforms every year & 1 pair of Shoes to Guards & Peons every year. Driver will be provided with two pairs of uniforms only.
- b) The Uniform so provided is mandatory for every member who has been provided with the same to wear it during duty hours & also during the period of duty if not on a working day.
- c) Once the Uniform & Shoes is provided, no wear & tear would be given except in abnormal circumstances and that is also to be reported to the Administrative in charge and subject to his approval.
- d) If the member is found not wearing his Uniform/Shoes more than 3 times in a month then one Leave/Salary will be deducted. Also for further every 3 consecutive times, his/her one day Leave/Salary would be deducted. However if found regular inconsistency, the member could also be terminated from his/her service (Loss of Job).
- e) Trust would be giving an Umbrella to its Peons/Drivers; which the concerned person would have to return after the end of the rainy season. If the same is not returned in the Office, cost of the umbrella would be recovered from the concerned person's salary.

2. ADVANCE / LOAN

- a) Any advance taken by member against expenses should be cleared within one week from the date of completion of work. Advance given for on going expense to any member should be redeposited to cashier on or before 25th March due to year ending. It can be taken back in 1st week of April.
- b) No loans will be sanctioned to any employee. On emergency they can take advance against salary same should be recovered 2/3 installments.

3. All bills/vouchers to be approved personally by the person on whose name the said expense has been incurred or the person using the service. If the person is not available/present during that period, then the A/c's Dept. to take his/her signature on his/her return but pre/post approval is compulsory

***** THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

9. EXIT POLICY

EXIT could be of the following types :

- ✓ Exit Due to Resignation by the member
- ✓ Retirement
- ✓ Exit due to dismissal

Exit Due to Resignation by the member

Process

1. A member is required to submit his/her intent of resignation to his/her reporting superior only.
2. Upon receipt of the letter of resignation by the immediate manager, the same will be forwarded to the Divisional Head/ Head-HR.
3. The approval of resignation may be effected as per the authority matrix.
4. After the resignation has been accepted, the member initiates clearance formalities & ensures that it is completed at least two days before the last day of service with the Trust. He/ She may also go through an exit interview one day prior to his day of relieving.
5. An exit feedback form may be filled and returned by the member prior to the day of exit interview basis which the exit interview is conducted by the HR.
6. The Full & Final settlement shall be concluded within 45 days from the date of resignation of an member. However if the member has not submitted his / her clearance form or is found guilty of any misconduct or violation of the Code of Business Conduct or has not handed over his / her responsibilities due to which there is disruption of business continuity, the Management has the discretion to withhold the settlement till the resolution of the issue

Activities to be completed by the member on resignation

- Handing over the files /data files and Trust property (like Phone, Calculator etc.) to the Head of Department / Prescribed Authority.
- Should take No Dues Certificate signed by all concerned departments.
- Complete the Exit interview if requested.
- To settle all account pending to hand over all developing of the institute used –er kept by him.

Operating Principles

1. All Members to give notice as defined in their letter of appointment from the date of resignation for being relieved.
2. Members are generally not expected to proceed on leave after resignation till the date of relieving. The members will have to serve the full notice period to facilitate a smooth transition of his / her successor to the job or handover to his / her supervisor. However, members leave can be approved by the Immediate Manager with information and approval from Head HR, subject to availability of leave balance. Such approval of leave will be on a case to case basis based on circumstances which require the member to proceed on leave.
3. Teachers /professor should not leave job before completed of the session as learning job during mid session will effect studies of students



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

4. Anyone leaving job (Professors, Teachers) must give proper notice in advance.
5. The Trust will initiate the final settlement process of the member only after the acceptance of resignation.
6. If a member fails to serve the notice period (without approval for waiver) as stated in his letter of appointment, he/she will not be issued any relieving letter/reference letter even though subsequent deduction may be made from his settlement on account of such shortage in notice period.
7. Full & Final settlement would include all unclaimed benefits, unpaid salary if any, and the terminal benefits as may be applicable.

Retirement

1. All the members shall ordinarily retire from Trust's service on completion of Sixty (60) years of his age. Extension of service after completing the age of 60 years will be at the sole discretion of the Board of Trustees, Chairman or Vice Chairman.
2. At the time of the retirement, the Trust will settle all legal and other dues of the member and only then, if required, new service contract should be signed with the member.

Process

1. The retiring member should initiate discussion with payroll for necessary forms and action at least two months prior to the date of his/her attaining age.
2. All exit policies as stated above in the resignation process will be applied to retiring member also.

Operating Principles

1. All members will retire upon completion of 60 years of age as determined by the Trust based on the records submitted by the member at the time of joining the organization.
2. Full & Final Settlement would include all unclaimed payments, unpaid salary, if any, and terminal benefits as per rules and Trust policy.
3. The concerned HR Manager will be responsible for assisting the member to prepare for the retirement. Advance information of at least 2 months should be given and the member shall be assisted in planning the investment of his retirement benefits.
4. After the retiring member initiates clearance formalities & ensures that it is completed at least two days before the last day of service with the Trust, he/she shall also go through an exit interview one day prior to his/her day of relieving.
5. The F&F proposed settlement form is forwarded to the member who is required to confirm his/her acceptance of the settlement in writing within 48 hrs of receipt of the settlement form from the Trust.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

6. Upon receipt of the confirmation of acceptance of the settlement, the cheque will be dispatched / handed over to the member within 7 working days at the address indicated by the outgoing member or personally.
7. All benefits payable to such outgoing member will be subject to taxes as applicable to them under the laws of the land.

Exit Due To Dismissal

This refers to termination of employment of a member by the Trust for misconduct, non compliance of rules & regulations, poor performance, theft habitual absentiseus regular complaints from students for poor performance Or such other reasons.

Process

1. The Trust / Institute will not issue any reference letter but will only process final settlement of dues on completion of clearance formalities.
2. A service certificate may be provided to the member on request if all the conditions governing his exit are duly complied with.

Operating Principles

1. The Trust will arrive at a decision of dismissing an member only after following the due process as outlined under the Code Conduct or the process presented by law as applicable under this subject.
2. Notice pay will not be paid to such of those members who are terminated on grounds of rules violation, theft, misbehavior, Moral turpitude, Sexual Harassment, poor performance etc.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

10. CODE OF CONDUCT

Code of Ethics is devised to ensure that we function with high standards of ethical conduct. Our Trust philosophy reflects our growth ethics. In order to assist every individual to ensure compliance of our own areas of responsibilities with dignity and commitment enhancing reputation the following ethical business practices has been put up:

1. **COMMUNICATION POLICY**

Mode of Communication:

- All official communication to be done in writing/by mail.
- Oral communication tends to get ignored.
- In case of physical delivery of documents, communication may be done by a written Email
- Do not use personal ids for official communication unless there is an emergency.
- Reporting system should be adhered strictly as per scheduled day.

Channels of communication:

- Do not bypass Hierarchy.
- All that you need to communicate to the higher ups or to the top management should be first addressed to your immediate Superior.
- If you need to communicate with someone in the organization kindly mark a 'CC' to your Superior as well.
- While replying to a communication kindly reply to all those to whom the original communication was marked to unless its very confidential or personal.
- Make use of the 'receipt to the sender' option in the intra net.

2. **CONFLICTS OF INTEREST :**

Members must ensure that their personal interests do not conflict with the duties which are owed to the Trust or which the Trust owes to its clients/ customers. This includes:

- ❖ Engaging in any of the following activities without prior written approval of Management
 - Becoming personally involved in any Trust transaction
 - Negotiating or contracting on behalf of the Trust with an entity in which you or your relative or friend has an interest
 - Accepting any employment, consultancy, directorship or partnership outside the Trust without prior permission of Chairman or Vice Chairman.

In case of any clarification pertaining the same, the member may consult the ED for the same

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

3. PROFESSIONAL SERVICES RENDERED OUTSIDE THE ORGANISATION

The services rendered are bound to affect the Trust's image, positively or negatively. Therefore any member who wants to render such services will be required to obtain approval of Chairman / Vice Chairman or Executive Director in writing.

Some examples of these professional services are stated below:

- Guest lectures at Management / other professional institutes;
- Imparting training at other organizations;
- Representing a third party to make presentations to their clients;
- Software Development for a third party;
- Any other services rendered;
- Usage of APT Name, Brand or Goodwill for any work done for any outside Party without Management consent.

5. OFFICE CLEANLINESS

The Trust attaches considerable importance to the cleanliness of the office as it is impossible to obtain neat and methodical work if the office itself is untidy. Members are expected to be responsible enough to keep their surroundings in best possible housekeeping and see that at the end of the working day, their workstations are left clean and tidy.

6. POWER SAVING/ WATER SAVING

It is the responsibility of each employee to save Power and Water. All machineries, lights and electrical installations will be switched off when not in use. Prior to leaving their work place, each individual should ensure that all switches are put off. Though adequate water will be provided to the members, it is expected that members do not waste the water and whenever any leakage of water is found the same will be reported Admin Department immediately.

7. WORK STATION/ EQUIPMENT SECURITY

- All members shall take care of their respective work station with respect to its up keep & security.
- Members are advised to lock their drawers & cupboards if they keep any cash / valuables. As far as possible members shall avoid keeping valuables / cash in office drawers / cupboards.
- Members are responsible for the security and safety of the laptops mobile and other Trust assets given to them by the Trust to facilitate their work.
- While leaving the office or after using a conference room or work station members shall ensure that all power connections to computers, printers, lights, ACs etc are switched off. Further they shall clear any paper or files or any other material used for presentations etc from the board room, training room or meeting rooms.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

8. DOCUMENT SECURITY :

- All sensitive files/ documents dealt by the members shall be secured & stored properly.
- Members shall ensure that all confidential documents which are to be disposed are properly shredded before disposal.

9. SECURITY OF INFORMATION & SYSTEMS:

- Members shall be responsible and accountable for the information / data in their custody and computers / laptops shall be password protected.
- The key / passwords shall not be shared to avoid unauthorized access to information / data
- Key passwords used are to be printed on paper. Sealed and handed over to E.D. to keeper safe placed whenever change. Password it should be sealed and kept with E.D.
- All business related data / information shall not be shared with anyone who are not concerned with the same
- Members shall seek permission in writing from HR Head / IT Head before loading or down loading from the net of any information / file in his / her computer. Further they shall seek permission in writing to copy any of the office related information / data for use other than official use.
- All information / systems and equipment shall be used per the guidelines specified by the System Administration department.
- Legal and registered documents should be scanned and kept with the Trust.

10. TRUST'S MATERIAL:

Whenever any Trust's material is taken out of the office premises, a gate pass mentioning clearly whether the same is returnable or non returnable shall be taken from the Administration Head.

13. GENERAL :

- All members should adhere to Trust policies and procedures that may be in force from time to time
- A member shall not unless specifically empowered by the Management in this behalf, communicate directly or indirectly to any outside party including the press, any information or documents of information which may have come into his/her possession or which he/she has secured knowledge in the course official duties
- Each member is a part of our family and he/she should be given due respect in all dealings. Transparency in dealings is the key.
- Mutual respect and courtesy must be an essential part of all our dealings with colleagues both junior and senior.
- Use of alcohol /tobacco / smoking etc is prohibited in the Trust premises

THE ANANDILAL PODAR 18JUN
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

11. IT USAGE POLICY

1. PURPOSE

- i. IT policy is intended to provide broad guidelines to the staff for the use of hardware and software and to ensure that such use is in line with the organization's overall ethos.
- ii. The policy specifies the broad guidelines and the staff are encouraged to use their best judgment in specific situations, or refer such cases to IT department.
- iii. The IT policy is applicable to every member within the organization and the Head's of the departments are responsible for ensuring adherence to the Policy.
- iv. The IT infrastructure has been used as shared services from Podar Enterprise and hence the Podar Enterprise policy becomes applicable.

2. POLICY ON THE ACCEPTABLE USE OF TRUST SYSTEMS

- i. Trust's computer network, intranet servers, access to Internet, e-mail, and other systems are powerful business tools. These systems are intended for members to use in performing their jobs. Therefore, all documents and files residing on such systems are the property of the Trust.
- ii. All information regarding access to the Trust's computer resources, such as user identifications, dial-up phone numbers, access codes, and passwords are confidential Trust information and may not be disclosed to non-Trust personnel.
- iii. Access to the Trust's information systems is intended for Trust business.
- iv. Distribution of information on or through the Internet/ Physical Media is strictly prohibited unless pre-approved by the concerned reporting head /HR/CEO.

3. PRIVACY

- i. All computer files, documents, and software created or stored on the Trust's Computer systems are subject to review and inspection at any time.
- ii. The member shall not have a personal right to privacy in official e-mail communications, and should not expect that his/her e-mail communications will be kept confidential under all circumstances. For example, the member should be aware that the use of passwords or codes may be overridden by the Trust for legitimate business reasons. Similarly, the member should be aware that because an e-mail message is deleted, it does not necessarily mean that the message has been totally erased from the system or that it cannot be retrieved.
- iii. Trust reserves the right to monitor and access e-mail communications and monitor intranet and Internet usage at any time for any legitimate business reason.

4. USE OF OFFICAL MAIL ID

Only the Official E-mail address must be used for all Official Communications. Members are advised not to reply or acknowledge e-mails sent from personal e-mail ids, on issues which are Official.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

5. PERSONAL USE OF INTERNET

- i. Some members need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time members are working.
- ii. Personal use of the Internet should not be on business time, but rather before or after work or during lunch period. Personal use of the Internet must not disrupt the operation of the Trust network or member productivity.
- iii. The Trust strictly prohibits the display, transmittal, or downloading of material that is offensive or inflammatory, such as racial, ethnic, sexual, ageism, disability status, sexual orientation, religious slurs, or other material that may be pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful. Violation of this Guideline may result in discipline up to and including termination.

6. SOFTWARE & COPYRIGHT

The Trust fully supports copyright laws. Members may not copy or use any software, images, music or other intellectual property (such as books or videos) unless the member has the legal right to do so. Members must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Members may not use unauthorized copies of software on personal computers housed in Trust facilities.

7. PROHIBITED ACTIVITIES

Under no circumstances may the Trust network and computing resources be used for any of the following purposes:

- i. Circumventing existing security controls to damage the integrity or disrupt the use of the Trust information resources.
- ii. Violating the rights of any person or Trust protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed for use by Podar Enterprise.
- iii. Using the Trust resources to conduct outside business ventures Disclosing confidential or proprietary information to unauthorized personnel Performing illegal activities, including gambling Downloading and / or using software that has no business purpose, such as games or movies
- iv. Using the Trust computer systems as a conduit for unauthorized access attempts on other computer systems seeking employment outside the Trust engaging in any activity that is illegal.
- v. The activities mentioned above are illustrative and not intended to be all inclusive. If a Member have any question whether his/her behavior would constitute unauthorized use, contact his/her immediate supervisor before engaging in such conduct.

8. MISUSE

If a member become aware of misuse of the Trust's information systems, he/she may strongly encouraged to report the matter to he/she immediate Supervisor, Manager, or to the Head of Administrative Department.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

9. MISC HARDWARE POLICY

This policy includes any computing devices brought into the organization or connected to the organizational network using any connection method.

This includes but not limited to following items:

- i. Desktop Computer systems
- ii. Servers
- iii. Printers & Scanners
- iv. Laptops, Palm tops
- v. Switches, Modem, Routers, RF equipments
- vi. UPS systems
- vii. Floppies, CD's, Blue tooth, Pen Drives, Detachable hard disk, CD writers etc.
- viii. Data Cards.
- ix. Mobile phone's internal or external memory

If the computing devices are brought in, before connecting it to Trust network the same should be updated to the IT department. The concerned person getting it must ensure that it is free of virus, worm or Trojan and must not use the computing devices to copy sensitive information related to Podar Enterprise & use the same for distribution or misuse

Following policy must be followed by all related to Hardware items.

- i. All users must ensure safety and maintenance of the computer items issued to them.
- ii. The deployment of new equipment or re-deployment of existing equipment, including relocation of hardware outside Podar Enterprise, is only to be undertaken by the IT Department.
- iii. All members are responsible for the proper usage, care and cleanliness of the computer equipment they use.
- iv. Problems with hardware should be reported to the IT Department.
- v. Users should not disable the anti-virus programs loaded by IT on the computer systems. Additionally, as and when the users are prompted, they should apply the latest patches or security updates to their machines.
- vi. The users should not disable any firewall (if installed) on their machines as set by IT department.
- vii. Any data stored on Computers other than on the Server shall be the responsibility of the concerned user in terms of safety and backup.

10. MISC SOFTWARE POLICY

All members must follow these instructions as mentioned as Software Policy.

- i. No software or application shall be loaded without proper licenses. Podar Enterprise will treat the installation of unlicensed software by users as a serious breach of the IT policy.
- ii. If the members causes a security problem on the network by installing and running an unapproved program they risk disciplinary action.
- iii. The purchase, installation, configuration, support of all software and software application used within the Trust are the responsibility of the IT department.
- iv. Problems with software should be reported to the IT Department at respective locations.
- v. Request for modifications, enhancements and upgrades of existing software applications should be discussed with the IT Head.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

12. MISCELLANEOUS RULES

1. These rules will be known as miscellaneous rules for Anandilal Podar Trust, Nawalgarh. The rules will be applicable to all the Institutions run by the Trust. The rules will come into force from the date it is approved by the Governing Board of the Anandilal Podar Trust, Nawalgarh.
2. **CONSTITUTION OF THE MANAGING COMMITTEES FOR THE INSTITUTIONS RUN BY THE ANANDILAL PODAR TRUST, NAWALGARH.**
 - (A) There shall be constituted a Managing Committee for every recognized institution in the manner prescribed as under :-
 - a) The Managing Committee shall consist of not less than 15 and not more than 21 members including the Head and Heads of the Institution or Institutions run by the Trust.
 - b) Not more than two thirds of the members of the Managing Committee shall belong to any one community, caste or section.
 - c) Not less than one third of the total membership should be from amongst donors or subscribers.
 - d) One elected member from amongst the permanent staff shall be included in the Managing Committee.
 - e) Director of Education may nominate an officer of the department, not below the rank of the head of the concerned institution or an eminent educationist, to be a member of the Managing Committee.
 - f) At-least one member shall be co-opted from amongst the parents of the students of the institution or institutions run by the management.
 - g) At-least one reputed old student of the institution shall be co-opted as member by the members of the Managing Committee.
 - h) The management shall hold elections after every three years and constitute a new Managing Committee.
 - (B) The Managing Committee shall adopt the following procedure for conducting elections:-
 - a) An election officer shall be nominated.
 - b) The election officer shall issue a notice of election to all the members of the Electoral College at-least one month before the date fixed for election.
 - c) The notice for election shall specify the date, place and time of election.
 - d) The election officer shall maintain the entire election record including the names of the candidates who contest the election as well as of the candidates elected and the member of votes polled in their favour.
 - e) The election shall take place by a secret ballot and the procedure to be adopted for secret ballot shall be determined by the election officer.
 - f) The Co-option by the elected members shall take place within one month of the election.
 - g) The representative of the affiliating University will be the member of the Managing Committee.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

- h) Soon after the election, the Managing Committee shall initiate action for nomination of the departmental representative.
- (C) After its constitution, the elected and nominated members of the managing committee shall elect its Chairman, Secretary and Treasurer. An employee of the institution shall neither be the Secretary nor the Treasurer.
3. **Function and Powers of the Managing Committee** - The Managing Committee shall be responsible for the proper management of the institution and shall perform such functions and have such powers as specified by the governing Board of the Trust.
4. **Functions and Powers of the Secretary** - The functions and powers of the Secretary of the institution shall be as under :
- a) To carry on correspondence on behalf of the institution.
 - b) To call meetings of the Managing Committee and prepare agenda in consultation with the Chairman.
 - c) To conduct and record the proceedings of the meeting of the Managing Committee.
 - d) To carry out the orders and resolutions of the Managing Committee.
 - e) To maintain charge of the invested funds, title deeds and other documents and papers belonging to the institution.
 - f) To open and operate bank accounts of the institution.
 - g) To check, sign and supervise the accounts of the institution.
 - h) To prepare budget in consultation with the Chairman and Heads of the institution.
 - i) To furnish statements of accounts and to submit return, statements, reports and accounts of the institution to the concerned authorities in the following proforma:-

S.No.	Name of Assets	Date of Purchase / Construction	Present Value	Grant-in-aid if received from Govt. for such property	Remarks
1	2	3	4	5	6

- j) To issue orders of suspension of any employee with the prior approval of the Managing Committee.
 - k) To sanction the expenditure of the institution according to sanctioned budget provision.
 - l) To grant leave other than casual leave to the staff including the head of the institution and casual leave to head of the institution.
 - m) To perform such other duties as may from time to time be entrusted to him by the Managing Committee.
5. **Appointment** - After having obtained the approval of the Governing Board of the Anandilal Podar Trust, the Secretary/Chairman of Managing Committee may make necessary appointment.

THE ANANDILAL PODAR TRUST²³
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

6. **Payment of pay and allowance** - (i) The payment of pay and allowances to the employees of the institutions shall be made by A/c payee cheque only.
ii) the payment of pay and allowances shall be made before the expiry of the 15th day of the next month or such earlier day as the Governing Board of the Trust may direct, by general or special order.
7. **Removal or dismissal from service** - (i) The services of an employee appointed temporarily for six months, may be terminated by the management at any time after giving Seven days' notice or seven day's salary in lieu thereof. Temporary employee, who wishes to resign shall also give at-least one month's notice in advance or in lieu thereof deposit or surrender one month's salary to the management.
(ii) An employee, other than the employee referred above may be removed or dismissed from service on the grounds of insubordination, inefficiency, and neglect of duty, misconduct or any other grounds which makes the employee unsuitable for further retention in service. But the following procedure shall be adopted for the removal or dismissal of an employee :-
- (a) A preliminary enquiry shall be held on the allegations coming into or brought to the notice of the management against the employee.
 - (b) On the basis of the findings or the preliminary enquiry report, a charge sheet along with statement of allegations shall be issued to the employee and he shall be asked to submit his reply within a reasonable time.
 - (c) After having perused the preliminary enquiry report and the reply submitted by the employee, if any, if the managing committee is of the opinion that a detailed enquiry is required to be conducted a three member committee shall be constituted by it to enquire the matter further.
 - (d) During the enquiry by such enquiry committee the employee shall be given a reasonable opportunity of being heard and to defend himself by means of written statement as well as by leading evidence, if any.
 - (e) The enquiry committee, after completion of the detailed enquiry, shall submit its report to the management committee.
 - (f) If the managing committee, having regard to the findings of the enquiry committee on the charges, is of the opinion that the employee should be removed or dismissed from service, it shall;
 - (i) Furnish to the employee a copy of the report of the enquiry committee.
 - (ii) Give him a notice stating the penalty of removal or dismissal and call upon him to submit within a specified time such representation as he may wish to make on the proposed penalty.
 - (g) In every case, the records of the enquiry together with a copy of notices given and the representation made in response to such notice if any, shall be forwarded by the managing committee to the Governing Board of the Trust for approval.
 - (h) On receipt of the approval the managing committee may issue appropriate order of removal or dismissal as the case may be and forward a copy of such order to the employee concerned.
- Provided that the provisions of this rule shall not apply :-

THE ANANDILAL PODAR TRUST
NAWALGARH (Raj.) 333042



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

- (i) To an employee who is removed or dismissed on the ground of conduct which led to his conviction on a criminal charge or,
- (ii) Where it is not practicable or expedient to give that employee an opportunity of showing cause or,
- (iii) Where the managing committee is of unanimous opinion that, the services of an employee cannot be continued without prejudice to the interest of the institution, the service of such employee are terminated after giving him one months notice or salary in lieu.

8. Service Book -

- (i) A service book and leave account shall be maintained by the Secretary of the Institution for each employee from the date of appointment. A duplicate copy of service book shall also be made available to the employee concerned on demand.
- ii) The service book shall be kept in the custody of the Secretary/C.A.O. of the Institution. The original service book shall only be authentic document, but in the event of non availability of original service book, assistance for the purpose of pay fixation etc. may be taken from the duplicate version of the service book in the possessions of the employee, provided the entries in it are attested by the Secretary of the Institution. Every step in employee's official life must be recorded in his service book and each entry must be attested by the Secretary of Institution. The date of birth in the Service book or service roll shall invariably be recorded both in figures and words. The date of confirmation of an employee shall also be recorded. A note of educational qualifications attained by an employee subsequent to his entry in his service may be recorded in the Service book. The Secretary of the Institution shall show the service book to the employee concerned once in a year and obtained his signature in token thereof.

9. General conditions of Leave

- (i) Leave is earned by duty only.
- (ii) Leave cannot be claimed as a right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of the service.
- (iii) Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day proceeding that on which charge is resumed.
- (iv) Every employee proceeding on leave must record on his application for leave the address at which letters will find him during the leave.
- (v) An application for leave or extension must be made to the authority competent to grant such leave or extension.
- (vi) In cases, where all applications of leave cannot be in the interest of service, be granted, the authority should in deciding which application be granted should take into consideration the following points.
 - (a) The employee who can for time being best be spared.
 - (b) The amount of leave due to various applications.

THE ANANDILAL PODAR TRUST
NAWALGARH (Raj.)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

- (c) The amount and character of the service rendered by each applicant since he last returned from leave.
 - (d) The fact that any such applicant has been refused leave earlier.
 - (vii) Leave should not be granted to an employee who ought at once to be dismissed or removed from service for misconduct or general incapacity.
 - (viii) An employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness from the authorized medical attendant.
 - (ix) An employee who is absent from duty without leave or before leave applied for has been sanctioned by the competent authority shall be treated to have remained willfully absent from duty and such absence shall amount to interruption in service involving forfeiture of past services, unless, on satisfactory reasons being furnished, the absence is regularized by grant of leave or is commuted into extra ordinary leave by the competent authority. Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
 - (x) An up to date leave account of every employee shall be maintained for each kind of leave.
10. **Extra ordinary Leave** - Extra ordinary leave may be granted to an employee in special circumstances.
(a) When no other leave is by rule admissible;
11. **Amount of Leave salary** - An employee of any institution of the Trust working against the un-aided post or on temporary employment will not be eligible for the amount of leave salary.
12. **General conduct and discipline** - Every employee shall at all times -
(I) Maintain absolute integrity; and
(II) Maintain devotion to duty and dignity of office.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

13. **Improper and unbecoming conduct** – Any employee who –
 - (i) Is convicted of an offence involving moral turpitude whether in the course of the discharge of his duties or not;
 - (ii) Behaves in public in disorderly manner unbecoming of his position;
 - (iii) Is proved to have sent on anonymous or pseudonymous petition to any person in authority
 - (iv) Leads an immoral life;Shall be liable to disciplinary action.
14. **Unauthorised communication of information** - No employee shall communicate directly or indirectly any document or information to any other unauthorized person which has come into his possession in the course of his duties, or has been prepared or collected by him whether from official sources or otherwise. The communication of any document or information to any other person shall be made under the general or special order of the management or in the performance in good faith of the duties assigned to him.
15. **Litigation on Service matters** - No employee shall attempt to seek in Court of Law a decision on grievances arising out of his employment or conditions of service, even in cases where such a remedy is legally admissible, without first taking resort to the normal official channel of redress.
16. **Joining of Association** – No employee shall join or continue to be a member of any association the object or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality
17. **Demonstration and Strike – No employee shall –**
 - (i) Engage himself or participate in any demonstration, which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order decency or morality, or which involves contempt of Court, defamation or incitement to an offence, or
 - (ii) Resort to or in any way abet any form of strike in connection with any matter pertaining to his service, or the service of any other employee.
18. **Joining of organization** – No employee shall join or associate or continue to be a member of any organization which has been declared unlawful under the Unlawful Activities (Prevention) Act, 1967, or any other law which is in force or the objects or activities of India or public order or morality.
19. **CONTRIBUTORY PROVIDENT FUND**
 - (i) General – Every institution of the Trust shall constitute a provident fund for the benefit of its employees.
 - (ii) All employees who have completed one year continuous service in the institution shall be required to contribute to the fund.
 - (iii) The institution shall comply with the directions issued by the State Government/the governing Board of the Trust with regard to the investment of accumulations in the fund, as per State Government Private Educational Institutions Act.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

- (iv) The amount of the fund or any portion, thereof shall not be withdrawn or used for the activities of the institution or for any purpose other than payment or advance to the employees.
- (v) All accumulated, current or future, accretions to the P.F. amount of the employees and contributions of the institution shall be deposited in the interest bearing personal deposit account by the institution in Government Treasury/Sub-treasury within seven days of the drawal of salary.
- (vi) Each employee shall be provided with a pass-book in which regular entries of all the credits and withdrawal shall be made by the Secretary of the institution and attested under his signatures. It shall be shown to the employees after 30 June every year.

20. **NOMINATION -**

- (a) A Subscriber shall, as soon as may be after joint the fund, send to the Secretary of the Institution, a nomination, conferring one or more persons the right to receive the amount, that may stand to his credit in the fund in the event of his death, before the amount has become payable or having become has not been paid provided that if at the time of making the nomination a subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.
- (b) If a subscriber nomination more than one person under sub-rule (1) he shall specify in the nomination, the amount of share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.
- (c) Every nomination shall be in such one of the forms set forth in the Appendix - XV as is appropriate in the circumstances.
- (d) A subscriber may at any time, cancel a nomination by sending a notice in writing to the Secretary of the institution provided that the subscriber shall, along with such notice send a fresh nomination made in accordance with the provisions of this rule.
- (e) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect, on the date on which it is received by the Secretary of the institution.

21. **Conditions and Rates of Subscriptions -**

- a) Every subscriber shall subscribe monthly to the fund, when on duty and on leave except leave without pay.
- b) The amount of subscription shall be 8.33% of the emoluments (Pay + D.A.) of the subscriber.
- c) The amount of subscription shall be in whole rupee (50 paise or more counting as the next whole rupee)
- d) The amount of subscription so fixed shall remain unchanged throughout the year.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Provided that if a subscriber is on duty or on leave for a part of that a month and on leave without pay for the remainder of that month, the amount of the subscription payable shall be proportionate to the number of day spent on duty and / or on leave (not leave with pay) in the month.

22. **Realisation of subscription** - Recovery of subscription on account of these employments of the principal and interest of advance shall be made from the salary of a subscriber drawn from the institution.
23. **Contribution by the Institution** - The Institution shall along with the monthly subscription of the subscriber to the fund make equal contribution each month. Maximum 8.33% of the salary.
24. **Interest** - The State Government at the end of the each financial year, pays interest on the minimum balance in the Personal Deposit Account between sixth to the end of an individual month in the P.D. Account of the institution opened and maintained in the Treasury/Sub-treasury concerned at such rate as the State Government may from time to time prescribed for the payment of interest, on subscriptions to the General Provident Fund. Interest shall be credited with effect from the 31 March of each year.
25. **Advance from the fund** - A temporary advance may be granted to a subscriber from the amount standing to his credit in the fund by the Secretary of the Institution on the following conditions.
 - a) To pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him.
 - b) To pay obligatory expenses up to a reasonable amount in connection with funerals or ceremonies which by his religion it is incumbent on him to perform.
 - c) An advance shall not, except for special reasons exceed half of the amount of total subscription of the employee or three month's pay, whichever is less;
 - d) A second advance shall not except for special reasons, be granted until at-least twelve months after the final payment of a previous advance together with interest thereon;
 - e) An advance to the extent of 50% in case of son's marriage and 75% in case of daughters marriage may be made, out of the total amount of subscription of the subscriber limited to ten month's pay;
 - f) An advance to the extent of 50% of the total amount of subscription of the subscriber limited to ten month's pay may also be made -
 - (i) For building, altering or enlarging a house or for acquiring a suitable house including the cost of land on the satisfaction of the Secretary of the institution, on the basis of documents produced for this purpose.
 - (ii) To meet the expenses including travelling expenses in connection with the illness of the subscriber and members of the family or any person actually dependant on him.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

26. **Recover of advance -**

- (i) An advance shall be recovered from the subscriber in such number of equal installments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects or in any case not more than thirty six. Each installments shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to admit of the fixation of such installments.
- (ii) Recovery shall be made from the employments of a subscriber drawn from the institution and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments.
- (iii) If more than one advance has been made each advance shall be treated separately for the purpose of recovery.
- (iv) After the principal of the advance has been fully repaid, interest shall be paid thereon in two installments.
- (v) Recoveries made under the rule, shall be credited as they are made to the account of the subscriber in the fund.

27. **Circumstances in which accumulations are payable -** When a subscriber quits the service, the amount as standing to his credit in the fund shall subject to any deduction under Rule - 79, become payable to him -

Provided that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service, shall if required to do so by the institution, repay any amount paid to him from the fund in pursuance of this rule, with interest thereon at the rate provided in Rule -74. The amount so repaid shall be credited to his account in the fund, the part which represents the contribution of the institution with interest thereon, being accounted for in the manner provided in Rule - 79.

28. **To whom payable -** subject to any deduction under Rule - 79, on the death of a subscriber before the account standing to his credit has become payable or where the amount has become payable, before payment has been made -

- (i) When the subscriber leaves a family;
 - a) If a nomination made by the Subscriber in accordance with the provisions of Rule - 69, in favour of a member or members of his family subsists, the amount standing to his credit in the fund or the part thereof to which nomination relates, shall become payable to his nominees in the proportion specified in the nomination.
 - b) If no such nomination, in favour of member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares

Provided that no share shall be payable to :

- I. Sons who have attained legal majority;
- II. Sons of a deceased sons, who have attained legal majority;
- III. Married daughters, whose husband are alive.
- IV. Married daughters of a deceased sons, whose husband are alive, if there is any of the family other than those specified in clauses (1), (2), (3) and (4),



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Provided also that the widow or widows and the child or children of a deceased son shall received between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

Note :

- (i) Any sum payable under these rules to a member of a family of a subscriber vests in such member under sub-section (2) of Section 3 of the Provident Fund Act, 1925.
- (ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Rule - 69 in favour of any person or persons subsists; the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominee in the proportion specified in the nomination.

Note - 1 : When a nominee is a dependant on the Subscriber as defined in clause (c) of Section (2) of the Provident Fund Act, 1925, the amount vests in such nominee under sub-section (2) of Section 3 of that Act.

Note - 2 : When the subscriber leaves no family and no nomination made by him in accordance with the provision of Rule - 69, subsists, or if such nomination relates only to a part of an amount standing to his credit in the fund, the relevant provisions of clause (b) and /or Sub clause (ii) of clause (c) of sub-section (1) of Section - 4 of the Provident Fund Act, 1925 are applicable to whole amount or the part thereof which the nomination does not relate.

29. **Deductions** - Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the institution with interest thereon credited under Rules and before the amount standing to the credit of the subscriber in the fund is paid out of the fund, the institution may direct the deduction therefore and payment to the institution of -

- a) Any amount, if a subscriber has been dismissed from the service for grave misconduct. Provided that, if the order of the dismissal is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service be replaced at his credit in the fund;
- b) Any amount, if a subscriber resigns his employment under the institution within 5 years of the commencement thereof, otherwise than by reason of superannuation or a declaration by competent Medical Authority that he is unfit for further service;
- c) Any amount due under a liability incurred by the subscriber to the institution.

30. **Payments** -

- (i) When the amount standing to the credit of the Subscriber in the fund or the balance thereof after any deduction under Rule - 79, becomes payable, it shall be the duty of the Secretary of the Managing Committee, after satisfying himself when no such deduction has been directed under that rule; that no deduction is to be made, to make payment as provided in Section - 4 of the Provident Fund Act, 1925.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

- (ii) If the person to whom under these Rules, any amount is to be paid is a lunatic for whose State a Manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment will be made to such Manager and not the lunatic.
- (iii) Any person who desires to claim payment under this rule, shall send a written application in that behalf to the Secretary of the Institution.

Note - When the amount standing to the credit of a Subscriber has become payable under Rule - 77, the Secretary shall authorize prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

31. **Physical Verification** - Physical verification shall be done for each items of stores and stock at-least once a year before the close of the financial year. Such verification should be entrusted to responsible office who is not connected with the stores and is not subordinate to the Officer-in-charge of the stores and its thoroughly conversant with the items of stores. Such verification should be done in the presence of the Store-keeper. Cent-percent verification should be done as precisely and correctly as possible. Separate list showing excesses and shortages, if any should be drawn up and a copy thereof delivered to the Secretary of the managing Committee to take action for recovery/regularization of the shortages and entering the excesses in the stock-register.
32. **Procedure for inviting Tenders for purchase** - The following procedure for obtaining tenders shall be followed. Tenders should be obtained;
- a) By advertisement (Open Tenders)
 - b) By direct invitation to a limited number of firms (Limited tender)
 - c) By invitation to one firm only (Single tender)
 - d) By Negotiation.
- Single Tender system may be adopted in the case of small orders, the total value of which does not exceed Rs.5000/- the limited tender system may however be followed, when the estimated value of the purchase is less than Rs.30,000/-
- Open tender system i.e. invitation to tenders by publish advertisement should be used for purchase of Rs.30,000/- or over Negotiations can be made through a Committee in consultation with the Officer authorized to countersigned the grant-in-aid bill.
33. **Powers to exempt from rules** - The Governing Board of the Trust may by general or special order exempt any institution from any of the provisions of the rules or may direct that such provisions shall apply to such institution with such modifications and or conditions as may be specified in the orders.
34. **Removal of Doubts** - where a doubt arises as to the interpretation of any of the provisions of these rules or their applicability, the matter shall be referred to the Governing Board of the Trust whose decision thereon shall be final.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

13. EMPLOYMENT ETHICS

The purpose is to detail the necessary standard of conduct expected by the Trust from its members. It further aims to spell out the unacceptable activities that may lead to disciplinary action and / or dismissal which may or may not be immediate and with or without prior notice.

Operating Principles

1. All members shall report at their respective work places at the time fixed and notified by the Board of Trustees / Chairman / Vice Chairman / Executive Director / Principal.
2. All members are strongly encouraged to distinguish between Trusts work and personal interests. For Instance, Trust material, equipment, facilities etc., should not be misused for personal purposes. Members should avoid actions which damage the reputation of the Trust.
3. Whenever a member is invited by external agencies /education institutions / professional bodies etc., to deliver lectures / make presentations etc., he / she should first take approval by making a written request to the HR department through his / her immediate superior.
4. An member is required to be conscious of time and cost issues and no misuse of the same.
5. The acts and omissions mentioned below shall amount to "misconduct". The list given below is not exhaustive.
 - a. Willful insubordination or disobedience.
 - b. Going on an illegal strike or abetting, aiding / instigating or acting in furtherance thereof.
 - c. Willful slowing down in performance of work
 - d. Engaging in trade within the premises of the Organisation.
 - e. Drunkenness / Disorderly behavior during working hours.
 - f. Acts subversive of discipline
 - g. False claims / declarations
 - h. Misuse of power / authority for personal gains
 - i. Taking out any property / document outside the office premises without the prior approval of the reporting Manager
 - j. Any kind of misbehavior with the client or customer leading to a complaint and if found valid after investigation.
 - k. Indulging in trade practices that have the effect of preventing or resisting competition unfairly or that impose unjustified costs on the customer.
 - l. Compromising on Trust's code of conduct or asking others to violate it.
 - m. Penalize / retaliate against those who report a violation of the code.
 - n. Discriminate on the basis of gender, color, caste, race, religion, disability, ethnicity, marital or family status, national origin or any other characteristics having no bearing on the job performance



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

- o. taking another employment during the course of employment with the Trust. Conducting one self in a manner that is uncomfortable to others.
- p. Behaving in a manner that can be construed humiliating, discriminatory, unsafe, career limiting, unhealthy and intimidating to others
- q. Accepting or give any personal favors or entertainment, such as paid for holidays, dinners outside the scope of normal business for the member or his / her family
- r. Attending events which include paid for travel and accommodation, without approval of the immediate Manager
- s. Accepting discounts on personal purchases from customers and suppliers that are not offered in the ordinary course of business
- t. Offering anything valuable to anybody to gain an unfair advantage in selling or conducting financial transactions
- u. Making payments to agents or consultants which are out of norms in relation to service being received
- v. Making an undue claim or Forging and altering Trust's financial or any other record
- w. Discussing details regarding performance plans, potential share price movements etc., with anyone outside the Trust , Copying Trust's license material for personal use
- x. Discarding or destroying original copies of any Trust records and documents without authority
- y. Carrying weapons of any kind to the work place
- z. Performing illegal activities such as gambling, betting on Trust premises

For misconduct committed by any member, the Trust may inflict any of the following punishments

- ✓ Warning
- ✓ Suspension
- ✓ Discharge
- ✓ Dismissal
- ✓ Termination

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

14. MEMBER PERSONAL FILE

A) "Personal Files" of the Members should contain documents as listed below-

- 1) Personal Information Form
- 2) Application by the Candidate
- 3) Employment Form
- 4) Provisional Letter of Employment
- 5) Appointment letter.
- 6) Joining report.
- 7) Relevant Educational Certificate.
- 8) Experience Certificate.
- 9) Relieving certificate from previous employer.
- 10) Last Salary Slip / certificate.
- 11) Birth Certificate.
- 12) Copy of PAN Card, Passport and Address Proof.
- 13) Confirmation Evaluation Form / Letter of Confirmation.
- 14) Job responsibility statement / job goals.
- 15) Employee's performance appraisal form.
- 16) Review letter, if any (Rewards / punishments)
- 17) Letter of Increment / promotion etc.
- 18) Change in Personal Attributes (Educational)
- 19) Change in Family Circumstances (If any)
- 20) Nomination form (KPF/CPF & General)
- 21) Resignation Letter / Termination Letter.
- 22) Acceptance of Resignation and copy of full & final settlement of dues.

B) The Personal files of all Members should be maintained with Accounts Department.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)



15. TRANSPORTATION

1. Transport Manager must ensure to pick up students on time and report School on time.
2. Maintain good relations with Parents.
3. Take care of Vehicle and students.
4. Students must reach school on time.
5. Not to keep scope for the parents to complain.
6. To maintain Trusts Vehicles properly.
7. If students reach late to school for any reason same should be noted and monthly report to be prepared with reasons and sent to Chairman / ED/ Principal once in a month.

THE ANANDILAL PODAR TRUST
NAWALGARH (Rajasthan)