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Sri MANAKULA VINAYAGAR
Medical College and Hospital

Code of Conduct –Students

1. Introduction
2. Management Philosophy
3. Our Vision
4. Our Mission
5. Quality Policy
6. Procedure Manual
7. Moto
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    - (i) Composition of the Women's Cell
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Sri MANAKULA VINAYAGAR
Medical College and Hospital

1. INTRODUCTION

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Sri Manakula Vinayagar Medical College and Hospital (SMVMCH), Puducherry is the Medical College, committed to excellence and leadership in education, research and service to society. Sri Manakula Vinayagar Medical College and Hospital, Puducherry prepares aspiring students to lead a life of accomplishment and service to the humanity.

This document is prepared in order to familiarize employees with the Institution and provide information about Institution"s History, services provided to the patients and customers, working conditions, key policies, procedures and benefits affecting employment at Institution.

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This document is to publicize its employees with the management philosophy, objectives.

Institution management philosophy is based on responsibility and mutual respect. The mainstay of our strategy is to offer a level of patients focus that is superior to that offered by our beneficiaries.

To help in attaining the objective, our Institution looks out to attract highly motivated individuals who have clear understanding about team work and share in the commitment, responsibility, risk taking and discipline required to achieve our vision.

3. OUR VISION

To impart holistic, evidence based medical education, quality patient care and ethical research to become globally recognized centre of excellence.

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4. OUR MISSION

- To undertake continuous quality improvement in patient care and research through accreditations of hospital and laboratories

- To inculcate clinical skills, professionalism, medico legal responsibilities managerial andleadership skills among students.

- To promote clinical research and innovative research in basic science better outcome.

- To encourage MOUs with National and International Institutions for centres of excellence.

5. QUALITY POLICY

- To blend the tradition of excellence with the culture of innovation.
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(a) An opportunity to explore and experiment with new ideas.
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- Learn with passion
- Serve with compassion
- Lead with vision

8. VALUES

- Sri Manakula Vinayagar Medical College and Hospital, Puducherry recognizes the fact that it is our outstanding and dedicated staff and students, working as a team who would make our mission, vision and principles a reality.
- The values cherished and promoted in our Institution are:
  - Excellence
  - Respect for life
  - Integrity
  - Academic freedom, freedom of speech and the right to differ
  - Tolerance of diversity and respect for different ideologies
  - Openness, transparency and democratic decision-making
  - A service-orientated and community-directed philosophy

9. COMPREHENSIVE STUDENT LEARNING OBJECTIVES

- **Medical knowledge** about established and the application of this knowledge to patient care.

  Evolving biomedical, clinical and cognate (e.g. epidemiological and social-behavioral sciences) application of this knowledge to patient care.

  Patient Care that is compassionate and appropriate.

- **Interpersonal and Communication Skills** that result in effective information exchange and teaming with patients, their families, and other health professional associates.

- **Professionalism** demonstrated by a commitment in carrying out professional responsibilities and adherence to ethical principles.

- **Practice-Based Learning and Improvement** that involves investigation and evaluation of one"s own patient care practices, appraisal and assimilation of scientific evidence, and improvements in patients care practices.

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- **Systems-Based Practices** demonstrated by awareness and responsiveness to the larger context and system of health care.

These comprehensive institutional objectives are further amplified by specific objectives that follows:

(i) Research and Development.

(ii) New multidisciplinary training programmes and innovative courses.

(iii)Service delivery to the community.

(iv) Advancement of co-operation between the various Educational Institutions.

(v) Creation of innovative learning opportunities and open learning.

(vi) Proactive identification of needs, including physical facilities, research and training by means of innovative planning.

(vii) Encouragement of support initiative, including research, training and public partnerships.

(viii) Improve evaluation, including actions that measure progress and measuring tool research, personnel Management.

10. INFRASTRUCTURE AND LEARNING RESOURCES FOR STUDENTS

The infrastructure committee evaluates the needs of infrastructure required and adequate facilities for teaching and learning process. **Lecture Galleries**: There are 5 Air Condition lecture theaters of gallery type with seating capacity of 200 students each. All lecture theaters are provided with independent AV aids, and Internet facility are available in the College. The lecture theaters are shared by all the departments in programmed manner. All lecture Halls are smart class rooms with e-learning and virtual class facility. The other facilities provided are Staff Rooms, Common Room for students, day care centre, rest rooms, vehicle parking, Guest House, drinking water, Internet Cafe, Transport and Telephone. Separate Boys & Girls Hostel and Quarters for Staff & Faculty. The college meets the needs of the physically disabled students by providing wheel chair, lift and physical assistance to meet the specific needs. **Gymnasium:** A fully equipped Gym has been established in the college campus and the coach is available in the Gym for guidance. The Gym is kept open from 5.30 AM to 9.30AM, in the morning and from 4.30 PM to 9.30 PM in the Evening- Tread Mill, Multi Functional, elliptical Trainer, Crunch Bench, Stretch Machine, Bicep Cure, Roman chair are the equipments utilized.

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11. GOVERNING BODY

The composition of the Governing Body of the SMVET shall be as follows.

Mr.M.Dhanasekaran	Chairman	Management
Mr.V.Sugumaran	Vice Chairman	Management
Dr.K.Narayanaswamy	Secretary	Management
Mrs.K.Nalini	Member	Management
Mrs.D.Geetha	Member	Management
Dr.D.Rajagovindan	Chairperson	Director
Dr.M.Pragash	Member	Teacher of the College
Dr.K.Karthikeyan	Member	Teacher of the College
Dr.V.S.K.Venkatachalapathy	Member	Educationist or Industrialist
	Member	Nominated by the UGC
	Member	State Government nominee
	Member	University Nominee
Dr.R.N.Kagne	Ex-Offico	Principal of College

A. NORMS FOR GRANTING RELIEF SERVICE

A member of the faculty or supporting staff in permanent service shall give three months notice in case he or she needs to be relieved or three month"s salary in lieu thereof.

The appointing authority reserves the right to waive the notice period or payment of compensation thereof.

12. AWARDS & OTHER SUPPORTS

(i) Awards of gold coins to the students

The meritorious students who secures the first ten ranks in the University examinations shall be honored as follows. They are eligible to receive the gold coins as indicated below along with merit certificates.

I rank holders in all the subject of Under Graduate course: 1 sovereign of gold

Cash Award to the students

I rank holder: Cash award of Rs.3000/- each
II rank holder: Cash award of Rs.2500/- each.
III rank holder: Cash award of Rs.2000/- each.

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13. GRIEVANCE CELL

Employees and students of this institution are free to represent their grievances to the grievance cell established at this institution. Immediate attention shall be given to each

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grievance. Wherever necessary immediate remedial measures shall also be taken.

14. WOMEN'S CELL

The Pondicherry University, in accordance with directions given in the judgment of the Honorable Supreme Court of India has instructed all the affiliated institutions to constitute a women's cell to safe guard the interests of working women and to avoid sexual harassment. To comply with these directions and to avoid harassment of women at this institution, a women's cell has been constituted and the composition of the same is as follows.

(i) Composition of the Women's Cell

Women faculty -1
Women faculty -2
Women faculty -3 **- Member**
Women faculty -4
Women faculty -5
Women faculty -6
(According to seniority)
Non-teaching staff (women) **-Member**
The senior most faculty member **-Convener**

(ii) The objectives of the women's cell

- To create an awareness on equal opportunity for women.
- To bring changes in the attitude and behavior among adolescent youth.
- To provide harassment free working /living atmosphere by identifying and fixing responsibility on concerned persons causing harassment.
- Ensuring equal treatment to women and to provide opportunity for the participation of women in all the campus activities.
- To conduct programmes for women to empower them financially, emotionally, mentally and physically.
- To deal appropriately with the reported cases of sexual harassment of unfair treatment based on gender bias, abuse or discrimination. Initiate immediate action against these grievances.

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15. TRAVELING, CONVEYANCE & TELEPHONE EXPENSES

The Managing Director/ Director/Dean have access to the college telephones, fax and transport. However in case of emergencies, they could avail other sources and claim reimbursement within limits as decided by the Chairman & Managing Director. The HODs and other executives provided with transport facilities may be reimbursed the charges actually incurred subject to production of necessary bills, if the vehicle is not available. The faculty members and staff sponsored for any outstation programmes and training, authorized by the management shall be reimbursed the expenses incurred, the amount actually spent or II Class sleeper fare whichever is less. Daily allowances as approved by the Chairman & Managing Director shall be also be paid. The staff on official work shall be paid local conveyance expenses at the rates approved from time to time. Auto fare can be reimbursed if the place of visit is not connected by bus or train.

16. SPORTS & GAMES

To encourage the sports activities and to produce quality sports men and women, it shall be necessary to expose them to matches / tournaments, organized by University or sports bodies. The participating students shall be provided allowances as follows:

Distance	**allowance**
Within city distances	Rs.100/-DA per day
Up to 50 Kms:	Rs. 150/- DA per day
Beyond 50 Kms:	Rs. 200/- DA per day

The claims with necessary details and bills duly authorized by the person in charge / Director of Physical education shall be submitted to the Director for sanction

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Sri MANAKULA VINAYAGAR Medical College and Hospital

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7. **Moto**
8. **Values**
9. **The Employment**

A. Faculty

(i) Cadre Structure

- **(a) Administrative Staff**
- **(b) Teaching Staff**
  - **(i) Qualification for the Teaching Faculty**
  - **(ii) Mode of Selection**
    - **(a) Walk in Interview**
    - **(b) Selection Procedure**
  - **(iii) Selection Committee**

B. Employee's Rights and Responsibilities

(i) Employee Rights

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(ii) **Employee Responsibilities**

C. Employment Status and Records

(i) **Access to Personal Files**

(ii) **Personal Date Change**

(iii) **Employment Application**

(iv) **Job Description**

D. Training

E. Probationary Period for new Employees

F. Service Conditions including promotion Policy

G. Declaration of probation

H. Sanctioning of Increments

I. Procedure for promotion for Faculty Members

(i) **Procedure**

(ii) **Departmental Promotion Committee for Faculty Members**

a. Constitution

b. Procedure

c. The Function of Departmental Promotion Committee

J. Norms for Career Incentives

K. Norms for Granting Relief Service

L. Termination of the Services

M. Norms for Retirement

N. Code of Conduct

O. Disciplinary Proceedings

P. Punishments and Appeal

(i) **Punishment**

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(ii) Appeal

Q. Role and Responsibilities of Faculty Members

(i) Academic

(ii) Research and Consultancy

(iii) Administration

(iv) Extension Services

R. Working Hours And Procedures

a. Working Hours

b. Monitoring the Biometric Attendance

c. Maintenance of Attendance Registrar

d. Late Attendance

e. Penalty for Late Attendance

f. Permission to leave office

g. Attenders and Peon Hours of Attendance

h. Attending office during Emergency

i. Staying after office hours

j. Holidays

k. Compensatory Holidays

l. Leave

m. Extension of Leave

n. Entitlement of leave for Faculty Members and Non-Teaching Staff

o. Casual Leave

p. Earned Leave

S. University Stipulation on Teaching Days

T. Work Load Norms

U. Performance Appraisal

V. Transparency

W. Staff Development and Training

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(i) Supporting Staff (Administration and Technical

(ii) Induction and Training Program-Induction Policy

(iii) Training Policy

(iv) Induction

(v) On Job Training

(vi) Change of Department/ Rotation/ Transfer

(vii) Advancement/ introduction/ change in Technology/ equipment

(viii) Mock Drills

(ix) Training Methodology

10. Awards and Other Supports

    (i) Awards for Teaching/Non-Teaching Staff Members

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9. THE EMPLOYMENT

Employment is the agreement which is performed between employer and employee which determines the task, the job role, the way of service and the contribution the employer must provide to the Institution. Based on the job role and various other aspects a certain amount of remuneration and facilities is decided by employee which is provided in exchange of his service. The agreement is done by an official contract which is known as offer letter.

A. FACULTY

(i) Cadre structure

(A) Administrative

- Director
- Deputy Director & Dean
- Dean (Academic)
- Dean (Research)
- Medical Superintendent
- Deputy Medical Superintendent (Medical)
- Deputy Medical Superintendent (Surgical)
- Resident Medical Officer
- Heads of the Departments

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- Unit Chief
- Chief Warden

(B) Teaching Staff

- Professor
- Associate Professor
- Assistant Professor
- Senior Resident
- Junior Resident/ Tutor

(ii) Qualifications for the Teaching Faculty

Faculty members shall be recruited based on the qualifications prescribed by the Medical Council of India, New Delhi. The details of the qualifications and experience prescribed by the Medical Council of India, New Delhi are given in **Annexure-I.**

(iii) Mode of selection

Direct recruitment to all cadres shall be strictly based on merit. The following procedure shall be followed for recruiting faculty members.

- Manpower requirements of each department/section of the College and Hospital shall be determined and done. The manpower requirements so arrived, after approval of Chairman/Director/Dean/ Medical Superintendent shall constitute the approved strength of the department/section and shall from the basis of manpower planning of the department/section. All recruitment shall be as per the approved strength of each department/section. Care must be taken that all recruitment exercise is done at a minimum cost and time.

(a) Walk in Interview

In view of urgency to recruit Faculty and Staff "WALK IN INTERVIEW", advertisement shall be given in Local leading News Papers by fixing the date of interview. Selection of candidates will be made through personal interview by adhering the usual procedure for selection by the constituted Selection Committee on the date of interview.

(b) Selection Procedure

Advertisements shall be issued in leading news papers. Applications received shall be scrutinized by the scrutinizing committee constituted as per the norms. Call letters shall be sent to candidates for interview. The duly constituted Selection Committee shall prepare the merit and wait list of the candidates. Orders of appointment shall be issued to selected candidates based on the requirements. Depending on exigencies, adhoc appointments shall also be made on contract basics for a specific period but later ratified by the Governing Body of the institution.

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(iv) **Selection Committee**

The Chairman & Managing Director / Vice Chairman / Secretary	Chairman
The Director	Member
The Head of the department concerned	Member
University Nominee	Member
Registrar	Member Secretary

B. EMPLOYEE'S RIGHTS AND RESPONSIBILITIES

(i) Employee Rights

- To be aware of the hospital wide policies.
- To be treated considerably and respectfully without any discrimination.
- To be aware of the terms and conditions of his/her employment before joining the Institution.
- If any one believes that he/she has been the victim of any kind of harassment, or knows of another employee who has the right to, report it immediately to the HR Department.
- To seek clarity on the targets to be achieved and the roles/responsibilities associated with the task to be performed.

(ii) Employee Responsibilities

- Employees are expected to work on their duty hours to support the Hospital"s 24X7 operations and are also required to work overtime when the workload necessitates.

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- Employees shall be responsible for the equipment allocated to them and maintain it in accordance with the standard operating procedures.
- Employees are expected to maintain proper discipline, professional ethics.
- Employees are expected to plan leave well in advance and if unable to report to work on schedule he/she shall intimate to the department head.
- Employees are responsible to maintain complete confidentiality of patient"s information.
- Employees shall be encouraged not to converse in their local vernacular language during in-patient contact areas.
- Employees are expected to maintain proper dress code.
- Employees shall devote their time exclusively for the work assigned to them and do not engage in unwanted activities.

C. EMPLOYMENT STATUS AND RECORDS

Employment status and records basically deals with details of employees which helps employer to evaluate their job role. Employee evaluation helps to decide the job description, proper classification etc. Employer need to do certain segregation of various departments and the hierarchy which helps to distribute the work evenly among all. This process also includes proper maintenance of files of each employee so that they can later evaluate their performance.

(i) Access to Personal Files

Institution maintains a personal file on each employee. The personal file includes such information as the employee's job application, educational certificates, experience certificates (if any), resume, record of training, training certificates, documentation of performance appraisal and salary increases, and other employment record.

Personal files containing information's are Institution's property. So accesses to such files are restricted. Generally, the Management and HR personnel have the access to these files.

Employees who want to view to their file should contact the HR Department personnel with advance notice; HR employee may review their personal files in Institution office in the presence of the HR.

(ii) Personal Data Change

It is the responsibility of each employee to promptly notify the Institution about personal data. Home addresses, contact numbers which are needed to be contacted in the case of any kind of emergency, educational accomplishments, reports should be accurate. If any personal data has changed, notify the HR Department.

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(iii)Employment Applications

Institution expects accuracy of information in the employment application, otherwise it results in termination from job or separation from hiring process as not considered for job.

(iv) Job Descriptions

Institution bends over backward to make and keep up precise job descriptions for all positions within the Institution. It includes a job information, summary of essential duties and responsibilities, supervisory responsibilities, qualifications (including education and / or experience, language skill, reasoning ability, and any other certification if needed.

Institution manages job descriptions to aid in focus on new member to their jobs, identifying the needs for each position, establishing hiring marks and criteria and setting standards for employee performance evaluations procedure.

Employee should always keep in mind that job descriptions do not necessarily cover every task or duty that might be assigned, and that extra responsibilities may be assigned as and when needed as per condition or case expertly needed.

Employee must contact the HR Department for any query related to the assigned job responsibilities or description and interpretation.

D. TRAINING

A specific schedule of basic training and induction is established for new joiners. Coaching/Mentoring System provides guidance in professional development and the Institution encourages all new joiners to take advantage of the continuing education initiative and further job specific training.

E. PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period is intended to give new employees an opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Institution monitors and evaluates every new employee"s performance for duration of months to determine whether further employment in a specific position or with Institution is appropriate.

All new and rehired employees work on an introductory basis for the first six months after their date of hire. If Management finds that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee"s performance, probation period may be extended for a specified period.

Employees who satisfactorily completes the probation period are notified of their successful completion of probation.

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F. SERVICE CONDITIONS INCLUDING PROMOTION POLICY

A person shall be deemed to have been appointed to a post at Sri Manakula Vinayagar Medical College and Hospital provided the post is in accordance with the Medical Council of India, New Delhi/ Pondicherry University, Puducherry but shall exclude the staff appointed on deputation/adhoc/on contract or temporary basis.

Every person appointed shall be certified to be of sound mental health & physically fit and certified by an appropriate medical authority as specified from time to time.

The pay scales of teaching faculty shall be fixed by the selection committee as per the scales prescribed by the Medical Council of India, New Delhi from time to time. The following are the scales as per the sixth pay commission of the Govt. of India and as notified by the Medical Council of India, New Delhi.

Name of Post	Pay Band	Grade Pay
Professor	Rs.37400-67000	+Rs.10000
Associate Professor	Rs.37400-67000	+Rs.8700
Assistant Professor	Rs.15600–39100	+Rs.6600
Senior Resident	Rs.15600-39100	+Rs.5400
Junior Resident / Tutor	Rs.9300-34800	+Rs.4200

Pay of non-teaching staff shall be fixed by the Selection committee in accordance with the norms of the Government.

Seniority of any employee in any grade shall be determined by the date of his/her first appointment on probation unless he/she has been de-promoted to a lower rank due to disciplinary action or has been on leave without pay.

In case more than one person has been recruited by the selection committee to a particular cadre, the seniority is fixed by the Selection Committee itself and the same shall be the merit list.

All appointments shall be made following the prescribed procedure. However, the Management has the right to make any appointment on temporary basis.

Applications seeking employment elsewhere shall not be forwarded for an employee under probation. If the probation period is not indicated in the appointment orders issued, it shall be treated as "one year".

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G. DECLARATION OF PROBATION

All the selections made will be temporary and the selected candidates are deemed to have been on probation for a period of 12 months. On completion of one year period, the services of an employee shall be regularized, if found satisfactory. His / her service conditions will be governed by rules and regulations of the institution in vogue. In the case of tenure or contractual assignments also the employee would be deemed to be on probation for a period of 12 months and this period could be extended by the Management, if the Management desires so.

If the candidates are appointed on purely temporary basis for any vacancy then they have no right to claim a permanent post in the college. However, those candidates may apply for such posts observing the regular procedure.

If a candidate appointed to a temporary vacancy is subsequently promoted or appointed to a regular position, he/she shall commence his/her probation from the date on which he / she is appointed to the regular position.

H. SANCTIONING OF INCREMENTS

In all the cases, the increments will be sanctioned only based on the outcome of the performance appraisal by the following persons.

- The Employees (Self appraisal)
- The Head of the Department
- The Director
- The Management

In the case of non-teaching employees, the appraisal is made by the following persons

- The Head of the Department/ Section
- The Director
- The Management

Increment may be withheld to the employees, if the performance / conduct has not been found at least "satisfactory".

The authority withholding the increment shall state the period for which it is with held and if so, whether any postponement shall have the effect of postponing future increments also. Leave period shall also be taken into account for the postponement

I. PROCEDURE FOR PROMOTION FOR FACULTY MEMBERS

(i) PROCEDURE:

The Faculty Members who are eligible for promotion should send a request along with the requisite documents like paper publication and Faculty appraisal form duly filled in. The applicants should also give a write up about a page on their contribution made so

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far to the college and to be done after getting promotion in future. The application received from the Faculty Members in the Administration section will be checked with reference to the Rules and Regulations. Then the note file of the Faculty Member will be submitted through the Medical Superintendent, the Dean and Director to the Chairman and Managing Director, Sri Manakula Vinayagar Medical College and Hospital, Puducherry for getting approval to send the TEQ (Civil) form along with the requisite documents of the Faculty Member to the Medical Council of India, New Delhi. After getting confirmation of eligibility for promotion to the higher post from the Medical Council of India, New Delhi, the faculty"s documents will be submitted to the Departmental Promotion Committee for approval.

(ii) DEPARTMENTAL PROMOTION COMMITTEE FOR FACULTY MEMBERS

a. Constitution

The Management is pleased to constitute a Departmental Promotion Committee for Faculty Members to consider and award promotion to the eligible Faculty Members. The Committee constitutes /consists the following members.

1. Secretary
2. Director
3. Deputy Director and Dean
4. Dean (Academic)
5. Dean (Research)
6. Medical Superintendent
7. HOD (Concerned Department)
8. Registrar/Administrative Officer

The Director, Head of the Department of the concerned Department and Administrative Officer should be compulsorily present in the DPC meeting.

There should be quorum of five members at the DPC meeting.

The Faculty Members who are eligible for promotion should send a request letter along with the requisite documents like paper publication and Faculty appraisal form duly filled in. The applicants should also give a write up about a page on their contribution made so far to the college and to be done after getting promotion in future.

b. Procedure:

The application received from the Faculty Members in the Administration section will be checked with reference to the Rules and Regulations and submitted the note file to the Departmental Promotion Committee by the Administrative Officer.

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c. **The functions of the Departmental Promotion Committee are as follows.**

- The cases placed before the Departmental Promotion Committee with the request of Faculty Member will be reviewed and recommended for promotion of the Faculty Members, in case to case basis.
- DPC should ensure the suitability of the candidate for promotion in an objective and impartial manner after verification of the Self Assessment Form and Individual write up about his contribution to the Institution in the past and in future after promotion.
- Promotion shall be given to the Faculty Member on the basis of the merit assessed by the DPC after examination of relevant records of service.
- After considering the application, the Departmental Promotion Committee will give their recommendation either to promote or not to promote the Faculty Members in the Minutes of the meeting and submit it to the Chairman for consideration and approval.
- The DPC will meet once in three months or as and when necessity arises.

The decision of the Chairman will be final.

Promotion to a higher level of services shall be made subject to availability of posts, higher eligibility, merit, efficiency, commitment and dedication of the faculty to all round development of the institution. However, seniority will be the deciding criteria for promotion on merit.

J. NORMS FOR CAREER INCENTIVES

The norms/ rules and regulations laid down by the Medical Council of India, New Delhi/ Pondicherry University, Puducherry are followed for awarding promotion to the next higher level in respect of the faculty members of this institution.

Period spent on higher studies is also reckoned for the purpose of awarding a higher scale.

All faculty members seriously interested in promoting or advancing the cause of research and who exhibits interest and aptitude will be encouraged by the Institution and the Management and all necessary assistance will be provided.

Research fund of Rs.10,00,000/- (Rupees Ten lakhs only) is earmarked for sanctioning research grant to those faculty members/Post Graduate students and Under Graduate students who are undertaking projects for research.

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K. NORMS FOR GRANTING RELIEF SERVICE

A member of the faculty or supporting staff in permanent service shall give three months notice in case he or she needs to be relieved or three month"s salary in lieu thereof.

The appointing authority reserves the right to waive the notice period or payment of compensation thereof.

L. TERMINATION OF THE SERVICES

The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reason thereof.

The Management reserves the right to terminate the services of an employee on medical grounds giving suitable notice / suitable salary in lieu as it may deem fit.

The Management may terminate any employee whether temporary or permanent, if he/ she is found involved in any political activity / criminal case / has failed to perform the duty to the satisfaction of the Management, his / her activity found leading to a moral turpitude/ negligence of duty.

Interpretation of the rules, not withstanding anything said anywhere will solely rests with the management"s decision. It shall be final in this regard.

M. NORMS FOR RETIREMENT

All faculty members (Teaching) of the college and hospital shall retire on superannuation on attaining the age of seventy (70) years. The Management shall have the right to issue orders of retirements to non teaching employee who has attained the age of sixty (60) years. However, if the Management is satisfied about the performance of nonteaching staff who have attained age of 60 years they are allowed to continue in service on contract for a tenure depending up on the exigency of service.

N. CODE OF CONDUCT

Every employee of the SMVMCH shall devote his / her whole time to the college and shall not engage directly or indirectly in any trade or business activity in any other institution which is likely to interfere with the proper discharge of his or her duties. This provision shall not apply to academic work like giving guest lectures, talks or any other work undertaken with the prior permission of the Management.

Every employee should maintain absolute integrity, be committed and devoted to the college. He / she shall always maintain the dignity and prestige of the college and every employee is expected to maintain a cordial relationship with the Management, Director, Principal, staff, students, parents and visitors to the college.

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No employee, without the previous sanctions of the Management / Director / solicit or accept in any way to raise subscriptions in pursuance of any objective whatsoever. Arrangements made expect for routine farewell or felicitation functions connected with the college will be exempted and will not be considered under this category.

No faculty member shall engage himself or herself in undertaking coaching or private tuition for the students for remuneration.

No employee shall except with the previous sanction of the Director own, wholly or in part, conduct or participate in editing/managing any newspaper or periodical or any other publication.

No employee, while on duty, shall participate in politics or contest in election neither as an independent candidate or as a candidate for a particular political party. No employee shall induce or participate in strikes pertaining to his/her service or other conditions, which tend to tamper the reputation of the college.

No employee shall be permitted to approach any organization / forum or to press in order to indicate or air his grievances. Such a kind of activity will be considered as an act of „misconduct" and appropriate disciplinary action shall be initiated.

No employee may absent himself / herself from duty without prior permission. He/she must try his/her best to send intimation to the concerned Head of the dept. / unit Head regarding his/her availing of leave, in cases of emergency. The staff concerned on his/her return to duty should get the written approval for the leave availed.

Every employee shall maintain punctuality unless permitted otherwise by his/ her superior. No employee shall after reporting for duty be found absent during working hours.

The above rules are applicable to all the employees including those appointed on contract and temporary basis.

The following activities shall be treated as act of misconduct.

Failure to exercise efficient supervision/insubordination or disobedience to his/ her superior officer.

Gross negligence in teaching or other duties any conduct which is immoral and liable to be punished under the IPC.

Intemperate habits affecting the efficiency of teaching.

Bringing an outsider into the college campus with ulterior motives.

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Damaging the property of the institution.

Inducing somebody to cause damage to the property of the institution.

Failure on the part of an employee in suppressing factual information of his /her previous history.

O. DISCIPLINARY PROCEEDINGS

No employee shall be subjected to any punishment unless: the member is informed in writing by the Chairman and Managing Director in this regard indicating the allegations on which the disciplinary action is proposed and given an opportunity to make a representation in person or in writing. Such representation would be taken into consideration by the competent authority before any action is contemplated.

In respect of students who have misbehaved towards faculty members/students and committed intemperate activities which is prejudicial to the interest of the Institution/Management, the Director of the Institution will issue Show Cause Notice for the allegations/misconduct on which the disciplinary action is proposed and given an opportunity to make a representation in person or in writing or written statement. Such representation would be taken into consideration by the competent authority before any action is contemplated.

P. PUNISHMENTS AND APPEALS

(i) Punishments

Any employee of the college may for sufficient reasons be imposed of the following penalties or punishments.

- Censure
- Fine
- Withholding of increments/promotion
- De-promoting to lower post or a lower stage in the time scale.
- Recovery from the pay (whole or partial) for the pecuniary loss caused to the college by negligence.
- Suspension
- Compulsory retirement
- Removal / dismissal from the service.

(ii) Appeals

Order issuing authority	**Appellate authority**
The Chairman and Managing Director in respect of Faculty and Non-Teaching Staff	Managing Body of the Trust

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The Director/Dean in respect of students	The Chairman and Managing Director of Trust

Q. ROLE AND RESPONSIBILITIES OF FACULTY MEMBERS

In accordance with the guidelines of the Medical Council of India, New Delhi, the job responsibilities of faculty members are divided into the following four areas.

- **Academic**
- **Research & Consultancy**
- **Administration**
- **Extension services.**

(i) Academic

Class room lecture, laboratory guidance /instruction, Curriculum design development, development of learning resource material, internal quality assurance system(ICT), development of laboratory manuals etc, student evaluation and assessment including University examination work , participation in co – curricular & extracurricular work, students" counseling, conducting and participating in programmes like continuing education summer schools / winter schools/ seminars and symposia, self up gradation by acquiring higher qualification, keeping abreast of developments in his/ her own field.To involve in implementing all the methods to assure the internal quality.

(ii) Research & Consultancy

The College strongly implements the culture of research. The College has constituted an International Committee for Research for its advanced centre and a committee for research at the college level. The eligible faculty are given seed money to continue the research, leave facilities, subject specific journals and ambience conducive for research. Similarly students also carry out research projects. The Institution provides state of the art research facilities through advanced research center. Advanced infrastructure and equipments are provided/Research methodology sessions, biostatistics lectures and hand on experience are initiated. This center has MOU with Universities of Texas for promotion of research of global excellence. The College has availed financial grants through ICMR projects. Clinical trial and advanced research of relevance. The Institution has established Advanced Research Centre. The performance of the centre is comparable to the institution of national importance.

The Management has provided Research fund of Rs.10,00,000/- (Rupees Ten lakh only) for sanctioning research grant to those faculty members/Post Graduate students and Under Graduate students who are undertaking projects for research.

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(iii) Administration

Academic and administrative management of the department, policy planning, monitoring, evaluation and promotional activity both at the department and institution levels. Design and development of new programs & disciplines, participation in National / State level policy planning bodies, organization of institute level / State/ National level Faculty /student conferences / societies. Planning / development of schedules for classes both at departmental / institutional levels. Helping to mobilize resources for the institution, maintain and cross check accountability, conduct performance appraisals. To participate in the implementation of the vision and mission statements, quality policy of the institution.

(iv) Extension Services

Interaction with industries / service Institution, promote community service among the students. The Institution ensures active participation of students and faculty in the activities conducted regularly by the NSS unit of the college like rallies, awareness campaigns, polio immunization activities etc., such 17 activities are conducted by NSS. Faculties provide expertise to other hospitals, and nursing homes in designing, establishing diagnostic facilities and operation theatres. The clinical departments carryout consultancies based on their expertise to the hospitals

R. WORKING HOURS AND OFFICE PROCEDURES

(a) Working Hours

(a) The hours of attendance for various category of staffs are as detailed below.

8.30 A.M to 4.30 P.M	-	College
8.00 A.M to 4.00 P.M	-	Hospital
9.30 A.M to 5.30 P.M	-	Administrative Office
9.00 A.M to 6.00 P.M	-	Civil Execution
Shift duty of 24 hrs	-	Civil Maintenance
		Nursing Staffs
		Hospital Staffs

(ii) Any member of the staff may, however be required to work beyond office hours, if his work is not up –to-date or the business of the Department Office/Section so demands.

(iv) Every members of the staff is expected to be in his seat and starts office work by the prescribed office hour unless he has previously obtained special permission for late attendance.

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(b) Monitoring the Biometric Attendance:

An employee has to punch his attendance while coming on duty and while leaving from duty. No employee shall mark attendance for another employee. After marking the attendance every employee shall present himself in uniform where provided, and keep himself ready for work in his/her respective department at the appointed time. An employee who does not report for duty at the appointed time will be considered as late.

(c) Maintenance of Attendance Register:

(i) Attendance Register will be maintained in each department/office/section in which all the employee will record their initial in ink together with the time of arrival and departure, in the relevant dated column for both the sessions.

(ii) The register will be initialed by the Manager (Admin) or in his absence by the Senior most dealing hand present at the bottom of the dated column in token of scrutiny and will be sent to the officer after 10 minutes of the appointed hours of commencement. Any person arriving thereafter will mark his attendance in the register in the room of the officer and give the reasons for his late attendance verbally or in writing as may be desired by the officer.

(iii) Non – attendance will be indicated in the register by the Manager using the abbreviations shown below.

Such as

"C.H."	-	for compensatory holiday in lieu of attendance on a holiday;
"EL"	-	Earned Leave
"C.L."	-	for casual leave;
"L"	-	Leave of any other kind;
"A"	-	for absence without leave or permission (This entry should be first made in pencil, when leave of any kind is sanctioned, the appropriate abbreviation as indicated above should be substituted in ink);
"SPL"	-	Special Leave
"ACL"	-	Academic Leave
"ML"	-	Medical Leave
"VL"	-	Vacation Leave

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Persons reaching office within 10 minutes of commencement of office hours are nevertheless late. Such late coming may be condoned unless it becomes a matter of frequent occurrence.

(d) Late attendance:

An employee requiring permission to attend office late must apply for it before hand whenever possible. Permission for late attendance on flimsy grounds will not be usually granted. Frequent late attendance even with prior permission is not conducive to the efficient transaction of work and should therefore be discouraged.

10 (Ten) Minutes grace time is allowed to the employees from the prescribed office time. Permission of 2 hours for faculty and 1 hour for other employees are allowed twice a month. If the Faculty/ Other staff office attend office late duly availing the grace time of 10 minutes for 2 occasions in a month he will forfeit 2 permission of 2 hours/1 hour respectively. If anyone coming late to office on 5th occasion, ½ a day C.L will be deducted from his leave account. Similar treatment will be given for departure from office earlier than the prescribed office hour. Recurrent and Chronic cases of absenteeism to duty will be dealt with separately.

(e) Penalty for late attendance:

Half a day"s casual leave is to be deducted from a employees casual leave account for each day"s late attendance. Late attendance upto an hour or not more than two occasions in a month may be granted by the competent authority if he is satisfied that it is due to unavoidable reasons.

(f) Permission to leave office:

(i) A member of staff will be allowed to leave the office premises during working hours either on personal grounds or on other official duty with the prior permission of the officer/ Manager only after necessary entry has been made in the movement Register.

(ii) When a priority case required action on the same day, the staff concerned will not leave office without permission of the Manager in the case of Dealing Clerks/ Assistants, etc. and of the officer in the case of Managers.

(g) Attenders and Peons – Hours of attendance:

(i) Attenders / Peons will attend office ten minutes earlier than the hour prescribed for the office and shall start performing their usual duties forthwith so that the normal business of the office could commence at the stipulated time.

(ii) Attenders / Peons in particular should make it a point to ensure that all tables in the section are in order and check up that each table presents a tidy appearance with proper provision for stationery articles.

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(iii) Attenders should not leave office without permission of the Manager under whom they work. Group „D" staff attached to officers will remain in the offices until their officers leave or until they are permitted by their officers to leave early.

(h) Attending office during emergency:

It is the duty of every employee to assist the Management at the time of emergency like floods, cyclones etc. Even if the day of emergency happens to be a public holiday, officers should invariably make themselves available in the office. The subordinates should also as far as possible try to attend the office, unless they are physically prevented by reasons beyond their control.

(i) Staying after office hours:

When Assistant and Managers submit special or urgent files to officers late in the evening, they should not leave office unless and until those files are received back or unless they take explicit permission of the officers to leave office. Assistant should leave office as a rule only after informing the Manager and especially so on the last working day proceeding two or more consecutive holidays.

(j) Holidays:

The office is closed on Sunday and on Public Holidays provided the state of work permits. The following rules will regulate the observance of holidays in public office including holidays notified by the Government of Pondicherry under Negotiable Instruments/Pondicherry University Act.

(i) All Public offices are closed on days notified as holidays.
(ii) The grant of every holiday is always subject to the conditions that suitable arrangements will be made for the disposal and despatch of emergent business.
(iii) An employee who is called on to attend office on a holiday may be granted another day in its place on the request of the individual when opportunity occurs. However the holiday must be availed of within a month or it will apse and be treated as cancelled.
(iv) As far as possible, a employee of the religious persuasion who observes a particular feast, fast or festival for which a holiday is declared by Government should not be called upon the work on that day.

(k) Compensatory Holidays:

The following are the conditions under which a employee who is called upon to attend office on a Public Holiday may be granted another holiday in its place when opportunity offers itself.

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(i) Such holidays should be availed of by the employee with the prior Permission of the authority who is competent to grant him casual leave.

(ii) If an employee is working during weekly off or Public holidays be needs to work.

- Minimum of 3 Hrs for ½ a day Compensatory Off
- Minimum of 6 Hrs for 1 day Compensatory Off

(iii) An employee is allowed to earn maximum of 2 Compensation Off in a month.

(iv)A Maximum of 4 Compensatory Offs can be availed in a month by an employee.

(v) Such holidays may be allowed within a month of its becoming due. It shall however be within the discretion of the Head of the office to call on the subordinate official to take such holiday on any date within one month which the Head of the office finds to be convenient.

(vi) Such holidays may be combined with casual leave or other authorized holiday provided that the total period of absence from duty should not exceed ten days. A employee touring on public holidays in connection with the performance of his duties is not eligible for compensatory in holidays in lieu of holiday on which he performs journey.

(l) Leave

(1) The grant of leave to an employee is governed by the Sri Manakula Vinayagar Medical College and Hospital, Puducherry Leave Rules. These rules shall apply to the faculty members and non-teaching staff. The following instructions should be observed by members of staff in submitting the applications for leave:

(i) In the case of the leave of any kind for private purposes (i.e. leave other than that on medical certificate), an application should be submitted well in advance before the date of commencement of the leave.

(ii) In the case of leave on medical certificate, the application should be accompanied by a medical certificate from an authorized medical attendant or registered medical practitioner stating as clearly as possible the nature, probable duration of illness and the period of leave required for restoration of health;

(iii) The leave address should be indicated in all cases.

(2) All applications for leave from members of staff should be submitted through the Manager who will record his remarks thereon with due regard to the condition of work and the number of persons already on leave in the section. If he recommends the leave, he will state his proposals for carrying on the work of the applicant during his absence and will pass on the application to the Administrative Section concerned. The Administrative Section will verify the admissibility of the leave applied for and submit the application to the officer competent to sanction the leave. The orders passed on an application for leave will be issued in the form of an

office order, one copy of which will be communicated to the applicant and one copy supplied to the cash section.

(3) On return from leave, he/she should also submit in writing a joining report, which should be accompanied by a certificate of fitness to resume duty from the prescribed authority and in the form prescribed, if the leave availed of was on medical certificate.

(m)Extension of leave:

(1) Requests for extension of leave should be avoided as far as possible.

(2) Applications for extension of leave should be submitted well in advance of the date of expiry of the leave already granted so that they may be considered and orders communicated to the applicant in time. It should not be assumed that an extension will always be granted.

(3) If a person is prevented from resuming duty on account of any unforeseen occurrence immediately before the due date, he must send an immediate intimation to the head of his office giving full reasons of his inability to attend office on the due date.

(4) An employee who remains absent after the expiry of his/her leave is not entitled to any leave salary for the period of such absence and that period will be debited against his earned leave account to the extent such leave is due, the period in excess thereof being treated as extraordinary leave.

(5) Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

(n) Entitlement of Leave for Faculty Members and Non-Teaching Staff

Name of Leave	Faculty Members	Non-Teaching Staff
Casual Leave	12 days per calendar year (One day per Month)	12 days per calendar year (One day per Month)
Earned Leave	12 days per calendar year (Only on completion of probationary period of one year)	12 days per calendar year (Only on completion of probationary period of one year)
Academic Leave	16 days per calendar year For purpose of attending conference, workshop, seminars and examination evaluation	Nil
Vacation Leave	(i) 7 days - Completed five years of service to be availed in once spell (ii) 10 days - Completed ten years of service to be availed in two spell of five days each	Nil

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Medical Leave	05 days per year subject to production of Medical Certificate	Nil
Leave on Loss of Pay (LOP)	20 days in a calendar year - granted at the discretion of the leave sanctioning authority	20 days in a calendar year - granted at the discretion of the leave sanctioning authority
Maternity Leave for Female employee	90 days from the date of application or from the date of confinement	90 days from the date of application or from the date of confinement
Permission	2 hours duration twice in a month	1 hour duration twice in a month

(o) Casual Leave:

(i) Casual leave is a concession granted to an employee to enable him to stay away from office for short period on account of illness or to enable him to attend to urgent private matters. It should be applied for as far as possible in advance except when a person is prevented from attending office by sickness or other unforeseen circumstances.

(ii) Casual leave is not recognized form of leave nor is it subject to any rules. Technically, an employee on Casual leave is not treated as absent from duty nor his pay intermitted.

(iii) The maximum period of casual leave which an employee is allowed to avail himself of, is 12 days in a calendar year subject to a maximum of 8 days at a time. The limit of 8 days at a time may be relaxed in special circumstance at the discretion of the head of office. The tendency on the part of employee to exhaust the entire casual leave during the first few months of the year should be curbed.

(iv) Half a day"s casual leave in the forenoon or afternoon may be allowed to an employee on prior application. The practice of leaving office early with permission should be discouraged.

(v) Casual leave may be prefixed and/or affixed to recognized holidays and Sundays.

(vi) Sundays and holidays falling during a period of casual leave will not be treated as a part of the casual leave.

(vii) Casual leave should not however be granted so as to cause evasion of the rules regarding-

(a) date of reckoning of pay and allowances;
(b) charge of office;
(c) commencement and end of regular leave;

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(d) Return to duty or so as to extend the term of leave beyond the time admissible under the rules.

(viii) Casual leave cannot be combined with any other kind of leave viz., earned leave, extraordinary leave, medical leave etc. Casual leave cannot be combined with vacation.

(ix) In the case of a person who joins service in the middle of a calendar year, the authority competent to sanction casual leave will have the direction to grant either the full period of 12 days or only a portion thereof after taking into account all the circumstances of the case.

(x) An employee who is allowed casual leave is expected to make up for his absence by a more concerted effort or by working longer hours on returning to duty without any extra expense to the Institutions.

(x) Casual Leave counted on the basis of calendar year lapses at the end of calendar year

(p) Earned Leave

Both the faculty members and non teaching staff are entitled to avail twelve days earned leave per year on satisfactory completion of the probation period of one year and declaration of probation.

The earned leave may be accumulated.

S. UNIVERSITY STIPULATIONS ON TEACHING DAYS

The Pondicherry University to which the institution is affiliated has prescribed that the institution must work for at least **80 days or 540 hrs per semester**. It is also explained that these days do not include examinations days /tours/sports or co curricular work but exclusively meant for actual class room lecture/ laboratory contact days.

T. WORK LOAD NORMS

Work load of a teacher should not be less than 40 hours per week for 180 teaching days of which teaching/contact hours will be as noted below:

Director	4 hours / week
Professor	14 hours /week
Associate Professor	14 hours /week
Assistant Professor	16 hours /week

Teachers were required to allocate 6 additional hours per week, beyond the direct teaching – learning hours, on research. These hours can now be also utilized for tutorial/ remedial classes/ seminars/ administrative responsibilities/ innovation and updating of course contents.

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U. PERFORMANCE APPRAISAL

The performance appraisal system has been introduced in the institution.

- The performance of the faculty will be appraised by:
- The Heads of the Departments
- The Director
- The Management
- The students

V. TRANSPARENCY

The Chairman & Managing Director /Vice Chairman / Director / HOD /shall discuss the results of the appraisal with every employee. Continuous and sustained performances shall be a necessary requirement for internal promotions, for selection as HODs, Chairman of various committees, selection grade promotions, deputation, eligibility for study leave and other financial benefits, awards etc.

W. STAFF DEVELOPMENT AND TRAINING

(i) Supporting staff (Administration & Technical)

In–house training programmes shall be arranged, with the help of resource persons drawn from the departments of English and Management.

The following are the induction policy

(ii) Induction and Training Programme
Induction Policy:

- To ensure that a new employee settles down smoothly into the hospital so that he/she reaches standard level of performance as soon as possible.
- It gives maximum relevant information to the new employees in shortest time.
- It eliminates the feeling of the uneasiness, apprehensions etc. in the new employee.
- It enhances the image of the hospital as people friendly.
- It helps reducing the turnover of the employees.

(iii) Training Policy:

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Training is the process of imparting necessary knowledge, skills and attitudes to the employees to enrich their existing knowledge, skills and attitudes, and develop newer ones.

(iv) Induction:

This training is provided to all the new recruits at the time of joining. This training generally introduces the employee to the hospital"s quality policy, Vision, Mission, hospital policies and procedures, employees Job Description etc.

(v) On Job Training:

On-job training is imparted by the department leads. The training includes management of various risks associated with the care environment. Nursing staff, OT/ICU staff, housekeeping staff, laboratory staff, imaging dept. staff etc., are trained on infection control practices that include needle stick injury, hand wash practices, use of appropriate personal protective equipment"s (PPEs), injection & infusion practices and bio-medical waste management practices.

(vi) Change of Department/Rotation /Transfer:

Training is imparted to the employee at the time of Change of Department/Rotation /Transfer to other department in order to make him/her familiar of the new department, roles and responsibilities of the employee and equipment etc.

(vii) Advancement/introduction/change in Technology / equipment:

All concerned employee will be provided training to upgrade them to such situation. In case of installation of new equipment training is also provided by the Service/installation Engineer to all the concerned staff.

(viii) Mock Drills:

Mock drills will be conducted twice in a year for different category of employee to provide them practical experience of handling critical situations such as various Emergency Codes like fire, bomb threats, mass casualties, etc.

(ix) Training Methodology:

Training shall be done by issuing manuals to the employees. Basic training manual is issued to every class of employee. The training is documented in training formats for each employee, dated and duly signed by the employee and the HR Personnel.

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10. AWARDS & OTHER SUPPORTS

(i) Awards for teaching / non-teaching staff members

"Excellence in Teaching" and the *"Best Supporting Staff"* awards have been introduced by the Management to recognize the good services rendered by the faculty members and the supporting staff members of the institution. These awards shall be presented to the recipients on the occasion of the college day celebrations.

(ii) Awards of gold coins to the students

The meritorious students who secures the first ten ranks in the University examinations shall be honored as follows. They are eligible to receive the gold coins as indicated below along with merit certificates.

I rank holders in all the subject of Under Graduate course: 1 sovereign of gold

Cash Award to the students

I rank holder: Cash award of Rs.3000/- each
II rank holder: Cash award of Rs.2500/- each.
III rank holder: Cash award of Rs.2000/- each.

(iii) Other supports to the students

- Rigorous training shall be provided to the students to get sizable placements. Providing training on value added courses.
- Tuition fee shall be waived by the management for deserving candidates.
- Sanction of registration fee for attending seminars/workshops to present technical papers.
- Provision of internet facility at free of cost.
- Redressal the grievances of the students then and there.
- Encouraging sports and games participants.
- Award of cash prizes for the best major and minor projects.
- Providing information to the parents through SMS in case the student is absent to the class.

11. GRIEVANCE CELL

Employees and students of this institution are free to represent their grievances to the grievance cell established at this institution. Immediate attention shall be given to each grievance. Wherever necessary immediate remedial measures shall also be taken.

12. WOMEN'S CELL

The Pondicherry University, in accordance with directions given in the judgment of the Hon"ble Supreme Court of India has instructed all the affiliated institutions to constitute a

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women"s cell to safe guard the interests of working women and to avoid sexual harassment. To comply with these directions and to avoid harassment of women at this institution, a women"s cell has been constituted and the composition of the same is as follows.

(i) Composition of the Women's Cell

Women faculty -1
Women faculty -2
Women faculty -3 **- Member**
Women faculty -4
Women faculty -5
Women faculty -6
(According to seniority)
Non-teaching staff (women) **-Member**
The senior most faculty member **-Convener**

(ii) The objectives of the women's cell

- To create an awareness on equal opportunity for women.
- To bring changes in the attitude and behavior among adolescent youth.
- To provide harassment free working /living atmosphere by identifying and fixing responsibility on concerned persons causing harassment.
- Ensuring equal treatment to women and to provide opportunity for the participation of women in all the campus activities.
- To conduct programmes for women to empower them financially, emotionally, mentally and physically.
- To deal appropriately with the reported cases of sexual harassment of unfair treatment based on gender bias, abuse or discrimination. Initiate immediate action against these grievances.

13. TRAVELING, CONVEYANCE & TELEPHONE EXPENSES

The Managing Director/ Director/Dean have access to the college telephones, fax and transport. However in case of emergencies, they could avail other sources and claim reimbursement within limits as decided by the Chairman & Managing Director. The HODs and other executives provided with transport facilities may be reimbursed the charges actually incurred subject to production of necessary bills, if the vehicle is not available. The faculty members and staff sponsored for any outstation programmes and training, authorized by the management shall be reimbursed the expenses incurred, the amount actually spent or II Class sleeper fare whichever is less. Daily allowances as approved by the Chairman & Managing Director shall be also be paid. The staff on official work shall be paid local conveyance expenses at the rates approved from time to time. Auto fare can be reimbursed if the place of visit is not connected by bus or train.

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14. SPORTS & GAMES

To encourage the sports activities and to produce quality sports men and women, it shall be necessary to expose them to matches / tournaments, organized by University or sports bodies. The participating students shall be provided allowances as follows:

Distance	allowance
Within city distances	Rs.100/-DA per day
Up to 50 Kms:	Rs. 150/- DA per day
Beyond 50 Kms:	Rs. 200/- DA per day

The claims with necessary details and bills duly authorized by the person in charge / Director of Physical education shall be submitted to the Director for sanction.

15. STAFF SALARY ADVANCE & LOAN

Staff salary advance / loan is not encouraged in general. However in extraordinary circumstances / emergencies, any request for loan or advance from the permanent staff, shall be submitted to the Chairman and Managing Director for his consideration as per norms.

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Sri MANAKULA VINAYAGAR
Medical College and Hospital

Code of Conduct - Non Teaching Staffs

1. **Introduction**
2. **Management Philosophy**
3. **Our Vision**
4. **Our Mission**
5. **Quality Policy**
6. **Procedure Manual**
7. **Moto**
8. **Values**
9. **The Employment**

B. Non-Teaching Staff

(i) Nature of Employment

(ii) Employee Relations

(iii) Recruitment Policy

(a) External Recruitment System

(b) Internal Recruitment System

(iv) Cadre Structure

(a) Para Medical Staff

(b) Administrative Staff

(c) Technical Staff

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B. Employee's Rights and Responsibilities

(i) Employee Rights

(ii) Employee Responsibilities

C. Employment Status and Records

(i) Access to Personal Files

(ii) Personal Date Change

(iii) Employment Application

(iv) Job Description

D. Training

E. Probationary Period for new Employees

F. Service Conditions including promotion Policy

G. Declaration of probation

H. Sanctioning of Increments

L. Termination of the Services

M. Norms for Retirement

N. Code of Conduct

O. Disciplinary Proceedings

P. Punishments and Appeal

(i) Punishment

(ii) Appeal

R. Working Hours And Procedures

a. Working Hours

b. Monitoring the Biometric Attendance

c. Maintenance of Attendance Registrar

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d. **Late Attendance**

e. **Penalty for Late Attendance**

f. **Permission to leave office**

g. **Attenders and Peon Hours of Attendance**

h. **Attending office during Emergency**

i. **Staying after office hours**

j. **Holidays**

k. **Compensatory Holidays**

l. **Leave**

m. **Extension of Leave**

n. **Entitlement of leave for Faculty Members and Non-Teaching Staff**

o. **Casual Leave**

p. **Earned Leave**

T. **Work Load Norms**

U. **Performance Appraisal**

V. **Transparency**

W. **Staff Development and Training**

(i) **Supporting Staff (Administration and Technical**

(ii) **Induction and Training Program-Induction Policy**

(iii) **Training Policy**

(iv) **Induction**

(v) **On Job Training**

(vi) **Change of Department/ Rotation/ Transfer**

(vii) **Advancement/ introduction/ change in Technology/ equipment**

(viii) **Mock Drills**

(ix) **Training Methodology**

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10. **Awards and Other Supports**

    (i) **Awards for Teaching/Non-Teaching Staff Members**

11. **Grievance Cell**

12. **Women's Cell**

    (i) **Composition of the Women's Cell**

    (ii) **The objectives of Women's Cell**

13. **Travelling Conveyance and Telephone Expenses**

14. **Sport and Games**

15. **Staff Salary Advance and Loan**

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Sri MANAKULA VINAYAGAR
Medical College and Hospital

1. INTRODUCTION

Sri Manakula Vinayagar Educational Trust was formed in the year 1998 with the avowed objective of imparting quality Professional (Higher) education. Sri Manakula Vinayagar Medical College and Hospital, Puducherry was established by the Trust in the year 2004 to cherish this objective and to join hands with the Government of Puducherry in providing quality medical education and to meet the need of our Nation for the medically qualified human resources. The institution is approved by the Ministry of Health and Family Welfare and Medical Council of India, New Delhi and affiliated to Pondicherry University, a Central University, Puducherry.

Sri Manakula Vinayagar Medical College and Hospital (SMVMCH), Puducherry is the Medical College, committed to excellence and leadership in education, research and service to society. Sri Manakula Vinayagar Medical College and Hospital, Puducherry prepares aspiring students to lead a life of accomplishment and service to the humanity.

This document is prepared in order to familiarize employees with the Institution and provide information about Institution"s History, services provided to the patients and customers, working conditions, key policies, procedures and benefits affecting employment at Institution.

2. MANAGEMENT PHILOSOPHY

This document is to publicize its employees with the management philosophy, objectives.

Institution management philosophy is based on responsibility and mutual respect. The mainstay of our strategy is to offer a level of patients focus that is superior to that offered by our beneficiaries.

To help in attaining the objective, our Institution looks out to attract highly motivated individuals who have clear understanding about team work and share in the commitment, responsibility, risk taking and discipline required to achieve our vision.

3. OUR VISION

To impart holistic, evidence based medical education, quality patient care and ethical research to become globally recognized centre of excellence.

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4. OUR MISSION

- To undertake continuous quality improvement in patient care and research through accreditations of hospital and laboratories

- To inculcate clinical skills, professionalism, medico legal responsibilities managerial andleadership skills among students.

- To promote clinical research and innovative research in basic science better outcome.

- To encourage MOUs with National and International Institutions for centres of excellence.

5. QUALITY POLICY

- To blend the tradition of excellence with the culture of innovation.
- To augment the inbuilt qualities of students to face the challenges of today"s world byproviding

(a) An opportunity to explore and experiment with new ideas.
(b) Effective teaching, comfortable learning, useful research and technical consultancy.

6. PROCEDURES MANUAL

- It is developed to facilitate the implementation and clearly define Institution"s policies on Human Resource Management. The Manual provides protocols to be followed in the Administration of these policies, and assists all the employees in defining each Human Resource Management decision and the correct procedure to be followed accordingly.

- While every effort is made to keep the contents of this document updated to current trends, still the Institution reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to it"s employees.

- Compliance with these policies and procedures is the responsibility of every Institution"s employee & associated members. In case of Disrespecting or failing to the Institution's standards could lead to disciplinary action, possibly termination of employment from the Institution. Feedbacks, suggestions, improvements in process and procedure are always welcome. This can be provided via email or through suggestion boxes, comments.

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7. MOTO

- Learn with passion
- Serve with compassion
- Lead with vision

8. VALUES

- Sri Manakula Vinayagar Medical College and Hospital, Puducherry recognizes the fact that it is our outstanding and dedicated staff and students, working as a team who would make our mission, vision and principles a reality.
- The values cherished and promoted in our Institution are:
  - Excellence
  - Respect for life
  - Integrity
  - Academic freedom, freedom of speech and the right to differ
  - Tolerance of diversity and respect for different ideologies
  - Openness, transparency and democratic decision-making
  - A service-orientated and community-directed philosophy

9. THE EMPLOYMENT

Employment is the agreement which is performed between employer and employee which determines the task, the job role, the way of service and the contribution the employer must provide to the Institution. Based on the job role and various other aspects a certain amount of remuneration and facilities is decided by employee which is provided in exchange of his service. The agreement is done by an official contract which is known as offer letter.

A. NON – TEACHING STAFF

(i) Nature of Employment

Employment with Sri Manakula Vinayagar Medical College and Hospital, Puducherry is voluntarily in nature and it is based on "at-will," which means that the employee is free to resign/leave at will at any time, with or without cause by submitting required notice for resignation. Similarly, Sri Manakula Vinayagar Medical College and Hospital, Puducherry may terminate the employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable State law.

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(ii) Employee Relations

Institution believes that working conditions, wages, and benefits that it offers to its

employees are the best in the College and Hospital. As per our experience if employees are open and direct with their seniors / supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

Institutions fulfill its commitment to employees by responding effectively to employee issues. In an effort to protect and maintain direct employer/employee communications, Institution will do anything they can to protect the right of employees to speak for them.

(iii) Recruitment Policy

The Human Resource symbolizes the main element of any Institution. Due to which recruitment and selection is of prime importance as the vehicle for obtaining the best possible person. Our Institution gives emphasis on the **recruitment system** and in order to set up the system they have framed the policies according to their conveniences and following the legal terms and conditions.

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Purpose of recruitment is to identify and define the requirements. This involves the preparation of job descriptions, **job specification** and person specifications and placing a right person in a right place at a right time. Recruitment Policy is based on the fair and consistent procedure. Recruitment System is based on the following:

a) External Recruitment System

- Advertisement published through job portals e.g. Print media and consultancy etc.

b) Internal Recruitment System

- Employee referrals, Internal Transfer etc.

(iv) Cadre Structure

(a) Para Medical Staff

- Nursing Superintendent
- Deputy Nursing Superintendent
- Assistant Nursing Superintendent
- Nursing Staffs/ ANM
- Pharmacists
- Medical Record Officer
- Technicians
- Medical Social Workers

(b) Administrative staff

- Registrar
- Administrative Officer (HR)
- Senior Accounts Officer (Finance)
- Manager
- Officer on Special Duty (Vigilance Officer)
- Assistant Manager
- Public Relations Officer (PRO)
- Programmer
- Personal assistant
- Stenographer
- Assistant

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(c) Technical staff

- Technical Assistant
- Draughtsman
- Technical Assistant (Engg.)
- Supervisor
- Telephone Operator
- Electrician
- Carpenter
- Plumber

(c) Non Technical Staff

- Deputy Warden
- Driver
- Attender/ Peons
- Scavenger

(v) Qualification of Non- Teaching Staff

The details of the qualifications and experience prescribed are given in **Annexure-II.**

(vi) Mode of selection

All positions shall be advertised in the news papers and the copy of the advertisements shall be displayed in the department notice boards. After the last date prescribed for the receipt of applications, the filled in applications should be scrutinized with the help of a committee constituted for this purpose. Intimations shall be sent to the short listed candidates to appear for personal interview before the duly constituted selection committee.

(vii) Selection Committee

The selection committee shall consist of some or all of the following members:

Chairman/ Vice Chairman/ Secretary	Chairman
Director	Member
HOD/ Section In charge	Member
Medical Superintendent/ Nursing Superintendent	Member
Registrar	Member Secretary

The select/wait lists recommended by the selection committee shall be submitted to the Chairman & Managing Director for approval and then orders issued.

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(viii) **Selection Procedure**

In the Institution, after approval, the Selection Committee members are selected by the Selection Committee for the recruitment of appropriate staff for filling the vacant position.

Institution gives prior preference to the internal staff members who are competent enough for requirement of the post. If the internal staff does not match the requirement then the Institution applies ***external recruitment system*** for the external candidates to fill the requirement.

The first step in this process is that the job profile is decided by the Management.

Screening/ short listing of the candidates: The CVs of the candidates are short listed as per the requirements of the Selection Committee Members with the consent of Management. After short listing the CVs, the candidates are called for the interview.

Interview by the Selection Committee of the selected candidates:

- Preliminary Interview – HR.
- Written test in English
- Interview taken by Panel members
- Final Interview taken by the Management

(ix) **Appointment Procedure:**

Appointment Letter is designed and sent to the selected candidate with joining date mentioned in the letter.

The appointment letter contains the following:

- Designation
- Scale
- Grade
- Period of probation.

Joining:

The following details should be provided by the selected candidate to the HR department for processing his / her identity number, card and records.

- 5 passport size photos.
- Copy of their resume.
- Educational Qualification documents.
- Previous employment details (offer letter, joining letter, relieving letter)
- **Experience certificates** (if any).
- Medical certificate for fitness
- Copy of Passport/PAN card
- Copy of Form 16

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(x) **Induction Procedure:** The newly recruited members are formally introduced to other staff members of Institution in the first day of their joining.

Induction

An effective induction ensures a positive start in any Institution. The objective of the induction policy is to familiarize the employee with the Institution, their job responsibilities , the industry, colleagues, factory systems, processes and policies with a view to ensure that they can start contributing their best to achieve the Institutional goals.

Procedure

- Introduction with other employees
- Understanding policies, procedures and technical aspects
- On the Department that is allotting him/ her his/her position, designation, job role from where the person must start performing.

(xi) **Employee Benefits program of Institution**

Employee Benefits program is introduced in Institution, to satisfy and motivate employees in the Institution. These benefits are provided to employee by employer on various grounds which can be medical, leave, facilities, educational, disability or health. Psychologically these benefits give employees a sense of dependability on the Institution which in turn benefits the Institution to get dedicated employees.

B. EMPLOYEE'S RIGHTS AND RESPONSIBILITIES

(i) ***Employee Rights***

- To be aware of the hospital wide policies.
- To be treated considerably and respectfully without any discrimination.
- To be aware of the terms and conditions of his/her employment before joining the Institution.
- If any one believes that he/she has been the victim of any kind of harassment, or knows of another employee who has the right to, report it immediately to the HR Department.
- To seek clarity on the targets to be achieved and the roles/responsibilities associated with the task to be performed.

(ii) **Employee Responsibilities**

- Employees are expected to work on their duty hours to support the Hospital"s 24X7 operations and are also required to work overtime when the workload necessitates.

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- Employees shall be responsible for the equipment allocated to them and maintain it in accordance with the standard operating procedures.
- Employees are expected to maintain proper discipline, professional ethics.
- Employees are expected to plan leave well in advance and if unable to report to work on schedule he/she shall intimate to the department head.
- Employees are responsible to maintain complete confidentiality of patient"s information.
- Employees shall be encouraged not to converse in their local vernacular language during in-patient contact areas.
- Employees are expected to maintain proper dress code.
- Employees shall devote their time exclusively for the work assigned to them and do not engage in unwanted activities.

C. EMPLOYMENT STATUS AND RECORDS

Employment status and records basically deals with details of employees which helps employer to evaluate their job role. Employee evaluation helps to decide the job description, proper classification etc. Employer need to do certain segregation of various departments and the hierarchy which helps to distribute the work evenly among all. This process also includes proper maintenance of files of each employee so that they can later evaluate their performance.

(i) Access to Personal Files

Institution maintains a personal file on each employee. The personal file includes such information as the employee's job application, educational certificates, experience certificates (if any), resume, record of training, training certificates, documentation of performance appraisal and salary increases, and other employment record.

Personal files containing information's are Institution's property. So accesses to such files are restricted. Generally, the Management and HR personnel have the access to these files.

Employees who want to view to their file should contact the HR Department personnel with advance notice; HR employee may review their personal files in Institution office in the presence of the HR.

(ii) Personal Data Change

It is the responsibility of each employee to promptly notify the Institution about personal data. Home addresses, contact numbers which are needed to be contacted in the case of any kind of emergency, educational accomplishments, reports should be accurate. If any personal data has changed, notify the HR Department.

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(iii)Employment Applications

Institution expects accuracy of information in the employment application, otherwise it results in termination from job or separation from hiring process as not considered for job.

(iv) Job Descriptions

Institution bends over backward to make and keep up precise job descriptions for all positions within the Institution. It includes a job information, summary of essential duties and responsibilities, supervisory responsibilities, qualifications (including education and / or experience, language skill, reasoning ability, and any other certification if needed.

Institution manages job descriptions to aid in focus on new member to their jobs, identifying the needs for each position, establishing hiring marks and criteria and setting standards for employee performance evaluations procedure.

Employee should always keep in mind that job descriptions do not necessarily cover every task or duty that might be assigned, and that extra responsibilities may be assigned as and when needed as per condition or case expertly needed.

Employee must contact the HR Department for any query related to the assigned job responsibilities or description and interpretation.

D. TRAINING

A specific schedule of basic training and induction is established for new joiners. Coaching/Mentoring System provides guidance in professional development and the Institution encourages all new joiners to take advantage of the continuing education initiative and further job specific training.

E. PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period is intended to give new employees an opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Institution monitors and evaluates every new employee"s performance for duration of months to determine whether further employment in a specific position or with Institution is appropriate.

All new and rehired employees work on an introductory basis for the first six months after their date of hire. If Management finds that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee"s performance, probation period may be extended for a specified period.

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Employees who satisfactorily completes the probation period are notified of their successful completion of probation.

F. SERVICE CONDITIONS INCLUDING PROMOTION POLICY

A person shall be deemed to have been appointed to a post at Sri Manakula Vinayagar Medical College and Hospital provided the post is in accordance with the Medical Council of India, New Delhi/ Pondicherry University, Puducherry but shall exclude the staff appointed on deputation/adhoc/on contract or temporary basis.

Every person appointed shall be certified to be of sound mental health & physically fit and certified by an appropriate medical authority as specified from time to time.

The pay scales of teaching faculty shall be fixed by the selection committee as per the scales prescribed by the Medical Council of India, New Delhi from time to time. The following are the scales as per the sixth pay commission of the Govt. of India and as notified by the Medical Council of India, New Delhi.

Name of Post	Pay Band	Grade Pay
Professor	Rs.37400-67000	+Rs.10000
Associate Professor	Rs.37400-67000	+Rs.8700
Assistant Professor	Rs.15600–39100	+Rs.6600
Senior Resident	Rs.15600-39100	+Rs.5400
Junior Resident / Tutor	Rs.9300-34800	+Rs.4200

Pay of non-teaching staff shall be fixed by the Selection committee in accordance with the norms of the Government.

Seniority of any employee in any grade shall be determined by the date of his/her first appointment on probation unless he/she has been de-promoted to a lower rank due to disciplinary action or has been on leave without pay.

In case more than one person has been recruited by the selection committee to a particular cadre, the seniority is fixed by the Selection Committee itself and the same shall be the merit list.

All appointments shall be made following the prescribed procedure. However, the Management has the right to make any appointment on temporary basis.

Applications seeking employment elsewhere shall not be forwarded for an employee under probation. If the probation period is not indicated in the appointment orders issued, it shall be treated as "one year".

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G. DECLARATION OF PROBATION

All the selections made will be temporary and the selected candidates are deemed to have been on probation for a period of 12 months. On completion of one year period, the services of an employee shall be regularized, if found satisfactory. His / her service conditions will be governed by rules and regulations of the institution in vogue. In the case of tenure or contractual assignments also the employee would be deemed to be on probation for a period of 12 months and this period could be extended by the Management, if the Management desires so.

If the candidates are appointed on purely temporary basis for any vacancy then they have no right to claim a permanent post in the college. However, those candidates may apply for such posts observing the regular procedure.

If a candidate appointed to a temporary vacancy is subsequently promoted or appointed to a regular position, he/she shall commence his/her probation from the date on which he / she is appointed to the regular position.

H. SANCTIONING OF INCREMENTS

In all the cases, the increments will be sanctioned only based on the outcome of the performance appraisal by the following persons.

- The Employees (Self appraisal)
- The Head of the Department
- The Director
- The Management

In the case of non-teaching employees, the appraisal is made by the following persons

- The Head of the Department/ Section
- The Director
- The Management

Increment may be withheld to the employees, if the performance / conduct has not been found at least "satisfactory".

The authority withholding the increment shall state the period for which it is with held and if so, whether any postponement shall have the effect of postponing future increments also. Leave period shall also be taken into account for the postponement

I. PROCEDURE FOR PROMOTION FOR FACULTY MEMBERS

(i) PROCEDURE:

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The Faculty Members who are eligible for promotion should send a request along with the requisite documents like paper publication and Faculty appraisal form duly filled in. The applicants should also give a write up about a page on their contribution made so

far to the college and to be done after getting promotion in future. The application received from the Faculty Members in the Administration section will be checked with reference to the Rules and Regulations. Then the note file of the Faculty Member will be submitted through the Medical Superintendent, the Dean and Director to the Chairman and Managing Director, Sri Manakula Vinayagar Medical College and Hospital, Puducherry for getting approval to send the TEQ (Civil) form along with the requisite documents of the Faculty Member to the Medical Council of India, New Delhi. After getting confirmation of eligibility for promotion to the higher post from the Medical Council of India, New Delhi, the faculty"s documents will be submitted to the Departmental Promotion Committee for approval.

(ii) DEPARTMENTAL PROMOTION COMMITTEE FOR FACULTY MEMBERS

a. <u>Constitution</u>

The Management is pleased to constitute a Departmental Promotion Committee for Faculty Members to consider and award promotion to the eligible Faculty Members. The Committee constitutes /consists the following members.

1. Secretary
2. Director
3. Deputy Director and Dean
4. Dean (Academic)
5. Dean (Research)
6. Medical Superintendent
7. HOD (Concerned Department)
8. Registrar/Administrative Officer

The Director, Head of the Department of the concerned Department and Administrative Officer should be compulsorily present in the DPC meeting.

There should be quorum of five members at the DPC meeting.

The Faculty Members who are eligible for promotion should send a request letter along with the requisite documents like paper publication and Faculty appraisal form duly filled in. The applicants should also give a write up about a page on their contribution made so far to the college and to be done after getting promotion in future.

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b. <u>Procedure:</u>

The application received from the Faculty Members in the Administration section will be checked with reference to the Rules and Regulations and submitted the note file to the Departmental Promotion Committee by the Administrative Officer.

c. **The functions of the Departmental Promotion Committee are as follows.**

- The cases placed before the Departmental Promotion Committee with the request of Faculty Member will be reviewed and recommended for promotion of the Faculty Members, in case to case basis.
- DPC should ensure the suitability of the candidate for promotion in an objective and impartial manner after verification of the Self Assessment Form and Individual write up about his contribution to the Institution in the past and in future after promotion.
- Promotion shall be given to the Faculty Member on the basis of the merit assessed by the DPC after examination of relevant records of service.
- After considering the application, the Departmental Promotion Committee will give their recommendation either to promote or not to promote the Faculty Members in the Minutes of the meeting and submit it to the Chairman for consideration and approval.
- The DPC will meet once in three months or as and when necessity arises.

The decision of the Chairman will be final.

Promotion to a higher level of services shall be made subject to availability of posts, higher eligibility, merit, efficiency, commitment and dedication of the faculty to all round development of the institution. However, seniority will be the deciding criteria for promotion on merit.

J. NORMS FOR CAREER INCENTIVES

The norms/ rules and regulations laid down by the Medical Council of India, New Delhi/ Pondicherry University, Puducherry are followed for awarding promotion to the next higher level in respect of the faculty members of this institution.

Period spent on higher studies is also reckoned for the purpose of awarding a higher scale.

All faculty members seriously interested in promoting or advancing the cause of research and who exhibits interest and aptitude will be encouraged by the Institution and the Management and all necessary assistance will be provided.

Research fund of Rs.10,00,000/- (Rupees Ten lakhs only) is earmarked for sanctioning research grant to those faculty members/Post Graduate students and Under Graduate students who are undertaking projects for research.

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K. NORMS FOR GRANTING RELIEF SERVICE

A member of the faculty or supporting staff in permanent service shall give three months notice in case he or she needs to be relieved or three month"s salary in lieu thereof.

The appointing authority reserves the right to waive the notice period or payment of compensation thereof.

L. TERMINATION OF THE SERVICES

The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reason thereof.

The Management reserves the right to terminate the services of an employee on medical grounds giving suitable notice / suitable salary in lieu as it may deem fit.

The Management may terminate any employee whether temporary or permanent, if he/ she is found involved in any political activity / criminal case / has failed to perform the duty to the satisfaction of the Management, his / her activity found leading to a moral turpitude/ negligence of duty.

Interpretation of the rules, not withstanding anything said anywhere will solely rests with the management"s decision. It shall be final in this regard.

M. NORMS FOR RETIREMENT

All faculty members (Teaching) of the college and hospital shall retire on superannuation on attaining the age of seventy (70) years. The Management shall have the right to issue orders of retirements to non teaching employee who has attained the age of sixty (60) years. However, if the Management is satisfied about the performance of nonteaching staff who have attained age of 60 years they are allowed to continue in service on contract for a tenure depending up on the exigency of service.

N. CODE OF CONDUCT

Every employee of the SMVMCH shall devote his / her whole time to the college and shall not engage directly or indirectly in any trade or business activity in any other institution which is likely to interfere with the proper discharge of his or her duties. This provision shall not apply to academic work like giving guest lectures, talks or any other work undertaken with the prior permission of the Management.

Every employee should maintain absolute integrity, be committed and devoted to the college. He / she shall always maintain the dignity and prestige of the college and every employee is expected to maintain a cordial relationship with the Management, Director, Principal, staff, students, parents and visitors to the college.

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No employee, without the previous sanctions of the Management / Director / solicit or accept in any way to raise subscriptions in pursuance of any objective whatsoever. Arrangements made expect for routine farewell or felicitation functions connected with the college will be exempted and will not be considered under this category.

No faculty member shall engage himself or herself in undertaking coaching or private tuition for the students for remuneration.

No employee shall except with the previous sanction of the Director own, wholly or in part, conduct or participate in editing/managing any newspaper or periodical or any other publication.

No employee, while on duty, shall participate in politics or contest in election neither as an independent candidate or as a candidate for a particular political party. No employee shall induce or participate in strikes pertaining to his/her service or other conditions, which tend to tamper the reputation of the college.

No employee shall be permitted to approach any organization / forum or to press in order to indicate or air his grievances. Such a kind of activity will be considered as an act of „misconduct" and appropriate disciplinary action shall be initiated.

No employee may absent himself / herself from duty without prior permission. He/she must try his/her best to send intimation to the concerned Head of the dept. / unit Head regarding his/her availing of leave, in cases of emergency. The staff concerned on his/her return to duty should get the written approval for the leave availed.

Every employee shall maintain punctuality unless permitted otherwise by his/ her superior. No employee shall after reporting for duty be found absent during working hours.

The above rules are applicable to all the employees including those appointed on contract and temporary basis.

The following activities shall be treated as act of misconduct.

Failure to exercise efficient supervision/insubordination or disobedience to his/ her superior officer.

Gross negligence in teaching or other duties any conduct which is immoral and liable to be punished under the IPC.

Intemperate habits affecting the efficiency of teaching.

Bringing an outsider into the college campus with ulterior motives.

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Damaging the property of the institution.

Inducing somebody to cause damage to the property of the institution.

Failure on the part of an employee in suppressing factual information of his /her previous history.

O. DISCIPLINARY PROCEEDINGS

No employee shall be subjected to any punishment unless: the member is informed in writing by the Chairman and Managing Director in this regard indicating the allegations on which the disciplinary action is proposed and given an opportunity to make a representation in person or in writing. Such representation would be taken into consideration by the competent authority before any action is contemplated.

In respect of students who have misbehaved towards faculty members/students and committed intemperate activities which is prejudicial to the interest of the Institution/Management, the Director of the Institution will issue Show Cause Notice for the allegations/misconduct on which the disciplinary action is proposed and given an opportunity to make a representation in person or in writing or written statement. Such representation would be taken into consideration by the competent authority before any action is contemplated.

P. PUNISHMENTS AND APPEALS

(i) Punishments

Any employee of the college may for sufficient reasons be imposed of the following penalties or punishments.

- Censure
- Fine
- Withholding of increments/promotion
- De-promoting to lower post or a lower stage in the time scale.
- Recovery from the pay (whole or partial) for the pecuniary loss caused to the college by negligence.
- Suspension
- Compulsory retirement
- Removal / dismissal from the service.

(ii) Appeals

Order issuing authority	Appellate authority
The Chairman and Managing Director in respect of Faculty and Non-Teaching Staff	Managing Body of the Trust

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The Director/Dean in respect of students	The Chairman and Managing Director of Trust

Q. WORKING HOURS AND OFFICE PROCEDURES

(a) Working Hours

(a) The hours of attendance for various category of staffs are as detailed below.

8.30 A.M to 4.30 P.M	-	College
8.00 A.M to 4.00 P.M	-	Hospital
9.30 A.M to 5.30 P.M	-	Administrative Office
9.00 A.M to 6.00 P.M	-	Civil Execution
Shift duty of 24 hrs	-	Civil Maintenance
		Nursing Staffs
		Hospital Staffs

(ii) Any member of the staff may, however be required to work beyond office hours, if his work is not up –to-date or the business of the Department Office/Section so demands.

(iv) Every members of the staff is expected to be in his seat and starts office work by the prescribed office hour unless he has previously obtained special permission for late attendance.

(b) Monitoring the Biometric Attendance:

An employee has to punch his attendance while coming on duty and while leaving from duty. No employee shall mark attendance for another employee. After marking the attendance every employee shall present himself in uniform where provided, and keep himself ready for work in his/her respective department at the appointed time. An employee who does not report for duty at the appointed time will be considered as late.

(c) Maintenance of Attendance Register:

(i) Attendance Register will be maintained in each department/office/section in which all the employee will record their initial in ink together with the time of arrival and departure, in the relevant dated column for both the sessions.

(ii) The register will be initialed by the Manager (Admin) or in his absence by the Senior most dealing hand present at the bottom of the dated column in token of scrutiny and will be sent to the officer after 10 minutes of the appointed hours of commencement. Any person arriving thereafter will mark his attendance in the register in the room of the officer and give the reasons for his late attendance verbally or in writing as may be desired by the officer.

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abbreviations shown below

Such as

"C.H."	-	for compensatory holiday in lieu of attendance on a holiday;
"EL"	-	Earned Leave
"C.L."	-	for casual leave;
"L"	-	Leave of any other kind;
"A"	-	for absence without leave or permission (This entry should be first made in pencil, when leave of any kind is sanctioned, the appropriate abbreviation as indicated above should be substituted in ink);
"SPL"	-	Special Leave
"ACL"	-	Academic Leave
"ML"	-	Medical Leave
"VL"	-	Vacation Leave

Persons reaching office within 10 minutes of commencement of office hours are nevertheless late. Such late coming may be condoned unless it becomes a matter of frequent occurrence.

(a) Late attendance:

An employee requiring permission to attend office late must apply for it before hand whenever possible. Permission for late attendance on flimsy grounds will not be usually granted. Frequent late attendance even with prior permission is not conducive to the efficient transaction of work and should therefore be discouraged.

10 (Ten) Minutes grace time is allowed to the employees from the prescribed office time. Permission of 2 hours for faculty and 1 hour for other employees are allowed twice a month. If the Faculty/ Other staff office attend office late duly availing the grace time of 10 minutes for 2 occasions in a month he will forfeit 2 permission of 2 hours/1 hour respectively. If anyone coming late to office on 5th occasion, ½ a day C.L will be deducted from his leave account. Similar treatment will be given for departure from office earlier than the prescribed office hour. Recurrent and Chronic cases of absenteeism to duty will be dealt with separately

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(b) Penalty for late attendance:

Half a day"s casual leave is to be deducted from a employees casual leave account for each day"s late attendance. Late attendance upto an hour or not more than two occasions in a month may be granted by the competent authority if he is satisfied that it is due to unavoidable reasons.

(c) Permission to leave office:

(i) A member of staff will be allowed to leave the office premises during working hours either on personal grounds or on other official duty with the prior permission of the officer/ Manager only after necessary entry has been made in the movement Register.

(ii) When a priority case required action on the same day, the staff concerned will not leave office without permission of the Manager in the case of Dealing Clerks/ Assistants, etc. and of the officer in the case of Managers.

(d) Attenders and Peons – Hours of attendance:

(i) Attenders / Peons will attend office ten minutes earlier than the hour prescribed for the office and shall start performing their usual duties forthwith so that the normal business of the office could commence at the stipulated time.

(ii) Attenders / Peons in particular should make it a point to ensure that all tables in the section are in order and check up that each table presents a tidy appearance with proper provision for stationery articles.

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(iii) Attenders should not leave office without permission of the Manager under whom they work. Group „D" staff attached to officers will remain in the offices until their officers leave or until they are permitted by their officers to leave early.

(e) Attending office during emergency:

It is the duty of every employee to assist the Management at the time of emergency like floods, cyclones etc. Even if the day of emergency happens to be a public holiday, officers should invariably make themselves available in the office. The subordinates should also as far as possible try to attend the office, unless they are physically prevented by reasons beyond their control.

(f) Staying after office hours:

When Assistant and Managers submit special or urgent files to officers late in the evening, they should not leave office unless and until those files are received back or unless they take explicit permission of the officers to leave office. Assistant should leave office as a rule only after informing the Manager and especially so on the last working day proceeding two or more consecutive holidays.

(g) Holidays:

The office is closed on Sunday and on Public Holidays provided the state of work permits. The following rules will regulate the observance of holidays in public office including holidays notified by the Government of Pondicherry under Negotiable Instruments/Pondicherry University Act.

(i) All Public offices are closed on days notified as holidays.

(ii) The grant of every holiday is always subject to the conditions that suitable arrangements will be made for the disposal and despatch of emergent business.

(iii) An employee who is called on to attend office on a holiday may be granted another day in its place on the request of the individual when opportunity occurs. However the holiday must be availed of within a month or it will apse and be treated as cancelled.

(iv) As far as possible, a employee of the religious persuasion who observes a particular feast, fast or festival for which a holiday is declared by Government should not be called upon the work on that day.

(h) Compensatory Holidays:

The following are the conditions under which a employee who is called upon to attend office on a Public Holiday may be granted another holiday in its place when opportunity offers itself.

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(i) Such holidays should be availed of by the employee with the prior Permission of the authority who is competent to grant him casual leave.

(ii) If an employee is working during weekly off or Public holidays be needs to work.

- Minimum of 3 Hrs for ½ a day Compensatory Off
- Minimum of 6 Hrs for 1 day Compensatory Off

(iii) An employee is allowed to earn maximum of 2 Compensation Off in a month.

(iv)A Maximum of 4 Compensatory Offs can be availed in a month by an employee.

(v) Such holidays may be allowed within a month of its becoming due. It shall however be within the discretion of the Head of the office to call on the subordinate official to take such holiday on any date within one month which the Head of the office finds to be convenient.

(vi) Such holidays may be combined with casual leave or other authorized holiday provided that the total period of absence from duty should not exceed ten days. A employee touring on public holidays in connection with the performance of his duties is not eligible for compensatory in holidays in lieu of holiday on which he performs journey.

(i) Leave

(1) The grant of leave to an employee is governed by the Sri Manakula Vinayagar Medical College and Hospital, Puducherry Leave Rules. These rules shall apply to the faculty members and non-teaching staff. The following instructions should be observed by members of staff in submitting the applications for leave:

(i) In the case of the leave of any kind for private purposes (i.e. leave other than that on medical certificate), an application should be submitted well in advance before the date of commencement of the leave.

(ii) In the case of leave on medical certificate, the application should be accompanied by a medical certificate from an authorized medical attendant or registered medical practitioner stating as clearly as possible the nature, probable duration of illness and the period of leave required for restoration of health;

(iii) The leave address should be indicated in all cases.

(2) All applications for leave from members of staff should be submitted through the Manager who will record his remarks thereon with due regard to the condition of work and the number of persons already on leave in the section. If he recommends the leave, he will state his proposals for carrying on the work of the applicant during his absence and will pass on the application to the Administrative Section concerned. The Administrative Section will verify the admissibility of the leave applied for and submit the application to the officer competent to sanction the leave. The orders passed on an application for leave will be issued in the form of an

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office order, one copy of which will be communicated to the applicant and one copy supplied to the cash section.

(3) On return from leave, he/she should also submit in writing a joining report, which should be accompanied by a certificate of fitness to resume duty from the prescribed authority and in the form prescribed, if the leave availed of was on medical certificate.

(j) Extension of leave:

(1) Requests for extension of leave should be avoided as far as possible.

(2) Applications for extension of leave should be submitted well in advance of the date of expiry of the leave already granted so that they may be considered and orders communicated to the applicant in time. It should not be assumed that an extension will always be granted.

(3) If a person is prevented from resuming duty on account of any unforeseen occurrence immediately before the due date, he must send an immediate intimation to the head of his office giving full reasons of his inability to attend office on the due date.

(4) An employee who remains absent after the expiry of his/her leave is not entitled to any leave salary for the period of such absence and that period will be debited against his earned leave account to the extent such leave is due, the period in excess thereof being treated as extraordinary leave.

(5) Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

(k) Entitlement of Leave for Faculty Members and Non-Teaching Staff

Name of Leave	Faculty Members	Non-Teaching Staff
Casual Leave	12 days per calendar year (One day per Month)	12 days per calendar year (One day per Month)
Earned Leave	12 days per calendar year (Only on completion of probationary period of one year)	12 days per calendar year (Only on completion of probationary period of one year)
Academic Leave	16 days per calendar year For purpose of attending conference, workshop, seminars and examination evaluation	Nil
Vacation Leave	(i) 7 days - Completed five years of service to be availed in once spell (ii) 10 days - Completed ten years of service to be availed in two spell of five days each	Nil

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Medical Leave	05 days per year subject to production of Medical Certificate	Nil
Leave on Loss of Pay (LOP)	20 days in a calendar year - granted at the discretion of the leave sanctioning authority	20 days in a calendar year - granted at the discretion of the leave sanctioning authority
Maternity Leave for Female employee	90 days from the date of application or from the date of confinement	90 days from the date of application or from the date of confinement
Permission	2 hours duration twice in a month	1 hour duration twice in a month

(l) Casual Leave:

(i) Casual leave is a concession granted to an employee to enable him to stay away from office for short period on account of illness or to enable him to attend to urgent private matters. It should be applied for as far as possible in advance except when a person is prevented from attending office by sickness or other unforeseen circumstances.

(ii) Casual leave is not recognized form of leave nor is it subject to any rules. Technically, an employee on Casual leave is not treated as absent from duty nor his pay intermitted.

(iii) The maximum period of casual leave which an employee is allowed to avail himself of, is 12 days in a calendar year subject to a maximum of 8 days at a time. The limit of 8 days at a time may be relaxed in special circumstance at the discretion of the head of office. The tendency on the part of employee to exhaust the entire casual leave during the first few months of the year should be curbed.

(iv) Half a day"s casual leave in the forenoon or afternoon may be allowed to an employee on prior application. The practice of leaving office early with permission should be discouraged.

(v) Casual leave may be prefixed and/or affixed to recognized holidays and Sundays.

(vi) Sundays and holidays falling during a period of casual leave will not be treated as a part of the casual leave.

(vii) Casual leave should not however be granted so as to cause evasion of the rules regarding-

(a) date of reckoning of pay and allowances;
(b) charge of office;
(c) commencement and end of regular leave;

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(d) Return to duty or so as to extend the term of leave beyond the time admissible under the rules.

(viii) Casual leave cannot be combined with any other kind of leave viz., earned leave, extraordinary leave, medical leave etc. Casual leave cannot be combined with vacation.

(ix) In the case of a person who joins service in the middle of a calendar year, the authority competent to sanction casual leave will have the direction to grant either the full period of 12 days or only a portion thereof after taking into account all the circumstances of the case.

(x) An employee who is allowed casual leave is expected to make up for his absence by a more concerted effort or by working longer hours on returning to duty without any extra expense to the Institutions.

(x) Casual Leave counted on the basis of calendar year lapses at the end of calendar year

(m)Earned Leave

Both the faculty members and non teaching staff are entitled to avail twelve days earned leave per year on satisfactory completion of the probation period of one year and declaration of probation.

The earned leave may be accumulated.

R. UNIVERSITY STIPULATIONS ON TEACHING DAYS

The Pondicherry University to which the institution is affiliated has prescribed that the institution must work for at least **80 days or 540 hrs per semester**. It is also explained that these days do not include examinations days /tours/sports or co curricular work but exclusively meant for actual class room lecture/ laboratory contact days.

S. WORK LOAD NORMS

Work load of a teacher should not be less than 40 hours per week for 180 teaching days of which teaching/contact hours will be as noted below:

Director	4 hours / week
Professor	14 hours /week
Associate Professor	14 hours /week
Assistant Professor	16 hours /week

Teachers were required to allocate 6 additional hours per week, beyond the direct teaching – learning hours, on research. These hours can now be also utilized for tutorial/ remedial classes/ seminars/ administrative responsibilities/ innovation and updating of course contents.

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T. PERFORMANCE APPRAISAL

The performance appraisal system has been introduced in the institution.

- The performance of the faculty will be appraised by:
- The Heads of the Departments
- The Director
- The Management
- The students

U. TRANSPARENCY

The Chairman & Managing Director /Vice Chairman / Director / HOD /shall discuss the results of the appraisal with every employee. Continuous and sustained performances shall be a necessary requirement for internal promotions, for selection as HODs, Chairman of various committees, selection grade promotions, deputation, eligibility for study leave and other financial benefits, awards etc.

V. STAFF DEVELOPMENT AND TRAINING

(i) Supporting staff (Administration & Technical)

In–house training programmes shall be arranged, with the help of resource persons drawn from the departments of English and Management.

The following are the induction policy

(ii) Induction and Training Programme

Induction Policy:

- To ensure that a new employee settles down smoothly into the hospital so that he/she reaches standard level of performance as soon as possible.
- It gives maximum relevant information to the new employees in shortest time.
- It eliminates the feeling of the uneasiness, apprehensions etc. in the new employee.
- It enhances the image of the hospital as people friendly.

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- It helps reducing the turnover of the employees.

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(iii) Training Policy:

Training is the process of imparting necessary knowledge, skills and attitudes to the employees to enrich their existing knowledge, skills and attitudes, and develop newer ones.

(iv) Induction:

This training is provided to all the new recruits at the time of joining. This training generally introduces the employee to the hospital"s quality policy, Vision, Mission, hospital policies and procedures, employees Job Description etc.

(v) On Job Training:

On-job training is imparted by the department leads. The training includes management of various risks associated with the care environment. Nursing staff, OT/ICU staff, housekeeping staff, laboratory staff, imaging dept. staff etc., are trained on infection control practices that include needle stick injury, hand wash practices, use of appropriate personal protective equipment"s (PPEs), injection & infusion practices and bio-medical waste management practices.

(vi) Change of Department/Rotation /Transfer:

Training is imparted to the employee at the time of Change of Department/Rotation /Transfer to other department in order to make him/her familiar of the new department, roles and responsibilities of the employee and equipment etc.

(vii) Advancement/introduction/change in Technology / equipment:

All concerned employee will be provided training to upgrade them to such situation. In case of installation of new equipment training is also provided by the Service/installation Engineer to all the concerned staff.

(viii) Mock Drills:

Mock drills will be conducted twice in a year for different category of employee to provide them practical experience of handling critical situations such as various Emergency Codes like fire, bomb threats, mass casualties, etc.

(ix) Training Methodology:

Training shall be done by issuing manuals to the employees. Basic training manual is issued to every class of employee. The training is documented in training formats for each employee, dated and duly signed by the employee and the HR Personnel.

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10. AWARDS & OTHER SUPPORTS

(i) Awards for teaching / non-teaching staff members

"Excellence in Teaching" and the *"Best Supporting Staff"* awards have been introduced by the Management to recognize the good services rendered by the faculty members and the supporting staff members of the institution. These awards shall be presented to the recipients on the occasion of the college day celebrations.

(ii) Awards of gold coins to the students

The meritorious students who secures the first ten ranks in the University examinations shall be honored as follows. They are eligible to receive the gold coins as indicated below along with merit certificates.

I rank holders in all the subject of Under Graduate course: 1 sovereign of gold

Cash Award to the students

I rank holder: Cash award of Rs.3000/- each
II rank holder: Cash award of Rs.2500/- each.
III rank holder: Cash award of Rs.2000/- each.

(iii) Other supports to the students

- Rigorous training shall be provided to the students to get sizable placements. Providing training on value added courses.
- Tuition fee shall be waived by the management for deserving candidates.
- Sanction of registration fee for attending seminars/workshops to present technical papers.
- Provision of internet facility at free of cost.
- Redressal the grievances of the students then and there.
- Encouraging sports and games participants.
- Award of cash prizes for the best major and minor projects.
- Providing information to the parents through SMS in case the student is absent to the class.

11. GRIEVANCE CELL

Employees and students of this institution are free to represent their grievances to the grievance cell established at this institution. Immediate attention shall be given to each grievance. Wherever necessary immediate remedial measures shall also be taken.

12. WOMEN'S CELL

The Pondicherry University, in accordance with directions given in the judgment of the Hon'ble Supreme Court of India has instructed all the affiliated institutions to constitute a

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women"s cell to safe guard the interests of working women and to avoid sexual harassment. To comply with these directions and to avoid harassment of women at this institution, a women"s cell has been constituted and the composition of the same is as follows.

(i) Composition of the Women's Cell

Women faculty -1
Women faculty -2
Women faculty -3 **- Member**
Women faculty -4
Women faculty -5
Women faculty -6
(According to seniority)
Non-teaching staff (women) **-Member**
The senior most faculty member **-Convener**

(ii) The objectives of the women's cell

- To create an awareness on equal opportunity for women.
- To bring changes in the attitude and behavior among adolescent youth.
- To provide harassment free working /living atmosphere by identifying and fixing responsibility on concerned persons causing harassment.
- Ensuring equal treatment to women and to provide opportunity for the participation of women in all the campus activities.
- To conduct programmes for women to empower them financially, emotionally, mentally and physically.
- To deal appropriately with the reported cases of sexual harassment of unfair treatment based on gender bias, abuse or discrimination. Initiate immediate action against these grievances.

13. TRAVELING, CONVEYANCE & TELEPHONE EXPENSES

The Managing Director/ Director/Dean have access to the college telephones, fax and transport. However in case of emergencies, they could avail other sources and claim reimbursement within limits as decided by the Chairman & Managing Director. The HODs and other executives provided with transport facilities may be reimbursed the charges actually incurred subject to production of necessary bills, if the vehicle is not available. The faculty members and staff sponsored for any outstation programmes and training, authorized by the management shall be reimbursed the expenses incurred, the amount actually spent or II Class sleeper fare whichever is less. Daily allowances as approved by the Chairman & Managing Director shall be also be paid. The staff on official work shall be paid local conveyance expenses at the rates approved from time to time. Auto fare can be reimbursed if the place of visit is not connected by bus or train.

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14. SPORTS & GAMES

To encourage the sports activities and to produce quality sports men and women, it shall be necessary to expose them to matches / tournaments, organized by University or sports bodies. The participating students shall be provided allowances as follows:

Distance	allowance
Within city distances	Rs.100/-DA per day
Up to 50 Kms:	Rs. 150/- DA per day
Beyond 50 Kms:	Rs. 200/- DA per day

The claims with necessary details and bills duly authorized by the person in charge / Director of Physical education shall be submitted to the Director for sanction.

15. STAFF SALARY ADVANCE & LOAN

Staff salary advance / loan is not encouraged in general. However in extraordinary circumstances / emergencies, any request for loan or advance from the permanent staff, shall be submitted to the Chairman and Managing Director for his consideration as per norms.

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