



Document	Policy and Procedures Manual		PSGR Krishnammal College for Women		
Department	Human Resources				
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Topic	Working Protocol Policy				

1. Purpose

The objective of this policy is to provide appropriate working protocols to the employees such that employees are available for a specific period of time in a week to fulfil Institution's requirements. This policy is also to inculcate a conducive work culture for the employees that supports in enhancing the Institution's culture.

2. Scope

- 2.1 To all employees (Aided and Self-Financing) of PSGR Krishnammal College for Women including probationers on the rolls of the Institution.

3 Policy

- 3.1 **Working Hours:** All employees of PSGR Krishnammal College for Women follow a **6-day working week** with workdays from Monday to Saturday. Normal scheduled working hours is **6 hours for teaching staff, 8 hours for non-teaching staff and 9 hours for housekeeping employees.**
- 3.2 **Lunch break:** Tea break **20 minutes' duration for teaching staff and 30 minutes Lunch break for non-teaching staff.**
- 3.3 The working hours would include the hours of work an employee is expected to serve in a day including his Lunch / break timings.
- 3.4 The number of National and Festival holidays in a year shall be 10. They would be declared during the month of December every year for the following calendar year.
- 3.5 For the purpose of leave and holidays, Calendar year (i.e. January to December) shall be followed. All the permanent Employees are eligible for casual leave and their applicable vacation leave.



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- 3.6 **Sabbatical Leave:** Apart from Casual leave and applicable Vacation Leave, teaching staff are eligible for sabbatical leave. Sabbatical leave cannot be claimed as a matter of right and when exigencies so demand, sabbatical leave may be refused or revoked by the authority empowered to sanction the leave.
- 3.6.1 Sabbatical leave is an unpaid / paid leave provided to faculty for professional development.
- 3.6.2 Sabbatical leave is applicable for staff who have completed 5 years of continuous service with the Institution.
- 3.6.3 Sabbatical leave may be applicable from one month to one year based on the accomplished assignments.
- 3.6.4 If on paid sabbatical, will accrue 18 days per completed year of service (for part of the year, it may be on proportionate basis) and can be accumulated upto a maximum of 3 months.
- 3.6.5 For the above, faculty need to submit a detailed report on project / assignment completed.
- 3.7 **Attendance:**
- 3.7.1 Attendance recording shall be done through Biometric system established by the Institution. Every employee shall mark his / her In-time and Out-time in the biometric register. The Biometric system shall provide accurate in-time / out-time details which would rule out the scope for any kind of discrepancy.
- 3.7.2 Every employee shall also, on reporting to duty each day, mark his / her attendance in the attendance register.
- 3.7.3 If an employee marks attendance by any means for another employee he / she shall be subject to disciplinary action as per the policy of the Institution.

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3.8 Late Coming:

- 3.8.1 Any employee recording his / her attendance later than the specified shift time from shift start timing would be considered as late.
- 3.8.2 Any employee coming late by more than **10 minutes beyond 1 day in a month** would have to for-go his / her permission if not availed the same. In case permission has been already availed by the employee **then ½ day leave would be deducted** from the employee's leave balance.
- 3.8.3 Similarly, in case of any **late beyond 4 times in a month, 1/2 day leave will be deducted from the eligibility for every late arrival on approval from HOD. In the absence of approval, the same will be treated as loss of pay.**
- 3.8.4 Late coming is allowed with the intention to support employees in case of any unexpected circumstances like heavy rain, interruption in train or road transport etc.
- 3.8.5 Employees coming late frequently would be first issued a warning letter and employee still continuing to come late, appropriate disciplinary action will be taken as per the policy of the Institution at the discretion of the Management.
- 3.8.6 No employee shall leave the work place during the working hours without obtaining permission from the concerned Manager / HOD / Principal.
- 3.8.7 If an employee after marking his / her attendance is found absent from his/her place of work during working hours without permission or although present in such place refuses to carry out his / her work, it will be construed as misconduct and his/her salary will be subject to deduction in accordance with the provision of law in addition to taking disciplinary action.



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3.9 Permission:

- 3.9.1 Due to personal exigencies, employees for genuine reasons shall be allowed to take **permission of one hour for a maximum of two times in a month.**
- 3.9.2 **More than 1 hour of permission will be accounted as ½ day leave and the leave will be deducted from the leave balance.** However, for Administration Staff, **two permissions can be clubbed and thus two hours permission can be taken** together at a single instance after seeking prior approval from the HOD.
- 3.9.3 Permission time allowed to an employee **should not be less than one hour.**
- 3.9.4 Unutilised permissions lapse monthly. The same cannot be carried over to subsequent months.
- 3.9.5 Any permission shall be taken only after seeking approval from the HOD. Otherwise it would be construed as **unauthorized leave and would be subject to ½ a day loss of pay.**
- 3.9.6 It is important to note that availing permission is not a matter of right and is at the discretion of the Manager / HOD / Principal who shall decide based on genuine requirement from the side of the employee.

3.10 On Duty:

- 3.10.1 If an employee is required to visit other Institutions for presentations, workshops, consultation etc., and outside agencies / vendors as part of duty, an on-duty approval has to be sought from the concerned HOD. Without an on-duty approval, the employee's absence in the organization would be treated as unauthorized absence and salary deducted accordingly.