

HUMAN RESOURCE POLICY

POLICY DISCLAIMER

The HR Policy of GAT is intended to provide broad guidelines relating to the Institution's human resources practices, processes, benefits, conduct standards, and administrative procedures.

The contents of this Manual are for guidance and internal administration purposes only and do not constitute a contract of employment, guarantee of benefits, or assurance of continued employment.

The Management reserves the absolute right, at its sole discretion and without prior notice, to amend, modify, withdraw, interpret, deviate from, suspend, or replace any provision of the HR Policy, either wholly or partially, depending upon Institutional requirements, academic or administrative exigencies, statutory changes, operational considerations, or management decisions.

In the event of any inconsistency between the HR Policy and applicable laws, statutory provisions, employment contracts, appointment letters, service agreements, standing orders, or directives issued by competent authorities, the applicable law or specific governing document shall prevail.

The interpretation of the provisions contained herein shall rest solely with the Management, whose decision shall be final and binding.

Exceptions or relaxations to any policy provision may be granted by the Management on a case-to-case basis where it is deemed appropriate.

CHAIRMAN's Message

Dear All

Embracing Our People, Driving Our Future...

At Global Academy of Technology, our people are our greatest asset. They are the heart and soul of our organization, driving innovation, fostering collaboration, and delivering exceptional results. It is our unwavering commitment to their well-being, growth, and success that shapes our HR policies.

This HR Policy is more than just a document; it's a reflection of our values and a roadmap for our future. It outlines our commitment to creating a positive, inclusive, and equitable work environment where every employee feels valued, empowered, and inspired.

As we continue to evolve and grow, our HR policies will adapt to meet the changing needs of our workforce and our business. We will strive to provide competitive compensation and benefits, opportunities for professional development, and a work-life balance that empowers our employees to thrive both personally and professionally.

This policy is work in progress; I encourage all employees to familiarize themselves with this policy and to reach out to our HR team with any questions or concerns. We believe, together, we can build a stronger, more resilient, and more successful institution.

Ms Usha Shivakumar
Chairman
National Education Foundation

TRUSTEE SECRETARY's Message

Dear Colleagues

At Global Academy of Technology (GAT), we recognize that our faculty are the cornerstone of our academic excellence. Your dedication, innovation, and passion inspire our students and shape the future of technology. Contextually, we believe at GAT we need to elevate the experiences you have to grow yourself to the next pinnacle. This Human Resources Policy is the first step towards that goal.

This policy is more than just a policy manual; it's a commitment to your professional and personal well-being. We've carefully crafted it to provide you with the tools and support you need to thrive in your role.

We believe in fostering a culture of collaborative, innovation and inclusive work environment where ideas can flourish. Whether you're mentoring a bright young mind, conducting groundbreaking research, or simply sharing your knowledge with colleagues, you'll find the support and resources you need to succeed.

Our commitment to your growth extends beyond the classroom. We offer a range of professional development, service recognition, workshops/conferences and industry collaborations opportunities for your success. We also provide generous research funds and facilities to fuel your curiosity and drive discovery. We truly believe in investing in your future.

We understand the importance of balancing your professional and personal life. That's why we offer flexible work arrangements, wellness programs, and a supportive work environment that values your time and energy.

Our shared vision is by working together, we can create a truly transformative learning experience for our students. Your contributions are essential to our mission of shaping the future of students.

Thank you for choosing GAT. We're honored to have you as part of our community.

Ms. Aisswarya DKS Hedge
Trustee Secretary
National Education Trust

OUR CORE VALUES

1) Academic Excellence

- Knowledge Pursuit: A commitment to lifelong learning and intellectual curiosity.
- Critical Thinking: The ability to analyse information, solve problems and make informed decisions.
- Innovation: A drive to develop new ideas, technologies and solutions.

2) Professional Ethics

- Integrity: Upholding honesty, truthfulness and fairness in all professional endeavours.
- Responsibility: Recognizing/fulfilling one's obligations to society, clients, and the profession.
- Respect: Valuing diversity, inclusivity, and the contributions of every other individual.

3) Social Impact

- Sustainability: A commitment to creating a sustainable future through environmentally responsible practices.
- Service: A desire to use engineering skills to benefit society and improve quality of life.
- Global Citizenship: Recognizing the interconnectedness of the world and contributing to global solutions.

4) Teamwork and Leadership

- Collaboration: Working effectively with others to achieve common goals.
- Leadership: Inspiring and guiding others toward success.
- Communication: Effectively conveying ideas and information to diverse audiences.

5) Personal Growth

- Resilience: The ability to overcome challenges and persevere in the face of adversity.
- Continuous Improvement: A commitment to personal and professional development.
- Ethical Conduct: Adhering to ethical principles in all aspects of life.

We emphasize these core values, to develop versatile engineers who are not only technically competent but also socially responsible, ethical, and committed to making a positive impact on the world.

Purpose of our Human Resources Policy

1. **Consistency and Fairness:** Ensures that all employees are treated fairly and consistently, regardless of their position or department.
2. **Clarity and Guidance:** Provides clear guidelines and expectations for employees, promoting understanding and reducing misunderstandings.
3. **Positive Work Environment:** Contributes to a positive and supportive work culture where employees feel valued, respected, and motivated.
4. **Ethical Conduct:** Upholds the institution's commitment to ethical practices and ensures that all HR policies and procedures are aligned with ethical standards.
5. **Alignment with Vision and Mission:** Ensures that HR practices are in line with the institution's overall vision and mission, supporting its goals and objectives.
6. **Professional Development:** Fosters a work environment that encourages and supports continuous professional development and personal growth.
7. **Transparent Management:** Establishes a framework for managing human resources that is transparent, fair, and consistent, promoting trust and employee satisfaction.

The GAT HR POLICY serves as a comprehensive guide for employees, outlining the institute's vision, mission, values, and employee rights and responsibilities. It establishes a framework for consistent decision-making, fosters efficient governance, and promotes transparency in the utilization of resources. It informs staff of the governing rules and regulations, code of conduct and dress code, with the expectation of strict adherence. The management retains the right to modify policies as needed to adapt to evolving circumstances or address specific needs.

In addition to providing a clear understanding of the institute's policies and procedures, the HR Policy also serves as a valuable resource for employees seeking information on various aspects of their employment, such as benefits, compensation, and performance expectations to name a few. By promoting a culture of accountability and fairness, the HR Policy contributes to a positive and productive work environment for all staff members.

RECRUITMENT POLICY

Objective

Global Academy of Technology is committed to attracting and retaining talented individuals who align with our culture, ethos, mission and values. Our recruitment process is designed to be fair, transparent, and inclusive, ensuring that all appointments are based on predetermined specific positions and competencies. We adhere to the principles and practices of equal opportunities, giving due representation to all sections of people within the organization, without discrimination based on caste, creed, gender, race, or disability.

At GAT, the recruitment of Teaching and Non-Teaching staff is a professional and meticulously planned activity. We anticipate staff requirements well in advance, considering factors such as retirement and attrition rates to ensure a competent and diverse human resource. The scope of this policy encompasses all appointments within the organization.

General Criteria Governing Recruitment

- For any post other than Asst. Professors, Associate Professors and Professors, the person recruited should not be above 58 years.
- Age criteria may be waived in case of Contract Employee and the maximum age for recruitment of such employee should be one year less than the superannuation age 60 years fixed by the organization.
- GAT does not permit child labour in any of its establishments, nor does it encourage child labour in any of its partner institutions.
- GAT reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

Recruitment Process

- Human Resource Department (HRD) initiates discussions in coordination with the principal for recruitment process, typically at the end of every semester.
- HRD consolidates Recruitment Requests received from the Heads of Departments.
- HRD facilitates appropriate Job Descriptions for open positions in consultation with the Heads of Departments, Associate Dean Academics and the Principal.
- HRD will employ various source pools, including Institutional Website, Institutional Hiring via email (careers@gat.ac.in) , Recruitment Portals, Referrals, Walk ins, Advertisements or Communication in Print Media, Digital social media etc to ensure availability of sufficient qualified profiles for evaluations.

Minimum Qualification and Experience for Teaching Fraternity

- Qualification and Experience for teaching staff will be in alignment with the prescribed norms of the All-India Council for Technical Education (AICTE).
 - Minimum qualification for the post of Assistant Professor will be B E and MTech. Minimum of 2 years of teaching or research experience in an academic or research position equivalent to that of Assistant Professor in a university, college, or accredited research institution is compulsory for entry level recruitments.
 - Minimum qualification for the post of Associate Professor will be B E, MTech and Ph.D. Minimum of 5 years' experience in teaching / research /industry of which 2 years post Ph.D. experience is desirable.
 - Minimum qualification for the post of Professor will be B E, MTech, Ph.D. with minimum of 6 years of post-Ph.D. teaching, research and publication experience.
 - Minimum of 2 years of teaching or research experience in an academic or research position equivalent to that of Assistant Professor in a university, college, or accredited research institution is compulsory for entry level recruitments.
- HRD shall do the preliminary screening of profiles for essential parameters.
 - Shortlisted profiles are shared with the Heads of Depts /Assessment Panel for review and further assessments which includes:
 1. **Interview by 5 Member Panel** led by Head of Dept and including an external Subject Matter Expert and a representative of VTU to determine Soft skills and teaching skills

5 Member Committee
1. HOD
2. Professor – Internal
3. Professor –Internal Subject Expert
4. Professor – External – Subject Expert
5. Professor – Representative from VTU

2. **Teaching Demo Session** to determine delivery, presentation skills, technical skills and usage of pedagogy.
 3. **Interview with Principal** to determine candidate' s academic fitment
 4. **Management Assessment** - Final round to determine overall academic and cultural fitment followed by selection confirmation.
 5. HRD is responsible for scheduling and coordinating all the interview schedules.
- All confirmed Offers are released in the form of letters of Intent after obtaining necessary approval from the Office of the Trustee Secretary

Joining process involves the following:

- Verification of Certificates and Testimonials
- Joining Documentation formalities
- Initiation of ID Card, Email, IT Asset provision etc
- Communication to primary Stakeholders (Principal, Associate Dean Academics, Host Dept Head)

Identity Card

- Every employee will be provided with an identity card which, besides the name of the employee, will have an employee code number, photograph, and other relevant personal details.
- Identity cards are not transferable and should be carried by the employee whenever he/she is on Institution's duty either inside or outside the premises of the Institute
- Employees shall present the identity card for inspection to any person so authorized to inspect by the Institution
- Employees are required to surrender their identity cards, badge, etc. on leaving the service of the Institution. Surrender of I-card is a requirement for final settlement of dues.

Induction to Staff

- All newly joined employees shall upon completion of the formalities undergo an induction program, intended to familiarize them with the dynamics, culture and ethos of the organization.
- The structured communication program includes Institutional Overview and Orientation of various Depts, Cells, Activities and Common Functions, followed by HR Orientation of Staff lifecycle milestones, processes, key aspects like payroll, benefits, performance management system etc and thereafter the respective Dept orientation, anchored by the host Dept head.
- Senior staff members would participate as facilitators in the induction program, on a need basis.
- The induction process may be phased out over a few days so as not to disrupt the daily work of staff and those conducting the induction program.
- The Induction Orientation Docket includes
 - a) Vision, Mission and Guiding Principles of GAT.
 - b) Concepts of Teaching Learning Processes and Pedagogy at GAT.
 - c) Access to Institutional policies for necessary reading
 - d) Role & Responsibilities in relation to the offered role

Terms of Appointment

- All Appointments will be made on any of the following terms:
 1. Full Time
 2. Part-Time/Visiting
 3. Adjunct
 4. Contractual
 5. Honorary
 6. Consultant
- All appointments for regular positions will initially be for a *probationary period of one year. In case of unsatisfactory performance during the probationary period, probation may be extended to another year.
- The Institution at its exclusive discretion, is entitled to terminate appointment in the event of the employee
 - a. Not attending to work (absent without intimation or approvals) for a continuous period of **21 consecutive days**.
 - b. If found guilty of any misconduct as defined under the law of the land or as per the employment regulations, service rules of the Institution.
 - c. If found guilty of any misappropriation of funds as defined under the law of the land or as per employment regulations of the Institution.
 - d. If found falling short of performance in the key assessment areas (teaching and learning process, self-development, student development, institutional development) as defined by the Institution.
 - e. If found mentally unstable as per the regulations of the institution.
 - f. If found guilty of bad mouthing or spreading rumors about the institution.

Pay Scale for Teaching Fraternity & Staff

- The Scale of Pay for Teaching Fraternity of Engineering/MBA is endeavored to be as per AICTE norms.
- The minimum qualification and experience prescribed for Non-Teaching (Technical, IT & Administrative) staff will be as per State Government Rules/Institutional Policy.
- The Scale of Pay for Non-Teaching (Technical, IT & Administrative) Staff will be as per Institutional Policy.

Probationary Period

- The period of Probation is **one year** from the date of joining for any teaching/non-teaching employee.
- Performance of probationers will be periodically evaluated by the respective Head of the Department (HOD) and Reporting Authority.
- In exceptional cases however, the period of probation may be upto **two years** purely on discretionary basis of the interview panel recommendation / feedback and management opinion.
- The method of evaluation will be a thorough analysis of the 360-degree feedback mechanism. Feedback is evaluated on following categories:
 - Student's feedback
 - Conduct and behaviour
 - HOD feedback
 - Principal feedback
 - Results of two Semester End Examination
- This feedback forms the basis for evaluation of the performance of the Probationer.
- The management may terminate the engagement at the end of the prescribed probationary period; or may extend probation, further up to a maximum of six (6) months for unsatisfactory performance.
- On successful completion of the probation period, the staff member shall be regularised in services.
- During the probationary period, a contract of employment may be terminated by management with or without notice and with or without compensation (upto 3 months' basic pay) in lieu of notice.
- An employee is not entitled to promotion or benefit or additional allowances during the probationary period.
- The probation period maybe extended by the number of days an employee takes leaves during his/her probation period.

Extension of Probation Period

- **Reasons for Extension:** If an employee's performance during the probationary period falls short of the expected standards, the Head of Department (HOD) may recommend extending the probation period for up to twelve months.
- This extension can be considered if the employee's performance is unsatisfactory, if their role and skills are not aligned with the job requirements, or if their values are not in line with the institution's values.

- **Performance Improvement Plan (PIP):** When an extension is approved, a mutually agreed-upon Performance Improvement Plan (PIP) will be developed. This plan will outline specific areas where the employee needs to improve, and it will include counselling and training sessions to help them achieve the necessary goals.
- **Review and Decision:** At the end of the extended probation period, the employee's performance will be reviewed again. If the employee has made satisfactory progress and is meeting the required standards, their services may be regularised. However, if performance remains unsatisfactory, employment may be terminated.

Confirmation of Services

- **Evaluation and Recommendation:** HOD will evaluate the employee's performance during the probation period. If the employee has performed satisfactorily, HOD will recommend confirming their employment to HRD.
- **Unsatisfactory Performance:** If HOD determines the employee's performance to be unsatisfactory, the employee is informed in writing. HOD will clearly indicate recommendation and the reasons for their decision.
- **Timely Processing:** Confirmation must be processed within the probationary period. If the confirmation process is delayed, and the probationary period expires, the employee is entitled to have their confirmation backdated to the date it was originally due.
- **Notice Period:** Upon confirmation of employment, notice period becomes revised to 3 months. This means that either party can terminate the employment relationship by giving the other party three months' notice.
- **Notice Period Options:** The management has the discretion to decide whether to allow the employee to offset the notice period, partially or fully, or to accept notice pay (basic) in lieu of the notice period.

Maintenance of Service Record

A Service Record Document is initiated for the new joiner on the day of joining. The designated authority will maintain the personnel files of all employees including those at the office. **The Service Record Document contains the following:**

1. Application of the candidate
2. Biodata/CV/Resume
3. Photocopies of 10th/12th/Degree/PG/PHD certificates/PGD Certifications
4. Photocopies of work experience
5. Contractual letter/Appointment Letter/Intent Letter
6. Joining Report
7. Personal details of employees like permanent/current address/blood group/birthdays
8. Relieving letter/experience certificate from the previous/last employer
9. Previous Employers Salary slips
10. Letters of annual salary revisions & copies of performance appraisal
11. Two color passport size photographs
12. Resignation letter (on resignation)
13. Any other information deemed appropriate by Management

Retirement Rules & Guidelines

- Superannuation age for teaching is 60 years and non-teaching is 58 years.
- During the academic year, if a teaching staff turns 60, they will continue the tenure till the end of the semester.
- The superannuated teaching staff may be engaged further by the institution, at its own discretion in Consulting capacities up to the age of 65 years and on such terms as mutually agreed, subject to approval by the management.
- The superannuated non-teaching staff may be engaged further by the institution, at its own discretion in Consulting Capacities up to the age of 62 years and on such terms as mutually agreed, subject to approval by the management.

Engagement of Consultants Beyond Superannuation Age:

- Post retirement/ retirement age, all re-employments will be on a contractual or consultant basis and will not be eligible for benefits allowances and compensation as applicable to regular staff.
- Notwithstanding anything contained in this policy, individuals engaged as Consultants and who have attained the age of 60/58 years (being the prescribed age of superannuation at GAT) shall be ordinarily engaged on a fixed-term basis **for a period not exceeding two years (24 months)**.
- Any re-engagement beyond this duration shall be considered only in exceptional circumstances and will be subject to Management approval, based on organizational requirements.

Resignation of Service

- All regular permanent Teaching and Non-Teaching Employees may be relieved from their duties subject to 3 months' notice period.
- In the event of any **medical emergency, serious ailment, or bereavement in the immediate family**, or **medical exigencies arising in the immediate family**, if the incumbent serving the notice period is unable to continue at the work location for all or part of the notice period, the **requirement to serve the full three (3) months' notice period** may, at the discretion of the Management, be **waived off partially or fully**, to the extent of the number of days the incumbent is unable to serve at the work location.
- In such circumstances, upon submission of adequate supporting documents and with the approval of the Management, the **full and final settlement shall be processed** and the **relieving letter and experience certificate shall be issued** effective from the originally expected last working day, as per the notice served and accepted by the Management.
- As per the NBA/VTU/AICTE guidelines no Teaching staff is allowed to resign, if they have joined on or before 31st Aug of the same year till 30th April of the subsequent year.
- Teaching staff may however be relieved only at the close of a term /semester so as not to jeopardize students learning.
- All probation teaching and non-teaching employees may be terminated at the end of such a period without any notice.
- Contractual/Visiting/Adjunct employees may be relieved with one month's notice from either side.