

HR Policies

Dated: 20.01.2025

1. Timings:-

- i) Timings for the students are **09:30 a.m. to 05:30 p.m.**
- ii) Reporting time of the teachers will be 15 minutes before and departure will be 15 minutes after, their respective timings. Attendance will be counted as per biometric record as well as register.
- iii) **The biometric record will be used to calculate the attendance and your final monthly salary.**

2. Dress Code:- All the teaching and non-teaching staff have to wear the apron provided to them.

3. Security Deposit:- An amount equivalent to one month salary will be deducted in equal installments as **Security Deposit**, which will be **refunded** at the time of leaving the institution with one month notice period, failing which the amount will be forfeited. The said deposit can be made as per the convenience of the newly appointed educator/therapists, which may last up to not more than 12 months since the date of appointment.

4. Leave Rules:-

- i) Staff is entitled to 6 Casual Leave in a year and allowed 6 medical leaves in a year subject to produce medical certificate from a MBBS Doctor Registered. Also 1 Late Arrival/Early Departure, in a month is allowed, provided that the concerned staff was present and worked for 30 days in the institution. This provision will not be applicable if the concerned staff has availed leave for more than 3 working days in a month.
- ii) Staff can avail Casual Leave (CL), provided that it is approved by the Directors. The leave request for CL ought to be given before leaving the institute the previous day. Once the CL has been approved, the same information needs to be conveyed to the Centre Coordinator for their next day arrangement.

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- iii) For leave requests due to emergencies on the same day, a message has to be sent before 06:30 a.m. to the Director and the same information needs to be conveyed to Centre Coordinator as well.
- iv) If the CL is not availed for a month, it will be carried forward to the next month and will be accumulated.
- v) Leave for marriages or any other family events need to be approved from the Director at least 2 weeks prior. **The staff going on leave should share the work plan for the children, for that particular period with the Scholastic Head and Co-Scholastic Head.**

5. Late Coming:-

- i) **3 late arrivals** will result in **half day loss of pay**.
- ii) If the **late arrival** is for more than **15 minutes**, it will be considered as a **half day loss of pay** on that particular day.

6. Lunch Time:- Half an hour will be provided for lunch break.

7. Salary:-

- i) Salary will be credited by 10th of every month. However, if any advance needed in the salary, kindly give in the accounts section an application. Once approved the amount will be provided by the accounts section.
- ii) Increment of salary will be given every year, as July's Salary (to be credited in the month of August) only after completion of one year of service.

8. Experience Certificate:-

- i) The Experience Certificate will only be provided to those who will complete a year of service in the institution, with the prior notice period. The notice period will be 30 days.
- ii) It will be provided only at the time of leaving the institution.

9. Attendance:- Attendance of the staff is mandatory in any event organized by NIDAAN or students representing NIDAAN anywhere in Bhopal.

Regards

PALLATH MOHAN DAS
(Director)