



**Science & Technology Resource Centre
Gondwana University, Gadchiroli**

Human Resource Policy Manual

STRC

Human Resource

Policy Manual

*Recommendations of the STRC Human Resource Policy
Manual Review Committee, duly incorporated*

विज्ञान व तंत्रज्ञान संसाधन केंद्र

गोंडवाना विद्यापीठ, गडचिरोली (म.रा.)

राज्य गंधी विज्ञान व तंत्रज्ञान आयोग, पुणे, महाराष्ट्र शासन द्वारे संरक्षित व नियंत्रित

STRC Human Resource Policy Manual पुनर्लोकन समिती सभेचे इतिवृत

(सभा दिनांक १३/०४/२०२२)

गोंडवाना विद्यापीठ अंतर्गत कार्यरत STRC प्रकल्पाच्या कर्मचाऱ्यांकरिता तयार करण्यात आलेले Human Resource Policy Manual चे पुनर्लोकन करून शिफारसी मा. अध्यक्ष कार्यकारी मंडळ (GB) यांचे पुढे सादर करणेसाठी मा. अध्यक्ष कार्यकारी मंडळ यांचेकडून दि. ०५ फेब्रुवारी २०२२ रोजी संपन्न झालेल्या कार्यकारी मंडळ (GB) सभेमध्ये समितीचे गठन करण्यात आले होते. त्यानुषंगाने दिनांक १३ एप्रिल २०२२ रोजी संपन्न झालेल्या सभेमध्ये मा. प्र. कुलगुरू डॉ. श्रीराम कावळे, मा. कुलसचिव डॉ. अनिल चिंताडे, मा. वित्त व लेखा अधिकारी श्री. साकेत दशपुत्र, मा. सल्लागार व कार्यालय प्रमुख RGSTC श्रीमती प्रगती गोखले आणि मा. कार्यक्रम अधिकारी व प्रमुख श्री. आशीस घराई हे प्रत्यक्ष उपस्थित होते. सदर सभेसाठी खालीलप्रमाणे विषयआधारित सविस्तर चर्चा करण्यात आली.

विषय क्र. १: STRC Human Resource Policy Manual चे पुनर्लोकन करून शिफारसी मा. अध्यक्ष कार्यकारी मंडळ यांचे समक्ष सादर करणे

उपस्थित सर्व मा. समिती सदस्यांनी विषयनिहाय सविस्तर चर्चेत सक्रीय सहभाग नोंदविला. चर्चेअंती मा. समितीने सर्वानुमते पुढीलप्रमाणे शिफारसी केल्या-

शिफारस क्र. १- STRC Human Resource Policy Manual अनुसरून निर्गमित केलेल्या सुट्ट्या यापुढे ग्राह्य न धरता, एक वर्षीय करार कालावधीमध्ये इतर सार्वजनिक सुट्ट्या वगळता ३० दिवसांच्या सुट्ट्या STRC कर्मचाऱ्यांना लागू करण्यात यावे.

शिफारस क्र. २- STRC कर्मचाऱ्यांचे भरती, नियुक्ती, मुल्यांकन, करारबाद, पगारबाद, निलंबन आणि करार समाप्ती इत्यादी बाबींसाठीचे निर्णय घेण्यासाठी समिती गठीत करण्यात यावी. सदर समिती मध्ये अध्यक्ष कार्यकारी मंडळ (GB)-STRC, RGSTC नामनिर्देशित सदस्य, मा. कुलगुरू महोदयांनी गोंडवाना विद्यापीठातून नामनिर्देशित केलेले दोन सदस्य आणि मुख्य कार्यक्रम अधिकारी व प्रमुख-STRC असे समितीचे स्वरूप असावे. आवश्यकतेनुसार समितीची सभा आयोजित करण्यात यावी.

शिफारस क्र. ३- STRC अंतर्गत काम करत असलेले तृतीय आणि चतुर्थश्रेणी कर्मचाऱ्यांचे वेतन हे Minimum Wages Act नुसार करण्यात यावे.

शिफारस क्र. ४- STRC कर्मचाऱ्यांचे वेतनवाढ हे STRC Human Resource Policy Manual मध्ये नमूद Annual/Biannual चे जागी फक्त वार्षिक (Annual) अशी सुधारणा करण्यात यावी. वार्षिक वेतनवाढ हि एकूण वेतनाच्या ३% असावी. कर्मचाऱ्यांची कामगिरी समाधानकारक नसल्यास त्याला वेतनवाढ देण्यात येऊ नये किंवा कामगिरी समाधानकारक असल्यास समिती मा. कार्यकारी मंडळ (GB) सभेपुढे त्या कर्मचाऱ्यांचे करारबाद न करण्याच्या शिफारसी ठेवतील.

शिफारस क्र. ५- STRC Human Resource Policy Manual नुसार निर्गमित केलेले TA/DA व इतर भत्ते यापुढे ग्राह्य न धरता, गोंडवाना विद्यापीठ गडचिरोली यांचे नियमानुसार लागू करावे.

शिफारस क्र. ६- STRC कर्मचाऱ्यांचे कामाचे तास हे गोंडवाना विद्यापीठ नियमानुसार यापुढे लागू करावे.

शिफारस क्र. ७- यापुढे मुख्य कार्यक्रम अधिकारी व प्रमुख-STRC यांचे वार्षिक मुल्यांकन करण्यात यावे, सदर वार्षिक मूल्यांकनासाठी मा. अध्यक्ष कार्यकारी मंडळ (GB)-STRC मा. कुलगुरू गोंडवाना विद्यापीठ आणि सल्लागार व कार्यालय प्रमुख RGSTC, नागपूर या सदस्यांच्या समितीद्वारे करण्यात यावे.

उपरोक्त नमूद शिफारसी विज्ञान व तंत्रज्ञान संसाधन केंद्राच्या कार्यकारी मंडळ सभेपुढे सादर करण्यात याव्यात असे सर्वानुमते ठरले. समितीसमोर चर्चेस पुढील विषय नसल्याने सभेस उपस्थित सर्व मा. सदस्यांचे मा. मुख्य कार्यक्रम अधिकारी व प्रमुख-STRC यांनी आभार मानले व सर्व मा. सदस्यांचे परवानगीने सभा संपल्याचे जाहीर करण्यात आले.

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(श्री. आशीस घराई)
मुख्य कार्यक्रम अधिकारी व प्रमुख-STRC

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Chapter 1: About the Manual

Science & Technology Resource Centre (STRC) as conceived and funded by Rajiv Gandhi Science and Technology Commission (RGSTC), Mumbai, Govt. of Maharashtra in concurrence with Gondwana University Gadchiroli is a unique project that has evolved over time. This Human Resource Policy Manual, developed over the past few years of experience in concurrence with the funding agency RGSTC and guided by the DPR virtually mandates this document to be not a straight-jacket; however, it has taken into consideration the existing norms and bylaws at Gondwana University Gadchiroli (GUG) as well as State and Central level. To align the policies with Gondwana University norms, a Chairman-GB nominated 'STRC HR POLICY MANUAL REVIEW COMMITTEE' reviewed the document and recommended a few key changes in the manual and the recommendations were put forward before the Governing Body of STRC-GUG. Those recommendations have been incorporated in this revised manual.

The HR policy of STRC is committed to maintain the dignity of its employees.

Congratulations on your appointment and welcome to the team at Science and Technology Resource Centre (STRC), Gondwana University Gadchiroli! We are excited that you have decided to join us and look forward to a long, happy and successful partnership together. You have been hired because we believe you can help us deliver best results as we take STRC-GUG's mandate forward.

This manual is designed to acquaint you with Science and Technology Resource Centre (STRC) and to provide you with information about working conditions, employee benefits and organizational policies affecting your employment. It describes many of your responsibilities as an employee and outlines the policies, rules, guidelines and non-negotiable clauses developed by STRC to benefit employees and ensure a healthy, safe and equitable work environment that is conducive to both personal and professional growth.

It is mandatory for all employees to read, understand and comply with all provisions and policies of the manual. Any employee who violates any policy is subject to disciplinary action, as deemed fit by the Governing Body of the organization. It may be noted that, no HR Policy Manual can anticipate every circumstance or question about policies.

As STRC-GUG continues to move on-ward and upward and if the need may arise, the **STRC Human Resource Policy Manual Review Committee** reserves the right to revise, supplement or rescind any policy/ policies or portion of the manual from time to time as it deems appropriate in its sole and absolute discretion. You will be notified of any changes as they occur. If you have any questions about the content, please do not hesitate to contact the person concern with Admin & Human Resource matters at STRC.

Reviewed, Amended and Effective from **April 2022**

Next Review: **April 2024**

Chapter 2: STRC-GUG: The Organization

Gondwana University Gadchiroli has been conceived and established with a foresighted view to cater the aspirations of the socio-economically underserved districts of Gadchiroli and Chandrapur. It was carved out of the Rashtrasant Tukdoji Maharaj Nagpur University and came in to existence vide Govt. of Maharashtra notification no. Misc./2007/(322/07), Maharashtra University Act 1994, dated 27th September 2011. The formation of a new university is therefore a step in the right direction.

Science & Technology Resource Centre (STRC) is an autonomous institute under Gondwana University Gadchiroli conceived and founded in 2013-14 by Rajiv Gandhi Science & Technology Commission (RGSTC), Mumbai, Government of Maharashtra. STRC is positioned as a centre of excellence in sustainable value creation with the primary mandate to design and develop science and technology-based livelihood enhancement programs leading to create opportunities for the overall development of the local communities. STRC is to act as a catalyst in S & T based development of the region and as a bridge between knowledge activities of the University and enhanced livelihoods in the neighbourhood.

STRC envisages a clearly defined impact driven roadmap for future which encompasses the following broad thematic such as;

1. Program design in Appropriate Science & Technology based livelihood interventions
2. Applicable R & D and incubation for low-cost technology, its transfer and adoptions
3. All round human capacity development through knowledge, skill and technology
4. Rural enterprise development around natural resources for sustainable income generation
5. Communication for Development through ICT to maximize STRC's intervention reach and associated extension activities

To achieve these objectives, STRC presently functions within the following **Program Verticals**

- a) **Aquaculture & Livelihoods**
- b) **Bamboo Craft & Livelihoods**
- c) **NTFP/Med. Plants & Other Livelihoods**
- d) **Applicable R & D and Academic Program Development**
- e) **Communication for Development (C4D) through ICT**

STRC is in the process of developing a Revenue Stream and is mandated to facilitate establishment and development of multiple rural enterprises centred around available natural resources such as non-timber forest produces (NTFPs), Agri-allied farm produce, Off-farm initiatives such as Backyard Poultry and Beekeeping, Bamboo-based product development, Grow-out fish and value-added fish products etc., through applicable R & D for low-cost rural technologies leading to livelihood enhancement of local communities in the region. This effort may lead to an establishment of a Section-8 company in future.

STRC-GUG staff, over and above their primary responsibilities, will have additional role of taking up designated assignments under the Revenue Stream once STRC is registered as a 'Society' under Indian Society Act 1860.

Chapter 3: STRC-GUG Human Resource (HR) Policy

3.1 Work Culture at STRC-GUG

STRC-GUG offers an inclusive and friendly work environment for young and aspiring professionals from multiple sectors. Our workforce comprises of young motivated individuals with passion and commitment, ever ready for field bound assignments and to operate in close association with the rural communities at large. STRC strives to bring in diversity and gender balance in its employee composition and sets highest accountability standards for their actions where STRC staff is expected to act in an honest and ethical manner at all times.

3.2 Employee Classification/Category (Present and Foreseeable Future):

Essentially, the STRC Human Resource comes under the 'Temporary Contractual Appointment' category. For ease of internal administration and employee management, it is internally segregated in to two sub categories, such as; 'Core Appointments' and 'Project/Task Specific Appointments' (ad-hoc/short-term). Staff under both the sub categories are employed on a purely contractual basis. Continuation of their service contracts is based on progressively satisfactory performance during the contract period and organizational needs.

STRC Staff Structure and Employment Categories (with Roles)

a) Head of Organization/Society (Program and Administration)

- Chief Program Officer & Head/Director

b) Program/Projects

- Program Coordinators (Head of Verticals/Program Development)
- Scientific Officers (Specific Vertical Leads)
- Junior Scientific Officers (Specific Domain/ Project Leads)
- Resource Persons/Field Coordinators (Beneficiary Training and Capacity building)
- Local Resource Persons (Field Surveys/Monitoring/Community Mobilization etc.)
- Visiting Faculties/Experts/Consultants (Subject Matter Specialists)
- Core Project Interns/ Fellows (Short-term Specific Assignments)
- Project/Task Specific Appointments (Internally conceived or Externally Funded Projects as per the sanctioned proposal)

c) Finance and Accounts

- Internal Auditor/C.A. (Day-to-day financial audits)
- Finance and Accounts Assistant (Finance and Accounts sub-functions)

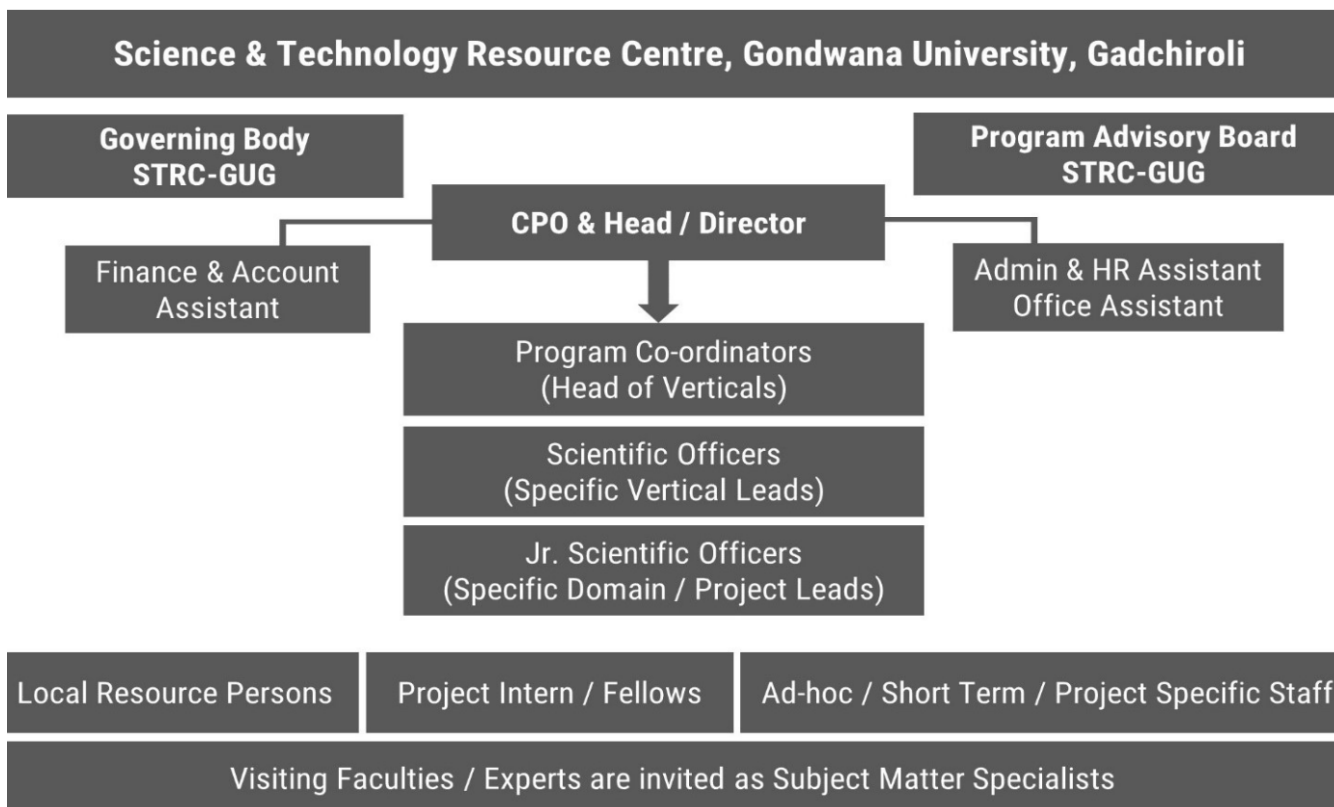
d) Establishment

- Admin and HR Assistant (Works as support to Head-STRC)
- Office Assistant (Secretarial sub-functions)
- MDU Van Driver cum Assistant
- Care Takers (Care Taker- Model Production Unit/Cleaning Staff/Office Boy/Premise Guards)

e) Staff Specifically Recruited under 'Revenue Stream' / 'STRC Society'

- As and when recruited

3.1 Structural Organogram



Chapter 4: Recruitment Policy and Procedures

STRC Human Resource recruitment, especially under science and technology-based development programs includes careful assessment of qualification, skill, competency and experience of the candidate expected to deal with very specific program sector.

4.1 Recruitment Need

STRC-GUG aspires to engage young professionals with prior experience and proven credentials to take the specific STRC mandate forward.

Recruitment needs are to be assessed referring to the sanctioned STRC staff structure (stated in the section 3.2 Employee Classification/Category of this manual) and program/project specific Human Resource requirement. Recruitment needs are to be proposed by CPO & Head- STRC to the designated committee comprising of **Representative of Chairman, GB (STRC-GUG), Representative of RGSTC, Two representatives of Hon'ble Vice Chancellor-GUG (Pro-Vice Chancellor/Registrar-GUG & FAO-GUG) and CPO & Head- STRC**. The said committee will meet to assess the proposal and put up before the Chairman-GB for his final accord of approval.

4.2 Vacancy Announcement

- a) Multiple platforms such as STRC and GUG websites and popular news dailies (Local/ State) are to be used to publish (minimum 03 platforms) the STRC Vacancy Announcements.

4.3 Screening of Applications, Short-listing and Call for interviews

- a) Received applications shall go through a preliminary screening by a three-member Screening Committee (Pro Vice-Chancellor as Chairman, CPO & Head- STRC and one Scientific Officer-STRC) representatives on the basis of overall eligibility, suitability and desirable criteria stated in the vacancy announcement, following which eligible/most suitable candidates are short-listed in to appropriate category.

- b) Screening process may include multiple telephonic/App based video-conferencing with candidates before the final short-listing.

4.4 Selection Panel and Interviews

- a) Depending on the position/vacancy, Representative of Chairman, GB (STRC-GUG), two representatives of Hon'ble Vice Chancellor-GUG, Representative of RGSTC, and CPO & Head- STRC along with 02 external experts with relevant expertise will constitute the "Interview Panel" to be approved by the Chairman, GB (STRC-GUG) through Hon'ble Vice Chancellor-GUG.
- b) Shortlisted candidates, at a vacancy-to-shortlisted ratio of about 1:5 (depending on perceived potential and availability), shall be called for interviews through email and/or Call Letters, at least a week before the scheduled date (s) of interviews.
- c) Interview process includes document verification, Assessment of pre-assigned write-ups/ written test (depending on the position) followed by Personal Interviews.
- d) STRC may also recruit through open vacancy announcement, outsourcing and direct walk-in-interview mode for ad-hoc/short-term/temporary project positions.

4.5 Selection Approval

Following the standard candidate assessment protocols, the Interview Panel would recommend and propose the names of candidates (including a wait-listed candidate per position if more than one candidate are found suitable) to the Chairman, GB (STRC-GUG) through Hon'ble Vice Chancellor-GUG for his views and final accord of approval.

4.6 Offer of Employment

- a) Selected candidates will be offered to join the position in the organisation through an 'Offer of Employment' and following the candidate's acceptance, an 'Appointment Order' is issued via email and post. Upon receiving the order, the candidate is expected to join the organisation on a mutually and at an earliest scheduled date.
- b) Normally the initial appointment will be for a period of Twelve Months from the date of joining.

Chapter 5: New Appointments

5.1 Formal Induction

Newly joined employees at STRC go through a comprehensive two-day formal induction program which goes a long way towards helping him/her being smoothly inducted into the fold.

- a) The induction module explicitly illustrates the vision, mission, mandate, values of the organisation and various organizational policies, followed by the magnitude, challenges and objectives of the program, including a visit to the field site (s)
- b) Induction also includes sessions on the code of conduct and standard of behaviour expected of each staff member.

5.2 Job Description (JD)/ Terms of Reference (ToR)

Each STRC employee will be issued and oriented on a brief Job Description or ToR sheet, as s/he enters in to the probation period, which would include the employment conditions, general roles, and specific responsibilities.

5.3 Probation

- a) The newly recruited employees will be on probation for the first six months of his/her

contract. This period of probation provides enough time to both, the employee and the employer to know and understand each other. The organization benefits from the learning to understand staff's competencies, strengths and weaknesses.

- b) Staff performance is assessed after the successful completion of the probation period.

Chapter 6: Performance Management Policy

Employee Performance Management ensures deliverables, commitment, growth and accountability. STRC appreciates and encourages its employees to set a certain benchmark and demonstrate exemplary commitment and passion.

6.1 Work Hours and Attendance

- a) STRC work days are as per Gondwana University norms with second and fourth Saturdays as holidays. However, STRC has an eight (08)-hours-a-day work schedule from 1000 hours in the morning to 1800 hours in the evening. Daily work schedule includes a 35 minutes lunch break (1330 hours to 1405 hours) and one 10-minute Tea Break (at 1600 hours) respectively.
- b) Additional up to eight hours of work per week including weekends may be called upon depending on the need.
- c) STRC staff attendance (for the staff for whom GUG Biometric Attendance System is applicable) is captured through the central Biometric Attendance Management System (BAMS) installed at Gondwana University Gadchiroli followed by STRC Staff Attendance Register at STRC (GUG BAMS > STRC AR)
- d) The first finger impression for the day would be considered as the check-in time and the last finger impression would be the check-out time. The number of working hours for that particular day will be calculated based on these two timings.
- e) STRC employees are expected to respect office timing and scheduled work hours. Repeated disregard of office timing (in and out) would lead to deduction in leave entitlements. i.e., three consecutive delayed check-ins and/ or early check-outs or a total of 05 delayed Check-ins or early Check-outs in a month would lead to loss of one leave. Further offence within the particular month would lead to on
- f) The day loss of pay and frequent offence may lead to appropriate disciplinary action.
- g) Missed thumb/face impression entries (in-time, out-time; either or both) will have to be explained in writing, immediately.
- h) Biometric Attendance Records (GUG) are to be tallied with Attendance Register (STRC) every 15 days and at random as and when needed.
- i) Field staff must maintain an Attendance Register (prescribed format) and share copies (filled-in and signed) every Friday with Admin and HR Desk via email.
- j) Entries of staff movement, i.e.; Official (field sites/ local) or Personal, must be recorded with 'nature of work' clearly mentioned along with Check-out and Check-in timings by the concerned staff him/herself in the STRC Movement Register without fail. Staff out on Field Duties need not register thumb impression in the Biometric Attendance System on the day.
- k) Discriminatory powers rest with the CPO & Head- STRC.

6.2 Key Responsible Areas (KRAs)

Each STRC employee will be issued a detailed KRA sheet (within two weeks of joining) stating mutually agreed, time bound, specific tasks and targets with measurable outcomes and key indicators of assessment of the achievements against assigned responsibilities of a particular employee.

6.3 Performance Appraisal (PA), Contract Extension and Pay Revision/Fixation

- a) Two Half-Yearly STRC Staff Performance Appraisals would be conducted by the STRC Staff Performance Appraisal Committee during the month of June and December every year. STRC employees would go through a Performance Appraisal at the end of their probation period, i.e.; after 6 months of joining and a comprehensive Annual Performance Appraisal and Review (APAR) at the end of his/her contract period, i.e.; after 12 months. A standard format of APAR is to be used for the process where employee Self-Appraisal would be followed by Performance Review by the STRC Staff Performance Appraisal Committee (to be constituted by the Hon'ble Vice Chancellor- GUG) in a one-to-one interaction mode.
- b) Achievement of KRA targets acts as a referral document for the said performance reviews.
- c) Consideration on extension of contract is subject to a progressively satisfactory performance during the contract period (on the basis of the outcomes of Annual Performance Appraisal and Review by the STRC Staff Performance Appraisal Committee) and program/project need of the organization.
- d) Renewal or Revocation of contracts would come under the purview of the Chief Program Officer & Head- STRC. Decisions on Renewal or Revocation of contracts are to be taken in consultation with the STRC Staff Performance Appraisal Committee and recommendations are to be put up before Governing Body (STRC-GUG) for final accord of approval to be approved by the Chairman, GB (STRC-GUG).
- e) Based on these Performance Appraisal and Reviews, decisions on extension of contract and performance-based enhancement or annual hike in remuneration and employee pay fixation will be taken during the month of January, every year. Review recommendations are to be put up before Governing Body (STRC-GUG) for final accord of approval to be approved by the Chairman, GB (STRC-GUG)
- f) An annual increment of 3% on the consolidated remuneration to the staff will be given to STRC staff purely on the basis of individual staff's performance. The recommendations on salary increment are to be put up before Governing Body (STRC-GUG) for final accord of approval.
- g) No increment in remuneration will be given to under-performing staff and in case of continued unsatisfactory performance during the review period, his/her contract may not be extended further. Recommendation of the STRC Staff Performance Appraisal Committee in consultation with the CPO & Head- STRC on Renewal or Revocation of STRC staff are to be put up before Governing Body (STRC-GUG) for final accord of approval.
- h) The Annual Performance Appraisal and Review of the CPO & Head- STRC will be conducted by the committee comprising of Chairman- GB (STRC-GUG), Vice Chancellor- GUG and Advisor/Office In-charge RGSTC Nagpur during June every year.
- i) The Chairman, GB (STRC-GUG) is the final authority in all matters related to STRC Human Resource.

6.4 Staff Training & Capacity Building

STRC employees would undergo need-based periodic training, exposures and capacity building programs/ courses to learn new skills and keep them abreast with advances in the field of science and technology for rural development, project management and leadership. This applies for training/capacity building engagements outside STRC and GUG geographical areas as well.

Chapter 7: Compensation Policy

7.1 Salaries and Deductions

- a) STRC staff salaries (and pay brackets) are essentially commensurate with relevant educational qualification, experience and expertise of a particular category of staff position.
- b) STRC provides salaries to staff in a 'Consolidated Mode' or 'Fixed Mode' which is 'Inclusive-of-All' in nature.
- c) STRC shall deduct Tax at Source/ Income Tax (i.e.; TDS/ IT) and Professional Tax (as applicable) from the salary in accordance with the applicable provisions of law including the Income Tax Act 1961(as amended from time to time). Staff will be solely responsible for the payment of Income Tax and filing of IT returns.

7.2 Pay-roll

STRC has segregated categories/levels for various staff positions, especially for program positions with different levels and pay-brackets at par with Gondwana University

Table 01: Indicative Remuneration (consolidated) and Pay Bracket with Levels

Positions	STRC Grade	No. of Positions (Existing staff and foreseeable future)	Consolidated Pay Bracket/ Scale
<p>Chief Program Officer & Head/Director <i>(A Doctoral Degree with min 5 years or a Post-Graduate in Applied Sciences or Engineering or Management with over 12 years of experience in progressively responsible leadership positions, excellent track record in higher management grades, in large scale state/ central govt techno-social projects or organization of national/ international repute)</i></p>	A	01	INR 1,50,000/- to 1,75,000/-
<p>Program Co-ordinators <i>(Doctoral Degree or Post-Graduate in Applied Sciences or Engineering having over 5 years of relevant experience in conceptualizing and managing large scale S & T applications in rural/ tribal ambience; experience of working with government agencies / NGOs.)</i></p>	B	03	INR 70,000/- to INR 90,000/-
<p>Scientific Officers <i>(Engineering Degree/ Post-Graduate in applied sciences having at least 5 years of relevant experience in implementing large scale S & T applications in rural/ tribal ambience experience of working with government agencies / NGOs.)</i></p>	B	05	INR 45,000/- to INR 65,000/-

Junior Scientific Officers <i>(Technical Graduate degree with minimum 1 year of field experience in implementing S & T applications in rural development in the field of NRM/Biodiversity Conservation /Environment Management/Techno-Social Development Agriculture and allied fields.)</i>	C	05	INR 25,000/- to INR 40,000/-
Visiting Faculty/Expert <i>(Subject Matter Specialists on a short-term assignment as and when required)</i>	NA	Max 05 on rotation	Commensurate with experience, expertise and duration of engagement
Internal Auditor (Need based) <i>(Chartered Accountant with over 5years of experience in managing a reputed CA Firm and familiar with finance and accounting systems preferably of a University/ Institution or Govt programs)</i>	C	01	INR 20,000/- to INR 30,000/-
Finance & Accounts Assistant <i>(Graduate Degree in Commerce, over 3 years of experience in finance/ accounting system in Govt programs/ NGOs)</i>	D	01	INR 20,000/- to INR 30,000/-
Admin & HR Associate <i>(Graduate Degree, with over 5 years of experience in administrative/ secretarial functions. Exposure to basics of HR functions in Govt programs/NGOs is preferable)</i>	D	01	INR 20,000/- to INR 30,000/-
Local Resource Person <i>(Graduate Degree in Social Science/BSW/ Other with min. 1-year field experience in rural community engagement)</i>	E	06	INR 10,000/- to INR 15,000/-
Project Interns/ Fellows <i>(Need based Field surveys/ Feasibility Studies/ Pilot initiatives on a Short-Term assignment as and when required)</i>	E	-	Assignment and duration based; fixed per-week / month remuneration @ ≤INR 500/- per day
MDU Van Driver Cum Assistant	E	01	INR 10,000/- to INR 12,000/-
Office Assistant <i>(12th pass with min. 1-year experience in secretarial/ support functions)</i>	NA	01	INR 8,000/- to INR 10,000/-
Caretakers (MPU Caretaker/Cleaning Staff/Premise Guard)	NA	03	INR 6000/- to INR 10,000/-
Notes: 1. Externally funded project staff are as per project specific requirement (duration / remuneration). 2. Qualification/experience norms are need based, somewhat flexible and discretionary.			

Chapter 8: Policy on Official Tour and Travel: Allowances and Entitlements

The objective of this policy is to lay down the guidelines for entitlements of various expenses incurred by the employees while travelling on official work within or outside STRC jurisdiction as per the University norms. This policy manual sets standard guidelines and rules with entitlement details and responsibilities of the organization and employees for travel expenses and allowances therein that the organization will reimburse to the employees as per the Gondwana University norms.

The policy applies to all employees of STRC

- a) In all cases of Official Travel, required approvals/sanctions of the competent authority (CPO & Head- STRC) is mandatory.
- b) Only where there is a dispute, the matter shall be referred to the Hon'ble Vice-Chancellor-GUG and/or the Chairman-GB

8.1 For Official Travel

- a) STRC undertakes field intensive activities which calls for frequent visits to remote/far-flung areas within its jurisdiction (Chandrapur and Gadchiroli; occasionally another nearby district). In most cases, designated STRC Official Vehicle (Provided by GUG or hired on annual rate contract basis) is used by STRC staff to travel to project locations.
- b) In absence of the STRC Official Vehicle or in case of additional requirement, STRC can hire a vehicle on daily-fare-basis, equal to the lowest prevailing market rates, with administrative approval from CPO & Head- STRC. Hiring of vehicle should be as per the prevailing university rates (Stated in the table below)
- c) In absence of Office Vehicle or in case of need, STRC staff are also allowed, with prior approval, to use personal vehicle (four- wheelers/two-wheelers), to perform any official duties.

Sr. No.	Details	Private Petrol Four-Wheeler Vehicle	Private Diesel Four-Wheeler Vehicle	Private Two-Wheeler Vehicle
1.	Chief Program Officer and Head / Governing Body and Programme Advisory Board Members	Rs. 12/- per km	Rs. 9/- per km	NA
2.	Dignitaries on special occasions coming from outside the STRC-GUG Jurisdiction for STRC work.	Rs. 12/- per km	Rs. 9/- per km	NA
3.	STRC Staff (Personal Vehicle only)	Rs. 9/- per km	Rs. 7/- per km	Rs. 3/- per km
4.	If two or more members travel together from the same place	Rs. 12/- per km	Rs. 9/- per km	NA

For reimbursement of Travel Allowance, University Gate Pass with, photocopies of R. C. Book, Log Book and Toll Tax receipt (if any) need to be submitted.

d) Railway Travel Expenses

STRC Staff Grade at par with university positions	STRC Staff Position	STRC Pay Bracket (in lakh)	Travel Eligibility Ordinary mail, Express, Passenger, Train and Other Superfast Train etc.
First Class (1/A)	Chief Program Officer & Head	Above 1.0	AC First Class/ II Tier AC Sleeper/ AC Chair Car
First Class (1/A)	Program Coordinator	Between 0.70 to 0.90	
Third Class (3/C)	Scientific Officer and Junior Scientific Officer	Between 0.15 to 0.70	Air-Conditioned Chair Car/ 3 rd AC
	Finance and Account Assistant Admin Assistant		

All University rules pertaining to Train Travel are applicable

e) Air Travel Expenses

- i) Chief Program Officer/Head- STRC is eligible to under-take official travel by air with prior permission of the Hon'ble Vice Chancellor- GUG
- ii) Only One Way Economy Class Air travel is allowed
- iii) All University rules pertaining to Air Travel are applicable

8.2 Travel Expenditures, Settlement and Reporting

Expenditure incurred by STRC staff undertaking Official Outstation Travel, are either reimbursed or are settled against travel advance, by the organization, based on 'Actuals' and 'Entitlements' will be as per university norms. The reimbursements/ tour advance settlement will be made to the concerned employee on actual basis, as proposed in the Travel Authorization Form, for all pre-approved or additional incidental out-of-pocket expenditure incurred while executing official work as per university norms. Staff has to submit valid bills/ vouchers/ receipts or other acceptable evidences of payment in original, along with the Back to Office Report (BtOR) and Tour Expense Statement stating the purpose of each expense to support the claims following University norms.

Daily Allowance
Provisions of Daily Allowance as per table in Appendix A

Sr. No.	STRC Staff Grade at par with university positions	Rates of Daily Allowance for Visitor Accommodation/Faculty/House/ Other Accommodation Arrangements in University premises						Daily Allowance for hotel accommodation		
		Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	Class A Cities in the Country/ State	Class B-1 Cities in the Country/ State	Not included in the column Cities/ Towns	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	Class A Cities in the Country/ State	Class B-1 Cities in the Country/ State	Not included in the column Cities / Towns	
1.	First Class (1/A)	325	200	160	130	1000	800	650	500	
		290	180	140	120	750	600	500	350	
2.	Third Class (3/C)	290	180	140	120	750	600	500	350	
		225	150	140	110	575	450	375	300	

8.3 Local Travel Allowance

STRC staff is entitled to get local conveyance allowance of INR 100/- for undertaking local trips to Gadchiroli city (one round trip) for official work. Records of movement must be maintained in the Movement Register with the approval of the Head of Department and attach the certified copy of the relevant page of the Movement Register While seeking reimbursement

Rules above are flexible to the extent allowed, in case of exceptional/unavoidable circumstances at the discretion of CPO & Head – STRC within the purview of the university rules.

Chapter 9: Official Holidays & Leave Entitlement Policy

9.1 Leave Rules under Different Employment Categories

While being employed, STRC staff in 'Core Appointments' category are entitled to prescribed Official Leaves as per STRC leave rules as laid out in this revised manual, whereas, staff in 'Project/Task Specific Appointments' such as ad-hoc, short-term and temporary appointments, are entitled to avail 'restricted leaves only' (max. up to 12 paid leaves per year), at the discretion of the CPO & Head- STRC.

Staff Leave Entitlements

A total of 30 Leaves per year excluding all National and State/Local Government Holidays for the Calendar Year
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- An employee may proceed on leave only after the same has been sanctioned/ approved by competent authority. If an employee proceeds on leave without approval, the reporting officer has the option to mark the absence as Leave without Pay (LWP).
- A Long Leave (of more than 7 days) is meant to be availed on a planned basis in the interest of smooth and uninterrupted working. The employee is therefore advised to consult with his/her Reporting Officer(s) in the vacation planning exercise at least 15 days in advance of the Vacation Start Date.
- If an employee abstains from duty beyond the leave sanctioned to him, the employee may be treated on leave without pay for the period of absence and necessary disciplinary action can be initiated.
- Leave cannot be claimed as a matter of right. When the exigencies of service so require discretion to refuse or revoke leave of any type vests with the competent authority/ CPO & Head-STRC to grant it.
- An employee desirous of extension of period of leave shall submit his/her application for extension to the competent authority well before the expiry of such leave.
- Leaves are structured for that particular calendar year only and cannot be carried over to next calendar year.

Chapter 10: Professional Code of Conduct

10.1 Confidentiality

STRC HR policy binds its staff of confidentiality. No staff are is permitted to disclose any information in relation to the technical operations, activities, announcements, documents, discussions or other information shared in internal meetings, Internal emails, notes, memos, interpersonal communications or any other organisation related matters to personnel inside/outside STRC' purview without the written authorisation of the Head of the Organization.

The only exception to this policy is for staff who have to liaise with external agencies specified in

their terms of reference/work plan.

10.2 Judicious Utilization of Office Assets/Resources

Any official asset assigned to the staff is the property of the Organisation. The staff will be held responsible for the loss, damage or misuse of the official asset, such as laptops, PCs, Camera, GPS, water filters and coffee machines etc., in case of loss or damage caused by external circumstances and not due to the negligence of the staff, the head of the organisation on a case-to-case basis may take suitable decision regarding action against the staff. Use of office phone for personal telephone calls should be avoided and restricted to emergency matters only. Office vehicles shall be used for official purposes only, all drivers and the motorcycle riders shall strictly maintain log books in the prescribed format of the organisation.

10.3 Policy on Conflict of Interest

The relationship of the organization with its employees should be based on mutual trust. As STRC is committed to preserve the interests of its staff, it expects them to act only towards its own fundamental interests.

Conflict of interest may occur whenever an employee's interest in a particular subject may lead them to actions, activities or relationships that undermine the organization and may place it to disadvantage.

STRC defines 'Conflict of Interest' and expects its employees to refrain from, which may take many different forms that include, but are not limited to;

- Employees' ability to use their position with the organization to their personal advantage
- Employees engaging in activities that will bring direct or indirect disadvantage to STRC
- Employees using connections obtained through the organization for their own private purposes
- Employees using organization equipment or means to support an external business

10.4 Policy on Dispute Resolution

Employee disputes are best resolved informally directly between an employee and the supervisor. However, STRC recognizes that there are situations when a formal process may be beneficial and additional perspectives may be needed to review a dispute. Successful resolution of a dispute requires an open and honest exchange of information, a willingness to see a situation from a different perspective, an appreciation for the challenges and expectations of the jobs of both the employee and the supervisor, appropriate use of flexibility and an understanding of the best interest of the institution.

The goal of the dispute resolution process is to exchange and review information in order to determine whether revision or rescission is warranted of discipline, end of employment or other application of policy. The first step in the dispute resolution process is a meeting between the employee and immediate supervisor to determine if they can resolve the issue. In the event the employee and the supervisor are not able to resolve the dispute, the employee has the option to request a meeting with Human Resources to facilitate a conversation with the employee and the supervisor. There may be circumstances where HR is able to assist the employee and the Head in finding a resolution, before additional levels of management are involved. The process may then continue, as needed, to a departmental review and a panel review.

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10.5 Grievance Redressal and Management Policy

Our grievance procedure policy refers to everyone in the organization regardless of position or status and explains how employees can voice their complaints in a constructive way. Direct Supervisors and/or CPO & Head should know everything that annoys employees or hinders their work, so they can resolve it as quickly as possible. Employees should be able to follow a fair grievance procedure to be heard and avoid conflicts.

STRC encourages employees to communicate their grievances in writing and through one-to-one interaction. That way we can foster a supportive and pleasant workplace for everyone, hence, is obliged to have a formal grievance procedure in place.

STRC has four-member committee comprising of STRC Staff (Program Coordinator, Scientific Officer, HR Assistant and Finance Assistant), entrusted to address all internal issues related to conflict of interest, grievance redressal and dispute resolution. This committee functions under the supervision and guidance of the Chairman, Governing Body. The CPO & Head- STRC would request Chairman, GB-STRC to intervene in case the need arises.

10.6 Policy on Harassment at Workplace (Gender-based or otherwise)

Any unwelcome verbal, written or physical conduct, that either degrades or shows hostility or hatred towards a person on the, basis of race, sex, color, national origin, religion, sexual orientation, age, political connection, or disability, is considered to be workplace harassment by STRC.

This policy further states that, any action that has the purpose or effect of creating an intimidating, hostile or offensive work environment and unreasonably interferes with an employee's work performance; or affects an employee's employment opportunities or compensation will be look upon as an act of workplace harassment.

STRC strongly opposes and condemns every reported/ recorded instance of sexual harassment at workplace (as defined by the law), and is committed to take appropriate action as per the guidelines under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act comes in to force to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. The Act will ensure that women are protected against sexual harassment at all the work places, be it in public or private. This will contribute to realisation of their right to gender equality, life and liberty and equality in working conditions everywhere.

A complaint or report of sexual harassment will be immediately investigated by the three-member **Internal Complaints Committee (ICC)** comprising of STRC staff and appropriate action will be taken against the offending employee(s). This committee functions under the supervision and guidance of the Chairman, Governing Body.

10.7 Whistle-blower Policy

Through this policy, the organization provides a window to all employees to report to the management any actual or possible violation of the Code of Conduct or an event he/she becomes aware of that could affect the activities, business or reputation of STRC or any other organization connected or associated with STRC. By the means of this policy, irregularities may be brought to light, by individuals who may be interacting with and observing the organization in the course of their business. The information provided would be useful in making its processes and systems more robust and sustainable.

The policy helps to create an environment where individuals feel free and secure to raise the alarm when and where they see a problem. There are provisions for protecting the whistle-blowers from retribution, whether within or outside the organization.

Chapter 11: Staff Separation Policy

STRC advocates for an amicable staff separation process in all cases and conditions including termination, resignation, non-extension/end of contract and of all such kinds, are governed by the rules laid out in this policy manual.

11.1 End of Contract

- For the Chief Program Officer & Head, present contract can be terminated by providing minimum two months prior notice or by paying an amount equal to the sum of two months remuneration in lieu thereof.
- For Program Coordinators, present contractual appointment can be terminated by either side by giving minimum two months prior notice or by paying an amount equal to the sum of two months remuneration in lieu thereof.
- For Scientific Officers/Junior Scientific Officers, present contractual appointment can be terminated by either side by giving minimum one-month prior notice or by paying an amount equal to the sum of monthly remuneration in lieu thereof.
- For Project Staff/Admin and Finance, present contractual appointment can be terminated by either side by giving minimum one-month prior notice.
- For Visiting Faculty/Expert, it is mandatory to serve a notice period of One Week in consultation with CPO & Head-STRC.
- For all other staff, it is mandatory to serve a notice period of 15 days.

11.2 Suspension and Termination

STRC may terminate a staff member's employment contract with immediate effect without citing any reason thereof in case of grievous misconduct. General misconduct or repeated disregard of the ethical code of conduct, rules and regulations of the Organization may invite reprimands/show-cause-notices to be issued. Organization may take further disciplinary action resulting in Suspension, ultimately leading to Termination of service contract in case of any further repetitions of any action of similar nature with immediate effect. Any STRC employee found to be, or if the performance of the employee is not up to the desired level or does not show signs of improvement even after being given the required training, the organization may serve a notice of termination or may choose not to renew the contract beyond the existing contract period.

Any STRC employee under 'Core Appointments' or 'Project Specific Appointments' remaining absent/or on an unannounced hiatus for 30 calendar days or more than 10 calendar days after the period of leave granted shall be deemed to have voluntarily abandoned/left the organisation, the organisation shall deem this as an automatic relinquishment of employment with the organization.

11.3 No Dues Certificate

No Dues certificate will be issue to the employee only after handing-over of functional responsibilities and allotted office assets and signed off on the clearance form, which must be completed by the employee leaving the organization and handed over to the Admin/HR before leaving the organization.

11.4 Exit Interview

STRC will conduct an Exit Interview for all employees, preferably through a personal interaction with the Head of the organization and HR, while they leave the Organization. Information/suggestions/views received, if deemed beneficial, may be constructively used to improve policies, procedures and practices of the organization and to support staff retention efforts.

Chapter 12: General Guidelines

1. STRC employees have to wear their identity cards at all times while on duty. It is imperative for employees travelling for work to carry their photo identity cards and visiting cards with them at all times.
2. Employees are strongly advised to refrain from personal engagements during office hours; instances of personal calls/emails, attending to visiting friends/family to office, carrying out personal work utilizing office space/ equipment/time.
3. Maintain a respectful attitude to others at all times, even during stressful times. Irresponsible behaviour is seriously unacceptable.
4. The organization pledges to be a smoke/tobacco free premise, it is organization's policy to prohibit smoking in the premise in order to provide and maintain a safe and healthy work environment for all employees. This smoke-free workplace policy applies to: all areas of organization's buildings, all organization's conferences and meetings, all vehicles owned or leased by the organization, all visitors (students/interns/farmers/beneficiaries/vendors/artisans etc.) to the organization premise.

Statutory Note

The Governing Body of STRC, through its Chairman, reserves the right to modify/cancel or amend all or any of these rules, and issue supplementary rules or amendments thereto. Matters not covered by these rules would be suggested by the Governing Body in consultation with the CPO & Head- STRC, at their discretion.

Annexure

1. Candidate Application Form
2. Offer of Employment
3. Leave Information Sheet (All Staff)
4. Self-Appraisal & Performance Review
5. Exit Interview Form
6. Travel Authorization From
7. Back to Office Report
8. STRC Hand Receipt
9. Field Visit Report



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