



INDIAN INSTITUTE OF TECHNOLOGY KANPUR



STUDENTS' GYMKHANA  
PRESIDENT'S OFFICE

## General Guidelines for SAC Workers

General norms to be followed:

- The workers (including the SAC supervisors) must mention their entry or exit from the New SAC in the file kept at the Security Desk of the SAC.
- All the workers are supposed to stay active and no one should be found gossiping with any other person during the working time. Group Chat is not allowed during working hours. Any worker found doing so would be penalized accordingly.
- In case of emergency, the worker must write a letter to the Head, SAC informing him about the reason and requesting for the leave. A worker can take at most 2 leaves for casual reasons and upto 5 leaves for medical/emergency reasons. Any number of leaves in the range of 2-5 would be granted only after permission from the Head SAC and leaves for more than 5 days would require approval of the Head SAC as well as the Warden of the SAC.
- If a worker takes a leave without informing in advance, the final decision of the leave would depend upon the Head SAC.
- In case of any discrepancy in the working a warning will be issued on the worker. There will be four levels of warning based on number of offences:
  - Level 1: Verbal Warning
  - Level 2: Verbal Warning + Monetary Fine of ₹300
  - Level 3: Final Warning + Suspension for 3 days
  - Level 4: Termination of the contract
- In case of extreme cases the Head SAC can take severe actions without issuing any warning.
- The amount of fine will be decided by the Head SAC along with a confirmation of the Warden of SAC.

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- SAC building is to be managed by the supervisors, i.e. any work related to the SAC infrastructure and maintenance.
- The work of the SAC supervisors and the gymkhana project assistant is totally different and none is responsible for the others work.
- In case the gymkhana needs any support regarding the administrative working, the SAC supervisors must provide a worker if and whenever required. The supervisor may deny providing the worker only after permission from the Head SAC
- All the workers would be under the command of the supervisors and in case of any discrepancy a worker will first report to one of the supervisors.

**Hierarchy to be followed:**

1. President, Students' Gymkhana (Warden, New SAC)
2. Head SAC
3. New SAC supervisors



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