

HR POLICY

2017-2018

1 General

1.1 Working days and timings

The College Functions from Monday to Saturday every week except 2nd & 4th Saturday.

1.2 The College working hours are from 9.00 AM to 4.00 PM for Faculty and Staff members.

1.3 The Class timings are between 9.00 AM and 12.40 PM in the FN session. The Lunch break is from 12.40 PM to 1.45 PM. AN session is between 1.45 PM and 4.00 PM.

1.4 Maintenance of Attendance

1.4.1 Biometric attendance system is followed for both Faculty and Staff members. Entry time in the morning is before 9.00 AM and Exit time is after 4.15 PM.

1.4.2 All Faculty and Staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to submit permission form to the HOD / Principal before leaving the work place.

2 Service Rules

The service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance.

2.1 Service Conditions

2.1.1 The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a minimum period of one year.

2.1.2 All appointments shall ordinarily be made on probation for a period of one year. The Faculty member is treated as “Regular” on completion of one year service.

2.2 Faculty Salary and Increment

2.2.1 Salary

Based on the experience and qualifications, the monthly salary will be paid as per AICTE norms

2.2.2 Suitable dearness allowance (DA) and House Rent Allowance (HRA) will be paid to the faculty who are in time scale. The DA will be revised whenever announced by the management.

2.2.3 Disbursement of Salary

The salary of each staff will be directly deposited in the staff members account in the Lakshmi Vilas Bank Ltd. which is located at the college campus. The staff members should give his / her account number to the accounts office. Suitable income tax, if any, will be deducted from the salary and paid to the government.

2.2.4 Each member has to sign acquaintance roll maintained by the AO office before 30 or 31st of each months. Failure to sign acquaintance roll will result in belated payment of salary.

2.3 Employees Provident Fund (EPF)

The members of the staff on permanent establishment will be enrolled under EPF scheme and the contribution fixed by the government will be deducted from their pay. The management will make a matching contribution.

2.4 Accident Insurance Scheme

All the staff members and the students of our institute are covered by this insurance scheme. The premium is paid by the institute. In case of accident, the amount up to **Rs 1,00,000** can be claimed for Faculty & Staff members' and students' treatment and hospital expenses. In case of student's / his father's accidental death, **Rs 3,00,000** will be covered from our Group Insurance to provide Economical support to the family. In case of both Faculty & Staff members' accidental death **Rs 5,00,000** will be covered from our Group Insurance to provide Economical support to his / her Family.

2.5 Pay Advance

Interest-free advance Rs.50000/- for Teaching Staff and Rs.20000/- for Non-Teaching staff will be sanctioned to the permanent employees at the discretion of the management. The individual will be allowed to repay the advance within 12 monthly installments. The individual shall not be granted a second advance when there is a balance amount pending against the previous advance. In an academic year, only one application requesting advance shall be entertained from a staff member.

2.6 Quality Improvement Programme (QIP)

Faculty and staff members are supported to attend courses, workshops, seminars, conferences and undergo higher education.

2.7 Superannuation and Re-Employment

The age of superannuation of teachers would be 65 years and thereafter no extension of services shall be granted. However the institute may re-employ the super annuated teacher up to 70 years of age in accordance with the existing provisions in the statutes / memorandum of associations and rules / schemes, regulations and bye-laws of the institute, as the case may.

The age of superannuation of librarians, Physical education personnel and such other employees of technical education are treated as per with the teachers and whose age of superannuation will be 65 years. However there is no provision for re-employment of such category of staff.

2.8 Faculty Resignation

2.8.1 Resignation will not be accepted in the middle of the academic year.

2.8.2 No teacher is permitted to leave during the middle of the semester by suffering the class work excluding the summer vacation. Three months notice is to be served or Three months salary on either side needs to paid in lieu of such notice.

2.8.3 One month notice is to be served or one month salary on either side needs to paid in lieu of such notice for Non Teaching staff.

3 Faculty Recruitment Procedure and Promotion Policy

3.1 Recruitment Procedures

3.1.1 Based on the requirement, advertisement is given in local and national level newspapers.

3.1.2 Based on the AICTE faculty qualification guidelines, Applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants.

3.1.3 The Staff Selection Committees conduct the interviews. Selected candidates are recommended for appointment.

3.1.4 The appointment is made after due approval from the Management through the Principal.

3.1.5 AICTE pay scales are implemented. Deserving candidates are offered higher pay.

3.2 Promotion Policies

- 3.2.1** The college follows AICTE norms for qualification and experiences in respect of promotion of faculty members
- 3.2.2** In addition, due consideration is given to academic performance and overall contribution by the faculty members.
- 3.2.3** Incentives are offered to faculty members who excel in academics.
- 3.2.4** Performance appraisal for faculty is carried out at the end of academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in Journals, presenting papers in Conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.
- 3.2.5** Based on their performance in that academic year, they are suitably rewarded and honoured. Faculty members producing 100% in the Theory Subjects during the Anna University examinations, will be awarded with Rs.1,000 cash reward and appreciation certificates.
- 3.2.6** A special allowance Rs.10,000 for engineering department and Rs.6,000 for science and humanities department will be given to the faculty members who completed their Ph.D. Degree.

4 Leave Benefits and Rules

The leave rules for faculty and staff are circulated for information of all concerned. The members of faculty and staff are informed to strictly adhere to these rules.

4.1 Casual Leave (CL)

- 4.1.1** Each faculty member shall avail 1 CL per month subject to a maximum of 12 CL per calendar year. In case of emergency, they can opt for 3 days of CL continuously.
- 4.1.2** The members of faculty and staff who have less than 1 year of service are allowed to avail a maximum of 1 CL per month, but not exceeding 6 days per semester.
- 4.1.3** Holidays interposed between CLs will be taken as CL.
- 4.1.4** No. of CLs and general holidays or ODs for exam duty or ODs for other academic related work either prefixed or suffixed should not exceed 7days.

4.1.5 If it exceeds 7 days all the general holidays or ODs will be considered as CL.

4.2 Phone Casual Leave (PCL)

4.2.1 The number of phone casual Leave, in case of genuine reasons of emergency, per semester is 2 out of 12 Casual Leaves (4per year). PCL more than 2 per semester will be considered as loss of pay.

4.3 Medical Leave

4.3.1 The number of medical leave, in case of genuine reasons of emergency, per year is 8 days.

4.4 Maternity Leave (MAL)

4.4.1 Maternity leave may be granted to female faculty and staff members for period of 6 months at the request of the member based on a medical certification from a registered medical practioner.

4.5 Compensatory Leave (CCL)

4.5.1 Faculty members are eligible to avail CCL in lieu of working for the institute / management on Sundays / general holidays.

4.6 Late attendance

4.6.1 Number of Late Attendance (LR) per month is 2. (Maximum of ½ an hour)

4.6.2 LR exceeding 2 per month will be considered as permission. If permissions are already availed it will be considered as ½ a day CL. If CL is already availed it will be treated as loss of pay

4.7 Permission

The faculty members shall avail a permission for 1 hour twice a month to attend any urgent work at the start or in the end of a working day without affecting their academic work.

4.8 Exam On Duty (EOD)

Attending works related to Anna University, Chennai, is obligatory on the part of faculty members.

4.8.1 Acting as Anna University Representative, Flying Squad Chairman / Member or External Invigilator for conduct of Anna University Examinations.

4.8.2 Acting Chairman / Member of Board of Studies / Syllabus Committee / Question Paper passing board / Result passing board of parent Universities.

4.8.3 Hall Superintendent / University Representative Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office.

4.8.4 External examiner duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office.

4.8.5 Central Evaluation Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

4.9 Other On Duty Related to Academic Work (OOD)

The number of Other On Duty per semester is 5 days. The OOD may be availed for the academic related works.

4.9.1 Paper presentation/ Attending National Conference / Seminars / Symposium / Workshop / Opening Exhibitions / Invited as Chief Guest / Key note Speaker / Resource Person to other colleges.

4.9.2 Invited to other Colleges / Organizations for honoring a faculty member for his/her achievements.

4.9.3 Attending Conventions / Meeting etc., of professional bodies like ISTE, IEEE, CSI, IEI etc.

4.9.4 Attending Doctoral Committee meetings and writing course work examinations for Ph. D. pursuing research scholars.

4.9.5 Writing University Examinations for B.E / M.E pursuing Staff Members.

4.9.6 Acting as Chairman / Member of Syllabus Framing / Question Paper / Result passing boards / Members of doctoral committee of others Universities / Autonomous Institutions.

4.10 Special On Duty (SOD)

4.10.1 Attending sponsored programmers like FDP / SDP / Summer / Winter School etc., (conducted for more than 2 days) organized by Government / Renowned Institutions.

4.10.2 Organizing Function / Seminar / Symposium / National Conferences / Exhibition etc. by our faculty and Faculty members who are deputed by HoDs.

4.10.3 Accompanying Students for industrial visits / Placements.

Note: Granting OOD / SOD solely at the discretion of the Principal considering the overall works of the institution and depending upon the situations prevailing at that time in the best interest of the college.

4.11 Vacation Leave (VL)

Summer Vacation

- 4.11.1** Faculty members who have completed 1 year of experience in our institution are eligible for VL of about 3 weeks.
- 4.11.2** Faculty members who have less than 1 year of experience in our institution are eligible for VL of about 2 days per month of service during summer.
- 4.11.3** Non-teaching staff members who have completed 1 year of experience in our institution are eligible for VL of 2 weeks.
- 4.11.4** Non-teaching staff members who have less than 1 year of experience in our institution are eligible for VL of about 1day per month of service.

Winter Vacation

- 4.11.5** Faculty members who have completed 1 year of experience in our institution are eligible for VL of about 1 week.
- 4.11.6** In case of any emergency vacation leave can be availed prior without affecting regular academic works.

5 Standards of Conduct of College Teachers

Standards of Conduct of College teachers (Under sub section (2) of section 18 of the Tami Nadu Private Colleges Regulation Act 1976.)

- 5.1** Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- 5.2** Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He /She shall be strictly honest and impartial in his / her Official dealings.
- 5.3** Every teacher shall be present at the place of his / her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- 5.4** Every teacher of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
- 5.5** No teacher shall leave his / her department except with the prior permission of proper authority even during leave or vacation.
- 5.6** Whenever leaving station, a teacher shall inform the Principal the address along with phone number where he / she would be available during the period of his / her absence from station.

- 5.7** Every teacher shall devote himself/herself diligently to his / her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- 5.8** Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practicals and assessment / Examination / Evaluation work assigned to him/her by the college authorities.
- 5.9** Every teacher shall participate fully and enthusiastically in the corporate life of the college and shall perform any other curricular or extra - curricular work related to the college as may be assigned to him/her by the college authorities.
- 5.10** No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies among his/her colleagues and students.
- 5.11** Every teacher shall help the college authorities in enforcing and maintaining discipline among students
- 5.12** No teacher shall incite students against other students, teacher or college authorities. This does not interfere with the right of a teacher to express his / her opinion on principles in seminars or other places where students are present.
- 5.13** Every teacher shall assess impartially the performance of students in Tests, Examination, Assignments, Practicals, Dissertations, Theses etc, He / She should not indulge in over making, under-making or other attempts at victimization on any ground.
- 5.14** No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.
- 5.15** No teacher shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or student of the college with the intention of interfering with the performance of his/her duties.
- 5.16** No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the college.

- 5.17** No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research finding of others.
- 5.18** No teacher shall take active part in political activities so as to cause interference in the discharge of his/her duties nor shall be in any manner associate himself/herself with any movement or organization , which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
- 5.19** No teacher shall in any radio broadcast or in any document publish anonymously or in his/her own name or in the name of any other person or in any communication to the press, make any statement or public utterance or express an opinion.
- (i) Which is in the nature of character assassination reflection on the personal life of his / her superiors.
- (ii) Which is in the nature of criticism of individual as distinct from policy decision provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his / her official capacity or in the due performance of the duties assigned to him/her on academic matters.
- 5.20** No teacher shall expect in accordance with any general or special orders of the college or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such document or information.
- 5.21** No teacher shall expect with the previous permission of the college / university authorities, engage himself directly or indirectly in any business or private tuition or accept any other employment.
- 5.22** No teacher shall expect with previous sanction of the college accept or permit his wife / her husband or any other member of his/her family to accept from any person any gift or more than trifling value. The interpretation of the term “trifling value” shall be the same as laid down in the Government servants conduct Rules.
- 5.23** No teacher shall speculate in any business nor shall make or permit his wife /her husband or any members of his /her family to make any investment likely to embarrass or influence him / her in the discharge his / her official duties.

- 5.24** No teacher shall lend money at interest to any person nor shall borrow money from any person with whom he /she is likely to have official transactions beyond the financial ceilings.
- 5.25** A teacher shall so manage his / her private affairs as to avoid habitual indebtedness or insolvency. When a teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his / her salary is continuously being attached, he /she may be liable for disciplinary action, which may lead to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.
- 5.26** A teacher who gets involved in some criminal proceedings shall immediately inform the college authorities irrespective of the fact whether he / she has been released on bail or not.