

SETHU INSTITUTE OF TECHNOLOGY

(An Autonomous Institution || Accredited with 'A' grade by NAAC)

B.E. (Mech) & B.Tech. (IT) Accredited by NBA, New Delhi under Tier-I Washington Accord

Approved by AICTE, New Delhi & Permanently Affiliated to Anna University, Chennai



HR MANUAL

(A Complete Human Resource Development Policy Manual)

February 2020

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(A COMPLETE HUMAN RESOURCE DEVELOPMENT POLICY MANUAL)

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Authority of Deputy Warden:

1. To take decisions and executing them in all matters relating to day-to-day administration of the hostel, as per the rules and regulations.
2. To give counseling and guidance to the students for betterment of their studies.

3.12 ADMINISTRATIVE OFFICER

Responsibility of Administrative Officer:

1. Dealing with all student records and certificates from admission to issue of transfer certificate at the time of leaving the college.
2. Scholarship receipt and disbursement.
3. Maintenance of faculty and supporting staff personal files.
4. Purchase and issue of stationery as per laid down procedures.

3.13 ACCOUNTS OFFICER

Responsibility of Accounts Officer:

5. Maintenance of the College and hostel accounts and arranging for their periodical auditing.
6. Collection of fees.
7. Maintenance of all kinds of deposits.
8. Preparation of monthly salary bills and disbursement of salary.
9. Maintaining income tax and provident fund details.

4.0 LEAVE RULES

4.1 PROCEDURE TO APPLY FOR LEAVE

- i) Application for any leave must be submitted before the leave is actually availed except exam duty leave, which is to be accompanied by attendance certificate.
- ii) If under any unforeseen really emergency condition oral permission is obtained from HoD, leave letter in plain paper enclosed in a cover must be sent on the same day through College bus.
- iii) Any leave, particularly vacation, if it is applied and sanctioned, cannot be cancelled under any circumstances.

- iv) The faculty members who are availing any leave should make necessary alternate arrangement for their class work, invigilation or any other work assigned.

4.2 CASUAL LEAVE

- i) Staff members are entitled 12 days of casual leave per calendar year. The casual leave shall be availed with prior permission after making alternate arrangements for the class work.
- ii) Casual leave will be sanctioned by the Head of the Department, who has to take care that there is no dislocation of regular class work.
- iii) Casual Leave in excess of the prescribed limit will be counted as leave on loss of pay (LLP). LLP will not be permitted for half a day.
- iv) Holidays in between two LLPs will be also counted along with LLP. Holidays will be counted along with the LLP if the staff doesn't report to the duty immediately on the next working day after LLP.

4.3 VACATION LEAVE

- i) Vacation period will be declared at the end of both odd and even semesters. Staff members who have served for at least six months in our college are eligible for vacation. Those who have served for more than one year are eligible for full vacation and those who have served six to twelve months are eligible for proportionate days of vacation.
- ii) Service period is counted from the date joining to date of beginning of vacation period.
- iii) Teaching staff are eligible for 6 weeks (maximum of two weeks during winter and the balance during summer) of vacation during one academic year. Non-teaching staff are eligible for four weeks (one week maximum during winter and the balance during summer) of vacation during one academic year.

The norms for availing vacation are as given below:

As far as possible vacation should be availed within the declared vacation period. If prevented from vacation for any specific official work, it can be availed within that academic year without detrimental to academic work. The vacation may start on any day of the week and end on any day. The duration should be for a minimum period of 7 days. The duration will be calculated from the starting

day of vacation till the day of rejoining duty. If it is not possible to permit continuous vacation due to official work it should be availed within two spells.

4.31. PRE-AVAILING OF VACATION

Pre-availing of vacation may be granted to staff members and the period of leave is limited to ensuing vacation period. Such leave shall be debited against the vacation earned by the staff subsequently. The leave will be granted only for study purpose or on Medical grounds provided the Principal is satisfied about the necessity for granting such leave. If the pre availed vacation is not earned subsequently (in case resignation is submitted after availing the facility) the salary for the above period will be recovered before relieving the staff from service.

4.4 EARNED LEAVE

- i) If any staff member is called for official duty on declared holidays he/she can claim earn leave for equal number of days. In such case, the individual has to intimate and register earn leave in the prescribed format as soon as he attended extra duty.
- ii) Staff members who are called for extra work on a continuous basis (eg. managing computer lab/internet lab in the evenings) but less than a day would also be eligible for earn leave. Permission in such cases must be obtained on weekly basis.
- iii) No earn leave will be given for attending University duty on a holiday.
- iv) However, the faculty members who are pursuing M.E./doing Ph.D. Course work sponsored by the College are permitted to retain 7 days of their vacation until the end of the semester.

4.5 STUDY LEAVE

Any staff member who has registered for Ph.D. or P.G. Programme on part time basis is eligible for a maximum of 15 days or 5 days special 'on duty' leave to attend course work purely under the discretion of the Principal. This is for one or two days only at a time. To avail this concession, one has to execute an assurance to serve our Institution for a specified period after completion of the degree.

4.6 ON DUTY LEAVE

This will be permitted for the following activities during working days.

- i) Attending seminar/short term courses/conference /workshop etc.
- ii) Being a member of any committee connected with their assigned duty, for carrying out Research & Consultancy Work (Doctoral committee member, Post Ph.D. – 5 days / per year)
- iii) Conducting any approved co-curricular or extra curricular programme
- iv) Delivering special lectures in other institutions
- v) Attending any other work assigned by Chairman/CEO/JCEO/Principal, in which case “OD” must be obtained from them.

4.7 MATERNITY LEAVE

- i) Lady staff members who have served at least two years in this college are eligible to avail maternity leave for 90 days, out of which 60 days will be with pay and the balance will be without pay; but the period will be counted for service.
- ii) Lady staff members who have completed one year of service can avail maternity leave for 90 days, out of which 30 days with full salary, 30 days with half salary and 30 days without salary, provided they continue in the service of our Institution.
- iii) In all other cases it will be without pay and the service will not be counted. This facility is **only for two children**.

4.8 MEDICAL LEAVE

Staff members who have completed probation period are eligible for medical leave of 6 days per year. Medical leave will be counted from the date of joining. Medical Leave should be availed for a minimum of 3 days at a stretch. Medical leave can be availed for maximum of 60 days per year. Medical Leave will be sanctioned by the Principal only after satisfying himself about the severity of illness and based on Medical Certificate from a Registered Medical practitioner. Intervening holidays will be counted as Medical Leave. However, the holidays can be prefixed and / or suffixed to the Medical Leave.

4.9 UNIVERSITY EXAMINATION WORK ON DUTY

The staff members are permitted to attend the Anna University practical examination work in other colleges and central valuation work, 'on duty' upto a

maximum of 20 days in an academic year without detrimental to the class work. Staff members can attend the examination work of other Universities by availing eligible leave. In all the cases prior permission must be obtained from the Principal.

Directions for implementation of this rule:

The following will be followed in permitting the teaching staff members to take up Anna University Examination work 'on duty'.

- i) The number of days of 'on duty' will be counted on academic year basis.
- ii) They will be permitted only if their absence is not detrimental to regular class work.
- iii) Normally they will be permitted to avail 10 working days for the particular examination session. (March to July / August to February)
- iv) Attendance certificate must be obtained from the University authorities and submitted as soon as the valuation/examination work is over , without which ' on duty' permission will not be granted.
- v) No staff member should accept any external examinership, when they are already assigned any examination work, theory or practical in our college.

4.10 PERMISSION

Two permissions of 1 hour either in the first hour or in the last hour of the day in a calendar month can be granted in case of emergencies. More than 2 permissions will be counted as half a day casual leave. Permission should be availed sparingly, only in case of absolute necessity.

5. FACULTY DEVELOPMENT POLICY

5.1 STUDIES

- (i) The faculty is granted study leave for higher studies in the fields of specialization desirable from the point of view of the institution like IITs, IISC and other higher learning institutes. The faculty members pursuing higher studies in a department are limited to a maximum of 40% of the faculty strength of the department.
- (ii) Preference will be given for the doctoral programmes, followed by Master Degree on execution of a bond to the effect that he/she shall serve the institution for a period of 3 years in respect of Doctoral programmes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bond executed: and further that

he/she would refund the assured amount on prorata basis in case he/she does not serve the College for the full period as per the bond on return after successful completion of studies.

- (iii) Faculty are encouraged to pursue Doctoral research work within the college by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee of which the Research Guide will be a member. Also financial help in preparation of the Doctoral Thesis towards the end of the Research work and procuring of books related to the research work may be considered in deserving cases.

5.2 SEMINARS / WORKSHOPS / CONFERENCES

The staff members who have put in more than one year service will be sponsored to attend short term courses or seminars conducted by other educational Institutions or bodies. Depending upon the nature of seminar/conference and the level of participation of the individual in the seminar/conference, the expenses in full or part may be born by the management. The staff members have to deliver a lecture on the course/seminar on their return. Any book/proceedings supplied shall be placed in the department library for the benefit of all.

The following will be followed in permitting the staff members to attend short-term courses/refresher courses/conferences.

- (i) A faculty member can avail sponsorship from the college for one program per semester or two programs in one academic year.
- (ii) Not more than two faculty members will be permitted to attend such programs simultaneously from a department.
- (iii) Preference will be given to those who have not attended such programs recently.
- (iv) The application form should be submitted to the Principal well in advance along with the recommendations of the Head of the Department and the alternate arrangements made for the theory/lab classes handled by the staff concerned.
- (v) Faculty members may be permitted to attend additional international conferences held in India with special permission from the Principal and without financial commitments from the Management.

5.3 FINANCIAL ASSISTANCE FROM THE COLLEGE

(Subject to the condition that the organizers of the programs do not provide any financial support to the participants)

- (i) National/International Conferences / Seminar / Workshops held in India :
Rs.1500 /- (maximum)
- (ii) Traveling Allowance: Second Class (Sleeper) Train fare by the shortest route.
- (iii) Daily Allowances: Rs 200/- per day or actuals , whichever is minimum (for the duration of the conference).
- (iv) However, the total amount (Registration, TA and DA) is limited to a maximum of Rs.2500/- and the faculty has to bear the balance amount.

5.4 INTERNATIONAL CONFERENCES (held outside India)

(Permission shall be granted to the staff members with a minimum of 5 years of experience) under special consideration by the Principal and Chairman based on his/her past performance and future contribution to the institution)

| | | |
|------------------|---|---|
| Registration Fee | : | Actual Amount |
| Travel grant | : | 50 % of the Fare |
| DA(per day) | : | Rs.1500/-(For the duration of the Conference) |

- (i) A report related to the proceedings of the conference / workshop / short-term courses / Faculty development programs must be submitted to the HOD within a week, failing which the financial assistance granted to the faculty member will be recovered.
- (ii) The copy of proceedings/books or any other material supplied shall be handed over to the Department Library.
- (iii) If a staff member resigns, the financial assistance extended during past one year due to sponsorship will be recovered.
- (iv) The staff members who have a service of over three years (continuous service in this college) will be considered for sponsorship to go for Doctoral programme. In case of sponsorship they have to execute an undertaking to work in this Institution for a specified period on their return after completing their studies.

5.5 PROMOTION OF RESEARCH

- (i) The college aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.
- (ii) Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.
- (iii) To promote R& D the following cash award is given for staff members every year for a good research or developmental project.

5.5 AWARDS

The following awards have been initiated for teaching and supporting staff as the case may be.

- ❖ Award for 10 Years and 20 Years Service in SIT
- ❖ Result Award
- ❖ 100% Attendance award for faculty
- ❖ Journal Publication award
- ❖ R&D Award

Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers at or attend National or International Conferences in India or abroad.

5.7 STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF [TECHNICAL]

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practicals) and also as suggested by the respective Heads of the Departments and functional heads.

5.6 STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF [ADMINISTRATIVE]

- (i) Arranging in house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.
- (ii) Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the

Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering College.

- (iii) Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

6. WELFARE MEASURES

6.1 WELFARE MEASURES

The following are the service benefits and welfare measures extended to the staff of the College:

- (i) Provision for a separate lunch room for the benefit of staff members and girl students.
- (ii) Provision of canteen in the campus,
- (iii) The management grants maternity leave to the women employees, for a period of 60 days with full pay and limited to the first two living children.
- (iv) Educational loan for higher studies
- (v) Group Insurance Scheme.
- (vi) Interest Free loans for emergency.
- (vii) Free admission or concession of fees for children of employee .
- (viii) Free Transport for faculty and staff.
- (ix) In the event of death of an employee, while in service his/her dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.
- (x) The members of staff are covered under Employment Provident Fund Schem as per the act.

6.2 GRIEVANCES REDRESSAL CELL

- (i) To redress the genuine grievances of staff and students, so that congenial atmosphere for studies and smooth working of administration, the College shall constitute the grievances redressal cell.
- (ii) An exclusive Women's Grievance Redressal Cell is available with a person nominated by Principal as Chairperson and also Internal Complaints Committee as per guidelines of National Commission for women are available for redressal against harassment at work places and to create awareness about their rights and privileges.

| Revision No. | Date | Revision Details |
|---------------------|-------------------|--|
| 0 | 04.08.2006 | Consolidated HR Manual |
| 1 | 07.02.2011 | Revised AICTE Norms for Faculty Qualification updated |
| 2 | 24.11.2016 | Responsibilities of Deans included |
| 3 | 07.01.2019 | Leave Rules Modified |
| 4 | 24.1.2020 | Recruitment and Promotion Policy |