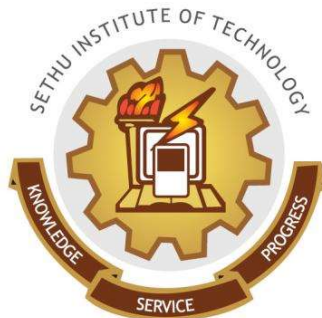


SETHU INSTITUTE OF TECHNOLOGY

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

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

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



Estd : 1995

HR MANUAL

(A COMPLETE HUMAN RESOURCE DEVELOPMENT POLICY MANUAL)

January 2022

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3. DUTIES AND RESPONSIBILITIES

3.1 PRINCIPAL

- (i) The Principal is the kingpin and the central figure of the institution and therefore, his duties, responsibilities and the activities thereto are multi-divergent. He is responsible for policy planning while providing the much required academic and administrative leadership and direction besides the financial management, in line with the policies of the management, university and the government.
- (ii) The Principal is basically assigned with wide range of duties, such as coordinating, motivating and inspiring the faculty, the administrative and the supporting staff to play their respective roles suitably and work for the common goal of providing and disseminating effective technical Education and guide and enable the students to carve out promising career and life profiles.
- (iii) He shall monitor and evaluate the academic and research activities. He has to, with the active assistance of staff and students, promote industry-institution interaction, Research & Development, extend consultancy services, and arrange Training and Placement for the students.
- (iv) He should put up sincere efforts to look after the overall welfare of the staff and students. He shall see to that there is rapport among the staff and students, the different cadres of staff, between the staff and the management. He shall ensure perfect order and discipline among all concerned and a serene academic environment in the campus free from restive situations and commotion. He shall maintain regular right and appropriate contacts and interaction with various government and university authorities at various levels, A.I.C.T.E State Council of Higher Education, Industries, Organizations and sister institutions. The Principal happens to be the spokesperson of the institution.
- (v) The Principal has the professional obligation to participate at regional and national levels, in the cause of development of Technical Education. The Principal along with all the staff working under him, is singularly and collectively responsible to the management, university, government at different levels, the students, their parents for smooth and effective functioning of the institution, matching to the requirements of the user systems.

(vi) The duties of the Principal may be suitably categorized as academic, general administration and financial administration.

a. Academic Administration:

(i) With the assistance of Dean (Curriculum Design and Development), Heads of Departments and senior faculty, the Principal runs the academic administration. The curriculum and syllabus are prepared by the department with the guidance of Curriculum Planning and Evaluation Cell and Dean (Curriculum Design and Development). Principal shall coordinate, review and monitor the curriculum planning and evaluation process. The time tables of different classes/sections are prepared by a senior Head of Department as “Coordinator of time table” appointed by Principal. An integrated time-table of the entire institution is prepared and submitted to the Principal for approval. Principal shall closely watch and supervise various academic activities as per time table and the almanac by taking rounds, attending Departmental Review Committee meetings, holding meetings with H.O.Ds for reviewing the progress of academic work, watching the performance of the faculty, arranging special classes for academically backward students and such other effective measures, to achieve desired academic standards.

He should evince keen interest in matters related to admissions, detained candidates, dropouts, students’ attendance, and conduct of internal tests and university examinations, students’ grievances if any, student friendly and student welfare activities.

The Principal should plan, schedule and coordinate training programmes, refresher/orientation courses for the benefit of faculty, sponsor the staff for higher studies, seminars, workshops and conferences and other quality improvement programmes.

The Principal shall, by involving the faculty at different levels, ensure the implementation of all the student welfare activities, such as issue of identity card, bus pass, railway concession, scholarships, educational tours, visit to real engineering and industrial situations, seminars, organising fresher’s day, college day functions, implementation of proctorial systems and function of anti-ragging, disciplinary committees, student chapters of professional bodies, N.S.S activities, etc.

b. General Administration:

With the assistance of the Heads of the Departments and Administrative Officer, the Principal runs the general administration.

- (i) The Principal makes the proposals for appointment of all posts of cadres (including contract, part time, adhoc and daily wage employees), regularisation of services, declaration of probation, release of increments, promotions and career advancement schemes, arrange for performance appraisal of teaching and non-teaching staff.
- (ii) The Principal is empowered to sanction all leaves upto the level of the Heads of the Departments except himself. However, he may delegate powers to the Heads of the Departments to accord sanction of casual leave to the staff under their respective control.
- (iii) The Principal is empowered for initiating disciplinary proceedings and impose punishment of minor or major nature, such as warning, censure, fine, withholding of increments, promotion, effect recovery from the pay, of the whole or part of the pecuniary loss to the college and all such cases requiring arrangements such as suspension, removal, dismissal from services, shall be referred to Management Committee by the Principal.

Responsibilities of the Principal :

1. Assisting the management in policy making and executing the decisions made by the Management
2. Coordinating the activities with the University, State Government through Director of Technical Education, UGC and AICTE.
3. Carrying out the mission along the policy of the management giving importance to discipline and quality education.
4. Drawing the schedule for meeting of the Board of Studies atleast once in a year.
5. Convening a meeting of the academic council atleast once in a year.
6. To be the Chief Controller of Examination of the college.
7. Nominating the Controller of Examination
8. Managing the curricular, co-curricular and extra-curricular activities.
9. Monitoring the growth and development of the college.
10. Encouraging and motivating the students and faculty for good team work.
11. Interacting with industries, leading institutions and research organizations for the benefit of students and faculty.

12. Improving the environment of the campus and creating a congenial atmosphere for study and work.
13. Managing the hostels as the Chief Warden.
14. As Member Secretary, convening the Governing Council meeting periodically.
15. Delegating the authority to HODs to sign appropriate documents.

Authority of the Principal:

The Management has given full authority to the Principal regarding all academic matters:-

1. To take decision in all academic matters and execute them.
2. To order modification in all matters related to the college administration.
3. To take / recommend action against erring / deviating elements.
4. To co-ordinate the college activities with outside organization/authorities.

3.2 VICE PRINCIPAL

Responsibilities of the Vice Principal

1. Assisting the Principal in the administration
2. Assisting the Principal in the AICTE, University, DOTE related matters
3. In the absence of the Principal, Vice Principal will be the acting Principal
4. Assisting the Principal for effective implementation Autonomy
5. Coordinating with the Principal, Dean (Planning & Development) and HODs for ISO, NBA, NAAC related matters.
6. Coordinating with Dean (Curriculum Design and Development) in the Curriculum and Syllabus design process.
7. To organize for Board of Studies and Academic Council meeting along with Dean (Curriculum Design and Development)
8. To monitor placement activities and guide the placement cell for effective campus placement
9. To monitor the functioning of the hostels
10. To monitor the overall discipline maintenance of the college
11. To identify the training needs of the faculty members and organize training programs
12. To monitor the extracurricular and extension activities

Authority

1. To sign student related documents like bonafide certificate on behalf of the Principal

2. To take decisions about placement activities
3. To coordinate with the Principal in all the college activities
4. To take decision on extracurricular and extension activities
5. To make decisions on the training needs of faculty members and organize for training programs for Quality teaching learning process
6. To execute decisions made by the Principal

3.3 DEAN (Planning & Development)

Responsibilities of Dean (Planning & Development)

1. To develop the strategic plan of the Institute
2. To facilitate the framing of quality statements like Vision, Mission, PEOs, POs, COs in the appropriate forums
3. To facilitate to obtain feedback to refine the Quality statements
4. To co-ordinate Quality Assurance activities like ISO, NBA and NAAC
5. To develop the activities related to IQAC and QIC
6. To organize Student Welfare committee meeting
7. To obtain effective feedback from the stakeholders and suggest Quality Improvement Scheme
8. To effective implementation of documentation and maintain institutional data base through documentation centers.

Authority of Dean (Planning & Development)

1. To monitor the Quality development initiatives of the college
2. To implement the ISO Quality System
3. To collect and store documents digitally
4. To effectively implement and review the Quality Assurance measures like NBA accreditation & NAAC accreditation

3.4 DEAN (Curriculum Design and Development)

Responsibilities of Dean (Curriculum Design and Development)

1. To follow the norms given by UGC, University & AICTE in academic matters
2. To monitor the effective implementation of Autonomy as given in the UGC regulations
3. To monitor the Curriculum Design and Development Process through regular meetings
4. To conduct audit for the Autonomous courses
5. To prepare academic calendar

6. To prepare Time Table through Time Table coordination committee
7. To plan expansion of academic programs and introduce new courses
8. To introduce certificate courses and monitor the implementation of certificate courses
9. To organize Board of Studies meetings and Academic Council Meetings as per the norms

Authority of Dean (Curriculum Design and Development)

1. To monitor the progress of the UG and PG courses for effective implementation of Autonomy
2. To convene the meetings to modify add or reframe the Curriculum & Syllabus
3. To take appropriate decision and recommend the Chairman, Academic Council for suitable Alternate Continuous Internal Assessment System based on the recommendations of the HoD.
4. To review the log book, delivery of syllabus and usage of teaching aids by faculty members

3.5 CONTROLLER OF EXAMINATIONS

Responsibility of Controller of Examination:

1. The Controller of Examination will create his own team which consists deputy controller with the approval of the Principal of the college.
2. To coordinate and conduct the autonomous end semester theory and Practical Examination ,University Theory and Practical Examinations.
3. To conduct the Internal examinations
4. To publish autonomous end semester results.
5. To issue Grade sheets of autonomous end semester examination.
6. To solve the grievance of the students regarding University related matters.
7. To disburse the remunerations to the staff members and maintain the accounts.

Authority of Controller of Examination:

1. To allot the Internal and External examiners for the autonomous end semester and University Theory examinations
2. To do the surprise checks during examination and recommend for suitable action
3. To strictly implement the rules and regulations of the University and UGC in exam related works.

3.6 HEAD OF THE DEPARTMENT

Responsibilities of HoDs:

Guiding and coordinating the activities of the faculty and supporting staff in the department towards achieving the mission of the college.

Planning and monitoring the departmental activities such as:

1. Coordination and conducting BoS meeting and designing curriculum and syllabi for the programmes
2. Developing, procuring, installing and maintaining lab facilities.
3. Identifying brilliant and talented students and encouraging them for further improvement.
4. Encouraging the faculty to go in for research and take up projects / consultancy work.
5. Organizing and participating in seminars / conferences and continuing education programmes.
6. Assisting the Principal in all administrative matters.
7. Preparing the annual departmental budget.
8. Involving all faculty members in planning process..
9. Keeping abreast of developments in the profession by becoming member in professional organizations.
10. Developing industry institute interaction.
11. Frame vision and mission of the Programme based on their stakeholder expectation
12. Frame and implement Program Educational Objectives (PEOs) and Program Outcomes (POs) of the programme
13. Frame the effective curriculum which includes scheduling of courses
14. Promote excellence in teaching, research and service
15. Evaluate the performance of faculty and staff members
16. Sanction Casual Leaves/OD/Earn Leaves to the faculty and staff members
17. Take the proper decision in managing the faculty matters, faculty development and recruitment
18. Take the decision about Space planning, facilities and equipment management, etc.

Authority of HoDs :

1. To take decisions and execute them regarding all departmental matters.
2. To decide on work load, faculty and other staff requirements.
3. To co-ordinate the activities of the faculty and supporting staff for smooth functioning of the department.
4. To suggest corrective / disciplinary action on the erring / deviating staff and students of the department.
5. To interact with the other HODs for activities involving other departments.

3.7 TEACHING FACULTY

Responsibility of other Teaching Faculty:

Other teaching faculty includes Professors, Associate Professors and Assistant Professors

1. Facilitating design of Curriculum and syllabi, teaching, learning and evaluation process.
2. Maintaining records to comply with the statutory requirements like students' attendance, internal assessment etc.
3. Taking assignments like class advisor, proctor and in other co-curricular and extra-curricular activities.
4. Maintaining discipline and decorum in the campus on their part and on the part of the students.
5. Engaging in Research and Development work, participating in short term refresher courses, seminars, conferences and publishing papers in Journals.

Job Responsibilities of Faculty

As per AICTE Pay Commission [1997] Recommendations, The Job Responsibilities of Faculty consists of 4 components viz.,

- (i) Academic
- (ii) Research & Consultancy
- (iii) Administration
- (iv) Extension Services

Authority of other Teaching faculty:

1. To conduct the class and guide and counsel the students under his/her custody.

2. To take decisions and execute the same within the ambit of his/her responsibilities.
3. To co-ordinate the work of supporting staff.
4. To assume responsibility in the absence of the HoD.

Working Hours

The college's working week consists of 40 working hours per person. The normal working hours of the College is from 9.30 a.m. to 4.15 p.m. with a 45 minutes lunch break. The college normally works for 5 days in a week. However, the 6th day in the week will be a working day if necessary / for completion of allotted work.

Teaching Days

The college shall have at least 540 teaching periods per semester. "Teaching Periods" here shall mean actual class room/laboratory contacting teaching periods and do not include periods of examination/tours/sports etc.,

Work Load

The workload of faculty in full employment should not be less than 40 hours a necessary week for 30 working weeks (180 teaching days) in an academic year. A minimum of 6 hours per week may have to be allocated for research activities for a faculty. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration.

Principal / Dean	:	6 hours/week
Professor	:	14 hours/week
Associate Professor	:	14 hours/week
Assistant Professor	:	16 hours/week

3.8 TECHNICAL SUPPORTING STAFF

Responsibility of Technical Supporting Staff:

1. Assisting in installation, operation and maintenance of laboratory equipments.
2. Assisting in the conduct of practical classes.

3.9 DIRECTOR OF PHYSICAL EDUCATION

Responsibility of Director of Physical Education:

1. Planning and scheduling for students' accessibility to the equipments, playgrounds and other facilities of the department.
2. Leading the students team for tournaments.
3. Organizing sports meet for students and staff
4. Ensuring overall discipline among all students participating in sports and games.

Authority of the Director of Physical Education:

1. To take decision on all matters relating to the department.
2. To authorize students for participation in sports events.
3. To arrange for purchase of tools, equipments and materials for the department.

3.10 LIBRARIAN

Responsibility of Librarian:

1. Purchase and maintenance of books and periodicals as per laid down procedure.
2. Make available user friendly library operating system to all users.
3. Removing the obsolete books in consultation with the department concerned, arranging for binding of damaged books and back volumes of journals.
4. Ensuring maximum utilization of library, maintaining discipline and decorum inside the library.

Authority of Librarian:

1. To initiate decisions regarding library matters.
2. To take decisions regarding organization and modernization of library.
3. To decide on the work load and staff requirements for library.
4. To enforce rules and regulations of library.
5. To suggest disciplinary action against the defaulting students and other users of the library.

3.11 DEPUTY WARDEN

Responsibility of Deputy Warden:

1. Admission of students and allotment of rooms.
2. Ensuring discipline among inmates.
3. Upkeep of physical facilities like buildings, furniture.
4. Arrangement of medical care for inmates.
5. Taking action on the grievances of students.

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.

4.4 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.

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 borne 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/ Research or Innovation programs held in India : Rs.1500 /-
- (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.

5.6 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
- ❖ Journal Publication award
- ❖ R&D Award
- ❖ Contribution for Institution Development

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.

5.8 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 Scheme 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
5	22.1.2022	Resignation Policy