

# **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)*

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# **SETHU INSTITUTE OF TECHNOLOGY**

*(An Autonomous Institution)*

## **HR MANUAL FOR STAFF MEMBERS**

**(A COMPLETE HUMAN RESOURCE DEVELOPMENT POLICY MANUAL)**

### **PREAMBLE**

The Sethu Institute of Technology was established by **SETHU EDUCATIONAL TRUST** in the year 1995 with the noble aim of imparting technical education to the educationally, economically and socially backward people.

**(a) Vision of our college**

To promote excellence in technical education and scientific research for the benefit of the society

**(b) Mission of our college**

1. To provide quality technical education to fulfill the aspiration of the student and to meet the needs of the industry
2. To provide holistic learning ambience
3. To impart skills leading to employability and entrepreneurship
4. To establish effective linkage with industries
5. To promote Research and Development activities
6. To offer services for the development of society through education and technology

Core Values

**Quality | Commitment | Innovation | Team work | Courtesy**

**(c) Quality Policy of our college**

1. To provide quality technical education to the students
2. To produce competent professionals and contributing citizens
3. To contribute for the upliftment of the society

**(d) Governing Council of the college consists of the following:**

1. Managing Trustee - Chairman
2. Two to Five Members to be nominated by Trust
3. One Nominee of the All India council for Technical Education
4. An Industrialist/Technologist/Educationist from the region to be nominated by the Chairman.
5. Nominee of the University
6. Nominee of the Director of Technical Education/State Government
7. Principal /Director of the concerned technical institution (as nominee of the society / Trust)- Member Secretary.
8. Two faculty members to be nominated from amongst the regular staff.

The Chairman of the Governing Council can nominate more no. of Members with equal weightage to Educationalists and Members nominated by the Trust. However, the total number of members of Governing Council shall not exceed 21.

**1. 0 RECRUITMENT AND PROMOTION POLICY**

**1.1 FACULTY RECRUITMENT AND PROMOTION POLICY OF OUR COLLEGE**

**(a) Cadre Structure for Faculty in the College**

<b>Level</b>	<b>Cadre</b>
1	Principal
2	Dean
3	Senior Professor
4	Professor
5	Associate Professor
6	Assistant Professor
7	Librarian/ Director of Physical Education

Direct recruitment to all the above posts are based strictly on merit through selection by duly constituted committees. Applications are called through open advertisement and also by voluntary channel. However, temporary vacancies are filled by selection through walk in interviews and from voluntary applicants by constituting selection committee with the Chairman, Principal, HOD Concerned and one or two experts in that field of specialization. Senior positions at Professor and Assistant Professor level are also

filled by inviting eminent retired persons or those taking voluntary retirements from academic institutions or industries.

## 1.2 MINIMUM QUALIFICATION FOR RECRUITMENTS AND PROMOTIONS

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

### 1.2.1 Minimum Qualifications for direct recruitment as an Assistant Professor

B. E. / B.Tech. / B.S. and M. E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

#### Assistant Professor (Science and Humanities)

Good academic with at least 55% marks or, an equivalent CGPA at the Master's degree level, in the relevant subject from an Indian University, or an equivalent degree from a Foreign University

Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Asst. Professors conducted by the UGC, CSIR or similar test accredited by the UGC

### 1.2.2 Minimum Qualification Norms for Direct Recruitments / Promotions

#### Assistant Professor (Senior Scale)

*Minimum Qualification Norms for Direct Recruitments / Promotions*

For Promotion of Incumbents

- a. Qualifications prescribed for the post of Assistant Professor

**AND**

- b. Should have completed minimum training requirements as per clause 1.3

**AND**

- c. Should have satisfied any one of the below mentioned set of requirements.

Set. No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI Journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to <8

### 1.2.3 Minimum Qualification Norms for Direct Recruitments / Promotions

#### Assistant Professor (Selection Grade)

*For Promotion of Incumbents*

a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

**AND**

b. Should have completed minimum training requirements as per clause 1.3

**AND**

c. Should have satisfied any one of the below mentioned set of requirements.

Set. No.	Additional Qualification	To have acquired in the cadre of Assistant Professor (Senior Scale)		
		Experience (Years)	Research publications in SCI Journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to <8

### 1.2.4 Minimum Qualification Norms for Direct Recruitments / Promotions

#### Associate Professor

##### (i) For Direct Recruitment

a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

**AND**

b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

**AND**

c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

##### (ii) For Promotion of Incumbents

a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

**AND**

b. Should have completed minimum training requirements as per clause 1.3

**AND**

c. Should have satisfied any one of the below mentioned set of requirements.



Set. No.	To have acquired in the cadre of Assistant Professor (Selection Grade)		
	Experience (Years)	Research publications in SCI Journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to <8
2	3	1	8 to 10

### 1.2.5 Minimum Qualification Norms for Direct Recruitments / Promotions

#### Professor

##### (i) Direct Recruitment

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

**AND**

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

**AND**

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Cosupervisor till the date of eligibility of promotion.

**OR**

- d. At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion.

##### (ii) For Promotion of the Incumbents

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

**AND**

- b. Should have satisfied any one of the below mentioned set of requirements.

Set. No.	Ph.D. Guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in SCI Journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to <8
3	-	16	3	4	8 to 10

## **1.2.6 Minimum Qualification Norms for Direct Recruitments / Promotions**

### **Senior Professor**

- a. Ph. D. degree in the relevant field

**AND**

- b. Minimum ten years of experience in the cadre of Professor

**AND**

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

**OR**

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

**OR**

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

**AND**

- d. At least one patent awarded

**OR**

- d. Development of one MOOC course applicable at national platform

### **Notes:**

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

## **1.2.7 Minimum Qualification Norms for Direct Recruitments / Promotions**

### **Principal / Director**

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.

- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

### **1.2.8 Minimum Qualification Norms for Direct Recruitments / Promotions**

#### **Assistant Librarian**

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

### **1.2.9 Minimum Qualification Norms for Direct Recruitments / Promotions**

#### **Assistant Director - Physical Education**

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.

### **1.3 TRAINING REQUIREMENTS FOR PROMOTIONS OF TEACHERS FROM ALL THE DISCIPLINES**

#### **1.3.1 For Assistant Professor (Senior Scale):**

Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTTR / PMMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance /Design Studio.

**OR**

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

**OR**

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

**AND**

Completed minimum two weeks of relevant Industrial Training / Professional Training.

**1.3.2 For Assistant Professor (Selection Grade):**

Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE /UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

**OR**

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

**OR**

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

**AND**

Completed minimum two weeks of relevant Industrial Training / Professional Training

**1.3.3 For Associate Professor:**

Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE /UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

**OR**

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

**OR**

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

**AND**

Completed minimum two weeks of relevant Industrial Training / Professional Training

**1.4 FEEDBACK FOR FACULTY MEMBERS (360° FEEDBACK)**

The faculty shall submit SELF APPRAISAL FORM and the respective HoD shall submit ACR for each academic year and 360 degree feedback calculation will be carried out from them.

#### **1.4.1 Calculation of 360°feedback Score**

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Academic Responsibility (*Maximum Point 40*)
- b. Research & Ill (*Maximum Point 20*)
- c. Student Feedback (*Maximum Point 20*)
- d. Department / Institutional Responsibilities (*Maximum Point 10*)
- e. HoD ACR (*Maximum Point 10*)
- f. Service to the Society (*Maximum Point 10*)

#### **1.5 ADDITIONAL REQUIREMENTS**

##### **1.5.1. Research Publications**

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- a. For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.
- b. In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- c. In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

##### **1.5.2 Equivalence for Ph.D.**

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

##### **1.5.3 Eligibility of direct Ph.D. after B.E./ B.Tech**

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of

registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

#### **1.5.4 Class / Division**

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

<b>Grade Point</b>	<b>Equivalent Percentage</b>
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

#### **1.5.5 Nomenclature of relevant degrees**

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

#### **1.5.6 Incumbent faculty Members with previous qualifications**

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications, which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13<sup>th</sup> March 2010 are to be considered as

eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

#### 1.6 APPOINTMENTS TO IMPORTANT FUNCTIONAL POSTS

The position of Head of Department, Deans, Chairman of Committees, representation in Management Committee, etc., if any, to be made by rotation on tenure basis following one person, one position principle. This gives to all the Senior Professors a sense of involvement and enhances their commitment to the institution.

#### 1.7 STAFF RECRUITMENT POLICY OF OUR COLLEGE

Applications are called through open advertisement and also by voluntary channel. However, temporary vacancies are filled by selection through walk in interviews and from voluntary applicants by constituting selection committee with HoD of the concerned department and one faculty member, for technical non-teaching staff. The other categories of non-teaching staff members will be selected by a selection committee comprising of the respective head of the section and a management representative.

##### 1.7.1 Cadre Structure for Non Teaching Staff in our College

S.No	Section	Designation
1	Administrative Staff	1. Administrative Officer
		2. Accounts Officer
		3. Assistant Librarian
		4. Senior Assistant
		5. Steno Typist
		6. Junior Assistant
		7. Assistant
		8. Data Entry Operator
		9. Photo Copier Operator
		10. Office Assistant/Attender
2	Technical Staff	1. Draughts Person
		2. Lab Assistant
		3. Lab Technician
3	General Services	1. Maintenance Engineering –CIVIL/ELECT.
		2. Works Supervisor
		3. Mechanic
		4. Electrician
		5. Plumber
		6. Drivers/Conductors
		7. Sweeper
		8. Sanitary Worker

### 1.7.2 Qualifications of Non-Teaching Staff

Designation	Qualification & Experience
Administrative Officer	A Graduate from any recognized University with minimum 10 years experience in a reputed administrative position, preferably with knowledge of working in an educational institution.
Accounts Officer	A Bachelors Degree with at least 5 years service in managing accounts in a reputed concern, preferably with CA qualification
Assistant Librarian	Masters degree in library science/information science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record, computerization of library.
Senior Assistant	A Bachelor's Degree with at least 5 years service in the lower category
Steno Typist	A Bachelor's Degree with a knowledge of (a) Typewriting English Higher Grade (b) Shorthand English Lower/Higher Grade and (c) Knowledge of MS Office
Junior Assistant cum Typist	A Bachelor's Degree with a knowledge of (a) Typewriting English Higher Grade (b) Knowledge of MS Office
Junior Assistant	A Bachelor's degree with a knowledge of MS Office
Data Entry Operator	Passed Higher Secondary with DCA/DTP Certificate
Roneo/Xerox M/C Operator/ Office Asst./Attender	10 <sup>th</sup> passed
Draughts Person	First class diploma in civil/mechanical engineering with 3 years of experience in an academic institution or industry
Lab Assistant (ENGG.)	First Class diploma in the branch concerned with 3 years experience in a recognized academic institution or industry
Lab Assistant (Science)	First class B.Sc. in the branch concerned with three years of experience in a recognized academic institution or industry
Lab Technician/Electrical/ Plumber	ITI certificate in relevant trade with 3 years of experience in an academic institution or industry
Maintenance Engineer/ Works Supervisor	Degree or Diploma for the respective branch with minimum of 7 years of experience in maintenance
Mechanic	Diploma with 3 years experience or ITI with 6 years of experience
Drivers	10 <sup>TH</sup> Passed with Heavy Vehicle License
Conductors	10 <sup>TH</sup> Passed with Conductor License

Note: In respective cases with more experience persons, relaxation in qualification may be given by the Management subject to the ratification by the Governing Council.



## **2.0 SERVICE CONDITIONS INCLUDING PROMOTION POLICY**

### **2.1 FACULTY APPOINTMENT**

- i) A person shall be deemed to have been appointed to the service when his recruitment is made to a post in accordance with these rules excluding staff appointed on contract or temporary/ad hoc basis.
- ii) Every appointee shall be certified by a medical authority for sound mental and physical health.
- iii) The pay of teaching staff shall be as per the norms of AICTE and fixed by selection committee.
- iv) The employees shall be paid salary either on consolidated or on time scale of pay as may be decided by the Selection Committee at the time of appointment and employees shall be bound by such arrangement during their service in the posts concerned.

**SAVING CLAUSE** : Nothing in these rules shall adversely affect the interests of any person who was appointed to the service of the College before the commencement of these rules, subject, however, to the condition that such person shall not be eligible hereafter for appointment to any other post in this college without possessing or acquiring such qualifications as are prescribed for that post.

- v) The seniority of an Employee in any Grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the salary received by individual. If it is same, date of joining in our College can be taken as the criteria. If the date of joining is same, date of birth can be taken as the criteria.
- vi) The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the seniority for them with reference to the rank fixed by the Selection Committee at the time of appointment, irrespective of date of joining.
- vii) All appointments in the academic services shall be made by open competition by an advertisement and selection, where all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad hoc appointments in specific cases or recruit by deputation.
- viii) There shall be a duly constituted Selection Committee in accordance with the norms fixed by the Government and the University.

- ix) Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with the Principal and a copy thereof shall be furnished to the employee concerned.

## **2.2 PROBATION**

- i) Initially the appointment of the selected candidate will be temporary, for a period of one year, during which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- ii) Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for a period of 1 year and the period of probation can be extended by Governing Body in case of non-satisfactory performance.
- iii) If any person or candidate is appointed on purely temporary basis in a vacancy, such candidates have no right to claim a permanent post. However, the candidates appointed temporarily may also apply for permanent post following the regular procedure adopted to the candidates of open competition.
- iv) If a person, having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date fixed for appointment on probation.
- v) Any candidate appointed on temporary/ad hoc basis, his/her services can be terminated without any notice and without assigning any reason.

## **2.3 INCREMENTS**

- i) Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.

- ii) In all case of Faculty Members, the increment is sanctioned based on the 360 degree Feedback. In case of **Non-Teaching** employee, the appraisal is made by the concerned HoD and Principal & Management.

## **2.4 PROMOTION POLICY**

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, based on merit, efficiency and the norms given in 1.2, besides the commitment of the staff to the cause of all-round development/improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

### **2.4.1 Career Advancement:**

The Career advancement is based on the norms stipulated in Section 1.2.

### **2.4.2 Performance Appraisal of Employees**

Annual Staff Performance Appraisal System is followed. The system consists of:

- ❖ Student Feedback
- ❖ Self Appraisal
- ❖ Appraisal by Head of Department
- ❖ Peer Committee Appraisal
- ❖ Appraisal by Principal & Management

### **2.4.3 Transparency**

The Principal and HoD will discuss results of the appraisal with each employee.

Sustained good performance will be a requirement for:

- ❖ Internal promotions
- ❖ Selection to HODs / Chairman of Committees
- ❖ Selection Grade promotions
- ❖ Eligibility for Study Leave and other benefits
- ❖ Awards

Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.

### **2.4.4 Automatic Advancement Scheme for Non-Teaching Staff**

An employee who completes 8 years of service and earns 8 annual increments in a particular cadre carrying a particular scale is eligible for next higher scale (even though the special grade post does not involve assumption of duties and responsibilities of greater importance), subject to the stipulations mentioned hereunder:

- i) That there are no adverse comments against him by his superiors

- ii) That he should not have gone on leave on loss of pay during the qualifying period, in which case the award of special grade gets postponed to the extent of duration of Leave on Loss of Pay.

## **2.5 RETIREMENT POLICY**

- i) An employee of the College shall be retired on Superannuation when he/she attaining the age of Superannuation of 60 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58) years for reasons of inefficiency, ill health and the like.
- ii) However, this rule does not apply to those who are appointed on contract basis for whom the Management will decide.

## **2.6 RESIGNATION POLICY**

- i) Any member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- ii) Any member of the Support Staff in permanent service shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.
- iii) Any members of the faculty who obtained higher qualification by undergoing part time / full time course in university / institute while working in this college is expected to continue his / her service at least for three years. If such faculty member desires to be relieved during the first three years after obtaining qualification as mentioned above, he / she shall give three months in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.

However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

## **2.7 POLICY OF TERMINATION OF SERVICES OF AN EMPLOYEE**

- i) The Services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- ii) The Management reserves the right to terminate the service of an Employee whether probationer or regular on medical grounds giving 1 month notice or in lieu thereof 1 month pay.
- iii) The Management may terminate an Employee whether temporary, probationer or permanent if he/she is involved in political activity, or in a criminal case or in indiscipline activity, proved by a competent Committee appointed for this purpose that the Employee has failed to do his duty leading to moral turpitude or negligence of duties.
- iv) A service file shall be maintained in respect of each employee of the College where all his/her service particulars shall be recorded under the signature of the Principal.
- v) In case of doubt or interpretation of a rule, as these rules are applicable to Sethu Institute of Technology the decision of the Chairman will be final.
- vi) Not withstanding said anything anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vii) The Management subject to the ratification of the Governing Council is the Authority for introducing, repealing or amending any service rule it deems necessary for day-to-day administration of the College.

## **2.8 CODE OF CONDUCT**

- (i) The following rules do not apply to Employees appointed on deputation, contract basis and for persons appointed temporarily for a specific period.
- (ii) An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.
- (iii) Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institute,

particularly in his relationship with the Principal, Staff, students and Visitors to the Institute.

- (iv) No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the institution.
- (v) No staff member of the institute shall, engage himself/herself in coaching privately, students for any remuneration.
- (vi) No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the Institute.
- (vii) No employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any news papers or other periodical publications.
- (viii) No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- (ix) No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring disrepute to the Institute nor shall he/she resort to media with his/her grievances.
- (x) An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/authority, court, or to the press for vindication of his grievances.
- (xi) The Governing Body in exercising the provisions of these rules, shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- (xii) No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances which were beyond his/her control before joining duty.
- (xiii) Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her Superior.
- (xiv) No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

- (xv) The following acts of commission/omission shall be treated as misconduct.
- Failure to exercise efficient supervision on the subordinate staff
  - Insubordination or disobedience to any lawful Order of his/her Superior Officer.
  - Gross negligence in teaching or any other duty assigned.
  - No outsider shall be allowed to get inside the premises of the College or to damage the College property.
  - Any act involving moral turpitude punishable under the provisions of the IPC
  - Intemperate habits affecting the efficiency of the teaching work.
  - Failure on the part of an Employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

## **2.9 DISCIPLINARY PROCEEDINGS (As detailed below)**

No order imposing any punishment on a Member shall be imposed except after:

- (i) The member will be informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- (ii) Such representation, if any, is taken into consideration by the Authority competent to impose penalty.

### **2.9.1 Disciplinary Punishments and Appeals:**

These rules shall apply to all Employees of the College.

The following penalties may, for sufficient reasons be imposed upon the Employees of the College namely;

- Censure
- Fine
- With-holding of increments / promotion.
- Reduction to a lower post or a lower stage in the time scale.
- Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders
- Suspension
- Compulsory Retirement.
- Removal from the College Service.

Authorities who impose penalties and the Appellate Authority is tabulated below

S.No	Penalties / Punishments	Authorities who impose Fine/Punishment		
		Teaching	Non Teaching	Appellate Authority for Teaching / Non Teaching
1	Censure	Principal	Principal	Principal
2	Fine	Principal	Principal	Principal
3	With Holding Increment	Chairman	Chairman	Governing Council
4	With Holding Promotion	Chairman	Chairman	Governing Council
5	Recovery from the pay of the whole or part of the pecuniary loss to the college	Principal	Principal	Chairman
6	Suspension	Chairman	Chairman	Governing Council
7	Dismissal	Chairman	Chairman	Governing Council

Where it is proposed to impose, on an employee, any of the penalties specified, he/she shall be given an opportunity for making any representation that he/she may desire to make, and such representations, if any, shall be taken into consideration before the order, imposing the penalty is passed.

No employee of the College shall be dismissed or removed or compulsorily retired or reduced in Rank except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him / her any such penalty, until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.

The enquiry under sub-rule (a) shall be made by a Board of Enquiry Constituted for the purpose. The Principal of the College shall constitute the Board.

Every Employee of the College shall be entitled to one appeal from an order imposing on him any of the penalties specified in Rule (b), to the Appellate authority

In case of appeal, the decision of Appellate authority is final.



### **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.

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

## **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.

<b>Revision No.</b>	<b>Date</b>	<b>Revision Details</b>
<b>0</b>	<b>04.08.2006</b>	<b>Consolidated HR Manual</b>
<b>1</b>	<b>07.02.2011</b>	<b>Revised AICTE Norms for Faculty Qualification updated</b>
<b>2</b>	<b>24.11.2016</b>	<b>Responsibilities of Deans included</b>
<b>3</b>	<b>07.01.2019</b>	<b>Leave Rules Modified</b>
<b>4</b>	<b>24.1.2020</b>	<b>Recruitment and Promotion Policy</b>
<b>5</b>	<b>22.1.2022</b>	<b>Resignation Policy</b>