

# SETHU INSTITUTE OF TECHNOLOGY

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

## HR Manual

(A Complete Human Resource Development Policy & Service Rules)



Prepared By

**Internal Quality Assurance Cell**

(Updated - January 2025)

# SETHU INSTITUTE OF TECHNOLOGY

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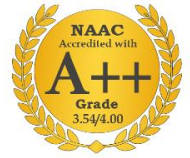
## HR Manual

(A Complete Human Resource Development Policy & Service Rules)



Approved By

**FOUNDER & CHAIRMAN**



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**HR Manual**  
**Chapter 1 - Introduction**

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# Chapter 1 - Introduction



## **HR Manual**

### **Chapter 1 - Introduction**

#### **1.1 Purpose of the HR Manual**

The purpose of this Human Resource (HR) Manual is to establish clear and consistent guidelines, policies, and procedures for the effective management of human resources at **Sethu Institute of Technology (SIT)**. It serves as a reference document for all employees, ensuring alignment with the institution's **Vision, Mission, Core Values**, and objectives.

This manual aims to:

- Facilitate an effective and transparent HR framework.
- Define roles, responsibilities, and processes to support academic and professional excellence.
- Foster a supportive, collaborative, and growth-oriented environment.
- Align human resources with the institute's strategic goals.
- Promote a productive, inclusive, and harmonious work culture.

#### **1.2 About the Institution**

Sethu Institute of Technology was established in the year **1995** under the aegis of **Sethu Educational Trust**. SIT is an **Autonomous Institution** committed in providing quality technical education and fostering research and innovation.

##### **NAAC Accreditation:**

- 2016: Accredited with 'A' Grade (3.1 out of 4.0 CGPA), reflecting the institution's commitment to quality education and management.
- 2023: Secured 'A++' Grade (3.54 out of 4.0 CGPA), signifying a remarkable improvement in the quality of academic and administrative processes.



## **HR Manual**

### **Chapter 1 - Introduction**

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#### **NBA Accreditation:**

- Many programs have been accredited by the National Board of Accreditation (NBA) from 2006 onwards, demonstrating its compliance with national quality standards in technical education.

#### **UGC Autonomy:**

- Autonomous Status: SIT was granted autonomy by the UGC in 2012, confirmed by Anna University in 2013, and has been extended periodically, allowing the institute to design a dynamic and industry-relevant curriculum.
- Awarded UGC Autonomous status in 2012, and renewed in 2018 and again in 2024 for a 10-year period, this autonomy allows SIT to design its curriculum, promoting innovative and globally competitive education.
- Accorded 2(f) and 12(B) status by UGC(2010,2014)

#### **Anna University Affiliation:**

- Permanent affiliation has been granted for prominent engineering programs

#### **DSIR Recognition:**

- SIT was recognized as a Scientific and Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India, in April 2016. This prestigious recognition allows the institute to foster an innovation-driven research environment and attract industry-sponsored projects.

SIT offers **many Undergraduate & Postgraduate** programs, along with recognized **Research Centers** in multiple disciplines. The institute's core focus areas include:

- **Academic Excellence**
- **Research and Innovation**
- **Community Development**
- **Industry-Academia Collaboration**





## **HR Manual**

### **Chapter 1 - Introduction**

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#### **1.3 Vision and Mission**

##### **Vision:**

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

##### **Mission:**

1. Provide quality technical education to meet industry needs and student aspirations.
2. Offer a holistic learning environment to nurture employability and entrepreneurship.
3. Strengthen linkages with industries for knowledge and technology transfer.
4. Foster research and development activities to address societal challenges.
5. Contribute to societal upliftment through education and technology.

#### **1.4 Core Values**

SIT upholds the following core values:

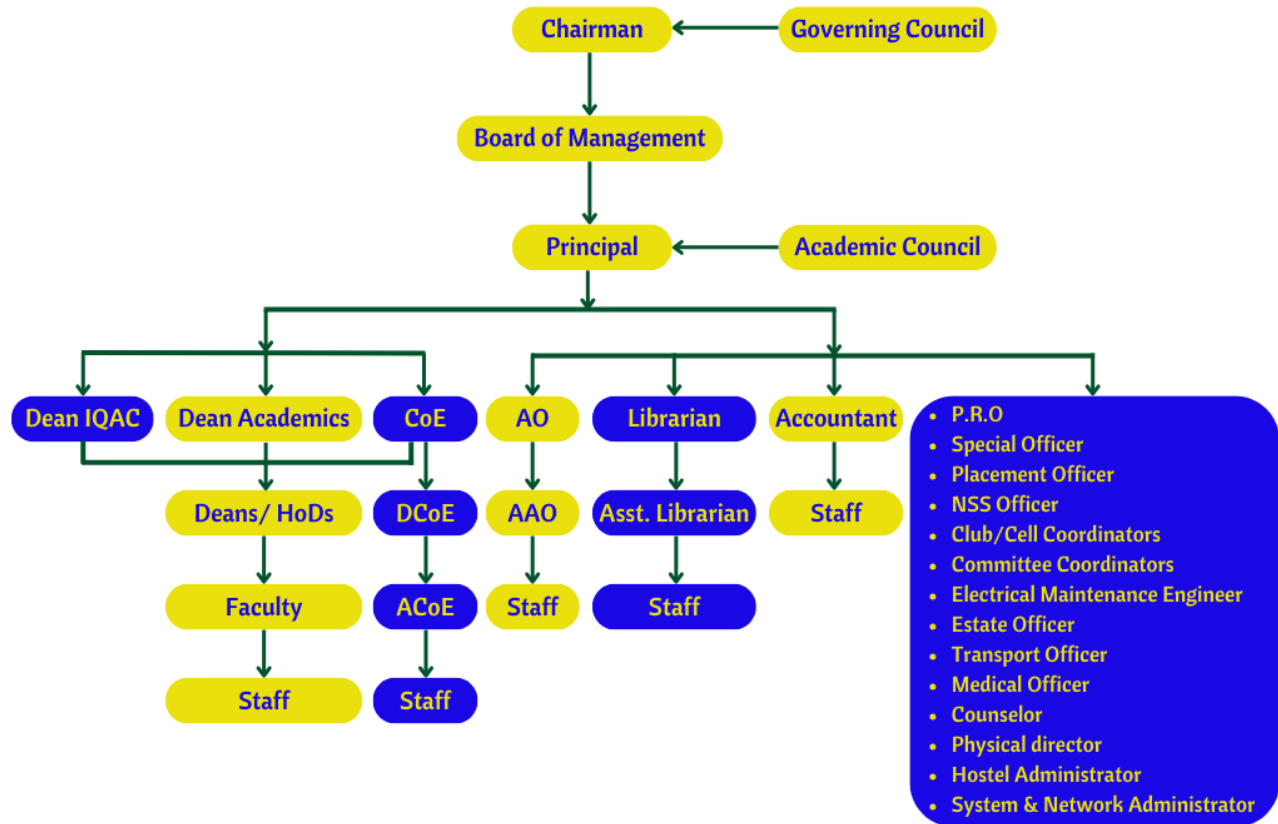
- **Quality:** Strive for the highest standards in education, research, and services.
- **Commitment:** Dedicated to continuous improvement and student success.
- **Innovation:** Promote creativity and forward-thinking solutions.
- **Teamwork:** Foster collaboration across departments and disciplines.
- **Courtesy:** Practice respect, integrity, and inclusivity.



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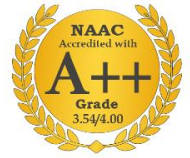
### Chapter 1 - Introduction

#### 1.5 Organogram:





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## **HR Manual**

### **Chapter 2 – Taxonomy of Employees**

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# **Chapter 2 – Taxonomy of Employees**



## HR Manual

### Chapter 2 – Taxonomy of Employees

#### 2.1 Definition of Employees

An **employee** at **Sethu Institute of Technology** refers to any individual who is appointed to perform teaching, research, administrative, technical, or supporting roles within the institution on a full-time or contractual basis. Employees contribute to the overall goals of the institution, aligned with SIT's **Mission** and **Core Values**.

#### 2.2 Classification of Employees

Employees at SIT are categorized based on their roles, responsibilities, and employment terms, as detailed below:

Employee Category	Definition	Designation
Teaching Faculty	Individuals engaged in teaching, research, curriculum development, and student mentorship.	Professors, Associate Professors & Assistant Professors
Other Academic Staff	Individuals engaged in library management & Sports activities	Librarians & Physical Education Director
Non-Teaching Staff	Administrative, clerical, and support staff assisting in day-to-day operations of the institution, managing laboratories, workshops, research tools, and equipment maintenance.	Office Assistants, Administration Officers, Accountants, Lab Technicians, System Analysts & Technical Assistants
Research Staff	Personnel engaged in funded research projects, innovation, and product development.	Research Fellows, Post-Doctoral Scholars, Research Assistants
Contractual Employees	Individuals appointed for a specific period or project-based tasks, subject to contractual terms.	Visiting Faculty, Project Assistants, Consultants & Adjunct Faculty
Supporting Staff	Staff performing essential supporting duties such as housekeeping, maintenance, and security.	Medical Officer, Counselor, Drivers, Maintenance Staff, Housekeepers & Security Personnel



## **HR Manual**

### **Chapter 2 – Taxonomy of Employees**

#### **2.3 Teaching Faculty Classification**

Teaching faculty are further classified into:

<b>Designation</b>	<b>Role and Responsibilities</b>
<b>Professor</b>	Senior faculty with leadership roles in academics, research, and mentoring junior faculty.
<b>Associate Professor</b>	Mid-level faculty contributing to teaching, research, and academic development.
<b>Assistant Professor</b>	Entry-level faculty responsible for teaching, research, and student mentoring.
<b>Visiting/Adjunct Faculty</b>	Experts or professionals appointed for short-term specialized teaching roles.

#### **2.4 Research Staff Classification**

Research staff supports the institution's **R&D initiatives** and work on projects funded by agencies like **DST, AICTE, MSME, DRDO, SERB, etc.:**

<b>Designation</b>	<b>Role and Responsibilities</b>
<b>Research Fellow</b>	Full-time scholars conducting research under funded projects or research grants.
<b>Post-Doctoral Researcher</b>	Experienced researchers working on advanced-level research projects.
<b>Project Assistant</b>	Personnel assisting in data collection, analysis, and project implementation.
<b>Research Consultant</b>	Experts providing advisory services for specialized research projects.



## **HR Manual**

### **Chapter 2 – Taxonomy of Employees**

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#### **2.5 Terms of Appointment**

##### **1. Full Time Employees:**

- Employees appointed on a long-term basis following a selection process approved by the Management.
- Eligibility for all institutional benefits, including PF, medical insurance, and leaves.

##### **2. Contractual Employees:**

- Appointed for a fixed period to complete specific assignments or funded projects.
- Renewals are based on performance and project requirements.

##### **3. Temporary/Project-Based Employees:**

- Hired for specific roles, primarily for funded research, workshops, or seasonal requirements.
- Tenure is defined by the duration of the project or event.



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## **HR Manual**

### **Chapter 3 - Recruitment, Appointment, Promotion & Increment**

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# **Chapter 3 - Recruitment, Appointment, Promotion & Increment**



## **HR Manual**

### **Chapter 3 - Recruitment, Appointment, Promotion & Increment**

#### **3.1 Recruitment Procedure:**

Whenever a need arises to satisfy the norms of the statutory bodies, such vacancies of the requirement have to be notified to the HR Department by the Heads of the Department/ Sections along with the Manpower Requisition Letter. The requisition letter will be scrutinized by comparing the forecasted workload for the forthcoming semester. After forecasting, if the requirement is justified, the final sign off will be given by Principal and the same will be considered by the JCEO, Director R&D, Director Admin, CEO and Chairman for further processing.

#### **Advertisement:**

IQAC Coordinate with the respective stakeholder for advertising in all leading Newspapers. 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 selection and a management representative.

#### **Scrutiny and Screening:**

IQAC scrutinize the applications and furnish a list of eligible candidates who may be called for interview. The Head of the Departments in consultation with the Deans finalize the interview schedule. Candidates who fulfill the eligibility criteria are sent interview intimation (e-mail/ phone) indicating the date and time of the interview.

#### **Selection Committee:**

A Selection Committee is constituted with HoDs/ Experts from the respective Domain, Deans, JCEO, Director R&D, Director Admin, CEO and Chairman for any recruitment.





## HR Manual

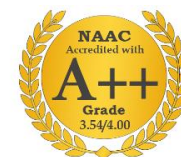
### Chapter 3 - Recruitment, Appointment, Promotion & Increment

#### Norms for Faculty Recruitment & Faculty appointment:

The following recruitment and promotion policies are framed based on UGC, AICTE & Anna University guidelines.

#### Recruitment & Promotion Policy for Engineering & Technology

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>Assistant Professor</b>	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	Experience not mandatory
<b>Associate Professor</b>	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching/ research / industry out of which at least 2 years shall be Post Ph.D. experience.
	<b>AND</b>	
	At least total 6 research publications in SCI/ SCIE/ UGC / AICTE approved list of journals	
<b>Professor</b>	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	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.
	<b>AND</b>	
	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	<b>OR</b>	
	At least 10 research publications at the level of Associate Professor in SCI/ SCIE/ UGC/ AICTE approved list of journals till the date of eligibility of promotion	
<b>Principal</b>	<ul style="list-style-type: none"> <li>❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering &amp; Technology.</li> <li>❖ At least two successful Ph.D. guided as supervisor/ Co-Supervisor and minimum 8 research publications in SCI/ SCIE/ UGC/ AICTE approved list of journals.</li> <li>❖ 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.</li> </ul>	



## HR Manual

### Chapter 3 - Recruitment, Appointment, Promotion & Increment

#### Recruitment & Promotion Policy for Humanities and Sciences

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>Assistant Professor</b>	<ul style="list-style-type: none"><li>At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.</li><li>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET.</li><li>Ph.D. Candidates shall be exempted from the requirement of SLET/NET</li></ul>	Experience not mandatory
<b>Associate Professor</b>	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject <b>AND</b> Minimum of seven publications in the peer-reviewed or UGC-listed Journals	8 years experience teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry
<b>Professor</b>	Ph.D. degree in the concerned/ allied/ relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals <b>OR</b> Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years experience	A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and/ or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate



## HR Manual

### Chapter 3 - Recruitment, Appointment, Promotion & Increment

#### Recruitment & Promotion Policy for Other Academic Staff

CADRE	QUALIFICATION & MINIMUM EXPERIENCE
<b>College Librarian</b>	Ph.D. degree in the relevant/allied and 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.
<b>Director of Physical Education</b>	A Masters degree level in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record.

#### Recruitment & Promotion Policy for Non- Teaching Staff

CADRE	QUALIFICATION & MINIMUM EXPERIENCE
<b>Administrative Officer</b>	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.
<b>Accounts Officer</b>	A Bachelors Degree with at least 5 years in managing accounts in a reputed concern, preferably with CA qualification
<b>Assistant Librarian</b>	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
<b>Maintenance Engineer / Supervisor</b>	Degree or Diploma for the respective branch with minimum of 7 years of experience in maintenance
<b>Lab Technician</b>	Diploma/Bachelor's Degree in the branch concerned
<b>Junior Assistant</b>	A Bachelor's degree with a knowledge of MS office



## HR Manual

### Chapter 3 - Recruitment, Appointment, Promotion & Increment

#### Recruitment & Promotion Policy for Supporting Staff

<b>Mechanic</b>	Diploma with 3 years experience or ITI with 6 years of experience
<b>Drivers</b>	10 <sup>th</sup> Passed with Heavy Vehicle License
<b>Conductors</b>	10 <sup>th</sup> Passed with Conductor License
<b>Electrician/ Plumber</b>	ITI certificate in relevant trade with 3 years of experience in an academic institution or industry

#### Verification of Certificates and Letters of Reference:

Verification of certificates is done after the interview process. Similarly letters of reference certifying the conduct and character of the candidate are also verified as to the authenticity of the facts submitted.

#### Interview Process:

The performance of the candidate are assessed based on various criteria like,

- Personality
- Communication Skills
- Subject Knowledge
- Teaching
- Research

#### Offer of Appointment:

HR Interview is conducted by JCEO, Director R&D, Director Admin, CEO and Chairman. Depending upon the requirement and also on the merit of the candidate, candidates are short-listed and are informed about the selection & the terms and conditions of employment.



## **HR Manual**

### **Chapter 3 - Recruitment, Appointment, Promotion & Increment**

#### **Acceptance:**

A candidate who has been selected for appointment has to give his/ her acceptance by informing the possible date of joining. He/ She has to report for duty on the date mentioned during HR Interview. In case he/ she is not able to report for duty on the prescribed date, he/ she has to inform the Respective Dean/ Head of the Department in writing prior to the said Date of Joining.

#### **Failure to Report for Duty:**

If any candidate fails to report within a particular time frame fixed by the committee, then the next candidate in the order to meet will be considered for appointment.

#### **3.2 Procedure to be followed:**

Every Employee while joining shall:

- 1) Submit the following to the IQAC Office
  - i. Joining Report
  - ii. All Original Degree Certificates, Mark Statements, Experience Certificates, Aadhar Card, PAN Card for verification along with the photocopy of the same
  - iii. Two Recent Passport size Photographs (for his/her personal file)
  - iv. Application for ID card & Internet Access Request Form
  - v. Relieving order from previous employer
  - vi. Medical Fitness Certificate from Authorized Medical Practitioner
- 2) Take Charge of all Materials, files etc., from his/her Heads and report the fact to the IQAC Cell.



## **HR Manual**

### **Chapter 3 - Recruitment, Appointment, Promotion & Increment**

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- 3) New joinee should undergo an induction programme organized by the Dean Academics Section.

#### **3.3 Probationary Period:**

The probationary period of a newly appointed candidate is normally one year.

#### **3.4 Seniority:**

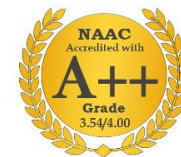
Seniority is fixed as per the date of entry to service respective cadre at our Institution.

#### **3.5. Promotion & Increment Policy:**

Promotion to higher level of service & Increment shall be made subject to the eligibility of the faculty, based on the merit and faculty appraisal.

#### **3.6 Faculty Performance Appraisal:**

- Annual Faculty Performance Appraisal system consists of the following assessment parameters for various positions. All the Appraisal parameters are framed based on the AICTE 360 degree faculty assessment guidelines.
- Transparent evaluation system is assured through external audit, IQAC team and Faculty Performance Appraisal Committee.
  - External Auditor & IQAC Team will do the macro level assessment.
  - Faculty Performance Appraisal Committee will assess the individuals and give the valuable suggestions for improvement based on the result of the micro level assessment.
- A CRM portal is available to facilitate the faculty to review the details.
- Appraisal Score, Feedback and suggestions for improvement are made available in the individual's portal



## HR Manual

### Chapter 3 - Recruitment, Appointment, Promotion & Increment

#### Assessment Dimensions for Deans/HoDs

S.No	Factors
1	Teaching Learning and Evaluation Process
2	Student Feedback
3	Feedback by the Faculty
4	Research and Innovation
5	Evaluation by the Principal & Auditor
6	Institute Activity
7	Observation of Appraisal Committee

#### Assessment Dimensions for Faculty

S.No	Factors
1	Teaching Learning and Evaluation Process
2	Student Feedback
3	Feedback by the HoD
4	Research and Innovation
5	Departmental Activities
6	Institute Activity
7	Appraisal Committee Marks

### 3.7 Promotion & Increment Policy based on the Faculty Appraisal Score:

#### Criteria for Promotion & Increment

S.No	Based on the range of score the following recommendations will be followed
1	Recommended for Double Increment and Promotion for eligible candidates
2	Recommended for Regular Increment and Promotion for eligible candidates
3	Recommended to improve the performance based on the suggestions



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## **HR Manual**

### **Chapter 4 – Service Rules**

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# **Chapter 4 – Service Rules**





## **HR Manual**

### **Chapter 4 – Service Rules**

#### **4.1 Conditions of Service:**

- The College shall maintain the quality of the Institution as per the requirements of Anna University, AICTE, NBA, NAAC, NIRF etc. And the Employee should involve in all types of activities like Academics, Research, Industry Institute Interaction, Social Development activities, Admission activities etc. to maintain the quality of the Institution.
- The College shall take all efforts to admit the students to full strength and the Employee should strive hard and take efforts sincerely to admit the students.
- The Employee shall perform his/her duties honestly and diligently as may be specified by the Chairman/ CEO/ Director-Administration/ Director-R&D/ JCEO/ Principal/ Dean/ HoD and shall impart such lessons and instructions inside and outside the college premises.
- Performance of the Employee will be evaluated annually. Based on the evaluation report, the pay may be revised as per norms.
- If any employee resigns from the employment, the employee concerned shall give a minimum of 3 months advance notice about his/her intention to leave the employment to the Principal through their immediate reporting authorities in writing. It is subject to the condition that the faculty will be relieved from the duty only at the end of the Academic Year.
- The Employee have to work in this institution for a minimum period of five years from the date of joining.
- The Employee have to follow the rules and regulations prescribed by the management from time to time.



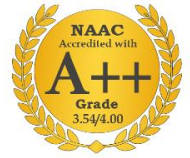
## **HR Manual**

### **Chapter 4 – Service Rules**

- During the period of service with SETHU INSTITUTE OF TECHNOLOGY, the Employee shall not apply for any appointment under any other authority without receiving the No Objection Certificate (NOC) from the HoD/ Dean/ Principal/ JCEO/ Director-R&D/ Director Administration/ CEO/ Chairman.
- The Employee shall be terminated from employment for any misconduct/ incapable/ indiscipline activities.
- During the continuance of his/ her agreement the Employee shall not be permitted to carry on any other trade or profession nor shall be directly or indirectly interested in any other College or Educational Institutions.
- The Employee hereby undertakes not to reveal or disclose any material used in the college or any activity carried out in the college to other colleges or Educational Institutions or to any other persons in any form.

#### **4.2 Working Hours:**

- All Employees shall be at work in SIT at the time fixed and notified. SIT normally functions from Monday to Friday. The usual class timings are 9.15 a.m to 4.15 p.m. All Employees should present at 9.15 a.m and can leave at 4.15 p.m. Lunch-break of one hour can be availed.
- An Employee shall not leave the work place earlier than the prescribed working hours. If, for any unavoidable reason, one has to leave the work place earlier, prior permission shall be obtained from the respective Deans / Head of the Departments. Signed gate pass has to be submitted at each gates.



## **HR Manual**

### **Chapter 4 – Service Rules**

#### **4.3 Attendance:**

- Biometric Attendance System is provided to all categories of Employees for recording attendance.
- Any Employee who fails to register his/ her attendance in the manner specified herein shall be liable to be treated as absent for half a day unless he/she gives to the satisfaction of the Authority appointed for the purpose the reasons for his failure to do so.
- If Employees found absent during working hours from his/ her appointed place of work without permission or without sufficient reason, shall be liable to be treated as absent for the period of such absence.
- In order to maintain discipline and promptness in attending the work, all the Employees are requested to co-operate with SIT by following the rules in full spirit and dedication.

#### **4.4 Leave Rules**

- These leave rules are applicable to all the employees of SIT.
- For Teaching faculty and lab technicians, HoD, Dean and Principal shall be the leave sanctioning authority.
- For all other staff members of departments such as Administrative office, Accounts section, Exam cell, SNA, Estate Office, Transport section and others, Head of the respective section and Principal shall be the leave sanctioning authority.
- All types of leave can be availed from 1<sup>st</sup> January to 31<sup>st</sup> December of the year.
- All types of leave are to be availed with prior sanction only.
- Leave is only a privilege extended and cannot be claimed as a matter of right.



## **HR Manual**

### **Chapter 4 – Service Rules**

- An employee who desires to obtain leave of absence shall apply through online CRM portal along with the required details and submit the application before 9.30 a.m. on the date of leave.
- The leave sanctioning authorities (HoD, Dean & Principal) approve the leave applications before 11.00a.m. on the date of leave. The decision on the request shall be recorded and communicated to the employee concerned.
- Grant of leave is not a matter of routine. Grant of leave is subjected to needs of service. It may be shortened/ refused/ withheld/ postponed, if the leave sanctioning authority needs the employee to complete any important official work in the interest of college.
- In case of any doubt or ambiguity the clarification, decision given by the leave sanctioning authorities is FINAL and there can be no further appeal in the matter.
- The faculty is to entrust their teaching load or other assignment to his/ her colleagues before applying for leave and such alternative arrangements made by them should be indicated while applying for the leave on CRM portal duly approved by the recommending authority.
- The eligibility of the leave shall be in accordance with the following SIT Leave rules.

#### **4.5 Types of Leaves**

- Casual leave (CL)
- Compensation Casual Leave (CCL)
- Leave On Duty (OD)
- Leave On Other Duty (OOD)
- Exam OD (EOD)
- Medical Leave (ML)



## **HR Manual**

### **Chapter 4 – Service Rules**

- Maternity Leave (MAL)
- Vacation Leave (VL)
- Study Leave (SL)
- Permission

#### **4.5.1 Casual leave (CL)**

- An Employee is entitled to avail 12 days of Casual Leave in a calendar year.
- It cannot be accrued for more than 12 days and has to be availed on or before 31<sup>st</sup> of December of every year. Un-availed CL will be lapsed and cannot be carried over.
- Minimum half day and maximum of 3 days CL can be availed on the CRM portal at a time.
- CL cannot be combined with any other type of leave.
- Seeking sanction after availing leave (without prior approval in the portal) shall be summarily rejected and the period of leave will be treated as “Leave on Loss of Pay (LLP)”.
- The number of available CL will be accumulated upon the completion of each month of service from the date of joining for the employees in probationary period.
- The employees in the probationary period shall normally avail one day from the accumulated CLs in a month. However, the Principal can use his discretionary power to sanction leave depending on the circumstance.
- For Part-time faculty, CL shall be proportionate to their working days.
- JRF/ SRF/ TA can avail 12 days leave as CL (30 days for JRF/ SRF under CSIR fellowship – as stipulated by CSIR norms).



## **HR Manual**

### **Chapter 4 – Service Rules**

#### **4.5.2 Compensation Casual Leave (CCL)**

- Any employee of SIT, who works on non-working days and notified holidays under the instruction from Principal, Deans, HoDs and Section Heads are eligible for a day's compensatory off/Leave.
- CCL shall be claimed for the extra working hours under the instruction from Principal, Deans, HoDs and Section Heads for official work.
- 6 cumulative extra working hours can be calculated as 1 day CCL. However, it is restricted to maximum of 12 CCL in a year.
- Claim of CCL shall be applied through CRM portal. Un-availed CCL will be lapsed and cannot be carried over.

#### **4.5.3 Leave On Duty (OD)**

- Faculty members are permitted to avail the On Duty for a period of 15 days to academic/ research/ self-development related works.
- OD can be applied in the CRM portal for the following activities:  
Attending conference/ workshop/ FDP/ STTP/ Seminar/ Symposium/ Project Contest/ Exhibitions/ Invited as Chief Guest/ Key note Speaker/ Doctoral Committee meetings/ Resource Person/ awardee/ PhD. work.
- OD shall be applied along with the pre-required documents listed in the CRM portal. OD will be sanctioned after verifying the submitted documents.
- In any case, OD will be approved once all the post-required documents are submitted within 3 working days after the completion of OD.
- If any discrepancy on the submitted documents will be raised by IQAC, it should be clarified within 2 working days. If not, the period of OD will be treated as LLP.



## **HR Manual**

### **Chapter 4 – Service Rules**

#### **4.5.4 Leave On Other Duty (OOD)**

- Leave on Other Duty directly related to Institute/ Funded project/ Consultancy which are instructed by the Management/ Principal/ Deans/ HoDs/ Section Heads can be availed through CRM portal.
- OOD shall be applied along with the pre-required documents if any, listed in the CRM portal. OOD will be sanctioned after verifying the submitted documents.
- In any case, OOD will be approved, once all the post-required documents are submitted within 3 working days after the completion of OOD.
- If any discrepancy on the submitted documents, respective query will be raised by IQAC, it should be clarified within 2 working days. If not, the period of OOD will be treated as LLP.

#### **4.5.5 Exam OD (EOD)**

- The staff members are permitted to attend the end semester practical examination/ invigilation duty/ work in other colleges/ central valuation work 'Exam On Duty' leave upto a maximum of 15 days can be availed without detrimental to the class work.
- Faculty members can attend the examination work of other Universities by availing eligible leave. In all the cases prior permission must be obtained from CoE and the Principal.

#### **4.5.6 Medical Leave (ML)**

- Faculty members who have completed probation period are eligible for medical leave of 6 days per year.
- Un-availed Medical Leaves are accumulated every year.



## **HR Manual**

### **Chapter 4 – Service Rules**

- 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/herself 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.

#### **4.5.7 Maternity Leave (MAL)**

- Maternity leave may be granted to a married woman employee who has completed two years of service in SIT. She can avail a maximum period of 90 days of leave, out of which 60 days will be with salary.
- For the employee who have completed one year of service in SIT 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.
- In all other cases it will be without salary.
- The service will be counted.
- This facility is only for first two children.

#### **4.5.8 Vacation Leave (VL)**

- Vacation leave will be declared at the end of both odd and even semesters. Staff members can avail the VL without detrimental to academic/ administration/ accreditation work.





## **HR Manual**

### **Chapter 4 – Service Rules**

#### **4.5.9 Study Leave (SL)**

- A faculty member who has put in at least 2 (Two) years of regular service in SIT will be eligible for 'Study Leave'.
- A faculty member shall avail a maximum of 15 days study leave to attend the course work, purely under the discretion of the Principal.
- The Principal can use his discretionary power to sanction more than 15 days study leave with the approval of the management for the special degree courses such as AICTE-PG Diploma Degree Courses provided that the faculty will be beneficial to the college.
- For Doctoral programmes, the study leave shall be granted on 'Loss of Pay' for 3 (Three) years.
- Study leave will be counted towards continuity of service. Total number of faculty on study leave at a time from a department shall be restricted to a maximum of 2 (Two).
- If there are more applicants, they may be granted leave on the basis of seniority. However, if the management is of the view that sanctioning leave to a junior will better serve the interest of the college, the management will have the discretion to do so.
- Extension of study leave, will normally be not granted. The individual on completion of study leave should rejoin the institute immediately on the expiry of study leave, unless the management permits him/ her to extend the leave for want of vacancy or for other reasons.
- In such a case the individual will retain his/ her lean and seniority until he/ she rejoins on the expiry of his/ her extended leave or rejoins duty cutting short the extended leave under the directions of the Principal.



## **HR Manual**

### **Chapter 4 – Service Rules**

- To avail this concession, one has to execute an assurance to serve our Institution for a specified period after completion of the degree.

#### **4.5.10 Permission**

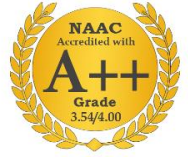
- Two permissions of 1 hour either in the first hour or in the last hour of the day in a calendar month can be granted in case of emergencies. More than 2 permissions will be counted as half a day casual leave.
- Normally permission for coming late is granted only for 60 minutes. The request for permission for late coming should be submitted to the Principal/ Deans/ respective Section Heads through online CRM web portal prior to 09.45 a.m. on the date of permission.
  - Morning – 09.15 a.m. to 10.15 a.m.
  - Evening – 03.15 p.m. to 04.15 p.m.
- The permission shall not be granted as a matter of routine.

#### **4.5.11 Resignation**

- If any employee resigns from the employment, the employee concerned shall give a minimum of 3 months advance notice about his/her intention to leave the employment to the Principal through their immediate reporting authorities in writing. It is subject to the condition that the faculty will be relieved from the duty only at the end of the Academic Year iff he/she clears the No due procedures.
- The Employee shall work in this institution for a minimum period of five years from the date of joining.



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## **HR Manual**

### **Chapter 5 - Conduct Rules**

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# **Chapter 5 - Conduct Rules**



## **HR Manual**

### **Chapter 5 - Conduct Rules**

#### **5.1 Purpose**

The **Conduct Rules** at Sethu Institute of Technology serve as a framework for maintaining high standards of professionalism, integrity, and ethical behavior among all employees. These rules are designed to foster a harmonious, inclusive, and productive work environment that aligns with the institution's research policies.

Employees are expected to:

- Demonstrate professional excellence and accountability.
- Adhere to ethical standards in their teaching, research, and administrative duties.
- Promote a culture of mutual respect, collaboration, and inclusivity.

#### **5.2 General Code of Conduct**

- **Adherence to Institutional Policies**
  - All employees must comply with institutional policies, rules, and regulations.
  - Employees must remain updated with changes in policies communicated by the administration.
- **Integrity and Ethical Standards**
  - Employees must maintain the highest standards of honesty, integrity, and transparency in all professional dealings.
  - Misrepresentation, falsification of information, or breach of trust will lead to disciplinary action.
- **Confidentiality**
  - Employees shall protect confidential information pertaining to the institution, students, faculty, research, and other stakeholders.
  - Disclosure of sensitive information without authorization is strictly prohibited.



## **HR Manual**

### **Chapter 5 - Conduct Rules**

- **Conflict of Interest**
  - Employees must avoid situations that create conflicts between personal interests and institutional responsibilities.
  - Any conflict of interest must be promptly reported to the relevant authority.
- **Respectful and Inclusive Conduct**
  - All employees shall treat colleagues, students, and other stakeholders with dignity, respect, and courtesy.
  - Discrimination, harassment, or bullying of any kind –based on gender, race, religion, caste, disability, or socioeconomic status – is strictly prohibited.
- **Professionalism and Accountability**
  - Employees must discharge their duties efficiently, diligently, and with a focus on excellence.
  - Timely completion of assigned responsibilities is expected.

#### **5.3 Teaching Staff Conduct**

- **Commitment to Teaching and Learning**
  - Faculty must ensure effective teaching, student mentoring, and continuous improvement in pedagogy.
  - Teaching must align with Outcome-Based Education (OBE) and curriculum objectives.
- **Research and Innovation**
  - Faculty must actively engage in research, secure funded projects, and contribute to scholarly publications.
  - Plagiarism or unethical research practices are strictly prohibited.



## **HR Manual**

### **Chapter 5 - Conduct Rules**

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- **Mentorship**
  - Faculty members shall guide students professionally, academically, and ethically.
  - Equal attention and opportunities must be provided to all students.
- **Use of Resources**
  - Institutional resources such as laboratories, libraries, and digital platforms shall be used efficiently and solely for institutional purposes.
  - Misuse or unauthorized use of resources will be dealt with strictly.

#### **5.4 Non-Teaching Staff Conduct**

- **Administrative Accountability**
  - Non-teaching staff shall perform their duties with accuracy, efficiency, and punctuality.
  - Supporting the teaching and research environment through timely service is mandatory.
- **Resource Management**
  - Ensure the efficient use of institutional resources, avoiding wastage and unauthorized use.
- **Communication Standards**
  - Maintain professional, respectful, and clear communication with students, faculty, and peers.
- **Professional Development**
  - Non-teaching staff are encouraged to participate in training programs to enhance skills and contribute effectively to institutional growth.



## **HR Manual**

### **Chapter 5 - Conduct Rules**

#### **5.5 Research Conduct**

- **Academic Integrity**
  - All researchers must adhere to ethical practices in research, ensuring originality, accuracy, and reliability of data.
  - Plagiarism, data fabrication, or falsification is strictly prohibited and will result in disciplinary action.
- **Collaborative Research**
  - Employees involved in collaborative research must adhere to agreements, sharing credit fairly while ensuring transparency.
- **Patents and Innovations**
  - Faculty and staff must ensure that innovations and patents are registered in compliance with institutional Intellectual Property Rights (IPR) policies.
- **Research Funding**
  - Proper utilization and documentation of funds for research projects are mandatory.

#### **5.6 Use of Institutional Property**

- **Responsible Use**
  - Employees must ensure the safe and responsible use of institutional assets, including physical infrastructure, IT systems, and intellectual resources.
- **IT and Data Security**
  - Unauthorized access, sharing, or misuse of institutional data or IT systems is prohibited.
  - Employees must follow cybersecurity protocols to prevent data breaches or misuse.



## **HR Manual**

### **Chapter 5 - Conduct Rules**

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- **Resource Conservation**

- Employees shall adopt sustainable practices, including energy, water, and paper conservation.

#### **5.7 Workplace Behavior**

- **Dress Code**

- Employees are expected to dress in a professional and presentable manner while on campus.

- **Prohibition of Substance Abuse**

- Consumption or possession of alcohol, tobacco, or illegal substances on campus is strictly prohibited.

- **Safe and Healthy Environment**

- Employees must contribute to maintaining a clean, safe, and hazard-free work environment.

#### **5.8 Grievance Redressal**

- Employees may file grievances related to working conditions, harassment, or disputes through the **Grievance Redressal Committee**.
- The institution shall investigate grievances promptly and maintain confidentiality during the process.

#### **5.9 Internal Compliance Committee:**

- Internal Complaints Committee is constituted to provide healthy and safe work environment among students and employees. This Committee functions as per the guidelines of the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC Regulations on Anti Sexual Harassment (2015).





## **HR Manual**

### **Chapter 5 - Conduct Rules**

- It advocates the empowerment of women and has zero tolerance for any kind of sexual harassment.
- If any staff or students faces any type of discomfort they can directly approach the committee. Sexual harassment is a violation of an individuals' right to work and live with dignity.
- The College will respect the confidentiality and privacy of individuals reporting and the accused of sexual harassment to the extent possible.

#### **5.10 Disciplinary Action**

- **Breach of Conduct Rules**
  - Any violation of the Conduct Rules will result in disciplinary action, which may include:
    1. Warning or reprimand.
    2. Suspension or termination, depending on the severity of the breach.
- **Inquiry Process**
  - An Internal Disciplinary Committee will investigate reported breaches, providing fair opportunities for explanation.
  - The Committee's findings will determine the appropriate disciplinary measures.

#### **5.11 Compliance and Amendments**

- All employees must comply with the Conduct Rules outlined in this manual.
- SIT reserves the right to amend or modify the rules periodically to align with evolving institutional needs and statutory requirements.



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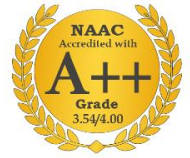


## **HR Manual**

### **Chapter 6 - Employee Welfare**

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# **Chapter 6 - Employee Welfare**



## **HR Manual**

### **Chapter 6 - Employee Welfare**

#### **6.1 Purpose**

Sethu Institute of Technology is committed to the well-being, professional development, and financial security of its employees. This chapter outlines the benefits extended to all categories of employees, ensuring a **supportive, rewarding, and growth-oriented work environment**.

These benefits are designed to:

- Attract and retain top talent.
- Promote work-life balance and overall well-being.
- Foster continuous professional growth.

#### **6.2 Financial Benefits**

- **Salary and Annual Increments**
  - Competitive salaries aligned with government norms.
  - Annual increments based on **performance appraisal** outcomes.
- **Provident Fund (PF)**
  - Contribution to the Employees' Provident Fund (EPF) as per statutory regulations.
  - Both employee and employer contributions are made monthly.
- **Medical Insurance**
  - Mediclaim Policy coverage for employees and dependents.
  - Covers hospitalization, critical illnesses, and medical emergencies.

#### **6.3 Professional Development Benefits**

- **Faculty Development Programs (FDPs)**
  - Funding for participation in national and international FDPs, conferences, and workshops.
  - Provision for study leave with financial support for higher studies (Ph.D., Post-Doctoral research).



## **HR Manual**

### **Chapter 6 - Employee Welfare**

- **Research Incentives**
  - Financial incentives for SCOPUS/Web of Science-indexed publications and patents.
- **Funded Projects**
  - Assistance for faculty in applying for funded research grants (DST, DRDO, AICTE, MSME).
  - Overhead incentives for principal investigators handling major projects.
- **Higher Education Support**
  - Encouragement and partial funding for pursuing higher education and certifications in specialized areas.
- **Memberships in Professional Bodies**
  - Financial support of membership fees for recognized professional organizations.

#### **6.4 Health and Well-being Benefits**

- **Medical Facilities**
  - Access to on-campus first aid and health check-up facilities.
  - Tie-ups with nearby hospitals for medical emergencies and discounted treatments.
  - Mediclaim Policy coverage for employees and dependents.
- **Mental Health and Counseling Services**
  - Availability of professional counselors to address stress management, mental health, and personal well-being.
  - Dedicated workshops on wellness and work-life balance.
- **Maternity Leave**
  - Maternity Leave: 3 months for female employees.



## **HR Manual**

### **Chapter 6 - Employee Welfare**

- **Fitness and Recreation**
  - Access to on-campus gymnasium, sports complex, and recreational facilities.
  - Promotion of wellness activities like yoga sessions and fitness challenges.

#### **6.5 Work-Life Balance Benefits**

- **Leave Benefits**

Type of Leave	Details
Casual Leave (CL)	12 days annually for all employees.
Medical Leave (ML)	6 days annually for medical emergencies, supported by valid certificates.
Maternity Leave	3 months for female employees.
Special Leave	Granted for attending conferences, FDPs, or research engagements.

- **Flexible Work Hours**
  - Provision for flexible working hours for employees engaged in research or special projects.
- **Holiday Policy**
  - Observance of national holidays, institutional holidays, and special vacation days.
- **On-Campus Amenities**
  - Facilities like Day care center for babies, Post Office, cafeteria, Mobile ATMs, and convenience stores within the campus.

#### **6.6 Housing and Transport Benefits**

- **Residential Facilities**
  - Provision of on-campus free hostel accommodation for faculty and staff.
- **Transport Facilities**
  - Free Transport services for employees residing in designated locations.



## **HR Manual**

### **Chapter 6 - Employee Welfare**

#### **6.7 Recognition and Rewards**

- **Employee Awards**
  - Annual awards recognizing outstanding contributions:
    - **Best Faculty Award** for exceptional contributions.
    - **Best Researcher Award** for significant research contributions.
    - **Best Administrative Staff Award** for excellent operational support.
- **Performance Bonuses**
  - Financial rewards for achieving key performance indicators (KPIs).
- **Service Recognition**
  - Special recognition and mementos for employees completing 10, 20, and 25 years of service.

#### **6.8 Educational Benefits**

- **Children's Education Assistance**
  - Tuition fee Concession for employees' children studying at SIT

#### **6.9 Special Benefits for Research and Innovation**

- **Startup and Innovation Support**
  - Employees involved in entrepreneurial ventures under the Sethu Research Innovation Centre (SRIC) & Sethu Incubation Centre (SIC) will receive incubation support.
  - Access to seed funding, mentoring, and industry tie-ups for innovative projects.
- **Consultancy Projects**
  - Faculty and staff involved in consultancy projects receive a share of consultancy revenue as per institutional norms.