



**SYED AMMAL ENGINEERING COLLEGE**



NBA Accredited UG Courses: CSE, EEE & MECH

An ISO 9001:2015 certified Institution

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# Human Resources Policy Handbook Ver. 2 (2020-21)

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## **Vision**

To be an Institute of eminence and to evolve disciplined and globally competent engineers and technocrats.

## **Mission**

- Generating an enabling environment for academic excellence through quality work.
- Moulding rural students into professionally competent and intellectually proficient employable force through curricular, co-curricular and extracurricular activities.
- Creating globally talented human resources with ethical outlook and moral values, for the larger benefits of the society.

# QUALITY POLICY

**SYED AMMAL ENGINEERING COLLEGE IS COMMITTED TO ATTAIN  
ACADEMIC EXCELLENCE BY PRODUCING DISCIPLINED AND  
QUALITATIVE ENGINEERS EMPHASIZING HARD WORK**

## QUALITY OBJECTIVES

**At Syed Ammal Engineering College, We strive to attain the quality policy by**

- Increasing overall pass percentage and first class degree holders.
- Increasing paper presentations, seminars, guest lectures, faculty development programmes, in-plant trainings and industrial visits.
- Involving Research and Development activities leading to sponsored research projects from reputed funding agencies.
- Imparting soft skills to improve students' competency for employment.
- Striving to become an institution of excellence within next five years.



## **1.1 HUMAN RESOURCE PLANNING**

The purpose of this procedure is to recruit faculty members keeping in view of the adequate faculty members/students ratio (1:15) for effective functioning of the institution and to explain the methodology to identify the training needs and to provide internal and external orientation/training for the faculty members of Syed Ammal Engineering College.

- 1.1.1 The Correspondent and the Principal are responsible for the recruitment of faculty members as per requirement.
- 1.1.2 The Principal and the respective HODs are responsible for identifying training needs of faculty members.
- 1.1.3 At the end of each academic year/semester, the Principal reviews the requirement of the faculty members in each department by directing the HODs of each department to assess the faculty members' requirement.
- 1.1.4 Based on direction by the Principal, at the end of the academic year/semester, the HOD collects the details regarding the faculty members who are going to continue or going to leave in the next academic year/semester.
- 1.1.5 After collecting those details, with the help of senior faculty member in the Department, the Head of the Department consolidates the workload for theory, practical, administrative work, external programmes and estimates the manpower requirement and forwards it to the Principal.
- 1.1.6 After collecting the details from HODs, the Principal finalizes the total faculty member requirement for each department and submits the same to the Correspondent, at least three months in advance before the start of the next academic year/semester for his approval.
- 1.1.7 In general, Professors shall be appointed as the Head of the Department in each department. If more number of professors is available in each department, a professor with maximum years of teaching experience shall be appointed as the Head of the Department.

- The minimum contact hours per week for each category shall be maintained as follows:
  - Professor - 14 hours
  - Associate Professor - 14 hours
  - Assistant Professor - 16 hours

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of faculty member.

## **1.2 SELECTION PROCESS**

1.2.1 After getting approval from the Correspondent, the Principal instruct the Administrative Officer to design the format for the advertisement in leading daily newspapers. Advertisements should have the details regarding job profiles, required educational qualification and experience with salary norms, to be published in the leading newspapers.

1.2.2 On receipt of applications for various posts called for, the same are collected at office and after making necessary inward entries in the register and the same are forwarded to the Principal.

1.2.3 Principal screens the applications which are sent by aspirants for the current advertisement as well as unsolicited applications available in the college office with the help of respective HODs. The screened applications are submitted to the Correspondent for necessary approval.

1.2.4 Depending upon the necessity or need of an hour, Walk in Interviews shall be conducted for appointing faculty member in adhoc basis.

1.2.5 The Correspondent shall form the selection committee comprising the following members:

1. Correspondent
2. Principal
3. HOD
4. Technical Experts (Internal/External if necessary)

1.2.6 The Selection process consists of the following two procedures:

1. Teaching about the topic given to the candidate
2. Technical Interview

### 3. Personal Interview

- 1.2.7 Based on the approval of the Correspondent, the principal sends preliminary interview call letters to the shortlisted candidates, mentioning the date, the topic to be taught and venue of the interview to the applicants to attend the personal interview along with their original testimonials.
- 1.2.8 The dates of the interview and the venue are communicated to all the designated selection committee members.
- 1.2.9 On the day of interview, appraisal sheets will be given to the selection committee members to allot suitable marks/grading for each of the item (the attributes are decided at the time of interview depending upon the position) under observations.
- 1.2.10 Each member makes his own assessment and evaluation. A consolidated list will be prepared including the ranking, special qualifications *etc.* Selection of candidates will be made on merit/ranking and the recommendation signed by all selection committee members.
- 1.2.11 Based on merit/ranking and recommendation signed by all selection committee members, the Correspondent shall release the offer of appointment along with salary structure.

## **1.3 EDUCATIONAL QUALIFICATION**

### **Engineering and Technology Stream**

- **Assistant Professor**
  - BE/B.Tech & ME/M.Tech in relevant branch with 1st class in both BE/B.Tech or ME/M.Tech.
  
- **Associate Professor**
  - Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D or equivalent, in appropriate discipline.
  - Post Ph.D publications and guiding Ph.D students is highly desirable.
  - Minimum of 5 years' experience in Teaching/ Research /Industry of which 2 years post Ph.D experience is desirable.
  
- **Professor**

- Qualifications as above that are for the post of Associate Professor, as applicable.
- Post PhD publications and guiding PhD students is highly desirable.
- Minimum of 10 years Teaching/ Research /Industrial experience of which at least 5 years should be at the level of Associate professor. (or)
- Minimum of 13 years' experience in teaching and/or Research and /or Industry.
- In case of research experience, good academic record and books/ research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the selection committee.
- If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the selection committee.

- **Principal / Director**

- Qualifications as above that are for the post of Professor, as applicable.
- Post PhD publications and guiding PhD students is highly desirable.
- Minimum of 10 years' experience in Teaching/Research/Industry out of which at least 3 years shall be at the level of Professor. (or)
- Minimum of 13 years' experience in Teaching and/or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.
- If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection committee.
- Flair for Management and Leadership is essential.



## **Science and Humanities Stream**

- **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 with Ph.D/Slet/Net passed/M.Phil (Provided further that the award of degree to candidates registered for the M.Phil/Ph.D.programme prior to July 11, 2009)
- **Associate Professor**
  - Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline
  - Post PhD publications and guiding PhD student is highly desirable.
  - Minimum of 5 years' experience in Teaching and/or Research of which at least 2 years shall be post PhD is desirable.
- **Professor**
  - Qualifications as above that are for the post of Associate Professor, as applicable.
  - Post PhD publications and guiding PhD students is highly desirable
  - Minimum of 10 years Teaching and/or Research experience of which at least 5 years should be at the level of Associate Professor (or)
  - Minimum of 13 years' experience in Teaching and/ or Research. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in the Selection committee.
- **Librarian**
  - Master's 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.
- **Director of Physical Education**
  - A Master's 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.

- Record of having represented the University /College at the inter-University/inter-collegiate competitions or the State in National Championships.
- Passed the physical fitness test.

In addition to the faculty members available in each department, supporting staff members are available in each department such as Lab. Assistant and Lab. Technician as well as in office administration such as Administrative Officer, Office Superintendent, Senior Assistant/Junior Assistants etc. Various levels of supporting staff available in administrative section as well as in each department level are given below.

**Cadre Structure of Non-Teaching Staff**

Sl No.	Section	Designation
1.	Administrative Section	Administrative Officer
		Office Superintendent
		Accountant
		Senior /Junior Assistant
		Office Assistant
2.	Technical Section	Lab. Technician
		Electrician
3.	General Services	Sergeant
		Mechanic
		Driver/Conductor
		Plumber
		Sweeper
		Sanitary Worker

**Educational Qualification for Supporting Staff**

Administrative Officer	A Graduate from any recognized University with minimum 10 years' of experience in a reputed administrative position, preferably with knowledge of working in an educational institution.
Office Superintendent	A Graduate from any recognized University with minimum 5 years' of experience in a reputed administrative position, preferably with knowledge of working in an educational institution.
Accountant	A Bachelor's Degree with at least 5 years' of service in managing accounts in a reputed concern, preferably with CA qualification.

Senior/Junior Assistant	A Bachelor's Degree with at least 5 years' of service in the lower category.
Lab. Technician	First Class diploma or Bachelor's Degree (For Physics and Chemistry Department) in the branch concerned or ITI certificate in relevant trade (Applicable to Mechanical Branch only) with 3 years' of experience in a recognized academic institution or industry.
Maintenance Engineer- Sergeant Civil/Elect.	Degree or Diploma for the respective branch or ITI certificate in relevant trade with minimum of 7 years of experience in maintenance.
Mechanic / Plumber	Diploma or ITI certificate in relevant trade with 3 years' experience or ITI with 6 years of experience.
Drivers	Heavy Vehicle License with 5 years' experience.

## 1.4 TRAINING

- 1.4.1 Newly appointed faculty member has to join in the college sufficiently in advance or at least a week ahead of the academic year/semester so that they will have enough time to get acquainted with the new environment, syllabus and other areas.
- On the day of joining, the newly appointed faculty member(s) shall meet the Principal in person and submit the joining report duly filled.
- 1.4.2 After getting the joining report, the Principal gives introduction about the college and provides instruction code of conduct of the faculty members in the college.
- 1.4.3 Principal introduce the newly appointed faculty member to the concerned HOD.
- 1.4.4 The HOD will take him/her to the college office for completing certain formalities such as submission of testimonials like photocopies of degree certificates, service certificates and any one of the National Level ID cards. Also each faculty member has to complete the formalities in the office for registration of name in the attendance register, capturing of bio metrics for office automation, registration for College ID card, getting official E mail ID, submission of soft copy of the biodata, Overcoat (For Female only) and Library token etc.
- 1.4.5 After completing the formalities in the office, the HOD will take him/her to the department and introduce himself/herself to the other faculty members and staff members in the department. A separate cabin will be allotted for each faculty member in the department staff room.
- 1.4.6 Based on the interest and expertise, the HOD will allot theory and practical subjects for the current semester. Individual time table will be given to each faculty member. In addition to academic work, each faculty member can be assigned with

administrative works such as class in-charge, student's counselor, association in-charge and other responsibilities in department level as well as in college level.

- 1.4.7 On the first day of commencement of classes, the HOD will take each new faculty member to the classes where he/she is going to handle the subjects.
- 1.4.8 In the first month of every academic year, faculty orientation programme will be conducted for the new faculty members by senior faculty members of the college about the various issues of teaching profession.

## POSITIONS AND PAY SCALES

- 211 The College will have the following positions of hierarchy in the teaching departments:
- a. Principal
  - b. Special positions, including Deans and Directors
  - c. Professors
  - d. Associate Professors
  - e. Assistant Professors
- 212 In addition, each department shall have support staff like Lab Technicians, Department Clerk and Department Attendant.
- 213 The College Office will have the following positions of hierarchy in the administrative department.
- a. Administrative Officer
  - b. Office Superintendent
  - c. Accountant
  - d. Senior/Junior Assistants
  - e. Office Assistants.
- 214 The Scales of pay for various teaching positions will be as follows:
- a. Principal and Special Positions...  
*Pay as per AICTE norms, commensurate with the qualifications and experience*
  - b. Professor - Rs. 37,400 – 67,000 (AGP: Rs. 10,000)
  - c. Associate Professor - Rs. 37,400 – 67,000 (AGP: Rs. 9,000)
  - d. Assistant Professor - Rs. 15,600 – 39,100 (AGP: Rs. 6,000)

Additional Qualifications and Previous Experiences carry the following monetary Benefits:

- a. Ph.D - 4 increments based on the basic pay last drawn

2.1.4 Scales of Pay for non teaching positions shall be as follows:

a. AO	- 15600 – 39000 (GP - 6600)
b. Office Superintendent	- 9300 – 34800 (GP - 4200)
c. Junior Assistant/Accountant	- 3200 – 20200 (GP –2800)
d. Office Assistant	- 4800 – 10000 (GP –1300)
e. LAB Technician	- 5200 - 20200 (GP – 2800)

In addition, staff can be given additional benefits of Rs.125/250/500 for his/her additional skills or Bachelor or Master Degrees. Previous experiences carry Rs.75 per year of experience.

## **2.2 DEARNESS ALLOWANCE**

- 221 All the faculty members are eligible to receive the Dearness Allowance as per the Government norms.
- 222 Special allowances for Principal, Director/Dean, and Professor shall be decided by the Management.

## **YEARLY INCREMENTS**

- 223 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 withholding 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.
- 224 In all cases, the increment is sanctioned based on the report of the appraisal of the employee by:
- Students
  - HODs Concerned
  - Principal & Management
- 225 In case of Non-Teaching staff, the appraisal is made only by:
- HODs concerned
  - Principal & Management
- 226 In all cases, 3 % of basic pay will be given as annual periodical increment.

## 2.3 INCENTIVES AND REWARDS

- 231 Faculty Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.
- a) For securing pass mark in NPTEL courses, they will be rewarded Rs. 1000 cash award.
  - b) For securing silver medal in NPTEL courses, they will be rewarded Rs. 2000 cash award.
  - c) For securing gold medal in NPTEL courses, they will be rewarded Rs. 3000 cash award
  - d) Paper publications in National Conferences – 100% TA & DA, 50% or Rs 2,000 as Registration Fees (Whichever is higher) and On Duty.
  - e) Paper publications in International Conferences – 100% TA & DA, 50% or Rs. 2,500 as Registration Fees (Whichever is higher) and On Duty.
  - f) Faculties undergoing Full-time, higher Education (PhD/ME/M.TECH Etc.) –50% Salary against 5 Years Service Agreement on completion of degree.
  - g) Faculties undergoing Part-time, higher Education (PhD/ME/M.TECH Etc.) –100% Salary against 3 Years Service Agreement on completion of degree.
  - h) Summer/Winter Schools/Seminars/Conferences/ Faculty Development Programmes - 100% TA, 100% Fees and On Duty for faculties with no limitations on years of experience.
- 232 a) Faculty members those who receive funds from various funding agencies will be rewarded 10% of fund received as an incentive.
- b) For patents, copyrights and Book publications substantial amount will be given as incentive.
  - c) Publication of papers in Annexure-I Category will be bestowed with Rs.5000 during the teacher's day celebration.
- 233 Supporting staff members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.
- 234 Free Transport and Group insurance are provided to both Teaching and non teaching staff members.
- 235 Fee Concessions are given to the children of both teaching and non teaching members of our college, who will pursue their education in our college.

# LEAVE

## 3.1 Vacation Leave

3.1.1. The faculty member / staff member of the college will be eligible for vacation leave on the following basis:

Category	Summer	Winter
Faculty Member	20 days	10 days
	30 days	10 days
Non-Teaching Staff	05 days	05 days
	10 days	05 days

Note:

- Faculty member/ Staff member will forfeit vacation leave during the semester. If in that semester they are under loss of pay for more than 3 days, they will also forfeit Vacation Leave during the academic year if their Loss of Pay exceeds 5 days during the year.
- 3.1.2. The annual leave can be availed during the annual vacation period, unless under special circumstances the Principal grants it on the basis of the merit of the case.
- 3.1.3. The Annual leave can also be adjusted against leave due to sickness or maternity.
- 3.1.4. Where the staff member leaves the service under the circumstances that he had left the College causing any pecuniary loss to the college, encashment of leave at the time of separation will not be available.



## 3.2 Casual Leave

- 3.2.1 A staff can avail up to 12 days of casual leave during the academic year (July 1 – June 30) i.e. 6 days per semester. Un-availed CL relating to the preceding semester can be availed during the subsequent semester of the academic year. Un-availed CL to the maximum of 6 days could be encashed.
- 3.2.2 CL could not be taken for more than 3 days at a stretch and also these 3 days of CL can be taken successively conjoining college holidays.
- 3.2.3 A maximum of Two “Permission” is allowed for a month, for which approval should have been obtained in advance from the HOD/Principal, or a maximum of two “Late” or one permission or one “permission” and one “late” is allowed in a month. The duration of one late is 10 minutes. Beyond 2 “lates” or permission, half a day will be deducted from the leave days available to one” s credit. However, during academic year an employee cannot exceed 15 lates / permissions combined together.
- 3.2.4 “Permission” is for one hour only and it can be taken any time during the working hours. “Late” is applicable for staff coming to college beyond 08.47 a.m. till 09.00 a.m.
- 3.2.5 Those availing leave/permission should submit the copy of the CL/ Permission form, duly endorsed by the HOD/Principal to the college office.
- 3.2.6 Leave taken without proper intimation and approval and leave taken to meet with unforeseen realities, for which due approval was not obtained within 24 hours, as per rule, shall be considered as leave with loss of pay.
- 3.2.7 Principal/HOD/Functional Head has the authority to reject or call for explanations for the concerned employee/staff applying for leave. If staff is constrained to take leave abruptly on account of unforeseen reasons, without proper notice, they should inform the HOD/Functional Head concerned before 8.50 a.m. on the date of leave and they should get their leave duly sanctioned within 24 hours of resuming their work in the office.
- 3.2.8 Salary is worked out from the 26<sup>th</sup> of the preceding month to 25<sup>th</sup> of the current month. Leave taken and “Permission” availed during this period would be taken into consideration while calculating salary.
- 3.2.9 Only Functional Heads/HODs/Principal could enter corrections or changes in the Attendance Register. Staffs who have taken leave/Permission should not sign

in the Attendance register, even if no entry is made (VL/P/CL as the case be) by the authority concerned. Defaulting staff are liable to disciplinary action.

- 3.2.10 Staff proceeding on permission/leave/OD should explain the reasons in the concerned form and assign in advance their academic or administrative responsibilities to substituting staff during the period of their absence.

### **3.3 Study Leave**

- 3.3.1. The faculty member/staff member of the College can be granted leave for upgrading their education, in India or abroad.
- 3.3.2. The faculty member/staff member who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full-time) or 100% (Part-time) salary during such leave of absence.
- 3.3.3. The faculty member/staff member will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/ Correspondent on case to case basis.
- 3.3.4. Faculty members/Staff members availing facilities for full time study need to sign agreements with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, faculty member/staff member has to repay the fees; salary availed along with breakage amount as per the bond or agreement.
- 3.3.5. Faculty members/Staff members availing facilities for part time study need to sign agreements with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, faculty member/staff member has to repay the fees; salary availed along with breakage amount as per the bond or agreement.
- 3.3.6. Faculty members/Staff members undergoing part time study can have flexi-timing and On-Duties. They can't leave the Institution during the program tenure and have to serve minimum one year after completion of higher education. In case of any pre-mature departure, they have to repay amount equivalent to the number of on-duty days and with breakage amount as per the bond or agreement.
- 3.3.7. Higher educational programmes need to be completed in the stipulated time of two, three or five years.

### **3.4 On duty Assignments**

- 3.4.1. The College can permit any faculty member/ staff member to take special assignments with other Colleges or industrial units, for specific period of time or to attend seminars/faculty development programmes/winter or summer schools or training programme with prior approval from the Head of the Department and Principal.
- 3.4.2. The period of absence due to such assignments shall be treated in the following manner:
- a) Where the assignment is under arrangement between the College and the other unit, the faculty member / staff member will continue to receive the pay and perquisites from the College.
  - b) Where the faculty member / staff member is proceeding for a training programme/STTP/Workshop duly sponsored by the College, the entire period will be treated as On duty and he /she will be eligible for the pay and perquisites as though he has been working in the College during such period.
  - c) Where the faculty member is proceeding for University Examinations related works in other colleges such as external examiners for laboratory examinations, external invigilators for theory examinations and for central valuation in zonal centers, the entire period will be treated as On duty and he /she will be eligible for the pay and perquisites as though he has been working in the College during such period.
  - d) Faculty members those who act as an expert member/ Resource person can avail OD.

# 4

## **PROMOTION POLICY**

- 411 Based on the vacancy exists in the cadre level, faculty members are promoted as per AICTE norms and based on performance in teaching, research, industrial experience, research publication, other meritorious performances like technical paper presentation, awards and major funded research projects received.
- 412 Members of faculty who completed Ph.D. are given preference for promotion.
- 413 Members of faculty who are eligible for promotion are required to appear before the selection committee for interview.

# 5

## **RETIREMENT**

### **5.1. Retirement from Service**

- 5.1.1. All the faculty members and non-teaching staff shall retire on completing the age of superannuation, which is 65 for faculty member and 60 for non-teaching staff.
- 5.1.2. When a faculty member or non-teaching staff completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- 5.1.3. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 5.1.4. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- 5.1.5. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

### **5.2. EPF benefits**

- 5.2.1. All employees who are coming under the purview of the Employees' Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- 5.2.2. The College shall contribute 12 % of the pay subject to the ceiling of Rs 1800 per person, towards the Employer's contribution to the EPF Scheme.

523. The College shall deduct 12 % of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme
524. The College shall remit both the contributions as stated above to the EPF Scheme authorities.
525. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
526. The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.

# 6

## **DISCIPLINE AND GRIEVANCE PROCEDURE**

### **6.1 Code of Conduct for Faculty members**

- 6.1.1 Faculty Member should present in the appointed classroom well in advance to the appointed time without any exception.
- 6.1.2 Each faculty member should take attendance at the beginning/end of the teaching hour and mark appropriately in the class attendance register and personal log book. Same should be posted in the office automation software on that day itself.
- 6.1.3 Every faculty member is responsible for maintaining discipline among the students. If any faculty member finding a student committing any act of in-discipline/ misconduct in the classroom or in the college/hostel premises, shall immediately take appropriate action, which shall be:
- taking correctional action if it is within his/her power (or)
  - reporting the matter to the Head of the Department/  
Convener of Disciplinary Action Committee /Principal  
for appropriate action.
- 6.1.4 Every faculty member should take part in all the departmental and institutional functions/celebrations and carry out the tasks assigned to them by exploring best of their skills and attention.
- 6.1.5 Faculty members / staff members shall not involve themselves in other activities/ business assignment, which shall affect their involvement/commitment in the Department and the College.
- 6.1.6 Faculty members / Staff members should prevent themselves from accepting gifts or money from the students or their parents/guardians for any means of favoritism/biasing.

6.1.7 Faculty members should maintain a commendable work culture in terms of:

- 1 Preparing the course material well in advance before the commencement of the classes during each semester. Course material should be prepared in accordance with updation in the syllabus and it should include contents beyond the syllabus for enriching students' knowledge.
- 2 According to the academic calendar and time table, each faculty member should prepare the course plan for the each subject to be taught.
- 3 Every day, faculty member should make comprehensive preparation for each class with latest knowledge to stimulate the curiosity of the students.
- 4 Conducting the classes according to the course plan and completing the syllabus in time at the end of the semester without any backlog.
- 5 Evaluating periodical examination papers and assignments in time and giving valuable feed back to the students about their performance.
- 6 Ensuring the orderly arrangement of furniture and other teaching aids in the class room as well as cleanliness of the classroom and with the help of cleaning staff, wherever appropriate.

6.1.8 Faculty members should exhibit exemplary personal conduct by the way of:

- Preventing themselves from using abusive language towards students, fellow colleagues, parents and other members of the public.
- Preventing themselves from indulging in quarrels, fights or any act of disrespective nature.
- Preventing themselves from involving in any activity of business/trade inside the college campus including money lending or appealing for the sale of any articles or distribution of any product.
- Preventing themselves from taking part in the activities of any political/religious organization which might cause conflict of interest with the responsibilities of a faculty member and the reputation of the Institution.



- Faculty members shall conform to the Ethical Standards of a teacher as described in the Annexure.

## **6.2 DISCIPLINARY PROCEDURE**

- 6.2.1 Any faculty member/staff member who is violating the code of conduct defined in Section 6.1 of this code of conduct manual shall be subjected to appropriate disciplinary action by the Disciplinary Action Committee/ Principal/Correspondent.
- 6.2.2 If a faculty member/staff member commits an act of in-disciplinary or misdemeanour by violating the code of conduct, the aggrieved person shall report in writing to the Principal immediately.
- 6.2.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- 6.2.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 6.2.5 Principal shall proceed with issuing a Show Cause Notice, fully describing the offence and giving sufficient time for the indicted faculty member/staff member for giving his/her explanation.
- 6.2.6 On receipt of the explanation or after the expiry of the stipulated time for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- 6.2.7 The course of action for disciplining a faculty member/staff member shall be under the following categories:
  - a. Warning
  - b. Censure, with recovery of money, where financial loss is involved in the act.
  - c. Suspension from work without salary.
  - d. Dismissal or discharge form service
  - e. If any faculty member/staff member received more than two memos or Warnings, then the Punishments will be given according to „c' or „d" .

- 6.2.8 Where the punishment proposed is in the categories „c“ or „d“ under Section 6.2.7, the Principal shall forward the case to Disciplinary Action Committee for domestic enquiry to go into details in the presence of the in disciplined faculty member /staff member, giving fair opportunity to the indicted to present his/her case, observing principle of natural justice.
- 6.2.9 The Principal shall report the proceedings periodically to the Correspondent.

## **6.3 GRIEVANCE PROCEDURE**

- 6.3.1 The Principal shall constitute a Grievance Redressal Committee to redress the Grievances of the faculty and staff members.
- 6.3.2 The Grievance Redressal Committee shall consist of three persons in the ranks of Head of the Departments, Principal/Director/Dean and Secretary/Correspondent.
- 6.3.3 The principal shall announce the constitution of the committee and the names of members at the beginning of every academic year.
- 6.3.4 The Grievance Redressal Committee shall:
- Have a member secretary, to monitor the proceedings.
  - Meet once in every week on a stipulated day and time.
  - Any faculty member or staff or student having a grievance, he or she shall make a representation to the committee.
  - The member secretary of the Grievance Redressal Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be conducted immediately.
  - The grievances shall be redressed immediately by the committee and by the Correspondent.
  - The member secretary shall record and maintain the minutes of the meetings.



# CONSULTING, R&D AND TEACHING ASSIGNMENTS

## 7.1 Consulting, R&D

- 1 The College encourages its faculty members to undertake consultancy and R&D assignments within the Institution, with other institutions or Industries, appropriate to the faculty members' competence.
- 1 The faculty member shall undertake such assignments after getting prior approval from Principal and Correspondent in writing :
  - When the College is approached for such help and the College assigns such engagement to the particular faculty member or
  - When the faculty member himself/herself is approached by the outside agency for such help.
- 1 The faculty member shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 1 The faculty member shall also associate other members of the faculty in working on the assignments.
- 1 The faculty member shall levy such professional charges on the benefitting agency; however, the charges shall be shared with the college on the following basis:
  - a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (60% to College).
  - b) In all other cases like consultancy assignments, it shall be 60:40 (40% to College).

- I Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/ Correspondent.
- I The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

## **7.2 Part Time Teaching Assignments**

- 7.2.1. The College permits its faculty members to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section.
- 7.2.2. A faculty member, who has been approached for giving guest lectures/acting as resource persons for conference / other academic responsibilities in other educational institutions, shall make a request to the Principal well in advance, who will go through the nature of the assignment and approve the same.
- 7.2.3. Unless approved by the Principal, a faculty member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

## **IN-HOUSE R&D AND SEMINARS/WORKSHOPS**

### **8.1 In-house R&D**

- 8.1.1 The College encourages its faculty members to undertake department-wise R&D activities along with Students and other faculty /staff members.
- 8.1.2 The College encourages its faculty members to undertake AICTE/DST/ CSIR/ IEI sponsored projects for the benefits of fellow teachers and students.
- 8.1.3 Faculty members can submit their proposals through the Head of the Department & Principal and can avail a required amount or partial amount per project, towards developing a prototype or model.

### **8.2 Seminars/Workshops**

- 821 The College encourages its faculty members to organize AICTE/DST/ CSIR/ IEI/ Anna University funded Seminars and Workshops for the benefits of fellow teachers and students.
- 822 The Management provides additional funds; if required (Depending on the sanctioned fund and the budget ) for any AICTE/DST/ CSIR/ IEI/ funded programmes and 100% funds for other programmes including Anna University sponsored FDPs (self-supported ) organized by the Department (maximum of Rs 50, 000) per Department.



## 9.1 STUDENTS - INCENTIVES & REWARDS

9.1.1 The College Management is pleased to announce the following incentives and rewards for the Students:

- 9.1.1.1 Students securing 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Ranks in each semester are awarded with Books worth of Rs 500/- and an additional library token with the validity of 6 months. .
- 9.1.1.2 Students securing first prize in paper presentation/project presentation conducted by other colleges are awarded with Rs 1000/-.
- 9.1.1.3 Students who brought laurels to the college by making significant contribution to the society or developing projects/software for the college or society or securing prizes in district/state/national level competitions are awarded with special cash award.
- 9.1.1.4 Students who brought laurels to the college by representing the College/ University in the inter - zonal sports tournaments or University level tournaments or member of Winner/Runner/Third Place team in Zonal level sports tournaments or University level tournaments are awarded with special cash award.

9.1.2 Special Merit Scholarships is provided to the meritorious students based on their marks in plus two examinations:

- 550 Marks and above : No Tuition Fees
- 500 - 549 Marks : Rs 20,000 per year
- 450 - 499 Marks : Rs 10,000 per year

- Additional Concession of Rs.5000/- in Tuition Fees will be given to Muslim Students (Both Counselling and Management Category).

**9.1.3 During the Graduation Day the following awards will be distributed:**

- Overall topper in Each Department : 4 Gram Gold medal with certificate
- Overall second topper in Each Department : Rs 1,500/ with certificate
- Overall Third topper in Each Department: Rs 1,000/ with certificate.
- University 1<sup>st</sup> Rank : Rs 50,000/- with certificate
- University Ranks (2-5) : Rs 20,000/- - with certificate
- University Ranks (6-10) : Rs 15,000/- - with certificate
- University Ranks (>10) : Rs 10,000/- - with certificate
- There will be free personality development, entrepreneurship, ethics, communication skills, computing skills and placement specific programs for Students.
- There will be free and subsidized add-on skills programmes as per Industries Requirements.
- For securing pass mark in NPTEL courses, they will be rewarded Rs. 1000 cash award.
- For securing silver medal in NPTEL courses, they will be rewarded Rs. 2000 cash award.
- For securing gold medal in NPTEL courses, they will be rewarded Rs. 3000 cash award
- Group insurance is provided to all the students at free of cost.

## ANNEXURE

### ETHICAL STANDARDS FOR FACULTY MEMBERS

#### A Faculty Member

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students:
  - to respect parents, teachers, elders
  - to express the love of brotherhood to fellow students
  - to accept and extend due respect to every religion and social grouping
  - to love the Nation and commit their endeavours to their progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

#### A Faculty Member

- shall wear a respectable attire, befitting the society" s expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

#### A Faculty Member

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions



#### A Faculty Member

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society.

#### A Faculty Member

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system.
- shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.