

SYED AMMAL ENGINEERING COLLEGE

An Autonomous Institution

ESTD : 1998



Accredited with 'A+' Grade by NAAC

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

Recognized Under section 2 (f) and 12 B of the UGC Act 1956 | An ISO 9001:2015 Certified Institution

NBA Accredited UG Courses : CSE & MECH | Anna University Approved Research Centres : EEE, CSE, MECH & ECE

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Human Resources Policy Handbook Ver. 2

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 student's competency for employment.
- Striving to become an institution of excellence within next five years.

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1. Human Resource Planning

1.1. Recruitment

The purpose of this procedure is to recruit faculty members keeping the adequate faculty members/students ratio (1:15) for the 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 recruiting faculty members as per requirement.

1.1.2 The principal and the respective HODs are responsible for identifying the training needs of faculty members.

1.1.3 At the end of each academic year/semester, the principal reviews the requirements of the faculty members in each department by directing the HODs of each department to assess the faculty member's requirements.

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 will continue or leave in the next academic year/semester.

1.1.5 After collecting those details, with the help of a senior faculty member in the department, the HOD consolidates the workload for theory, practical, administrative work, and external programmes, estimates the manpower requirement, and forwards it to the Principal.

1.1.6 After collecting the details from HODs, the principal finalizes each department's total faculty member requirement and submits the same to the correspondent at least three months before the start of the next academic year/semester for approval.

1.1.7 In general, professors shall be appointed as the head of each department. A professor with maximum years of teaching experience shall be appointed as the HOD if more professors are available in the department.

- The minimum contact hours per week for each category shall be maintained as follows:

1. Professor	-	14 hours
2. Associate Professor	-	14 hours
3. Assistant Professor	-	16 hours

However, a relaxation of two hours in the workload may be given to professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may be allocated for the research activities of faculty members.

1.2. Selection Process

1.2.1 Before starting the academic year, the principal finalizes the total faculty member requirement for each department and submits the same to the correspondent for approval.

1.2.2 After getting approval from the correspondent, the principal instructs the administrative officer to design the format for the advertisement, which should have the details regarding job profiles, required educational qualifications, and experience with salary norms and then to be published in the leading newspapers.

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

1.2.4 The principal screens the applications that aspirants send for the current advertisement and unsolicited applications available in the college office through respective HODs. The screened applications are submitted to the correspondent for necessary approval.

1.2.5 Depending upon the necessity or need of an hour, walk-in interviews shall be conducted for appointing faculty members on an adhoc basis.

1.2.6 The correspondent shall form the selection committee comprising the following members:

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

1.2.7 The selection process consists of the following procedures:

1. A presentation about the topic given to the candidate
2. Technical interview
3. Personal interview

1.2.8 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 the venue of the interview for the applicants to attend the personal interview along with their original testimonials.

1.2.9 The dates of the interview and the venue are communicated to all the designated selection committee members.

1.2.10 On the day of the interview, appraisal sheets will be given to the selection committee members to allot suitable marks/grading for each of the items (the attributes are decided at the time of the interview depending on the position) under observations.

1.2.11 Each member makes their assessment and evaluation. A consolidated list will be prepared, including the ranking, unique qualifications, etc. Selection of candidates will be made on merit/ranking and the recommendation signed by all selection committee members.

1.2.12 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 & Technology Stream

S.No	Designation	Qualification
1	Assistant Professor	BE/B. Tech & ME/M.Tech in relevant branch with 1 st class in either BE/B.Tech or ME/M.Tech.
2	Associate Professor	Qualifications as above are for the post of assistant professor, as class applicable, and Ph.D. or equivalent, in appropriate discipline
		Post-Ph.D. publications and guiding Ph.D. students are highly desirable
		Minimum of 5 years experience in Teaching/ Research /Industry, of which two years post Ph.D experience, is desirable.
3	Professor	The qualifications above are for the post of associate professor, as applicable
		Post-Ph.D. publications and guiding Ph.D. students are highly desirable
		Minimum of 10 years of Teaching/ Research /Industrial experience; at least five years should be at the associate professor level. (or) Minimum of 13 years experience in teaching and/or Research and/or Industry.
		In case of research experience, good academic records and books/ research paper publications/IPR/patents records shall be required as deemed fit by the expert members of the selection committee.
		Suppose the experience in the industry is considered. In that case, the same shall be at the managerial level equivalent to associate professor with an 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.

S.No	Designation	Qualification
4	Principal / Director	The qualifications above are for the post of professor, as applicable
		Post-Ph.D. publications and guiding Ph.D. students are highly desirable
		Minimum of 10 years experience in Teaching/Research/Industry, out of which at least three 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 records and books/ research paper publications/IPR/patents records shall be required as deemed fit by the expert members of the selection committee.
		Suppose the experience in the industry is considered. In that case, the same shall be at the managerial level equivalent to associate professor with an 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.
		Flair for management and leadership is essential.

Science & Humanities Stream

S.No	Designation	Qualification
1	Assistant Professor	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)
2	Associate Professor	The qualification above is for the post of assistant professor, as applicable, and PhD or equivalent, in an appropriate discipline
		Post-PhD publications and guiding PhD students are highly desirable
3	Professor	A minimum of 5 years of experience in teaching and/or research, of which at least two years shall be post-PhD, is desirable.
		The qualifications above are for the associate professor post, as applicable.
		Post-Ph.D. publications and guiding Ph.D. students are highly desirable.
		Minimum of 10 years of Teaching/ Research /Industrial experience; at least five years should be at the associate professor level. (or) Minimum of 13 years experience in teaching and/or Research and/or Industry.
		In case of research experience, good academic records and books/ research paper publications/IPR/patents records shall be required as deemed fit by the expert members of the selection committee.

Other Teaching Staff

S.No	Designation	Qualification
1	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.
2	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.
		Record of having represented the University /College at the Interuniversity / intercollegiate 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 laboratory assistants and laboratory technicians and in office administration, such as administrative officer, office superintendent, senior assistant/junior assistant, etc. Various levels of supporting staff are available in the administrative section, and each department level is given below.

Cadre Structure of Non-Teaching Staff

Section	Designation	Section	Designation	Section	Designation
Administration	Administrative Officer	Technical	Lab. Technician	General	Sergeant
	Office Superintendent		Electrician		Mechanic
	Accountant				Driver / Conductor
	Senior /Junior Assistant				Plumber
	Office Assistant				Sweeper
					Sanitary Worker

Educational Qualification for Supporting Staff

S.No	Designation	Qualification
1	Administrative Officer	A graduate from any recognized university with a minimum of ten years of experience in an administrative position, preferably with knowledge of working in an educational institution.
2	Office Superintendent	A graduate from any recognized university with a minimum of five years of experience in an administrative position, preferably with knowledge of working in an educational institution.

S.No	Designation	Qualification
3	Accountant	A bachelor's degree with at least five years of service in managing accounts in a reputed concern, preferably with CA qualification.
4	Senior/Junior Assistant	A bachelor's degree with at least five years of service in the lower category.
5	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 three years of experience in a recognized academic institution or industry.
6	Maintenance Engineer Sergeant Civil/Elect.	Degree or diploma for the respective branch or ITI certificate in relevant trade with a minimum of 7 years of experience in maintenance.
7	Mechanic / Plumber	Diploma or ITI certificate in relevant trade with three years of experience or ITI with six years of experience.
8	Drivers	Heavy Vehicle License with five years of experience.

1.4 Joining Procedure

The procedure for a faculty member to join their duty in the institution involves several steps to ensure a smooth onboarding process. Here's a general outline of the joining procedure:

1.4.1 Acceptance of Offer

The faculty member formally accepts the offer of employment provided by the institution. This may involve signing an acceptance letter or returning a signed copy of the offer letter. Newly appointed faculty members are expected to commence their duties at the college sufficiently in advance, ideally at least one week before the academic year or semester starts. This early arrival allows them ample time to familiarize themselves with the new environment, the curriculum, and other relevant aspects. Upon their arrival on the designated day, newly appointed faculty members must personally meet with the principal and submit a fully completed joining report.

1.4.2 Documentation Submission

The faculty member provides required documentation, such as photocopies of educational certificates, identity proofs, and other relevant credentials specified by the institution.

1.4.3 Pre-Employment Requirements

The faculty member may undergo pre-employment checks, such as background checks or health assessments, if required.

1.4.4 Contract Signing (Optional)

The faculty member signs an employment contract outlining terms, conditions, responsibilities, and benefits. The institution may provide this contract.

1.4.5 Orientation and Onboarding

The institution conducts an orientation session or onboarding process to introduce the faculty member to the institution's policies, culture, procedures, facilities, and colleagues.

1.4.6 Access and IT Setup

The faculty member is provided with necessary access credentials, such as an ID card, email account, and any other systems required for their role.

1.4.7 Workspace Setup

The faculty member's workspace, including office or classroom assignments, is arranged and equipped as needed.

1.4.8 Introduction to Colleagues:

Faculty members are introduced to their colleagues, department heads, and other relevant staff members.

1.4.9 Course Assignments:

The faculty member is informed of their teaching assignments, including course schedules, syllabi, and other teaching-related details.

1.4.10 Timetable and Schedule:

Faculty members receive information about their working hours, schedule, and additional responsibilities or meetings.

1.4.11 Teaching Resources:

The institution provides access to teaching resources, materials, and technology for effective teaching.

1.4.12 Faculty Handbook and Policies:

The faculty member receives a copy of the institution's handbook, which outlines academic policies, codes of conduct, and other relevant guidelines.

1.4.13 HR and Payroll Formalities:

The faculty member completes any HR and payroll formalities, such as providing bank account details, tax-related information, and other administrative requirements.

1.4.14 Engagement and Integration:

The faculty member actively engages in departmental and institutional activities, meetings, and events to become integrated into the academic community.

1.4.15 First Day of Duty:

The faculty member officially begins their duties on the specified start date and follows the schedule and responsibilities outlined by the institution.

2. Salary & Rewards

2.1 Positions & Rewards

2.1.1 The college will have the following positions of hierarchy in the teaching departments:

- a. Principal
- b. Deans and Directors
- c. Professors
- d. Associate Professors
- e. Assistant Professors

2.1.2 In addition, each department shall have support staff like laboratory technicians, department clerk and department attendant.

2.1.3 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

2.1.4 The scale of pay for various teaching positions will be as follows:

- a. Principal, Deans and Directors

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

2.1.5 Scale of pay for non-teaching positions shall be as follows:

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

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

2. 2 Dearness Allowance:

2.2.1 All faculty members are eligible to receive the dearness allowance per government norms.

2.2.2 Special allowances for Principal, Director/Dean, and Professor shall be decided by the management.

2. 3 Yearly Increments:

2.3.1 Increments will be sanctioned only on a satisfactory employee performance report. An increment may be withheld from an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding of the increment shall state the period for which it is to be withheld and shall postpone future increments. It shall be further stated in the order that the period for which the increment has been stopped will be exclusive of any period spent on leave before it is completed.

2.3.2 In all cases, the increment is sanctioned based on the report of the appraisal of the employee by:

- Students
- HODs Concerned
- Principal & Management

2.3.3 In the case of Non-Teaching staff, the appraisal is made only by:

- HODs Concerned
- Principal & Management

2.3.4 In all cases, 3 % of basic pay will be an annual periodical increment.

2.4 Incentives & Rewards:

2.4.1 Faculty Members are eligible for the following incentives and rewards based on their performance, contribution, and years of service at the institution.

- a. Rs. 1000 cash will be awarded to those who secure pass marks in NPTEL courses.
- b. Rs. 2000 cash will be awarded to those who secure silver medals in NPTEL courses.
- c. Rs. 3000 cash will be awarded to those who secure gold medals in NPTEL courses.
- d. Rs. 2000 as Registration Fees or 100% TA & 50% DA (whichever is higher) and on duty will be provided for those who publish papers in national conferences.
- e. Rs. 2500 as Registration Fees or 100% TA & 50% DA (whichever is higher) and on duty will be provided for those who publish papers in international conferences.
- f. Faculty members undergo full-time higher education (PhD/ME/M.Tech) will be provided with a 50% salary against five years service agreement.
- g. Faculty members undergo part-time higher education (PhD/ME/M.Tech etc will be provided with a 100% salary against three years service agreement on completion of the degree.
- h. Faculty members who attend Summer/ Winter Schools/Seminars/Conferences/ Faculty Development Programmes will be provided with a 100% TA, 100% fees and on duty with no limitations on years of experience.

2.4.2 a) Faculty members who receive funds from various funding agencies will be rewarded 10% of the fund received as an incentive.

b) A substantial amount will be given as an incentive for patents, copyrights, and book publications.

c) Publication of papers in Annexure-I category will be bestowed with Rs.5000 during the teacher's day celebration.

2.4.3 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.

2.4.4 Free transport and group insurance facilities are provided to teaching and non-teaching staff members.

2.4.5 Fee concessions are given to the children of teaching and non-teaching members who pursue their education in our college

3. 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 members/ Staff members will be eligible for vacation only after completing one year of service in the college.

3.1.2 The annual leave can be availed during the annual vacation period unless, under special circumstances, the principal grants it based on the case's merit.

3.1.3 The Annual leave can also be adjusted against leave due to sickness or maternity.

3.1.4 Staff members who leave the service under the circumstances that they had left the college, causing any financial loss to the college, encashment of leave at the time of separation will not be available.

3.2. Casual Leave:

3.2.1 Staff can avail of up to 12 days of casual leave during the academic year (July 1 – June 30), i.e. six days per semester. Unavailed CL relating to the preceding semester can be availed during the subsequent semester of the academic year. Unavailed CL could be encashed for a maximum of 6 days.

3.2.2 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 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, an employee can be at most 15 lates / permissions combined during the academic year.

3.2.3 "Permission" is for one hour and can be availed only at the beginning and end of the working hours. "Late" applies to staff coming to college beyond 08.47 A.M. till 09.00 A.M. No permission will be allowed between 9.45 A.M and 3.00 P.M.

3.2.4 Those availing leave/permission should submit the CL/ Permission form duly endorsed by the HOD/Principal to the college office.

3.2.5 Leave taken without proper intimation and approval, for which due approval was not obtained within 24 hours, as per rule, shall be considered as leave with loss of pay.

3.2.6 Principal/HOD/Functional Head can 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.

3.2.7 Salary is worked out from the 26th of the preceding month to the 25th of the current month. Leave and "Permission" availed during this period would be considered while calculating salary.

3.2.8 Only Functional Heads/HODs/Principal could enter corrections or changes in the attendance register. Staff who have availed leave/Permission should refrain from signing in the attendance register, even if the authority concerned makes no entry (VL/P/CL as the case be). Defaulting staff are liable to disciplinary action.

3.2.9 Staff proceeding on permission/leave/OD should explain the reasons in the concerned form and assign in advance their academic or administrative responsibilities to substitute 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 mentioned above have a lien on employment and are 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 a 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 an agreement.

3.3.5 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 must serve two years after the completion of Post graduation or three years after the completion of Degree of Philosophy. In case of any pre-mature departure, they have to repay an amount equivalent to the number of on-duty days and with the breakage amount as per the bond or agreement.

3.3.6 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 periods or to attend seminars/faculty development programmes/winter or summer schools or training programme with prior approval from the HOD and principal.

3.4.2 The period of absence due to such assignments shall be treated in the following manner:

3.4.2.1 Where the assignment is under an arrangement between the college and the other unit, the faculty member/staff member will continue to receive the pay and perquisites from the college.

3.4.2.2 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 they will be eligible for the pay and perquisites as though they have been working in the college during such period.

3.4.2.3 Where the faculty member is proceeding with university examinations and working in other colleges, such as external examiners for laboratory examinations, external invigilators for theory examinations, and central valuation in zonal centres, the entire period will be treated as on-duty. They will be eligible for the pay and perquisites as though they have worked in the college during such period.

3.4.2.3 Faculty members who act as expert members/ Resource persons can avail On-Duty.

4. PROMOTION

4.1 Promotion Policy:

4.1.1 Based on the vacancy that exists at the cadre level, faculty members are promoted as per AICTE norms and based on performance in teaching, research, industrial experience, research publications, and other deserving performances like technical paper presentation, awards and major funded research projects received.

4.1.2 Members of the faculty who completed Ph.D. are given preference for promotion.

4.1.3 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 members 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, they shall be retired on the 1st of May of the succeeding year.

5.1.3 The college will communicate in writing before six months of retirement as a measure of assistance to the retiring employee.

5.1.4 If the retiring employee accumulates annual leave to their credit, then the same can be availed in the period preceding their retirement by applying to the principal and obtaining appropriate sanction from 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.

5.2.3 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.

5.2.4 The college shall remit both contributions to the EPF scheme authorities as stated above.

5.2.5 The college shall pass on the annual statements about the employee, as released by the EPF authorities, to the concerned employee.

5.2.6 The college shall endeavour 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 their retirement.

6. DISCIPLINE AND GRIEVANCE PROCEDURE

6.1 Code of Conduct for Faculty / Staff 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 it appropriately in the class attendance register and personal logbook. The same should be posted in the office automation software on that day.

6.1.3 Every faculty member is responsible for maintaining discipline among the students. If any faculty member finds a student committing any act of in-discipline/ misconduct in the classroom or the college/hostel premises, shall immediately take appropriate action, which shall be:

- taking corrective action if it is within their power (or)
- reporting the matter to the Head of the Department/ Convener of Disciplinary Action Committee /Principal for appropriate action.

6.1.4 Faculty members should participate in all the departmental and institutional functions/celebrations and carry out the assigned tasks by exploring the 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 to the department and the college.

6.1.6 Faculty members / Staff members should refrain from accepting gifts or money from the students or their parents/guardians for favouritism / biasing.

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

- Preparing the course material well in advance before the commencement of the classes during each semester. Course material should be prepared by updating the syllabus and including contents beyond the syllabus to enrich students' knowledge.
- According to the academic calendar and timetable, each faculty member should prepare the course plan for each subject to be taught.
- Every day, the faculty member should prepare comprehensively for each class with the latest knowledge to stimulate the student's curiosity.
- Conducting the classes according to the course plan and completing the syllabus on time at the end of the semester without any backlog.

- Evaluating periodical examination papers and assignments on time and giving valuable feedback to the students about their performance.
- Ensuring the orderly arrangement of furniture and other teaching aids in the classroom as well as cleanliness of the classroom and with the help of cleaning staff, wherever appropriate.

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

- Preventing themselves from using abusive language towards students, colleagues, parents and other members of the public.
- Preventing themselves from indulging in quarrels, fights or any act of disrespectable nature.
- Preventing themselves from being involved 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 a 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 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 the 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 integrity of such violation.

6.2.5 The 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 their 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 the recovery of money, where financial loss is involved in the act.
- C. Suspension from work without salary
- D. Dismissal or discharge from service
- E. If any faculty member/staff member receives 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 their case, observing the 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.

6.3.4.1 The Grievance Redressal Committee meet once every week on a stipulated day and time.

6.3.4.2 Any faculty member or, staff or student has a grievance, they shall make a representation to the committee.

6.3.4.3 The member secretary of the Grievance Redressal Committee shall include such grievance as an item on the agenda in the next weekly meeting unless the seriousness of the grievance warrants a meeting to be conducted immediately.

6.3.4.4 The grievances shall be redressed immediately by the committee and by the correspondent.

6.3.4.5 The member secretary shall record and maintain the minutes of the meetings.

6.4 Resignation Procedure

The procedure for a faculty/staff member resigning from our college involves several steps to ensure a smooth and well-documented transition. By following these steps, the resigning faculty member and the institution can ensure a professional and respectful exit process. Clear communication, collaboration, and procedure adherence contribute to a positive transition and maintain a positive relationship between the faculty member and the educational institution.

6.4.1 Submission of Resignation Letter

6.4.1.1 The faculty member should prepare a formal resignation letter to the principal through their HOD or designated administrative authority.

6.4.1.2 The resignation letter should include the intended last working day, a brief reason for resigning (optional), and a positive note of gratitude for the opportunity to work at the institution.

6.4.1.3 The resignation letter should be submitted well in advance (a minimum of three months) to enable the College Management to make alternate arrangements for the absence of the faculty. Resignations will only be accepted from faculty/staff members intending to resign for up to three months.

6.4.1.4 To not affect the student's academic performance, the faculty should be relieved at the end of every semester. The faculty should not be relieved in the middle of the academic schedule.

6.4.2 Verification and Acceptance

6.4.2.1 The resignation letter is reviewed and verified by the relevant administrative authority to ensure completeness and accuracy.

6.4.2.2 Once verified, the institution formally accepts the resignation. An acceptance letter maybe issued (optional), acknowledging the resignation and confirming the last working day.

6.4.3 Notice Period

6.4.3.1 The faculty /staff member typically observes a notice period (Minimum Three months) as per our institution policy. The notice period allows for a smooth transition, completion of ongoing tasks, and proper handover of responsibilities.

6.4.4 Transition and Handover

6.4.4.1 During the notice period, the resigning faculty member collaborates with colleagues to ensure a seamless handover of teaching, research, and administrative duties.

6.4.4.2 Relevant documents, materials, and information are shared to minimize disruption to ongoing academic activities.

6.4.5 Exit Formalities

6.4.5.1 The faculty/staff member should complete exit formalities, including returning institutional property, clearing their workspace, and settling any outstanding financial matters (e.g., reimbursement claims).

6.4.5.2 The institution guides the return of keys, access cards, and other relevant items.

6.4.6 Benefits and Dues

6.4.6.1 The resigning faculty/staff member is informed about their entitlement to any benefits, including accrued leave or other financial considerations, as per institutional policies and local regulations.

6.4.7 Exit Interview (Optional)

6.4.7.1 The institution may conduct an exit interview with the resigning faculty/staff member to gather feedback about their experience, reasons for leaving, and suggestions for improvement.

6.4.8 Final Settlement

6.4.8.1 The institution processes the final settlement, which includes salary, benefits, and any other dues owed to the faculty/staff member.

6.4.9 Documentation

6.4.9.1 All correspondence, documents, and agreements related to the resignation and departure are appropriately documented and maintained in the faculty member's personnel file.

6.5 Disciplinary Procedure for Improper Resignation

When a faculty/ staff member does not properly resign from an institution or is unauthorized absent for a long duration, it can create challenges in maintaining operations and transitions. Here's a general outline of an institution's procedure in such a situation.

6.5.1 Initial Communication

6.5.1.1 The institution communicates with the faculty member to address their failure to resign and inquire about their intentions properly.

6.5.1.2 Contact the absent faculty member through official channels (email, phone, or registered mail) to inquire about their absence and seek clarification on the reasons.

6.5.1.3 Request the faculty member to provide a written explanation for their absence and an estimated duration.

6.5.1.4 If the faculty member has not provided a formal resignation letter or followed the established procedure, they are reminded of the importance of adhering to the institution's resignation process.

6.5.2 Follow-Up Communication

6.5.2.1 If the faculty member does not meet the deadline or does not respond to the initial communication, the institution sends a follow-up communication, stressing the importance of timely compliance and the potential implications of non-compliance.

6.5.3 Formal Notice and Consequences

6.5.3.1 If all attempts at resolution fail, and the faculty member continues to neglect the resignation process, the institution may issue a formal notice outlining the potential consequences of non-compliance, which could include administrative actions or member/staff member for giving their explanation.

6.5.3.2 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, including a punishment.

6.5.3.3 The course of action for such a faculty member/staff member will be decided by the Disciplinary Action Committee for non-compliance of the rules and regulations of the college.

6.5.4 Formation of the Disciplinary Action Committee

6.5.4.1 The College will establish a committee responsible for addressing disciplinary issues. This committee will be composed of Heads of the Departments, Senior Faculty members and other higher-ranking members of the college administration.

6.5.5 Enquiry and Investigation

6.5.5.1 When a faculty or staff member is suspected of violating the college's and regulations, the Disciplinary Action Committee will inquire. This step involves collecting relevant information, evidence, and details about the violation.

6.5.6 Presence of the Infringing Member

6.5.6.1 The faculty or staff member indicted of the violation will be required to participate in the enquiry process. They will have the opportunity to be present during the proceedings, where the details of the violations against them will be presented.

6.5.7 Principle of Natural Justice

6.5.7.1 The committee will ensure that the principles of natural justice are observed throughout the process. This typically includes ensuring that the indicted individual is given a fair chance to present their case, respond to violations, and provide evidence or arguments in their defence.

6.5.8 Fair Opportunity to Present Case

6.5.8.1 The indicted faculty or staff member will be provided with a fair opportunity to present their side of the story, clarify any misunderstandings, and offer any explanations or evidence that may counter the charges against them.

6.5.9 Investigation into Details

6.5.9.1 The committee will thoroughly investigate the details of the violation. This might involve interviewing witnesses, reviewing documents, and considering other relevant information.

6.5.10 Decision-Making

6.5.10.1 After gathering all necessary information and hearing both sides, the Disciplinary Action Committee will deliberate on the case. They will determine whether the indicted faculty or staff member is indeed guilty of the violation.

6.5.11 Course of Action

6.5.11.1 The committee will determine an appropriate course of action based on its findings. This may encompass several disciplinary measures, including warnings, probation, suspension, or, in extreme cases, termination of employment. However, the committee has the authority to consider a lenient view towards the concerned faculty member, depending upon the reasons that led to their resignation. They may request the faculty member to pay three months' salary and issue a relieving order from their duties either immediately or after a certain period, a decision to be made by the committee itself. The committee will communicate their decision to the indicted faculty or staff member. They will also outline the specific disciplinary actions that will be taken as a result of the violation

7. CONSULTING, R & D AND TEACHING ASSIGNMENTS

7.1 Consulting, R & D

7.1.1 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 member's competence.

7.1.2 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 themselves is approached by the outside agency for such help.

7.1.3 The faculty member shall avail the administrative and infrastructure facilities available in the college for carrying out their assignment.

7.1.4 The faculty member shall also associate with other faculty members in working on the assignments.

7.1.5 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:

- 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).
- In all other cases, like consultancy assignments, it shall be 40:60 (40% to college).

7.1.6 Where members of staff are associated with the assignment undertaken by a faculty, the associated staff members shall be paid an honorarium by the faculty appropriately in the presence of the Principal/Correspondent.

7.1.7 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 assignments 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 a resource person for conference / other academic responsibilities in other educational institutions shall request 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 an honorary basis.

8. 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/ activities IEI-sponsored projects for the benefit 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

8.2.1 The college encourages its faculty members to organize AICTE/DST/ CSIR/ IEI/ Anna University funded Seminars and Workshops for the benefit of fellow teachers and students.

8.2.2 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. STUDENTS – INCENTIVES & REWARDS

9.1 Students – Incentives & Rewards

9.1.1 The management is pleased to announce the following incentives and rewards for the students:

9.1.1.1 Students securing 1st, 2nd and 3rd Ranks in each semester are awarded with books worth 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 awards.

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 the Winner/Runner/Third Place team in zonal level sports tournaments or University level tournaments are awarded with special cash award.

9.1.2 Merit scholarships are provided to meritorious students based on their marks in higher secondary examinations:

- 550 Marks and above : No Tuition Fees
- 500 - 549 Marks : Rs 20,000 per year
- 450 - 499 Marks : Rs 10,000 per year
- An additional concession of Rs.5000/- in Tuition fees will be given to Muslim students (Counselling and Management Category).

9.1.3 During Graduation day, the following awards will be distributed:

- Overall first rank in each department: 4 Gram Gold medal with certificate
- Overall second rank in each department: Rs 1,500/ with certificate
- Overall third rank in each Department: Rs 1,000/ with certificate
- University first 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
- Personality development, entrepreneurship, ethics, communication skills, computing skills and placement-specific programs for students are arranged without any charges.

- Free and subsidized Add-on skills programmes are arranged to meet the industrial Requirements.
- Rs. 1000 cash will be awarded to those who secure pass marks in NPTEL courses.
- Rs. 2000 cash will be awarded to those who secure silver medals in NPTEL courses.
- Rs. 3000 cash will be awarded to those who secure gold medals in NPTEL courses.
- Free group insurance is provided to all the students.

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 the urge to excel in professional expertise.

A Faculty Member

- shall wear respectable attire befitting 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 the 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 concerning doubts in lessons or relating to any personal help.
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- shall attend to parents as a true representative of the institution, clarify their other doubts with concern and help them to understand the system better.
- shall confer with them on any particular problem about their wards, assist them in solving it, and guide them properly on how and whom to approach for further help.
- shall always give the parents authentic and correct information and never enter into any form of gossip relating to the school or 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 their practice or in any form of adjustment required for discharging their responsibilities.