

# **MOHAMED SATHAK ENGINEERING COLLEGE**

**KILAKARAI, RAMANATHAPURAM DIST.**  
Approved by AICTE, COA NewDelhi , DGS Mumbai, Affiliated to Anna University, Chennai.  
(Sponsored by Mohamed Sathak Trust, Chennai - 06.)



# HR MANUAL

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## **VISION**

To be an institution of repute and rare creativity in providing quality education with technical endeavor and research opportunities of very high standards to the students, who in turn shall contribute to the advancement of the society and human kind.

## **MISSION**

- To provide Quality Education to the students across the country.
- To motivate them to acquire skills and disseminate knowledge.
- To achieve academic and Professional excellence.
- To offer the front line facilities and sophisticated environment.

# QUALITY POLICY

**To become a premier Institute of National Repute by Providing Quality Education, Successful Graduation, Potential Employability and Advanced Research & Development through Academic Excellence.**

**To Develop and Make Students Competent Professional in the Dynamic Environment in the field of Engineering, Technology and Management by emphasizing Research, Social Concern and Ethical Values through Quality Education System.**

## CORE VALUES

- *Technology based education*
- *Industry Interaction*
- *Eco Friendly Campus*
- *Community Development*
- *Global Vision*



# **1. PLANNING**

## **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 (1:20) 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 Mohamed Sathak Engineering College.

- 1.1.1 The Correspondent and Principal are responsible for the recruitment of faculty members as per requirement.
- 1.1.2 The Principal and respective HOD is 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 the 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 Professors - 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 Chairman/Director, 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 Chairman/Director for necessary approval.
- 1.2.4 Depending upon the necessity or need of the hour, Walk in Interviews shall be conducted for appointing faculty member in adhocbasis.
- 1.2.5 The Chairman/Director shall form the selection committee comprising the following members:
1. Chairman/Director
  2. Principal
  3. HOD
- Technical Experts (Internal/External if necessary)
- 1.2.6 The Selection process consists of the following three procedures:
1. Teaching about the topic given to the candidate
  2. Technical Interview
  3. Personal Interview
- 1.2.7 The Correspondent sends preliminary interview call letters, 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 are 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.

The allocation of marks based on

Self introduction	10
Technical qualification and institution	10
Weightage of technical knowledge	20
PhD/M.tech Topic	10
Interaction with subject expert based on Q&A	20
Ability to carry out administration work	15
Capacity to carry out research	15
Total	100

1.2.11 Based on merit/ranking and recommendation signed by all selection committee members, the Chairman/Director 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 or equivalent 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 PhD or equivalent, in appropriate



discipline.

- Post PhD publications and guiding PhD students is highly desirable.
- Minimum of 5 years experience in teaching/ research /industry of which 2 years post PhD experience is desirable.

- *Professor*

- Qualifications as above that are for the post of Associate Professor, 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*

- Qualifications as above that are for the post of Professor, as applicable.
- Post PhD publications and guiding PhD students is highly desirable.
- Minimum 10 years of experience in teaching/Research/Industry out of which at least 3 years shall be at the level of Professor. or
- Minimum 13 years of 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
- *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 13 years of 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 Selection committee.
- *Librarian*
  - Master 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 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
		Chief Accounts Officer
		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 on MBA from any recognized University with minimum 10 years of experience in a reputed administrative position, preferably with knowledge of working in an educational institution.
Chief Accounts Officer	A Graduate on BBA/B.Com 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' service in managing accounts in a reputed concern, preferably with CA qualification.
Senior/Junior Assistant	A Bachelor's Degree with at least 5 years' 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' 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 of experience or ITI with 6 years of experience.
Drivers	Heavy Vehicle License with 5 years' of 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.

- 1.4.2 On the day of joining, the newly appointed faculty member(s) shall meet the Principal in person and submit the joining report duly filled.
- 1.4.3 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.
- 1.4.4 Principal introduce the newly appointed faculty member to the concerned HOD.
- 1.4.5 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, Overcoat (For Female only) and Library tokenetc.
- 1.4.6 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.
- 1.4.7 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.
- 1.4.8 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.
- 1.4.9 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.

## 2. SALARY, INCENTIVES

### 2.1 POSITIONS AND PAY SCALES

2.1.1 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 and
- e. Assistant Professors

2.1.2 In addition, each department shall have support staff like Lab Technicians and Department Attendant.

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

- f. Administrative Officer
- g. Chief Accounts Officer
- h. Accountant
- i. Senior/Junior Assistants
- j. Office Assistants.

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

- k. 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 (without Ph.D Degree) - Rs. 37,400 – 67,000  
(AGP: Rs. 6,000)
- d. Associate Professor (with Ph.D Degree) - Rs. 37,400 – 67,000 (AGP: Rs. 10,000)
- e. Assistant Professor - Rs. 15,600 – 39,000 ( AGP: Rs. 6,000)

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

a. AO	- 15600 – 39000 (GP - 6600)
b. Chief Accounts Officer	- 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 DEARNNESS ALLOWANCE & YEARLY INCREMENTS

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

2.2.2 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.

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

- Students
- HODs Concerned
- Principal & Management

2.2.4 In case of Nonteaching staff, the appraisal is made only by

- HODs concerned
- Principal & Management

2.2.5 In all cases 3 % of basic pay will be given as annual periodical increment.

## 2.3 INCENTIVES AND REWARDS

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

- a) For producing 100% and 90 % above results in a theory paper, academic excellence award will be given
- b) Paper publications in National Conferences – 100% TA, DA and Registration Fees and On Duty.
- c) Paper publications in International Conferences – 100% TA, DA and Registration Fees and On Duty.
- d) Faculties undergoing Part-time, higher Education (PhD/ME/M.TECH Etc.) –100% Salary against 3 Years of Service Agreement on completion of degree.

2.3.2 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.



### 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:

<b>TEACHING STAFF</b>			
<b>Year of experience</b>	<b>Total Days of Vacation</b>	<b>ODD Semester</b>	<b>EVEN Semester</b>
Below Six months	Nil	Nil	Nil
Above six month & Below one Year	7 Days	Not Applicable	7 Days
1 Year – 2 Years	10 Days	Not Applicable	10 Days
More than 2 Years	10 Days	10 Days	10 Days

<b>NON- TEACHING STAFF</b>			
<b>Year of experience</b>	<b>Total Days of Vacation</b>	<b>ODD Semester</b>	<b>EVEN Semester</b>
Less than one Year	Nil	Nil	Nil
1 Year – 2 Years	7 Days	Not Applicable	7 Days
More than 2 Years	10 Days	5 Days	10 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 and 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**

All employees of MSEC are eligible to avail 12 days of casual leave in general in a calendar year, calculating in the basis of one day casual leave for each month and the leave will be credited in their leave accounts. Prior written approval should have been obtained from the Principal/Director for availing the casual leave. If the necessity for the casual leave could not have been foreseen and in such cases the leave letter may be submitted to the principal/Director through fax and the fact may be intimated over phone to their HOD for making alternative arrangements. Such Leave application through fax should not be as a matter of routine and only in extraordinary circumstances on emergency basis, such leave will be admitted as a "Special Case" duly making entry in a register, maintained for this purpose in the "Administrative wing" of the college. IF an employee is having a routine habit of leave requisition sent through fax, it will be watched through the entries made in the register and appropriate "action deem fit" will be initiated against the employee concerned.

### **3.2.1 SYSTEM OF CASUAL LEAVE ACCOUNT CALCULATING AND AVAILING THE LEAVE**

3.2.1.1 Leave account will be calculated from Jan to December in each

calendar year and one day leave will be credited for each month and such leave account will be closed on 31st December every year.

3.2.1.2 Two days continuous casual leave may be permitted to avail in a month during “Class work Period” without affecting routine work.

3.2.1.3 Max. No. of 5 days Accumulated casual leave may be permitted to avail in a month during “No class work period” without affecting routine work.

3.2.1.4 If the employee is taken leave on both the days of “prefix” and “suffix” on the recognized holiday (either weekly or other holiday) all the days including the holiday will be counted as Leave and arrived the loss of pay accordingly.

3.2.1.5 All the casual Leave available in the credit will be lapsed at the end of the December 31<sup>st</sup> in each calendar year.

3.2.1.6 Casual leave may be granted for half a day at a time on application. In such cases, the half a day period should be either four hours from the commencement or before the closure of college hours (i.e, half a day leave will be admitted from 9am to 1pm in the morning or 1pm to 5pm in the evening)

3.2.1.7 One hour permission will be admitted to all employees either in the morning or in the evening twice in a month. Such written “permission granted” application may be forwarded to the Administrative wing” of the college as well to the network administrator (finger print)

3.2.1.8 Three late (including the permission) in a month should be counted as half a day casual leave.

3.2.1.9 For office staff, the excess leave may be adjusted in the eligible vacation leave.

### **3.3 COMPENSATION LEAVE**

3.3.1 The employees in the office, cash counter, faculty members and Lab. assist may be called for “duty” on weekly holidays or other

prescribed holidays as and when necessity arises.

3.3.2 A "Turn duty" register should be opened and maintained in the "administrative wing"

3.3.3 All entries for the calling of duty on holidays will be made available in the turn duty register and got signed by the employee concerned.

3.3.4 The employee who attended the turn duty on holidays should sign in the attendance register and finger print should also be made.

3.3.5 On written, compensation leave can be availed within one month otherwise, it will be lapsed.

3.3.6 Compensation leave should not be combined with weekly or recognized holidays.

3.3.7 Compensation leave is restricted to 12 days to a particular employee in a calendar year.

### **3.4 STUDY LEAVE**

3.4.1 The faculty member/staff member of the College can be granted leave for upgrading their education, in India or abroad.

3.4.2 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.

3.4.3 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.

3.4.4 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.

3.4.5 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.

3.4.6 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 premature departure, they have to repay amount equivalent to the number of on-duty days and with breakage amount as per the bond or agreement.

3.4.7 Higher educational programs need to be completed in the stipulated time of two, three or five years.

### ***3.5 ON DUTY PROCEDURES***

3.5.1 All employees are allowed to work under the basis of "on duty" as detailed below

- a. Deputed OD's by Management/Director/Principal- No restriction
- b. Co-curricular (paper presentation/FDP etc.)- Discretion of Principal.
- c. Ph.D./Research work- Discretion of Principal.
- d. Remunerative exam related ODs- External Invigilator, Laboratory external paper valuation, AUR, etc. Odd or Even semester 7 days per semester.
- e. Extra, paper valuation period should be adjusted in the vacation.

### ***3.6 MATERNITY LEAVE***

3.6.1 Maternity leave may be granted to a woman

faculty member/staff member for a period not exceeding 90 days, to be availed twice in the entire career.

### ***3.7 MARRIAGE LEAVE***

3.7.1 Marriage leave on full pay will be granted to the faculty member/staff member for a period not exceeding 10 days.

## 4. PROMOTIONS

### 4.1 PROMOTION POLICY

- 4.1.1 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.
- 4.1.2 Members of faculty who complete Ph.D. are given preference for promotion.

## 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> 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.
- 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 the contributions as stated above to the EPF Scheme authorities.
- 5.2.5 The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 5.2.6 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 PRINCIPAL, TEACHERS AND STUDENTS

#### 6.1.1 Code of Conduct for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding.

Besides, the following traits are expected from the Principal. He has to

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures lay down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the

welfare of the institution.

- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry him with the highest integrity and he has to exhibit outstanding and strong leadership skills.

### **6.1.2 Code of Conduct for Teaching Staff**

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

- Teachers should uphold the honor and dignity of the teaching profession.
- Teachers shall abide by the code of conduct, discipline and rules of the Institution and Trust.
- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Teachers should provide an innovative and quality education to pupils.
- Be impartial and discriminative against students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.

- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good counselors and facilitators.
- Help, guide, encourage and assist students in their learning.
- Three Internal tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, Internal tests, Seminars if attended are to be entered in the counseling report.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time
- He / She shall employ himself / herself honestly, efficiently and discharge his / her duties diligently.
- He /She shall not normally or on any pretext absent himself / herself from his / her duties without the prior permission of the authorities.
- If he/ she decide to leave the service for any reason before the expiry of the term period as mentioned above, the management reserves the right to grant such relief and the same shall be considered only at the end of the academic year in order to avoid dislocation of the academic activities at the institution.

- No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- Teachers Associations should not be formed without the permission of the Management.
- No teacher should involve himself or herself in any form of political activity inside or outside the campus.
- Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Classrooms. Jeans pant & T-Shirts are prohibited.
- Any emergency duties/work assigned by the management / Principal should be attended immediately and all staff should be communicable during vacation

### **6.1.3 Code of Conduct for Non-Teaching Staff**

The following traits are expected from the Non-teaching staff.

He / She must

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal,

alter or forge official documents / receipts.

- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, Whats App, etc. during the working hours.
- The Non-Teaching staff who had availed 5 days of vacation during Phase I (Nov / Dec 2017) are eligible for 9 days during Phase II (Apr/May 2018). The Vacation for the Non-Teaching Staff who availed less than or more than 5 days of vacation in Phase I will be accounted accordingly.

## 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 misdemeanor 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 the action proposed to be taken, 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 from 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 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 the meetings.





## 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 Institution, with other institutions or Industries, appropriate to the faculty members' 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 himself/herself 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 his/her assignment.
- 7.1.4 The faculty member shall also associate other members of the faculty in working on the assignments.
- 7.1.5 The faculty member shall levy such professional charges on the benefiting 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).

7.1.6 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.

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 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, 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.

## 8. INHOUSE 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

- 8.2.1 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.
- 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 programs and 100% funds for other programs including Anna University sponsored FDPs (self-supported) organized by the Department (maximum of Rs 50,000) per Department.



## 9. INCENTIVES- STUDENTS

### 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:

- 590 Marks and above : Rs 50,000 per year
- 580 - 589 Marks : Rs 20,000 per year
- 550 - 579 Marks : Rs 10,000 per year
- 500 - 549 Marks : Rs 5,000 per year

## ANNEXURE

### *ETHICAL STANDARDS FOR TEACHERS*

#### 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 endeavors to Her 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 societies 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, honor their sentiments and respect their value system
- Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.