

HUMAN RESOURCES POLICY

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Vision

Confect as premier institute for professional education by creating technocrats who can address the society's needs through inventions and innovations.

Mission

- 1. Partake in the national growth of technological, industrial arena with societal responsibilities.*
- 2. Provide an environment that promotes productive research.*
- 3. Meet stakeholders' expectations through continued and sustained quality improvements.*

Quality Policy

Sasi Institute of Technology and Engineering is committed to achieve global standards and excellence in teaching, research and consultancy by creating conducive environment in the fields of technological, managerial studies with professionalism and global outlook ensuring continuous improvement.

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Goals

Short Term Goals

1. To achieve academic excellence through University examination.
2. Quality assurance through NBA & NAAC accreditation in the year 2014.
3. Involving the faculty in decision making and provide professional development opportunities.
4. Providing excellent environment for learning, teaching, research and development for students and staff for their personal and professional growth.
5. Imparting necessary skills and knowledge to the students to prepare them for immediate employment
6. Motivating the students for higher education, research and entrepreneur ship.
7. To make the students to be effective, informed, fair and ethical leaders and lifelong learners.
8. To develop creative, critical and investigative thinking among students.
9. Encouraging community and alumni partnerships that will provide reciprocal and mutual learning opportunities.

Long Term Goals

1. To promote academic and research collaboration with foreign institutes
2. To offer consultancy to the industries and provide hands on experience to the students.
3. To achieve the autonomous status for the Institution
4. Collaborate with global centers of excellence & exchange knowledge, technology, experience and create avenues for higher research.

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1. PLANNING

1.1 Human Resource Planning

- 1.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 1.1.2 He will obtain the staff requirement lists from all the heads of departments and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- 1.1.3 He will consider appointing a Professor to be the Head of every discipline, besides number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed herein.
- 1.1.4 The teacher student ratio shall be **1:15** and for this purpose the Professor shall also be included in counting the number of teachers.
- 1.1.5 The minimum contact hours during the week for each category shall be maintained as follows:

Principal	04
Professor	08
Associate Professor	12
Assistant Professor	16
- 1.1.6 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

1.2 Recruitment

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.

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- 1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
 - 1.2.2.1 Advertisement in the Newspapers
 - 1.2.2.2 Files maintained for storing the unsolicited applications
 - 1.2.2.3 Campus recruitment
- 1.2.3 If the committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- 1.2.4 The committee shall shortlist the candidates in the following processes:
 - 1.2.4.1 Aptitude tests, including class room demonstrations
 - 1.2.4.2 Personal Interviews
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data form of the candidates to the Principal and the Chairman/Correspondent who in turn Interviews the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Principal.
- 1.2.7 Appointment Order shall be issued on production of Original Degree certificates and relieving letter from previous employer in case of experienced candidates.
- 1.2.8 B.E/ B.Tech. and M.E/M.Tech. 1st Class Graduates and above as **Assistant Professor** in Engineering Departments. M.Sc./M.A. with additional Ph.D/M.Phil. Qualification, 1st Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept. When candidates with necessary qualification are

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not available, first class B.Tech. candidates are also considered

1.2.9 Ph.D with 1st Class ME/M.Tech. and B.E/B.Tech. in relevant field with five years teaching/industry/research experience or ME/M.Tech. with 1st Class from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor.**

1.2.10 Ph.D. with 1st Class in ME/M.Tech. and B.E./B.Tech. in relevant field with ten years teaching/ industry/ research experience as **Professor.**

1.3 Orientation

1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.

1.3.2 The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department.

1.3.3 The Head of the Department will give a brief introduction of the department and will introduce the new *incumbent* to all the teaching and non-teaching members of the department.

1.3.4 The Head of the Department will take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.

1.3.5 The Head of the Department will also ensure that all the registration formalities, including submission of joining report, etc, by obtaining the assistance of the Office team.

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- 1.3.6 The Head of the Department will explain and assign teaching work load and departmental activities as per the requirement.
- 1.3.7 The Head of the Department will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.
- 1.3.8 The Head of the Department will encourage the new faculty to take membership in professional societies.

2. SALARY AND 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 to the above each department shall have a few of the following supporting staff based on the requirement.

- a. System Analyst
- b. Programmer
- c. Lab Assistant
- d. Lab Technician
- e. Carpenter
- f. Electrician
- g. Fitter
- h. Plumber
- i. Mechanic
- j. Attender

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

- a. Administrative Officer
- b. Secretary to Principal/Chairman
- c. Senior Assistant/Senior Accountant
- d. Junior Assistant/Junior Accountant
- e. Cashier

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- f. Record Assistant
- g. Receptionist
- h. Warden
- i. Caretaker
- j. Nurse
- k. Maintenance staff
- l. Attenders

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

Professor	Rs.37,400–67,000 starting at 43,000
Associate Professor	Rs.37,000–67,000
Assistant Professor	Rs.15,600–39,100

Additional Qualifications and Previous Experience carry the following monetary benefits

- a. Ph.D. (Engg.) Rs.10,000
- b. Ph.D. (ASH) Rs.5,000
- c. Previous Experience Rs.2,000 /1,500 per year of experience depending upon the institution where she/he worked.

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

Administrative Officer	Rs. 10,285 – 24,200
Sr. Accountant / Secretary/Sr. Assistant /Lab Assistant	Rs. 6,195 – 14,175
Jr. Accountant/ Jr. Assistant/Store keeper	Rs. 4,825 – 10,845
Cashier	Rs. 4,370 – 9,775
Record Asst/Electrician/ Receptionist	Rs. 4,260 – 9,520
Mechanic/Plumber/ Carpenter/Fitter	Rs. 4,050 - 9,050

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Driver HV	Rs. 5,200 – 11,755
Driver LV	Rs. 4,595 – 10,285
Nurse/ Office Assistant	Rs. 3,850 – 8,600
House Keeper / Sweeper	Rs. 3,850 - 8,600
Scavenger/Bus Cleaner	Rs. 3,850 - 8,600

In addition, staff can be given additional benefits of Rs.250/500/1,000 for his/her additional skills or Master Degree. Previous experiences carry Rs.500 per year of experience. Lab assistants get Rs.750 or Rs.1,000 based on their diploma or ITI qualification.

2.2 Dearness Allowance, HRA and incentives

- 2.2.1 In addition to the Basic and Academic Grade Pay, a monthly dearness allowance and house rent allowance shall be paid to teaching staff.
- 2.2.2 In addition to the Basic, a monthly dearness allowance and house rent allowance shall be paid to Non-teaching staff
- 2.2.3 Management can also decide other allowances for Principal, Professors and Special posts.

2.3 Yearly Increments

- 2.3.1 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will be affected at the beginning of every academic year, i.e. in the month of June.
- 2.3.2 Additional Increments / honorarium / monetary benefits shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

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2.4 Incentives & Rewards

Staff 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% results in a theory paper: Rs.1,000/- Cash Award.
- b. Department-wise, yearly, **BEST TEACHER AWARD:** Rs. 2,000/- Cash Award and it is applicable to the faculty who completes one year of service in this Institute.
- c. Professional Society Life Membership Fee - will be paid by the Management for Faculty members with minimum three years of service in the Institution (Maximum one professional society per staff member).
- d. Paper publication in National Conferences – 50% TA, 100% Registration Fee, On Duty and Rs 500/- Cash Reward.
- e. Paper publication in International Conferences – 100% TA, 100% Registration Fee, On Duty and Rs.1,000/- Cash Reward.
- f. For guiding a student paper that is adjudged as BEST PAPER/POSTER (First Prize: Rs.200/-, Second Prize: Rs.150/- and Third Prize: Rs.100/-)
- g. Faculty members taking up Part-time PhD – 100%Fees, 100% Salary against 5 Years Service Agreement on completion of degree.
- h. Supporting Staff Members are offered free computer training. In addition, they can avail reimbursement of fees and on-duties towards higher education against service agreements.

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2.5 Additional benefits

- 2.5.1 100% transport fee is waived off to the transport in charges.
- 2.5.2 50% transport fee is waived off for the staff member opting the college transport.
- 2.5.3 If the ward of the staff member is admitted to the sister Institution of Sasi Institute of Technology and Engineering, then the following benefits are extended to the teaching staff:
 - 2.5.3.1 15% tuition fee waived off for staff with salary up to Rs.20,000/-
 - 2.5.3.2 50% transport fee is waived off.
- 2.5.4 Free accommodation to the staff is provided in the Society hostels subject to availability.
- 2.5.5 Staff members, who will be attended remedial classes, will be rewarded with
 - 2.5.5.1 Rs.150/200 per session in the evening
 - 2.5.5.2 Rs. 90/100 per session in the morning

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3. LEAVES

3.1 Annual Leave

3.1.1 The staff of the college will be eligible for Annual leave on the following basis:

S.No.	Service	Number of Leaves/Annum
1	First Year	Nil
2	Second Year	3
3	From Third Year	8

3.1.2. The annual leave can be availed with prior permission. Principal grants it on the basis of the merit of the case.

3.1.3. The annual leave can also be offset against leave due to sickness or maternity.

3.1.4. The annual leave can be accumulated up to 90 days during the service.

3.1.5. In addition, 90 days paid maternity leave is extended to the lady staff who has put up service of three years in this institution.

3.2 Casual Leave

3.2.1. The staff will be eligible for casual leave at the rate of 1.25/month and can avail as follows:

S.No.	Year of Service	Number of leaves/year	Remarks
1	First Year	15	Not more than two/month
2	Second year		Not more than three/month
3	Third year		No restriction

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3.2.2. Casual leave can be accumulated till the end of the calendar year and can be availed during vacation, along with Annual leave

3.3. Extraordinary leave

3.3.1. Extraordinary Leave is sanctioned to the staff members subject to a maximum of 10 working days

3.3.2. It is sanctioned as a special privilege purely on recommendation of head of the department at the discretion of the management and Principal

3.3.3. This leave is available to the staff members having three years and above experience in the college

3.4 Study Leave

3.4.1 The teaching staff of the College can be granted leave for advancement of their education, in India or abroad.

3.4.2 The teacher who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full-time) or 100% (Part-time) pay during such leave.

3.4.3 The teacher has to sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Academic Committee / Advisory Board on case to case basis.

3.4.4 The Management, at its discretion will extend assistance towards higher education fees, **as interest free loan or as 100% assistance.**

3.4.5 Staff member availing facilities for full time study need to sign agreement with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, staff

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member has to repay the fees and salary received along with bank interest.

- 3.4.6 Staff member availing facilities for part time study need to sign agreement with the Management to serve the Institution for three years, along with sureties. In case of breach of agreement, staff member has to repay the fees amount availed along with bank interest.
- 3.4.7 Staff members undergoing part time programs can have flexi-timings and On-Duties. They can't leave the Institution during the program tenure and have to serve minimum three years in case of M.Tech. and 5 years in case of Ph.D., after completion of higher education. In case of any pre-mature departure, they have to repay amount equivalent to the number of on-duty days.
- 3.4.8 Higher education programs need to be completed in the stipulated time of two or three years.

3.5 On duty assignments

3.5.1 The College can permit any staff member to take special assignments with other Colleges or industrial units, for specific period of time or attend seminars or training programs.

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

- a. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.
- b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisites from the College. Under such circumstances, the Principal /Vice Chairman/Chairman shall decide

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the leave of absence, based on current responsibilities and requirements in the College.

- c. Where the staff member is proceeding on a training programme duly sponsored by the College, the entire period will be treated as on duty and he /she will be eligible for the pay and perquisites as though he is working in the College during such period.

4. Promotions

4.1 *Promotion Policy*

- 4.1.1 All promotions shall be considered on the basis of merit – cum - seniority and vacancy.
- 4.1.2 The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- 4.1.3 The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this section and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- 4.1.4 Under normal circumstances the senior most staff member shall be considered for **promotion to the next higher level position**, subject to he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:
 - a. Associate Professor: 5 years for PhD candidates
 - b. Professor: 5 years of service at Associate Professor Level.
- 4.1.5 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- 4.1.6 All decisions on promotions shall be effective from the month of June every year.

5 .RETIREMENT

5.1 Retirement from Service

- 5.1.1 All teaching and non-teaching staff member shall retire on completing the age of superannuation, which is 65 for teaching and 60 non-teaching staff respectively.
- 5.1.2 When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
- 5.1.3 The College will communicate in writing before 3 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 obtaining appropriate sanction by him.
- 5.1.5 The age of superannuation as mentioned above shall not be applicable to the Professors and Special Category appointments.

5.2. Retirement 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 basic subject to the ceiling of Rs.780 per month, 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

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subject to the ceiling fixed by Provident Fund authorities per month, towards his/her contribution to the Employee's contribution to the EPF Scheme.

- 5.2.4. The College shall remit both the contributions as stated above in the EPF Scheme.
- 5.2.5. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the employee concerned.
- 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.
- 5.2.7. The College shall also pay to the employee the following benefits at the time of his/her retirement:
 - a. Gratuity, if any, payable under Payment of Gratuity legislation
 - b. Encashment of leave (accumulated leave in his/her annual leave account)
 - c. Arrears of salary, if any, payable.

6. DISCIPLINE AND GRIEVANCE REDRRESSAL PROCEDURE

6.1 ***Code of Conduct for Staff***

- 6.1.1 Faculty shall be at the scheduled classroom at the appointed time without any exception.
- 6.1.2 Every faculty shall take attendance at the beginning of the teaching hour.
- 6.1.3 Every faculty shall close the hour punctually at the end of the hour.
- 6.1.4 A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
 - taking correctional action if it is within his/her power, or
 - reporting the matter to the Principal
- 6.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 6.1.6 Staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- 6.1.7 Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 6.1.8 Faculty shall maintain a respectable work conduct in terms of:
 - 6.1.8.1 Preparation for the particular day's Classes, with latest information added to earlier course content.

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- 6.1.8.2 Keeping all teaching aids material required for conducting the class in an orderly manner.
- 6.1.8.3 Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- 6.1.8.4 Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- 6.1.8.5 Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- 6.1.8.6 Obtaining prior sanction of leave of absence and forewarning the students of such absence as a measure of courtesy.
- 6.1.9 Staff shall observe good personal conduct in terms of:
 - 6.1.9.1 Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - 6.1.9.2 Not entering into quarrels, fights or any act of disrespectful nature.
 - 6.1.9.3 Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - 6.1.9.4 Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
- 6.1.10 Faculties shall conform to the Ethical Standards of a Teacher.

6.2. **Discipline**

- 6.2.1 Any staff member who violates the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary

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action by the Principal /Vice Chairman /Chairman.

- 6.2.2 If a staff member commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- 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 disciplinary committee.
- 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 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused staff for giving his/her explanation.
- 6.2.6 On receipt of the explanation, or after the expiry of the time stipulated 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 teacher shall be under the following categories:
 - 6.2.7.1 Memo and Censure.
 - 6.2.7.2 Warning in writing, with recovery of money, where financial loss is involved in the act.
 - 6.2.7.3 Suspension from work without remuneration.

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6.2.7.4 Dismissal or discharge from service.

6.2.7.5 Any staff member receiving more than two memos or warnings will be given punishments mentioned in section 6.2.7.3 or 6.2.7.4

6.2.8 Where the punishment proposed is in the categories 6.2.7.3 or 6.2.7.4 under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

6.2.9 The Principal shall report the proceedings periodically to the Vice Chairman/Chairman

6.2.10 Information shall be forwarded to law enforcement authorities, if necessary.

6.3 Grievance Redressal Procedure

6.3.1 The Principal shall constitute a Grievance Redressal Committee to redress the Grievance of the teaching and non-teaching staff members.

6.3.2 The Grievance Committee shall be composed of three persons Director/Principal and two senior faculty members.

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:

6.3.4.1 have a member secretary, to monitor the proceedings

6.3.4.2 meet once every month on a stipulated day and time

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- 6.3.5 Any teaching or non-teaching staff having a grievance, shall make a representation to the Committee.
- 6.3.6 The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next monthly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 6.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/Vice Chairman.
- 6.3.8 The Member - Secretary shall record and maintain the minutes of the meetings.

7. Job Responsibilities

According to AICTE recommendations the job responsibilities of faculty members are divided amongst the following four areas

7.1 **Academics**

- 7.1.1 Class room lecture
- 7.1.2 Laboratory Guidance/ Instruction
- 7.1.3 Development of learning resource material and course file
- 7.1.4 Development of laboratories and manual
- 7.1.5 Student evaluation and assessment including examination duties of University/ assessment agencies/ supported by the Institution.
- 7.1.6 Participation and promotion of co - curricular activities and extra - curricular activities
- 7.1.7 Curriculum development
- 7.1.8 Student Counseling
- 7.1.9 Book publication, seminars
- 7.1.10 Continuing education, summer / winter schools, Symposia-conducting and participating
- 7.1.11 Self up-graduation and by acquiring higher qualification, keeping abreast of developments in his/her own field.
- 7.1.12 Innovation, research, product / patent development, design of new experiments

7.2. **Research and Consultancy**

- 7.2.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or

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Industries, appropriate to the teachers' competence.

- 7.2.2 The teacher shall undertake assignments such as
 - 7.2.2.1 When the College is approached for such help and the College assigns such engagement to the particular teacher or
 - 7.2.2.2 When the teacher himself / herself is approached by the outside agency for such help.
- 7.2.3 In all cases, when the staff member himself approaches the outside agency or proposes a task or engagement, then he/she shall take up the assignment by obtaining the approval of the Principal/Vice Chairman in writing.
- 7.2.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 7.2.5 The teacher shall also associate other members of the faculty while working on the assignments.
- 7.2.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
 - 7.2.6.1 Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
 - 7.2.6.2 In all other cases like consultancy assignments, it shall be 80:20 (20% to College).
- 7.2.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid

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honorarium by the faculty appropriately, with the approval of the Principal/Vice Chairman / Chairman.

- 7.2.8 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.
- 7.2.9 Maintain relevant files of students / parents/ staff as the case may be for analysis.
- 7.2.10 Help during admissions and promotion of College.

7.3. Administration

- 7.3.1 Academic and administrative management of the department
- 7.3.2 Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level
- 7.3.3 Designing and development newer programs and disciplines
- 7.3.4 Participation in national/state level policy planning bodies
- 7.3.5 Organization of Institute/state/ national level faculty/student level societies
- 7.3.6 Planning/development of schedules for both department and Institute level achievements.
- 7.3.7 Help mobilizing the resources for the Institution
- 7.3.8 Maintain and cross check accountability, conduct performance appraisal.
- 7.3.9 Maintain relevant files of students/parents/ staff as the case may be for analysis.
- 7.3.10 Help during the admissions and promotions of College.

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7.4 Extension services

- 7.4.1 Interaction with industries and service institutions
- 7.4.2 Promote community service amongst students
- 7.4.3 Help, develop, vocational services in the neighborhood
- 7.4.4 Contribute towards promoting / providing non-formal education
- 7.4.5 The College permits its faculty to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section
- 7.4.6 A faculty, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same
- 7.4.7 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
- 7.4.8 Promote entrepreneurship and job creation

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 Staff Members.
- 8.1.2 Each Department will be given a sanction of Rs.25,000/- in a year, towards in-house R&D activities.
- 8.1.3 Staff members can submit their proposals through the Head of the Department and can avail a maximum of Rs.5,000/- per project, towards developing a prototype or model.

8.2. Seminars/Workshops

- 8.2.1 The College encourages its faculty members to organize AICTE/ISTE funded Seminars and Workshops for the benefit of fellow teachers and students.
- 8.2.2 The Management provides additional 100% funds for any AICTE/ISTE funded programs and 50% funds for other programs organized by the Department (maximum of Rs. 25,000 per Department).

9. INCENTIVES-STUDENTS

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

- 9.1 Student securing 1st and 2nd Ranks in a semester, Rs.1,000 and Rs.500 cash awards respectively.
- 9.2 Students achieving/maintaining 1st and 2nd ranks throughout the course are eligible for Rs.5000 cash awards.
- 9.3 For University Rank holders (Top 3 positions), Rs.15,000 Fees will be refunded. For others (4 to 10 positions), Rs.10,000 Fees will be refunded.
- 9.4 There will be a BEST OUTGOING STUDENT AWARD
- 9.5 There will be BEST STUDENT AWARD (Department wise).

Annexure 1

APPOINTMENT ORDER

(Teaching Staff)

To

.....
.....

Sub :- Establishment – SITE - Appointment as..... Issue orders - Reg.

Ref : 1) Your application Number nil dated.....

2) Staff selection report dated

In pursuance of the recommendations of Selection Committee, you are here by appointed as in the department of, subject to the following terms and conditions:

1. You will be paid a basic pay of Rs..... P.M. in the pay band of Rs----- as per AICTE scale
2. You will be paid DA, HRA and other allowances as per College norms.
3. You will be on probation for one year.
4. On successful completion of probation, you will be given a Letter of Confirmation.

HUMAN RESOURCES POLICY

5. Faculty of Non-engineering departments who have been appointed without NET/SLET has to qualify themselves with in two consecutive attempts.
6. A faculty member leaving the Institution during the semester leads to dislocation in class work and disruption in service to the students. A faculty member cannot leave the institution during the ongoing academic year. If any faculty member wishes to leave the institution service, he/she may do so during the end of the academic year by giving two months notice period. Otherwise, he/she has to pay to the Institution an amount equivalent to the salary of two months.
7. Your service conditions will be governed by the Rules and Regulations of the Institute form time to time.
8. Your appointment can be terminated with two months notice at any time without assigning any reason.
9. You have to submit attested photocopies of your original certificates of qualifications and experience for record in our office.

This order takes effect from the date of your joining the institution.

Principal

To

Candidate's address

Copy to:

1. Vice Chairman
2. Establishment
3. HOD,-----
4. Accounts officer
5. Personal file
6. Library

HUMAN RESOURCES POLICY

(Non-teaching Staff)

To

.....
.....

Sub:- Establishment-SITE-Appointment as ----- Orders issued —
Reg.

Ref: 1) Your application Number----- dated -----

2) Staff selection report dated -----

In pursuance of the recommendations of Selection Committee,
you are here by appointed as ----- in the department of-----
-----, subject to the following terms and conditions :

1. You will be paid a basic pay of Rs.-----P.M. in the pay scale of Rs.-----as per State Government scale
2. You will be paid DA, HRA and other allowances as per College norms.
3. You will be on probation for one year.
4. Staff member leaving the Institution during the semester leads to dislocation of work and disruption in service to the students. A Staff member cannot leave the institution during the ongoing academic year. If any staff member wishes to leave the institution service, he/she may do so during the end of the academic year by giving two month notice period. Otherwise, he/she has to pay to the Institution an amount equivalent to the salary of two months.

HUMAN RESOURCES POLICY

5. Your service conditions will be governed by the Rules and Regulations Institute form time to time.
6. Your appointment can be terminated with two months notice at any time without assigning any reason.
7. You have to submit attested photocopies of your original certificates of qualifications and experience for record in our office.

This order takes effect from the date of your joining the Institution.

Principal

To

Candidate's address

Copy to:

1. Vice Chairman
2. Establishment
3. HOD,-----
4. Accounts officer
5. Personal file
6. Library

HUMAN RESOURCES POLICY

Annexure 2

Letter of Confirmation

Date:

To

.....
.....

Dear Mr. /Ms.

Further to our letter of appointment dated -----, we are pleased to confirm your services in the College as a ----- with effect from -----

You will continue to receive the same salary and allowances, as you are receiving at present.

With best wishes,

Yours faithfully,

Principal

HUMAN RESOURCES POLICY

Annexure 3

Personal Data Form

Name				Photo
Residential Address		Phone/ Mobile		
		E - mail ID		
Permanent Address				
Date of Birth		Blood Group		
Educational Qualifications				
Qualification	Year of Passing	Institute/University	% Marks obtained	Class
Experience				
Organization Worked	Position		From	To
Family Details				
Name of the Member		Relationship		

HUMAN RESOURCES POLICY

References	
Reference 1	
Reference 2	

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place:

Date:

Signature

Annexure 4

Form of Show Cause Notice

To

.....

.....

SHOW CAUSE NOTICE/MEMO

It has been reported against you that on at ... you have, the original report of which is enclosed for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparte.

Principal

Enc: Copy of the original report.

Annexure 5

Retirement Letter

Date:

To

.....
.....

Dear Prof. / Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on /.../..... and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30, /.../.....

The College places on record the services rendered by you for ... yrs and ...months, and we wish you a healthy, long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal