

CHAPTER NO.	TITLE	PAGE NO.
1	HUMAN RESOURCE PLANNING	2
2	POSITIONS AND PAY SCALES	5
3	LEAVE	9
4	PROMOTION POLICY	13
5	DISCIPLINE AND GRIEVANCE PROCEDURE	14
6	CONSULTING, R&D AND TEACHING ASSIGNMENTS	18
7	INHOUSE R&D AND SEMINARS/WORKSHOPS	20

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 department 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 the number of Assistant Professors and Lecturers 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 | 4 |
| Professors | 8 |
| Associate Professors | 12 |
| Assistant Professors | 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.

RECRUITMENT

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 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
 - 1.2.2.4 District or Special Employment Exchanges
- 1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following processes:
 - 1.2.4.1 Personal Interviews
 - 1.2.4.2 Aptitude tests, including class room demonstrations
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Principal/Chairman /Correspondent in the Form 1 appended to this manual.
- 1.2.7 ME/MTECH 1st Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. MSc/MA with additional MPhil Qualification, 1st Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.
- 1.2.8 Ph.D with 1st Class in BE/BTECH or ME/MTECH with three years teaching/industry/research experience or ME/MTECH from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**. Existing Assistant Professors in 5th pay scale are retained as Associate Professor in 6th pay implementation. However, they are advised to complete their Ph.D. at the earliest.
- 1.2.9 Ph.D with 1st Class in BE/BTECH or ME/MTECH with ten years teaching/ industry/ research experience or ME/MTECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.

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 introduced to the Head of the Department.
- 1.3.3 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 1.3.4 He will also 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 HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- 1.3.6 The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.



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. Professors
- c. Associate Professors and
- d. Assistant Professors

2.1.2 In addition, each department shall have support staff like Programmers, Lab Assistants, 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. Accountant, PA to Principal/Chairman, Clerical Assistants
- c. Office Assistants.

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

- a. Principal and Special Positions....

Pay as per AICTE norms, commensurate with the qualifications and experience

- b. Professor - Rs 37,400 –67,000- Grade Pay 10,000.
- c. Associate Professor Rs 37,400 – 67,000 – Grade Pay 9000.
- d. Assistant Professor (S.G).Rs 15,600 – 39,100 – Grade Pay 8000.
- e. Assistant Professor(Sr.G).Rs 15,600 – 39,100 – Grade Pay 7000.
- f. Assistant Professor(O.G)Rs 15,600 – 39,100 – Grade Pay 6000.

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

- a. Programmer – Rs.8000-275-13500.
- b. Technical Assistants – Rs.4000-100-6000.
- c. Lab Assistants – Rs.3200 – 85 – 4900.
- d. Administrative Officers – Rs.8000 – 275 – 13500.
- e. Librarians – Rs.8000 – 275 – 13500.
- f. Assistant Librarians – Rs.6500 – 200 – 10500.
- g. Managers/Assistant Managers – Rs.6500 – 200 – 10500.
- h. Accountant / Cashier – Rs.5500 – 175 – 9000.
- i. Junior Asst./Steno – Rs.4000 – 100 – 6000.
- j. Attender – Rs. 2550 – 55 – 2660 – 60 – 3200.
- k. Gardener / Scavenger – Rs. 1325 – 125 – 1825.

–

2.2 DEARNESS ALLOWANCE

- 2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties.
- 2.2.2 Management can also decide other allowances for Professor, Principal 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.
- 2.3.2 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.
- 2.3.3 Staffs are not eligible for increment who have been found guilty of misconduct and liable for penalty during the service.
- 2.3.4 Staff cannot claim Increment every year as a matter of right and / or the quantum of increment & it is the discretion of the Management and based on the financial viability.

2.4 BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF

- 2.4.1 Employees Provident Fund (EPF).
- 2.4.2 Group Insurance.
- 2.4.3 Free Transport.

2.4.4 Children Education – Fees Relaxation.

2.4.5 Free Treatment at SRM Medical College Hospital.

2.5 INCENTIVES AND REWARDS

2.5.1 Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points d to l are applicable to staff members with minimum 1 year of service at the Institution.

- a) For producing 100% results in a theory paper: Rs 1000/- Cash Award.
- b) Department-wise, Yearly, BEST TEACHER AWARD: Rs 2000/- Cash Award.
- c) Professional Society Life Membership Fee - 100% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional Society per Staff Member).
- d) Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculties with less than 3 years experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years experience at the Institution(1 program/Year)

2.5.2 Support 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 CASUAL LEAVE

3.1.1. Every employee is eligible to avail upto a maximum of 12 days of Casual Leave in a calendar year.

3.1.2. Normally only one day casual leave will be sanctioned in a month.

3.1.3. Continuous absent beyond 9 days will be treated as Earned Leave or Leave on Loss Pay in case enough Earned Leave is not in credit for the staff for the actual number of days absent.

3.2 COMPENSATORY LEAVE

3.2.1. In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three from the date / period of carrying out such work.

3.2.2. Later on the compensatory leave can be availed only after applying to the principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed within two months after the actual date of working.

3.2.3. Compensatory leave will not be granted to any staff of special classes, educational tours, university practical examinations, iso, accreditation, inspection of aicte/university, other bodies, emergency works and special working on saturday, etc.

3.3 ON DUTY

- 3.3.1. On Duty Permission will be granted only the prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.
- 3.3.2. The Teaching staff members will be allowed a maximum of 15 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university / DOTE during the college working days. Staff should produce evidence from the Competence authority for having done the intended duty. Otherwise if this absence will be treated as leave.
- 3.3.3. All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.

3.4 VACATION LEAVE

- 3.4.1. Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave.
- 3.4.2. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:
- (i). Odd Semester – June to October succeeding Winter Vacation – November to December.
 - (ii). Even Semester – November to April succeeding Summer Vacation – May to June.

For both Odd and Even semesters the Vacation Period starts from the date of commencement of University Theory Examinations and ends on the date to be announced then and there.

- 3.4.3. Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail sixty(60) days of vacation leave during the academic year. If they have served only one semester, they are eligible to get only thirty(30) days of vacation. In November – December, the vacation leave will be restricted to a period not more than 50 days. For service period less than one semester, the vacation will be calculated on Pro-Rata basis.
- 3.4.4. The eligibility of the vacation leave for the staff members who are doing part-time B.E, M.Phil., M.E., and Ph.D., programmes etc on sponsoring will be finalized according to the merit of the case and announced by the Principal by the end of April every year.

- 3.4.5. Vacation Leave may be availed in two spells in each vacation with a minimum of 15 days.
- 3.4.6. CL, EL, COL, OD etc cannot be combined with Vacation Leave.
- 3.4.7. Vacation Leave should be applied well in advance and got sanctioned before availing the same.
- 3.4.8. Vacation Leave may be curtailed or refused depending upon the exigencies of works.

3.5 CONVERTING VACATION LEAVE INTO EARNED LEAVE

- 3.5.1. Teaching staff can carry only 50% of their vacation leave at the rate of one day EL for two days of vacation leave to the next academic year as Earned Leave.
- 3.5.2. Earned Leave should be applied in advance and got sanctioned, before being availed.
- 3.5.3. CL, COL, OD or other leave cannot be combined with Earned Leave under any circumstances.

3.6 EARNED LEAVE FOR NON TEACHING STAFF

Every non teaching staff of the college is eligible for the Earned Leave as per the following rules:

- (i). During the probation period, Earned Leave will accrue at the rate of 15 days a year. (1 $\frac{1}{4}$ day per month). On completion of the probation period, the rate will be 30 days a year. (2 $\frac{1}{2}$ days per month).
- (ii). Earned Leave should be availed in advance and get sanctioned, before being availed.
- iii). Earned Leave may be refused or curtailed depending on the exigencies of work.
- (iv). Non teaching staff can carry to their credit only 20 % of the earned leave to the extend to the next academic year.

3.7 MATERNITY LEAVE

The leave can be granted to all lady staff subject to the following conditions:

- (i). Should have completed the minimum of three years of satisfactory service.
- (ii). The maternity leave is limited to a maximum of 6 months only.
- (iii). Should give an undertaking that they will work for two years after rejoining the duty and forego the vacation to the extent of 0 days (at 30 days per year) in the succeeding summer vacation.
- (iv). Non Teaching lady staff are eligible 30 days only subject to the above conditions.

3.8 MEDICAL LEAVE

3.8.1. For treatment and hospitalization of serious compliant like TB, CANCER, LEPROSY, HEART SURGERY, KIDNEY TRANSPLANTATION OR RETINA TRANSPLANTATION etc., the medical will be decided on the merit of individual case.

3.8.2. For other ailments and hospitalization the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following conditions.

0 – 5 Years	-	Nil
5 – 10 Years	-	1 Week.
10 – 15 Years	-	2 weeks

—

4

PROMOTION POLICY

- 4.1.1. All promotions shall be considered on the basis of merit- cum – seniority basis.
- 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 chapter 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 member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:
 - a. Asso. Prof: Ph.D., with 8 years experience as Assistant Professor.
 - b. Professor : Ph.D., with 3 years experience as Associate Professor.
- 4.1.5. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- 4.1.6. In respect of non-teaching staff, the promotion from one level to the next higher level is based on the performance of the staff.
- 4.1.7. Staff cannot claim promotion every year as a matter of right and / or at the desired level & it is the discretion of the Management. Promotion is subject to vacancy available in the respective slots.

5

DISCIPLINE AND GRIEVANCE PROCEDURE

5.1 CODE OF CONDUCT FOR TEACHERS

- 5.1.1 Teachers shall be at the appointed classroom at the appointed time without any exception.
- 5.1.2 Every teacher shall take attendance at the beginning of the teaching hour.
- 5.1.3 Every teacher shall close the hour punctually at the end of the hour.
- 5.1.4 A teacher 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
- 5.15 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 5.16 Faculties and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- 5.17 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.

5.18 Teachers shall maintain a respectable work conduct in terms of:

- i. Preparation for the particular day's Classes, with latest information added to earlier course content.
- ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
- iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

5.1.9 Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- 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.
- 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.

5.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

5.2 DISCIPLINARY PROCEDURE

- 5.2.1 Any teacher who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
- 5.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- 5.2.3 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.
- 5.2.4 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.
- 5.2.5 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 teacher for giving his/her explanation.
- 5.2.6 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.
- 5.2.7 The course of action for disciplining a teacher shall be under the following categories:
- a. Memo and Censure.
 - b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Dismissal or discharge from service.
 - e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
- 5.2.8 Where the punishment proposed is in the categories c or d 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.
- 5.2.9 The Principal shall report the proceedings periodically to the Chairman/Correspondent.

—

5.3 GRIEVANCE PROCEDURE

- 5.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 5.3.2 The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal/Director/Dean and Chairman/Correspondent.
- 5.3.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 5.3.4 The grievance committee shall:
- have a member secretary, to monitor the proceedings
 - meet once every month on a stipulated day and time
- 5.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 5.3.6 The member Secretary of the Grievance 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 commissioned immediately.
- 5.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
- 5.3.8 The Member-Secretary shall record and maintain the minutes the meetings.

—

6

CONSULTING, R&D AND TEACHING ASSIGNMENTS

6.1 CONSULTING, R&D

- 6.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- 6.1.2 The teacher shall undertake such assignments
- When the College is approached for such help and the College assigns such engagement to the particular teacher or
 - When the teacher himself/herself is approached by the outside agency for such help.
- 6.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.
- 6.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 6.1.5 The teacher shall also associate other members of the faculty in working on the assignments.
- 6.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
- a) 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).
 - b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).

- 6.1.7 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/Chairman/Correspondent.
- 6.1.8 The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

6.2 TEACHING ASSIGNMENTS.

- 6.2.1. The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- 6.2.2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- 6.2.3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.



INHOUSE R&D AND SEMINARS/WORKSHOPS

7.1 IN-HOUSE R&D

- 7.1.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- 7.1.2 Each Department is given a sanction of Rs 250000/- in a year, towards in-house R&D activities.
- 7.1.3 Staff members can submit their proposals through the HEAD of the Department and can avail a maximum of Rs 50000/- per project, towards developing a prototype or model.

7.2 SEMINARS/WORKSHOPS

- 7.2.1 The College encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.
- 7.2.2 The Management provides additional funds for any AICTE/ISTE funded programs.