



# **AAA COLLEGE OF ENGINEERING & TECHNOLOGY**

(Accredited by NAAC with 'A' Grade | An ISO 21001 : 2018 Certified Institution)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Kamarajar Educational Road, Amathur, Sivakasi – 626 005

Website : [www.aaacet.ac.in](http://www.aaacet.ac.in)

Email : [aaaengineeringcollege@aaacet.ac.in](mailto:aaaengineeringcollege@aaacet.ac.in)

Phone : 04562-290900, 04562-251112

Fax : 04562-228885



## **HUMAN RESOURCE MANUAL**

**2022 - 2023**

**VERSION 2.0**





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## HR MANUAL Version 2.0

(Approved in Governing Council Meeting held on 22.12.2022)

(With effect from academic year 2022-2023 onwards)

  
22/12/2022

Prepared By : Principal



Approved by : Correspondent



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## 1. INTRODUCTION

HR policy of **AAA COLLEGE OF ENGINEERING AND TECHNOLOGY, SIVAKASI-626 005** replaces all the other policies, procedures, benefit statements, memoranda and other established written or oral practice.

The information in this HR policy is important to all the Employees of AAACET and they should read the manual and duly sign the report. This HR policy is to be referred whenever a clarification on college policies/benefits is required.

Naturally, all answers to all the questions by the employees of AAACET are not found in the HR policy. It is neither a law book nor a catalogue of personnel policies. In this HR policy, the minute details of each category are not to be expected. Instead, a summary of some of the important policies are presented.

Throughout the HR policy, employees are asked to check with their respective Head of the Department or establishment section for complete the information for HR policies and benefits.

Circumstances will obviously require that the policies, practices and benefits described in the HR policy change from time to time. The college reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this HR policy as it deems appropriate from time to time in its sole and absolute discretion. However, no amendment or modification of the “Terms of Employment” provisions of this HR policy shall be effective unless made in writing, and signed by the chairman/secretary/correspondent of the college. The college will attempt to provide the employees with notification of any other changes as they occur.

## 2. VISION AND MISSION

### VISION :

- Emerge as a Premier Institute for Quality Technical Education and Research with social responsibilities.

### MISSION :

- To offer state of the art infrastructure for under graduate, postgraduate and doctoral programs.
- To provide holistic learning ambience blended with professional ethics, leadership qualities and social responsibilities.
- To disseminate knowledge and undertake research in field of Engineering and Technology.
- To inculcate innovation and creativity among student community to become successful entrepreneurs.
- To undertake collaborative projects with academic, research centres and industries to provide cost-effective solutions.

### 3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context :

- 3.1 “College” means “AAA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMATHUR, SIVAKASI – 626005”.
- 3.2 “Employer” means the Chairman/Secretary/Correspondent who is incharge of the College or any one duly authorized to act on his behalf.
- 3.3 “Notice” means a notice in writing required to be given or exhibited on the notice board for the purpose of these Standing Orders.
- 3.4 “Notice Board” means notice board installed at or near the main entrance of the College, Administrative Building etc.,
- 3.5 “Premises” means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college premises.
- 3.6 “Employees” means any person employed in the College to do any Technical and Non – Technical work.
- 3.7 “Work premises” includes the premises of the college or works and other places of work where a work man is deputed to work.
- 3.8 “Words importing the singular number shall include the plural number and vice versa”.
- 3.9 Words importing the masculine gender shall include the feminine gender.
- 3.10 “Faculty” includes all employees who teach subjects to the students in various departments.
- 3.11 “Staff” includes all employees who assist the faculty in various departments and assist Principal in the administrative works.

#### **4. COLLEGE PROFILE**

AAA College of Engineering and Technology was established in the year 2013. The college is approved by AICTE, New Delhi and affiliated to Anna University, Chennai. It imparts engineering education with 5 undergraduate Courses. They are : BE - Civil, CSE, ECE, EEE and Mechanical. The college is one of the youngest institution accredited with NAAC 'A' Grade and TUV-ISO 21001:2018 certified institution in Tamil Nadu. The College has a very good infrastructure, well equipped laboratories, well qualified teaching faculty members.

The institution has a very good student - faculty ratio which enables us to pay individual attention on each and every student for their better progress. In order to motivate the students and faculty in co-curricular activities the institution organizes various programs in the campus. Workshops and guest lectures are arranged regularly bringing experts from industry and academia. The institution focuses on carrying out research in diversified field of Engineering and Technology.

The entrepreneurship development cell helps the young generation students to come up with new innovative and creative business idea and motivates the students to promote entrepreneurship and small business. The Institution has very good placement records in all the departments among nearby institutions.

#### **5. GENERAL INFORMATION**

##### **5.1 Name of the College :**

AAA College of Engineering and Technology

##### **5.2 Address of the College :**

Amathur, Sivakasi - 626 005. Tamilnadu.



**5.3 Contact Details :**

Phone – 04562-290900, 04562-251111

Fax: 04562-228885

**Anti-Ragging Toll free No : 1800 425 8807**

**5.4 AICTE Approval ID for AAA College of Engineering and Technology**

Southern/1-10974476598/2022/EOA dt 03-Jun-2022

**5.5 Anna University Approval ID for AAA College of Engineering and Technology**

Lr.No. 02/AFFLN/CAI/TVL/AU/2022-2023/9537 dt. 12.08.2022

**5.6 Quality Policy**

We, at AAA College of Engineering and technology, are committed to build our nation as the best nation through Quality Technical Education as a team. Students are groomed to excel in all values of life and become good responsible citizen. We continually improve system, infrastructure, and services to satisfy the stakeholders.

**5.7 About the trust****Name of the trust :**

‘Panjurajan Amaravathy trust promoted by Vinayaga – Sony fireworks.

**Registered Address :**

53-Kamarajapuram colony, Thiruthangal, Virudhunagar District. Pincode - 626 123.

**5.8 Board of Trustees :**

AAACET is running under the Panjurajan Amaravathy trust promoted by Vinayaga – Sony fireworks. The Rules & Regulation for governance are framed by the Board of Trustees and Governing Council.

## **6. IMPROVEMENT, INNOVATION & LEARNING**

Improvement, innovation and learning is applied in all functions of the organization.

### **6.1 IMPROVEMENT**

The organization employees are provided with opportunities and necessary resources to participate in improvement activities like Suggestion Box, Employee Feedback, Grievance re-dressal cell. Recognition and rewarding the improvements are done to the employees by the Management through an appraisal system.

### **6.2 INNOVATION**

Innovation to be applied to issues at all levels through changes in the technology, process and organization system to meet the changing needs of modern engineering education. It is done to ensure that competitive advantage is maintained and to utilize the new opportunities. Employees of the organization shall always show their willingness to accept the innovations and changes in the system.

### **6.3 LEARNING**

Improvements and innovations are encouraged through learning. “Learning integrates the capabilities of individuals with those of the organization”. Employees are expected to combine their knowledge, thinking patterns and behavior patterns with the values of the organization by considering the organization values based on its vision, mission and objectives. Improvement of employees competency will be recognized and rewarded.

## 7. RECRUITMENT POLICY

- The Principal assesses staff requirements every semester.
- The establishment section obtains staff requirement lists from the Heads of departments and arrive the number required of faculty members, Lab assistants and administrative staff.
- Principal forwards the requirements to the management and receives the approval.
- The establishment section plans for the advertisement and advertisements regarding job profiles, required qualification and experience with salary norms are published in leading Tamil/English daily.
- Applications for various posts received through email/post/college website are collected by the establishment section at office. Necessary inward entries of the applications are made and scrutinized with the help of respective HoDs.
- A Selection Committee which comprises of the following members is formed by the Principal to conduct Interview.

### Constituent Members of Selection Committee

S.No.	Members of Selection Committee
1.	<b>Chairman:</b> <ul style="list-style-type: none"> <li>• Principal</li> </ul>
2.	<b>Internal Members :</b> <ul style="list-style-type: none"> <li>• HoD Concerned</li> <li>• Subject Experts</li> </ul>
3.	<b>External Members :</b> <ul style="list-style-type: none"> <li>• Subject Experts</li> </ul>
4.	<b>Special Invitee :</b> <ul style="list-style-type: none"> <li>• Management Representative</li> </ul>

- Interview call letters are sent to the applicants with the date and venue of the interview. Applicants are asked to attend the personal interview along with their original testimonials.
- The dates of interview and the venue are communicated to all the designated panel members.
- Applicants who join as Asst. Professor will take a written test with respect to their specialization.
- On the date of selection, appraisal sheets are given to the panel members to award marks/ grades for each of the item (the attributes are decided at the time of interview depending upon the position).
- Assessment and valuation of applicants done by each panel members is consolidated and a list is prepared including the ranking, special qualifications *etc.*
- Selection of candidates shall be made on merit/ranking and recommendations signed by the panel members.
- The list of candidates selected for the appointment shall be forwarded for the approval of the Chairman/Secretary/Correspondent.

### **Appointment**

- Newly appointed faculty has to join before commencement of the classes so that they will have enough time to get acquainted with the new environment, preparing lesson plans and department works.
- On reporting for duty at the college, the candidate shall meet the Principal and submit the joining report duly filled.
- New faculty member have to report to the HoD concerned after receiving suitable instructions and guidelines from Principal.

**ORIENTATION**

- Principal introduces the newly joined faculty in the faculty meeting.
- The HoD gives a brief introduction about the department and introduces the new incumbent to all the teaching and non-teaching members.
- The establishment section will ensure all the registration formalities, including submission of joining report, User Id for secured internet accessing facility, Identity card application, Rovam Id etc.
- The HoD assigns the subject to the new faculty based on his/her field of interest/department requirements.

**8. EMPLOYEE DUTIES AND RESPONSIBILITIES**

- Duties and responsibilities of the teaching staff other than the Principal shall be basically governed by the norms of AICTE and Anna University and as approved by the Governing Council.
- Duties and responsibilities of the Non-Teaching staff (Technical and Administrative) are assigned by the competent authorities.
- Every employee shall maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings at all times.
- Every employee is expected to be courteous in his/her dealings with other members of the staff, students and members of the public at all times.
- All the employees are required to observe the scheduled hours of work during which they must be present at the place of their duty. The staff members have to register their attendance in the register by 9.00 a.m. in the morning and afternoon 4.45 p.m. in the evening every day. Non-teaching faculty have to register their biometric attendance by 8.50 a.m in the morning and 5.10 in the evening.
- All grievances shall be addressed to the Principal/the Chairman/Secretary/Correspondent through proper channel.

- The dress code has to be followed by the staff as envisaged. The male staff member has to come in shoes and tucked-in shirt with tie.
- All the staff members both teaching and non-teaching have to wear the identity cards with rope compulsorily.
- The usage of cell phones inside the campus is restricted.
- The faculty members are expected to maintain a very healthy teacher-student relationship and maintain utmost discipline among the students and uphold the decorum of their position.
- The faculty & staff members are expected to follow the code of conduct and be a role model to the students.
- The faculty & staff members have to follow all the rules and regulations of the college that are in force from time to time.
- Every employee shall be governed by provisions of the relevant rules.

## 9. HOURS OF WORK

The hours of work and workweek, for both teaching, non-teaching staff and office staff are generally as outlined herein. However, Principal is authorized to reschedule working hours/day to carry out specific tasks.

### Working hours for teaching faculty

Working days	Working Hours	Break Time	Holiday
Monday – Saturday	9.00 AM to 4.45 PM	45 Minutes for Lunch	3 <sup>rd</sup> Saturday and Sundays

**Working hours for non-teaching staff :**

<b>Working days</b>	<b>Working Hours</b>	<b>Break Time</b>	<b>Holiday</b>
Monday – Saturday	8.50 AM to 5.10PM	45 Minutes for Lunch	3 <sup>rd</sup> Saturday and Sundays

**Working hours for other employees :**

<b>Other Employees</b>	<b>Working hours</b>	<b>Break time</b>
House keeping	8.30AM – 5.30PM	45 Minutes
Gardeners	8.30AM – 5.30PM	45 Minutes

**Attendance :**

It is mandatory for all the employees to mark their attendance daily in “Attendance Register” and in Bio-Metric Attendance system. Employees mark their attendance in Bio-Metric Attendance system whenever they leave the institute for official or personal work and when they returned to Institute. The establishment section verifies the attendance based on the attendance records present in the Attendance system. (Bio Metric Attendance system and / or Attendance register as per the applicability)

**10. POSITIONS AND PAY SCALE**

<b>Position</b>	<b>Pay Band (Rs)</b>	<b>AGP (Rs)</b>
Professor	37,400	10,000
Associate Professor	37,400	9,000
Assistant Professor	15,600	6,000

**Salary Upto 01.12.2019****Sixth Pay Scale****1. For Assistant Professor Grade**

<b>Assistant Professor</b>	<b>Basic</b>	<b>AGP</b>	<b>Total</b>
Probationer	15600	6000	21600
App.Probationer	15600	6000	21600
	16068	6000	22068
	16551	6000	22551
	17048	6000	23048
	17560	6000	23560
	18087	6000	24087
	18630	6000	24630
	19189	6000	25189
	19765	6000	25765
	20358	6000	26358

**2. For Associate Professor Grade**

<b>Associate Professor</b>	<b>Basic</b>	<b>AGP</b>	<b>Total</b>
App.Probationer	37400	9000	46400
	37400	9000	46400
	38522	9000	47522
	39678	9000	48678
	40869	9000	49869
	42096	9000	51096
	43359	9000	52359
	44660	9000	53660
	46000	9000	55000
	47380	9000	56380



### 3. For Professor Grade

Professor	Basic	AGP	Total
App.Probationer	37400	10000	47400
	37400	10000	47400
	38522	10000	48522
	39678	10000	49678
	40869	10000	50869
	42096	10000	52096
	43359	10000	53359
	44660	10000	54660
	46000	10000	56000
	47380	10000	57380

\*Special Allowance can be added to match the pay scale

\*DA & HRA can be varied to match the pay scale

\*NAAC/NBA accredited college experience is counted as full experience (otherwise ½)

#### 10.1 Yearly increment

- Employees are eligible to the increment after the completion of 12 months satisfactory service in the College.
- The increment is awarded based on the self-performance appraisal and evaluation.
- It is mandatory for the faculty to register Ph.D. within 5 years of their service in teaching.
- Faculty with more than 5 years of experience need to organize conference/seminar/workshop/FDP, etc.,
- Faculty with Ph.D. need to organize funded conference/seminar/workshop/FDP, etc.,
- For faculty with Ph.D., at least two Scopus (web of Science) or two E-SCI or one SCI publication is mandatory for others one Scopus publication is mandatory.

- Faculty with Ph.D. need to submit at least one project proposal for more than 10 lakhs to a funding agency.
- Faculty with Ph.D is mandatory to be an Anna University Supervisor in their respective departments.
- For non-teaching staff, completion of one in-house project is mandatory.

## **10.2 Benefits extended to faculties & staff**

- Employee Provident Fund is provided for staff members drawing salary less than Rs.15,000/month.
- Employee State Insurance (ESI) is covered for staff members drawing salary less than Rs.15,000/month.
- Group Insurance for all faculty & staff members.
- Interest free loan for paying semester fees to university is provided for faculty members pursuing their Ph.D.
- A fee waiver of Rs.5,000/- for one of the children of our faculty/staff member studying in the schools run by the management.
- Subsidized mess fee for all faculty & staff members in the hostel.
- Faculty members staying in hostel are entitled for free accommodation.
- Free medical emergency transportation for both faculty & staff members.
- 3 days paid leave is extended to the faculty/staff members on the occasion of their marriage.
- Professional membership in the faculty club for faculty members.
- Faculty members can avail interest free loans to a maximum of two months' salary in case of marriage/emergency situations.
- Maternity Leave for female faculty/staff members.

- 4 days medical leave for faculty members served more than 4 years. (not covered under ESI).
- Workmen compensation benefits are extended to all faculty members.

### 10.3 Rewards

- Employees are eligible for the following rewards, based on their performance, contribution and years of service at the college.
  - Awards such as certificates and medals for academic excellence for getting 100% pass percentage.
  - Rs.10,000/- as increment for faculties those who have completed Ph.D in Engineering and Rs.5,000/- as increment for faculties those who have completed Ph.D in Science & Humanities.
  - Cash award to a maximum of Rs.5000/- for the recipient of any international/ national/state awards.
  - Loyalty bonus of Rs.10,000/- to a faculty member served more than 10 years in AACET.

### 10.4 Research Benefits to Faculty

- Sponsorship of registration fee for attending seminars, workshops & FDPs and presenting papers in national/international conferences.
- Cash award of 5% of the total grant sanctioned by the funding agencies for research projects.
- Cash award of 3% of the total grant sanctioned by the funding agencies for organizing seminars, workshops, FDPs and national/international conferences.
- Incentive of Rs.3000/- \* impact factor for publication of papers / research articles in SCI/SCIE journals. The maximum incentive awarded will be limited to Rs.15000/-.

- Incentive of Rs.1000/-\* for publication of papers / research articles in E-SCI journals scopus indexed journals/conferences/book chapters .
- Incentive of Rs.3000/-\* for publication academic books.
- The incentive of the above all is 100% for single authored, 50% for corresponding/first author, 25% for other author, distributed equally for multiple authors of the institution.
- A amount of Rs 10,000/- is awarded to every patent applied.
- An amount of Rs. 1000/- is awarded to PI for every project applied for receiving grants above 15 Lakhs from funding agencies.
- An incentive for every additional degree received by the faculty with following criteria. Incentive of Rs 1000/- for additional Tech relevant degree. Incentive of Rs.500/- for other Tech relevant PG/UG degree. An incentive of Rs.200/- for Tech relevant diploma/ online courses.

## **11. LEAVE POLICY**

### **11.1 Casual leave**

- Faculty and Staff members need to avail leaves only if it is essentially needed. Late submission of leaves will be treated as loss of pay.
- A faculty and staff members can avail a total of 12 Casual Leave (CL) in an academic year (1<sup>st</sup> January to 31<sup>st</sup> December) on prorata basis.
- CLs cannot be availed prefixed and suffixed with holidays.
- CLs cannot be availed continuously for more than 3 days.
- Faculty & staff members having more than one year of service from the date of joining in AACET are eligible to avail Vacation leave subject to college rules.
- Request for any types of leave need to be addressed to the Principal through the respective Head of the Department.

- Leave can be availed by the faculty and staff member only with the prior permission from the Principal after making the due alternative arrangements.
- Any leave availed without alternative arrangements for exam duty will be treated as loss of pay.

### **11.2 Compensatory leave**

- In general, prior approval of Principal should be obtained by the HoD, for carrying out works on a holiday which will be offered as compensatory leave to the faculty and staff members.
- Compensatory leave will not be granted to any faculty / staff for university practical examinations, inspection of AICTE/University.
- Compensatory leave shall not be given for any remunerative or routine work.

### **11.3 On duty**

- Faculty members are eligible to avail on-duty (OD) for attending Conference, FDP, Workshop, Seminar, DC/BOS meeting, etc., upon the prior approval from the Principal.
- Faculty members are eligible to avail OD for appearing NPTEL exams, GATE exams & higher-studies exams for a maximum of 3 days.
- Faculty members pursuing Ph.D. are eligible to avail OD for
  - One day for Ph.D. Admission
  - 2 days/year to meet/ get sign in the Progress Report from Supervisor
  - Course Work Examinations
  - One day for Confirmation/Comprehensive Viva
  - One day for Synopsis submission meeting
  - Two days for Thesis submission meeting
  - Two days for Ph.D. Viva-Voce examination

- After attending Conference, FDP, Workshop, Seminar, etc., the faculty/staff member has to present a seminar in the department and produce a report submitted through the proper channel for the sanction of ON DUTY. Further, attendance certificate to the effect that he/she has attended to the specific work for the specific period has to be produced after returning to the duty. Otherwise the ON DUTY shall be adjusted in the casual leave if available or shall be treated as loss of pay. ON DUTY cannot be claimed as of right and based on exigencies, ON DUTY may be refused or curtailed.

Nature of Work	Max. No. of days allowed / Semester	Details
Hall Superintendent for theory exams	10 days	<ul style="list-style-type: none"> <li>10 full working days (both FN &amp; AN) allowed.</li> <li>Additional duties beyond 6 days have to be transferred to other staff members.</li> </ul>
External Examiner for Labs	As per order from AU-Zonal office	3 days per semester
Paper valuation	As per order from AU-Zonal office	3 days per semester
AU Representative, Chief -AUR, Squad	As per order from AU-Zonal office	Maximum of one duty per semester.
FDP/STTP	6 days	Can be accumulated for a year.

\*OD can avail with maximum of 10 days per semester including hall superintendent, external examiner, paper valuation.

#### 11.4 Vacation Leave (VL)

- Faculty & staff members having more than one year of service from the date of joining in AACET are eligible to avail Vacation.

### **11.5 Maternity leave**

- The leave can be granted to all eligible women faculty/staff members.

### **11.6 Medical leave**

- The leave is granted for 4 days/year to the eligible faculty/staff members who have completed 4 years' service in AACET and upon the discretion of the Principal.

### **11.7 Permission**

- All faculty & staff members are entitled to take **3** permissions of **1** hour each either in the morning between 9.00-10.00 am or in the evening 3.40-4.40 pm per month. However the permission cannot not be availed in a day in which casual leave is taken either in AN/FN.

## **12. EMPLOYEE PERFORMANCE APPRAISALS & PROMOTIONS**

**12.1 Performance Evaluations** – Yearly evaluation is carried out to determine the progress of individual faculty & the training needs of the faculty. Pay increase depends on the staff member's demonstrated job proficiency.

### **12.2 Faculty Appraisal**

The Faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

1. Teaching Performance
2. Continuing Education
3. Programmes Organized
4. Research Activities and Publications
5. Memberships & Distinguished Achievement

## 6. Service to College, Department, Students

**12.3 Promotions** – The institution provides equal opportunity for all the faculty members. The college prefers to promote employees within the organization who are not only qualified but also contributed to a development of the institution. All promotions shall be considered based on the merit and subject to the fulfillment of AICTE norms.

- The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Colleges along with management representative(s).
- 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 and any misconduct he/she has committed during the service for promotion.
- Under normal circumstances the senior most member of the faculty shall be considered for promotion to the next higher level position, subject to the AICTE prescribed qualification and their demonstrated performance in the college.
- Those who are promoted shall be fitted in the nearest scale of pay applicable to that corresponding category.
- For promotion to next cadre, faculty have eligibility as per Anna University supervisor norms is mandatory.

## 12.4 Training

The college concentrates more on Faculty Development in their personal & professional life. The college conducts an orientation program beginning of every semester for the newly joined faculty members. The College encourages the



employees to undergo Quality Improvement Programs, Conferences, Seminars, Workshops, FDPs and other Training Programs.

### **13. DISCIPLINE AND GRIEVANCE PROCEDURE**

#### **13.1 Acts, Commissions and Omissions constituting Misconduct**

Laws are made so that people can live together with respect for their personal and legal rights. College standards of conduct are made for exactly the same reason. The following college standards, while not all-inclusive, are the principal standards in effect at our college. These standards apply equally to all and are for the protection of all employees and our college. Engaging in the following activities may subject to disciplinary action which extends to termination of employment. The following acts and commissions shall be treated as misconduct

1. Insubordination or disobedience whether alone or in combination with another or others, of any lawful and reasonable order of a superior.
2. Striking work or inciting other to strike work in contravention of the provision of the industrial disputes act, 1947, or any other enactment or rule in force for the time being.
3. Riotous or disorderly behavior during working hours in the college premises or any act subversive of discipline either in the premises or outside concerning the administration or business.
4. Picketing or demonstration within the college premises.
5. Slowing down in work or an abatement or instigation thereof.
6. Threatening or intimidating or assaulting any employee within the premises or outside the premises of the college, if such threat intimidation or assault is in connection with the course of employment in the college.

7. Squatting anywhere inside the premises of the college with a view to intimidating the HoD or the Management or threatening them or for any other reason.
8. Indulging in any political activity during the working hours of the college within the college premises.
9. Preaching or inciting violence in relation to any matter in the college.
10. Allowing an unauthorized person to do the work entrusted to him.
11. Interfering with the works or process not connected with the work allocation and or asked to be done by a member of the Supervisory Staff.
12. Knowingly and wrongly interfering with the records of attendance or means of recording attendance or the attendance of another employee.
13. Disclosing confidential college information or damaging college property from college premises, without prior college authorization.
14. Unauthorized possession of any lethal weapon inside the college.
15. Conviction by any court of law for any criminal offence involving moral turpitude.
16. Habitual negligence or neglect of work.
17. Loitering, indulging or wasting time during working hours or being within the college out of the authorized hours of work without prior permission.
18. Damage to any property of the College.
19. Interference with any safety devices installed in the College.
20. Canvassing or taking signatures of employee within the college and indulging in acts which is harmful to the college or its peaceful or efficient working or indulging in any subversive acts against the establishment or the Management thereof.
21. Distribution or exhibiting any pamphlets/posters within or outside the college causing them to be displayed by means of signs or writing or other visible representations of any matter without the previous sanction of the Management.
22. Falsifying or refusing to give testimony when accident or other matters are being investigated.

23. Theft, Fraud, or dishonesty or misappropriations in connection with the college property.
24. Taking or giving bobs or any illegal gratifications whatsoever.
25. Impersonation or being accessory there to connived at it.
26. Giving false information regarding one's age, father's name, qualifications or previous service at the time of employment.
27. Refusal to receive a memo or any other communication, issued by the office.
28. Deliberated making false, vicious or malicious statement to public or to the College or any other Officer of the College or an employee of the College.
29. Deliberate or willful destruction or vandalism of college materials, machines, supplies, or other college property.
30. Unauthorized use of college property, equipment or materials.
31. Smoking inside the College premises on duty.
32. Drunkenness, Consuming, possessing, selling or distributing alcoholic liquors or illegal drugs or narcotics within College premises.
33. Gambling within the College premises.
34. Sleeping during working hours.
35. Collection of any money within the premises for purposes not sanctioned in writing by the employer.
36. Engaging in trade inside the College premises.
37. Money lending in the premises
38. Doing a private/personal work within the college with or without the prior permission of the employer.
39. Habitual absence without leave or absence without leave for more than & consecutive days or over staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation, and habituate attendance.
40. Obtaining or attempting to obtain leave of absence on false pretenses.

41. Taking up employment elsewhere after applying for leave giving other reasons without prior written permission of the employer.
42. Leaving or entering the college except by the gate pass notified for the purpose.
43. Repetition of any act or omission for which fine can be imposed.
44. Any other act which is subversive of discipline of the establishment.
45. Breach of any provisions of the standing orders or of law applicable to the establishment or any rule there under.
46. Violation of the college's Harassment or Employment policies
47. Such other acts and omissions which, in the opinion of the Management, Constitute misconduct.
48. In case of any conflict/court cases with management/administration, it is strictly restricted to Sivakasi jurisdiction.

It must be remembered that the employment relationship is based on mutual consent of the employee and the college. Accordingly, either the employee or the college can terminate the employment relationship at will at any time, for any or no reason. Further, the college can demote, transfer, suspend or otherwise disciplinary actions can be taken in its sole and absolute discretion. All enquiries contemplated under this Standing Order in respect of all employees shall be made by the Employer or any other person authorized by him/her in this behalf.

### **13.2 Code of Conduct for Teachers**

- Teachers shall be present in the classroom at the scheduled time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour.
- 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

- a) taking correctional action if it is within his/her power, or
- b) reporting the matter to the HoD/Principal.
- Every faculty member shall attend all the departmental and college functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and students shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- Faculties and students shall not receive gifts of any kind from the Students or their Parents for any favoritism.

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

- Preparation for the particular day's Classes, with latest information added to earlier course content.
- Keeping all teaching aid material required for conducting the class in an orderly manner.
- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

**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 in any activity/business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

### **13.3 Ethical Standards of a teacher as described below**

- A Teacher 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 his/her progress shall have a sense of belonging to the college
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional expertise.
- Shall wear a respectable attire, befitting the society's expectations.
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of wearing any ornamental materials.
- 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.
- Shall always listen to students with concern, whether it is 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.

- Shall attend to parents as a true representative of the college, 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 College or of fellow teachers, students or any other member of society.
- Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
- Shall always Endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

#### **13.4 Disciplinary Procedure**

- Any staff member who is violating the code of conduct defined in Section 13.1 of this Manual will be subjected to appropriate disciplinary action by the Principal/Secretary/Correspondent.
- 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.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
- 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.
- 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.

- 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.

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 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 as mentioned above.
- The Principal shall report the proceedings periodically to the Chairman/ Secretary / Correspondent.

### **13.5 Grievance Re-Dressal Procedure**

- The Principal shall constitute a Grievance Re-Dressal Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Re-Dressal Committee shall be composed of among the ranks of Senior faculty, Head of the Departments, Principal/Correspondent.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- The grievance re-dressal committee shall:
  - i. have a member secretary, to monitor the proceedings
  - ii. meet once in every month on a stipulated day and time
- Any teaching or non-teaching staff having grievance shall make a representation to the Committee.



- 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.
- The grievances shall be redressed immediately by the committee and by the Principal.
- The Member-Secretary shall record and maintain the minutes of the meetings.

### 13.6 Suggestion Box

- College provided Suggestion Boxes in all prominent places for all employees and students to give their suggestions and make a culture of it.

## 14. CONFIDENTIALITY AND NON-DISCLOSURE

The college may provide and make available certain information including Admissions, teaching and learning, Brand Building and other relevant information to you without limitation

- Brand Building programs and methodology
- The techniques used in approach or result of any market research
- Advertising sources
- Financial information about the College
- Students information reports; and mailing plans and programs;

**Email Policy:** All official communication shall be done through email unless otherwise needed official documents should not be forwarded to others outside the institution.

Whether written or verbal, or contained on computer hardware or software, (“Information”). This Information is of substantial value, highly confidential and is not known to the general public.

It is the subject of reasonable efforts to maintain its secrecy, constitutes the professional and trade secrets of the College, and is being provided and disclosed to you solely for use in connection with your employment by the College.

In consideration of your employment and receipt of the Information, you agree that you:

- a. Shall regard and preserve the Information as highly confidential and the trade secrets of the College.
- b. Shall not disclose, nor permit to be disclosed, any of the Information to any person or entity, absent written consent and approval from the College.
- c. Shall not photocopy or duplicate, and will not permit any person to photocopy or duplicate, any of the Information without the College's written consent and approval.
- d. Shall not make any use of Information for their own benefit or the benefit of any person or entity other than the College.
- e. Shall return all Information to the College immediately upon request for it. Nothing in this policy alters the at-will nature of the employment relationship.

## **15. CONFLICT OF INTEREST**

Employees are required to avoid any conflict of interest during their employment by the College. Any involvement that conflicts with a employees duties or responsibilities or affect the staff member's judgment in making a decision affecting the College will be considered a conflict of interest.

Employees may engage in or have outside business or personal interests or activities that do not constitute a conflict of interest with their employment by the College. The College requires that these activities or interests do not adversely affect a staff member's capacity to perform his or her functions or result in conflicting loyalties.

## 16. NON-HARASSMENT POLICY

Harassment in employment, including sexual, racial, and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited by the College. Employees/students who violate this policy are subject to discipline, including possible termination.

A racial, ethnic and other form of prohibited harassment include, but is not limited to:

1. Visual conduct, including displaying of derogatory objects
2. Verbal conduct, including making or using insulting comments, nickname, insult, and jokes;

In addition, sexual harassment is defined by the regulations of the Labour Law as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of Employees/students of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior :

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or, cartoons, or posters;
5. Verbal conduct, including making or using insulting comments, nickname, insult, and jokes;
6. Verbal sexual advances or propositions;

7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
8. Physical conduct, including touching, assault, impeding or blocking movements.

Examples of sexual harassment include (a) an employee being fired or denied a job or an employment benefit because the Employees refused to grant sexual favors or because he or she complained about the harassment; (b) an Employees reasonably quitting his or her job to escape harassment; or (c) an Employees being exposed to a hostile work environment.

The College will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when the College knows that unlawful harassment has occurred.

If a faculty has been harassed by anyone, or if it is believed that another staff member has been harassed, the faculty has the duty to promptly report the facts of the incident or incidents, and names of the individuals involved, to the Top Management

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred.

It is the obligation of all Employees to cooperate fully in the investigation process. The College considers any harassing conduct to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

The College will take action to deter any future harassment. In addition, disciplinary action will be taken against any Employees who attempts to discourage or prevent another Employees from bringing harassment to the attention of management. The persons involved will be advised of the determination if appropriate.

The College wants to assure all of its Employees/students that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion or intimidation, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged harassment.

## **17. EMPLOYMENT DISCRIMINATION POLICY**

The College has an equal opportunity to employer and makes employment decisions on the basis of competency. We want to have the best available people in every job. Therefore, the College does not discriminate, and does not permit its Employees to discriminate against other Employees or applicants because of caste, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age, physical or mental disability (an impairment that limits a major life activity), medical condition, genetic characteristic, or any other consideration made unlawful by applicable laws. Equal employment opportunity will be extended to all persons in all aspects of the employer-Employees relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination.

If a faculty believes that he/she or another staff member has been subjected to any form of unlawful discrimination, they have the duty to promptly report the facts of the incident or incidents, names of the individuals involved, and the names of any witnesses to the Management.

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that discrimination has occurred. It is the obligation of all Employees to cooperate fully in the investigation process. The College considers any conduct based on

unlawful discrimination to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

The College will take action to deter any future discrimination. In addition, disciplinary action will be taken against any Employee who attempts to discourage or prevent another Employees from bringing discrimination to the attention of management. The persons involved will be advised of the determination if appropriate.

The College wants to assure all of its Employees that measures will be undertaken to protect those who complain about discrimination from any further acts of discrimination, compulsion or threats, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged discrimination.

## **18. REASONABLE ACCOMMODATION FOR DISABILITIES AND PREGNANCY**

**Disability Accommodation :** The College will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment or Employees/students, unless undue hardship would result. Any applicant or staff member or student who requires accommodation in order to perform the essential functions of a job should contact the AO/Office Manager. The applicant or Employees/students should advise the College what accommodations he or she believes are needed in order to perform the job. Together with the applicant or Employees/students, the College will engage in an interactive process to determine effective, reasonable accommodations, if any. If such an accommodation is possible and will not impose undue hardship upon the College, the College will make the accommodation

The College also reserves its right to require an employee to undergo a fitness for duty medical examination, at the College's expense, if the College believes or suspects that the Employees may not be able to perform the essential duties of the job without risk of harm to him or herself or others. In such an instance, the College will advise the Employees, in writing, of the need for the examination. Depending on the situation, the College reserves the right to suspend employment pending the results of the examination.

**Pregnancy Accommodation:** A pregnant Employee may request a reasonable accommodation of her condition upon presentation of a doctor's written certification attesting that the accommodation request is upon the doctor's advice. Such an accommodation may include, but is not limited to, a transfer to a less strenuous or hazardous position. If such a transfer can be reasonably accommodated, a pregnant staff member will be transferred for the duration of her pregnancy. However, the College will not undertake to create additional employment that the College would not otherwise have created to meet its own business needs.

The College will not be required to discharge any Employees, transfer any Employees with more seniority than the pregnant Employees, or to promote any Employees who are not qualified to perform the job. Upon transfer, a staff member will receive the salary and benefits, which are regularly provided to Employees in the position to which the Employee has transferred.

## 19. OFF-DUTY EMPLOYEES

All Employees/students are required to leave the College property at the end of their regular working hours. Employees are not permitted to return to the College until the start of the next workday without the permission of management or unless the Principal/Office Manager calls the employee back for extra work or ask to work overtime.

## **20. RUMORS**

Rumors are always destructive to all concerned—they benefit no one. Ask the respective Head of the Department / Management or anyone else in authority. Please feel free to do this—don't depend on rumors; get the facts. Employees are expected to discourage the practice of starting or spreading rumors and to refrain from being a party to such actions.

## **21. STAFF SPORTS**

- Sports for staff members are conducted during the sports day and the winners are awarded with shields and medals.
- Staff members are allowed to participate in sports events inside and outside the college. The college will sponsor for participation.

## **22. GOOD HOUSEKEEPING**

- Employees are to keep their working area neat and clean and use the services and facilities provided for you. Employees can help to improve working areas by telling the supervisor about the conditions that could be improved.
- Floor wise record, gardening

## **23. PERSONAL RECORD POLICY**

### **23.1 Personnel Record updation**

- It's important that the employees name, address and telephone number be kept correct on college records. Sometimes it is necessary for the supervisor or someone else in the college to contact the employees at home. Also, the employees may not receive important mail from the college if the address is not



on file. Therefore, it is employee's responsibility to report changes in their name, address, telephone number, and any other matters, which affect the tax withholding, to the Head of the Department.

### **23.2 Personal File**

- The college keeps personal file for employees. The employee's file, except for letters of reference and certain other limited kinds of information are open for his or her inspection, upon request, at reasonable times.
- The college will keep your personnel records confidential. However, there are certain times when information may be given to persons outside of the college, these include;
  1. Responses to legal issues, court orders, or orders of administrative Agencies.
  2. In a lawsuit in which the employee and/or the college are parties;
  3. To administer employee benefit plans;
  4. To a health care provider.

## **24. COLLEGE EQUIPMENT MONITORING, ACCESS OR INSPECTION**

- All College laboratory machines, equipment and furnishing, including but not limited to desks, cabinets, files and lockers, are College property and the College reserves the right to monitor, access, and inspect such equipment and furnishings. Therefore, Employees/students should have no anticipation of privacy with respect to any information or material stored in College owned equipment and furnishings.
- Charge transfer at the time of reliving

## 25. E-MAIL AND COMPUTER FILES

- College provided E-mail and computers are to be used for college purposes only, and may not be used for personal business. Therefore, all messages sent, received, composed and/or stored on these systems are the sole property of the College.
- College computers should not be used to access on-line data bases or Internet services unless such access is for work related purposes. The College understands that on occasion, Employees may need to conduct personal business using computing resources. Such use must be limited to break time and does not excessively use computing and network resources.
- Excessive use of computer and/or network resources includes but is not limited to listening to audio broadcasts (live or prerecorded) on the internet, viewing video broadcasts (live or prerecorded), and downloading large data files for personal use. Allowing access to computing and network resources from the internet is strictly prohibited unless expressly authorized by Computer Operations and the supervisor in which the computing and network resources reside.
- Messages or communications on the College's E- mail or computer systems are subjected to the same policies regarding harassment and discrimination as are any other workplace communications. The College will not tolerate offensive, harassing or discriminatory content. Content that is considered offensive includes, but is not limited to, any message which contains sexual implications, cultural insult, gender-specific comments, or any other statement that offensively addresses someone's age, sex, sexual orientation, pregnancy status, marital status, religious or political beliefs, ancestry, national origin, citizenship or disability.
- Employees should have no anticipation of privacy with respect to College provided E-mail and computer based communications. Even when a message is erased, it may still be possible to retrieve it from a backup system. Therefore, Employees should not rely on erasure of messages to guarantee that a message remains

private. The College reserves the right to listen to Employees voice mail and read E-mail messages and to access Employees computer files to ensure compliance with these rules. This may be done without notice to any Employees and in the staff member's absence.

- Notwithstanding the College right to retrieve and review such material, such material should be treated as confidential by other Employees and accessed only by the intended recipient. Employees are not authorized to retrieve any E-mail messages that are not addressed to them.
- Employees are prohibited from using passwords without prior College authorization and registration. The existence of a password on E-mail or computer systems is not intended to indicate the messages or other communications will remain private.
- Employees are prohibited from loading any software onto the College provided computer where such action would violate the software license.
- Employees are prohibited from loading any software onto the College provided computer without the express approval of their manager or supervisor.
- The E-mail system should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar matter without prior authorization from the College.

## **26. SAFETY**

- For the employees own protection, and the protection of fellow employees/students, the Management wants the employees to work safely and use all the safety devices provided to protect themselves. Safety is everybody's business, especially employees. They should make the college a safe place to work. Report any unsafe working conditions to the designated authority. All hazardous conditions will be investigated and appropriately corrected.

- Nobody gains from an accident, and nobody likes to work under conditions, which present hazards to life and property. Everybody loses when accidents occur. The college will carry on a consistent safety program, but its ultimate success will depend on the safety consciousness of the employees.

## **27. FIRE EXTINGUISHERS/FIRE DEPARTMENT NUMBER**

- Fire Extinguishers of several types are located at key points.

## **28. TERMINATION OF SERVICE / RESIGNATION**

### **28.1 TERMINATION OF SERVICE**

- A member of the staff shall have his / her service terminated by giving Three month notice.
- The appointing authority shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
  - Serious misconduct and willful negligence of duty;
  - Gross insubordination;
  - Physical or mental unfitness; and
  - Participation in any criminal offence involving moral turpitude.
- In such termination cases, the staff member will not be eligible for terminal benefit if any.

### **28.2 RESIGNATION/RETIREMENT**

- Any faculty member wants to resign the job; they can get relieved from service only at the end of academic year with 3 months' notice.
- He / She will be relieved after clearance of formalities.

## 29. EMPLOYEE HR POLICY REVISIONS

- It is intended that this document shall reflect adequate understanding of the employee's work situation. The College reserves the right to amend, modify, withdraw, delete, supplement or add to the provisions of this HR policy, as it deems appropriate from time to time in its sole and absolute discretion.
- However, no amendment or modification of this HR policy shall be effective unless made in writing by the Principal and signed by the Chairman/Secretary/Correspondent of the college. The College will attempt to provide the notification of any other changes as they occur.