

## **FACULTY HR POLICIES**

### **a) Higher Studies**

Staff members are encouraged to pursue research work in the college by way of obtaining ON DUTY facilities with full pay (Limited to 20 days per Annum).

### **b) Seminars/Workshops/Conferences:**

- a) Selected staff members are sponsored by the management for seminars, workshops and conferences on request, meeting the expenses towards registration fee once in a year and also treating the period of duty as “On Duty”.
- b) The members of staff are deputed to short-term/orientation courses/sabbatical during vacation or non-vacation days without hindrance or dislocation to the academic work. The period of absence will be treated as ON DUTY during the period of attending the courses.
- c) Faculty members are encouraged to conduct fully sponsored management events like FDP/MDP/SDP or any other programme relevant to the institute after getting prior approval from the management.

**c) Promotion of research:**

a) The college aims at providing, promoting research and development consultancy and such other profession-promotional activities, involving the faculty at various levels. Faculty members are eligible for financial support as per requirements of the activity finalized.

**d) Awards:**

Through the annual system, faculty members who are eligible, based on the KRAs will get appropriate rewards by way of additional increments and promotion (for Stellar performers)

**e) Performance Appraisal**

Formal performance evaluations are conducted to provide employees and management the opportunity to discuss job tasks, identify and correct weakness, recognize and encourage strengths and to discuss positive approaches to achieve goals.

All faculty members would be periodically assessed for their performance through student feedback and University results.

An issue of a warning or memo would be given to a staff member if his/her university result is less than 10% to 25% below the University average. A show cause notice would be issued if result is 25% below the University average.

**f) Promotion Policy**

Everyone is entitled for free and fair work environment and assured of zero discrimination. Promotion is based on qualification and contribution in both academic and related activities. Age or experience need not be a criterion for promotion. Performers are assured of elevation.

**Working Schedule**  
**Timings: Monday to Saturday**

<b>S. No</b>	<b>Particulars</b>	<b>Teaching Staff</b>	<b>Non- Teaching Staff</b>
1.	Morning Session	9:30 A.M.-1:10 P.M	9:30 A.M. - 1:30 P.M
2.	Lunch Break	1:00 P.M - 2:00 P.M	1:30 P.M - 2:15 P.M
3.	Afternoon Session	2:00 P.M - 5:00 P.M	2:00 P.M - 5:00 P.M

**g) Leave policy (Academic Year: Leave period: 1<sup>st</sup> August – 31<sup>st</sup> July)**

- A faculty member can avail of 12 days casual leave on prior permission in a year. Casual leave cannot exceed 3 days continuously.
- Maternity leave can be availed for 3 months with pay and this facility is not available during probation period.
- Loss of pay would be calculated taking into account the preceding or subsequent holidays. However, loss of pay cannot exceed 3 months in an academic year.
- Medical leave can be availed for 5 days in a year with pay
- Vacation leave is available to eligible faculty members to provide opportunities for rest and personal pursuits. The vacation leave would be 45 days which can be split for summer and winter vacations. The vacation policy would be  $n+3$  during the probation period ( $n$ , being the number of months worked). Casual leave cannot be however, combined with vacation leave. Casual leave can be combined with medical leave and medical leave could be combined with loss of pay.
- Further the vacation leave can be availed subject to the maximum of 15 days during winter and 30 days during summer.
- On duty can be availed for 5 days per semester for Anna University valuations and 5 days per semester to present and attend seminars. Those who act as University Representatives will be given on duty for actual number of days. The total number of OD's availed cannot however exceed 20 days in a year.
- A faculty member is also eligible to avail two permissions for an hour each in a month.

**Half-a-day leave timings**

<b>S. No</b>	<b>Particulars</b>	<b>Teaching Staff</b>	<b>Non-Teaching Staff</b>
1.	Morning Session (If $\frac{1}{2}$ Day leave)	In – Time 1:10 P.M Out Time – 5:00 P.M	In – Time 1:10 P.M Out Time – 5:00 P.M
2.	Afternoon Session (If $\frac{1}{2}$ Day Leave)	In – Time 9:30 A.M Out Time – 1:00 P.M	In – Time 9:30 A.M Out Time – 1:00 P.M

**h) In case of submitting the resignation letter, during the notice period, no leave will be granted and any leave taken will be considered as loss of pay.**

**h) Dress code**

The dress code is formal shirt with tie and pants/ trousers for men on all days except Fridays and Saturdays is sari for women. All faculty members are requested to be neat pleasant and well-groomed at all times.

**i) Provident fund**

a. The employee and management contribution to PF would be as per norms. However, PF benefits would be introduced based on the eligibility in due course of time.

**j) Annual Increments**

Every faculty member would be on probation for one year. This period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine if they meet the management requirement. The management would utilize this period to evaluate employee capability, work habits and overall performance. After the successful completion of probation employees are eligible for the prevailing pay of scale and annual increments. However, the faculty member who received the show cause notice foregoes the annual increment and his salary is frozen for that year. The annual increment would be in the month of **August**.

**k) Notice for termination of services**

Termination of services could be voluntary and the employee would require 3 months prior notice from employee side. However, the Management reserves the right to relieve the employee from duty on any day even before the end of the notice period. The Management reserves the right to issue the notice period to 1 month from the Employer side.

Those who leave the institution without 3 months prior notice are allowed to go only after paying three times of last drawn pay to the Management.

**l) Termination policy**

The management reserves the right to terminate the services of any faculty member under the following circumstances without prior notice or explanation

- When the student feedback is very poor for 2 semesters in succession

- When the examination results are very poor for 2 semesters in succession as stated elsewhere in this booklet
- When a member takes leave for 10 days continuously without prior permission from the respective authority
- When the Management feels that the employee has severe attitude problems, misbehaviour and any acts of insubordination.

**m) Insurance**

Group insurance would be provided to all the faculty members. However, providing this facility is the discretion of the Management

**n) Use of Facilities**

**Library:**

The faculty member is entitled to take five books from the Library. Loss of books needs to be compensated by paying twice the price of the book lost. Books need to return at the end of every semester.

**Laptop:**

Laptop or PCs used by the faculty member should be returned in good condition at the time of leaving. Mishandling or Loss of such facilities may lead to the payment of damage Compensation fixed by the management not more than the replacement value

**o) TA & DA (Bill copy need to be produced)**

**a) Metros (Chennai, Bangalore, Mumbai, Delhi)**

II Class, 3 tier A/C Train fare

■ Local Conveyance Rs.300/- Per day

■ Food Allowance Rs. 600/- Per day

■ Lodging Rs.1500/ or Actual Bill whichever is lower

**Other Towns:**

■ II Class, 3 tier A/c Train fare or Actual Bus fare

■ Local Conveyance Rs.200/ per day

■ Food Allowance Rs.600/- per day

■ Lodging Rs.1000/- or Actual bill whichever is lower

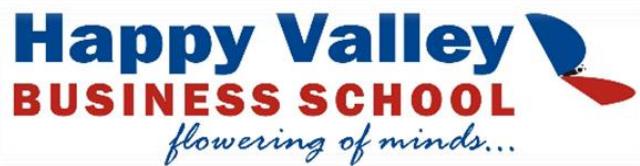
### **Local Town**

- TA Rs. 5 per Km
- Food Allowance Rs 250 per Day
- Lodging – Not Applicable

### **Others**

- Free Travel in the College Bus
- Two Cups of Tea (Morning and Evening) will be provided by the College on working days.

All the points mentioned in the handbook are subject to change from time to time. Any such change will be intimated to all concerned as and when it is executed by the Management.



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