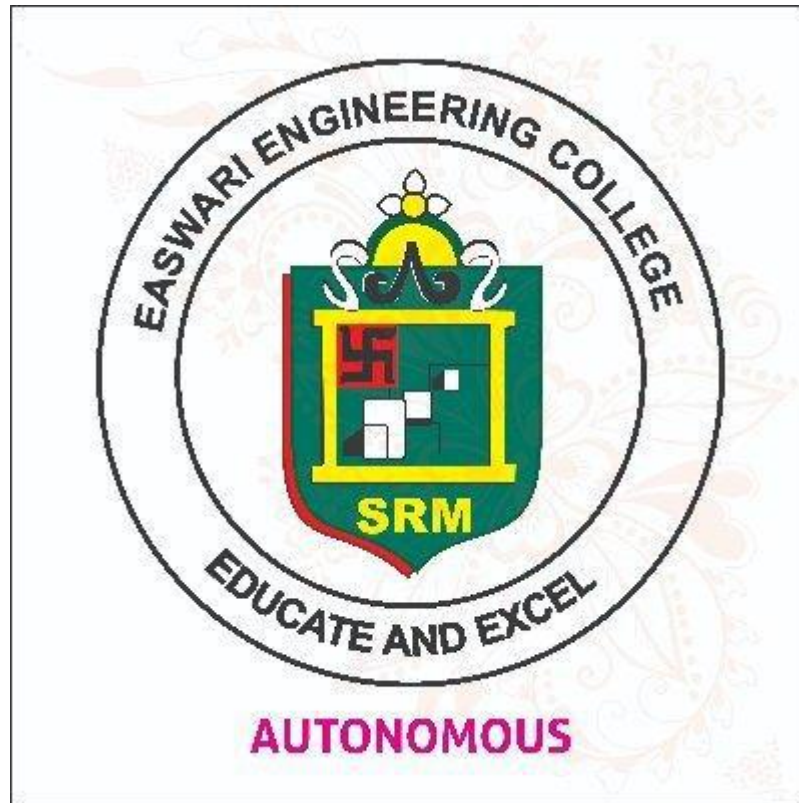


**EASWARI ENGINEERING COLLEGE( AUTONOMOUS )**

BHARATHI SALAI, RAMAPURAM, CHENNAI – 600 089

THIRUVALLUR DISTRICT, TAMILNADU



**HUMAN RESOURCES**

**POLICY HANDBOOK**

**JANUARY - 2021**

**EASWARI ENGINEERING COLLEGE (AUTONOMOUS) CHENNAI – 600 089**

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## **VISION**

To Accomplish and Maintain International Eminence and become a Model Institution for Higher Learning through dedicated development of Minds, Advancement of Knowledge and Professional Application of Skills to meet the Global Demands.

## MISSION

### **Easwari Engineering college strives to:**

- ❖ Set high standards of comprehensive education by developing the intellectual strength of students and guiding them towards technical advancement.
- ❖ Synergize the efforts of various departments, inspire creativity and foster excellence and innovation in teaching and learning so as to realize our vision as a premier Engineering Institution.
- ❖ Nurture the development of mind, skill, attitude and core competence of students.
- ❖ Attain leadership in planning and resource management so as to improve the quality and accessibility of technical education.
- ❖ Produce graduates of international distinction, committed to integrity, professionalism and lifelong learning by widening their knowledge horizons in range and depth.
- ❖ Enable students shine in their academic pursuits, making them sensitive to the needs of the progressive industrial world.
- ❖ Organize a pluralistic and supportive environment that will stimulate scholars, students and staff of the highest caliber and contribute immensely to the process of nation building through partnership with community and industry.

### **1.1 GOALS – SHORT TERM:**

1. To practice total quality management and ensure student – centered teaching – learning processes.
2. To ensure that all the students admitted in this Institute are qualified in the university examinations.
3. To provide placement for all students who have opted by providing soft skills, technical aptitude training and domain knowledge.
4. To improve the leadership ability of the students, thereby grooming them as successful entrepreneurs.
5. To conduct programs on personality development, add-on skills, entrepreneurship, ethics, co-curricular and extra-curricular events on regular basis for student’s development.
6. To ink more MOUs with leading Industries for better Institute – Industry Interaction, Student activities, Placements, Projects, In-Plant Training and Technology transfer on current topics.
7. To maintain good relationship with Management, Faculty and Students for their prospective growth and for establishing a congenial academic environment in the college

### **1.2 GOALS – LONG TERM:**

1. To attain the status of ‘Deemed to be University, under sec 3, UGC act, 1956’ with self-sufficiency, offering career-oriented programs for self-motivated employment.
2. Emerging as a globally recognized Centre of Excellence in the fields of Engineering, Technology and Management by research.
3. To have collaboration with reputed global universities for exchange of students and faculty on technology transfer.
4. To provide complete residential facilities for staff.

## **QUALITY POLICY**

We, at Easwari Engineering College, are committed to imparting Quality Education and skill sets with Ethics and developing the students of Engineering and Management as excellent Professionals and responsible citizens to promote industrial progress and Societal transformation.

We implement Quality Systems to achieve continuous improvement and become a World Class Institution.

## **HUMAN RESOURCE PLANNING**

- 1.1.1 The Principal shall assess the staff requirements in the month of April every year for the succeeding Academic Year.
- 1.1.2 He will obtain the staff requirement lists from all Heads of Department and arrive at the total number of faculty members and administrative staff required for the succeeding Academic Year.
- 1.1.3 He will appoint a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher -student ratio prescribed as per statutory bodies.
- 1.1.4 The teacher student ratio shall be 1:20 (as per AICTE norm which may change from time to time). 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 per the guidelines issued by AICTE/UGC/Anna University.
- 1.1.6 He will appoint a selection committee for recruitment in each discipline, comprising the HOD, one senior staff member and the department's Advisors / Experts with the knowledge of HR head.

## **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:
- ❖ Advertisement in the News Papers
  - ❖ Files maintained for storing the unsolicited applications
  - ❖ District / Special Employment Exchanges
- 1.2.3 The committee, if it deems fit, may also conduct Walk-in Interview for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates through the following processes:
- ❖ Personal Interviews
  - ❖ Aptitude Tests, including classroom demonstrations
- 1.2.5 The committee shall finalize and forward the short-listed candidates and their recommendations along with the personal data sheets of the candidates to the Principal and Management Committee who in turn will interview the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Principal / Management Committee in the Form 1 appended to this manual.



**ENGINEERING & TECHNOLOGY**

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>*Assistant Professor</b>	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
<b>*Associate Professor</b>	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching/research / industry out of which at least 2 years shall be Post Ph.D. experience.
	<b>AND</b>	
	At least total 6 research publications in SCI/SCIE/UGC/AICTE approved list of journals	
<b>*Professor</b>	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching/research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	<b>AND</b>	
	At least 6 research publications at the level of Associate Professor in SCI/SCIE/UGC/AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor/Co-supervisor till the date of eligibility for promotion	
	<b>OR</b>	
	At least 10 research publications at the level of Associate Professor in SCI/SCIE/UGC/AICTE approved list of journals till the date of eligibility for promotion	
<b>*Principal of Engineering College</b>	<ul style="list-style-type: none"> <li>❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering &amp; Technology</li> <li>❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals</li> <li>❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor</li> </ul>	

**EASWARI ENGINEERING COLLEGE (AUTONOMOUS) CHENNAI – 600 089**

## HUMANITIES AND SCIENCES

(As per UGC Gazette Notification Dated: 18.07.2018)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>*Assistant Professor</b>	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET.</p> <p>Ph.D. Candidates shall be exempted from the requirement of SLET/NET.</p>	Experience not mandatory
<b>*Associate Professor</b>	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject</p> <p style="text-align: center;"><b>AND</b></p> <p>Minimum of seven publications in the peer-reviewed or UGC-listed Journals</p>	8 years of experience of teaching and/or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ Industry
<b>*Professor</b>	<p>Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with the evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals</p>	<p>A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with the evidence of having successfully guided doctoral candidate</p>
	<b>OR</b>	
	<p>Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions/ industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience</p>	

**EASWARI ENGINEERING COLLEGE (AUTONOMOUS) CHENNAI – 600 089**

## MANAGEMENT PROGRAMMES

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>*Assistant Professor</b>	Bachelor's Degree in any discipline and Master's Degree in Business Administration /PGDM/C.A./ICWA/M.Com. with First Class or equivalent	2 years of relevant experience/professional experience after acquiring the Master's degree.
<b>*Associate Professor</b>	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching/research/industry out of which at least 2 years shall be Post Ph.D. experience.
	<b>AND</b>	
	At least total 6 research publications in SCI /SCIE/UGC/AICTE approved list of journals	
<b>*Professor</b>	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	<b>AND</b>	
	At least 6 research publications at the level of Associate Professor in SCI /SCIE / UGC /AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor /Co-supervisor till the date of eligibility of promotion	
	<b>OR</b>	
	At least 10 research publications at the level of Associate Professor in SCI/SCIE journals /UGC/AICTE approved list of journals till the date of eligibility of promotion	

1.2.8 The norms shall be updated as and when modified by **AICTE/UGC/Anna University**.

## **ORIENTATION**

- 1.3.1 Every teacher appointed in the college shall be given a brief introduction about the college by the Principal on the day of his/her joining.
- 1.3.2 The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department.
- 1.3.3 The 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/her team.
- 1.3.4 The HOD will also ensure the completion of all registration formalities, including submission of joining report etc. with the assistance of the office team.
- 1.3.5 The HOD will introduce the new faculty member in the first class where he/she is going to handle the subjects as per the workload/ time table allotment.

## **POSITIONS AND PAY SCALES**

- 2.1.1 The college will have the following positions of hierarchy in the teaching department:
- a. Principal
  - b. Professor
  - c. Associate Professor and
  - d. Assistant Professor
- 2.1.2 In addition, each department shall have supporting staff like Programmers, Lab Assistants, Department Clerk and Department Attender etc.
- 2.1.3 The College office will have the following positions of hierarchy in the administrative department.
- a. Manager
  - b. Assistant Manager
  - c. Accountant
  - d. Office Assistant
  - e. DTP Operator
  - f. Attender
- 2.1.4 The college will have the following positions of hierarchy in Library
- a. Librarian
  - b. Asst. Librarian
- 2.1.5 The college will have the following position for counselling the students
- a. Student Counsellor
- 2.1.6 The Scale of Pay for various teaching positions:
- As per AICTE / UGC norms.

## **DEARNESS ALLOWANCE**

- 2.2.1 In addition to the Basic Salary, a monthly Dearness Allowance shall be extended to Teaching Faculty members.
- 2.2.2 Management Committee can also decide other allowances for Professor, Principal and special posts.

## **YEARLY INCREMENTS**

- 2.2.3 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. Yearly increment is the sole discretion of the management.
- 2.2.4 Staff members are eligible to receive increments based on the yearly performance appraisal review ratings.

## **WELFARE MEASURES: TEACHING & NON-TEACHING STAFF**

- 2.2.5 Employees Provident Fund (EPF)
- 2.2.6 Group Insurance (Staff/Students and Single Parent of Students)
- 2.2.7 Transportation
- 2.2.8 Children Education – Fees Concession
- 2.2.9 Medical Treatment at SRM Hospital

### **3.1 Casual Leave**

- 3.1.1. Every employee is eligible to avail upto a maximum of 12 days of Casual Leave(CL) in a calendar year.
- 3.1.2. Normally only one day casual leave will be sanctioned in a month.
- 3.1.3. Continuous absence beyond 9 days will be treated as Earned Leave or Leave on Loss of 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 by the staff where compensatory leave(COL)is planned. However, compensatory leave towards unscheduled hours of works entrusted to a staff on special occasions by the HOD due to urgency, will be granted on specific reason and recommendations of the HOD in writing within three days from the date/period of carrying out such work.
- 3.2.2. Later on, the Compensatory Leave can be availed only after getting the Principal's permission. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed within two months from the actual date of working.
- 3.2.3. Compensatory Leave will not be granted to any staff for 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(OD) permission will be granted if prior permission is obtained in writing from the Head of Department and approval obtained from the Principal. The staff must also sign in the register maintained at the office for availing On Duty.

- 3.3.2. The Teaching staff members will be allowed maximum of 15 working days in an academic year as ON DUTY for the purpose of attending Board Meetings/ Central Valuation in other Institutions /External Examiner ship for practical examinations connected with University/ DOTE during the college working days. Staff should produce evidence from the Competent Authority for having done the intended duty. Otherwise, the absence will be treated as ‘on leave’.
- 3.3.3. All other ON Duties, if any, pertaining to the college should be specially allotted by the HOD or Principal. The permission for the same is to be obtained from the Principal well in advance.

### **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 Leave can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally, the semester and vacation period areas 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 45 days of vacation leave during the Academic year subject to completion of twelve months from the date of joining. In November – December, the vacation leave will be restricted to a period not more than 15 days and during summer the balance 30 days can be availed. For service period less than two semesters, the vacation leave will be calculated on pro-rata basis.
- 3.4.4. The eligibility for vacation leave of the staff members who are doing part-time Ph.D. programs etc on sponsor will be finalized according to the merits 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 sanction obtained before availing the same.

3.4.8. Vacation Leave may be curtailed or refused depending upon the exigencies of work.

### **3.5. EARNED LEAVE (TEACHING)**

3.5.1. Teaching staff who are engaged in administrative work only, can carry forward to the next Academic Year,50% of their vacation leave at the rate of one day EL for two days of vacation leave as Earned Leave.

3.5.2. Earned Leave (EL) should be applied in advance and sanction obtained, before it is availed.

3.5.3. CL, COL,OD or other leave cannot be combined with EL under any circumstances.

### **3.6 EARNED LEAVE (NON-TEACHING)**

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

- ❖ On completion of one year of service, Earned Leave will accrue at the rate of 15 days a year.
- ❖ Earned Leave should be applied in advance and sanction obtained, before it is availed.
- ❖ Earned Leave may be refused or curtailed depending on the exigencies of work.
- ❖ Non-teaching staff can carry to their credit only 50% of the EL to the next Academic Year.

### **3.7. MATERNITY LEAVE**

- ❖ The teaching and non-teaching female staff members are eligible to avail maternity leave.

### **3.8 MEDICAL LEAVE**

- 3.8.1. For treatment and hospitalization of serious health problems like TB, CANCER, LEPROSY, HEART SURGERY, KIDNEY TRANSPLANT OR RETINA TRANSPLANTATION & CATARACT OPERATION etc., the Medical Leave (ML) will be granted on the merit of individual case.
- 3.8.2. For other ailments and hospitalization, the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital subject to the following conditions.

5 – 10 Years of Service (station experience) -	1 Week
11 -15 Years of Service (station experience) -	2 Weeks

#### **4.1. PROMOTION AND PERFORMANCE APPRAISAL- FACULTY DEVELOPMENT SCHEME**

- 4.1.1. Performance Appraisal Review shall be done for all Teaching and Non-teaching staff members every year.
- 4.1.2. The Management Committee will promote only qualified and eligible employees to higher positions when vacancies arise in such higher cadre. Promotions will be effected strictly on the basis of Merit, Performance and previous year Annual performance review ratings as per statutory bodies notified from time to time.
- 4.1.3. The outstanding performer shall be given promotion based on the performance rating.
- 4.1.4. All promotions shall be considered on the basis of Merit –cum – Seniority basis.
- 4.1.5. The increment & Promotion shall be given based on the performance rating. Increment cannot be claimed as a matter of right.
- 4.1.6. 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 candidates, and also there has not been any misconduct by him/ her during the service.

4.1.7. Under normal circumstances, the senior most member of the staff shall be considered for promotion to the next higher-level position. However, he/she should have completed the required years of service in the present position and should be qualified as per AICTE/Anna University requirements (Refer Section : 1.2.7 in this hand book).

4.1.8. Those who are promoted shall be given the Scale of Pay applicable to that category.

## **4.2. EXCELLENCE AWARD/ APPRECIATION CERTIFICATE**

Excellence Award / Appreciation Certificate shall be given to the faculty as a recognition of his /her meritorious role in Academics, Research and Administrative activities of the Institution for the Academic Year.

## **RETIREMENT**

### **5.1. Retirement from Service**

- 5.1.1. All teaching staff shall retire from service on attaining the age of 65 years and Non-Teaching staff shall retire at the age of 58 years.
- 5.1.2. The College will communicate this in writing,3 months before the date of retirement, as a measure of assistance to the retiring employee.
- 5.1.3. The age of retirement as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

## **DISCIPLINE AND GRIEVANCE REDRESSAL**

### **6.1. Code of Conduct for Teachers**

- 6.1.1 Teachers shall report to the classroom on time without any exception.
- 6.1.2. Every teacher shall take attendance at the beginning of the teaching hour.
- 6.1.3. Every teacher shall close the hour punctually at the end of the hour.
- 6.1.4. If a teacher finds a student committing any act of misconduct in the class or in the college premises, he/she shall immediately take appropriate action, if it is within his/her powers, or report the matter to the Principal.
- 6.1.5 Every staff member shall attend all the Departmental and Institutional functions and carry out responsibilities assigned by employing best of their skills and in a sincere manner.
- 6.1.6. The teaching and non-teaching staff members shall not engage themselves in other activities/businesses, which affect their effective contribution to the Department and the Institution.
- 6.1.7. The teaching and non-teaching members shall not receive gifts of any kind from the students or their Parents for any favoritism.
- 6.1.8. 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 aids required for conducting the class in an orderly and interesting manner.
  - iii. Handling the classes 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 classroom and its cleanliness with the help of cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and informing the students of such absence as a measure of courtesy.

6.1.9 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 in 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.

6.1.10. Faculty members shall conform to the Ethical Standards described in this hand book.

## **6.2. DISCIPLINARY PROCEDURE**

- 6.2.1. 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/Management Committee.
- 6.2.2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report it in writing to the Principal.
- 6.2.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person about whom the report has been given, as quickly as possible and such enquiry shall be held in the presence of the delinquent employee.
- 6.2.4 If the Principal is satisfied with the facts of the Complaint during such an enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 6.2.5. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- 6.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide the course of action, which may include a punishment.
- 6.2.7. The course of action for disciplining a teacher shall be under the following categories:
  - a. Memo and Censure.
  - b. Warning in writing, with recovery of money, 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 memos or warning, will be given the punishments mentioned in c (or) d.
- 6.2.8. Before giving the punishment proposed in the categories c (or) d Section 6.2.7, the Principal shall constitute a committee to go into details in the presence of the guilty employee, giving fair opportunity to him/ her to present the case, observing the principle of natural justice.
- 6.2.9. The Principal shall report the proceedings periodically to the Management committee.



### **6.3. GRIEVANCE PROCEDURE**

- 6.3.1. The Principal shall constitute a Grievance Committee to redress the Grievances of the teaching and non-teaching staff.
- 6.3.2. The Grievance Committee shall be composed of Head of the Departments, Principal/Director and Management Committee Member.
- 6.3.3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 6.3.4. The grievance committee shall:
  - ❖ Have a member secretary, to monitor the proceedings
  - ❖ Meet once every month on a stipulated date and time
- 6.3.5. If any teaching or non-teaching staff has a grievance, he or she shall make a representation to the Grievance Committee.
- 6.3.6. The Member Secretary of the Grievance Committee shall include such grievance as an item on the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 6.3.7. The grievance shall be redressed immediately by the Grievance Committee and by the Management Committee.
- 6.3.8. The Member-Secretary shall record and maintain the Minutes of the Meetings.

#### **6.4 . INTERNAL COMPLAINTS COMMITTEE (Sexual Harassment)**

6.4.1 An Internal Complaints Committee shall be constituted with due representation from management committee and staff side, including equal number of women staff to receive and listen to the complaints on sexual harassment from the female staff.

6.4.2 Complaints so received, shall be discussed by the committee once in a month on a stipulated date and time, unless the seriousness of the grievance warrants a meeting to be commissioned immediately and record the measures taken to redress the hardships expressed in the complaint.

6.4.3 Sexual harassment includes any one or more of the following unwelcome acts / or behaviour/s (whether directly or indirectly and / or by implications) namely:

- ❖ Physical contact and advances
- ❖ A demand or request for sexual favours
- ❖ Making sexually coloured remarks
- ❖ Showing pornography
- ❖ Sending mails or any messages with pornography or sexually coloured content
- ❖ Any other unwelcome physical, verbal or non- verbal conduct of sexual nature

6.4.4 All the matters discussed, the decisions taken and the punishments, if any, decided on should be recorded in the Minutes of the Meeting and passed on to the Management Committee.

## **7. CONSULTING, R&D AND TEACHING ASSIGNMENTS**

### **7.1. Consulting and R& D**

7.1.1. The College encourages its faculty members to take up consultancy and R&D Assignments within the Institution, with other Institutions or Industries, appropriate to the teacher's competence.

7.1.2. The faculty 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.

7.1.3. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Management Committee in writing.

7.1.4. The faculty shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

7.1.5. The faculty shall also associate other members of the faculty in working on the assignments.

7.1.6. The faculty shall levy such professional charges on the benefiting agency;

- For consultancy works / assignments involving the infrastructure facilities, it shall be duly shared by the faculty and the Institution.

7.1.7. In case, other staff members 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/ Management Committee.

7.1.8. The Project Co-ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

## **7.2 Teaching assignments**

- 7.2.1. The College permits its faculty members to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section.
- 7.2.2. A teacher, who has been approached for giving guest lecturers in other educational Institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same without affecting his/her regular works.
- 7.2.3. 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.

## **8. INHOUSE R& D AND SEMINARS/WORKSHOPS**

### **8.1. In-house R & D**

8.1.1. The college encourages its faculty members to undertake department wise R & D activities along with students and other staff members.

8.1.2. Staff members can submit their proposals through the Head of the Department and avail a maximum of Rs.50,000/- per project, towards developing a prototype or model.

### **8.2. Seminars/Workshops**

8.2.1 The College encourages its faculty members to organize AICTE/ISTE/Anna University sponsored Seminars and Workshops for the benefit of fellow teachers and students.

8.2.2 The Management Committee provides additional funds for any AICTE/ISTE /Anna University sponsored programs.

## **9. INCENTIVES – STUDENTS**

### **9.1. Students – Incentives and Rewards**

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

- Meritorious students recognized with certificates
- Best Project Awards (stream-wise) with prize money.
  - 1<sup>st</sup>Prize – Rs.50,000/-
  - 2<sup>nd</sup> Prize – Rs.25,000/-
  - 3<sup>rd</sup> Prize – Rs.10,000/-
- Championship awards and recognition for sports activities at institute level, gender-wise individual performance
- Rewards and recognition for cultural performance at Institute level and individual level
- Project funding for the interested students
- There will be free personality development, entrepreneurship, ethics, communication skills, computing skills and placement specific training programmes for students.
- There will be free / subsidized value-added training programmes as per special domain and industry requirements.

## **ETHICAL STANDARDS FOR FACULTY MEMBERS**

A faculty member shall live and lead by example in every sphere of conduct particularly to inculcate a culture of good attitude and discipline in students.

- ❖ To respect Parents, Teachers and all Elders.
- ❖ To express the love of brotherhood to fellow students.
- ❖ To accept and extend due respect to every religion and social groups.
- ❖ To love the Nation and commit their endeavors to its progress.
- ❖ To have a sense of belonging to the Institution.
- ❖ To always have an urge to excel in professional field.

### **A Faculty Member**

- ❖ 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 any other ornament one wears.
- ❖ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- ❖ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation of ill feeling of any sort.
- ❖ Shall assume total dedication to the teaching profession.

### **A Faculty Member**

- ❖ Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- ❖ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.