



JKKN COLLEGE OF ENGINEERING AND TECHNOLOGY

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**HR POLICY MANUAL
Policies and Procedures
2022**

Let's go Agile!



JKKN

EDUCATIONAL INSTITUTIONS

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HR Policy Manual

Policy and Procedures

2022

Declaration

This HR Policy Manual was created to answer your common inquiries and address your fundamental informational needs. This document is issued to help staff to handle human resources related issues more consistently.

The employee can send an email to ieteam@jkkn.ac.in for any clarifications, inquiries, or complaints regarding the policies described.

The materials in this manual are not, nonetheless designed to formalise a contract or understanding between the employer and the employee.

All prior manuals, handbooks, and memoranda that may have occasionally been published on the topics covered in this Manual have been superseded by this one.

A solid set of human resource policies that are dynamic and accommodating in creating a conducive working environment, where employees can work and benefit in compliance with the institution's mission, vision, objectives, and quality policies, is essential for sustainable viable growth, institutional effectiveness, and employee satisfaction.

The Institute reserves the right to interpret, modify, suspend, revoke, or contest all or any portions of the contents of the Manual with or without prior notice. All staff members will be notified of such changes by the Institute.

HR policy Highlights

Leaves policy:

Leave, including LOP, requires prior approval from the principal.

On-duty:

There are 6 on-duty available for exams and an additional 6 for other purposes & 6 for Higher study research

Faculty must demonstrate outcomes from FDPs, workshops, or conferences within 15 duty days; otherwise, On-duty will be rejected.

CI Update:

Employees with over five years of service will receive 1 additional CL in the next academic year

Vacation Leave:

Summer and winter vacations will be considered semester vacations.

Short Time off Policy:

Only 2 one-hour permissions are allotted a month.

Memos will be issued for:

Taking leave before approval from the Principal

Taking 2 + LOPs within a month

(Note: Memos are issued for various reasons, not just LOPs)

Resignation & termination:

If wishing to resign must do so at the end of the academic year.

Those who receive 3+ memos will be immediately terminated.

If take unannounced leave for a week will face termination.

Reimbursement Policy:

Paper authors must apply for Reimbursement through the HR App within the publication month

While applying, Please Select "Principal" instead of "Reporting Manager"

Need to schedule a one-on-one meeting with the Director Sir for approval.

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1.1. Vision

- “To be a Leading Global Innovative Solutions provider for the ever changing needs of the society”.

1.2. Mission

- “Enabling a Platform for all to seize exponential opportunities through bio convergence, thereby facilitating them to become Dynamic Leaders who shape the future”.

HR Workflow

[HR Workflow](#)

2. Academic

- To prepare, provide, generate and disseminate knowledge in the interest of students
- Classroom teaching with modern aids.
- Student evaluation and assessment.
- Development of laboratory, curriculum and resource material by using modern techniques.
- Lab instructions and demonstration with master reading.
- Participation in curricular and co-curricular activities.
- Students guidance, counselling, personality, overall character development and Career development through QIP, professional association, Knowledge skills.
- JKKN Hierarchy NonTeaching,

https://docs.google.com/presentation/d/13oxZ-nobYskNbVBtKEyffW9I3V-N4d_ZbtFfoicMYts/edit?usp=sharing

3. Facilities and Amenities

3.1. Library

In addition to its subscription to national and international journals, the institution has a facility with a treasure trove of knowledge relating to numerous fields, physical and online journal accessibility, and atmosphere-creating amenities.

3.2. Digital Library

The institution has a digital library with 300 courses, 2000 online courses, ebooks, and files that are used by many staff members and students. It also has a separate server, internet, space, UPS, and LAN connection.

3.3. Transport

Driven by a team of trained drivers, a large fleet of buses ply from all places catering to the needs of students and staff members for a comfortable and hassle-free transport.

3.4. Medical Facilities

The medical services provided by the JKKN Dental College Hospital are offered to Institute employees. When a situation calls for medical assistance, the employee or a member of his or her family must take the initiative to get the proper care. The fundamental goal of the institute's cooperation is to make medical care easier.

3.4.1. Medical Facility on the campus

24/7 in Jkkn dental college hospital and ambulance facility

3.4.2. Medical Emergency

An employee may consult any of the doctors designated for the purpose or other doctors of his or her choosing in the event of a medical emergency where Institute doctors could not be reached. The employee may also consult the Institute doctor about such circumstances the very following day, and follow his or her recommendations.

3.5. Canteen and Food Centre

- Institute has a mess facility available within the premises. Which was maintained by the Mess Committee of the Institute.
- The canteen and Fast Food centre are located in a spacious area.

4. Roles and Responsibilities

4.1. Administrative Officer (Administrative and Support Team)-

- Non Teaching staff affairs - Appointments, salary fixation, work allocation(Construction work, Electrical work, Plumbing work, Housekeeping, Water Facilities)Relieving.
- Preparing expense reports and office budgets.
- Managing office supplies and ordering new supplies as needed.
- Systematically filing important company documents.
- Hiring maintenance vendors to repair or replace damaged office equipment.
- Garden Maintenance - Cleanliness, Beautification.
- Senthurraja Hall Entire Maintenance.

4.2. principal (IQAC Chairman)

- <https://forms.office.com/r/wyywHgtERv>

4.3. Vice principal (IQAC Coordinator)

- Overseeing all administrative procedures related to admissions, fee collection, attendance, salary payments, purchases, procurements, accounts, audits, and other administrative matters of the college.
- Ensuring the maintenance of the institution's infrastructure with the assistance of relevant staff, including planning for and overseeing infrastructure expansion as per the growing needs of the institution.
- Planning and organising industrial visits, in-plant training, and placement training for students. Further, working on fostering an interdisciplinary and collaborative approach to research and innovation.
- Expanding the alumni network and arranging alumni meetings, as well as maintaining strong relationships with alumni, encouraging their involvement in mentorship, guest lectures, fundraising, and job placement opportunities.
- Monitoring and collaborating with the placement officer to facilitate placement drives.
- Acting as the nodal officer for all student scholarships.
- Coordinating admission activities in conjunction with the admission officer.
- Encouraging extracurricular and co-curricular activities and instituting credit for such activities to promote a more holistic approach to education.
- Driving green initiatives like the use of renewable energy, waste management, and environmental friendly initiatives.

4.4. Professor

- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment evaluation as the Head of the Department shall allot to him from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- Develop a methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implement the same in the classroom.
- Development of course handout material.
- Prepares and executes Lesson Plans.
- Reports to the class on time.

- Keeps a secure record of each student's results, both electronically and in hard copy.
- Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Programme Coordinator.
- Completing syllabus within the stipulated time.
- Maintain attendance records of students.
- Provides information about job opportunities in their respective field to the placement cell.
- Guides students on career opportunities.
- Invites guest speakers for interaction and guidance with students.

4.5. Associate Professor

- creating and distributing lesson plans, curriculum, and syllabi.
- aiding in the hiring, training, and development of new professors, teaching assistants, and lecturers.
- carrying out research, writing papers, and going to conferences.
- arranging faculty meetings and guest lectures at which students can speak with seasoned business executives.
- visiting different higher education facilities to develop contacts and get expertise.
- Creating proposals to obtain money for study.
- networking with other researchers and subject-matter experts by going to academic gatherings.
- guiding, advising, and supervising graduate students and teaching assistants.
- attending departmental and faculty meetings.
- interviewing, choosing, and shortlisting candidates for graduate programs.

4.6. Assistant professor

- Assisting with various departmental duties and providing academic support to Professors and other staff.
- Recruiting, training, and mentoring new TAs and other junior staff.
- Conducting research and publishing papers in academic journals.
- Representing the university at conferences and delivering presentations when necessary.
- Teaching and supervising undergraduate and graduate students.
- Providing demonstrations and supervising experiments and investigations.
- Answering questions in class or via email or telephone.

- Providing Professors and Department Heads with feedback on student progress.
- Writing proposals to secure funding for research.
- Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement.

4.7. Office incharge

- Applying Exam application and Paying Exam fees to the University through online
- Covering letter, Attendance Sheet, Seating Arrangements, Absente Making Process.
- Monitor to verify the Exam Answer paper bundles and information giving to the University
- After Completing the Written exams monitor the Answer paper bundles sending to the University
- To call the university and receive the External & Internal Examiners details
- Making Vehicle, Lunch and Accommodation Arrangements for External Examiners.
- Making TA & Remuneration bills and giving payment to the Internal and External Examiners And Bill claiming to the university and follow up.

4.8. Librarian

- Oversee the library to ensure cleanliness, order, and protection of the library's resources.
- Develop and organise library inventory (e.g. with books, collections, periodicals, multimedia, etc.)
- Conduct regular checks and updates on database information.
- Research and implement new information system techniques.
- Manage library budgeting and billing for new equipment.
- Supervise library assistants and other staff

4.8. IQAC Coordinator and committee members

- To conduct the prospective plan meeting at the beginning of the year.
- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programs / activities leading to quality improvement

4.9. Lab Coordinator

- accreditation standards, safety and environmental regulations, and other applicable requirements.

- Provides technical leadership and instruction to lower-level technical staff and/or student employees engaged in the execution of related research; may supervise employees, as appropriate to the position.
- Ensures laboratory safety and verifies that all laboratory participants have completed applicable safety training; monitors activities to ensure compliance to established safety standards and executes appropriate interventions when necessary.
- Maintains and/or oversees maintenance and testing of equipment and instruments to ensure accuracy, efficiency, and safety of performanceProvides technical expertise to researchers, faculty, staff, and/or students and responds to technical questions; teaches, trains, and demonstrates laboratory/research protocols and methods, proper use of equipment and machinery, and appropriate safety procedures.
- Designs, builds, tests, installs, and / or maintains complex, technical, laboratory, equipment and system, which may include lasers, semiconductors, high -vacuum chamber, fabrication technology, robotics and / or other related equipment, as required.
- Develops quality standards and programs; monitors and maintains quality of laboratory operations and performance of laboratory staff in compliance with ance.
- Maintains supplies and equipment inventories; orders supplies and equipment for the laboratory.
- Assists in the annual budget planning process and regularly monitors expenditures.

4.10. Physical educator

- Plan and complete all necessary physical education exercises.
- Prepare and document each exercise-related instructional activity.
- Analyse the entire physical education program with the pupils.
- Work with clinical professionals and academic teachers to determine the adaptive physical education needs of kids.
- complete the in-service training.
- Test the physical prowess of each pupil informally.
- Plan several leisure activities that are vital to students' development.
- Make sure the goals for the records are covered, and communicate the data with the occupational therapist for the reports' conclusion.
- Work with different teachers to plan and set up interdisciplinary lessons.
- Make careful to provide a strict example of behaviour control techniques.

- Students should be instructed or informed individually or in groups.
- For each project, unit, and class, specify clear goals.
- As needed, communicate with parents and guardians.
- Boost administrative regulations and policies

4.11.EXAM CELL IN-CHARGE

5. <https://forms.office.com/r/wyywHgtERv>

4.12.HOD Responsibilities:

1. Academic Leadership: As the prime role, the HOD is expected to provide strong academic leadership to ensure the highest possible standards of excellence in all departmental activities. This includes designing and updating the curriculum, regulations, and syllabi to keep up with relevant changes in the field of engineering.
2. Department Management: The HOD is tasked with managing and developing the department, overseeing its smooth functioning and maintaining the general discipline of both the students and staff. This involves creating an academic ambiance conducive to learning and providing the necessary motivation and management to all departmental staff.
3. Faculty Development and Performance Monitoring: The HOD oversees teaching performance, research activities, and funded projects of all faculty in the department. This includes the organisation of seminars, conferences, symposiums, workshops, and training programs on topics relevant to the department with financial support from external agencies.
4. Curriculum Development: The HOD ensures the evolution of the curriculum to keep it up-to-date and encourages a wide range of activities for practical skill acquisition among students. This responsibility also encompasses proposing new programs/courses and increasing intake in consultation with faculty, Principal, and Managing Director (MD).
5. Meeting Attendance: As a representative of the department, the HOD is required to attend meetings as directed by senior management. These meetings could pertain to institutional management, curriculum development, student discipline, or other departmental matters.
6. Budget Management: The HOD is responsible for preparing the annual budget in consultation with the principal (IQAC Chairman)and Administrative Officer (Administrative and Support Team)(AO) for each financial year. This includes proposing justifications for any necessary additional laboratory spaces, equipment, machinery, instruments, computers, software, etc.
7. Committee Appointments: The HOD appoints Class committees, Class Advisors, Faculty Advisors, etc., for the department to ensure a student-centric teaching-learning environment.
8. Examination and Result Approval: The HOD arranges for the passing of semester-end examination results by the Class Committee and forwards it to the Controller of Examination/ principal (IQAC Chairman)and MD for publication and record keeping.

9. Industry Collaboration: The HOD may need to foster relationships with the industry for internships, industrial visits, guest lectures, and placements, thereby ensuring students are exposed to real-world applications of engineering principles.
10. Research Promotion: In the case of higher education institutions, the HOD could be responsible for promoting research initiatives, publications, and patent filing in the department, fostering an innovative and explorative academic environment.
11. Mentorship: The HOD might also play a crucial role in mentoring junior faculty, helping them navigate the academic landscape, encouraging their professional development, and fostering a conducive academic and research environment.
12. Student Support: The HOD may be responsible for handling student grievances, guiding them through academic challenges, and ensuring their overall well-being in the department.
13. Quality Assurance: Ensuring the quality of education imparted in the department by continuous assessment and improvements in teaching methods, laboratory experiments, research facilities, and more.
14. Compliance: The HOD should ensure compliance with accrediting bodies' requirements and aid in the accreditation process by preparing necessary documents and reports.

5. Research and Development

5.1. Promotion of research

To develop research lab with sophisticated instrument

- Develop and establish a policy to promote research culture in the college.
- Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
- Identify prioritise research areas based on the expertise available with the college.
- Organise visits by eminent researchers to interact with the faculty and students.
- Organise national and international conferences with the participation of eminent scientists/technologies in specialised/emerging areas.
- Take initiative and develop mechanisms for gathering the finding of research in the areas relevant to community problems/needs and transferring the same to the students and the community.
- Develop plans, and coordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as CSIR, ICMR, AICTE, UGC, DST, ICSSR, ICHR, ICPR.

5.2. Research Publications

- Coordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional,

national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.

- Ensure to publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
- Maintain a database of paper presentation, paper publications, publication of books, by the faculty of all the departments of the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
- Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving state, national and international recognition for research contributions .
 - The respective author may have published more than two articles with a good impact factor (> 0.5) can avail the sponsorship to attend national and international conferences.
 - If more than five papers one who is published may avail additional facilities through MD sir approval.
 - published a research article with more than two papers with a minimum impact factor value of 1 and above is eligible to attend a national level seminar with registration and TA/DA sponsorship.
 - Three research papers (Minimum 2 and above) and one patent award are

For use in correspondence going forward, the claim form link has been provided.

[Claim form.doc](#)

Reimbursement link

[R&D Reimbursement Policy](#)

5.3.Work from Home

- Work from home can be available for undergoing research, innovation on a **case to case basis** on the approval from the principal (IQAC Chairman)and Director not exceeding once in a week.
- The respective author needs to submit a full length published article along with vol.no, issue no and PP.
- Before availing a work from home, the research article has to be published & indexed in SCOPUS or WOS.

5.4. Special Leave For Research

- The total casual leave granted to a teacher shall not exceed ten days in an academic year, case to case exemptions shall also be considered on the approval from the principal (IQAC Chairman)and Director.

- Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

5.5.Excursion

- Staff wishing to organise an excursion must apply through [JKKN's Excursion Form](#) link .
- Once Approval is completed it is the management's decision on contributing for the expenses and it depends on the circumstances
- Facilitators acquiring minimum “**B**” and above grade [JKKN Facilitator Grading Benchmarks](#)is eligible for Management's contribution on expenses

5.6.Incentive

Teachers who publish research work in reputed journals will be eligible for financial assistance the quantum of which will depend upon the nature of the journal

- Institutional overheads for carrying out sponsored research activity. As a principal (IQAC Chairman)investigator if any finding project is approved form the private, state or central government agency, the concerned faculty may receive incentive from the MD sir.
- For sponsored research projects, the incentives will be proposed and approved by management on a case by case basis.

6. Pay fixation, Allowance, Increments

Pay Fixation

Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.

Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Secretary of the Trust.

S.NO	Designation	Department	Basic Pay
1	Assistant Professor	M.E (CSE & IT) M.E (Mech, EEE & ECE) B.E., M.Sc., M.C.A., M.B.A., M.Phil.,	20000/- 18000/- 13000/- 14000/-
2	Associate Professor	-	31000/-

3	Professor	-	40000/-
4	Lab Instructor Lab Instructor	DIPLOMA B.E., M.Sc.,	8000/- 11000/-
5	Librarian	OFFICE	12,000/-
6	Typist	OFFICE	6,500/-
7	Physical educator	OFFICE	12,000/-

NET, SET passed the exam with basic pay of 15000/-.

Allowance

Allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE / affiliating University/ Government. HOD allowance 3000/-

Increments

Annual increments shall be sanctioned by the principal (IQAC Chairman)on satisfactory performance of the employee based on the recommendations of head of the department or in- charge of the section in the case of principal, chairman/ secretary is the sanctioning authority.

An increment of an employee may be withheld if his/her conduct has not been good or his/her work has not been satisfactory.

7. Joining Process

7.1. Joining process involves the following:

Collection of primary details in the prescribed form, 'Candidate's Statement & Declaration Document of the following certificates and testimonials submitted by the candidate will be verified with the originals.

- Mark sheets from 10th to last qualified exam (educational & professional)
- Passing certificates of exams
- Birth certificate
- Present and Permanent address proof
- Relieving letter and latest salary slip of the last organisation served
- Medical certificate for fitness
- Copy of Aadhar card / PAN card / passport / driving licence / election identity card / any other photo identity proof issued by State/Central Government.
- Two photographs
- Collection of joining report.
- Issuing of 'Joining Memorandum

- Formal introduction to Associate Vice President - HR and announcement to other concerned departments about the candidate's appointment.
- Issuing ID-card.

7.2. Appointments

- The initial appointment for all the positions will be on Tenure Based Scaled Contract. Institute will offer salary and other allowances as per scale fixed for the Tenure Based Scaled Contract appointment.
- Notwithstanding anything contained above, the Institute shall, if it is in the interest of the Institute to do so, have absolute right to end the tenure an employee by giving him/her not less than the notice as mentioned in his/her appointment letter in writing or pay and allowances in lieu of such notice.
- In case of any conversion from outsourcing to Tenure Based Scaled Contract, approval from the Director will be mandatory
- Selection and compensation of employees shall be made without distinction as to race, sex, or religion.
- The recruitment & selection will comply with the Government guidelines on Reservations.

7.3. Job Responsibility

The Responsibilities of various faculty positions are designed line with NAAC guidelines line with the vision and mission of the institution.

8. Teaching and Learning Process

- Course Plan
- Lesson Plan and Micro plan
- PPT
- Web Downloads
- Self learning material
- E-learning material
- Journals
- Magazines
- Industrial visit through their specialisation.

9. Staff development

The Institute has formed a seven-member staff evaluation and development committee (SEDC), headed by a Chairperson to take decisions with respect to the employees below the level of Managers. Following are the main activities of the committee:

9.1. Promotion Policy

- Promotion to higher level of service shall be made subject to API Score/ performance, in the annual performance and availability of the posts, eligibility/merit and commitment of the staff.
- Other things being equal, seniority will be the deciding criterion.
- A promotion is when an employee is elevated to the next organisational level, job grade, or designation.

9.2.Annual Incentives / Director Special Incentive / Scaled Contract / Monthly Honorarium

- Finalisation of the amount of annual incentive / director's special incentive
- Seek nominations from the department heads for director special incentive
- Finalisation of awardees
- Extension of tenure based on performance evaluation of staff appointed on Tenure Based Scaled Contract.
- Based on the additional responsibilities handled by the staff, SEDC decides the amount of honorarium to be paid

10. Feedback Evaluation

- Twice in every semester, the student evaluates the teachers handling the respective subjects covering various aspects of student-teacher interaction through a computerised structure format.
- Teaching process dimensions Punctuality and regularity of the teachers, teacher's control and conduct of the class test, tutorials & assignments syllabus coverage.
- Assessment of college environment , facilities and management responsiveness measured on the following dimension; college environment, cleanliness/ sanitation,library facilities, canteen water supply, games and sports,transport.
- HOD's attitude towards the problem resolution, principal (IQAC Chairman)response to grievance, support of management in general

11. Appointing Authority

All appointments are made by the principal (IQAC Chairman)with the MD's approval based on recommendations from various committees that are sporadically formed for such purposes.

12. Motivation Fund Incentive

12.1. Employer Provident Fund (EPF)

This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

12.2. Incentive and awards

- Awards are instituted for the Faculty as well as supporting staff members.
- Faculty members are variables considered are academic performance measured by student feedback, Student pass percentage, student grade/marks obtained by the student.
- No of top ranks at university at university level secured by students in their subject.
- These awards are in the form of cash, appreciation letters, commending letters, promotion, increments.

12.3. Consultancy

Testing and consultancy works may be taken up by faculty to solve problems referred by industries and government agencies, where in the professional expertise and knowledge of the faculty members as well as the infrastructural facilities of the college may be utilised.

13. Cadress of Staff

13.1. Teaching Staff

S.NO	Designation
1	Principal
2	Vice principal (IQAC Chairman)
3	Head of the department
4	Professor
5	Associate Professor
6	Assistant Professor

13.2. Supporting Staff (Technical)

S.NO	Designation
1	Lab Assistant
2	Lab instructor
3	Lab Technician

4	Drivers
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13.3. Non Technical Staff

S.NO	Designation
1	Librarian
2	Physical Director
3	Typist

14. Working Schedule

- The institution works for six days (Monday to Saturday).
- The working hours 09.05AM to 04.30PM Lunch time 45 minutes.
- For some positions the job demands extra time and the employees must be loyal enough to discharge duties and Responsibilities.

S.NO	PARTICULARS	TEACHING STAFF
1	Morning session	09.05 am to 12.30 pm
2	Lunch Break	12.30 pm to 01.15 pm
3	Afternoon Session	01.15 pm to 04.30 pm

15. Leave Policy, Leave Rules

It is mandatory for every faculty member to make alternate arrangements for their class/Lab/Department works when they request for a leave. All such alternate arrangements made should be indicated in the leave application form.

15.1 Casual Leave

- Casual leave admissible to an employee is twelve days for an academic year(June - may), subject to the condition that not more than three days' casual leave may be allowed at a time.
- Leave request should be submitted to the HOD/ principal (IQAC Chairman)at least three days earlier the date for which leave is sought for and information through mail/text is required one day in advance only valid if in case of emergency.
- Under any circumstances, except on medical grounds, oral information regarding leave rules will not be entertained.
- A valid reason shall be accepted with a proof of document if leaves are taken beyond 3 days.
- Under extraordinary circumstances, those, who are not able to inform in advance about their requirement of leave, should intimate the HOD/ principal (IQAC

Chairman)at least over the phone/mail about their inability to attend to work. Falling to do this, the absence will be treated as leave on loss of pay.

- Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave.
- Sundays/public holidays/restricted holidays/weekly offs can be prefixed/ suffixed to Casual Leave.
- Casual leave cannot be accumulated. Leave not availed in a particular calendar year will lapse at the end of that year.
- If a person joins in the middle of a year, casual leave will be granted to him proportionately.
- It has to be available during the year.
- **Permission:** Only two permissions for coming one hour late will be permitted in a month. Every extra permission will be treated as CL for $\frac{1}{2}$ a day.
- Two permission - 2 one hour permission, 4 - $\frac{1}{2}$ permission, 8 - $\frac{1}{4}$ permission

15.2.Half Pay Leave

- All employees are entitled to 6 days of half pay leave on medical grounds.
- The advance credit for the half-year in which an employee of the Institute is appointed will be at the rate of 5/3 days for each completed calendar month of service he/she is likely to render in the half-year.
- The credit for the half-year in which an employee of the Institute is due to retire/ resigns will be afforded at the rate of 5/3 days for each completed calendar month in that half-year up to the date of retirement/resignation.
- The credit for the half-year in which an employee is removed/ dismissed from service or dies in service will be afforded at the rate of 5/3 day per completed calendar month up to the end of the calendar month preceding the calendar month in which he/she is removed/dismissed/dies.

15.3. Compensatory Leave

- All the regular staff members who work on public holidays are eligible for one day's compensatory leave for each day of work. This leave must be used within 3 months of the date of work/eligibility.
- Fractional work will not be granted. Remunerative work is excluded from the provision.

15.4. Vacation Leave

Teaching Staff

- All the regular faculty members who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to Two weeks' vacation.
- Where the period of service in the college is less than one year but 6 months or more, vacation leave may be granted on a pro-rata basis. The faculty members whose service in the college is less than 6 months are not eligible for vacation leave.
- For the purpose of computing the service period the cutoff date would be the first day of vacation period notified by the principal (IQAC Chairman)at the end of academic year.
- Unused vacation leaves are not carried forward to the next academic year.

Non-Supporting Staff

- All regular supporting staff and administrative staff who have completed probation are eligible for 14 days of vacation per year.
- If a non-teaching faculty or supporting staff is unable to avail vacation due to exigency of work in the department or college under the directions of the Director/Principal, the period of vacation forgone will be credited to their earned leave.
- Vacation period will be counted from the date of completion of probation only.
- No Preponement or postponement of vacation will be permitted.
- All staff members should attend duty on the last working day.

15.5. On Duty

All regular faculty/staff members shall take OD with prior approval from HoD and the Principal. The On Duty is categorised into three types as follows:

- On Duty for participation and/or presentation of the paper in National
- International seminars / Conferences / Symposium / Workshops.
- Exam On Duty for University examination supervision work.
- Other On Duty for any other institution-related work.
- Employees can avail of the OD using the prescribed form as annexed from the institution for getting approval.

15.6. Cancellation of leave

Cancellation of leave by the employee should be applied and approved by the supervisor.

15.7. Public Holidays and Restricted Holidays

The Institute will observe public holidays and restricted holidays in an academic year as approved by the Director based on the list of holidays declared by the Government of India every year.

16. Perform review

The effective use of manpower resources of any organisation depends to a considerable degree, upon an effective Performance Management Programme there. Evaluating people's performance is a complex process - which needs to be timely, fair, and consistent. Performance management is a critical and effective tool in the development and optimization of human resources in an organisation. It helps people in the organisation to consciously aim at improving upon the individual performance and thus increase organisational effectiveness.

16.1. Performs Appraisal For Staffs

- The process of performance appraisal will start with the exercise of distribution of Performance appraisal forms of the employee to the concerned HOD every year during June or as and when an employee completes his/her term either as a probationer or otherwise
- Employees who have completed a minimum six months of service are identified for performance review.
- Performance evaluation forms are written annually for the period from 1st July to 30th June for all categories of employees.
- The appraisee may be called by his/her supervisor for a performance review meeting where the performance of the appraisee is discussed at length and the discussions recorded. The appraisee is required to make an honest self-appraisal before discussing with the supervisor
- The assessment must be made on performance and behaviour on the job, which requires specific facts to be recorded before arriving at a quantitative appraisal of the employee.
- The performance evaluation forms compiled by the HR Department are submitted to SEDC (Staff Evaluation and Development Committee) for its review and recommendations will be implemented, subject to the Director's approval.

16.2 Grading benchmark for the Faculties

- We have attached the faculties Grading benchmark for the performs Appraisal
 - [JKKN Facilitator Grading Benchmarks](#)

17. Promotion policy

17.1. Preamble

- The Promotion Policy is a step in the direction of developing a comprehensive human resource framework for the Institute.
- The Promotion Policy is one of the components of that framework to specifically address the issue of promotion of employees.

- For the Promotion Policy to be effective, it is important to develop a scientific appraisal system, staff training and development programme and link them with the promotion
- As promotion is a process of reward, incentive, encouragement, appreciation of very good performance and enabling personal growth of an employee, it is important that the Institute takes up the responsibility of institutionalising staff development and training so that the aspiration of the employee is balanced with the interest of the Institute.

17.1.1. Annual Appraisal/ Merit:

- Merit is one of the important components in the proposed scheme of promotion. A staff member undergoes an annual performance appraisal.
- Merit score is derived from the ratings received by individual staff members after each year's performance appraisal.
- The maximum points under merit will be 50 points. Following is the conversion of the ratings of each year into points:

17.1.2. Merit Score for the year Performance Appraisal Score/10

- SEDC may normalise the score at the time of review, in case members feel that there is too much variation in the score awarded by various supervisors.
- In case, the employees' promotion is delayed due to non-performance or any other reason, the performance appraisal score of the last five years should be considered.

17.1.3. Educational Qualification

- Institute has specified required qualifications for all jobs. Apart from the qualification acquired at the time of joining, a staff member may acquire an additional qualification during the period of consideration.
- For such additional qualification, a maximum of ten points are earmarked for the purpose of promotion. Depending on a candidate's achievement in terms of qualifications, the SEDC will grant him/her points from 0 to 10, as per the following

S.NO	QUALIFICATIONS
1	Successful completion of any Master's Degree
2	Successful completion of any Graduation or any Post Graduate Diploma of minimum duration of one year.
3	Successful completion of any Diploma course or any ITI or professional course of minimum period of one year.
4	Training (1 point each for completing 5 days of training)

5	Number of publications (Books and Articles)
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18. Code of conduct and Disciplinary Action

- All the employees of the institution in general shall be the following rules, unless otherwise expressly circulated to this effect.
- An employee of the college shall devote his whole time to the service of the college and shall not engage directly or indirectly in any trade or business or in another institution or any other work.
- Every employee shall , at all time maintain absolute integrity and devotion to duty and shall do nothing that will affect the reputation and prestige of the college .
- No staff member of the college shall engage himself/ herself in coaching students privately for any remuneration.
- No employee shall, without the permission of the director principal (IQAC Chairman)accept any remunerative or honorary work not connected with the college.
- The enquiry under sub -rule shall be made by a board of enquiry constituted for the purpose . the director / principal (IQAC Chairman) of the college shall continue the board.
- Every employee of the college shall be entitled to one appeal following to the order imposing on him/her any of the penalties specified in rule to the appellate authority
- In case of appeal, the decision of appellate authority is final

18.1.Speeches/presentations in public seminars/conferences

Non-faculty employees are required to seek prior approval from Institute for making speeches and presentations in public seminars and conferences mentioning following details:

- Date and venue of the Seminars/Conferences
- Purpose and theme of the Seminars/Conferences
- Brief outline of the proposed presentation/speech
- Likely audience
- Reason for participation
- After participation in the seminar, the employee will be required to submit a report on the same.

18.2. Communications to the media

- will manage all communications with the press, in coordination with the Director. Direct interaction with the Press will be handled by the Director. All queries from

the media either through their representatives or otherwise should be referred to the General Manager - Communications.

- An employee will deal directly with the media related matters, only after proper authorization to do so. The use of internet or any other social media to reveal sensitive information is not allowed

18.3. Drugs/Smoking/Alcohol

- An employee taking drugs/consuming alcohol/smoking in office or found to possess in office will be committing a disciplinary offence, which will be dealt with in accordance with the Institute's Disciplinary Action Procedure.
- An employee may be, on reasonable suspicion, asked to undergo drug/alcohol testing. Refusal to comply with the directive may result in termination of the employee's services with the Institute.

18.4. Sexual Harassment

- The Institute has set up an Internal Committee known as the Committee for Managing Gender Issues (CMGI) in accordance with the Act and related rules and regulations applicable to higher educational and technical institutions.
- The objective of CMGI goes beyond what is mandated by the Act and rules: CMGI is not only confined to dealing with complaints of Sexual Harassment towards women but also towards members of other genders and to work for creating awareness, sensitization, counselling, and educating about gender issues.

18.5. Code of conduct

18.5.1. Do'S

- Maintain absolute integrity and devotion to duty
- Attend the college regularly and punctuality
- Engage classes, both theory and practical,punctually and effectively.
- No employee shall without the previous sanction from the Director/Principal, participate in editing or management of any newspaper or other periodical publications.
- Correct the assignment and lab, record systematically
- Submitting the question papers and mark of internal test
- Conduct guest/expert lectures with academic /industries professionals
- Valuation of internal and external examinations
- Attend internal and external invigilators and observe duty
- Attend guest lectures, FDPs, workshops, seminars, industrial visit, tours
- Downloading e- material from digital library, authorised online journals and legitimate sites
- Preparing soft/hard copy of course files, delivery sheets and web materials

- Monitoring and counselling of students
- Be honest impartial and dealing with others
- Abide by the rules and regulations
- Promote, decency, decorum, dignity and discipline among staff and students
- Institute device and mechanisms to improve academic standards
- Acquire and develop professional / interpersonal skills
- Building teamwork and team efficiency and reinforcement of skills/ knowledge in students
- Administrative compliance
- Publication of paper in seminars / conference / convences / journals / magazines
- Publication and attending FDPs / workshops / conferences / symposiums / conventions
- Professional, rational and intellectual behaviour like academics.
- Every employee shall be regular to work during their working hours fixed unless permitted otherwise by his/her superior.
- The Governing body in exercising the provisions of these rules, shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

18.5.2 Don'ts

- Gross negligence of duties and responsibility
- Propagation of religious, communal, anti- social, language, domicile social and cultural background
- Encourage any form of malpractice / unfair practices' in connection with exams
- Leaving the campus without proper prior permission of the head of the institution
- Absconding from the institutions
- Undertake private assignment whether remunerative or not
- Cause damage to institutions or stakeholder property in any form
- Encourage or involved in immoral practice stakeholder
- Organise, attend, involve in duty outside the college without proper approval
- Any act which is detrimental to the interest of the institutions

19 Rules of Disciplinary Action

Classification of employees

Tenure Based Scaled Contract Employee:

Which means an employee employed for a fixed tenure on the pay scale applicable in the Institute. Tenure period will be such as may be determined by the Institute. The Tenure Based Scaled Contract employee shall be governed by the terms of his employment and by rules or orders expressly governing them.

Outsourced Employee:

Which means an employee hired through an outsourcing agency / contractor providing manpower services to the Institute. The employees of the contractor, who has agreement with the Institute for providing services e.g. Security, Housekeeping etc., will not be considered as an outsourced employee.

19.1 Penalties

Notwithstanding anything contained in any other regulation, and without prejudice to such action to which an employee may become liable under any other regulation or law for the time being in force, the following penalties may (for good and sufficient reasons and as hereinafter provided) be imposed on any employee of the Institute.

Minor Penalties

- withholding of his promotion;
- recovery from; his pay of the whole or part of any pecuniary loss caused by him to the Institute by negligence or breach of orders;
- Reduction to a lower stage in the time scale of pay for a period not exceeding 3 years without cumulative effect and not adversely affecting his pension.
- Withholding of increments of pay.

Major penalties

As provided for in Regulation, reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee of the Institute will earn increments of pay during the period of such Reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

- Reduction to a lower time-scale of pay or post which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay or post from which he was reduced, with or without further directions regarding conditions of restoration to the post from which the employee of the Institute was reduced and his seniority and pay on such Restoration to that post.
- Removal from service which shall not be disqualification for future employment under the Institute;
- Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute

19.2 Suspension

The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Board, by general or special order, may place an employee under suspension:

- where a disciplinary proceeding against him is contemplated or is pending or
- where in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State; or where a case against him in respect of any criminal offence is under investigation, inquiry or trial: Provided that, where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith Report to the appointing authority the circumstances in which the order was made.
- An employee shall be deemed to have been placed under suspension by order of appointing authority:
 - With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
 - With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent on such conviction.

20 Grievance cell

Grievance cells are constituted at department level by the HOD concern at the institution level by the principle to look into the grievances of the staff member and redress them.

Gender issue call(GIC) an exclusive women's cell is available with the principal (IQAC Chairman)as chairperson as per statutes for redressal against harassment at work places.

21 Yearly increments

- Staff members are eligible to the increments prescribed at the end of 12 month service in the institution.
- Additional Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations, students Feedback, Research, Entrepreneurship, Innovation, Startup's, Journal Publication, at the discretion of the Management.

23 Training & Development

The training programme shall be categorised as:

23.1 Induction Training

Induction for a newly recruited employee shall cover all departments, as appropriate.

23.2 Internal Training

Internal training shall cover topics relevant to current job requirements and other related training.

23.3 Specialised training

- It includes training through external faculty based on the specific need identified by the concerned HoDs.
- Concerned departments may identify special training needs for the staff and send a proposal for organising such a programme to the CAO.
- Employees participating in the training shall provide feedback on the programme to the HR Department.
- HR shall maintain records of all specialised training programmes.

24. Resignation & Termination

Resignations

- Employees of the Institute may resign from the Institute as per the provisions contained in their appointment letter.
- While the Institute is interested in settling all the outstanding dues, as early as possible, no outstanding dues will be settled unless a properly endorsed clearance form is submitted by the employee concerned.
- Minimum 2 Years of staff working in institutions. Either two month notice period or two months pay
- .The staff's resignation notice period will start after receiving approval from MD, sir.
- [off boarding work flow](#)

Termination

- Identify and Document the Issues
- Coach Employees to Rectify the Issue
- Create a Performance Improvement Plan
- Terminate the Employee
- Have HR Conduct an Exit Interview

Note:

1. Verify pay fixation for Professor category for CS & IT
2. Consider changing casual leave for research to special leave for research.

