

**AN AUTONOMOUS INSTITUTION  
(FORMERLY SNR SONS COLLEGE)**

*Affiliated to Bharathiar University  
Approved by Govt of Tamilnadu, UGC & AICTE, New Delhi  
Re-Accredited with "A+" Grade by NAAC  
AN ISO 9001:2015 Certified Institution*

**SRCAS/HR/M01**

**HUMAN RESOURCE POLICIES &  
ADMINISTRATION MANUAL**

Authorized by	Principal & Secretary
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**PRINCIPAL & SECRETARY**

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## **1. Introduction**

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### **1.1 About the Organization**

Sri Ramakrishna College of Arts & Science(SRCAS), Formerly SNR SONS College was established in the year of 1987 by our esteemed SNR Sons Charitable Trust with a vision to extend educational services to the needy people living in this Coimbatore region.

Sri Ramakrishna College of Arts & Science (SRCAS), is dedicated to form students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success. This Human Resource Policies & Administration Manual collects in one place the human resource philosophies, policies and Administration procedures of SRCAS.

This manual is designed to be a working guide in the day-to-day administration of our human resources in a way that supports a positive work environment at SRCAS. Faculty members, Manager, Office Staff, Support Staff ,etc., are expected to become familiar with these philosophies, policies and administration procedures and to apply them consistently so that all employees, regardless of work area, location or any assignment are treated fairly.

## **1.2 Vision, Mission and Core Values**

### **1.2.1 Vision Statement**

“To Explore, Experiment and Excel in the field of Higher Education Globally”

### **1.2.2 Mission Statement**

“Our Mission is to educate the youth to meet the global challenges and enable them to excel in the field of their choice and instill in them a sense of social responsibility through enriched trainings and research”

### **1.2.3 Core Values**

- Excellence**

The college cultivates the habit of being the best in all parts of life as it always brings amazing results. The college encourages making excellence a habit.

- Creativity**

Creativity is experimenting, inventing and growing. It is a symbol of progression. The college celebrates creativity because it presents the world in a new perception and always leads to progress.

- Diversity**

Diversity facilitates acceptance, builds a stronger sense of identity and well-being, and encourages equitable participation. The college values rich diversity of backgrounds and perspectives in all forms.

- Integrity**

The college strongly believes that being honest with strong moral principles is important in personal and professional life. It is a foundation of leadership.

- Empathy**

Empathy allows people to build social connections with others. Empathy is a key part of being responsible and helpful in a society. The college practices empathy to make every individual to enjoy better relationships with others and greater well-being.

**SRCAS Core values will be focused on the following United Nation's Sustainable Development Goals:**

No poverty, zero hunger, good health and well-being for people, quality education, gender equality, clean water and sanitation, affordable and clean energy, decent work and economic growth, Industry, Innovation, and Infrastructure, reducing inequalities, sustainable cities and communities, responsible consumption and production, climate action, life below water, life on land, peace, justice and strong institutions & partnerships for the goals.

### **1.3 Quality Policy**

Sri Ramakrishna College of Arts & Science (SRCAS) is committed to provide knowledge and training to meet the requirements of the Students, Industry, Society and the Nation. This will be achieved through

- ❖ Well framed syllabus to satisfy the needs of and on par with the Global Standards and Industry requirements.
- ❖ Committed, planned practical teaching and training to develop both the students and society.
- ❖ Improving the Service Process, Resources and Faculty continually.

### **1.4 Human Resources Management Policy**

#### **1.4.1 Introduction**

Human Resource is the heart of an organization and forms the lifeline and determines its destiny. SRCAS is committed to set high standards of personnel management with due place for efficiency and transparency.

#### **1.4.2 Objective**

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels, as mentioned below:

- ❖ Recruitment of the different categories of staff

- ❖ Defining roles and responsibilities
- ❖ Training and positioning
- ❖ Appropriate compensation & incentives
- ❖ Improving the performance and effectiveness
- ❖ Maximizing the efficiency through enhancing knowledge, skills and attitudes
- ❖ Creating comfortable working conditions.

## **1.5 Definitions of Terms used in this Policy**

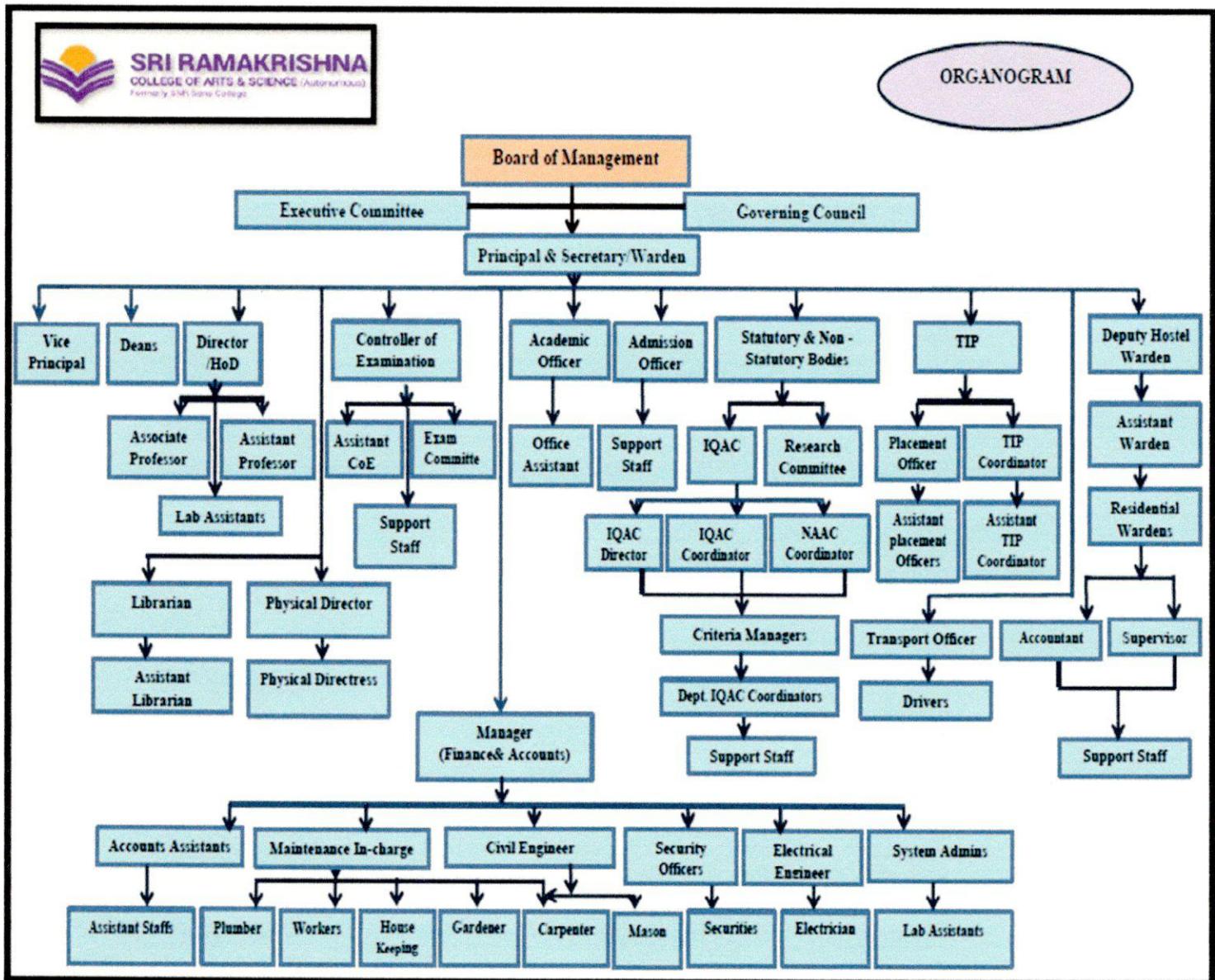
In this policy manual, unless the context otherwise requires:

- 1. Basic Pay:** The component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her but does not include
- 2. DA:** Dearness Allowance declared by the Management periodically.
- 3. AGP:** Academic Grade Pay declared by the management
- 4. HRA:** House Rent Allowance declared periodically by the Management of SRCAS.
- 5. Calendar Year:** A period commencing from 1st day of January of the year and ending with 31st day of December in the same year.
- 6. Academic Year:** The normal period stipulated in the Academic calendar for activities of an odd semester and even semester. In the present system it is stipulated from June to May.
- 7. Competent Authority:** The authority appointed by the Trust for the purposes of these rules.
- 8. Date of Appointment:** The first day of joining the duty by the employee as mentioned in the appointment order.
- 9. SRCAS:** "Sri Ramakrishna College of Arts & Science" which is run by SNR Sons Charitable Trust.

- 10. GB:** means the Governing Body of SRCAS
- 11. OM:** means the duly appointed Office Manager of SRCAS
- 12. HoD:** Head of the Department
- 13. Employee:** Any person who is employed for salary in any kind of work including teaching, support service including lab, office or otherwise, or in connection with the work of SRCAS and who get is salary directly from SRCAS
- 14. Financial Year:** A period commencing from the 1<sup>st</sup> day of April of the current year ending with the 31<sup>st</sup> day of March of the succeeding year.
- 15. Rules:** Rules stipulated in the HR Policies and Procedures Manual of SRCAS and include all schedules and annexure appended to this manual and any amendments made from time to time there to.
- 16. HRIC:** Human Resource In-Charge

## 1.6 Organogram

The below chart shows the present Organization Structure of Sri Ramakrishna College of Arts & Science.



## **2. Recruitment, Appointment, Induction and Transfer**

- 2.1 Planning for Human Resources
- 2.2 Classification of Human Resource in SRCAS
- 2.3 Appointing Authority
- 2.4 HR In-Charge(HRIC)
- 2.5 Recruitment Policy &Process
  - 2.5.1 Job Analysis, Job description and Terms of Reference
- 2.6 General Criteria Governing Recruitment
  - 2.6.1 Age
  - 2.6.2 Assessment process
  - 2.6.3 Checking of References
  - 2.6.4 The Offer Letter
  - 2.6.5 Medical Fitness
  - 2.6.6 Letter of Appointment
  - 2.6.7 Joining Report
  - 2.6.8 Redeployment /Transfer
- 2.7 Probation and Confirmation
- 2.8 Personal File
- 2.9 Staff Induction & Training
- 2.10 Identity Card

### **2.1 Planning for Human Resources**

SRCAS believes in professional excellence. To this extent SRCAS believes in employing competent persons for its programmatic and administrative functions. The organisation is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organisation to respond to emerging human needs with estimation of resource requirements.

## **2.2 Classification of Human Resource in SRCAS**

SRCAS recognizes the following classification of its staff.

**a. Regular Employee:** One who holds permanent post in the organisation and whose appointment has been confirmed in writing by the appointing authority.

Categories of Employees at SRCAS are divided into:

i. **Teaching Staff:** Deans, Directors, Professors, Associate Professor, Asst. Professors, Physical Education Director and Librarian.

ii. **Technical Support Staff:** System Administrator, Computer Programmer, Lab Assistants and Lab Attendants, Electricians, Drivers.

iii. **Administrative Staff:** Administrator, Director, Principal, Office Manager, Accounts Manager, Office and Accounts staff, Library staff, Hostel Warden / Staff, Project Staff, Academic and Controller of Examination Staffs, Workers, House Keepers etc.,

**b. Contract Employee:** One who is employed due to his/her experience and expertise on a contract for a specified period, or for specified work not exceeding two years but can be extended for a mutually agreed upon period based on the performance evaluations review and the needs of SRCAS at that point of time. Contract employees are governed by the terms and conditions offered to him / her at the time of appointment.

**c. Temporary Employee:** One who is appointed either to fill a regular position, which is temporary in nature.

**d. Adjunct faculty:** Adjunct professors are defined as professors who are hired on a contractual basis, usually in part-time positions.

**e. Visiting Faculty:** Any faculty engaged from time to time as visiting faculty. Their remuneration will be of Rs.750 per hour for handling the Under Graduate Programmes and Rs. 900 per hour for handling the Post Graduate Programmes

**f. Any other class of Employee:** Any other category of employees can be engaged from time to time as requirements of the institution and are governed as per the terms given.

## **2.3 Appointing Authority**

### **a. Appointment of Principal & Secretary:**

The authority as decided by the SNR Sons Charitable Trust from time to time.

### **b. Appointment of Faculty / Support Staff /Employees:**

All other staff of SRCAS will be appointed by the Principal & Secretary on behalf of the Board of Trustees. The Board of Trustees will be briefed of staff requirements, appointments and other details on a routine basis.

## **2.4 HR In-Charge(HRIC)**

- (i) The Principal & Secretary shall be the in-charge of HR Management.
- (ii) Any other person who is explicitly appointed / given delicate powers to manage the HR related responsibilities.

## **2.5 Recruitment Policy &Process**

### **2.5.1 Job Analysis, Job Description and Terms of Reference**

All positions in the organisation shall be based on a need assessment and work analysis. The Principal & Secretary together with the Dean / HoD concerned will determine the need to open a new position or to close an existing position.

Each job and position needs to be analysed in terms of job content and broken down to knowledge and skill requirements. However, this analysis will be done by Deans and HoDs as per the laid down procedures from time to time. Recruitment is done as per the **Annexure I**

The Job description and Terms of References areas per the regulations in force from time to time and intimated to the appointees at the time of offer of appointment.

## **2.6 General Criteria Governing Recruitment**

### **2.6.1 Age**

For any post including Assistant Professors, Associate Professors and Professors, the person recruited should not be above 58(Fifty Eight) years.

- ✓ The minimum age for recruitment is 18years.

- ✓ SRCAS does not permit child labour in any
- ✓ Maximum Age limit for teaching staff engaged on contract shall be up to 70 years and for non-teaching shall be 65.
- ✓ SRCAS reserves the right to do a background check on any person selected for employment.

#### **2.6.2 Assessment process**

The assessment process consists of either or both Skill Test and Interview, based on need. Non-teaching staff shall be recruited based on the assessment of their skills and references.

#### **2.6.3 Checking of References**

The college reserves the right to do reference checks with their fees given / obtained from the candidate. As a policy, SRCAS will contact the current employer as a part of reference check.

#### **2.6.4 The Offer Letter**

Upon finding the references to be satisfactory, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing.

#### **2.6.5 Medical Fitness**

Before issuance of offer letter, selected candidates at their own cost have to undergo a pre-employment medical examination according to prescribed medical standards by the organisation.

#### **2.6.6 Letter of Appointment**

The selected candidate must bring the relieving order from the previous organization before joining duty, if previously appointed. An appointment letter duly signed by the Appointing Authority is issued to the candidate subject to the reference checks and pre-employment medical examination.

The Appointment letter should contain:

- 1) The Designation / Title of the Job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of supervisors.

The letter of Appointment and Job Description (JD) should be signed by the

employee as a sign of acceptance.

#### **2.6.7 Joining Report**

On joining, the candidate should give the joining report duly filled and signed before the Principal & Secretary / HRIC.

#### **2.6.8 Redeployment /Transfer**

SRCAS enjoys the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another.

### **2.7 Probation and Confirmation**

1. All new staff will initially be on a probation period. It shall be 12months.
2. The HoDs concerned are responsible to conduct monthly review and report to the Principal & Secretary (or) HRIC. The Principal & Secretary will decide on the confirmation or termination of the probationer.
3. Principal & Secretary enjoys the right to waive Probation period in the case of experienced staff chartered by the organisation. Expertise / experience / competence of the staff and there as on for waiving probation should be documented.
4. Not-withstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion.

### **2.8 Personal File**

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. Bio-data
3. Copy of certificates of birth, education and medical fitness
4. Written comments of reference, if any
5. Appointment letter / Contract letter
6. Joining Report or Joining Date Intimation
7. Personal details of employees like permanent / current address / blood group
8. Relieving letter or experience certificate from the previous employer or last employer
9. Letters of annual salary revisions & copies of performance appraisal

- 10.** Two colour passport size photograph
- 11.** Memos issued, reply to above, reports of enquiry committees/suspension order/termination on disciplinary grounds etc.,
- 12.** Any other personal memos
- 13.** Resignation /Contract termination letter
- 14.** No Claim Certificate
- 15.** Any other information deemed appropriate by SRCAS.

The Principal & Secretary (or) HRIC will maintain personnel files of all employees including those at office. The employees would have to inform Principal & Secretary (or) HRIC in writing when there are changes regarding marital status or contact address.

## **2.9 Staff Induction & Training**

All newly joined employees shall upon completion of the formalities undergo induction and appropriate training programmes, intended to familiarize them with the dynamics of the organisation. The methodology would be that of guided interaction with the various sections in the staff. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

## **2.10 Identity Card**

All SRCAS employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. Principal & Secretary (or) HRIC will issue these cards to new staff within 15 days of their joining the organisation. At the time of cessation of service, employees are required to return their Identity Card to the organisation which should be destroyed by Principal & Secretary (or) HRIC immediately. HRIC keeps a register for issuing ID Card.

### **3. Salary / Welfare Measures / Allowances Recognition / Terminal Benefits**

#### **3.1 Salary**

##### **3.1.1 Basic Pay and allowances**

###### **3.1.2 Wage Fixation**

#### **3.2 Increment Policy**

#### **3.3 Provident Fund**

#### **3.4 Welfare Measures**

### **3.1 Salary**

#### **3.1.1 Basic Pay and allowances**

- a.** SRCAS shall pay wages including allowances to its employees as per the agreement / appointment order.
- b.** Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 7th working day of the following month.
- c.** Payments of Monthly Salary shall be made after deductions under statutory provisions.

#### **3.1.2 Wage Fixation**

- a. Faculty:** The Management shall respect the practice of Grades and varying Scales for regular staff on service. Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.
- b. Non-Teaching Staff:** Scales of Pay & Grade is based on their qualification and experience. Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

### **3.2 Increment Policy**

In an effort to recognize and reward the performance of employees, it is the organisation's philosophy that enhancing compensation shall be through annual increment based on performance evaluations.

### **3.3 Provident Fund**

SRCAS is committed to comply with statutory provisions of Employees Provident Fund. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization.

### **3.4 Welfare Measures**

All the staff members in SRCAS, irrespective of their cadre enjoy the following welfare measures:

- 1. ESI / PF / Group Gratuity**
- 2. Medical claim (Accidents) - for staff and students**
- 3. Reward for employees on completion of 25 years' service in SRCAS**
- 4. School Fee concession to children of SRCAS staff / employees**
- 5. Concessional medical treatment to parents / family members / staff of SRCAS at Sri Ramakrishna Hospital.**
- 6. Gift to newly wedded staff members**
- 7. Maternity Leave**

## **4. Leave Rules**

- 4.1 Casual Leave
- 4.2 Earned Leave
- 4.3 Study Leave / Leave to attend QIPs
- 4.4 On-Duty(OD)
- 4.5 Maternity Leave
- 4.6 Medical Leave
- 4.7 Compensatory Leave
- 4.8 Leave on Loss of Pay(LLP)
- 4.9 Vacation
- 4.10 Encashment of Earned Leave
- 4.11 Absence from Duty due to Bandh, etc.
- 4.12 Furnishing address on leave
- 4.13 Declared Holidays

### **Leave Rules**

SRCAS provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college. The following types of leaves are available for staff.

#### **4.1 Casual Leave**

- ❖ Casual leave of 12 days is granted per annum. However for temporary and probationary staff of each category, the eligible casual leave is only 1 day for every completed month of service.
- ❖ Casual leave is granted on the basis of Academic year that is from 1<sup>st</sup> June to 31<sup>st</sup> May of every year.
- ❖ Only with due permission of Principal & Secretary casual leave can be availed prefixing or suffixing Sundays and other sanctioned / declared holidays. However Duty Leave & Compensatory off can be combined with the Casual Leave.

#### **4.2 Earned Leave**

Earned leave of 3 days per annum is allowed. EL can be availed only after completing one year of service.

#### **4.3 Study Leave / Leave to attend Quality Improvement Programmes(QIPs)**

The faculty members, on discretion of the Principal & Secretary, shall be allowed to avail study leave for higher education, and / or attending Quality Improvement Programmes (QIPs) / Internships. However, the decision will be taken in the best interest of the institution and the decision of the Principal & Secretary will be final.

#### **4.4 On-Duty(OD)**

The faculty members can avail up to 10 days per annum (calendar year) as on-duty (OD) for academic purposes with prior intimation and approval from the Principal & Secretary on recommendation from the Head of Department.

However, the faculty members who are in-charge of NSS/NCC, etc., can avail more than 10 days, based on the need and necessities with prior intimation and approval from the Principal & Secretary.

#### **4.5 Maternity Leave**

All women employees are entitled to maternity leave up to three (3) months in which two (2) months with salary & one (1) months without salary.

#### **4.6 Medical Leave**

All the employees are entitled to avail medical leave up to five (5) days per year and max of sixty (60) days of this leave can be accumulated during the service.

#### **4.7 Compensatory Leave**

All employees are eligible to Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.

#### **4.8 Leave on Loss of Pay(LOP)**

If an employee has no leave available to his / her credit, he / she may request for leave on Loss of pay under exceptional circumstances.

#### **4.9 Vacation**

In addition to the above, the teaching staff and the technical support staff are eligible for vacation as follows:

Faculty members who have put in one year of service are eligible for four week vacation per year. Three weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be reduced as per needs. The faculty whose service is less than one year cannot avail vacation. Technical and support staffs are eligible for vacation 2 weeks. The College has the right to prevent any staff member from availing a portion or whole of the vacation if his/her services are considered essential during that period. However Vacation Leave will be subject to the Management Decision for both Teaching & Non - Teaching.

#### **4.10 Encashment of Earned Leave**

Only Staff members who have completed ONE year service are eligible for this benefit and can encase leave upto a maximum of 3 Days.

#### **4.11 Absence from Duty due to Bandh etc.**

As such SRCAS does not subscribe to bandh/hartal as legitimate means of protest and therefore no special leave will be sanctioned to the staff on days of bandh or hartal.

#### **4.12 Furnishing address on leave**

A staff member, who has been sanctioned leave and leaves his place of duty, should furnish to office of SRCAS the address at which he can normally be contacted while out of station.

#### **4.13 Declared Holidays**

The office of SRCAS including its all offices will remain closed on Government declared holidays.

## **5. Performance Appraisal System (PAS) and Promotions**

- 5.1 General
- 5.2 Assessment, Recognition, Reward & Counseling
- 5.3 Promotions
- 5.4 Resource Mobilization – Finance

### **5.1 General**

The SRCAS Performance Appraisal System (PAS) comprises of a new Template Faculty Performance Indicator (FPI) which is filled by the Individual Faculty and endorsed by the Head of the Department and submitted to IQAC for assessment and scoring.

The final Scores will be submitted to the Principal & Secretary for follow-up Action. The scoring pattern differs for faculty with less than 5years of experience and faculty with more than 5years of experience.

The FPI contains the following components are:

1. Teaching , Learning and Evaluation
2. Profession related Contribution
3. Research related Contribution
4. Academic Development

### **5.2 Assessment, Recognition, Reward & Counseling**

The minimum qualifying scores are fixed for the faculty members based on their experience. The faculties with the highest FPI scores are honored on Teacher's day with a Cash Award. The Faculty who have not attained minimum will be given counseling by the Head of the Institution.

### **5.3 Promotions**

Promotions to higher priorities and Increment will be based on the score obtained in the Faculty Performance Indicator.

### **5.4 Resource Mobilization – Finance**

Funding will be provided by the Management to organize 8 FDPs per year of Rs.25000 per programme

Funding will be provided by the Management to organize 10 Programmes per year such as Conferences, Seminars and Workshops of Rs.50000 per programme

Seed money will be provided by the Management for the promotion of Research Activities among the faculty members

## **6. Office Discipline and Decorum**

- 6.1 Office Hours
- 6.2 Late Attendance with Permission
- 6.3 Duties and Responsibilities of the Deans / Directors / Heads / Faculties
- 6.4 Conflict of Interest
- 6.5 Consumption of intoxicating drinks and drugs
- 6.6 Disciplinary Action
- 6.7 Competent authority to initiate disciplinary proceedings and impose penalties
- 6.8 Misconduct
- 6.9 Harassment
- 6.10 Sexual Harassment
- 6.11 Grievance Redressal Procedure
- 6.12 Consequence of Misconduct
- 6.13 Penal Actions
- 6.14 Suspension
- 6.15 Domestic Enquiry
- 6.16 Punishments
- 6.17 Right to Appeal
- 6.18 Retirement
- 6.19 Voluntary Retirement
- 6.20 Termination of Services
  - 6.20.1 Medical Grounds
  - 6.20.2 Termination on Disciplinary Grounds
  - 6.20.3 Termination on grounds of Judicial Conviction / Observation
  - 6.20.4 Termination for Prolonged Absence
  - 6.20.5 Premature Termination of Contract
  - 6.20.6 Termination on grounds of non –performance
  - 6.20.7 Notice Period

- 6.20.8 Resignation in the wake of Disciplinary Proceedings
- 6.20.9 Death
- 6.20.10 Documents to be submitted on Separation from SRCAS
- 6.20.11 Exit Interview
- 6.21 Professional Demeanour of SRCAS Employees

## **6.1 Office Hours**

- a.** The usual office timings are from 8.30A.M. IST to 4.45P.M. IST for Teaching and Non-Teaching staffs with one hour lunch breaks from 1.00 P.M. IST to 2.00 P.M. IST.
- b.** Classes are conducted on shift basis in 2shifts

### **Shift I:**

1. For Computer, Commerce & Management Branches  
8:20am to12:50pm (5periods with 20 minutes break)
2. For Science Branches  
8:20 am to 1:40 pm (6 periods with 20 minutes break)

### **Shift II:**

01:00 pm to 4:30 pm (5periodswith20minutesbreak)

- c.** Management enjoys the right to shift to a different pattern of working days and working hours.
- d.** Any change in the Class and Office timings shall be notified to the respective staff.
- e.** All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.
- f.** All Teaching & non-Teaching Staffs shall sign in their respective Attendance Register and place their finger on the reader window at the biometric reader, (and the reader quickly and automatically captures and encrypts the finger prints) both in the morning before shift start time and in the evening after shift end time respectively and shall ensure their in-out entry.

## **6.2 Late Attendance with Permission:**

Normally permission for due to unforeseen circumstances or coming late is granted only for one hour on two occasions in a month. In this case, while closing the attendance, office will mark "P" against the name of the staff member. When the staff member reports for duty he/she shall follow the same procedure

mentioned in 6.1– h clause.

- a. Monthly 2 permissions (morning / evening) of one hour are permitted. No carry forward of permission is granted.
- b. Reporting thirty minutes later than the scheduled time will be treated as leave for half-a-day.
- c. Regulations for late Attendance:
  - ✓ After exhausting the two officially permitted permissions, any late attendance will result in half-a-day leave with loss of pay or Casual Leave as the case may be.
  - ✓ Frequent late attendance without permission will result in one day leave.
  - ✓ If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.

### **6.3 Duties and Responsibilities of the Deans / Directors / Heads /Faculties**

For faculty members, the duties and responsibility areas per the norms of the UGC / Bharathiar University. However, any additional work allocated by the principal in view of college / student development and at the time of exigencies, the staff members must complete that additional work as directed by the Principal and Secretary.

### **6.4 Conflict of Interest**

A conflict of interest could be defined as a situation that arises when a decision making authority is seen to have a personal stake in the outcome of the decision itself. This policy covers various situations, which a SRCAS employee may face in the areas of financial control, personal integrity, conflicts etc. and the role which they should play in such circumstances. This policy provides a common code of conduct and all SRCAS employees should adhere to this policy.

The activities of SRCAS employees are to be lawful and free of conflicts with their responsibilities. They are not to misuse SRCAS resources or influence, or discredit the good name and reputation of the organisation.

It is the policy of SRCAS that no employee shall take any action or make any statement intended to influence the action of another, including donors and beneficiaries, to benefit the private interest of the employee or the employee's family members, rather than the interest of the SRCAS.

**The following are to be avoided in the best interest of the organisation:**

- Soliciting subcontractors and vendors for donation / advertisements to a charity, in which the employee is involved.
- Using SRCAS facilities for personal purposes or for spouses / relative's business.
- Treating personal expenses/trips as official expenses/trips.
- Making a promotion decision about a spouse or relative.
- Authorization of self-in case of leave, travel advance, etc.
- Buying equipment from suppliers for personal use at high discounts in the name of SRCAS
- Using the buying power of SRCAS to acquire goods or services for the benefit of the employee or his/her family members
- No employee may solicit or accept, directly or indirectly, any gift, gratuity or favour that has substantial economic value, where either party could infer any obligation.
- All offers of donations to SRCAS shall be drawn in the form of Demand Draft or Cheque or by on line in the name of "Sri Ramakrishna College of Arts & Science".
- No employee shall authorize for use by SRCAS any product or service furnished by a firm in which the employee or the employee's immediate family members has a financial interest.

#### **6.5 Consumption of intoxicating drinks and drugs**

SRCAS work places shall be totally drug free and all staff member shall strictly abide by any law relating to intoxicating drinks or drugs in force in all the workplaces of SRCAS.

#### **6.6 Disciplinary Action**

SRCAS reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.

#### **6.7 Competent authority to initiate disciplinary proceedings and impose penalties**

Principal & Secretary/Principal is the competent authority to take disciplinary

proceedings and impose any of the penalties specified hereunder, according to the nature of the misconduct unless otherwise specified by the Executive committee.

## **6.8 Misconduct**

Code of Conduct is framed for Faculties & Non-Teaching Staffs. Any violation of the rules and regulations of the Institution is a misconduct, which needs to be corrected through disciplinary action by the Management.

## **6.9 Harassment**

SRCAS Management is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honor of employees will be permitted and tolerated. Harassment of any sort- verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

## **6.10 Sexual Harassment**

The Policy on Prevention of Sexual Harassment at Work place declared by the SRCAS is in place and framed as per the statutory requirements / the orders passed by the Hon'ble Supreme Court of India. The definition of sexual harassment, mode of complaint, enquiry procedures, punishment, etc. are as per the policy declared by SRCAS. Zero percent tolerance with immediate termination, if found.

## **6.11 Grievance Redressal Procedure**

A Grievance Redressal Committee is set up to address the grievances of the employees. The Grievance Redressal Committee will consist of at least three staff with representation from both genders. The Committee will be a permanent arrangement for in-house investigation to handle grievances of employees. The Chairperson of the Committee will be the Principal & Secretary or any other person as appointed by the Principal & Secretary. The definition of grievance, mode of expression of grievance & redressal mechanism are as per SRCAS Grievance Redressal Committee.

## **6.12 Consequence of Misconduct**

Offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence.

## **6.13 Penal Actions**

The following steps are to be followed with regard to all disciplinary actions:

- ❖ Verbal Warning
- ❖ Written Warning(Memo)
- ❖ Show cause notice

## **6.14 Suspension**

On receipt of a report in writing from the Principal or HRIC, the competent authority may suspend an employee for any act of alleged misconduct, pending domestic enquiry. During the period of suspension, the employee shall not leave station except with the written permission of the Management.

## **6.15 Domestic Enquiry**

No order of punishment shall be made without the employee having been given an opportunity of explaining to the satisfaction of the Management the circumstances alleged against him/her. Accordingly, a memo will be issued calling for the explanation of the delinquent employee. In the event, the Management is not satisfied with such an explanation, an enquiry officer will be appointed who will be required to conduct the domestic enquiry.

## **6.16 Punishments**

Upon completion of enquiry and in the event of the employee being proved to have committed offence, the punishments will be awarded according to the gravity of the offence, inviting maximum penalty, in which the concerned staff will be dismissed from service. The likely order of punishments:

- a. Withhold the Increment (cumulative/without cumulative)
- b. Barring the Promotion
- c. Such other punishments ordered by the Principal & Secretary
- d. Dismissal.

### **6.17 Right to Appeal**

Any employee aggrieved by the decision of the Principal & Secretary may file an appeal in writing to the Management Trustee of SNR & Sons charitable Trust within fifteen days from the date of the decision. The Management Trustee of SNR & Sons charitable trust has the option to appoint a fresh committee to review the penal action. The decision of the Management Trustee of SNR & Sons charitable trust shall be final and binding.

### **6.18 Retirement**

The rule of superannuation of the Govt. of Tamilnadu will be followed by this college. It is 58(Fifty Eight) years as on date. The age of retirement of an employee of SRCAS shall be 58(Fifty Eight) which will be the age of superannuation. An employee maybe re-hired by the Management after retirement on an annual basis with proper Memorandum of Understanding (MoU) / Re-appointment order.

### **6.19 Voluntary Retirement**

An employee can resign from their post by giving required notice, as specified in their contract letter/appointment letter. The resignation becomes effective as soon as it is accepted in written by the Management. An employee may not be permitted to withdraw his/her resignation after it is accepted. All payment of dues will be made with the approval of Management. Such employees who opt to resign shall submit a "No Claim Certificate" upon which a relieving order will be issued by the Management.

### **6.20 Termination of Services**

#### **6.20.1 Medical Grounds:**

During the on-going employment period, Management retains the right to terminate the services of an employee by giving one month notice in writing or one month's pay in lieu, on medical grounds. (E.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner.

#### **6.20.2 Termination on Disciplinary Grounds**

During the on-going employment period, Management retains the right to terminate the services of an employee on grounds of violation of discipline as detailed in this HR manual.

#### **6.20.3 Termination on grounds of Judicial Conviction /Observation**

Not with standing anything contained in these rules, the competent Authority may impose any of the penalties specified here in above if the staff member has been convicted on a criminal charge or on the strength of facts or conclusions or comments arrived at by a judicial trial.

#### **6.20.4 Termination for Prolonged Absence**

When a staff member is absent from work for a period of fifteen days (15) or more days without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally/subsequently or when there is satisfactory evidence that he / she has taken up employment elsewhere or when the Management is reasonably satisfied that he / she has no intention of joining duties, the Management may at any time there after issue a show-cause notice stating, inter-alia, the grounds for coming to the conclusion that the staff member has no intention of joining duties and furnishing available evidence. Unless the staff member is able to respond with explanations satisfactory to the Management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of SRCAS.

#### **6.20.5 Premature Termination of Contract**

In the event of premature termination of the contract, one month notice in the form of a letter will be given to the Contract Staff Member.

#### **6.20.6 Termination on grounds of non -performance**

The Management reserves the right to terminate the services of a staff or the following reasons other than matters of discipline:

1. If a staff employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification.
2. For any reason whatsoever or if a staff becomes under - qualified consequent to changes in the policies of and/or the guidelines issued by the Government or

the authorities concerned from time to time.

3. If a staff member, for three consecutive years in annual appraisal of his performance, has received ratings “unsatisfactory” or “average” and despite the appraisal reports of the first two years having been communicated to him there has been no improvement or insufficient improvement in his performance.

#### **6.20.7 Notice Period**

In the case of Resignation / Termination, the notice period in the Appointment order holds good. For staff on probation seven days” notice by either party is necessary for voluntary separation by the staff or the Management opting to terminate the service of the staff. Notice period may be waived by payment of seven days salary in lieu of failure to give sufficient notice from the part of Management or by surrender of seven days salary by the staff in lieu of notice period. For all staff confirmed in service one month notice from either side is mandatory for all premature separation.

#### **6.20.8 Resignation in the wake of Disciplinary Proceedings**

1. A Staff member against whom disciplinary proceedings are pending shall not resign from the service in SRCAS without the prior approval in writing from the Principal &Secretary and any notice of resignation given by such staff before or during the disciplinary proceedings shall not take effect unless it is accepted by the Principal &Secretary.
2. Staff member against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he was in service until the proceedings are concluded and final order is passed in respect thereof.

#### **6.20.9 Death**

In the event of an employee's death, the immediate next- of-kin shall intimate the death to the Principal & Secretary. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

#### **6.20.10 Documents to be submitted on Separation from SRCAS**

In the event of separation from SRCAS the following documents are required to be submitted by the staff:

- ✓ In case of resignation, letter of resignation
- ✓ Non Liability Certificate
- ✓ ID Card issued from the SRCAS
- ✓ Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on date
- ✓ Other Properties of SRCAS in the possession of the individual
- ✓ Exit Report.

SRCAS must provide Experience Certificate/Service Certificate to Staff on the event of his / her separation on his / her written request. However, SRCAS retains the right for withholding certificates in situations including, but not limited to, failure on the part of staff to return to SRCAS its property or reconcile all outstanding payments, failure of the staff to produce the Non- Liability Certificate etc.

#### **6.20.11 Exit Interview**

The exiting staff member shall generally be required to participate in a face-to-face exit interview and submit he exit interview form duly filled on or before the last day of employment. Exit interviews shall be conducted with departing staff before they leave. Exit interviews will provide useful information about the organisation, to assess and improve all aspects of the working environment, culture, processes and systems, management and development. The exit interview form shall be analysed and corrective action devised. If necessary, policies, procedures and other aspects of Human Resources

The exit interview shall be coordinated by the Principal & Secretary (or) HRIC Department. The exit interview shall be recorded in the outgoing staff member's personal file. The Management shall critically analyse the exit interview forms filled in by staff members who have separated and learning's should lead to appropriate follow up action.

#### **6.21 Professional Demeanour of SRCAS Employees**

All employees of are expected to present a professional appearance at all times. They are to conform to the standards of Professional education attire most common to the location of their job and site assignment.

## **7. General**

- 7.1. Monitoring & Evaluation
- 7.2. Policy Practice Compliance Audit
- 7.3. HR Information System
- 7.4. Amendments
- 7.5. Jurisdiction

### **7.1 Monitoring &Evaluation**

It is essential for SRCAS to reflect on and review its HR practices from time to time, to ensure systems remain robust, flexible, consistent and relevant to the organisation's needs related to the mission, values, principles and culture.

### **7.2 Policy Practice Compliance Audit**

Policy practice compliance will be assessed through regular, structured HRM audits.

- ✓ Reviews will be conducted once every three years.
- ✓ Review teams may include peers from within SRCAS, including senior staff members, relevant staff members from partner organisations, external experts on HR or relevant members from like-minded organisations.
- ✓ These reviews shall be in consistent with Accountability, Learning and Planning processes.

### **7.3 HR Information System**

The Principal& Secretary (or) HRIC will maintain effective staff data systems through a database. Such data will be disaggregated by gender and diversity. The report generated by staff data systems will be used proactively by Principal & Secretary (or) HRIC to analyse trends and to improve and refine systems and practices.

Besides gender and diversity at all levels, data systems will record staff training and development activities and their impact, performance review records, staff attitude surveys, grievances, recruitment and staff turnover analysis and staff casualty together with data that meet local needs such as leave usage trends, organisational age index, ratio of Human Resource Organisation Development

(HROD) staff to overall staff, functional staffing ratios and staff support costs.

#### **7.4 Amendments**

These rules and regulations may be amended, altered or rescinded at any time by the Governing Body and shall be superseded by such amendments. Amendments if any shall be communicated to all employees by a notice issued by the Principal & Secretary in this regard.

#### **7.5 Jurisdiction**

All disputes related to these rules may be deemed to come under the jurisdiction of the court so fixed in Coimbatore and hence the organisation may sue and be sued only within the jurisdiction of the above mentioned courts of law.

## **8. Statutory Bodies & Functions**

<b>S. No.</b>	<b>Statutory Body / Committee</b>	<b>Mandated by Whom</b>
1	Governing Body	UGC
2	Academic Council	UGC
3	Finance Committee	UGC
4	Boards of Studies	UGC

### **Functions of Statutory Bodies**

#### **1. Governing Body**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the Governing Body shall have powers to:

- Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve institution's new programmes of study leading to degrees and/or diplomas. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as Autonomous.

**Meetings:** At least once a year

#### **2. Academic Council**

To review all academic matters of Sri Ramakrishna College of Arts and Science and provide guidance and advice to the college in maintaining a high academic standard

**Meetings:** At least once a year

**3. Finance Committee**

- To be an advisory body for the Governing Body
- To consider budget estimates relating to the grant received/receivable from UGC, and income from fees, etc., collected for the activities to undertake the scheme of autonomy
- To audit accounts for the above

**Meetings:** At least twice a year

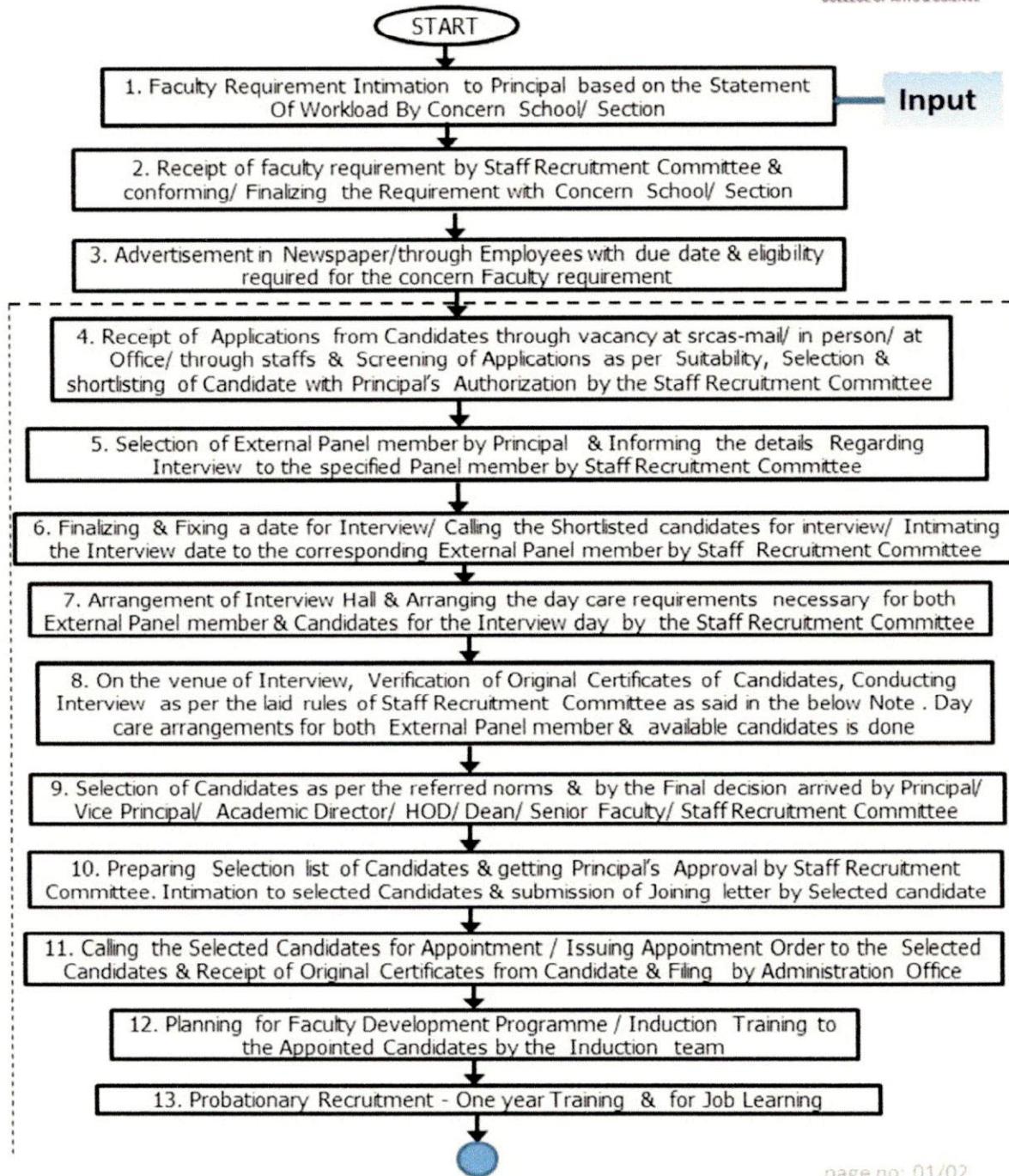
**4. Boards of Studies**

To review the curriculum and syllabi of the programme/discipline concerned and provide relevant guidance and advice such that the programme/are always in keeping with current industry requirements

**Meetings:** As Many Times as Necessary

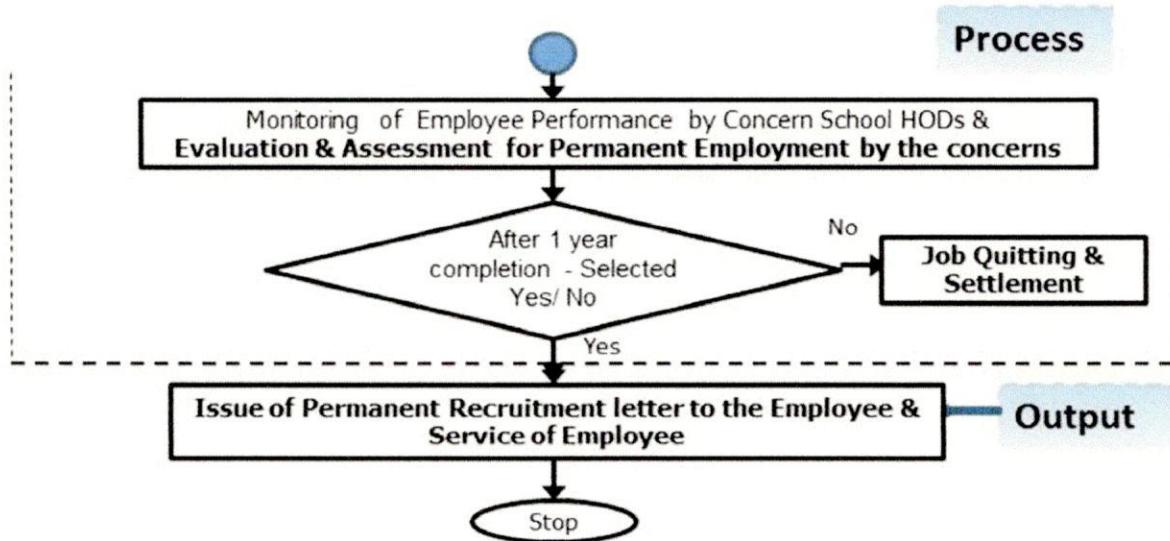
**Annexure I**

## Staff Recruitment & Training – Process Flow



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## Staff Recruitment & Training – Process Flow



**Referred Norms:** As per Bharathiyaar University/AICTE/ Government of Tamilnadu / UGC Guidelines

**Note:**

1. If the interview is conducted for one vacancy need, calling of the External Panel member for conducting Interview is not done. For more than one vacancy, procedure of calling External Panel member for conducting the interview is followed.
2. Interview of Candidates is conducted in Two rounds.
3. First round of interview is conducted by concern HOD/ DEAN/ Senior Faculty/ External Panel member. And the selection of candidates is done in the ratio of 1: 2 ( That is for one vacancy, two best candidates will be selected for 2<sup>nd</sup> round interview)
4. Candidates selected for the second round are called again and the second interview is conducted by Principal/ Vice Principal/ Academic Director.

**Annexure II**

**Incentives & Other Benefits for Faculty Members**

The Management of Sri Ramakrishna College of Arts & Science is introducing the following policy for awarding incentives and other benefits for the Faculty Members to motivate to involve in R&D / Funding / Consultancy / Knowledge update.

**Category 1: Funded R&D Projects from the Government / Industry**

1. 10% of the project value for a single member team.
2. 15% of the project value for a team of two or more members(variable %, as per the involvement)

**Category 2: Consultancy Projects from the Government / Industry / NGGO**

1. 40% of the surplus revenue after deducting all the expenses.
2. It will be shared by the team members, as per their contribution.

**Category 3: Organizing funded Seminars / Conferences / Workshops**

1. 5% of the receipt value for a single member team.
2. 8% of the receipt value for a team of two or more members (variable%, as per the involvement)

**Category 4: Attending Seminars / Conferences / Workshops outside Tamilnadu / outside India**

1. Registration fee will be paid by the college.
2. On-duty will be extended including a day prior and a day after the programme.
3. Once in a year it can be availed.
4. For Attending the sponsored FDPs/Conferences Rs. 1000 per programme will be provided.

**Category 5: Study Online Course in Advanced Domain Area**

1. Examination fee will be paid fully, when elite grade (70%and above) is obtained.
2. 50% of Examination fee will be paid, if the exam is cleared.
3. Once in a year it can be availed.

**Category 6: Article Publication**

1. Publication of the article in UGC Care is Rs. 1000 per article
2. Publication of the article in SCOPUS Is Rs. 3000 per article
3. Publication of the article in Web of Science is Rs. 5000 per article
4. Publication of the article in SCI Journal is Rs. 10000 per article