

Sri Shanmugha College of Engineering and Technology

Approved by AICTE, Affiliated to Anna University & Accredited by NAAC & NBA (ECE)

Pullipalayam, Morur (PO), Sankari (TK)

Salem (DT) Pin: 637304.



Connects Life & Learning



Human Resources Policy Handbook

2016-17:Version1

VISION

To be an institute of repute in the field of engineering and technology by implementing the best educational practices akin to global standards for fostering domain knowledge and developing research attitude among students to make them globally competent.

MISSION

- Achieving excellence in Teaching Learning process using state-of-the-art resources
- Extending opportunity to upgrade faculty knowledge and skills
- Implementing the best student training practices for requirements of industrial scenario of the state
- Motivating faculty and students in research activity for real time application

QUALITY POLICY

Sri Shanmugha College of Engineering and Technology aims at producing distinct productive engineers with sound academic knowledge and application skills by offering rich ambience and conducive teaching-learning process. We are committed to rise up to the global standards in the field of education by implementing the following strategy:

- Emphasizing the human values
- Equipping with adequate technologies and
- Offering training for the students to become employable
- Encouraging our staff members for their continuous learning.
- Kindling their creativity for becoming the dynamic contributors in the field of engineering and technology.
- Promoting self-monitoring and self-evaluation of our functioning

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1. **HISTORY OF THE COLLEGE:**

Sri Shanmugha College of Engineering and Technology was started in the year 2011 by the industrialist and philanthropist Thiru. K. Shanmugham. SSCET is located in an extensive campus of about 100 acres on the State Highway connecting Sankari with Tiruchengode.

The prime objective of Sri Shanmugha College of Engineering and Technology is to provide quality education to the students and thereby enable them to excel in the field of their choice. The Institution facilitates them to become skilled in technology, analyze the concepts and apply it for the real benefits which also ensure them to become confident and competent in the field of engineering technology.

The College campus comprises of well-furnished classrooms, State-of-the-Art Laboratories, Computer Centers and a well-stocked library. Separate Hostels fitted with the modern amenities are provided for men and women. The Campus consists of lush green lawns, a buoyant playground and also a Modern Gym equipped with ultramodern instruments. A fleet of vehicles caters to the transport needs.

SSCET believes not only in educating the students but also grooming their character coupled with moral and ethical values. Since its inception the College has been providing the World-Class infrastructure and facilities in education and learning. The emphasis is on transformational leadership rather than the directional one. The aim is to establish new trends, introduce innovative training methodologies and thereby guide the students towards the path of success.

The College offers the following programme:

U.G. Programme:

- B.E. – Agriculture Engineering
- B.E. – Computer Science and Engineering
- B.E. – Civil Engineering
- B.E. – Electronics and Communication Engineering
- B.E. – Mechanical Engineering

P.G. Programme:

- M.E. – Computer Science and Engineering

All the courses are approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC and NBA (ECE).

2. **GOALS - SHORT TERM**

- Quality assurance by achieving the norms stipulated by AICTE –NBA, UGC - NAAC Accreditation
- Achieve Academic Excellence by 100% pass in the University Examinations.
- Encourage students' active participation in co-curricular, extracurricular and sports activities.
- Motivate the students to excel in their communication, inter-personal and entrepreneur skills.
- Ensure a conducive environment and ample opportunities for the students for developing their multi-faceted technological skills through add-on programs required for the Industries.
- Organize programs on personality development and entrepreneurship for the students to enrich their leadership and entrepreneurship qualities
- Ensure 100% placement for students
- Enable scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.

GOALS - LONG TERM

- To reach (attain) the status as provider of Quality Education and excellent Research Center on par with leading Institutions.
- To evolve as an autonomous and deemed Institution offering viable programme of relevance for the upliftment of rural students and populace.
- To promote National as well as International level acknowledged Research and Development activities in all disciplines by forging alliances with Research Organizations, Government Entities, leading Industries and alumni.

3. **HUMAN RESOURCE PLANNING**

- 3.1. In the April month of every year the Principal shall assess the availability of staff required for the ensuing academic year.
- 3.2. He will get the list of staff requirement from the HoDs and assess the requirement of teaching and non-teaching staff for the ensuing academic year with strict adherence to the AICTE and Affiliating University guidelines

- 3.3. A professor shall be appointed as Head of the Department of every discipline and the required No. of Associate Professors and Assistant Professors shall also be appointed in accordance with the Faculty-Student ratio as 1:20
- 3.4. The minimum conduct hours of each category per week shall be maintained as follows:

Professors	05 Hours
Associate Professors	12 Hours
Assistant Professors	18 ours

- 3.5. Selection Committee shall be appointed for the recruitment purpose in each discipline comprising of the HOD concerned, 1-senior staff member and the Department's Advisors/Experts.

4. **RECRUITMENT**

- 4.1. The Selection Committee shall prepare a job description and job specification for the candidate to be recruited.
- 4.2. The Committee shall augment candidature in a ratio of 1:3 for every position to be filled through any or all of the following sources:
- Advertisement in the Newspapers
 - Faculty Plus
- 4.3. If it deems fit, the Committee may also conduct Walk-in-Interviews for augmenting the required candidates.
- 4.4. The Committee shall short list the candidates in the following process:
- Personal Interviews
 - Aptitude Tests including Class Room Demonstrations
- 4.5. The Committee shall finalize the short-listed candidates and submit report along with their recommendations and the personal data of the candidates to the Principal and Chairman who, in turn, interview the candidates and will decide on the appointment of faculty on merits.
- 4.6. Offer of appointment shall be released (issued) by the Principal/ Chairman in the Form -1 annexed.

4.7. Qualification and Experience:

Cadre	Qualification	Experience
Assistant Professor	BE/B.Tech & ME/M.Tech in relevant branch with 1 st class or equivalent either in BE/B.Tech or ME/M.Tech.	
Associate Professor	Qualifications as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding PhD students is highly desirable.	Minimum of 5 years' experience in teaching / research / industry of which 2 years post PhD experience is desirable.
Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. Or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee

RELIEVING: Staff members who would like to leave the Institution at the end of the academic year have to give 3 months' notice in advance i.e., on or before the 1st March of the year.

5. ORIENTATION

- 5.1. The Principal will brief every newly appointed faculty regarding the Institution on the day of his/her joining
- 5.2. The Principal shall take him/her to the Department of his/her work and introduce him/her to the Head of the Department.
- 5.3. The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his/her team.
- 5.4. The HOD will also ensure that all the registration formalities, including submission of joining report etc, with the assistance of the office team
- 5.5. The HOD will introduce the new faculty member to the 1st class which he/she is going to handle in every section of his assignment

6. SCALE OF PAY, DEARNESS ALLOWANCE AND YEARLY INCREMENTS

6.1 Scale of Pay

Scale of pay for Teachers/Physical Directors /Librarians and other Academic staff in Government /Aided Engineering Colleges

S. No.	Category	Revised scale of pay
1	Principal	(Rs.37,400-67000)+(10,000)+(2000)
2	Professor	(Rs.37,400-67000)+(10,000)
3	Associate Professor	(Rs.37,400-67000)+(9000)
4	Assistant Professor	(Rs.15,600-39100)+(6000 – 8000)
5	Physical Director /Librarian	(Rs.15,600-39100)+(6000)
6	Physical Director/Librarian Ordinary grade Senior grade	Rs.15,600-39100+(6000) Rs.15,600-39100+(7000)

6.2 DEARNESS ALLOWANCE

- 6.2.1 As per 6th pay norms of AICTE, in addition to the Basic Pay, the dearness allowance and other permissible allowances shall be extended to the faculties, Support and Administrative staff members as prescribed below:
- 6.2.2 Management will decide the higher DA components and other allowances for the Assistant Professor, Professor, Principal and Special posts based on their performance.

6.3 Yearly Increment

- 6.3.1 Staff Members are eligible for the increment prescribed at the end of 12 months service in the Institution. The Increments will be effected at the beginning of every academic year, i.e. in the month of June.
- 6.3.2 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations at the discretion of the Management.

7 STAFF BENEFITS

- 7.1 All Faculty members, Students, Parents and Staff Members are covered under the Group Insurance Policy.
- 7.2 As per the norms, ESI and PF are provided to the faculty members.
- 7.3 The Management provides subsidized mess and 50 % wavier in transport facilities to all the faculties and free transport facility to all Non-teaching staff.
- 7.4 Staff members can avail loan for Children Education, Medical Emergency, Festival Advance and so on, which will be recovered from their monthly salary in equal installments.

8 SPECIAL INCENTIVES AND REWARDS

- 8.1 Faculty who is successful in pursuing his Ph.D. degree during his tenure at our Institution will be awarded with Rs.10, 000 /- cash reward as a token of appreciation.
- 8.2 Faculty members who publish the paper in the leading journals will be encouraged by awarding incentives.
- 8.3 Faculty who produce more than 90% results will be duly awarded with cash rewards and Commendation Certificates.
- 8.4 Faculty attending Summer-Winter schools/Seminars/Conferences, who has less than 3 years' service will be given 50% TA, 50 % Fees along with On Duty. Similarly, 100% TA, and 100% Fees along with On Duty will be given to the faculties who has put in more than 3 Years' of service in our Institution.
- 8.5 Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and On Duty facilities for pursuing their higher education against service agreements.

9 PROMOTION POLICY

- 9.1 All promotions shall be considered on the basis of merit- cum – seniority basis.

- 9.2 The Principal shall constitute the Promotion committee, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- 9.3 The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- 9.4 The Committee shall scrutiny the past records of the teaching faculty to the next higher rank and recommend for promotion in accordance with AICTE norms, after ascertaining his/her past academic record as well as the fact that no disciplinary action was initiated against him/her for any misconduct he/she had committed during the service.
- 9.5 Under normal circumstances the senior most faculty shall be considered for promotion to the next higher position subject to the condition that he/she has completed the required years of service, as prescribed by the AICTE.
- 9.6 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- 9.7 All decisions on promotions shall be taken up from the June month of every year.

10 RETIREMENT

10.1 Retirement from Service

- 10.1.1 All teaching and non-teaching staff shall attain their retirement on superannuation at the age of 65 and 60 for the teaching and non-teaching staff respectively and the relaxation of age of retirement is at the discretion of the Chairman.
- 10.1.2 When a faculty member attains the age of superannuation on the day in the midst of the academic year then he shall be allowed to retire on the 1st of May of the succeeding year.
- 10.1.3 The management will communicate the date of retirement to the staff in writing 6 months in advance, as a measure of assistance to the retiring employee.
- 10.1.4 If the retiring employee has accrued the annual leave in his/her credit, he/she can avail the same during the period preceding to his/her retirement after getting sanction from the Principal.

10.1.5 The aforementioned age of superannuation shall not be applicable to the Professors of Emeritus and Special Category appointments.

10.2 Retirement benefits

10.2.1 All employees who are coming under the purview of the Employees' Provident Fund legislation, shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.

10.2.2 All the employees who fall under the purview of the Employees' Provident Fund Act, shall be enrolled as members on the date of their joining in the Institution.

10.2.3 The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.

10.2.4 The Institution shall correspond with the EPF Scheme authorities to obtain the accruing amount with interest from the EPF organization and handover the payment to the employee in any form at the time of his/her retirement.

10.2.5 In addition, the Institution shall also offer the following benefits to the employee at the time of his/retirement:

- a. Gratuity, if any, payable under Payment of Gratuity Act.
- b. Encashment of Salary towards accrued leave in his/her Annual leave account
- c. Arrears of Salary, if any.

11 LEAVE REGULATIONS

11.1 CASUAL LEAVE

11.1.1 Staff members can avail twelve days casual leave in an academic year.

11.1.2 For the staff members who joined in the middle of the academic year, casual leave will be credited on pro-rata basis.

11.1.3 Casual leave cannot be merged with any other leave except the special leave. However, it can be merged with holidays including Sundays.

11.1.4 Casual leave with prefixing or suffixing holidays should not exceed more than seven days.

11.1.5 Casual leave with prefixing or suffixing holidays shall be considered as Loss of Pay for the number of days availed.

11.1.6 Faculty can avail maximum two permissions per month up to a maximum of one hour either before the commencement of college hours or before the closure of college hours and no permission will be granted during the working hours. Every three permission will be considered as half a day casual leave. Every late arrival would be treated as permission.

11.1.7 Unveiled casual leave, if any, at the end of the academic year, shall not be carried over to the next academic year

11.1.8 Faculty is permitted to avail one day casual leave only for a month. Only the unused casual leave during the previous month can be availed in the current month and the casual leaves of the ensuing months shall not be availed in advance.

11.1.9 All the staff members are eligible to avail 12 days casual leave per year. Leave will be sanctioned to the non-teaching staff on rotation basis for the smooth functioning of the Institution/Office at the discretion of the Head of the Institution/Administrative Officer.

11.2 EARNED LEAVE

11.2.1 Three days earned leave will be credited if the staff completes two years of active service in the Institution.

11.2.2 Staff members are eligible to avail earned leave only on completion of 2 years of active service.

11.2.3 Earned leave can be combined with Medical/Maternity / On Duty Leave.

11.2.4 Intervening holidays and Sundays will be counted as earned leave.

11.2.5 Either prefixing or suffixing holidays combined with earned leave will also be construed as earned leave.

11.2.6 Encashment of earned leave is permitted to the maximum of 15 days only on completion of 10 years of active service in SSCET. In such case, he/she should have 30 days leave in his / her credit.

11.3 MEDICAL LEAVE

11.3.1 Staff members can avail 3 days medical leave in an academic year.

11.3.2 Staff members are eligible for availing medical leave only on completion of 2 years of active service. During the initial years of their service they are not eligible for Medical Leave.

11.3.3 Medical Leave can be combined with On Duty/Earned/Maternity Leave.

11.3.4 Intervening holidays and Sundays will be counted as Medical Leave.

11.3.5 Prefixing or suffixing holidays combined with Medical Leave will be construed as the medical leave only.

11.3.6 Staff members propose to enter on medical leave for more than seven days period, they must apply along with the medical certificate given by a Registered Medical Practitioner. Similarly, after availing the medical leave he/she has to produce the Fitness Certificate issued by the Competent Authority.

11.4 ON DUTY PERMISSION

11.4.1 Two days OD permission will be granted per academic year for the faculty who are undergoing research work. Similarly, fourteen days OD permission will be accorded in an academic year for the faculty who are attending the external exam duties such as invigilation and answer paper valuation etc., though they are remunerative. In case of exceeding fourteen days then it would be deducted from the vacation leave.

11.4.2 OD can be combined with Medical/Earned/Maternity leave.

11.4.3 OD with prefixing or suffixing holidays shall not be considered as On Duty.

11.4.4 Faculty who wish to attend Faculty Development Programme/Staff Training / Seminars/ Conference can attend the programme for a period of 7 days in a year with the permission of the Head of the Institution, without affecting their regular classes. These days will be deducted from the vacation leave.

11.5 VACATION

11.5.1 Staff members are eligible to avail 7 days' vacation during the winter (one spell) and 14 days' vacation during the summer in an academic year, after completion of one year active service.

11.5.2 The vacation leave which not availed during the first semester can be carried over to the next semester, with the prior approval of Head of the Institution.

11.5.3 The vacation leave which not availed at the end of the academic year shall neither be carried over to the next academic year nor converted into earned leave.

11.5.4 Vacation Leave can be combined with any leave except casual leave.

11.5.5 Intervening holidays and Sundays will be construed as the vacation leave. Prefixing or suffixing holidays combined with vacation leave also will be counted as vacation leave only.

11.5.6 Vacation leave could be availed subject to the maximum of two spells only. In case of the services of the faculty members are required for urgent tasks in the Institution, the Head of the Institution is empowered to make changes in the aforesaid rules at his discretion.

11.6 COMPENSATORY LEAVE

13.6.1 The staffs are eligible to avail compensatory leave when they are asked to work on holidays by the competent authority. The leave should be availed within 3 months or otherwise it will get lapsed automatically.

13.6.2 The Head of the Institution/Administrative Officer is the competent authority to sanction compensatory holidays to the faculty.

11.7 SPECIAL LEAVE

The staff members can avail seven days special leave for their wedding after completion of one year active services in SSCET.

11.8 MATERNITY LEAVE

Female staff members who have completed 3 years of active service in SSCET can avail six months Maternity Leave at one stretch at the maximum and it is applicable for the first baby alone. Maternity Leave letter could be availed by submitting the relevant medical certificates issued by the competent medical officer.

11.9 GENERAL

11.9.1 All the leave letters should be routed through the HoDs concerned and duly sanctioned by the Head of the Institution/Administrative Officer in advance particularly for OD/ML and VL.

11.9.2 On such occasions, the Head of the Institution/ Administrative Officer will make necessary alternative arrangements through the respective HoDs for smooth functioning of the Institution.

11.9.3 These Leave Rules are not equally applicable for the non-teaching staff whereas the maximum eligible days are as under, after completion of two years of active service. The Head of the Institution/HoDs will make necessary alternative arrangements before the concerned proceeding on leave.

11.9.4 These Leave Rules are not applicable for the hostel wardens/supervisors. They are eligible to avail two days special casual leave per month after making necessary alternative arrangements to substitute them in advance.

11.9.5 All the teaching/non-teaching staff should abide these Leave Rules.

11.9.6 Considering the overall smooth functioning of the Institution, the Management may amend these Leave Rules fully/partly at its discretion, whenever required.

11.9.7 These Leave Rules will come into force from 01.06.2019

12 NORMS FOR PURSUING HIGHER STUDIES:

12.1 Faculties are at liberty to pursue with their higher studies.

12.2 All sorts of assistance will be provided by the management by means of OD, Leave, Finance support, etc.

12.3 Till completion of the course of study they have to render their services to the Institution.

12.4 Those who want to leave in middle of the agreement, they will have to reimburse the benefits already availed by them.

12.5 On satisfactory completion of the course, the faculty will be suitably rewarded by way of awarding incentives, increments, promotion etc., subject to the availability of the vacancy.

13 NORMS FOR ATTENDING CONFERENCE / WORKSHOP / STTP

13.1 Faculties are at liberty to attend conferences / seminars / symposia / FDP / STTP by availing OD.

13.2 Necessary assistance and support will be offered by the management for attending the selected conferences / seminars / symposia / FDP / STTP by paying the full registration fee.

13.3 The faculty members who publish papers in the leading journals will be duly encouraged by way of awarding incentives.

14 CONSULTING, R&D AND TEACHING ASSIGNMENTS

14.1 Consulting, R&D

14.1.1 The Institution will encourage its faculty members to take consultancy and R&D assignments within the Institution and with other institutions/Industries as well, appropriate to the faculty competence.

14.1.2 The Faculty shall undertake such assignments

- a. When the faculty approaches the Institution seeking assistance and after getting the fullest concurrence of the administration assigning the particular faculty for such an assignment or

b. When the faculty is approached by the outside agency seeking such help.

14.1.3 In either case, the faculty shall take up such an assignment after getting the prior approval of the Principal/Chairman in writing.

14.1.4 The faculty shall make use of the administrative and other infrastructure available in the Institution for carrying out his/her assignment.

14.1.5 The faculty shall also associate with other faculty members which working on such assignments.

14.1.6 The faculty shall levy such professional charges on the benefiting agency. However, the charges shall be shared with the Institution on the following basis:

a. Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be at 60:40 ratios (40% to the Institution).

b. In all other cases like consultancy assignments, it shall be at 80:20 ratios (20% to the Institution).

14.1.7 When other staff members are associated in the assignment undertaken by a faculty, the associated staff members shall be paid with the appropriate honorarium by the faculty in the presence of the Principal/Chairman.

14.1.8 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

14.2 Teaching assignments.

14.2.1 The Institution permits its faculty to take up teaching assignment with other educational institutions subject to the following conditions:

14.2.2 A faculty, who has been approached by other educational institutions for delivering guest lecture, shall seek formal request to the Principal and, in turn, he will go through the nature of the assignment and approve the same.

14.2.3 Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

14.2.4 Unless approved by the Principal, a faculty shall not take any teaching or non-teaching assignment in another institution either for remuneration or on honorary basis.

15 INHOUSE R&D AND SEMINARS/WORKSHOPS

15.1 In-house R&D

15.1.1 The Institution encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.

15.1.2 Staff members can submit their proposals through the Heads of the department and can avail the maximum of Rs 5000/- per project, towards developing a prototype or model.

15.1.3 Each Department is given a sanctioned amount of Rs 25000/- in a year, towards in-house R&D activities.

15.2 Seminars/Workshops

15.2.1 The College encourages its faculties to organize funded Seminars and Workshops (AICTE, DST, DRDO, ICMR, CSIR etc.) for the benefit of the fellow teachers and students.

15.2.2 The Management offers 100% additional fund for any AICTE/ISTE funded programs and 50% fund for other programs organized by the Department (maximum of Rs 25000/- per Department).

16 INCENTIVES – STUDENTS

16.1 The Management is pleased to announce the following incentives and rewards for Students

16.2 Students achieving University Ranks - Top 5 Positions cash award Rs 10,000/- and for others cash award Rs 5000/- will be given.

16.3 Students securing Top 5 positions in a semester, Rs2000/- Cash awards, medal and certificates will be given.

16.4 “BEST-OUTGOING STUDENT AWARD” will be given to the best student.

16.5 Department-wise “BEST STUDENT AWARD” will be given to the best student in each department.

16.6 Personality Development, Entrepreneurship, Ethics, Communications Skills, Computing Skills and Placement Specific Programs will be offered to the students at the free of cost.

16.7 Free and subsidized add-on skills programs will also be offered to the students, as per Industries requirements.

17 DISCIPLINE AND GRIEVANCE PROCEDURE

17.1 CODE OF CONDUCT:

The Code of Conduct stipulates the guidelines as to what is expected of from the staff in discharging their day-do-day task, apart from prescribing the common ethical base for the individual conduct. Employees shall be committed in conducting themselves

in consonance with the highest degree of integrity and ethics and in compliance with other legislation related to objectivity, independence and conflict of interest.

The Code acts as a guide to employees as to what is expected of them from the ethical point of view, both in their individual conduct and in their relationship with others. Compliance with the Code is expected to enhance professionalism and help to ensure service confidence in the sector. The prime purpose of the Code of Conduct is to promote a good exemplary conduct. This Code shall be a rule for all employees on full-time, part-time or contractual basis and also for the learners during their theoretical and workplace training.

- 17.1.1 Employees have the duty to act fairly to all persons and stakeholders who are evincing interest in the promotion of the Organization and they shall not act in anyway unreasonable or discriminatory. In order to protect the integrity, impartiality and independence of the Organizational the activities should be transparent to mete out the public access.
- 17.1.2 Employees shall not accept or solicit any undue gift, hospitality or other benefit that could influence, or be seen to influence his/her judgment, integrity and independence. Wherever doubt arises as to the appropriateness of a gift, hospitality or other benefit, the employee concerned should immediately discuss the matter with Management.
- 17.1.3 An employee shall honour the confidentiality of matters, documents and discussions being classified as Confidential/Secret. He/She shall not use or disclose any official information for personal gain or gain of a third party or an outsider and he/she not use or allow to be used for other private interests and gains of others.
- 17.1.4 An employee shall not undertake remunerative work outside his/her official duties, or use office equipment for any private work without the explicit approval of the Management and use the Organization's equipment for any personal use.
- 17.1.5 An employee shall not engage in any transactions that are in conflict with or infringes on execution of his / her duties; involve him / her with action which may result in wrongful personal gain.
- 17.1.6 During the official hours an employee shall wear a neat dress and behave in a manner that could enhance the positive reputation of the Organization. Further, during the off-hours he/she shall conduct him/ herself properly in the public places and avoid unbecoming attitude which would lead to disciplinary action, if it reflects negatively on the Organization's reputation. He/she shall be honest, faithful and conscientious in his/her approach to the higher-ups and in the performance of his/her duties. He/she shall behave with utmost courtesy

and consideration towards everyone in performing duties and observe and promote a human rights culture.

17.1.7 An employee shall cooperate with the public institutions established under legislation and Country's constitution in promoting the Sector's interests. He/she shall serve in the field of education and training in an unbiased manner in order to instill confidence in the interest of the Organization. He/she shall be committed in the skill development and the upliftment of training in the sector and shall not develop discrimination against anyone on the grounds of race or religion.

17.1.8 An employee shall co-operate fully with other staff members, assist the colleagues in complying with the Code of Conduct and coordinate with appropriate measures in applying the Code of Conduct. He/she shall not criticize the professional performance or attainments of others rather focus on the extent of support and assistance they could render. Individual contribution should be acknowledged in a meaningful way. He/she shall execute all reasonable instructions in his/her official capacity provided which are not contrary to the Code of Conduct proviso and any other relevant legislation. He/she shall not abuse his/ her authority or influence another employee, nor allow his/her authority to influence another employee, nor allow him/her to be influenced to abuse his/her authority. He/she shall use proper channels to vent his/ her grievances or direct representation and commit to the optimum development, motivation and utilization of any sub-ordinates for the promotion of sound labour interpersonal relations.

17.1.9 An employee shall strive to achieve the objectives of the Organization in a cost effective manner. He/she shall be creative in his/her thoughts and in the execution of his/her duties, seeking innovative ways to solve the issues and enhancing effectiveness and efficiency within the context of the law. He/she shall be punctual in the execution of his/her duties in a professional and competent manner. He/she shall promote sound, efficient, effective, transparent and accountable administration and in the course of his/her duties. He/she shall report even the minute details regarding corruption, fraud, nepotism, misadministration or any other act which may constitute an offence to the appropriate authority immediately.

All employees shall subscribe to the following values:

- Apply moral and legal precepts in all the spheres
- Be transparent and fair in their conduct
- Be principled and consistent in their conduct
- Be polite, courteous and caring for others
- Ever be optimistic towards the students
- Co-operate with honesty and integrity

- Honour deadlines
- Strive for the sustained progress with regard to their duties, responsibilities and performance

17.1.10 Work within a framework of co-operative governance in spite of historical constituency based representation.

17.1.11 Violation of the Code of Conduct fully or partially may cause or result in appropriate disciplinary action in terms of the Disciplinary Procedure.

17.2 GRIEVANCES

17.2.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

17.2.2 The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Administrative Officer and Chairman. Member-secretary shall monitor the proceedings and meet once in every month on a stipulated day and time

17.2.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

17.2.4 Any teaching or non-teaching staff having a grievance, he or she shall make a representation before the Committee.

17.2.5 The Member-Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

17.2.6 The grievances shall be redressed immediately by the Committee and by the Chairman.

17.2.7 The Member-Secretary shall record and maintain the minutes of the meetings.

18 DUTIES AND RESPONSIBILITIES:

18.1 PRINCIPAL:

18.1.1 The Principal provides academic leadership and in association with various faculties, evolves innovative strategies for the academic growth.

- 18.1.2 The Principal as the Head of the Institution will co-ordinate the organizational functioning through the staff council comprising Heads of various Departments who transform the plans into concrete action in close association with the faculty. He will formulate the action plans by contemplating the inputs received from the University, parents, Alumni, Academic peers, Employers and students.
- 18.1.3 The principal and all Heads of the Departments meet regularly to carryout academic and other administrative works successfully.
- 18.1.4 The Principal will assure for an appropriate supportive role of the non-teaching staff in academic as well as the administrative aspects. He will also ensure the utilization of all available resources to the optimum through sound management and good human resource management principles.
- 18.1.5 The Principal will monitor the day-to-day affairs of the college administration and executes all academic policies/programme in consultation with the HoDs and important committees. He shall conduct periodical meetings to co-ordinate in order to improve the effective functioning of the organizational structure. He will constitute Standing/Ad-hoc committees for synchronizing the system and he will be the chair-person of all these bodies.
- 18.1.6 The principal will preside the statutory body viz., (i) Infrastructure and Amenities Committee, (ii) Research Committee, (iii) Library committee, (iv) Academic Calendar committee&(v) Students Advisory Council and review the overall functioning of each Committee. He will initiate appropriate measures to enhance the quality of academic and administrative fronts.
- 18.1.7 The Principal will have regular supervision over the performance of the Non – Teaching Staff.
- 18.1.8 The Principal is the Member-Secretary of the Governing Council which is the supreme policy making and policy implementing mechanism of the Institution. The Principal will bring the administrative affairs to the notice of the Governing Council and act as a catalyst between Management, Staff and Students.
- 18.1.9 The Principal will redress the grievances of the staff and students appropriately to ensure congenial environment for learning.

18.2 HEAD OF THE DEPARTMENT:

- 18.2.1 The HoDs will formulate the Vision, Mission, Programme Educational Objectives (PEOs), Programme Outcomes (POs) of their respective departments in consultation with the Department Advisory Board.
- 18.2.2 The HoDs are solely responsible for the effective functioning of the department and infrastructural development.
- 18.2.3 The HoDs will allot the subject to the faculty based on their exclusive specialization and experience.
- 18.2.4 The HoDs will personally monitor the conduct of internal assessment tests in time and the performance of the students.
- 18.2.5 The HoDs will review all the academic activities periodically and forward the copy of review to the Principal for his perusal.
- 18.2.6 The HoDs will plan and personally monitor the conducting of all co-curricular activities such as symposia / Workshop / Seminar and Value Added Courses periodically.
- 18.2.7 The HoDs will develop good rapport with the industries and arrange for the collaborative activities. They will also coordinate with Training and Placement Cell in arranging In-Plant Training, Guest Lectures and Industrial Visits and thereby facilitate the students to ensure their placement.

18.3 FACULTY:

- 18.3.1 Faculty will maintain a high sense of dedication towards their duties and responsibilities.
- 18.3.2 Faculty will discharge all the duties and responsibilities assigned by the Principal and Head of the Department from time to time with utmost dedication adhere to the rules and regulations of the Institution and maintain very high order of character and integrity.
- 18.3.3 Faculty will handle the classes with thorough preparation and implement the best teaching practices to make the classroom learning an interesting and informative experience for the students and also attend to the lab classes.
- 18.3.4 Faculty will supplement the syllabus with inputs on emerging trends.

18.3.5 Faculty will counsel the students, identify their problems in learning and guide them rightly to improve their performance.

18.3.6 Faculty will identify the bright students and motivate them towards better performance and kindle their R&D pursuits.

18.3.7 Faculty will maintain the class in perfect order and discipline

18.3.8 Faculty will guide students' co-curricular activities and encourage their participation in extracurricular activities.

18.3.9 Faculty will pursue higher studies, equip themselves with the latest development in the chosen field and always upgrade their knowledge, pursue research, carry out the sponsored projects and publish books and papers in reputed journals.

18.3.10 Faculty will actively associate with all Department and Institutional activities such as arranging guest lectures, industrial visits, Seminars, Workshops and organizing other events.

19 FINANCIAL POWERS:

The financial power is delegated to the Principal and Head of the Departments as Rs.50, 000 /- and Rs.10, 000 /- respectively.

20 GUIDELINE FOR TA/DA BILLS FOR EMPLOYEES:

The Employee, during their official tours, is permitted to travel by Air / Train / Bus or combination there to as detailed below:

Faculty Grade	Travel mode eligibility
Basic Pay Rs.37,400 /- and above	AC 2 Tier with incidental charges
Basic Pay below Rs.37,400 /-	AC 3 Tier with incidental charges
Basic Pay Rs.15,600 /- and above	2 nd class /Omni Bus with incidental charges
All technical staff and office staffs	2 nd class/Omni Bus with incidental charges

Incidental Charges:

Faculty Grade	Metropolitan Cities and State Capitals	Other places
Basic Pay Rs.37,400 /- and above	At actual	

Basic Pay below Rs.37,400 /-	Rs.100/-	Rs.75/-
Basic Pay Rs.15,600 /- and above	Rs.75/-	Rs.50/-
All technical staff and office staffs	Rs.50/-	Rs.25/-

*Incidental charges include terminal charges, Taxi, auto- rickshaws, local transport etc.

Boarding and Lodging Charges per Day:

Faculty Grade	Metropolitan Cities and State Capitals		Other places	
	Lodging	Boarding	Lodging	Boarding
Basic Pay Rs.37,400 /- and above	Rs.1,750/-	Rs.250/-	Rs.1,000/-	Rs.150/-
Basic Pay below Rs.37,400 /-	Rs.1,000/-	Rs.180/-	Rs.750/-	Rs.150/-
Basic Pay Rs.15,600 /- and above	Rs.800/-	Rs.180/-	Rs.750/-	Rs.150/-
All technical staff and office staffs	Rs.500/-	Rs.100/-	Rs.400/-	Rs.100/-

*Note: All travel claims should be duly enclosed with the travelled tickets (or copy) and all lodging claims require original lodging bills.

21 MEDICAL INSURANCE:

21.1 ***“Personnel Accidents Policy”*** is provided to all the Faculty, staff and students with TATA AIG General Insurance Company Ltd.

21.2 The Capital Sum insured is Rs.78,800/- which avails the medical expenses coverage upto Rs. 50,000/-.

22 HOSTEL ACCOMODATION:

22.1 Faculty who acts as the Deputy Warden can avail free boarding and lodging.

22.2 Free boarding for all faculty members who are availing ‘stay facilities’.

22.3 Free boarding and lodging for Non-Teaching faculty members.

23 SUPPORTING/TECHNICAL STAFF:

System Administrator, Lab Assistant, Mechanic/Skilled Assistant, Attendant, Cleaner, Officer Assistant, Sweeper and Watchman are termed as the Supporting/Technical staff and they will be paid with as per the eligible norms.
