



**Dr. N.G.P ARTS AND SCIENCE COLLEGE  
COIMBATORE**

**EMPLOYEE MANUAL**

**KOVAI MEDICAL CENTER RESEARCH AND EDUCATIONAL TRUST  
940/1A & B, KOVAI ESTATE, KALAPATTI ROAD, COIMBATORE - 641 048**

*Dr.*  
*29/6/22*

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## CHAPTER 1: INTRODUCTION

### 1.1 About the Organization

With a view to providing education to all, Dr. N.G.P Arts and Science College, Coimbatore, was established by the Kovai Medical Center Research and Educational Trust in 1997. It is a co-educational autonomous college, affiliated to the Bharathiar University, Coimbatore. The college began its educational journey with 4 Under Graduate Programmes, now it is emerging as the one of the top self-financing colleges in Tamil Nadu. The college, at present offers 33 UG, 16 PG and 25 Research (M.Phil & Ph.D) programmes, 4 PG Diploma, 21 Diploma and 58 certificate programmes under 33 well established departments through six variant faculties. Our college has an intellectual capital of more than 300+ academically well experienced teaching fraternity amongst 130 faculty members are doctorates and they cater to the needs of 7500 students on roll.

#### **(a) Vision:**

To instill character in the minds of the students by providing Value Based Education to manifest the perfection already in them and to enable them to excel by providing Quality Higher Education and Research opportunities on par with International Standards.

#### **(b) Mission:**

To provide Quality Education, Training and Research facilities to the students of our Nation and the world. To inculcate ethical, moral and social values in the minds of educators and students and also to motivate and nurture co-operation, tolerance and mutual respect in our nation of diversity.

#### **(c) Quality Policy:**

Dr. N.G.P Arts and Science College is committed to provide quality education on par with global standards by continually improving the infrastructure facilities and offering market-oriented, competency-based curriculum updated to match the industrial expectations.

#### **(d) Approvals and Accreditation:**

Dr. N.G.P Arts and Science College is a co-educational autonomous college, affiliated to the Bharathiar University, Coimbatore. It is recognized under 2(f) and 12(B) of the UGC act 1956 by University Grants Commission, New Delhi. The College was



accredited by the National Assessment and Accreditation Council (NAAC) with “A++” grade with the CPGA of 3.64 in the third cycle. Our College is consecutively ranked at the national level within 100 ranks by the National Institutional Ranking Framework (NIRF) and Atal Ranking of Institutions on Innovation Achievements (ARIIA) 2019 by MHRD. The College is also granted the DST-FIST and DBT Star scheme for promotion of research. In the Institution, MHRD’s Institution Innovation Council (IIC) was established to cater for the innovation and undergraduate research among students.

The College is conferred with autonomous status by the UGC in April 2015. The Institution has been granted funds to undertake major and minor research projects, and conduct seminars, conferences and workshops by various funding agencies like UGC, DRDO, ICMR, ICSSR, CSIR, DST, DBT and TNSCST.

## **1.2 About the Management**

Kovai Medical Center Research and Educational Trust, Coimbatore is an educational trust established in the year 1990 and the founders are Dr. Nalla G. Palaniswami, and Dr. Thavamani D. Palaniswami. Their vast exposure and rich experience in the field of Health care has motivated them to start educational institutions on par with the best in the world in terms of infrastructural and instructional facilities. Our Chairpersons has a greater vision on developing the education institution for contribution to National Development, fostering global competencies, inculcating value system in students, technology based development and quest for excellence.

### **Chairman**

On behalf of our fantastic team, I welcome you to Kovai Medical Center Research and Educational Trust. Welcome to a team of people working with passion and dedication to offering the world academically-comprehensive and personally rewarding education. We are a group of students and staff working together in a friendly, family-like atmosphere with passion and dedication. We have not far from idea to action. We are constantly improving in every way possible to give our students the very best education living up to the latest market demands.

Dr. Nalla G Palaniswami  
Chairman



### **Secretary**

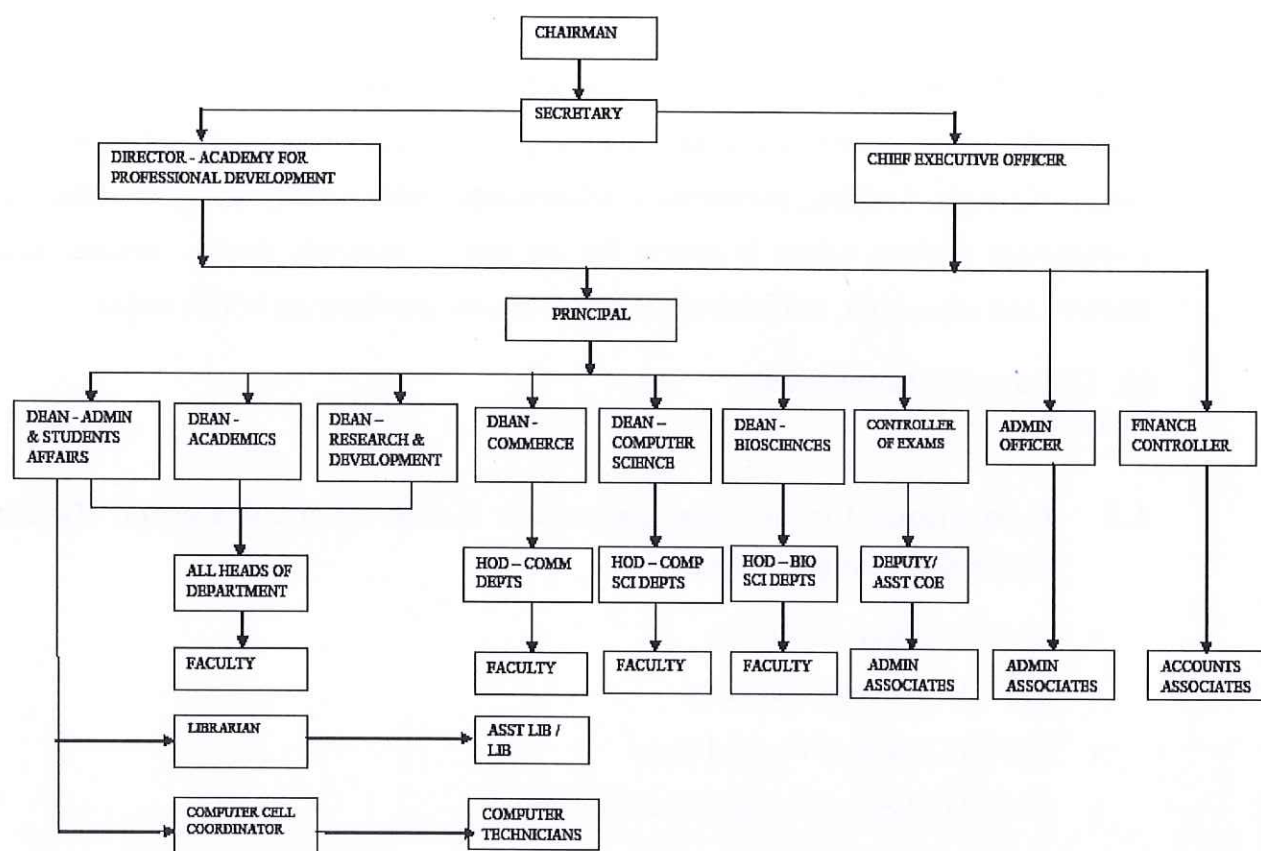
Welcome to Kovai Medical Center Research and Educational Trust. As a new employee, you have joined the team that has made this institution a community asset and a leader in higher education. I wish you success in your new job, and I hope you quickly feel at home. At KMCRET, every position is essential. I hope you will immediately connect with our core values of people, learning, partnerships, relationships, sustainability and stewardship. Your commitment to these values is critical for our mutual academic quality, student success, research and innovation, and community and economic development of this nation.

Dr. Thavamani D Palaniswami  
Secretary

### **1.3 Institutions functioning under the Kovai Medical Center Research and Educational Trust**

- KMCH College of Nursing
- KMCH College of Pharmacy
- KMCH College of Physiotherapy
- KMCH College of Occupational Therapy
- Dr. N.G.P Arts and Science College
- Dr. N.G.P Institute of Technology
- Dr. N.G.P College of Education
- The NGP School (CBSE)

### **1.4 Organization Chart**



## CHAPTER 2: RECRUITMENT AND CAREER ADVANCEMENT

### 2.1 Recruitment

1. Principal / Heads of the department shall submit teaching, nonteaching manpower requirement to the HR department in the beginning of the academic year / semester. The HR Manager in turn discusses with Management and initiates the process to fill up vacancies.
2. Recruitment shall be done as per the regulations of the statutory bodies.
3. UGC norms shall be followed for teaching staff qualifications, experience, age and other criteria
4. Requirement of staff within the sanctioned intake shall be intimated by the HoD in Manpower Requisition Form (MRF) with job description and Job Specification to the Principal for formal approval process. On approval, the Principal shall forward it to HR department for recruitment process.
5. HR department will identify suitable resumes through advertisement in the online portals/ print media/ the databases maintained by them, in accordance with the cadre specification required for the department and prepare an abstract, covering the

important data from the resume and forward it to the Selection Committee for a prior understanding of the candidate's background.

6. In consultation with the Secretary, a Selection Committee shall be constituted with the following members:
  - Secretary
  - Director
  - CEO
  - Principal
  - HoD
  - Subject Expert
7. All recruitments are subject to the approval of the Chairperson of the Selection Committee / ratification as the case may be.
8. The selection process will include written test/ demo class session, personal interview, management review and any other method as considered appropriate.
9. Selected candidates will be provided with a letter of confirmation having the details of designation, department, reporting head, expected date of joining and salary details. Selected candidates will be asked to join as per the date agreed during the interview process.
10. On the date of joining, the employee has to complete the joining formalities prescribed by the HR department and have to submit the necessary documents on the reporting day for statutory compliance.

## **2.2 Induction**

1. The employee has to report to the HR Department for formal joining process, where he/she has to undergo detailed Induction process.
2. Induction, also known as orientation, is a process of making the newly joined faculty / staff to be oriented in making him / her familiar with the work environment and the fellow employees.
3. The newly joined faculty / staff can be inducted into the institution by introducing his / her job, fellow workers, supervisors and his subordinates. He / She should be oriented to the institutions policies, rules and regulations.
4. During the induction, the faculty or staff is provided with the detailed information about Dr. N.G.P Arts and Science College
  - (a) History, Vision, Mission, Growth, Management, Chairpersons details, group institutions and institutional Organogram.
  - (b) Basic conditions of employment — Institutional Policies and procedures
  - (c) Career advancement guidelines.
  - (d) Statutory compliance - Pay, PF and deductions.
  - (e) Leave rules — Casual , Medical, Vacation and Other leave regulations
  - (f) Work rules, use of materials, equipment and facilities.
  - (g) Disciplinary rules and procedure.



- (h) Grievance procedure.
  - (i) Education, training and development facilities.
5. Induction process of Dr. N.G.P Arts and Science College ensures
- (a) New faculty / staff is provided with all the necessary information to settle in faster
  - (b) New faculty / staff understand their responsibilities and what is expected of them

### 2.3 Biometric Attendance System

1. Attendance of all staff members shall be captured through Biometric Attendance System integrated with the HR Management Module.
2. All teaching and nonteaching staff members shall have to register their attendance in the Biometric device available at designated places.
3. The following are the details of timing for the registration of Biometric Attendance.

#### Teaching Staff:

S.No	Working day / session	Entry	Exit
1	Full day	08.45 Hrs	16.30 Hrs
2	Forenoon session	08.45 Hrs	12.35 Hrs
3	Afternoon session	13.35 Hrs	16.30 Hrs
4	One hour permission during FN session	09.45 Hrs	16.30 Hrs
5	One hour permission during AN session	08.45 Hrs	15.30 Hrs

#### Non Teaching Staff:

S.No	Working day / session	Entry	Exit
1	Full day	08.40 Hrs	17.00 Hrs
2	Forenoon session	08.40 Hrs	12.35 Hrs
3	Afternoon session	13.35 Hrs	17.00 Hrs
4	One hour permission during FN session	09.40 Hrs	17.00 Hrs
5	One hour permission during AN session	08.40 Hrs	16.00 Hrs

#### Admin Staff:

S.No	Working day / session	Entry	Exit
1	Full day	08.40 Hrs	17.00 Hrs
2	Forenoon session	08.40 Hrs	12.35 Hrs
3	Afternoon session	13.35 Hrs	17.00 Hrs
4	One hour permission during FN session	09.40 Hrs	17.00 Hrs
5	One hour permission during AN session	08.40 Hrs	16.00 Hrs

### 2.4 Probation

1. Except those on contract / deputation, the faculty / teaching staff (Assistant Professor and Associate Professors) will be on probation for one year from the date of joining. The service conditions of the employee will be governed by the rules and regulations

of the college issued from time to time. The period of probation for the Non – teaching staff is also one year from the date of joining.

2. HoD will review the performance of the faculty / staff on 5 point scale rating and submit the details to the Principal. After the review, Principal will forward to the Management with recommendations for further process.
3. In case of non-satisfactory performance, the management may extend the period of Probation.
4. Formal communication regarding Confirmation / Extension of Probation will be sent to the faculty / staff on the date of completion of probation.
5. If any candidate is appointed on a leave / temporary vacancy, he / she have no right to claim a regular position. However, such candidates may also apply for a regular post in open competition.
6. If a person, having been appointed temporarily to a post is subsequently appointed on a regular basis he / she shall commence probationary period from the date of appointment on probation.
7. In case of temporary / adhoc appointment, his / her services will come to an end as per the period of appointment. They will be relieved from the service on the last date of contract without any notice and without assigning any reason.

## **2.5 Cadre Advancement**

Cadre Advancement will be in accordance with the cadres prescribed by UGC guidelines, availability of vacancies in the cadre for the department and the suitability of the faculty member. Based on the qualification, experience and other norms prescribed by UGC and Management, the following cadres shall be fixed for the teaching positions:

- Assistant Professor
- Assistant Professor – Senior Scale (SS)
- Assistant Professor – Selection Grade (SG)
- Associate Professor
- Professor



S.No	Designation	Qualification	Experience	Paper Publication
1	Assistant Professor	PG with 55 % marks with NET /SET	Fresh	NIL
2	Assistant Professor (SS)	PG with 55 % marks with NET /SET	AP with 4 yrs of service with Ph.D (or) 5 yrs with M.Phil/PG (or) 6 yrs without Ph.D/M.Phil/PG	NIL
3	Assistant Professor (SG)	PG with 55 % marks with NET /SET	AP with 5 yrs of service in AP (SS)	NIL
4	Associate Professor	Ph.D	8 yrs of exp in teaching/research	minimum 7 research publications in peer-reviewed or UGC listed journals
5	Professor	Ph.D	10 yrs of exp as AP/Asso.Prof	minimum 10 research publications in peer-reviewed or UGC listed journals

1. A formal performance appraisal process will be followed for career advancement.
2. The Performance Appraisal Process includes
  - (a) An evaluation of the performance of the faculty member in the existing cadre in the assigned responsibilities.
  - (b) The parameters will be set for the Assessment of teaching staff members in the different cadres and a detailed Performance Indicators will be given in the Performance Appraisal Proforma
3. Where the faculty member's career advancement is confirmed or deferred, the reasons for the same will be communicated to the faculty member in writing and under acknowledgement for improvement and their case will be taken up after a period as decided by the committee.
4. On receipt of the communication indicating the areas that need improvement, the faculty will prepare a detailed and structured action plan to achieve the improvement and submit to HOD who will check the relevance of the plan to the deficiencies communicated, cause the faculty member to modify, if needed and endorse it . HOD will forward the action plan to Principal and HR for records, retaining the original with him / her for follow up.
5. An assessment will be done once in a year for considering the Career Advancement.
6. All technical and non-teaching staff also has formal career Advancement review process.



7. All technical and non-teaching staff will undergo periodical refresher course / training for career progression.

## 2.6 Incentives for Research and Publications

### I. Incentives for Publication of Research papers:

S. No.	Particulars	Referred Journals	Amount (Rs.)
01	Research Papers (Published in Journals)	Non-refereed but recognized and reputed journals and Periodicals, having ISBN/ISSN numbers	1000.00
		Conference proceedings as full papers (abstracts not to be included)	1000.00
02	Research Papers (Published in Journals with impact factor)	Impact factor (0.5 – 0.99)	1000.00
		Impact factor (1 – 2)	1000.00
		Impact factor (2.1 – 3)	1500.00
		Impact factor (3.1 & above)	2000.00
03	Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published with ISBN / ISSN numbers	1500.00
		Chapters contributed to books with ISBN / ISSN numbers	2000.00

- (a) The first author only eligible to receive the incentive for the publications.
- (b) The incentives are considered for the publication of research papers in the reputed journals only

The recommendations will be done by the Review Committee. The Faculty Members have to send their publication details in the prescribed format to the Review Committee for incentives. The Review Committee in turn will recommend the same to the Secretary through the Principal.

### II. Incentives for Paper presentation in Seminars / Conferences:

1. Faculty members shall be offered an amount upto Rs. 2,000/- towards registration fee for presentation of papers in the reputed conferences within India.
2. The details of the conference and copy of the research paper should be submitted to the review committee by the author.

### **III. Summer Training:**

Faculty members are encouraged to apply for summer training organized by the following Institutes

- (a) Indian Academy of Science
- (b) Ramanujam Institute of Mathematics

1. Faculty members will be given two month leave with full salary during the end of the semester / vacation.
2. Faculty members attending summer training have to execute a bond with the Management to serve in the college for a stipulated period depending upon the duration of the training.

### **IV. Incentives for M.Phil / Ph.D Guideship:**

1. The remuneration for guiding M.Phil / Ph.D scholars registering under our research centers is fixed as follows.

For guiding M.Phil scholars:

- (a) M.Phil (Full time / Part time) – Rs.2,000/- (one time payment)

For guiding Ph.D scholars:

- (a) Full time Ph.D after M.Phil – Rs. 4,000/- (2 yrs x Rs. 2,000/-)
- (b) Part time Ph.D after M.Phil – Rs. 6,000/- (3 yrs x Rs. 2,000/-)
- (c) Full time Ph.D after PG – Rs. 8,000/- (4 yrs x Rs. 2,000/-)
- (d) Part time Ph.D after PG – Rs. 10,000/- (5 yrs x Rs. 2,000/-)

2. The above incentive will be provided only after completion of the Viva Voce.
3. The incentive is not applicable for guiding Ph.D scholars registered under Part time category B.

## **2.7 Resignation**

1. If any teaching staff member intends to resign from the position, they need to submit three month advance notice of resignation as specified in their appointment letter to the Managing Trustee/Secretary through the Principal and CEO. Otherwise two month salary should be paid back.
2. The period of advance notice of resignation for the Administrative and Non-teaching staff members shall be one month otherwise one month salary should be paid back.
3. While relieving from service, the staff members need to submit No due certificate to the HR department

4. After submission of notice of resignation the staff members will be permitted to avail only Compensatory off. No other type of leave will be permitted during the notice period.
5. In case of emergency/unavoidable circumstances if a staff avail leave, the days will be calculated as leave on loss of pay or the period of notice shall be extended.

### **CHAPTER 3: LEAVE POLICY**

#### **GENERAL**

- Leave is a privilege and not a right. It would, however, generally be granted unless the exigencies of service so demand.
- The leave application shall be submitted on “Backbone” (HR Management System) well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged
- The Technical staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned Lab incharge and HODs.
- Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting approval makes the employees liable to disciplinary action.
- Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
- No leave will be sanctioned over phone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.
- Long absence / repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services.

### **3.1 LEAVE POLICY FOR TEACHING STAFF**

#### **3.1.1 CASUAL LEAVE (CL)**

- Every employee is entitled to avail 12 days of casual leave in one calendar year.



- A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL can be pre-fixed/suffixed with all types of holidays/leaves.
- Total no. of days of CL. to be availed at a spell should not exceed 3 days in a month.
- The unavailed days of CL can be carry forwarded to the next calendar year and a maximum 15 days of CL can be accumulated and excess days get lapsed.

### 3.1.2 LEAVE ON LOSS OF PAY (LOP)

- No provision as such exists for the grant of leave on loss of pay. However, on extraordinary circumstances, if an employee has to avail leave he may be granted, "Leave on loss of pay" at the discretion of the Secretary.
- Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.
- Absence of an employee without approval is treated as a case of indiscipline and does not fall under this category. "Leave on loss of pay" shall also be got sanctioned in advance as any other leave.
- But if the quantum of LOP [LOSS OF PAY] is more than 15 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Approval Authority and Secretary shall be final in such cases.
- If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in- Service.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.

### 3.1.3 I. EXTRA ORDINARY LEAVE (EOL)

The EOL is granted under extra-ordinary circumstances only. This may include the following:-

- Marriage

Staff members with more than one year of service are entitled to avail five days of leave for their marriage. The letter should accompany his/her marriage invitation.

- Death of a family member

Staff member with less than one year of service is entitled to avail three days of leave with pay for the demise of his/her family member (Maternal Parents, Paternal Parents, Spouse and Children) whereas staff with more than one year of service can avail five days of leave with pay.

- Prolonged sickness of self or a family member

If a staff avails extra leave (after exhausting the applicable Medical Leave) beyond 30 days, for prolonged sickness it will lead to break in service.

#### 3.1.4 ON DUTY LEAVE (OD)

- 15 days of On duty leave will be granted for the Teaching Staff Members on any of the following purposes:
  - a. This limit is applicable to conduct of University Practical Examination, Theory Examination and Paper Valuation, Viva voce, Synopsis submission & DC meeting. However, this limit is not applicable to centralized valuation camp.
  - b. Apart from the above, Staff Members are permitted to avail 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation Committee Meetings, Resource Person for other colleges and other committee/ Council formed related to the works of UGC/ other prescribed bodies etc., after obtaining prior written permission from the Principal and Secretary.
  - c. The Principal / Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

The on duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

- OD will not be granted when faculty members go for examination work other than Bharathiar University.
- If the university practical examination / valuation falls during the vacation period, such duties will be treated as vacation.

#### 3.1.5 STUDY LEAVE

- A faculty member may be granted a maximum 24 months of study leave without salary for pursuing higher studies, after a minimum three years of



continuous service, to pursue a special line of study or research directly related to his/her work in the Institution or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work

- The extension of study leave beyond 24 months shall be considered on extraordinary circumstances based on academic grounds if the Management / Governing Body satisfies the reason is fit for the extension of study leave.
- The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave
- The study leave shall not be granted not more than one time during one's entire career
- The faculty availing, shall undertake that he/she shall serve the Institution for a continuous period of atleast three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- The faculty on leave shall submit a comprehensive report on the completion of the study leave period.

#### **3.1.6 SABBATICAL LEAVE**

- The permanent, whole-time teachers of the College who have completed five years of service as Associate Professor/Professor shall be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the College. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the faculty.
- The faculty availing sabbatical leave, shall undertake that she/he shall serve the Institution for a continuous period of atleast two years to be calculated from the date of his/her resuming duty on the expiry of the sabbatical leave.
- A faculty who has availed himself/herself of study leave without approval, would not be entitled to the sabbatical leave.

#### **3.1.7 COMPENSATION DUTY LEAVE (CDL)**

On a special circumstance compensation leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities concerned of the college. . Teaching staff members whoever



participating any official duty / acting as examiner for practical examinations / evaluation of answer scripts with remuneration/monetary benefits are not entitled to claim Compensation duty leave.

**Approved Compensation duty leave**

- Can also be combined with CL
- This leave must be availed within three months from the day of the duty carried out.
- CDL can be availed as full day only

**3.1.8 MATERNITY LEAVE/PATERNITY LEAVE**

- Maternity leave may be granted to a permanent female employee who has put in 300 working days of service.
- If their service is more than five years in our institution and they will be offered 50% of salary for six months. The salary will be credited after rejoining for duty in three installments.
- The employees who have less than five years of service will be permitted to avail maternity leave for six months without pay.
- The leave pay granted only if she work for a period of not less than 300 days after rejoining.
- All the holidays occurring during the leave shall be counted for the purpose of computation of 180 days.
- If maternity leave exceeds six months it will be considered as break in service.
- A male staff member who has put in minimum one year of service shall be granted five days of paternity leave.

**3.1.9 VACATION LEAVE**

- The total number of VL days for members of permanent staff is limited to 27 days, (Summer Vacation – 20 days and Winter Vacation – 7 days) for a continuous service of 12 months in the institution. Staff members having service below than 12 months can avail 10 days (Summer vacation – 7 days and Winter Vacation – 3 days)
- Staff members availing themselves of vacation should indicate in writing the period of vacation and also give their communication address. Normally, they are expected to be available at least one week before the College reopens. All faculty

members should be available in the college on the last working day and on the reopening day.

#### **3.1.10 MEDICAL LEAVE (ML)**

- The entitlement of Medical leave is 8 days for every calendar year. Medical leave can be availed only on Medical ground. The staff members can avail Medical leave after completion of one year of service.
- Medical leave exceeding three days the application shall always be accompanied by a medical certificate
- Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.

### **3.2 LEAVE POLICY FOR NON-TEACHING (TECHNICAL STAFF)**

#### **3.2.1 CASUAL LEAVE (CL)**

- Every employee is entitled to avail 12 days of casual leave in one calendar year.
- A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL can be pre-fixed/suffixed with all types of holidays/leaves.
- Total no. of days of CL. to be availed at a spell should not exceed 3 days in a month.
- The unavailed days of CL can be carry forwarded to the next calendar year and a maximum 15 days of CL can be accumulated and excess days get lapsed.

#### **3.2.2 LEAVE ON LOSS OF PAY (LOP)**

- No provision as such exists for the grant of leave on loss of pay. However, on extraordinary circumstances, if an employee has to avail leave he may be granted, "Leave on loss of pay" at the discretion of the Secretary.
- Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.
- Absence of an employee without approval is treated as a case of indiscipline and does not fall under this category. "Leave on loss of pay" shall also be got sanctioned in advance as any other leave.
- But if the quantum of LOP [LOSS OF PAY] is more than 15 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents

in evidence of justifying such excess leave is provided. The decision of the Approval Authority and Secretary shall be final in such cases.

- If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in- Service.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.

### **3.2.3 I. EXTRA ORDINARY LEAVE (EOL)**

The EOL is granted under extra-ordinary circumstances only. This may include the following:-

- Marriage  
Staff members with more than one year of service are entitled to avail five days of leave for their marriage. The letter should accompany his/her marriage invitation.
- Death of a family member  
Staff member with less than one year of service is entitled to avail three days of leave with pay for the demise of his/her family member (Maternal Parents, Paternal Parents, Spouse and Children) whereas staff with more than one year of service can avail five days of leave with pay.
- Prolonged sickness of self or a family member  
If a staff avails extra leave (after exhausting the applicable Medical Leave) beyond 30 days, for prolonged sickness it will lead to break in service.

### **3.2.4 COMPENSATION DUTY LEAVE (CDL)**

On a special circumstance compensation leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities concerned of the college.

Approved Compensation duty leave

- Can also be combined with CL
- This leave must be availed within three months from the day of the duty carried out.
- CDL can be availed as full day only

### **3.2.5 MATERNITY LEAVE/ PATERNITY LEAVE**



- Maternity leave may be granted to a permanent female employee who has put in 300 working days of service.
- The employees will be permitted to avail maternity leave for six months without pay.
- All the holidays occurring during the leave shall be counted for the purpose of computation of 180 days.
- A male staff member who has put in minimum one year of service shall be granted five days of paternity leave.

### **3.2.6 VACATION LEAVE**

- The total number of VL days for members of permanent staff is limited to 10 days (Summer Vacation – 7 days and Winter Vacation – 3 days) for a continuous service of 12 months in the institution. Staff members having service below than 12 months can avail 5 days (Summer vacation – 3 days and Winter Vacation – 2 days)

### **3.2.7 MEDICAL LEAVE (ML)**

- The entitlement of Medical leave is 8 days for every calendar year. Medical leave can be availed only on Medical ground. The staff members can avail Medical leave after completion of one year of service.
- Medical leave exceeding three days the application shall always be accompanied by a medical certificate
- Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.

## **3.3 LEAVE POLICY FOR NON-TEACHING (ADMINISTRATION)**

### **Working Days:**

The Administrative and Finance department staff members are treated as Non-vacation staff. They need to be on duty except Sundays and Public Holidays (Listed holidays). They are entitled to avail leave on any one Saturday per month. However the duty roster shall be decided by the concerned department Manager/ Incharge.

### **3.3.1 CASUAL LEAVE (CL)**

- Every employee is entitled to avail 12 days of casual leave in one calendar year.

- A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL can be pre-fixed/suffixed with all types of holidays/leaves.
- Total no. of days of CL. to be availed at a spell should not exceed 3 days in a month.
- The unavailed days of CL can be carry forwarded to the next calendar year and a maximum 15 days of CL can be accumulated and excess days get lapsed.

### 3.3.2 LEAVE ON LOSS OF PAY

- No provision as such exists for the grant of leave on loss of pay. However, on extraordinary circumstances, if an employee has to avail leave he may be granted, "Leave on loss of pay" at the discretion of the Secretary.
- Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.
- Absence of an employee without approval is treated as a case of indiscipline and does not fall under this category. "Leave on loss of pay" shall also be got sanctioned in advance as any other leave.
- But if the quantum of LOP [LOSS OF PAY] is more than 15 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Approval Authority and Secretary shall be final in such cases.
- If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in- Service.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.

### 3.3.3 I. EXTRA ORDINARY LEAVE

The EOL is granted under extra-ordinary circumstances only. This may include the following:-

- Marriage  
Staff members with more than one year of service are entitled to avail five days of leave for their marriage. The letter should accompany his/her marriage invitation.

- Death of a family member

Staff member with less than one year of service is entitled to avail three days of leave with pay for the demise of his/her family member (Maternal Parents, Paternal Parents, Spouse and Children) whereas staff with more than one year of service can avail five days of leave with pay.

- Prolonged sickness of self or a family member

If a staff avails extra leave (after exhausting the applicable Medical Leave) beyond 30 days, for prolonged sickness it will lead to break in service.

#### **3.3.4 COMPENSATION DUTY LEAVE (CDL)**

On a special circumstance compensation leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities concerned of the college.

Approved Compensation duty leave

- Can also be combined with CL
- This leave must be availed within three months from the day of the duty carried out.
- CDL can be availed as full day only

#### **3.3.5 MATERNITY LEAVE/PATERNITY LEAVE**

- Maternity leave may be granted to a permanent female employee who has put in 300 working days of service.
- The employees will be permitted to avail maternity leave for six months without pay.
- All the holidays occurring during the leave shall be counted for the purpose of computation of 180 days.
- A male staff member who has put in minimum one year of service shall be granted five days of paternity leave

#### **3.3.6 MEDICAL LEAVE**

- The entitlement of Medical leave is 8 days for every calendar year. Medical leave can be availed only on Medical ground. The staff members can avail Medical leave after completion of one year of service.
- Medical leave exceeding three days the application shall always be accompanied by a medical certificate



- Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.

Note: The faculty shall resume duty on completion of any type of leave such as Study Leave, Sabbatical leave, long leave and maternity leave. If the staff member does not resume to duty, his/her leave period will not be considered for service. His/ her last working day in the college will be considered as his date of relieving.

### **3.4 PERMISSION**

- Teaching and Non-teaching staff members are eligible for two permissions in a month, which can be availed each one hour either in the morning or in the evening.
- Administrative staff members are eligible for three permissions which can be availed each one hour either in the morning or in the evening

## **CHAPTER 4: RETIREMENT FROM SERVICE**

- All the Teaching Staff Members shall retire from service on completing the age of 60. However it shall not be applicable to the special category appointments like Visiting Professors / Adjunct Professors
- All the Non-Teaching / Admin Staff Members shall retire from service on completing the age of 58. If the service of the Staff member is required beyond the age of 58, it will be treated as a special case and their service will be continued. The salary will be fixed as a consolidated pay and no annual increment is applicable.

## **CHAPTER 5 – ROLES AND RESPONSIBILITIES**

### **5.1 PRINCIPAL**

- Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
- Coordinating the activities with the University, UGC, Government and NAAC for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- Making the short term and long term plans in setting out the priorities based on the 10 years strategic plan of the institution.
- Carrying out the mission, goals and the policy of the institution approved by the Governing Council giving top priority for discipline and quality education.
- Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim

of raising the status of the institution thus nurturing the institute with high potential and excellence.

- Managing the curricular, academic and other related activities.
- Monitoring the overall discipline, growth and development of the college. Arranging the periodical HOD and staff meeting and also monitoring the University and other Examinations
- Encouraging Research/Consultancy activities in the college by Interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MOU.
- Encouraging and motivating the staff and students by identifying the hidden talents within them. To support in all aspects pertaining to the development of the individual and the institution.
- To take necessary steps to improve the placement services for the students.
- Coordinating with the management for the recruitment of teaching and non-teaching staff.
- Attending other works assigned by the Management and Governing Council.
- To organize and conduct Induction Day, College Day, Sports Day and Graduation Day etc.

## **5.2 DEANS**

- To assist the Principal in enhancing the Curricular, co-curricular, Research and Development and Industry Institution collaborations Deans for the following disciplines are proposed:

Dean – Academic Affairs

Dean – Administrative Affairs

Dean – Research and Development

Dean – Student Affairs

- The deans of the respective domain shall strategically plan the activities in consultation with the Principal, execute and monitor the functions of the given portfolio and report to the Principal

### **5.2.1 DEAN – ACADEMIC AFFAIRS**

- Support and coordinate Principal in executing the activities of statutory bodies
- Planning and execution of need based academic programs
- Implementing the College Vision and goal statements
- Coordinating the appointments of Visiting Faculty
- Maintaining of all service records related to academic staff



- To collect, interpret and present data for the continuous evaluation and revision of academic programs
- Preparation of Academic Calendar
- To develop, implement and maintain an academic plan for the department faculty
- Coordinating the activities of Curriculum Development Cell
- Oversee quality of instruction and course content of all academic programs
- Coordinating Faculty Development program
- Time table committee, Log book audit committee, Center for e-learning, Curriculum Development Cell, College Magazine Committee etc. Will serve under Dean – Academic Affairs.

### **5.2.2 DEAN – ADMINISTRATIVE AFFAIRS**

- Planning and monitoring of all administrative operations
- Maintaining discipline, integrity and work ethos of non-teaching employee
- Administration of transportation facilities
- Maintaining the records of college property
- Organizing and monitoring periodical maintenance work
- Supplying the stores with the required materials and keeping records of their specification
- Preparing college budget
- Facilitating and managing space planning
- Evaluation of College Administrative Staff
- Establishment and maintenance of community relations
- Planning and Monitoring the schedule to participate in Educational Exhibitions and Fair
- Coordinating marketing and Public Relations
- Providing insights and coordinating college website
- Managing the prospectus, pamphlets and brochures
- MoUs with industries and institutions
- Providing meaningful community outreach opportunities for student and faculty
- Disciplinary anti Ragging Committee, Fine Arts Committee, Web development committee, sexual harassment cell, IQAC, NIRF, Staff grievance and redressal committee will function under Dean – Administrative Affairs

### **5.2.3 DEAN – RESEARCH AND DEVELOPMENT**

- Make and active contribution to the College's goal and strategic aims in research



- Foster and promote a culture of research integrity at college
- Motivate faculty to write research projects
- Assist and monitor grant submission
- Review and endorse proposals for submission
- Formulate policy for sponsored research, seed money and consultancy project and to monitor the effective implementation of the same
- Oversee grant spending and personnel effort to be sure award budgets are adhered to within allowable levels
- Maintain updated records of research projects
- Increase National and International collaborative research by encouraging applications for national and international funding
- Ensure and maintain research infrastructure and support
- Organize conference and meeting
- Provide training to the members of research community
- Promote research links and engagement within the faculty
- Publication of research progress
- Disseminate and implement good research practice across the faculty
- MoUs with industries to promote strategic relationship for collaborative research
- Monitor and administer consultancy work
- Establishment of IPR cell to facilitate the protection of Intellectual Property (IP)
- To promote and support a culture of innovation by creating an ecosystem that is conducive for the growth of incubation centers
- Creation of need based Center of Excellence in thrust areas
- To coordinate the publication of in house research journals in the following disciplines: Humanities, Science, Computer Science and Mathematics, Commerce and Management.
- Issue academic clearance certificate for submission of M.Phil dissertation and Ph.D thesis and other matters related to research programs.
- Center for research, Journal Club, Entrepreneurial Development Cell, IPR Cell. Industry Institution Cell and College Journal publication committee will serve under Dean – Research and Development.

#### **5.2.4 DEAN – STUDENT AFFAIRS**

- Supporting and formation of Students Union and monitoring its activities
- Providing academic guidance to all students
- Counseling and placement of students

- Ensure to maintain the campus ragging free
- Ensure students discipline inside and outside the campus
- Organizing extracurricular activities
- To issue conduct certificate to students
- Coordinate merit and other scholarships
- Supporting and monitoring student progress
- To provide conseling on student discipline issues and career planning
- To organize and monitor PTA meetings
- Ensuring the orderly organization of student activities within the college
- Management of Alumni Database
- Planning and Monitoring the Alumni meeting
- Enhancement of placement opportunities for students
- To coordinate the activities of alumni extension centers
- Recognizing the alumni by distinguished alumni awards
- Women's forum, Youth Red Cross, NSS, Sports development committee, Hostel Advisory Committee, Parents Teachers Association, Red Ribbon Club, Blood Donor Club, Youngistan Club, Drama and music club, Eco Club, Students counselling Cell, International Students Forum, Center for value Education, Center for Language learning, Students grievance Cell etc. will serve under Dean – Students Affairs

## **5.2 HEAD OF THE DEPARTMENT**

- Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired goals of the college.
- Planning and monitoring the overall department's activities.
- Time Schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructural facilities.
- Preparing and submitting the annual department budget to the Principal.
- Developing, installing and maintaining department labs.
- Convening departmental meetings.
- Identifying the brilliant and talented students and encouraging them to pursue for higher education.
- Counseling and guiding students.



- Conducting induction for the newly joined staff members of their department
- Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals and conferences with high impact factors and to carry out the activities successfully.
- Assisting the Deans in all administrative and other matters.
- Reporting to the Deans periodically on all matters in respect academics, administration, discipline, research etc.
- Organization of and participation in, seminars and continuing education programmes and to arrange for revision of syllabus in coordination with the university.
- To become members in professional organizations.
- To take necessary steps to develop industry institute interaction.
- Encourage the students to apply for the research projects, to carry out consultancy and to publish papers in National and International Journals & conferences.
- To check the course files of the faculty members and suggest corrective measures.
- Maintaining all records as stipulated by University, NAAC and equivalent Accrediting bodies.
- HOD shall fill up the proforma for Performance appraisal for each faculty in the department and submit to the Principal every year along with his/her self assessment form.

### **5.3 FACULTY MEMBERS**

- The teaching load will be allotted by the HOD after taking into the account of the Faculty Members interests.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in the academic, co-curricular or extra-curricular activities, Research and Consultancy works.
- Every Faculty Member must organize seminar on some topic at least once in each semester to other faculty.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes / laboratory hours are over.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with the appropriate alternate arrangements suggested.



- The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- The Faculty Advisor must update the student's personal file / log book regularly and put up for inspection by HOD / Principal as the case may be.
- Each Faculty shall fill up the proforma for self assessment and submit to the HOD every year.

#### **5.4 PLACEMENT & TRAINING OFFICER**

- To look after the training and placement activities of students and also to have close liaison with industry for placement of students.
- To arrange training programmes for soft skills and interview facing skills for the students using institutional and external expertise, which may be helpful in pursuing Higher Education within the country or abroad which includes notification regarding various competitive examinations
- To work in consultation with Coordinator, Industry Institute Interaction for Organizing lectures from the Professionals from industry.
- To prepare Placement Brochures of departments, to invite prospective companies for campus recruitment and arrange for various facilities required on the date of interview
- To register students for the placement with prescribed qualifications and to achieve maximum possible placements for the students by guiding them on various interview techniques, group discussion, aptitude tests. To collect feedback from the companies coming for placement, collect appointment letters and distribute them to selected students.

#### **5.5 PHYSICAL DIRECTOR**

- Assisting the Principal in maintaining discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
- Coordinating the activities of the staff of the physical education department in order to ensure effective functioning.
- Suggesting changes and development to the effected, preparation and submission of the annual budget to the Principal.
- Planning and time scheduling for student's accessibility to the equipments, grounds and other facilities made available in the Department.
- Attending the meeting at the university level regarding physical education.
- Arranging for the training of himself / herself and the colleague/s in advance programs.

- To Organize and conduct sports and games at the University level, District/State level.
- To Organize Inter-departmental sports, inter collegiate and university competitions.

### **5.6 LIBRARIAN**

- Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.
- Preparation and Co-ordination of annual budget of the library and library activities, Selection and recommendation of staff for further training.
- Collection of indents from various departments and processing them for procurement, Purchase and maintenance of books, new journals and renewal of subscriptions.
- Administration of library records, furnishing information on all matters relating to library, Updating the records, books and computers.
- Arranging annual stock verification, collection and preservation of statistical records related to library and Planning for changes and reorganization whenever need arise.
- Maintenance of library Automation and Digitization of library.
- Maintenance of good inter-departmental relationship for better co-ordination.
- Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

### **5.7 TECHNICAL STAFF**

- Assisting in installation, operation and maintenance of laboratory equipments and their calibrations.
- Assisting in scheduling and conducting practical and drawing classes.
- Helping in indenting and purchasing of stores and consumables for laboratories and Workshops.
- Helping the faculty in research, consultancy and testing works in respect of projects.
- Assisting the faculty in matters relating to design, fabrication and computer work.
- Assisting in the operation of telephones, intercom, Internet, Audio Visual aids and other housekeeping activities in the campus.
- Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.



### **5.8 ADMINISTRATIVE OFFICER**

- Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- Responsible in installation, operation and maintenance of laboratory equipments and their calibrations.
- Responsible in indenting and purchasing of stores, stationery and consumables for laboratories and Workshops.
- Maintenance of inward and outward corresponding registers with all required details.
- Maintenance and issue of Transport concession forms together with bonafide certificates.
- Maintenance of Attendance management.

### **5.9 ACCOUNTS OFFICER**

The accounting process in the college is fully computerized. In this setup, the responsibility of the accountant includes:

- Planning, organization and maintenance of the college, hostel and general stores account.
- Maintenance of petty cash accounts and advances.
- Maintenance of accounts of research projects sponsored by UGC, DST, CSIR etc.
- Audit responsibility in respect of internal audit once a month and external audit once a year.
- Maintenance of all kinds of deposits and refunds together with their records.
- Preparation and filing of income tax statements for the college staff.
- Settlement of bills.
- Preparation of monthly salary and its statement of accounts.
- Assisting the Principal in the preparation of the annual budget.
- Ensuring overall efficiency of the accounting section of the college office and management of the accounting staff.

## **CHAPTER 6 - CONDUCT AND DISCIPLINE**

### **6.1 CONDUCT**

- Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an institution.



- Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he / she is placed.
- Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.
- No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, assist, in any other manner any political movement or activity.
- No employee shall join, or continue to be a member of association the objectives or activities of which are prejudicial to the interests of the sovereignty of India or public order or morality. If any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government.
- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duties at any time is not affected in any way by the influence of such drink or drug.
- Obligation to maintain secrecy: every employee shall maintain the strictest secrecy: regarding the colleges affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college's staff, unless compelled to do so by superior officer in the discharge of his duties
- An employee of the college shall not, without the prior permission of the Management engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
- No employee of the college shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the college, except with the prior permission of the Management.
- An employee shall not solicit or accept any gift from a constituent of the college or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

## 6.2 DISCIPLINE

- The Management or any other competent authority shall place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trail.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of this detention/conviction by an order of the Management and shall remain under suspension until further orders.
- An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- In a case where in a number of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Management got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an inquiry by a committee constituted by the Management.

## **CHAPTER 7 : WELFARE MEASURES**

- Eligible faculty / staff members are covered under
  - ✓ Provident Fund (PF)
  - ✓ Employee State Insurance (ESI)
  - ✓ Accident Insurance
- Hostel facility
- Transport facility

## **CHAPTER 8: SERVICE RULES**

### **Service Rules**

- Employees are required to open Salary bank A/c in Indian Bank.
- Employee has to submit the education certificate originals at the time of joining.
- If Employee need originals in middle of service, has to pay one month salary as advance and after returning originals the advance will be refunded.
- Education certificate originals will be returned at the time of resignation for the employees who have given notice period of three months for the teaching staff and one month for non teaching & Admin staff.
- Employee has to mark attendance using biometric by punch-in and punch-out.
- Employee can access their individual details using HR module software (Backbone) by using the link provided below



<http://115.243.145.203//BB15se/Backbone/admin/login.aspx> or link provided in college website as staff Portal.

- Each individual employee will be given user Id and password for access of HR module software. Employee can view their Punch timings, Attendance, Apply Leave & permission and view their Pay slips.
- Employee has to apply their leave & permission in advance or on same day. If there is any delay it will lead to loss of pay.
- Employee should ensure the correctness of their attendance before 31<sup>st</sup> of every month.
- Working without entering in and out punch will be deemed to be absent for the day.
- If any employee wish to pursue higher studies should get prior permission from the management.
- On completion of higher studies, submit Photocopy of the Certificates and update the Qualification in the Personal records.

## **CHAPTER 9: GENERAL RULES**

### **9.1 Identification Card**

- The Institution will provide Photo ID card to all Employees.
- Employees must wear Identification cards inside the campus.
- The ID card must be produced on demand by the Security or Supervisory Personnel or any other institution authorities.
- The ID card must be returned to the HR department before final settlement of payment.

### **9.2 Loss of Valuables**

- Employees are advised not to keep their belongings such as watches, purses, jewellery and currency etc., exposed on Tables, Beds, wash basins etc.,
- In case of any loss, employees are advised to inform security dept immediately to conduct further investigation.
- However, institution will not take any responsibility for the loss of any personal belongings.

### **9.3 Use of Phone / Mobile**

- Employees while using the intercom telephones should be very courteous to the callers.
- Employees are advised to have shorter and clear conversation so that telephone lines are not unduly blocked for longer duration.
- Use of cell phones during working hours is strictly prohibited.

### **9.4 Conservation of Water, Electricity and Other Resources**



Employees are requested to note that the institution has a limited sanctioned capacity of Water and Electricity. Therefore, Employees are requested to conserve as much Electricity and Water as possible and advice the same to others.

### **9.5 Confidential Information**

Employees are advised to keep all records and other information about students and institutions, strictly confidential. The student's record and financial status are highly confidential and should not be discussed with anyone except authorized person.

### **9.6 Cleanliness**

Employees are advised to maintain the aesthetic and cleanliness of the institution by using the dustbin provided in the rooms and in Public areas.

### **9.7 Wearing Helmet**

Two Wheeler and pillion riders are advised to wear helmet, failing which they will not be permitted to enter in to the campus.

## **CHAPTER 10: TRAVEL POLICY**

### **OBJECTIVES**

- The travel policy is intended to facilitate travel for official purposes.
- The travel policy outlines the entitlements related to official travel and the general guidelines to be followed for claiming reimbursements of travel expenses.

### **GUIDELINES**

#### **APPLICABILITY AND APPROVING AUTHORITY**

- Employee and the Head of the Departments are required to plan their travel in advance and explore all alternative to avoid a situation that demands Air Travel for those employees who are not entitled for Air Travel. However, if the situation so warrants, Air Travel may be permitted to such employees with special approval by the trustees.

#### **CONTACT PERSON FOR BOOKING**

- Ms.Mohana Priya, Trust Office will be the point of contact for the travel arrangements. Tickets and stay will be arranged.

#### **CAB SERVICES**

Employees are encouraged to use Ola or Uber for their internal travels since the travel and waiting periods are not fixed.

### **REIMBURSEMENT**

- Reimbursement (if done by the individual) of the cost of travel tickets and hotel room rent is subject to production of bills for travel ticket, hotel, used tickets, boarding pass in original [Photocopy only in respect of tickets, as a special case. if original is collected by railway authorities] Expenses limit for hotel room rent is exclusive of taxes. Taxes will be reimbursed at actual.
- The day will be on 24 hours basis. The counting of the hour will start from the time the employee left his/ her home up to the actual arrival time on return to his/her home. Rounding off is permitted to the highest hour and nearest 10 rupees. Fixed daily allowance shall be paid on this basis, no bills are required if the journey perform overnight / continuous journey. (exceeding 10 Hrs)
- Customer entertainment expenses shall be reimbursed at actual subject to production of bills in original and prior approval.

### **LOCAL TRAVEL**

- Employees who travel within a radius of 150 km from their base location without involving overnight journey stay are entitled to the following:
  - ❖ If the distance covered is within 60 km to and fro / one way and they are away from their office during working days Breakfast, lunch and Dinner, they are entitled to a reimbursement of expenses not exceeding Rs. 350 per day, subject to production of bills in original (Fuel Expenses as per rule)
  - ❖ If the distance covered by 60 km to 150 kms to and fro /one way if it is one day they are entitled to a reimbursement of food expenses not exceeding Rs. 500 per day, subject to production of bill in original for lunch expenses. (Fuel Expenses as per rule)
  - ❖ For using own two wheeler for petrol allowance will be paid Rs. 4 per kms. For Four wheelers both Petrol and Diesel Rs 7 per kms. Reimbursement of local conveyance, subject to production of bill in original for taxi or self declaration in case of auto fare. Employees who are having a car they can utilize the same claim as per the above rule.

### **DOMESTIC TRAVEL**

- Employees who travel more than 150 km from their base location with or without involving overnight journey, overnight stay, but not utilizing hotel accommodation are entitled to the following:
  - ❖ Eligible for mode travel and fixed daily allowance as per their impact level mentioned above.
  - ❖ Employee are eligible to avail travel advance as estimated and approved by their head of department who is authorized to approve the travel plan, but not exceeding their aggregate hotel room and fixed daily allowance entitlements for the proposed number of days of travel. Employees are also encouraged to



use their own debit card/ credit card for payment to hotel, food, etc in order to avoid carrying cash.

### GENERAL

- The Trust/ Institution are not responsible for any loss of personal effects.
- The employee is required to take care of official documents and Trust/ Institution materials if any that are carried by him/her.

### REIMBURSEMENT OF DOMESTIC TRAVEL EXPENSES

- The following reimbursement limits are applicable to travels beyond 150 km, two ways from the base location. Involving either overnight journey or overnight stay or utilizing hotel accommodation.

Level	Mode of Travel	Class of Travel	Lodging ( Tier)	Lodging (Tier 2&3)	Fixed Daily Allowance for food & other allowances ( Tier 1 )	Fixed Daily Allowance for food & other allowances ( Tier 2 & 3 )
HoD/Professor	Bus/ Train/ Air	II A/c Sleeper	2500	2000	600	500
Associate Prof / AO	Bus/ Train	III A/c Sleeper /AC Chair car	2000	1500	600	500
Assistant Prof	Bus/ Train	II Class Sleeper / AC Chair car	1500	1000	450	350
Placement Officer	Bus /Train	III A/c Sleeper /AC Chair car	2000	1500	600	500
Non Teaching & Admin Staff	Bus/ Train	II Class Sleeper / II Class Sitting	1000	750	350	250

#### Cities to avail Fixed Allowance for food and other allowance:

Tier – 1: Chennai city and places around the city at a distance not exceeding 32 kms from the city limits. Coimbatore and Madurai and places around them at a distance not exceeding 16 kms from the city limits.

Tier -2&3: Kanchipuram, Vellore, Dharmapuri, Salem, Cuddalore, Thanjavur, Tiruchirapalli, Tirunelveli, Nagercoil, Erode, Uthagamandalam and Pudukottai and places other than those mentioned.

#### Note:

- Travel bills should be submitted to Admin Department within 2 days from completing the tour
- Workshop/Seminar/ Faculty development programmes/Conference-If the Boarding and lodging is given by the hosting Institution / Organization only travel fare is eligible (that also subject to Management approval) In case the breakfast and dinner is not provided by hosting Institution in that case only 40% of boarding allowance is eligible.



**Annexure – A****AUTHORIZED PERSONS TO APPROVE TRAVEL PLAN**

S.No	Designation	Approving Authority 1	Approving Authority 2
1	Principal	CEO	Secretary
2	Department Heads and Teaching staff members	Principals & CEO	Secretary/ Director
3	Admin officer	CEO/ Sr, Admin Officer	Secretary/ Director
4	All Technical staff /Admin staff	AO/CEO	Secretary/ Director
5	Staff members of Accounts department	Finance controller	Secretary/ Director
6	Purchase/PPD/Civil/Electrical/Maintenance	Trustees	Secretary/ Director

All the Bus / Train / Other Travel modes are booked through Trust with Mr / Mrs (XXXXXXXXX). Advance information should be sent for smooth travel and boarding arrangements.

If any emergency booking of Bus / Train / Boarding should be written approval from CEO is required.