ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade

PERUNDURAI -638 057, TAMILNADU, INDIA.

Service Rules and procedure & HR Policy

Introduction

This manual has been developed in order to provide the employees of Erode Sengunthar Engineering college, herein referred to as ESEC , the knowledge about working conditions, key policies, procedures, and benefits of employment at ESEC and to make aware of its general rules, service conditions, values, ethics and culture.

The information provided in this manual applies to all employees of the institution. The book is a summary of our policies, presented here only as a matter of information and notintendedtocreatea contractoragreementbetween theorganizationandthe employee. The employee is held accountable for reading, understanding, and abide by the provisions of this book. These policies are subject to change at any given point of time at the sole discretion of the Management and shall be intimated as and when such changes are made.

For any clarification about the policies mentioned here, the employee can contact the concerned authority through *hr@esec.ac.in*

DEFINITIONS

1. "Governing Council" (GC) is the principal body of the Management of ESEC, and gives the approval for all academic and administrative matters.
2. "Chairman" means the Chairman / Chairperson of the Governing Council who shall also be the Chairperson of the Institution, by virtue of the office held by him / her.
3. "Premises" means the entire premises of the office of ESEC, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, guest houses, hostel buildings, canteen, play area, Campus / Department Stores and any other areas and confines attached to the office of ESEC.

1. 4."Management" means, the members of the Management Team (MT), viz., President/correspondent/ secretary and any other person(s) vested with the authority to enforce the Rules and Regulations governing the Staff Service Rules.
4. "Appointing Authority, Disciplinary Authority, Competent Authority", under these rules means President/correspondent/ secretary, Principal, Vice Principal, Directors, Deans, Heads of

Departments or any authority empowered and vested with powers by the GC to be of service to ESEC.

5. "Selection Committee" means the authority nominated by the Management to select candidates for filling up the vacancies in ESEC.
6. "Employer" is the Management of ESEC.
2. 8 "Notice" means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to HR policy.
3. 9. "Notice Board" means the notice board specially maintained in a designated and conspicuous place within the premises of ESECT for the purpose of displaying notice(s).
4. 10. "Salary" means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance, Special Allowance, and any other allowance per month exclusive of overtime payment.
5. 11. "Leave" means authorized absence with or without pay.
6. 12. "Absence from work" shall mean unauthorized absence from the work place, late attendance or leaving the work placeearly without the explicit approval by thePrincipal.

Classification of Human Resource

Erode Sengunthar Engineering College recognize the following classification of its staff.

- **Administrative staff**: Chief Executive Officer, Principal, Director, Administrative Officer, Accountants, Office and Accounts staff, Library staff, and Principal office staff.
- **Teaching Staff**: HODs, Professors, Associate Professor, Assistant Professors.
- **Technical Support Staff**: System Administrator, Computer Programmer,
- Lab Instructors / Technicians.
- **Non-Technical Support Staff**: Junior Assistant, Lab Assistants / Attendants, Drivers, Attenders, Housekeeping and Gardeners.

Academic:

- Class room teaching with modern aids
- Development of manual laboratory, curriculum and resource materials.
- Student evaluation and assessment
- Participation in curricular and co-curricular activities
- Student guidance, counseling, personality and overall development
- To prepare, provide, generate and disseminate knowledge in the interest ofstudents.

Recruitment and Selection(Teaching) :

The recruitment of faculty members is need-based. HOD projects the staff requirement based on workload. Staff selection committee shall be constituted. The candidates for Assistant Professor and Associate Professor are required to give a demo lecture and take an interview by a selection committee followed by one-on-one interview by the principal.

The minutes will include the list of selected candidates. The candidates identified shall be recommended for appointment on a later date whenever vacancy arises.

An appointment letter duly signed by the Appointing Authority is issued to the candidate. The Appointment letter should contain:

- The designation/title of the job and responsibilities specific to the job.
- The level of commands/reporting to and taking responsibilities in the absence of supervisors.
- On joining, the candidate should give the joining report duly filled and signed. If the candidate joins at the Department or Office, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Principal Office.
- The candidates appointed for the faculty position will be asked to submit the following original certificates.
    1. Degree Certificates of UG, PG, & Ph.D.
    2. Consolidated Mark Statements of UG & PG
    3. Mark Statements of M.E and Ph.D.,
    4. SSLC mark Statement & HSC Mark Statement
    5. Community certificate - if applicable
    6. Service certificate of previous experiences - if applicable
    7. Relieving orders of previous institutions - if applicable

Recruitment and Selection(Non-Teaching) :

The employment of Non- Teaching Staff members is also need-based. Head of the Department projects the staff requirement based on the requirement. The applications received for the staff positions shall be scrutinized by the Scrutiny Committee constituted by the Principal.

The Candidates called for interview and selected by the selection committee. The minutes will include the list of selected candidates. The candidates identified shall be recommended for appointment on a later date whenever vacancy arises.

The candidates appointed for the faculty position will be asked to submit the following original certificates.

1. Degree Certificates of UG, PG (if applicable)
2. Consolidated Mark Statements of UG & PG (if applicable)
3. SSLC mark Statement & HSC Mark Statement
4. Community certificate - if applicable
5. Service certificate of previous experiences - if applicable
6. Relieving orders of previous institutions - if applicable

Relieving from Service:

The relieving procedure will be followed as per the conditions specified in the appointment order. If any staff member gets an appointment in any government post, they will be relieved immediately as per the requirement.

Feedback Evaluation:

Twice in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to Teaching process dimensions viz: punctuality and regularity of the teacher. Teacher's discussion of class tests, tutorial & assignments and syllabus coverage. Assessment of college environment, facilities

and management responsiveness measured on the following dimensions: College environment, Cleanliness/sanitation, Library facilities, canteen water supply, games/sports, transport, HOD's attitude towards problem resolution, principal response to grievance, support of management in general.

Absolute privacy and confidentiality are maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent increments or promotion.

Awards:

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained in the subjects and Faculty Self-Appraisal form submitted by them. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments etc.

Extension Activity:

- Guiding the students in overall character development.
- Extension services by interacting with society / community through NSS,NCC, etc.
- Providing technical support in areas of social relevance.
- Providing non formal education for the benefit of the community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.

SERVICERULES

SERVICE RECORD

A service book is maintained by Human Resources(HR) Department for keeping the record of service of eachemployeeof theCollege.All activities of an employee in his/her official position shall be recorded in thisservice book, and each entry must be attested by the HR Manager or by the Principal.

SERVICE CONDITIONS FOR THE STAFF

Every employee shall agree to abide by all the conditions mentioned below and also any changes as may be stipulated from time to time by the competentauthority.

- Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacityas aforesaid.
- Every member of the employee shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly/ involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal/ Designated Authority.

Employee status

Probationary/Tenure period for New Employees

ESEC monitors and evaluates every new employee's performance for a specific period of one year to determine whether further employment in a particular position or with the institution is appropriate.

Administration Policies

New Employee orientation

The formal welcoming process is conducted. This will be followed by the brain storming session by the concerned department to which the employee has been appointed to work with.

Official Languages

- All written communication within the Institution will be in English or Tamil language (if required for local authorities).
- All employees shall verbally communicate either with each other or with their clients in the English or Tamil language or the language understood by him.
- All publications for external circulation issued by the Institution shall be reviewed by the concerned in charge for English content and suitability.
- All internal communication shall be printed or written in English and in Tamil language (if required by the law).
- All telephonic conversations regarding Institution business shall be carried out in the English or Tamil, the language understood by the called or receiver.
- All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.

Notice Board

- It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and if required in Tamil.
- No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.
- Duty Roaster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department.
- All Notices / Internal Memos / Advertisements / Announcements / Training Schedules /

News / Events / College Magazines / Posters and other information are to be posted on the Employee Notice / Bulletin Boards must be related to the ESEC/ subject connected with the Students, Examinations, Competitions, etc. only.

- The undated Notices / Other information will remain posted for a maximum of 15 days.
- The Principal / HoD will ensure that Notices and other information posted / displayed are for official purpose only

Employee Identification Cards

- To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.
- All Employees will be issued with an I.D. card and it will consist information like Name, Photograph, Designation, Department, Date of Joining, Address & Blood Group.
- Employees will be required to wear their ID Cards at all times while on premises.
- When an Employee resigns his post fromthe Institution, he/she will be required to return the I.D. Card to the office.

Workplace Violence

In order to provide all the employees with a safe environment to work, the Institution will ensure no form of Violence or Threats in the entire workplace. An act of violence may be any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace and it includes all Institution facilities, viz., Canteen / Hostel/ Campus Store / Play Area etc., and off-campus locations where Employees are engaged in Institution business.

Any person experiencing or observing acts or threats of violence should notify the HoD. Employees should also report the event to the Principal.

No Smoking

Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

Lost & Found

Any Employee finding an item in the Institution premises that was unnoticed should deposit the same with the security officer , who will be maintaining a register for lost and found items. The person to whom the item belongs canbe claimedafter proper identification of the lost item. If unclaimed, the item will be in the custody of the security for a period of three months, after which it will be disposed of as it deems fit. Any item reported as being "lost" will be investigated by Security. A box will be kept for "Lost Items". Such box will have as much information as possible about the item and the circumstances surrounding its disappearance. The loss of items of value shall be reported to the police by the Vigilance Officer, only after obtaining approval from the Principal.

Confidentiality

Members of the staff, except where necessary, shall not, without the prior written consent of the Principal retain in their private possession, any papers / documents / records, etc. relating to the Institution's business. All such materials shall be returned to the Institution once their work is completed and on separation.

Reporting

Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their HoD. Concealment of such information will be construed as misconduct.

Personnel Record and Administration

The task of handling personnel recordssuch as staff Profile, Appointment Letter , Educational Certificates & Work experience certificates , Joining Report etc., and related administration functions at ESEC is assigned to the office. Personal files will be kept confidential at all times.

Standards of conduct General Guidelines

All employees are expected to get accustomed with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in carrying out their work.

Hours of work

The normal hours are generally from 9.30 AM to 4.30 PM. An employee may be required to follow different work hours under special circumstances. Employee's immediate/reporting head is to be consulted if required.

Attendance and Punctuality

The institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to regularly mark their attendance through the bio-metric attendance system.

Absence and Punctuality

In case of emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorised absence will be viewed seriously and attract strict disciplinary action.

Unscheduled Absence

Absence from work for three(3) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee.

Gender Harassment Policy

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral / unsocial / unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employee must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly action.

Dress code & ID card display

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion should not be unprofessional, inconsistent with contemporary socially accepted traditions, deemed improper and unsafe, negatively affects our college reputation or image. It is mandatory for all

employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the Institution.

Misconduct

An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

Outside Employment

The institution prohibits employees from taking any outside job for pay.

Return of Institution Property

Any of the institution property issued to employees, such a computer equipment, keys, employee ID card, official records must be returned back to the institution at the time of getting relieved and employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

Leave Rules

Seeking leave is not a matter of right. Leave has to be used judiciously by all the employees. It is mandatory to seek prior approval from the concerned HOD before proceeding on leave. Also, it is the responsibility of every employee of the institute toapply for leave prior with necessary alternate arrangements of his/her classes to ensure the students will not be put into any inconvenience/deprived of their class/learning.

The leave approving authority shall respond to employee leave requests and accord the necessary approval. Please be informed that an employee can proceed with the OD and other leaves only after obtaining the due approval from the concerned authorities. Any employee shall not proceed on leave if their leave is not approved bythe immediate authority

The following are the leave approving authorities:

S.No.	Applicant	Recommending Authority	Approval Authority
1	Faculty / Staff	HoD	Principal
2	HoDs	-	Principal
3	Directors	-	Principal
4	Principal	-	Management Nominee

Nature of Leave:

- Casual Leave
- Vacation Leave
- Medical Leave
- Maternity Leave
- Long Leave

Casual Leave - (Calendar year)

Casual Leave is not earned by duty, but it is provided to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. Any employee on Casual Leave is not treated as absent from duty. The following are the conditions for Casual Leave.

- All Teaching and Non-Teaching Staff can avail this leave.
- A total of 12 days shall be allowed per calendar year.
- All Teaching and Non-Teaching Staff are not permitted to avail leaveprefixing & Suffixing declared holidays.
- Casual leave cannot be combined with any other leave (including Leave onLoss of pay) except declared holidays.
- Casual leave, if available, should not exceed 3 days at a time.

- Trainees/Temporary staff/ Probationers can avail one-day casual leave permonth. However, exemption may be granted in exceptional cases.

Vacation Leave – Teaching Staff (Academic year)

- All teaching staff must be present and sign the Attendance Register on the last working day of the semester and on the first working day of the next semester. Failure to comply with the above shall make the entire vacation period as leave without pay.
- Vacation cannot be combined with any other leave.
- For the eligibility of Vacation salary completion of continuous service of 240 days (8 Months) is absolutely necessary.

Medical Leave - (Calendar year)

An employee is entitled to avail of Medical Leave on the production of aMedical certificate. The following are the conditions to avail Medical Leave.

- Staff Member who has completed two years of service in our college areonly eligible to avail Medical Leave.
- A total of 10 days shall be allowed per calendar year.
- Medical Leave can be availed for 3 days and above. Below 3 days cannot be treated as medical leave.
- Medical Leave in the prescribed form must be applied to the principal; while reporting sick along with a Medical Certificate from the Registered Medical practitioner and a fitness certificate to be submitted at the time of joining.

Maternity Leave

- Married female employees, who have completed two years of service and confirmed in service, will be sanctioned a total of 60 days Maternity Leave with full pay for the first child only. The certificate from the doctor should be submitted immediately after delivery.
- Maternity leave may be taken in part prior to delivery or in total following the

date of delivery.

- The staff must join duty after the maternity leave and serve the Institution continuously or at least for a minimum period of one year, failing which, salary received for maternity leave shall be reimbursed to the trust.

Long Leave

- If permanent Member of Staff take long leave, they can rejoin only on the reopenin g day of the next academic year.
- Salary/Increment cannot be considered when they are on long leave.

Vacation Leave – Non-Teaching Staff (Calendar Year)

- A total of 15 days can be availed in a calendar year during the vacation period. It should not be less than five days at one time. Vacation for shorter periods will be treated as Casual Leave (CL) or Leave on Loss of Pay (LOP).
- This Leave shall be availed only during vacation. No exemption is permissible**.**

Compensation Leave for Non- Teaching

Compensation Leave is permitted for working during Sundays and otherholidays with the prior approval of the principal. However, this leave should be availed before the end of that particular month or in the succeeding month.

On-Duty Facilities - (Calendar year)

In addition to the leave facility given to the staff members ON Duty facility isalso provided to all the faculty members to facilitate the following:

- Probationers and Non- Teaching Staff are not eligible for On Duty.
- On Duty can be availed of up to a maximum of 10 days in a Calendar year.
- On Duty can be applied for only if sent by the college or called by Other Institutions for academic purposes only.
- Must apply to the principal in advance with a copy of the invitation andthe Attendance Certificate must be submitted after attending program.
- Copy of the participation Certificate must be handed over to the HOD & IQAC Cell.
- On Duty on Loss of Pay cannot be sanctioned for half a day.

Permissions

- Two Permissions are allowed in a month (i.e.) One hour each. If thirdpermission is availed of, CL for half a day will be debited.
- Late coming by ten minutes is allowed in a month twice. If repeated for thethird time in a month, it will be taken as permission for one hour.
- Permission & Late coming are allowed as stated above only when staffconcerned has no class.