



**AGNI COLLEGE OF TECHNOLOGY**  
Thalambur, Chennai.

**HUMAN RESOURCES MANAGEMENT**  
**POLICY MANUAL**

**2012**

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# HUMAN RESOURCES MANAGEMENT POLICY

## I.I Introduction:

Agni College of Technology (ACT) established in 2001 by Sri Balaji Charitable and Educational Trust, is one of the leading Engineering Institutions, located near Chennai duly approved by AICTE, affiliated to Anna University, accredited by National Board of accreditation and an ISO 9001-2008 certified institution. This institution is imparting quality education both at under graduate and post graduate levels with all infrastructural and lab facilities, besides sufficient equipments and rated as a centre of Excellence for Engineering and Management courses.

Management of Human Resources involves attracting the best talent, up-skilling existing resource, assessing performance and rewarding personnel based on performance. Further, Human Resource Management plays an important role in developing organizational leadership and culture. In short, the human resource policy encompasses the following:

- Organizational and manpower management
- Personnel Administration

The Human Resources policy is a codified decisions formulated by this organization to support administrative personnel functions, performance management, employee relations and resource planning. Thus this HR policy aims to keep the Management up-to-date with current trends in employment and helps the organization towards achieving the goals as visualized by the Management.

With the formulating of this policy, the Management makes it clear to the employees the following:

1. The Nature of the organization
2. What they should expect from the organization
3. What the organization expects from them
4. How policies and procedures works within the organization
5. What is acceptable and unacceptable behaviour within the organization

The management may issue such instructions, as may be necessary from time to time according to the exigencies of the situation.

## I.II Concept:

The concept of HR policy has been formulated keeping in mind the best practices in similar Academic Institutions both in public and in private sectors. The aim of HRM is to evolve practical and ethical approach to the management of an organisations most valuable asset-the people who work in that organisation and contribute to the development of the institution.

### **The followings are covered under Quality and Human Resource Development:-**

The policies of the management are to promote excellence among the personnel strategies together to attract and retain bright faculty with the aim to achieve quality management and academic excellence. They are as follows:

- Academic Values
- Recruitment, strategies for attracting and retention of personnel, promotional avenues and career advancement.
- Policies for Teaching and Non-Teaching Staff Development.
- Permanent and Contract Services for Teaching, Non-Teaching and other support Personnel.
- Total Quality Management.
- Overall Teaching and Non-Teaching Staff Requirements in conformity to the AICTE prescribed norms.

The role of HR division is multifaceted. This division in any organisation plans and implements personnel policies and programs relating to recruitment, training, placement, individual development and also in disciplinary matters. It ensures that both organisational and individual duties and responsibilities are correctly discharged by protecting the interest of the management and the individuals. It aims to create a conducive atmosphere where in the personnel who are working are committed and contented so as to achieve optimum level of achievement in the development of the institution.

### **I.III The functions of a HR division are:**

1. Undertake manpower planning, review it periodically and implement recruitment program
2. Take measures for maintenance of discipline among the employees
3. Implement the performance appraisal system and assist in individual development program
4. Advise the management in maintaining good employer- employee relationship by improvement of service conditions and by explaining to the staff the aims and policies of the management.
5. Maintain personnel records
6. Maintain good public relations

### **I.IV Attendance at work:**

- Working hours
- Lunch and work period
- Attendance and
- Office and college timings are appended in Annexure I

### **III.I Recruitment:**

The quality of faculty will go along in excellent delivery of higher education. While recruiting, the academic qualifications as per AICTE norms, teaching experience, personality and attitude has to be kept in mind. The person to be recruited should also fit into the organisational culture of this institution.

### **The following are general norms for direct recruitment:**

#### **III.II Conditions of service:**

The appointment procedure for selection, pay and allowances and other conditions of services of teachers and others employed in the college shall be such as may be prescribed by the management. No person shall be appointed to the service of the college unless he gives in writing that he has accepted the terms and conditions contained in the appointment order issued. This institute will aim to achieve ideal working conditions keeping in mind the best practices as envisaged by the University and the AICTE.

#### **III.III Teaching Faculties:**

For recruitment of teaching staff members certain minimum educational qualifications are to be prescribed in full conformity to AICTE norms. Faculty will generally be recruited from open market.

#### **III.IV Non-Teaching Staff:**

1. The minimum educational qualification for clerical/ secretarial staff should be a degree from a recognised university.
2. The minimum educational qualification for lab assistant/ instructor should be a pass in Govt technical examinations at diploma level in the relevant discipline or a degree in the discipline concerned for Science subjects.

#### **III.V Categorising of employees and pay structure:**

The term staff denotes clerical, supporting, teaching and managerial personnel in an organisation.

Today, the college has on its role over 200 personnel both teaching and non- teaching. The fixation of salaries among the personnel will be based on educational qualification and experience. Outstanding performance will be given recognition and due reward.

### **III.VI Employees Welfare Benefits:**

#### **a. EPF:**

Subscription to the fund shall be compulsory for employees who fall within the ambit of EPF Act. Employees shall subscribe at a certain minimum rate recoverable in the salary and the Management shall contribute equal amount and remit to employees' individual EPF account.

#### **b. Availing Leave:**

The leave rules are amended in Annexure III.

#### **c. Loan:**

The institution provides loan assistance to its staff in extraordinary circumstances and in emergencies, e.g., meeting educational expenses of wards, medical emergencies etc, For those who have put in more than two years of service three months salary will be given, for others advance is limited to one month salary . This loan is recovered in 10 equal instalments and does not carry any interest.

#### **d. Other Benefits:**

The institution provides to all its personnel tea in the morning and evening and lunch free of costs on all working days. Further free bus transportation in college is provided to all the personnel.

#### **I. Performance Appraisal:**

The objectives of a good performance appraisal system are:

1. Self appraisal and thorough assessment of job performance of the individual
2. Assessment of growth potential
3. Counselling to improve performance and capabilities.

Self appraisal is a means by which personnel are able to set specific goals for themselves and thereafter evaluate their own performance. The review of performance helps in evaluating the performance of an individual and also plays a critical role in improvement of his/her performance in future.

Performance appraisal by the superiors is an important tool in providing incentive for outstanding performance. The superiors who are assessing the performance are expected to be objective, impartial and should explain reasons for such assessment. They should take into account not only the individual performance but also his involvement as a Team Player.

After the self appraisal is made by the employee the Head of the Department (HOD) is expected to report his views to the reviewing officer namely the Principal. The principal shall in turn agree or disagree with the views expressed by the reporting officer (i.e. HOD). If he disagrees, he should substantiate the same. Thereafter, this assessment report would be placed before the management for acceptance.

The prescribed form for Performance Appraisal is appended

#### **II. Disciplinary Rules:**

The employees are expected to be disciplined, sincere, impartial and committed to the ideals of the institution. They are expected not to engage in any business or alternate employment while they are in service in ACT. Further, they are also expected to keep away from any political activity within and outside the campus. In cases where certain indiscipline occurs in ACT, the administration will deal with it suitably, so as to protect the interests of the institution. To deal with such acts or omissions, the maximum punishment of suspension or dismissal could also be awarded.

The discipline and appeal rules are appended in the Annexure -III.

### **III. Personnel Records Management:**

To ensure proper settlement of leave, EPF, Employees record should be maintained with accuracy and safety. The responsibility of personnel records management will be the duty of HR division in the college

#### **The following records should be maintained in respect of each employee:**

- 1) Records relating to his recruitment, joining
- 2) Records relating to his leave accrued
- 3) Performance appraisal reports and increments records
- 4) Disciplinary and conduct records

In short a record of service of each employee of the college shall be maintained to include all details of service, pay drawn, leave and punishment

The College Management Software (CMS), Management Information System (MIS) are the tools which will assist in maintaining records pertaining to personnel administration.

### **IV. Notice for leaving Employment:**

A member of teaching staff shall not leave or discontinue service on his own accord without first giving three calendar months notice or by paying an amount equivalent to his salary of three months.

- (i) The staff member who wishes to leave the institutions shall submit resignation through the HOD concerned.
- (ii) The staff member should obtain and submit the prescribed no due certificate from the administration office.
- (iii) Service certificates will not be issued to staffs who do not comply with the above regulations.

The management shall have the right to accept or refuse the request on valid grounds.

### **V. Public Relations:**

Public Relations is an important tool in building up the image of the institution. The Assistant Manager-HR is also assigned the role of public relations in addition to her regular duties.

## **ANNEXTURE -I**

### **I.OFFICE & COLLEGE TIMINGS**

1. The office hours are from 8.30am to 4.00pm with a lunch interval of 30 minutes between 1.00pm and 2.00pm and members of clerical staff can leave their seat for lunch by turn and they should not leave at the same time. The office timings should be strictly adhered to.
2. The college shall function from 8.30am to 4.00pm. There are several class sections of 50 minutes each with a tea break by 15 minutes in the forenoon and a lunch break of 45 minutes.
3. The supervising officer should close the attendance registers sharply by 8.40am and send them to the officer concerned before 8.45am every day.
4. If any one does not attend office punctually, the letters "Late Permission (LP)" for permission and "No report (NR)" for non reporting , as the case may be, should be entered against his/her name in the attendance register.
5. Two late permissions or early permissions with approval are allowed every month. One day Casual Leave (CL) will be forfeited beyond two late permissions. Habitual late coming or no report will entail disciplinary action.
6. Except for valid reasons and/or unforeseen circumstances no employee shall be absent from duty without prior permission.

## ANNEXTURE –II

### II.CODE OF PROFESSIONAL ETHICS

#### I. Teachers and their responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precept and practice.

The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amicable, that is, friendly and pleasant in manner or disposition.

#### Teachers should:

- (i) Adhere to a responsible conduct expected in their profession.
- (ii) Manage the personal conduct keeping in mind the dignity of the profession;
- (iii) Seek to make professional excellence through advance study and research;
- (iv) Should take part in profession, conferences, seminars so as to enhance their knowledge.
- (v) Perform the teaching duties, practical's, mentoring and tutorial work with utmost dedication.
- (vi) Cooperate and assist in carrying out functions relating to the educational responsibilities of the college; assisting in appraising application for admission, advising and counselling students as well as assisting in the conduct of college and examination including supervision, invigilation and evaluation; and
- (vii) Participate in co-curricular and extra curricular activities.
- (viii) Should be willing to be an effective team player in the development of ACT. They should willingly accept responsibilities given to them by the HOD, Principal and the management in the development of the institution.

#### II) Teachers and students:

Teachers should-

- 1) Respect the right and dignity of the student in expressing his/ her opinion ;
- 2) Deal justly and impartially with the students regardless of their religion, caste, economic, social and physical characteristics;
- 3) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4) Encourage students to improve their attainments and develop the personalities;

- 5) Inculcate among students scientific temper and instil in them the attributes which will be useful in nation building.
- 6) Be sensitive and responsive to the student's needs and requirement.
- 7) Should refrain from encouraging any student or activity which may lead to groupism and disharmony.
- 8) Make themselves available to the students even beyond their class hours where ever necessary and help and guide them.

### **III) Teachers and colleagues:**

Teachers should –

- 1) Treat other members of the profession in the same manner as they themselves wish to be treated;
- 2) Speak respectfully of other teachers and render assistance for professional betterment;
- 3) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- 4) Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour;

### **IV) Teachers and authorities:**

Teachers should –

- 1) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps for change of any such rules detrimental to the professional interest;
- 2) Refrain from undertaking any other activities which are likely to interfere with their professional responsibilities.
- 3) Cooperate with the authorities for the betterment of the institution in all respects;

### **V) Teachers and Non teaching staff:**

Teachers should treat non- teaching staff as their equal team partners in fulfilling the vision of ACT.

### **VI) Teachers and guardians:**

To improve the performance of students, the teachers are expected to maintain effective communication with the guardians wherever necessary. They should meet the guardians and use this meeting to improve the performance of the wards.

## ANNEXTURE -III

### III.LEAVE RULES

#### I Short Title, Commencement & Applicability:

These rules may be called “**The Agni College of Technology Leave Rules, 2012**”. These Rules shall apply to all the employees of the College and they shall come into force with effect from the Academic Year 2012-13.

#### General:

The leave is not the right of the employee but a facility provided in certain circumstances.

- The leave may be either granted or declined by the competent authority depending on the exigencies of the situation.
- The application shall be submitted in the prescribed form well in advance and got sanctioned by the competent authority before availing the leave.
- No leave will be sanctioned on telephone except in case of extraordinary circumstances / sudden illness etc.
- Any violation of provision contained in these rules will be liable for disciplinary action.
- Competent authority means HOD's or the Principal.

#### I. Kinds of Leave:

1. Casual Leave - (CL)
2. Vacation Leave - (VL)
3. Duty Leave - (DL)
4. Maternity Leave - (ML)
5. Extraordinary Leave - (EL)

#### 1. Casual Leave (CL):

- a) Total casual leave granted to an employee shall not exceed eleven days in a calendar year.
- b) Faculty and staff who have not completed one year of service can avail C.L only on pro rata basis or restricted to the proportionate duty period, others can avail 3 days during every quarter not exceeding 11 days in a year.
- c) CL can be prefixed/suffixed to holidays. Casual Leave cannot be coupled with any other leave.
- d) CL will lapse at the end of each calendar year
- e) A minimum of ½ day or maximum 3 days can be availed at a time.
- f) Prior sanction of concerned authority shall be obtained. However due to emergency intimation may be communicated over telephone.
- g) HOD who is the sanctioning authority concerned shall maintain a CL Register.

## 2. Vacation Leave (VL):

The faculties (Professor, Associate Professor and Assistant Professor) who have completed one year of service are eligible for the vacation leave.

I. The vacation period will be declared by the Principal and vacation leave can be availed only during vacation period

II. Generally, the semester and vacation period are as follows:

|                   |                        |
|-------------------|------------------------|
| Odd semester      | winter vacation period |
| (June to October) | (November to December) |

Teaching staff can avail 1 week.

Non Teaching staff can avail 1 week.

|                     |                        |
|---------------------|------------------------|
| Even semester       | summer vacation period |
| (November to April) | (May to June)          |

Teaching staff can avail 4 weeks

Non teaching staff can avail 1 week:

- A minimum of 7 days and maximum of 14 days should be availed at a time.
- Vacation Leave cannot be coupled with any other leave except Duty Leave.

III. Leave shall be applied well in advance and got sanctioned before availing.

IV. May be curtailed or refused in case of extraordinary circumstances.

V. Principal and Administrative Officer are the competent authority for sanctioning this leave for Teaching faculty and Non Teaching staff, respectively.

## 3. Duty Leave(DL):

An activity which has to be performed for the works of the affiliating university may be considered to grant this leave to all faculties not exceeding 21 days in an academic year.

I. This leave can't be availed unless prior sanction is obtained giving a minimum of a weeks' notice in advance. No post-facto approval is permissible.

II. This leave shall be granted for one or more of the following purposes:

- a) To attend Examination related works of the affiliating university during college working days.
- b) To present a research paper in conference etc. when duly authorized by Management.
- c) Any other special case on merit as approved by the Principal.

III. The faculty concerned shall also satisfy the following conditions

- a) There exists a written request from the authority concerned
- b) Research papers have been accepted for presentation
- c) The staff shall produce evidence for having done the intended duty.
- d) Principal is the sanctioning authority.

#### **4. Maternity Leave (ML):**

The leave shall be granted subject to the following conditions:

- a) She should have completed a minimum of two years of satisfactory service.
- b) The leave can be availed for 90 days subject to with pay for two months and without pay for one month on production of medical certificate either prior to delivery or after.
- c) She shall give an undertaking that she will work for one year after rejoining duty.
- d) Principal is the sanctioning authority.

#### **5. Extra Ordinary Leave (EL):**

An employee who has rendered at least 3 years of unblemished service to the institute may be granted extra ordinary leave, when no other leave is admissible and applies in writing.

This leave shall always be without pay and allowances and it shall not count for incremental benefits.

This leave shall be granted for prolonged illness or for pursuing higher education.

The total period of continuous absence from duty on leave (including vacation) shall not exceed one year at a time.

The Management is the sanctioning authority.

## ANNEXTURE -IV

### IV. DISCIPLINE AND APPEAL RULES

#### 1. Short Title and Commencement:

- a. These rules may be called "The Agni College of Technology Employees Discipline and Appeal Rules, 2012".
- b. This shall come into force with effect from Academic Year 2012-13.

#### 2. Applicability:

These rules shall apply to all employees of the college other than casual labourer.

#### 3. General:

- (a) Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.
- (b) Unless otherwise stated specifically in the terms of appointment every employee is a whole time employee of the college, and he may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays.
- (c) An employee shall be required to adhere the scheduled hours of work, during which, he must be present at the place of his duty.
- (d) Acceptance of Gifts:  
No staff, teaching or non-teaching is permitted to accept any gift in cash or kind from any one without the prior permission of the Principal. This would not apply in case of gifts from family members or in case of inheritance.

#### 4. Causes for imposing Penalties:

For good and sufficient reasons, negligence, inefficiency, insubordination or failure to show due diligence and attention in the discharge of his duties or failure to conform to the instructions of his superiors or any irregularity in the discharge of his duties or any criminal offence involving moral turpitude, and employee of the college shall make himself liable to disciplinary action.

#### 5. Penalties:

The following penalties may, for good and sufficient reasons, as hereunder prescribed, imposed on an employee viz.

##### 1. Minor Penalties:

- a. Censure
- b. Fine in case of subordinate / administrative staff
- c. Recovery from pay of whole or part or any pecuniary loss caused to the College by negligence or breach of orders.

## 2. Major Penalties:

Termination from the services of the College

## 6. Acts and Omissions:

The following acts and omission shall be deemed to be misconduct:

1. Wilful insubordination or disobedience
2. Habitual late attendance or habitual absence.
3. Indecent or disorderly behaviour or any act detrimental to the functioning of the institution.
4. Negligence or neglect of work
5. Breach of any rule or instructions issued
6. Deserting one's post or duty without prior permission from higher authorities.
7. Moral Turpitude.
8. Any other acts or decision or omission of act which goes against the interest of the College or Management.

## 7. Competent Authority:

The Principal is the competent authority to impose minor penalties and Management is the competent authority to impose major penalty.

## 8. Procedure for imposing of Penalties:

In all disciplinary cases the employee concerned will be given reasonable opportunity to explain his point of view. The disciplinary authority should take into consideration the representation given by the employee carefully and take an appropriate decision in disciplinary matters before imposing punishment.

## 9. Appeal:

An employee shall be entitled to appeal to the Management, in cases of orders passed by the Principal and no appeal lies against the orders passed by the Management

However, an employee of the College in whose case the Management has passed original orders, shall be entitled to submit however, **within thirty days**, a petition for review of orders passed by it on the grounds that no reasonable opportunity of defending himself was given or the punishment is excessive or unjust. If the petition for review does not satisfy any of the above grounds it shall be summarily rejected.



## Appendix

# AGNI COLLEGE OF TECHNOLOGY

Thalambur, Chennai



## FACULTY PERFORMANCE REVIEW

### Part-1

#### Confidential

(To be filled by the Faculty)

1. Period under review : **Academic Year - 20 -20**
2. Name & Designation of Faculty :
3. Name of the Department :
4. Educational Qualification:
5. Date of Joining in ACT :
6. Theory subjects handled during the Academic Year with pass percentage:-

| Sl.No | Semester | Subject Code | Subject Name | Department | Pass Percentage |
|-------|----------|--------------|--------------|------------|-----------------|
|       |          |              |              |            |                 |
|       |          |              |              |            |                 |
|       |          |              |              |            |                 |
|       |          |              |              |            |                 |

7. Papers published / presented during this period:
8. Participation in STTP. Workshop, conference, seminars, research and industrial visits etc.,

9. Additional responsibilities held: (Class in charge, tutor, time table i/c, placement coordinator, ISO,NSS,YRC etc.,)

10. Self Assessment of performance during this period:  
(The faculty member may highlight his/her achievements and any difficulty encountered during this period in about 150 words)

**Signature & Date**



6. Rate faculty on Productivity:

7. Rate faculty focus on student issues:

8. Highlight employees strength and areas which require improvement:

9. Overall Performance\*:

**Signature & Name of the Reporting Authority & Date**

**\*Ratings may be indicated as Outstanding or Good or Average or Below average.**



# AGNI COLLEGE OF TECHNOLOGY

Thalambur, Chennai



South Asia

## FACULTY PERFORMANCE REVIEW

### Part-III Confidential

(Reviewing Authority)

1. Students Feedback:\*\*
2. Reviewing authorities remarks on the report of the faculty:
3. Overall Assessment and Special remarks on the performance of the faculty under review:
4. Suggestions for further development of the faculty:

**Signature & Date**

### Remarks of the Honorary Advisor

**Signature & Date**

\*\* Student Feedback can be rated as follows out of 5:

|              |                |
|--------------|----------------|
| Above 4.75   | -Excellent     |
| 4.25 to 4.75 | -Very Good     |
| 3.75 to 4.24 | -Good          |
| 3.25 to 3.74 | -Average       |
| Below 3.25   | -below average |