



# Agni College of Technology



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ISO 9001:2015 Certified Institution. Estd. 2001

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## HUMAN RESOURCES POLICY AND SERVICE RULES



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# **Chapter 1**

## **SERVICE RULES**

### **RECORDS OF SERVICE**

- Human Resource (HR) Department will maintain the service record books of all staff employed in the College.
- All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the HR Manager and Higher Officials.

### **SERVICE CONDITIONS FOR THE STAFF**

- Every staff member shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- Every staff member employ himself / herself honestly, sincerely, efficiently and diligently under the orders and instructions of the Principal / Designated Authority 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 capacity.
- Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / 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 Chairman or his nominee.
- Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
- Any staff member, on appointment, except on contract, shall be on probation for a period of one year.
- All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms. In addition, contribution shall be made by the management towards the employees' provident fund, at a rate fixed by the Government of Tamil Nadu, on the salary. Gratuity as per the Government of Tamil Nadu rules will be given to all teaching and non-teaching staff who have completed 5 years of service in the institution. This will be paid to the staff only at the time of retirement / resignation. However, in case of death, minimum five years of service is not required, as per the Government norms.
- Staff attendance should be signed every day, 10 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on permission.
- Staff should be available in the college premises during the entire period of office hours, on all working days.

## **Chapter 2**

# **METHOD OF RECRUITMENT**

### **SCREENING**

- Recruitment is normally done twice in a year during April and November or based on the immediate requirement.
- Number of vacancies is notified by Principal/Designated Authority based on student strength / resignations or terminations or medical leave or maternity leave of staff members, to the management for approval / information.
- Vacancies are advertised in leading newspapers, digital media – both Tamil and English.
- Screening of applications is done by the respective screening committee.
- Short listed candidates are informed through call letters and over telephones by HR Department.
- At times, Walk- in interviews are also conducted for immediate postings.

### **INTERVIEW**

- Interview Committee consists of Principal/Designated Authority, Academic Council members and respective Heads of the department and subject experts.
- A written test is conducted for Lecturers / Assistant post and short listed candidates shall be called for personal interview and selection be made on merit.
- Interview is conducted for senior posts. Selection committee shall be constituted by the Chairman / Chairperson as per the guidelines approved by the Governing Council.

### **PAY FIXATION**

- Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.
- Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman / Chairperson.



- If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.
- No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal/Designated Authority. Principal/Designated Authority has the rights to approve or reject the application.
- In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Chairman / Vice Chairman / Chairperson / Principal / Designated Authority has got discretion to award punishment such as suspension, warning, censure, withholding of increment.
- For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the College / Department / Sports / Hostels.
- Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

### **TERMINATION OF SERVICE**

A member of the staff shall have his / her service terminated by giving one month notice, in case of temporary appointment or during probationary period. In case of permanent service three months' notice be given.

The Chairman / Vice Chairman / Chairperson / Principal shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- a. Serious misconduct
- b. Gross disobedience
- c. Physical or mental unfitness
- d. Participation in any criminal offence

In such termination cases, the staff member will not be eligible for any terminal benefit.

# **Chapter 3**

## **LEAVE RULES**

### **LEAVE RULES**

Leave shall not be claimed as a matter of right.

- A member of the staff shall not normally or on any pretence absent himself / herself from his / her duties without prior permission of his / her superior officer / Principal.
- Leave application is to be submitted in advance and approval must be obtained prior to availing the leave.
- Staff must alter the classes / lab and his additional responsibilities before availing the leave.
- In case of absence on Medical grounds, intimation should be sent to the Principal / Designated Authority within 24 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- 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.

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

- All employees are eligible for 1 day of casual leave per month. Total of 12 days per Academic Year from 1st June to 31st May.
- Probation period staff members are allowed to take leave. They are entitled for leave only after completion of the respective months.
- At a time not more than 4 days including holidays shall be granted.
- Carry over of lapsed CL is not permissible.
- Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.
- If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL for 5 permissions.
- Employees are advised to contact HR department to know the leave record and then apply for leave

### **VACATION LEAVE (VL) FOR TEACHING STAFF**

- These rules govern the availing of vacation leave for each semester.
- The maximum duration and number of days shall be decided by the Principal / Designated Authority.
- Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.
- The total number of VL days for members of faculty (teaching staff) is limited to 30 (Thirty), for a continuous service of 12 months in the institution.
- However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots to ensure smooth functioning of the institution.



- A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 31st May. ie. from 1st June of a calendar year to 31st May of the following academic year.
- If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation at the rate of 1:2, ie, one day's pay for every two days of eligible vacation leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority.
- Any unused part of VL cannot be carried over to the next academic year.
- While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- Employees are advised to contact HR department to know the leave record and then apply for leave
- Teaching Faculty can avail Summer Vacation for 14 Days and winter vacation for 7 days

### **EARNED LEAVE (EL) FOR NON-TEACHING STAFF**

- The number of days of EL for Non-Teaching Staff is restricted to 8 days per year which should be availed within the corresponding year.
- A staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 31st May. ie. from 1st June of a calendar year to 31st May of the following academic year.
- If any staff member is prevented from availing EL in the interest of the college by the orders of the Principal / Designated Authority, equivalent compensation shall be considered. Such consideration rests solely at the discretion of the Principal / Designated Authority.
- Any unused part of EL cannot be carried over to the next academic year.
- While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.
- Employees are advised to contact HR department to know the leave record and then apply for leave
- Non - Teaching Faculty can avail 3 days as vacation leave.

### **LEAVE WITH LOSS OF PAY**

- Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 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 Principal / Designated Authority 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. Such absence will also be considered as a Break-in-Service.
- Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL / EL in the semester in which the second break in service occurs.
- Employees are advised to contact HR department to know the leave record and then apply for leave

## **Chapter 4**

### **MEDICAL FACILITIES**

The College is running a Medical Centre inside the campus and a Medical Assistant is appointed who is attending the Medical Centre on full time basis. He / She takes care of the students and staff for minor ailments. A Registered Medical Practitioner shall be visiting the Medical Centre twice a week on part time basis. On emergency, the medical practitioner will be called to the campus to attend the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed, to the nearby hospital at Kelambakkam, Chennai for treatment.

Medical Camp will be conducted for the students regularly.



## **MATERNITY LEAVE RULES**

- A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 30 (Thirty) days, subject to prior approval of the Principal / Designated Authority.
- In addition to the above, a maximum of 30 days can be availed as Maternity Leave in lieu of Vacation Leave (VL) available as credit to the employee. Any short fall in VL credit will be considered as Leave on Loss of Pay (LOP).
- Any additional leave beyond the above will be reckoned as leave on LOP.
- An employee can avail ML only on two (2) occasions in her entire service period.
- The ML sanctioned shall be availed on a continuous basis and cannot be availed in instalments.
- The decision of the Principal / Designated Authority will be final in sanctioning of ML.
- Employees are advised to contact HR department to know the leave record and then apply for leave.

## **OUT-STATION DUTY / ON DUTY (OD)**

- OD will be granted when staff members are required to go out on official duties or to participate in seminars, conference, workshop, university related work etc. as approved by the Principal / Designated Authority
- OD will be granted to staff members going on for Anna University examination work,
- Number of days on OD for Exam duty is limited to 20 for a year at the rate of 10 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.
- The Principal / Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

## **SPECIAL LEAVE (SL)**

- An employee who has rendered at least 3 years of unblemished service to the institute may be granted special leave, when no other leave is admissible and applies in writing.
- This leave shall always be without pay and allowances and it shall not be counted 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.

# **Chapter 5**

## **CONDUCT & DISCIPLINE**

### **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 educational 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 / Principal, under whose supervision or control, he / she is placed.
- Every employee shall endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.
- No employee shall take part or assist any political movement or activity.
- No employee shall engage directly or indirectly in any trade or business or undertake any other employment.
- An employee of the College shall strictly abide by any law relating to intoxicating drink or drug.
- Obligation to maintain secrecy: Every employee shall maintain secrecy regarding the College's 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 a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- No employee of the College shall enter into any partnership, accept any fees, endowment or commission

### **DISCIPLINE**

- The Chairman / Vice Chairman / Chairperson / Principal or any other competent authority may 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 trial.
- 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 his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
- An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

## **Chapter 6**

### **ANNUAL CONFIDENTIAL REPORT**

- All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.
- The Head of the department / Principal / Higher Officials, shall write confidential report for all staff and submit to the Chairman for approval.

## **Chapter 7**

### **APPEALS AND REVIEW**

- The staff members of the College are welcome to submit their appeals or grievances if any to the HOD's / PRINCIPAL / CHAIRMAN / CHAIRPERSON for review and redress.



# **Chapter 8**

## **DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY**

### **OFFICE & COLLEGE TIMINGS**

- The office hours are from 08.15 AM to 03.45 PM with a lunch interval of 45 minutes between 12.30 PM and 01.30 PM 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.
- The college shall function from 08.15 AM to 03.45 PM. There are several class sections of 50 minutes each with a tea break of 15 minutes in the forenoon and a lunch break of 45 minutes.
- The supervising officer should close the attendance registers sharply by 8.30 AM and send them to the officer concerned before 8.45 AM every day.
- 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.
- Two permissions with approval are allowed every month to the maximum of 1 hour. Half Day Casual Leave (CL) will be forfeited beyond two permissions. Habitual late coming or no report will entail disciplinary action.
- Except for valid reasons and /or unforeseen circumstances no employee shall be absent from duty without prior permission.

### **GENERAL**

- The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- The work load of all the staff shall be fixed by the management.
- The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated working hours, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Faculty Members are expected to update their knowledge by attending seminars / workshops / conference, after obtaining necessary permission from the Principal / Management.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Every Faculty Member is expected to extend his / her beneficial influence in building up the personality of students and he / she should associate himself / herself actively with such extra-curricular activities which he / she is interested in or assigned to him / her from time to time.

- Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

### **DEPARTMENT**

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day 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 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 regularly and put up for inspection by HOD / Principal as the case may be.

### **CLASS ROOM TEACHING**

- Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
- The Faculty Member should get the lesson plan and course file – approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test / exam question papers, two model answer scripts for each test / exam, Assignments (if any), minute paper, analysis report etc.,
- The Faculty Member should refer to more books than textbooks and prepare his / her detailed lecture notes. These lecture notes are his / her aids. The Faculty Member should not dictate the notes in the class.
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.
- The Faculty Member should engage the full 45 / 50 / 60 minutes and should not leave the class early.
- The Faculty Member ideally should recapture the lessons of the last lecture, then explain the lecture well and at the end, conclude and say what we will see in the next class.
- The Faculty of Member should cultivate to include humour in the lecture, to break the monotony.
- The Faculty Member should make use of teaching aids.
- The Faculty Member should encourage students to ask doubts / questions.
- The Faculty Member should obtain constant feedback from students and act / adjust their teaching appropriately.
- The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.
- In problem oriented subjects, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least a week in advance of actual class.



- The Faculty Member shall give possible short and long answer questions with answers for each unit.
- The Faculty Member should sign in the class log book every day after he / she finishes the lecture.
- The Faculty Member should interact with the class co-ordinator or counsellor and inform him / her about the habitual absentees, academically backward students, objectionable behaviour etc.
- The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- The Faculty Member should make himself / herself available for doubt clearance.
- The Faculty Member should motivate the students and bring out the creativity / originality in the students.

### **LABORATORY**

- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- The lab observations/records must be corrected then and there or at least by the next class.

### **TEST / EXAM**

- While setting question paper, the Faculty Member should also prepare the detailed answer key and marking scheme and submit to HOD / COE for approval.
- During invigilation, the Faculty Member should be continuously moving around. He / She should not sit in a place for a prolonged time. He / She should watch closely so that nobody does any malpractice in the exam / test.
- Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent / Examination Cell. (Class co-ordinator and HOD concerned in the case of cycle test / Model Examination).
- The test papers must be corrected within three days from the date of examination and marks need to be submitted to the HOD for forwarding to COE / Principal with remarks.
- The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

### **STUDENT - FACULTY REPORT**

- The Faculty Member should have good control students.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feelings of the student.
- The Faculty Member should act with tact and deal with insubordination by students maturely.
- As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the class co-ordinator, HOD / Principal.



## Chapter 9

# PERFORMANCE APPRAISAL

The objectives of a good performance appraisal system are:

- Self-Appraisal and thorough assessment of job performance of the individual
- Assessment of growth potential
- 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 Principal disagrees, HOD should substantiate the same. Thereafter, this assessment report would be placed before the management for acceptance.

*I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Agni College of Technology.*

Signature:  
Date:

Name:  
Designation:  
Department :

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Prepared By : Mr.S.Ramamoorthy  
HR Manager

Revision No : 1

Approved By : Dr.Srinivasan Alavandar  
Principal

Approved on : 27/02/2022

Signature:



25/02/22

Prepared on : 25/02/2022

Signature:

