

JEPPIAAR ENGINEERING COLLEGE

(A Christian Minority Institution)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai - 600 119.



HR MANUAL

Human Resource Manual

Vision

To build Jeppiaar Engineering College as an institution of academic excellence in technology and management education, leading to become a world class university.

Mission

- To excel in teaching and learning, research and innovation by promoting the principles of scientific analysis and creative thinking.
- To participate in the production, development and dissemination of knowledge and interact with national and international communities.
- To equip students with values, ethics and life skills needed to enrich their lives and enable them to contribute for the progress of society.
- To prepare students for higher studies and lifelong learning, enrich them with the practical skills necessary to excel as future professionals and entrepreneurs for the benefit of Nation's

Goals

Initiate Research

Robotics & Automation
Artificial Intelligence, IoT

Quality Policy

To develop manpower with enriched knowledge in the fields of engineering, technology and management and inculcating ethics and discipline thereby constantly upgrading the quality of education to meet the challenges of the 21st Century, for the growth of our Nation.

Recruitment of Faculty

Cadre Structure for Teachers

Level	Cadre
1	Principal
2	Deans R & D / Professors - Research
3	Professor
4	Associate Professors
5	Assistant Professor

Qualifications

Recruitment of Faculty Members is done based on the norms prescribed by AICTE/Anna University for various cadres.

Mode of selection of Faculty Members

Direct recruitment to all cadres is based strictly on merit. Selection is done by duly constituted committees. The following procedure is adopted in selection of faculty members.

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Selection Committee is Constituted
4. Intimation to candidates about the date and time of interviews.
5. Candidates are interviewed and demo class observed by the constituted selection committee.
6. Based on the recommendations made by the selection committee the candidates are informed of their selection.
7. Appointment orders are issued to the selected candidates.

Composition of Selection Committee to recruit faculty members

The selection committee is constituted by the following members.

- | | |
|--------------------------------------|--------------------------------|
| 1. Chairman | - Jeppiaar Engineering College |
| 2. Directors | - Jeppiaar Engineering College |
| 3. Principal | - Jeppiaar Engineering College |
| 4. Heads of the Department Concerned | - Jeppiaar Engineering College |

Service conditions including promotion policy

1. A person shall be deemed to have been appointed to the service when his/her appointment is made to post in accordance with the existing AICTE norms .
2. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a medical authority as specified from time to time.
3. The pay of Teaching Staff be fixed by the selection committee in accordance with the scale of pay prescribed by AICTE.
4. Performance Appraisal would be considered for promotion.
5. The pay of Non- Teaching Staff be fixed by the selection committee in accordance with AICTE & Central Government rules.
6. The seniority of an Employee in any grade shall , unless he/ she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.
7. The Appointing authority shall , at the time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the selection committee at the time of appointment.
8. No application of the employee seeking employment elsewhere, shall be forwarded during the probation period.

Increments

Increments will be sanctioned only on satisfactory report of performance of the employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increments also.

Mode of selection of Faculty Members

In all cases, the increment is sanctioned based on the report of the appraisal of the employee by

- a. Students
- b. HODs concerned
- c. Principal
- d. Management

In case of Non-Teaching employee, the appraisal is made by

- i. Lab In charges
- ii. HODs concerned

Promotion Policy

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/ improvement of the corporate life of the institution. Other things being equal, seniority will be deciding criterion.

Probation

All appointments to the posts shall ordinarily be made of probation for a period of 2 years and the period of probation can be extended by management in case of non-satisfactory performance. The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.

Resignation

Any member of the faculty in permanent service shall give two months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay two months salary in lieu thereof. The resignation shall come into force from date from which the appointing authority accepts the resignation. Normally they will not be relieved in the middle of a semester.

Any member of the support staff in permanent service shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from date from which the appointing authority accepts the resignation. Normally they will not be relieved in the middle of a semester.

Any member of the faculty / support staff during probation shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from date from which the appointing authority accepts the resignation. Normally they will not be relieved in the middle of a semester.

However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

Retirement

An employee of the college shall be retired on superannuation when he / she attaining the age of 65 years. The authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58) years , on reasons of inefficiency ill-health and the like.

Termination of service of an employee

The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.

The Management reserves the right to terminate the services of any employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.

The management may terminate an employee whether temporary, probationer or permanent if he / she is involved in political activity , or in criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duties.

A service file shall be maintained in respect of each employee of the college where all his/ her service particulars shall be recorded under the signature of the Principal.

In case of doubt or interpretation of rule, as these are applicable to Jeppiaar Engineering College, the decision of the Chairman / Directors will be final.

The Management, subject to ratification of the governing council, is the authority for introducing, repealing or amending any service rule it deems necessary for day to day administration.

Code of Conduct

1. An employee of the college shall devote his whole time to the service of the college and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.

2. Every Employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college, particularly in his relationship with the Principal , Staff, Students and visitors to the college.
3. No Staff members of the college shall, engage himself/ herself in coaching privately, students for any remuneration.
4. No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitations connected with the college.
5. No employee shall, except the prior sanction of the Principal, accept any remunerative or honorary work not connected with the college.
6. No employee shall, except with the prior sanction of the Principal, own wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.
7. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the state legislature or the parliament or take part in any other election as independent or on any party ticket.
8. No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the college to disrepute, nor shall he/she resort to media with his / her grievances.
9. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization / authority, court or to the press for vindication of the grievance.
10. The Governing Body in exercising the provisions of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/ her case.
11. No employee may absent himself/herself from duty without prior permission. In case of emergency on leave without prior permission, he/ she must explain the circumstances, which were beyond his / her control before rejoining duty.
12. Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/ her supervisor.
13. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to them
14. The following acts of commission / omission shall be treated as misconduct.

- ★ Failure to exercise efficient supervision on the subordinate staff
- ★ Insubordination of disobedience to any lawful order of his/ her superior officer.
- ★ Gross negligence in teaching or other duty assigned
- ★ No outsider shall be allowed to get inside the premises of the college or to damage the college property.

- ★ Intemperate habits affecting the efficiency of the teaching work
- ★ Any act involving moral turpitude is punishable under the provisions of the IPC
- ★ Failure on part of an employee to give full and correct information regarding his/ her previous history and violating any other specific directions or instructions given by his / her superior officer.

Disciplinary Proceedings (As Detailed Below)

No Order imposing any punishment on a member shall be imposed except after:

- i. The member will be informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he / she may wish to make in person orally or in writing.
- ii. Such representation, if any, is taken in to consideration by the authority competent to impose penalty.

Disciplinary Punishments and appeals

These rules shall apply to all Employees of the college. The following penalties may, for sufficient reasons be imposed upon the employees of the college namely,

- i. Censure
- ii. Fine
- iii. Withholding of increments/ promotions
- iv. Reduction to a lower post or a lower stage in time scale
- v. Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders
- vi. Suspension
- vii. Compulsory Retirement.
- viii. Dismissal from the college service.

Teaching Faculty job responsibilities – AICTE guidelines

Job responsibilities as a faculty consist of four components viz. Academic, Research & Consultancy, Administration and Extension services. A brief description of these four components as described by the AICTE pay commission (1997) is given below.

The individual Annual Increment is subject to the satisfactory performance in the above components.

Job responsibilities of Faculty

As per AICTE pay commission (1997) recommendations, the job responsibilities of faculty consists of four components viz.,

- i. Academic
- ii. Research & Consultancy
- iii. Administration
- iv. Extension Services

Each of them are described below

Academic

- o Class Room Instruction
- o Laboratory Instruction
- o Curriculum Instruction
- o Development Learning resource material & Laboratory Development.
- o Students Assessment & evaluation including examination work of University.
- o Participation in the co-curricular & Extracurricular activities
- o Student's guidance, counseling and helping their personal, ethical, moral and overall character development.
- o Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books research paper publication, seminars, etc.
- o Continuing education activities
- o Self-development through upgrading qualification, experience and professional activities.

Research & Consultancy

- o Research & Development activities and Research guidelines
- o Industry sponsored projects
- o Providing consultancy and testing interaction and R& D

Administration

- o Academic and Administrative management of the Department / Institution
- o Policy Planning, Monitoring & Evaluation and Promotional Activities both at departmental and institutional level
- o Design and Development of new programmes
- o Preparing project proposals for funding in areas of R& D Work, Laboratory development, Modernization, expansion etc.,
- o Monitoring and Evaluation of Academic and research activities
- o Helping mobilization of resources for the institution.
- o Participation in policy planning at the regional/national level for development of technical education.
- o Develop, update and maintain MIS.
- o Plan and implement staff development activities
- o Maintain accountability.
- o Conduct performance appraisal.

Extension Services.

- o Interaction with industry and society
- o Participation in community services
- o Providing R & D support and consultancy services to industry and other user agencies
- o Providing non-formal modes of education for the benefit of the community.
- o Dissemination of Knowledge
- o Providing technical support in areas of social relevance.
- o Promotion of entrepreneurship and Job creation

Performance Appraisal

Annual Staff performance appraisal systems have been introduced.

The system consists of

1. Self-Appraisal
2. Appraisal by Principal & Management
3. Appraisal by Head of Department
4. Appraisal by students

In case of supporting staff

1. Appraisal by Laboratory In charge : 60 %
2. Appraisal by HOD : 40 %

Working Hours

The College's working week consists of 40 working hours per person. This excluded lunch break. The normal working hours of the college is from 8a.m to 3p.m. The college normally works for 5 days in a week. However, the 6th day in the week will be a working day if necessary / if there is shortage of working days / hours.

Teaching Days

The college shall have at least 180 full teaching days per year of 90 full teaching days per semester.

Transparency

The Principal and HOD will discuss results of the appraisal with each staff. Sustained good performance will be a requirement for:

- o Internal promotions
- o Selection Grade Promotions
- o Awards.

Environmental Policy

As we strive to maintain pollution free environmental friendly campus, usage of plastics in any form like bags, bottles and cups etc.. are banned inside campus and also private vehicles are not allowed inside campus and parked at entrance of the campus.

Leave Rules

These rules shall be called JEC_ Leave rules.

Casual Leave:

- o Leave is not a matter of right.
- o All faculty and staff are eligible for 11 days CL in a year during calendar year.

- o Faculty and staff who have not completed one year of service can avail only on a pro-rata basis of one day CL a month.
- o If leave is taken either before or after two or more than two declared holidays then even those holidays are taken into for the number of leave days.
- o In case of emergency, leave intimation should be given through phone or person, to be supplemented by proper leave application after return.
- o Proper job allocation should be made prior to proceeding on leave.
- o In case of emergency leave, HOD should make alternate job arrangement and normal working hours should not be affected.
- o The leave has to be got sanctioned with proper justification. Leave without sanction will be treated as absence and even if CLs are available , salary will be deducted .
- o Leave “on duty” can be considered only after prior approval. Otherwise, it will be treated as leave on loss of pay.
- o Vacation and OD cannot be combined with CL.
- o Casual Leave not availed in any calendar year cannot be carried over to the next calendar year.
- o The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.

Permissions

Two permission of one hour duration each can be availed of by the faculty and staff in a month either during 1st hour or last hour of the working day and not in between.

Vacation leave

- o Faculty who have completed one year of service are eligible for a vacation leave as decided by the management ,year on year basis. Those who have not completed one year of service are eligible only for the College’s common holidays during that time.
- o The vacation leave can be availed of at one stretch or in part of a maximum 3 slots.
- o Only intermediate Saturdays, Sundays and Public Holidays will be added to the vacation leave.
- o Vacation leave cannot be combined with CL or OD
- o Vacation leave should not be availed during the course of semester except in case of emergency and with prior permission
- o Vacation Leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year.

Sick Leave

- o 5 days of sick leave for faculty and staff per year for approved probationers.
- o Sick leave letter must be accompanied by medical certificate for more than 3 days leave.

On duty

- o Faculty are allowed 12 days of OD per year which included practical, theory valuation and university related examination work.
- o OD related to sponsored programme are not covered in clause 1. (above).
- o Faculty on duty is expected to produce proof of attendance to the HOD concerned immediately on return.
- o If persons sponsored for higher education are away from the college for more than 6 hours per week, they shall not function as department coordinator, acting HOD's / Wardens etc.

Maternity Leave

All women employees irrespective of cadre appointed on regular basis, including probationers are eligible for 3 months of maternity leave on full pay only for first two child deliveries.

Faculty Development

Higher Studies

The Faculty is granted study leave for higher studies in the fields of specialization desirable from the point of view of the Institution at Sathyabama University , Anna University etc.,.

Faculty are encouraged to pursue Doctoral research work with in the college by way of sanctioning grants for procuring minor equipment for the research project to the extent and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee in which the Research Guide will be a member. Also financial help in preparation of the Doctoral Thesis towards the end of the research work and procuring of books related to the research work may be considered in deserving cases.

Seminars / Workshops / Conferences

Selected Staff members are sponsored by the Management , for seminars, workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY"

The faculty are being deputed to short term/ orientation courses during vacation or non vacation days without hindrance or dislocation to the academic work, preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

Promotion of Research

The college aims at providing, promoting research, development, consultancy and such other profession - promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and specially commended.

Awards

Best Teacher Awards have been instituted to encourage the staff members to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

A teaching staff who achieve 100% pass percentage in his/her subject in the Anna University Examination gets cash award, a special memento and merit certificate .

Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India and abroad.

Staff development and Training: Support Staff (Technical)

In respect of Technical Staff such as Lab Assistance, Lab Technicians, Refreshers Training and Retraining Programmes shall be arranged in such technical areas, as requires in view of changed curricula(Lab Practical) and also as suggested by the respective Head of the Department.

Service Benefits & Welfare measures:

- o In the event of death of an employee while in service, an exgratia of Rs.10,000/ is granted to the dependents of the deceased employee, towards funeral expenses.
- o Free books and School fee for the Non-Teaching Staff every year.
- o The management grants maternity leave to the women employees , for a period of 90 days and limited to the first two child deliveries.
- o Medical reimbursement for major accidents
- o Educational Loan for Higher Studies
- o Vehicle Loan
- o Subsidized House Loan
- o Interest free loans for emergency.
- o Group Insurance
- o Free admission for children of employee or concession of fees for them
- o In the event of death of an employee, while in service his/her dependent will be considered for employment on compassionate grounds.
- o As the members of staff are covered under Employment Provident Fund scheme as per the acts, according to which persons drawing salary up to Rs.15000/ per month are covered.
The employee and the management contribute 12% of the pay of such employee.

Amendment with effects from Jan 2018

The following changes in the Staff performance appraisal was thoroughly discussed in the last Governing Council Meeting held on 13-09-2017.

- The Salary annual increment Period is from January to December for Teaching Faculty .
- Use of the HR Portal for the assessment of the individual appraisal.
- Categorization of the faculty members based on the percentiles score.
- Benefits to the staff vary based on their scores



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