

# JEPPIAAR ENGINEERING COLLEGE

(A Christian Minority Institution)

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

**AY : 2017 - 2022**



**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 21<sup>st</sup> 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 three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three 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 or 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.

## *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.

## *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 1<sup>st</sup> 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.



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