



**Sri Krishna College of Engineering,**  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

## **HR POLICY MANUAL**



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## **HR POLICY**

This manual contains service rules for the Teaching and non-teaching Staff and Employees of the college as applicable.

What is applicable to the male faculty / staff is also applicable to female faculty/staff unless it is made repugnant / inconsistent with the text or context, in as much as they do not contradict, in any way, it's working.

### **INSTITUTE VISION**

To impart quality education of rural area in academic excellence and progressive Development through talent, technique and training.

### **INSTITUTE MISSION**

To impart advanced technical knowledge and promote innovation on research in our Group institutions and constant scale up of our educational services.

### **CHARTABLE TRUST**

All appointments of employees of SKCE will be made by the RURAL WELFARE TRUST.

Academic excellence is ensured through the curriculum that integrates industry requirement and expectations. Life – Long learning is realized through technology enabled learning methodology, real – time projects and skill – based training. The underprivileged and disadvantaged sections of the society are helped through special programmers and processes.



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## DEFINITIONS:

**Chairman:** means the Institutional Head and as well as the Head of the Rural Welfare Trust, Arakkonam.

**Secretary:** Means the authority that is empowered by the Chairman of the management body of the college and of the Rural Welfare Trust, who conducts the General Administration completely, of the college.

**Director:** means, the senior most executive authority of the college, nominated by the chairman to perform assigned duties and as an advisory.

**Principal:** The Academic head of the college, appointed by the chairman, for day today Administration of the college and is responsible for all function and duties as spelt out from time to time by the Anna University Regulation.

**Vice Principal:** Staff members appointed to work under and in close cooperation with the principal and as per requirements of the college.

**HOD:** means Head of the respective Department concerned.

**Staff:** Staff means teaching or non – teaching staff in the service of the college.

**Leave:** Leave means authorized absence from duty.

**Salary:** Except where otherwise mentioned, salary means, basic pay and other allowances, of any and applicable.

**Service:** Service means, the period during which the STAFF is o duty as well on leave, duly authorized by the designated authority (Sanctioned leave by the Principal), but excluding the period during which the staff remains absent from duty.

**Enquiry Officer:** A person so appointed by the competent authority to conduct an enquiry in relation to an act of commission / omission by a staff.

**Interpretation & Implementation:** Interpretation and implementation of these rules, rests with the head of the institution, whose decision will be final.

**Powers to relax rules:** The Executive council / The Governing Council and the Chairman

May relax the provisions of any of the rules as may be needed in a special case. Such relaxation will be implemented through a order from the secretary.



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## **EMPLOYEE DEFINITION AND STATUS**

An “Employee” of SKCE is a person who regularly works for the institution on a Permanent / Probation / Tenure / Contract basis.

Every employee at the time of his/her appointment, confirmation, probation, and reclassification shall be given a written order specifying his / her appointment, confirmation or reclassification as the case may be. This order will also contain the emoluments entitled in such cases.

## **PROBATIONARY / TENURE PERIOD FOR EW EMPLOYEES**

SKCE monitors and evaluates every new employee’s performance for a specific period to determine whether further employment in a particular position or with the institution is appropriate.

## **EMPLOYMENT POLICES**

The Formal Welcoming Process is conducted. This Will Be Followed By the Concerned department to which the employee has been appointed to work with.

## **PERSONNEL RECORD AND ADMINISTRATION**

The task of handling personnel records and related administration functions at SKCE is assigned to the office personal files will be kept confidential at all times and include some or all of the following documents.

- Profile
- Appointment Letter
- Educational Certificates & Work experience certificates
- Joining Report



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## **STANDARDS OF CONDUCT**

### **GENERAL GUIDELINES**

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

### **HOURS OF WORK**

The normal hours are from 9.00 AM to 4.30 PM. An employee may be required to follow different work hours under special circumstances. Employee's immediate / reporting head is to be consulted if required.

### **ATTENDANCE AND PUNCTUALITY**

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

### **ABSENCE AND PUNCTUALITY**

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

### **UNSCHEDULED ABSENCE**

Absence from work for the three consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for three consecutive days without proper approval.



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## **GENDER HARASSMENT POLICY**

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

## **DRESS CODE & ID CARD DISPLAY**

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and does not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various within and outside the institution.

## **MISCONDUCT**

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

## **OUTSIDE EMPLOYMENT**

The institution prohibits employees from any outside job for pay.



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## **LEAVE RULES AND PROCEDURES:**

- Leave cannot be claimed as a right .It is granted if there is leave to the credit of a staff member.
- Leave is expecting weekly off, holidays should always be applied for and sanctioned, before it is availed by a staff.
- In order to avoid in convenience, a staff shall apply in writing to the Principal in advance and routed through the Head of the Department. (HOD).

## **CASUAL LEAVE:**

- Casual Leave is meant for a short period absence, necessitated by sudden and unforeseen work.
- Casual Leave admissible is 12days in a college year (odd and even semesters put together).
- Casual Leave cannot be taken more than 2 days at a stretch.
- Casual Leave cannot be carried forward or accumulated.
- late arrival and early departure is considered as one day absence.

## **MEDICAL LEAVE:**

Shall be at the exclusive discretion of the secretary and granted in exceptional and deserving cases, under EXTRA ORDINARY LEAVE.

## **SCOPE OF CASUAL LEAVE:**

It is to be expressly clarified that casual leave cannot be clubbed with weekly holidays of Public Holidays.(e.g. If a staff member applies leave on Friday or Monday, the intervening holidays will be also considered as leave and if the staff has no leave to his credit, the whole



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of leave is considered as LOP).

## **TERMINATION OF SERVICE:**

A staff member, both teaching and non-teaching shall have his/her service terminated with one month notice or one month pay in lieu thereof.

The chairman shall have the power to order termination, due to following reasons.

- Serious or consistent misconduct and/or negligence of duty.
- Gross insubordination.
- Physical or mental incapacity
- Participation in criminal offenses
- Redundancy.

## **STAFF WELFARE MEASURES**

To recognize the service of a staff in the college, the management offers each reward as below:

- Best faculty award is been awarded with cash prize of Rs.3000 during annual day meet.
- Staffs producing 100 % result in academics are offered with Rs.1000 cash incentive.
- Faculty members are offered with cash amount of Rs. 5000 to attend workshops, seminars & faculty development programme. (Based upon the number of days, cash amount of Rs.250 will get added)
- Cash amount of Rs.1000 offered for the faculty members to attend international conference and NPTEL certification course.





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## **PROMOTION POLICES**

The qualification of the faculty has to be in accordance with the norms laid down by AICTE and the salary is fixed as per AICTE norms.

### **ASSOCIATE PROFESSOR**

An Assistant Professor who satisfies the AICTE eligibility requirements is eligible for promotion to Associate Professor, Provided that there is a position open in the department in question. A decision based on seniority and suitability for the open position, the committee will evaluate the candidate's performance and suggest that they be promoted.

### **PROFESSOR**

If there is a vacancy in the department, an Associate Professor who meets the AICTE eligibility requirements may be promoted to professor. Based on seniority and seniority and suitability for the open position, the committee will evaluate the candidates' performance and propose the candidate for promotion.

### **CODE OF CONDUCT DURING TENURE OF EMPLOYMENT:**

- Every staff member shall employ himself/herself honestly and diligently under the orders/instructions of the principal/designated Authority.
- Every staff, should deserve his entire time to the duties of his/her employment and shall not engage himself/herself in any other business/private work/tuition, without the specific written permission of the Secretary or his nominee/or Principal.
- Staff should be available in the college campus during the entire period of working hours, on all working days.
- If any staff member goes out of station whether on duty or on private duty, he/she should intimate the principal/designated authority the station address and phone number in his/her leave application or letter of intimation.



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- No staff should apply during the period of service with the college, for an appointment outside, without specific approval from secretary /principal/ Designated Authority.
- The secretary /principal/ Designated Authority shall have the right to suspend a staff on charges of misconduct.
- All staff members of all Levels should work for the Development and progress of the Department and should maintain cordial relations with the other Departments.
- In all meetings and seminars/programs utmost discipline/dignity and decorum should be maintained by all staff members.
- Any Differences opinion with other staff/seniors should be expressed in a diplomatic way, without hurting others' feelings.
- If a staff member is paid some impress, for usage of the college-work, the same should be accounted for within 10days.
- All members of staff shall be governed by the general rules and norms and also practiced from time to time and where there is any contradiction, these rules shall prevail.
- Vacation leave, as may be stipulated every time (winter/summer) as per the circulars of the Principal/Designated Authority shall be availed as per the slots indicated only, to ensure smooth functioning of the Institution.
- A staff member will be eligible for vacation/spell leave after rendering service for one full academic year.
- If any staff member is not allowed to avail vacation/spell leave due to exigencies of work, by the orders of principal, compensatory off or compensation at in rate of 1: 2 shall be considered (one day pay for every 2 days of eligible vacation)
- The vacation leave includes all the intervening Holidays like Sundays and public holidays.