



# SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY

[Educational Service : SNR Sons Charitable Trust]

[Autonomous Institution, Reaccredited by NAAC with 'A' Grade]

[Approved by AICTE New Delhi, Permanently Affiliated to Anna University, Chennai]  
Post Box No. 2601, Pachapalayam, Perur Chettipalayam, Coimbatore - 641 010.



# Human Resource Manual

## **HUMAN RESOURCE MANUAL**

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# **SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY**

**Coimbatore – 641 010**

## **HUMAN RESOURCE MANUAL**

### **1. About the Institution**

Sri Ramakrishna Institute of Technology (SRIT) is one of the most eminent Educational Institutions in the Coimbatore district. SRIT is recognized as one of the leaders in engineering education, research, and application of knowledge to the betterment of society and the country. The college has imprinted a position in engineering education by delivering graduates to the industry and society. Since its inception in the year 2002, the Institution has been continuously motivated to make a permanent mark in the education field by creating technocrats sound in Academics and Value systems.

#### **1.1 VISION:**

Our Vision is to develop into a World Class Technological Institute with centers of excellence in various disciplines by providing quality and value-based education with continuous upgradation of infrastructure, human resources, and the teaching-learning process.

#### **1.2 MISSION:**

Our Mission is to produce Quality Engineers, Scientists, and Managers equipped with unbounded technical skills, domain knowledge, and excellent moral values, for the advancement of industry, and business, and for the emancipation of society.

## **2. Qualifications and Experience**

The qualifications and experience required for the candidates to fill various posts shall be the norms prescribed by the AICTE, New Delhi / Government of Tamil Nadu.

## **3. Recruitment and Selection**

- The recruitment of faculty members is need-based. HoD projects the staff requirement based on workload.
- The rules prescribed for the selection of employees from AICTE/Anna University shall be followed.
- Staff selection committee shall be constituted from time to time by AICTE/Anna University shall be followed.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.
- The candidates for Assistant Professor and Associate Professor are required to give a demo lecture and take an interview by a selection committee followed by a one-on-one interview by the Principal.
- Candidates for non-teaching posts are selected based on the practical test conducted by the department selection committee and a final round of one-on-one interviews by the Principal if required.
- Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and performance in the Institution.
- An appointment letter duly signed by the Appointing Authority is issued to the candidate. The Appointment letter shall contain:
  1. The designation/title of the job and responsibilities specific to the job.
  2. The level of commands/reporting to and taking responsibilities in the absence of supervisors.
- On joining, the candidate shall submit a joining report duly filled and signed. If

the candidate joins the Department or Office, the joining report should be accepted and countersigned by the person in-charge and submitted to the Principal Office.

#### **4. Pay, Allowances & Increments**

- Scales of Pay, allowances, and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE / Government of Tamil Nadu.
- Annual increments shall be sanctioned by the Principal with the approval of the Managing Trustee on the satisfactory performance of the employee based on the recommendations of the HoDs.

#### **5. Policy Governing Employment**

The terms and conditions of employment cover the following.

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
2. Every member of the staff shall employ himself/ herself honestly, efficiently, and diligently under the orders and instructions of the Principal or other officer under whom he/she shall, from time to time, be placed as a member of staff. He/ She shall discharge all duties pertaining to the office and other responsibilities which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
3. A member of the staff shall not normally or on any pretext absent himself/ herself, from his/her duties without prior permission of his/her superior officers authorized to give permission or in case of sickness or inevitable accident, without forwarding a medical certificate or necessary evidence satisfactory to the college authority.
4. Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, on his/her own account or otherwise, either directly or indirectly, carry on or be concerned in any trade, business or

- canvassing or any assignment even of an honorary nature.
5. Members of the staff shall be punctual to their classes. Absenteeism without the permission of the Head of the Department will be viewed seriously.
  6. Recording attendance is compulsory for every class/period. The attendance statement of the students should be entered into the computerized attendance system after every class positively.
  7. Members of the staff are expected to take note of students absenting often, advise them, and report to the tutor and the Head of the Department. The parents will have to be informed about the regulation and attendance and regarding minimum requirements. The parents of the students having poor attendance and poor performance will have to be called for a discussion and proceedings of the discussions to be recorded. The monthly attendance report should be communicated to the parents during the first week of the following month without fail.
  8. Members of the staff are strictly prohibited from expressing opinions or comments in the class regarding religion, communal matters, and politics.
  9. Members of the staff are prohibited from taking private tuition for students.
  10. Every staff member is expected to extend his/her beneficial influence in building up the personality of the students and hence should associate himself/herself actively with such extra-curricular activities he/ she is interested in or assigned to him/ her from time to time.
  11. Members of the staff are not permitted to publish books or articles for magazines or broadcast radio/TV talks without the written permission of the Principal.
  12. Members of the staff are not permitted to participate in any political movement or discussions of any political meeting within or outside the college campus. In certain cases, prior permission is necessary to participate in all literary and cultural activities outside the campus.
  13. (a) Every person appointed to a post, except temporary appointments, shall be required to be on probation for a period of two years.  
(b) Where the performance of a member on probation is not satisfactory or

due to exigencies necessitated by circumstances, the college authority, before the expiry of the said period, may extend his probation for a further period not exceeding 12 months for reasons to be recorded in writing.

14. Members of the staff appointed on a temporary/probationary basis are eligible for increments in the time scale applicable, but where the conduct or devotion of a member to the duties assigned is not satisfactory, the college authority reserves the right to withhold the increment until the authority is satisfied with his/her service. In all such cases, the authority will record the circumstances necessitating such action.
15. Increments are sanctioned for members of the staff on the following basis:
  - a) Increments are sanctioned for the members of the staff after he/ she has completed 12 months of uninterrupted service in the college.
  - b) Completion of probation or the dates for the next increment will correspondingly be extended through the period by which a member was on loss of pay during the year.
  - c) Self-appraisal meetings will be conducted for the staff members. Based on this, the increments will be sanctioned.
16. Every member in service is entitled to join the provident fund scheme in accordance with the rules.
17. Every member of the staff is entitled to submit their resignation, either by giving the college authority three months' notice in writing or by paying the authority 3 months' salary in lieu thereof or less as is necessary to compensate the said 3 months if that was in short of. In this connection, any leave availed by the member on the loss of pay during the period of notice must be compensated by due extension. Anyhow, normally staff members will not be relieved in the middle of the academic year.
18. The college authority shall have the power to terminate the services of a member of the staff of the college
  - a) Without notice for any of the following reasons: willful neglect of duty; failure to show diligence and attention in the discharge of

duties or irregularities in the subordination; mental unfitness or criminal offense involving moral turpitude.

- b) With one month's notice or one month's salary in lieu therefore for the following reasons: incompetence, inefficiency, breach of the conditions of service and/ or/ laws of the College, retrenchment, physical unfitness, or any other good cause;

**Provided that: -**

The authority shall not terminate the services of the said staff member whether summarily or otherwise without informing him/ her in writing of the grounds, on which they intended to take action and giving his/ her what in their view, is a reasonable opportunity for stating his/her case in writing and before coming to a final decision, shall duly consider his/ her statement and if he/she so desires, give him/ her a personal hearing.

19. A service Register in the prescribed form shall be maintained for every staff member permanently appointed.

20. No member of the college staff shall address any communication to the chairman/ members of the Governing Council of the college/ or Vice-Chancellor/ Registrar/ any authority of any of the Apex bodies/ or Government or meet any one of them without the permission of the Principal.

**6. Probation Policy**

The **Probation policy** of the Institution covers the scope and applicability of the probation period and the process for confirmation

- 1 (a) Every person appointed to a post, excepting temporary appointments, shall be required to be on probation for a period of two years.
- (b) Where the performance of a member on probation is not satisfactory or due to exigencies necessitated by circumstances, the college authority, before the expiry of the said period, may extend his probation for a further period not exceeding 12 months for reasons to be recorded in

writing.

- Members of the staff appointed on a temporary/probationary basis are eligible for increments in the time scale applicable, but where the conduct or devotion of a member to the duties assigned is not satisfactory, the college authority reserves the right to withhold the increment until the authority is satisfied with his/her service. In all such cases, the authority will record the circumstances necessitating such action.

## 7. Resignation, Relief & Termination

All the employees of the Institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

Sl.No.	Category	Notice Period
1	HoDs and Professors	Three months' notice or salary in lieu of notice at the discretion of the Principal
2	Teaching Staff	Three months' notice or salary in lieu of notice at the discretion of the Principal
3	Technical Staff	Three months' notice or salary in lieu of notice at the discretion of the Principal
4	Administrative Staff	Three months' notice or salary in lieu of notice at the discretion of the Principal

In case applications are submitted through the Institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic program in the College.

## **8. Performance Management**

Performance Management in the Institution is guided by the **Key Performance Index (KPI)** that covers all staff of the Institution. A rigorous process of Goal Setting and Periodic Reviews that involve a three-tier model comprising of Assessment by Self, Head of Department and Institutional Leadership is enabled through a custom-designed system. The outcomes of this elaborate process contribute to Performance Ratings that guide decisions on salary revisions, rewards and recognition, development opportunities, and readiness to assume higher responsibilities.

## **9. Career Advancement**

The **Promotion Policy** of the Institution details the Career ladder, Performance, and other indicators that enable career growth. 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.

### **9.1 Career advancement: Senior Grade and Selection Grade:**

#### **I. Assistant Professor (Senior Grade)**

1. A candidate should have completed a minimum of five years of continuous service at the present grade.
2. A candidate should have attended at least one Faculty Development Programme of minimum of seven days duration in every academic year, preferably in Institutions of high repute.
3. A candidate should have attended at least three Workshops/Seminars relevant to his or her area of specialization during the period under consideration.

4. A candidate should have published at least one paper in a referred Journal during the period of consideration.

## **II. Assistant Professor (Selection Grade)**

1. A candidate should have completed minimum of five years of continuous service at SRIT as the Assistant Professor (Senior grade).
  2. A candidate should have attended at least one Faculty Development Programme of minimum of seven days duration in every academic year, preferably in Institutions of high repute.
  3. A candidate should have attended at least three Workshops/Seminars relevant to his or her area of specialization during the period under consideration.
  4. A candidate should have published at least one paper in a referred Journal during the period of consideration.
- For career Advancement from Senior to Selection Grade in addition to the points from (1) to (4), the faculty members should have acted as Resource persons in any of the Workshops / Faculty Development Programmes / Seminars / Symposia, etc. at least twice during the period under consideration, in other Institutions.
  - For both Senior Grade and Selection Grade the faculty member should be actively associated with at least any one of the Professional Societies.

### **9.2 Career Advancement (Associate Professor and Professor):**

#### **I. Associate Professor**

An Assistant Professor (Selection Grade) satisfying the eligibility norms as per AICTE is eligible for promotion as Associate Professor provided there is an existing vacancy in the concerned department. A selection committee constituted will assess the performance of the

candidate and recommend the candidate for promotion, based on seniority cum suitability for the existing vacancy.

## **II. Professor**

An Associate Professor satisfying the eligibility norms as per AICTE is eligible for promotion as Professor provided there is an existing vacancy in the concerned department. A selection committee constituted will assess the performance of the candidate and recommend the candidate for promotion, based on seniority cum suitability for the existing vacancy.

### **10. Staff Welfare**

#### **Statutory: EPF and Gratuity:**

The Institution has implemented the Employee Provident Fund (EPF) and Gratuity as per the respective acts.

### **11. Work Schedule, Timings and Leave**

The work schedule and the holiday calendar will be declared through the Academic Calendar at the beginning of the academic semester by the Head of the Institution.

The first and third Saturdays of every calendar month and all Sundays will be observed as non-working days by all Teaching staff whereas the Administration staff will observe the first Saturday as a holiday. The academic support staff will observe every first Saturday of every calendar month as a non-working day.

In the event of any exigencies, the Institution may declare a non-working day/holiday as a working day. In such case, a compensatory off will be declared by the Head of the Institution.

The Institution will observe the following timings

<b>Sl.No</b>	<b>Category</b>	<b>Timings</b>
1	Teaching Staff	08.45 to 05:00 PM
2	Academic Support Staff	08:45 to 05:30 PM
3	Administration Staff	08:45 to 05:00 PM

During the mandated work hours, adequate time is provided for Lunch and small breaks. Any deviations to the above will require prior written approval. All requests for deviations will be forwarded by the concerned department Head and approved by the Head of the Institution / Management.

## **12. Leave Rules**

The **Leave Policy** of the Institution details the leaves eligible for the staff is given below

### **12.1 CASUAL LEAVE (CL):**

- Casual Leave (CL) shall be calculated during the academic year and is limited to 12 days per year (at the rate of one CL per month)
- Staff members are permitted to avail a maximum of one day of CL in a month to attend to their personal work, without affecting the normal functioning of their work on the college campus.
- While availing CL any prefix/suffix of the declared holidays may not be counted as CL. The number of days including both the CL and the interim holidays should not exceed a maximum of five days. CL is lapsable. Any CL left, not availed in an academic year, will not be carried over to the next

academic year.

## **12.2 COMPENSATORY HOLIDAYS (CH):**

- If a staff is asked to attend to the duty on a holiday, he / she is eligible to get one Compensatory Holiday (CH) credited to his / her leave account. However, the HOD of the person who is allocating the work should get prior permission from the Principal to permit the staff members to work on holidays, with specific reasons. In case of emergency, if there is no possibility to get prior permission, CH will be credited / granted only up on the approval of the Principal on the recommendation of the HOD. The HOD of the person allocating the work on a holiday for the staff member should ensure, as far as possible, that the staff member is present the whole day
- A staff member may accumulate to the maximum of 10 days of CH in his / her leave account in an academic year but cannot carry over to the next academic year.
- Staff members are permitted to avail the CH, for a maximum of 10 days in an academic year and only during the period in which there are no class work.
- However, during the semester working days for genuine reasons, if a staff has already exhausted all the CL in his / her leave account, he / she is permitted to avail the CH with prior permission of the Principal, as a special case and a maximum of 2 days in the academic year.

## **12.3 MEDICAL LEAVE (ML):**

- Staff member is eligible for ML on completion of 2 years of service. ML can be accumulated up to a maximum of 30 days.
- Medical Leave shall be sanctioned to the staff members only on medical grounds subject to the production of medical certificate and fitness

certificate, both issued by the approved medical practitioner with a minimum MBBS qualification, after availing the leave and on the date of rejoining duty. The number of days permitted will be five days per annum.

#### **12.4 MATERNITY LEAVE (MAL):**

- Female staff members who have put in a minimum of two years of service will be permitted to avail maternity leave for a period of three months with two months paid maternity leave subject to the production of medical certificate by approved medical practitioner. This provision is applicable only in the case of the first two children.

##### **MAL will be sanctioned with the following conditions:**

- The female staff member should rejoin duty and work at least for a period of one year after availing the Maternity Leave. In case the staff leaves the college, for whatsoever be the reason, she should repay the amount of salary drawn by her, if any, during the maternity leave.
- The period of Maternity Leave of 2 months will NOT be discounted in the Service-Period Calculation.

#### **12.5 LEAVE ON LOSS OF PAY (LLP):**

- If a staff does not have any balance of leave other than medical leave in his / her leave account he / she can apply for Leave on Loss of Pay (LLP) with prior permission from his / her HOD and from the Principal. Due to unavoidable circumstances, if LLP is availed without prior permission, it must be approved by the Principal after rejoining. Availing LLP without prior permission even for a single day will be viewed seriously and if it is repeated frequently will cause initiation of disciplinary action against him / her. Any unauthorized absenteeism from the work / duty and availing any leave of any sort without prior permission will be treated as loss of pay and viewed seriously. In continuation, disciplinary action will

be initiated as per rules.

- Half a day LLP availed will be treated as ONE Full DAY LLP. However, for valid purpose like study leave, foreign assignment, completion of Ph.D. research work, adequate number of days for LLP will be sanctioned, if it is recommended by his/ her HOD and at the discretion of the Principal.
- All suffix and interim holidays will also be taken into account for LLP.
- Any LLP will be discounted from the service period calculation and will lead to extension of probation period and delay in increment.

#### **12.6 VACATION LEAVE (VL):**

- All the teaching and non-teaching staff members are entitled to avail a maximum of six weeks of VL (two weeks during winter and four weeks during summer) including prefix and suffix Saturdays and Sundays. However the Principal has got the discretion to reduce the period of vacation declared due to academic/administrative work.
- In normal circumstances, staff members who have completed six months of service shall be eligible for 50% of vacation leave declared and in the case of one-year services shall be eligible for full VL.
- Administrative and maintenance staff members prevented from availing vacation leave due to work will be credited with earned leave at the rate of one day for every 4 days of prevention.
- Staff members who are provided with special allowances are not eligible for vacationleave.

#### **12.7 ON-DUTY (OD):**

- On-duty (OD) may be granted to the faculty members for attending Conferences/ Workshops / Seminars symposia etc., restricted to a maximum of 14 days in an academic year. For faculty pursuing Ph.D. for attending course work/ DC meetings/ Submission of Ph.D thesis and

Viva- Voice etc., OD may be granted for Central Valuation / Attending Staff Selection Committee Meeting / Board of Studies/ AICTE / UGC paper presentation, central valuation etc., on the prior approval of Principal and with prior permission from the concerned authority. OD be granted and restricted to 14 days in an academic year. An attendance certificate should be submitted to the college on the date of return to duty with the report of the concerned meeting.

- A faculty who has put in a minimum of six months of service in the campus is eligible to apply for OD. Normally a faculty is not encouraged to avail OD during semester working days and in special case, if permitted to ensure that the class work is suitably organized and OD is limited to a maximum of 14 days in an academic year.

#### **12.8 EARNED LEAVE (EL):**

- A staff member is eligible for 3 days earned leave per annum, on completion of 2 years of service.
- EL can be accumulated up to a maximum of thirty days
- Encashment of EL may be applied for once a year during the month of May by 15<sup>th</sup> of the month
- EL can normally be availed only after the sanction

#### **12.9 SPECIAL ON DUTY LEAVE (SOD):**

- A staff will be given SOD for carrying out any work outside the college campus, associated with activities, assigned by the college authorities. The staff availing SOD should get the prior permission from his / her HoD and the Principal. However due to unavoidable situations, if a staff could not get the prior permission, he / she should get the approval of the HoD and the Principal for having availed the SOD along with the required evidence immediately on the date of reporting for duty from the concerned authorities.

#### **12.10 PERMISSION:**

- Total of two permissions for all Staff for coming one hour late or leaving one hour early will be permitted in a month.
- Extra Permission will be treated as Casual Leave for ½ a day.
- If no CL is available then it will be LOP.

#### **12.11 GENERAL RULES:**

- Whenever a staff avails any leave for any number of days, it is his / her responsibility to see that his / her absence does not affect the normal functioning of his / her workplace in the college campus. He / She should have made all the alternate arrangements for all the tasks assigned to him/ her by his / her superiors. All the alternate arrangements made should be given in writing to the HoD and the Principal.
- Even if a staff applies for any of the leave to which he / she is eligible, his superior/ HoD has the discretion to recommend or not, taking into account the workload of the department. The HoD/ Superior should ensure that at any point of time 80% of the total strength in the department / work place should be present for the duty, during the semester working days.
- In case of any emergency if the situation demands, the HOD / Superior /Principal reserves the right to cancel the leave already sanctioned to a staff member and recall from leave and report for duty at the work place. Every staff of the College is expected to extend their co-operation under such circumstances.
- Violating any of the above said rules either knowingly or unknowingly for whatever be the reason, will be viewed seriously as willful absence from duty and even disciplinary action would be initiated which leads to LLP, extension of probation, delay in increment or expulsion from the services.

- All staff members shall be required to be present on the first working day of the semester.
- Staff members who go on leave shall inform the contact leave address and phone number, where they can be readily contacted.
- Notwithstanding the above provisions, the administration reserves the right to consider genuine cases for any special sanctions, if the situation so warrants.

### **Part - II**

1. Every person appointed as a member of the teaching staff shall be required to be on probation for a period of two years.
2. Increments according to the scale mentioned in the order will be granted as a matter of course.
3. All permanent members of staff shall be entitled to vacation salary during such vacation as may be declared by the Management.
4. A service register shall be maintained for every member of teaching staff showing among others, the date of appointment, the scale of pay, on which he/she was appointed, the increments given from time to time, and the leave to his/her credit and the leave granted.
5. Every member of staff shall be entitled to enjoy college holidays unless he is specifically required by the Principal/ Head of the Department or section to work on those days.
6. Causal leave as well as leave other than causal leave shall be regulated in accordance with the prescribed rules.
7. A member desirous of leaving the station during the week-end holidays or any other holidays during the year, shall obtain the previous permission of the HoD/ Head of the Section and shall leave the contact address and phone number in writing with the concerned section/department.
8. Travelling allowance (including daily allowance) for journey on duty shall be paid as per the prescribed rules.