



SRM-MCET



HUMAN RESOURCES POLICY -MANUAL

W.E.F

01.05.2023

**SRM MADURAI COLLEGE FOR
ENGINEERING AND TECHNOLOGY**

**Madurai - Chinthamani Nedungulam
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VISION

TO EDUCATE AND EMPOWER STUDENTS TO BECOME FUTURE LEADERS AND ENTREPRENEURS

MISSION

1. To create highly skilled and competent engineers with leadership qualities and ethical values.
2. To inculcate applied knowledge to individuals who in turn identify, understand, and enhance the standard of living in all spheres.
3. To nurture engineers who can envisage the future needs and fulfil them ably ahead of others.
4. To stimulate students' creativity using which efficacious inventions, in their chosen fields of expertise, are to be encouraged for the growth, and advancement of a nation.
5. To train students to gain professional acumen through systematic and methodic training in a variety of fields involving various applications through active institute-industry collaboration and consultancy.

GOALS

GOALS - SHORT TERM:

1. Ensuring placement to the students by providing them training in soft skills, technical aptitude, and domain knowledge.
2. Enhancing the leadership ability of the students, thereby instilling in them the confidence to be entrepreneurs.
3. Conducting programs on personality development, add-on skills, entrepreneurship, ethics, co-curricular and extra-curricular events on a regular basis for students' development.
4. Signing MOUs with leading Industries for better Institute-Industry Interaction, students' placements, projects, internship and technology transfer on current topics.
5. To provide complete residential facilities for staff.

GOALS - LONG TERM:

1. Emerging as a globally recognized Research Center of Excellence in the fields of Engineering, Technology and Management.
2. Collaborating with reputed global universities for exchange of students and faculty on technology transfer.
3. Attaining the status of 'Autonomy' with self-sufficiency, offering career-oriented programs for self motivated employment.

1. HUMAN RESOURCE PLANNING

Planning

The Principal shall assess in the month of April, every year, the staff requirement for the subsequent academic year.

The Principal will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed herein.

The teacher student ratio shall be **1:20** and for this purpose the Professor shall also be included in counting the number of teachers.

The minimum contact hours during the week for each category shall be maintained as follows:

Principal	4
Professors	8
Associate Professors	12
Assistant Professors	16

The Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

Recruitment

The selection committee shall prepare a job description and job specification for the candidate to be recruited.

The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

Advertisement in the Newspapers

Files maintained for storing the unsolicited applications

Campus recruitment

District or Special Employment Exchanges

The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

The committee shall short list the candidates by way of:

Personal Interviews

Aptitude tests, including class room demonstrations

The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn interview the candidates and decide on the appointment.

An Offer of appointment shall be released by the Principal/Chairman/Correspondent in the Form 1 appended to this manual.

An M.E./M.TECH I Class graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject is required. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/SET. Ph.D. Candidates shall be exempted from the requirement of SET /SLET/NET and they are eligible for appointment as Assistant Professor in Science/Humanities Dept.

Ph.D with I Class in B.E/B.TECH or M.E/M.TECH with a minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience, and at least a total 6 research publications in SCI/SCIE/ UGC / AICTE approved list of journals is eligible for appointment as **Associate Professor**. Existing Assistant Professors in 5th pay scale are retained as Associate Professor in 6th pay implementation. However, they are advised to complete their Ph.D. at the earliest.

Ph.D with I Class in B.E/B.TECH or M.E/M.TECH with ten years teaching/ industry/ research experience or M.E/M.TECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.

2. POSITIONS AND PAY SCALES

Introduction

The College will have the following positions of hierarchy in the teaching departments:

- a. Principal
- b. Professors
- c. Associate Professors and
- d. Assistant Professors

In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.

The College Office will have the following positions of hierarchy in the administrative department.

- a. Administrative Officer
- b. Accountant, PA to Principal/Chairman, Clerical Assistants
- c. Office Assistants.

The Scales of pay for various teaching positions will be as follows:

- a. Principal and Special Positions....
Pay as per AICTE norms, commensurate with the qualifications and experience
- b. Professor - Rs. 40,890 – 67,000- Grade Pay 10,000.
- c. Associate Professor Rs. 37,400 – 67,000 – Grade Pay 9000.
- d. Assistant Professor (S.G).Rs 15,600 – 39,100 – Grade Pay 8000.
- e. Assistant Professor(Sr.G).Rs 15,600 – 39,100 – Grade Pay 7000.
- f. Assistant Professor(O.G)Rs 15,600 – 39,100 – Grade Pay 6000.

Benefits Extended to Faculty and Non- Teaching Staff

Employees Provident Fund (EPF).

Group Insurance.

Children Education – Fees Relaxation/concession.

Treatment at SRM Medical College Hospital at concession.

Incentives and Rewards

Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

- a) For producing 100% results in a theory paper: Rs 1000/- Cash Award.
- b) Department-wise, Yearly, BEST TEACHER AWARD: Rs 2000/- Cash Award.
- c) Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculty with less than 3 years experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years experience at the Institution(1 program/Year)

Support Staff Members are provided with free computing skills programs.

3. LEAVE

Casual Leave (CL)

Every employee is eligible to avail upto a maximum of 14 days of Casual Leave in an academic year(June-May).

Casual Leave can be carried forward to successive months, but cannot be advanced.

COMPENSATORY LEAVE (COL)

In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.

Later on the compensatory leave can be availed only after applying to the principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed within one month after the actual date of working.

Compensatory leave will not be granted to any staff for special classes, educational tours, university practical examinations, ISO, accreditation, inspection of AICTE/university, other bodies, emergency works and special working on Saturday, etc.

ON DUTY (OD)

On Duty Permission will be granted only with the prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.

The Teaching staff members will be allowed a maximum of 12 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university / DOTE during the college working days. Staff should produce evidence from the Competent authority for having done the intended duty. Otherwise, the absence will be treated as leave.

All other On Duties, if any, pertaining to the college, should be specially allotted by the HOD or Principal and permission be obtained in advance from the Principal.

VACATION LEAVE (VL)

Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave.

Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period are as follows:

(i). Odd Semester – June to October succeeding Winter Vacation – November to December.

(ii). Even Semester – November to April succeeding Summer Vacation – May to June.

For both Odd and Even semesters the Vacation Period starts from the date of commencement of University Theory Examinations and ends on the date to be announced then and there.

Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail 45 days of vacation leave during the academic year. If they have served only one semester (completion of six months from the date of joining), they are eligible to get only 15 days of vacation.

The eligibility of the vacation leave for the staff members who are doing part-time B.E, M.E., and Ph.D., programmes etc on sponsoring will be finalized according to the merit of the case and announced by the Principal by the end of April every year.

Vacation Leave may be availed in two spells in each vacation with a minimum of 15 days.

CL, COL, OD etc cannot be combined with Vacation Leave.

Vacation Leave should be applied well in advance and got sanctioned before availing the same.

Vacation Leave may be curtailed or refused depending upon the exigencies of works.

CONVERTING VACATION LEAVE INTO EARNED LEAVE

Teaching staff can carry only 50% of their vacation leave at the rate of one day EL for two days of vacation leave to the next academic year as Earned Leave.

Earned Leave should be applied in advance and got sanctioned, before being availed.

CL, COL, OD or other leave cannot be combined with Earned Leave under any circumstances.

MATERNITY LEAVE

The leave can be granted to all lady staff subject to the following conditions:

(i). Should have completed the minimum of three years of satisfactory service.

(ii). The maternity leave is limited to a maximum of 60 days only.

(iii). Should give an undertaking that they will work for two years after rejoining the duty and forego the vacation to the extent of 0 days (at 30 days per year) in the succeeding summer vacation.

(iv). Non Teaching lady staff are also eligible for the same 60 days and are subject to the above conditions.

MEDICAL LEAVE

For treatment and hospitalization of serious compliant like TB, CANCER, LEPROSY, HEART SURGERY, KIDNEY TRANSPLANTATION OR RETINA TRANSPLANTATION etc., the duration of the medical leave will be decided on the merit of individual case.

For other ailments and hospitalization the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following conditions.

0 – 5 Years	- Nil
5 – 10 Years	- 1 week.
10 – 15 Years	- 2 weeks

3.8 PERMISSION

Every employee is eligible to avail upto 2 permission for a month.

4. PROMOTION POLICY

All promotions shall be considered on the basis of merit-cum-seniority basis.

The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.

The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken, for any misconduct he/she has committed during the service, against such candidate for promotion.

Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, provided that he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

- a. Asso. Prof: Ph.D., with 5 years experience as Assistant Professor (SG/SI/OG)
- b. Professor : Ph.D., with 5 years experience as Associate Professor.

Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

5. DISCIPLINE AND GRIEVANCE PROCEDURE

Code of Conduct for Teachers

Teachers shall engage the allotted class at the right time and end their lecture/tutorial/practical session promptly.

Every teacher shall take attendance at the beginning of the teaching hour.

Care shall be taken to arrange / alter classes whenever the need arises (CL, OD, COL etc), and the culture of mutual exchange be nurtured.

A teacher on finding a student committing any act of misconduct in the class or in the campus, shall immediately take appropriate action, which shall be

- taking correctional action if it is within his/her power, or
- reporting the matter to the Principal

Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing the best of their skills and attention.

Faculty and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.

Faculty and staff members shall not receive gifts of any kind from the students or their parents for any favoritism.

Teachers shall maintain a respectable work conduct in terms of:

- i. Preparation for the particular day's classes, with latest information added to earlier course content.
- ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
- iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- v. Ensuring the orderly arrangement of classroom and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectable nature.
- Not engaging in any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

- Not associating with any political organization that might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

faculty shall conform to the Ethical Standards of a teacher as described in Annexure 4.

DISCIPLINARY PROCEDURE

Any teacher who is violating the code of conduct defined in Section 5.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

If a teacher commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the Principal.

The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in the presence of the complainant.

If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

The Principal shall proceed with issuing a Show Cause Notice, fully describing the nature of issue and the action proposed to be taken, giving sufficient time for the staff concerned for giving his/her explanation.

On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following categories:

- a. Memo and Censure.
- b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
- c. Suspension from work without remuneration.
- d. Dismissal or discharge from service.
- e. Any staff member receiving more than two memos or warnings will attract stern action as mentioned in c or d.

Where the punishment proposed is in the categories c or d under Section 5.2.7, the Principal shall constitute a one man committee to go into details in the presence of the defendant, giving fair opportunity to present his/her case, observing principle of natural justice.

The Principal shall report the proceedings periodically to the Chairman / Correspondent.

GRIEVANCE PROCEDURE

The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

The Grievance Committee shall be comprise members in the rank of Head of the Departments, Principal/Director/Dean and Chairman/Correspondent.

The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

The grievance committee shall:

- have a member secretary, to monitor the proceedings
- meet once every month on a stipulated day and time

Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.

6. CONSULTING, R&D AND TEACHING ASSIGNMENTS

Consulting, R&D

The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, that are appropriate to the teachers' competence.

The teacher shall undertake such assignments

- when the College is approached for such help and the College assigns such engagement to the particular teacher or
- when the teacher himself/herself is approached by the outside agency for such help.

In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

The teacher shall also associate other members of the faculty in working on the assignments.

The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

- a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
- b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).

Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent.

The Project Co-ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

Teaching assignments.

The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

7. INHOUSE R&D AND SEMINARS/WORKSHOPS

In-house R&D

The College encourages its faculty to undertake department-wise R&D Activities along with Students and other Staff Members.

Seed money is given to each department for enhancing in-house R & D activities. Staff shall submit their proposals through the Head of the Department to avail it.

Seminars/Workshops

The College encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.

The Management provides additional funds for any AICTE/ISTE funded programs.

Annexure 1

Form of appointment letter

Order No.

Sub: SRM Group – Madurai College for Engineering and Technology– Establishment – Department of – Appointment of Assistant Professor (Ordinary Grade) – orders issued – Reg.

Mr./Ms is appointed as **Assistant Professor (Ordinary Grade)** in the **Department of**, Madurai College for Engineering and Technology in the pay band of Rs.15,600-39,100 + Grade pay of Rs.6,000 with usual allowances admissible under the rules of this College. His basic pay is fixed at Rs.15,600. The total emoluments will be Rs.28,512/- (Rupees Twenty Eight Thousand Five Hundred and Twelve only) as per the rules at present.

1. He has to join duty at the earliest.
2. He will be on probation for a period of one year.
3. He should surrender all the degree certificates in original at the time of joining duty.
4. He should not absent himself from duty without prior permission of the Principal, Madurai College for Engineering and Technology.
5. He should abide by the rules and regulations of this College in force and subsequent modifications, if any.
6. In the event of leaving, one month notice shall be given by him to this College.
7. In case, the administration is not satisfied with his performance, one month notice will be given to him before terminating his services in this College. Resignation in the middle of the Academic year will not be permitted.
8. He has to report before the Principal, Madurai College for Engineering and Technology.

PRINCIPAL

To

Mr./Ms.....
.....
.....
.....

Copy submitted to SRT Educational and Charitable trust

Annexure 2

Personal Data Form

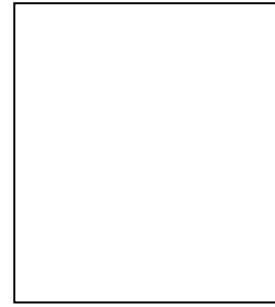
PERSONAL DATA SHEET

01. Name :

02. Post applied for :

03. Father's Name :

04. Address :



Phone No. (Res.) :

Mobile No. :

05. Date of Birth :

06. Qualification :

Sl. No.	Name of the Degree	Branch & College	Year of Passing	University	Class	% of Marks

07. Experience in years :

08. Salary last drawn :

09. Extra Co-curricular activities :

I declare that the above information are correct to the best of my knowledge and supported by the certificates available with me.

Signature

Annexure 3

Form of Show cause notice

Date: To

SHOW CAUSE NOTICE / MEMO.

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken ex parte.

Principal

Enc: Copy of the original report.

Annexure 4

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
 - to respect parents, teachers, elders
 - to express the love of brotherhood to fellow students
 - to accept and extend due respect to every religion and social grouping
 - to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise
- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort
- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions
- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society
- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system
- shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities