

# HINDUSTHAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi and Accredited with 'A' Grade by NAAC  
(An Autonomous Institution, Affiliated to Anna University, Chennai)

Othakalmandapam Post, Coimbatore 641 032

## **HUMAN RESOURCES POLICY HANDBOOK**

### **Service Rules**

## CONTENTS

Chapters	Description	Page No.
	Vision	1
	Mission	1
	Quality Policy	1
Chapter 1	Definition	2
Chapter 2	Human Resource Planning	3
	2.1 Screening	3
	2.2 Interview	3
	2.3 Pay Fixation	3
	2.4 Promotion	4
	2.5 Probation	4
	2.6 Medical Fitness	5
Chapter 3	Powers and Responsibilities	5
	3.1 Principal	5
	3.2 Vice Principal	6
	3.3 Heads of Departments	7
	3.4 Teaching Faculty	8
	3.5 Placement Director	9
	3.6 Physical Director	10
	3.7 Librarian	10
	3.8 Technical Staff	11

3.9 Administrative Manager 11

Chapter 4	Discipline and Grievance Procedure	12
	4.1 Code of Conduct for Staff	12
	4.2 Disciplinary Procedure	13
	4.3 Grievance Procedure	14
Chapter 5	Research & Development and Consultancy	15
Chapter 6	Inhouse R&D, Conference/ Seminar/ Workshop/ Technical Events	16
	6.1 Inhouse R & D	16
	6.2 Conference/ Seminar/ Workshop/ Technical Events	16
Chapter 7	Special Incentives to Faculty	16
	7.1 National Events	16
	7.2 International Events	17
Chapter 8	Leave	17
	8.1 Vacation Leave	17
	8.2 Casual Leave	18
	8.3 Maternity Leave	18
	8.4 Medical Leave	19
	8.5 On duty assignments	19
	8.6 Compensatory Leave	19
Chapter 9	Repeal	20

## **Vision**

To become a premier institution by producing professionals with strong technical knowledge, innovative research skills and high ethical values.

## **Mission**

**IM1:** To provide academic excellence in technical education through novel teaching methods.

**IM2:** To empower students with creative skills and leadership qualities.

**IM3:** To produce dedicated professionals with social responsibility.

## **Quality Policy**

HICET aims at providing the best education which will mould the students as the right characters, who will cater to the needs of the society. While providing the various inputs for the best education, Hindusthan College of Engineering and Technology will constantly thrive upon continuous improvement with the utmost commitment for the complete satisfaction of the stakeholders.

## **Chapter 1 : Definition**

- 1.1 These Rules shall be called as “Service Rules for the Hindusthan Educational and Charitable Trust and Hindusthan College of Engineering and Technology” .
- 1.2 These Rules shall be applicable to the employees of the Hindusthan Educational and Charitable Trust and Hindusthan College of Engineering and Technology.
- 1.3 These Rules shall come in to force with immediate effect.
- 1.4 “Academic Year” means Year beginning with 1st of June of a Calendar year and ending with 31st May of the following Calendar Year.
- 1.5 “Trust” means Hindusthan Educational and Charitable Trust which runs the Hindusthan College of Engineering and Technology.
- 1.6 “College” means Hindusthan College of Engineering and Technology situated at Othakkalmandapam P.O., Coimbatore 641 032.
- 1.7 “Designated Authority” means any person duly authorized by the Management of the Trust or by the Principal of the College.
- 1.8 “Employees” means all persons in whole time and part time employment of the Trust / College namely Teaching Faculty, Technical Supporting Staff, Administrative Staff and Maintenance Staff, other than the labour force and contingent staff, whether permanent, officiating or temporary.
- 1.9 “he” means either he or she.
- 1.10 “Non-Vacation Staff” means all employees other than vacation staff.
- 1.11 “Principal” means the Principal of Hindusthan College of Engineering and Technology.
- 1.12 “Rules” means the Service Rules hereunder.
- 1.13 “Service” includes service as probationer, and period spent on any leave with pay and period spent on deputation, but excludes leave on loss of pay.
- 1.14 “University” means Anna University, Chennai.

## **Chapter 2 : Human Resource Planning**

### **2.1 Screening**

- 2.1.1 Recruitment is normally done twice in a year during May and November.
- 2.1.2 The number of vacancies in different cadres shall be communicated by the Principal/Designated Authority based on student strength / existing faculty / resignations or terminations of staff members, to the management for approval / information.
- 2.1.3 Vacancies shall be advertised in leading English newspapers.
- 2.1.4 Screening of applications shall be done by the respective Screening Committee.
- 2.1.5 Short listed candidates shall be informed through call letters and over telephone by the HR Department.

### **2.2 Interview**

- 2.2.1 Interview Committee will consist of the Chairman, Principal, respective Heads of the department and subject experts from other institutes and industries
- 2.2.2 The applications received will be short-listed either through a written test or based on qualification and experience and the short-listed candidates will be called for personal interview and selection made on merit.
- 2.2.3 Direct interview will be conducted for senior posts. Selection Committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.

### **2.3 Pay Fixation**

- 2.3.1 Pay for the selected candidates shall be fixed by the Selection Committee as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.
- 2.3.2 Higher Pay Packages for exceptionally meritorious and well experienced candidates will be fixed by the Selection Committee subject to the approval of the Chairman of the Trust.

## **2.4 Promotion**

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

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

2.4.3 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 against such candidate for promotion, for any misconduct he/she has committed during the service.

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

a. Associate Prof: 5 Years of Experience out of which 2 years should be after Ph.D.

OR

b. Associate Prof: 13 Years of Experience after M.E/M.Tech.

c. Associate Prof: 7 years of Experience for MSc/MA Graduates;  
S&H Graduates need to have Ph.D to qualify for Associate professor.

d. Professor : 5 years of service at Associate Professor Level with PhD.

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

## **2.5 Probation**

Every person appointed initially to a post, other than temporary appointments, shall be put on probation for a continuous period of one year. If the performance of the person appointed is not satisfactory during the period of probation, he will be issued a notice of warning at the end of the ninth month, and if his work continues to be unsatisfactory, his services will be terminated at the end of the one year period. When the

incumbent of any post is promoted to a higher post, he has to undergo probation of one year in the new post also.

## **2.6 Medical Fitness**

Every candidate offered employment have to produce a certificate of medical fitness as prescribed by the Trust/ Principal of the College, before joining duty and the offer of employment is subject to the candidate being found medically fit.

## **Chapter 3: Power and Responsibility**

### **3.1 Principal**

- 3.1.1 Assisting the Management in making policies and taking decisions on setting goals and achieving them, especially in preparing the master plan, using the resources available to construct quality buildings for administrative and academic work, hostels, students- amenities, sports, guest house, seminar halls, auditorium, staff quarters, recreation center, etc. with additional provision for future expansion and development.
- 3.1.2 Co-ordinating the activities with the Anna University, AICTE State Government and NBA for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- 3.1.3 Making the short term and long term planning and setting out the priorities.
- 3.1.4 Carrying out the mission, goals and the policy of the Governing Council giving the top priority for discipline and quality education.
- 3.1.5 Managing the curricular, academic and other related activities and develop required faculty.
- 3.1.6 Monitoring the overall discipline, growth and development of the college.
- 3.1.7 Arranging for the Admission of students under Govt./Management Quota.
- 3.1.8 Interacting with industries, leading institutions, research organizations etc. in the National and International level and sign MOU.
- 3.1.9 Encouraging and motivating the students and faculty for a good teamwork.
- 3.1.10 Identifying the hidden talents of individual students and to do everything possible to develop their personality.



- 3.1.11 Improving the environmental conditions of the campus and creating a congenial atmosphere for study and work by providing a steady supply of good water, electricity etc. and by forming good roads, planting of avenue trees and flower plants, developing of lawns, etc. and by installing fountains in the campus.
- 3.1.12 Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution as an institute with high potential and excellence
- 3.1.13 To take necessary steps to improve the placement service for our students.
- 3.1.14 Coordinating with the management for the recruitment of Teaching and Non Teaching Staff.
- 3.1.15 Appearing for Legal and Judicial matters.
- 3.1.16 Monitoring the University and other Examinations.
- 3.1.17 Attending other works assigned by the Management & Governing Council.
- 3.1.18 Carrying out the works related construction of buildings in time.
- 3.1.19 Arranging the periodical HOD and staff meetings.
- 3.1.20 Encouraging Research / consultancy activities in the college.
- 3.1.21 Scholarship and disbursal management.
- 3.1.22 To conduct Graduation Day, College Day, Sports Day and Fresher Induction Day Functions.

## **3.2 Vice Principal**

- 3.2.1 Assisting the Principal in preparing reports and other special communications to be submitted to the Government/s, AICTE, NBA, University, DOTE, DST, CSIR, Tamilnadu State Council for Science and Technology and other authorities.
- 3.2.2 Assisting the Principal in processing the admission, under the management quota and in maintaining discipline in the campus.
- 3.2.3 Assisting the Principal in respect of legal and other judicial matters.
- 3.2.4 Scrutinizing and reporting to the Principal on all matters relating to the staff.
- 3.2.5 Assisting the Principal in conducting the university and other examinations.

- 3.2.6 Reporting to the Principal about the performance of the students after the announcement of university results and after revaluation of results.
- 3.2.7 Assisting the Principal in Scholarship and disbursal management.
- 3.2.8 Attending all other duties as and when assigned by the Principal.
- 3.2.9 To assist Principal and Dean in the conduct of College Graduation Day, Annual Day and Sports Day function.
- 3.2.10 To carry out the routine duties of Principal when he is on leave / on other duties.

### **3.3 Heads of Departments**

- 3.3.1 Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired goals of the college.
- 3.3.2 Planning and monitoring the overall departmental activities especially relating to:
- 3.3.3 Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- 3.3.4 Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructure facilities.
- 3.3.5 Preparing and submitting the annual departmental budget to the Principal.
- 3.3.6 Developing, installing and maintaining departmental labs.
- 3.3.7 Convening departmental meetings.
- 3.3.8 Identifying brilliant and talented students and encouraging them to pursue for higher growth.
- 3.3.9 Counseling and guiding students.
- 3.3.10 Identifying and encouraging the faculty to apply for Research projects to different funding agencies and to carry out the activities successfully.
- 3.3.11 Assisting the Principal in all administrative and other matters.
- 3.3.12 Reporting to the Principal periodically on all matters in respect academics, administration, discipline, Research etc.
- 3.3.13 Organization of, and participation in, seminars and continuing education programmes and to arrange for revision of syllabus in co ordination with the university.

- 3.3.14 To become members in professional organizations.
- 3.3.15 To take necessary steps to develop Industry Institute interaction.
- 3.3.16 Encourage the staff members to apply for research projects, to carry out consultancy and to publish papers in National and International Journals having the high impact factors.
- 3.3.17 Arrange number of continuing education programmes for Practicing Engineers and Workers of the Industry.
- 3.3.18 To check the course files of the teachers and suggest corrective measures.
- 3.3.19 Maintaining all records as stipulated by NBA/ ISO for Accreditation.
- 3.3.20 HOD shall fill up the proforma given in Chapter 30.2 for Performance appraisal for each faculty in the department and submit to the Principal every year along with his/her self assessment forms.

#### **3.4 Teaching Faculty**

- 3.4.1 The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- 3.4.2 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co curricular or extracurricular activities, Research and consultancy works.
- 3.4.3 Every Faculty Member must organize seminar on some topic at least once in each semester.
- 3.4.4 Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in E Campus as soon as the classes/laboratory hours are over.
- 3.4.5 Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 3.4.6 The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

- 3.4.7 The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.
- 3.4.8 Each faculty shall fill up the proforma given in **Annexure I** for self assessment and submit to the HOD every year.

### **3.5 Placement Director/Director corporate relations**

- 3.5.1 To look after the training and placement activities of students.
- 3.5.2 To have close liaison with industry for placement of students
- 3.5.3 To work in consultation with Coordinator Industry Institute Interaction for organizing lectures from the professionals from industry.
- 3.5.4 To collect feedback from the companies coming for placement.
- 3.5.5 Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.
- 3.5.6 To organize the entrepreneurship workshops.
- 3.5.7 To prepare Placement Brochures of departments
- 3.5.8 To invite prospective companies for campus recruitment.
- 3.5.9 To register students for the placement with prescribed qualifications
- 3.5.10 To arrange for various facilities required on the date of interview
- 3.5.11 To collect appointment letters and distribute them to selected students.
- 3.5.12 To arrange for industrial visits and in-plant training.
- 3.5.13 To achieve maximum possible placements for students.
- 3.5.14 To guide students on various interview techniques, group discussions, aptitude tests.
- 3.5.15 Periodic Conduct of IQ tests.
- 3.5.16 Arrangement of Personality Development Workshops.
- 3.5.17 Trains students in aptitude tests, interview techniques, group discussions.
- 3.5.18 Notification regarding various competitive examinations.
- 3.5.19 Guides students wishing to pursue Higher Education.

### **3.6 Physical Director**

- 3.6.1 Co-coordinating the activities of the staff of the physical education department in order to ensure effective functioning.
- 3.6.2 Planning and time scheduling for student's accessibility to the equipments, grounds and other facilities made available in the Department.
- 3.6.3 Preparation and submission of the annual budget to the Principal.
- 3.6.4 Organization and conduction of the university level, state level and TIES tournaments when undertaken.
- 3.6.5 Attending the meetings at the university level regarding physical education.
- 3.6.6 Arranging for the training of himself/herself and the colleague/s in advance programmes.
- 3.6.7 Suggesting changes and developments to be effected in the Department.
- 3.6.8 Ensuring overall discipline among all the students participating in sports and games.
- 3.6.9 Inter-departmental sports, inter collegiate and university competitions.
- 3.6.10 Assisting the Principal in maintaining discipline in the campus.
- 3.6.11 Attending the meetings at the university level regarding physical education.

### **3.7 Librarian**

- 3.7.1 Responsible for overall operating efficiency of the library.
- 3.7.2 Purchase and maintenance of books.
- 3.7.3 Collection of indents from various departments and processing them for procurement.
- 3.7.4 Purchase of suggested new journals and renewal of subscriptions.
- 3.7.5 Co-ordination and management of the library activities including the staff.
- 3.7.6 Introduction/ Maintenance of Library Automation and Digitization of Library.
- 3.7.7 Selection and recommendation of staff for further training.
- 3.7.8 Preparation of annual budget for the Library.
- 3.7.9 Maintenance of good inter-departmental relationship for better co-ordination.
- 3.7.10 Collection and preservation of statistical records related to library.

- 3.7.11 Administration of library records.
- 3.7.12 Furnishing information on all matters relating to library.
- 3.7.13 Updating the records, books and computer systems.
- 3.7.14 Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.
- 3.7.15 Ensuring maximum utilization of library facilities.
- 3.7.16 Maintenance of discipline and decorum inside the library.
- 3.7.17 Planning for changes and reorganization whenever need arises.
- 3.7.18 Arranging for annual stock verification.

### **3.8 Technical Staff**

- 3.8.1 Assisting in installation, operation and maintenance of laboratory equipments and their calibrations.
- 3.8.2 Assisting in scheduling and conducting practical and drawing classes.
- 3.8.3 Helping in indenting and purchasing of stores and consumables for laboratories and Workshops.
- 3.8.4 Helping the faculty in research, consultancy and testing works in respect of projects.
- 3.8.5 Assisting the faculty in matters relating to design, fabrication and computer work.
- 3.8.6 Helping for the supply of water and electricity in the campus.
- 3.8.7 Assisting in the operation of telephones, intercom, Internet and Audio Visual aids.
- 3.8.8 Taking specific responsibilities at times of organization of functions, workshops and seminars specially assigned to them.

### **3.9 Administrative Manager**

Administrative Officer has the responsibility of the overall administration of the office personnel of the college. Other major responsibilities include:

- 3.9.1 Maintenance of Students' files.
- 3.9.2 Maintenance of staff personal files.

- 3.9.3 Maintenance of inward and outward correspondence registers with all required details.
- 3.9.4 Maintenance and issue of railway concession forms together with bonafide certificates.
- 3.9.5 Attendance management through computer when introduced.
- 3.9.6 EPF and EPS management as and when introduced.
- 3.9.7 Maintenance of notice boards and information display.
- 3.9.8 Purchases, stores and issues of stationery through proper procedure.
- 3.9.9 Collection of suggestion slips and submitting to the Principal for further action.
- 3.9.10 Furnishing the list of students to the Principal having unsatisfactory attendance during the middle of each semester facilitating advance intimation to the students and parents.
- 3.9.11 Assisting the Principal in the preparation of reports to AICTE University / Government / NBA / NAAC.

## **Chapter 4 : Discipline and Grievance Procedure**

### **4.1 Code of Conduct for Staff**

- 4.1.1 Faculty shall be at the appointed classroom at the appointed time without any exception.
- 4.1.2 Every faculty shall take attendance at the beginning of the teaching hour.
- 4.1.3 Every faculty shall close the hour punctually at the end of the hour.
- 4.1.4 A faculty finding a student committing any act of misconduct in the class or in the premises, 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
- 4.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 4.1.6 Faculty and staff Members shall not receive gifts of any kind from the Students or their Parents.
- 4.1.7 Faculty 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 Class room 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.

4.1.8 Faculty 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 disrespectful nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

4.1.9 Faculties shall conform to the Ethical of teacher Standards.

## **4.2 Disciplinary Procedure**

4.2.1 Any faculty who is violating the code of conduct defined in Section 4.1 of this manual will be subjected to appropriate disciplinary action by the Chairman/Principal

4.2.2 If a Faculty commits an act of misconduct or misdemeanor by violating the code of conduct, any one can report in writing to the Principal.



- 4.2.3 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 presence of the complainant.
- 4.2.4 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.
- 4.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- 4.2.6 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.
- 4.2.7 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 memo or warning will be given punishments as decided by the management.
- 4.2.8 The Principal shall constitute a enquiry committee to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- 4.2.9 The Principal shall report the proceedings periodically to the Chairman of the institution.

### **4.3 Grievances Procedure**

- 4.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 4.3.2 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

- 4.3.3 The grievance committee shall:
- have a member secretary, to monitor the proceedings
  - meet once month on a stipulated day and time
- 4.3.4 Any teaching or non-teaching staff or student having a grievance, he or she shall make a representation to the Committee.
- 4.3.5 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.
- 4.3.6 The grievances shall be redressed immediately by the committee with the approval of Chairman /Secretary.
- 4.3.7 The Member-Secretary shall record and maintain the minutes the meetings.

## **Chapter 5: Research & Development and Consultancy**

### **5.1 R & D and Consultancy**

- 5.1.1 The College encourages its faculty to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- 5.1.2 The faculty shall undertake such assignments
- When the College is approached for such help and the College assigns such engagement to the particular faculty or
  - When the faculty himself/herself is approached by the outside agency for such help.
- 5.1.3 In either case, the faculty shall take up the assignment by obtaining the approval of the Principal/Secretary in writing.
- 5.1.4 The faculty shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 5.1.5 The faculty shall also associate other members of the faculty in working on the assignments.
- 5.1.6 The faculty 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 50:50 (50% to College or as per the management decision).
  - b) In all other cases like consultancy assignments, it shall be 70:30 (70% to College).
- 5.1.7 The Project Co-Ordinator shall utilize the project funds received as per the rule and regulations agreed upon with the funding agencies.

## **Chapter 6: Inhouse R&D, Conference / Seminar / Workshop / Technical Events**

### **6.1 In house R & D**

- 6.1.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- 6.1.2 Each Department is given a sanction of Rs 25000/- in a year, towards in-house R&D activities.
- 6.1.3 Staff members can submit their proposals through the Head of the Department and can avail a maximum of Rs.10000/- per project, towards developing a prototype or model.

### **6.2 Conference / Seminar / Workshop / Technical Events**

- 6.2.1 The college encourages its faculty to organize AICTE / DRDO / CSIR / ISRO / UGC / ISTE funded Conference, Seminars and Workshops for the benefits of fellow faculties and students.
- 6.2.2 The Management provides 100 % funds for other technical and social responsibility programs organized by the Department.

## **Chapter 7: Special Incentives to the Faculty**

### **7.1 National Events**

- Deputation only for presenting papers that are accepted for both presentation in the event and for publication in the proceedings.
- Selection based on peer review of full paper. Evidence to this effect should be produced.
- Event registration and TA/DA as applicable will be provided.

- Absence will be treated as on duty.
- A maximum of two times per teacher per year, subject to availability of budgeted funds, on first-come first-served basis, can be considered.
- Preference will be given to those invited to chair sessions.

## **7.2 International Events**

- Deputation only for presenting papers selected after peer review of full paper for presentation and for publication in the proceedings. Evidence to this effect must be produced.
- Registration fee, 75% of economy class return air-fare and DA of Rs. 4000/- per day for a maximum of three days will be given to each teacher, and subject to a maximum of Rs.20000/- per person. To such deputation, the paper presenters should return back and serve the institution for at least one year, otherwise the sanctioned amount is to be refunded to the Institution.
- One person can avail this facility only, once in three years.
- However in the case of those who have funded projects, the above conditions may be relaxed and the fund available in the sponsored project may be used with the prior approval of the Principal and the Management.

## **Chapter 8: Leave**

### **8.1 Vacation Leave**

- 8.1.1 A confirmed employee from the teaching faculty is entitled to a total of 2 weeks during winter holidays and 3 weeks during summer holidays to be regulated by the principal as per the needs of the college.
- 8.1.2 Staff members availing themselves of vacation should indicate in writing the period of vacation and also give their vacation address. Normally, they are expected to be available at least one week before the College reopens. All teachers should be available in the College on the last working day and on the reopening day.
- 8.1.3 Non-vacation staff are entitled to one day of earned leave for every eleven days of service in a year. Vacation staff are entitled to three days of earned leave in an

academic year, apart from the Earned Leave credit on account of prevention from enjoyment of the vacation.

- 8.1.4 In extraordinary cases, employees who have exhausted all other leave at their credit may be permitted to take leave on loss of pay (LOP) and all allowances, at the discretion of the management. The period spent on extraordinary leave on loss of pay shall not count as service, for the purposes of annual increment. However continuity of service will not be affected, if such a leave has been granted for pursuit of higher studies or for research.
- 8.1.5 Special casual leave for special occasions like the employee's wedding or other such important functions may be granted at the discretion of the management, for a period not exceeding 5 working days, for an employee whose services has been confirmed. This special CL may be combined with declared holidays, but is limited to an absence of a maximum of 9 days. Special CL application has to be applied 15 days in advance.

## **8.2 Casual Leave**

- 8.2.1 Each staff member may avail himself / herself 12 days of casual leave in an academic year. Whenever teachers avail casual leave they must make alternate arrangements for their class work / invigilation work and indicate the same in the leave letter. Casual leave for probationers will be proportionate to the duration of their services at the rate of one day per month.
- 8.2.2 Casual leave can be availed after obtaining the prior approval. Last minute application for CL must be avoided as far as possible.
- 8.2.3 Casual leave may be combined with weekly holidays or other specified holidays. However, the total period of absence from duty at a time on account of such leave shall not exceed nine days including holidays.

## **8.3 Maternity Leave**

Women employees are eligible for maternity leave not exceeding 3 months. Such maternity leave will be available only for a maximum of 2 times during the service of the employee. Employees on probation are not eligible for such leave. Maternity leave may be combined with vacation and EL, but the total period of absence is limited to 60 days at

a time. Extension beyond 60 days, the leave on LOP can be taken at the approval of the management based on the merit of the case.

#### **8.4 Medical Leave**

For treatment of Chronic illness involving hospitalization or for emergency hospitalization on account of major accidents, medical leave may be granted as follows on production of relevant documents.

<b>Years of service in the College</b>	<b>Leave Period</b>
5-10 years	10 days / Year
Over 10 years	15 days / Year

Medical leave may be combined with other eligible leave other than CL

#### **8.5 On Duty Assignments**

8.5.1 On duty permission will be granted only with the prior permission in writing from the Head of the Department and subject to approval by the Principal.

8.5.2 The teaching staff members will be allowed a maximum of 6 WORKING DAYS per Semester (12 Working days in an academic year) as “ON DUTY” for the purpose of attending Board/ Ph.D. DC and other Meetings / Central Valuation / External Examiner for Practical Examinations connected with Anna University / DOTE during the college working days. Staff should produce evidence from the competent authority for having done the intended Duty. Otherwise this absence will be treated as Leave on loss of pay. When staff members go for examination work for Universities other than Anna University, OD will not be granted.

8.5.3 Those who are doing part time degree courses can write university examinations availing “ON DUTY” leave on the days of University Examinations.

8.5.4 If University external practical examination and university valuation works fall during vacation period, such duties will be counted against their vacation account.

#### **8.6 Compensatory Leave**

8.6.1 For every day of work on declared holidays one day compensatory leave will accrue for all employees prevented from enjoying those holidays on account of special work assigned by the HODs / Principal / Management. Such a leave is

limited to a maximum of 12 days in a year. Application for compensatory leave has to be made at least 15 days in advance. Compensatory leave has to be availed within six months and cannot be carried forward to subsequent years.

- 8.6.2 Whenever the employee does not report back for duty after availing the sanctioned leave subject to the limits specified above, the entire period of absence of the employee including the sanctioned period of leave will be treated as leave on loss of pay.

### **Chapter 9: Repeal**

When these Rules come into force, the existing Service Rules stand repealed

**HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY**

**COIMBATORE 641 032**

**FACULTY SELF-APPRAISAL REPORT FOR ACADEMIC YEAR \_\_\_\_\_**

**1. General Information**

<b>Name (in block letters)</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Date of birth</b>	
<b>Date of joining the college</b>	
<b>Date of appointment to the present post</b>	
<b>Mobile No.</b>	
<b>E-Mail ID</b>	
<b>Residential Address</b>	

**2. Educational Qualification**

<b>Degree</b>	<b>Specialization</b>	<b>Year of Passing</b>	<b>Institution / University</b>	<b>% of Marks (or CGPA)</b>	<b>Class Obtained</b>	<b>University Ranks / Awards (if any)</b>
Ph.D.						
PG ( _____ )						
UG ( _____ )						

Additional Qualification (if any) :

**3. Experience**

**a) Academic experience**

<b>Name of the College</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Experience</b>		
				<b>Years</b>	<b>Months</b>	<b>Days</b>



<b>Total</b>						

**b) Industrial experience**

Name of the Organization	Designation	From	To	Experience		
				Years	Months	Days
<b>Total</b>						

**4. Teaching**

a) Courses taught in the academic year \_\_\_\_\_

Name of the Course	Class / Branch	Semester	Hours/Week	No. of Students	Students Feedback

**b) Details of Innovations in / Contribution to Teaching- Learning Methodologies**

c) University Result ( \_\_\_\_\_ )

Name of the Course	Branch	Semester	No. of Students Registered	No. of Students Appeared	No. of Students Passed	Pass Percentage

5. Improvements in Professional Competence ( \_\_\_\_\_ )

a) Attended

Type of Programme	Name of the Programme	Organised by	No. of days (with dates)
<b>FDP/ STTP</b>			
<b>Workshop</b> (Regional / State/ National/ International)			
<b>Seminar</b> (Regional / State/ National/ International)			
<b>Conference / Symposia</b> (Regional / State/ National/ International)			
Others (Specify)			

b) Organized

Type of Programme	Name of the Programme	Sponsors (if any)	No. of days (with dates)
<b>FDP/ STTP</b>			
<b>Workshop</b> (Regional / State/ National/ International)			
<b>Seminar</b> (Regional / State/ National/ International)			
<b>Conference / Symposia</b> (Regional / State/ National/ International)			
<b>Others (Specify)</b>			

6. Research Contributions ( \_\_\_\_\_ )

a) Publications in Journals / Conference Proceedings

i) Journals

Name of the Journal	Title of the Paper	Co-authors (if any)	Vol. No., Issue No., Page No., Year	Impact Factor
<b>International</b>				
<b>National</b>				

ii) Conference

Name of the Conference	Title of the Paper	Co-authors (if any)	Proceedings Page No.	Date of Conference
<b>International</b>				
<b>National</b>				

b) Books Published

Title of the Book / Chapter in the Book	Co-authors (if any)	ISBN	Name of the Publisher	Year

**c) Research Projects**

Title of the Project	Name of the Funding Agency	Amount Received (Rs.)	Duration	Status

**d) Patents (Brief description)**

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**e) Research Supervision ( \_\_\_\_\_ )**

Anna University Supervisor ID :

Others (Specify) :

Name of the Scholar	Title of the Thesis	Year of Registration	Status

**f) UG / PG Projects**

UG / PG Degree	Name of the Student	Title of the Project	Nature of the Project (Industry / Inhouse)

**7. Editorship of Journals / Reviewer of Journals / Chairperson of Conferences / Chief Guest / Resource Person**

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**8. Testing and Consultancy ( \_\_\_\_\_ )**

Nature of Activity	Concerned Agency	Fund generated / sanctioned	Status

**9. Extension Work / Community Service ( \_\_\_\_\_ )**

Programme / Project	Nature of work executed	Dates of participation

**10. Membership of Professional Bodies**

Name of the Professional Society	Type of Membership	Membership No.

**11. Membership in Statutory / Non-Statutory Committees**

Name of the Committee	Organisation / Institution	Duration

**12. Responsibilities in the Department ( \_\_\_\_\_ )**  
(Class Advisor, Tutor, Lab Incharge, Timetable Incharge, etc.)

Position held	Duration	Specific achievements (if any)


**13. Contribution to the development of the Department / College  
(NAAC, NBA, Autonomous, etc.)**

**14. Any other relevant information**

**15. Suggestions for further improvement of the Institution**

**Date**

**Signature of the Faculty**