

HR MANUAL



HINDUSTHAN COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

(Affiliated to Bharathiar University and Accredited by NAAC)

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About the HR Manual

The HR Manual provides entire guidelines and policies regarding Human Resources employed in **Hindusthan College of Arts & Science (HICAS)**. It will be beneficial to the staff members to have an insight into the transparency in the systems and procedures followed in the Institute and thus facilitate them to work with zeal and confidence.

CHAPTER	TOPICS
I	Preliminary
II	Selection / Appointment Procedures
III	Selection Process for the post
IV	Conduct Rules
V	Leave Rules
VI	Participation in Institute Committees

CHAPTER – I

PRELIMINARY

1. DEFINITIONS

- 1.1. “Board of Management” is the Principal organ of the Management of **HICAS** and constituted as per the provisions of UGC regulations and gives the approval for all academic and administrative matters.
- 1.2. “Chairman” means the Chairman / Chairperson of the Board of Management who shall also be the Chairman of **HICAS**, by virtue of the office of the post held by him / her.
- 1.3. “Premises” means the entire premises of the office of **HICAS**, which includes departments, labs, classrooms, library, office, controller section and other places both inside and outside, residential quarters, hostel buildings, canteens and such other areas and precincts attached to the office of the **HICAS**.
- 1.4. “Management” means the Chairman / Secretary / Joint Secretary and any other persons vested with the authority to enforce the rules and regulations governing the staff service rules.
- 1.5. “Appointing authority, Disciplinary Authority, Competent Authority”, under these rules means Secretary / Joint Secretary / Advisor / Principal empowered and vested with powers.
- 1.6. “Appellate authority” means authority higher than the Competent Authority (CHAIRMAN)
- 1.7. “Selection Committee” means the authority nominated by the management / Principal to select candidates for filling up the vacancies in **HICAS**.
- 1.8. “Appraisal / Promotional Committee” is the Committee nominated by the management to recommend to the Competent Authority, promotions or special increments, on the basis of performance reports.
- 1.9. “Employer” is the Management of **HICAS**.
- 1.10. “Establishment / Institution” means **HICAS** and its branches and other units or institutions run / owned / managed by **HICAS** in India and abroad.
- 1.11. The words “Employer”, “Management” and “**HICAS**” shall for all purposes mean the same (i.e.) the management of **HICAS** only.
- 1.12. “Notice” means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to human resources.

- 1.13. "Notice Board" means the notice board specially maintained in a designated and conspicuous place within the premises of **HICAS** for the purpose of displaying notice(s).
 - 1.14. Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.
 - 1.15. Singular terms denote plural forms unless otherwise mentioned.
 - 1.16. "Salary" means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent allowance, Conveyance Allowance and any other allowance per month exclusive of overtime payment.
 - 1.17. "Leave" means authorised absence with or without pay.
 - 1.18. "Absence from work" shall mean unauthorised absence from the work place, late attendance or leaving the work place early.
2. The Management can modify, substitute, delete or include an item to the HR Manual from time to time.
 3. The Management can delegate the authority to any person as it deem fit.
 4. The duties of the employee shall be carried out as per the terms and conditions of appointment and such other duties as may be assigned to him/her from time to time by the management or by the authorised person.
 5. It shall be the duty of every staff to conduct himself/herself in the right way as stipulated in the Conduct Rules (Chapter – IV A).
 6. **CLASSIFICATION OF EMPLOYEES**
 - 6.1. "Employee" shall be classified as:
 - 6.1.1. Permanent

A "Permanent" employee means one who has completed the specified period of probation or the extended period of probation, satisfactorily, and been given the confirmation in writing by the Appointing authority.

6.1.2. Temporary/ Adjunct

A “Temporary employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The persons so engaged shall not have any claim on either permanent or temporary post which may arise in the future.

6.1.3. Part Time

A “Part Time” faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.

6.1.4. Visiting

A “Visiting” Faculty / Staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.

6.1.5. Contract

A “Contract” employee means a person who is appointed by a contractor/ outsourcing agent with whom the college has entered into MOU for a specified period.

6.1.6. Casual

A “Casual” employee is one who is employed on a day - to – day basis for work that is occasional or casual in nature.

CHAPTER – II

SELECTION / APPOINTMENT PROCEDURES

7. SELECTION / APPOINTMENT:

- 7.1. All appointments of employees will be made in writing by the Appointing Authority on the basis of different cadres and classification of employees.
- 7.2. Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the selection committee.
- 7.3. Recruitment of employees shall be made from one or more of the following sources:
 - 7.3.1. Direct recruitment from outside through open advertisement in the press prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
 - 7.3.2. Promotion of existing employees from the lower cadres to higher cadre as per promotion policy.
 - 7.3.3. From any other source as determined by the Appointing Authority.
- 7.4. Each staff should serve for at least a minimum period of one academic year or as per the terms and conditions mentioned in his appointment order.
- 7.5. Minimum Qualification for each Teaching Post: PG Degree with SLET/NET and Ph.D
- 7.6. Counting of Experience for appointment / Promotion:

Note: While calculating experience for salary fixation, a total of 9 months is treated as one year while a period less than 9 months is not taken into account.
- 7.7. Selection of Teaching and Non – Teaching Employees:
 - 7.7.1. Mode of selection of Regular Faculty:

Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are followed.

 - (i) At the end of each semester, the HOD's review the staff position in their departments and prepare a manpower requirement list.
 - (ii) The manpower requirement list is presented to the Principal.
 - (iii) The Principal discuss the requirement in the HOD's meeting and finalise the man power requirement list.
 - (iv) The manpower requirement list is forwarded to the Secretary for approval. After the Secretary's approval, advertisements are released in the leading newspapers.

- (v) The applications received are duly scrutinised.
- (vi) Letters of intimation are sent to the Staff Selection Committee members for attending the selection process.
- (vii) Short listed applicants are intimated to attend the interview on a specified date and time.
- (viii) The choice is made by the Selection Committee after certificate verification and interviewing the eligible candidates. A test may be conducted, if required.
- (ix) The selection committee finalises the selection of candidates and the matter is intimated to the Governing Body for approval through Secretary.
- (x) After approval from the Governing Body, the selected candidates will be given the offer of appointment by the Principal, subject to the submission of the candidate's original Degree Certificate.
- (xi) Candidates sign the duplicate copy of the offer of Appointment Letter and submit their Original Certificate as a token of acceptance of the offer.
- (xii) Upon joining, the selected candidates are issued the Appointment Order and are requested to fill in the Joining Report which is signed by their respective HOD, Principal in the prescribed format along with the following enclosures:
 - a) Certificate of Physical Fitness issued by a Medical Practitioner or the Hospital approved by the Management, as applicable.
 - b) Relieving letter from the previous employer, if any.
 - c) Evidence of Date of Birth / Proof of Age.
 - d) Highest original Certificate of qualification and experience, with one set of the copies of these certificates, duly attested.
 - e) Three copies of the candidate's recent passport size colour photograph.
 - f) Any other documents specified by the Principal.

NOTE: Evidence of date of Birth / Proof of Age: Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

- a) Certified extract from Register of Births and Deaths
- b) School leaving Certificate
- c) HSC/ Matriculation Certificate

- d) Any other document acceptable to the Management.

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes including appointment and retirement.

- (xiii) The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as “Resource Available”.

As and when required and depending on emergency / exigency situations, adhoc appointments are made on Contract basis for specified periods.

Composition of Selection Committee:

- a. Every Selection Committee shall consist of the following members :For appointment of Professors :

- i. Principal of the Institution - Chairman
- ii. Two nominees from the Management
- iii. Head of the Respective Department

For appointment of Associate Professors and Assistant Professors:

- i. Principal of the Institution - Chairman
- ii. Two nominees from the Management
- iii. Two subject Experts
- iv. Head of the Respective Department

- b. The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary with the prior approval of the Management

- 7.7.2. If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons and inform the same to the Principal for further action.

Mode of Selection of Technical / Non – Teaching Staff:

All positions are advertised in the newspaper. After scrutiny of the applications received, the eligible candidates are short listed and intimated to appear for a personal interview. The Selection Committee consists of the following:

- a. Principal of the College - Chairman
- b. One Representative of the management
- c. Head of the Department

7.8. Scale of Pay

- 7.8.1. A candidate is appointed to a post at Hindusthan College of Arts & Science (HICAS) provided the post is in accordance with the existing UGC / AICTE / Bharathiar University norms. This does not include the staff appointed on deputation / adhoc / on-contract / temporary basis.

7.8.2. The Pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the UGC / AICTE / Bharathiar University from time to time. Currently the following are the scales as per the sixth pay commission:

Teaching Category:

Category	6 th Pay Commission Scale
Assistant Professor	15600-500-20600 (Grade Pay : Rs. 6000/-)
Associate Professor	34400-1000-52400 (Grade Pay :Rs.7,000/- for less than 16 years experience and Rs. 8,000/- for 16 years and more) For Ph.D. Grade Pay is Rs. 8,000/-
Professor	Rs. 37400-1200-67400 (Grade Pay Rs. 9000/- for Professors) (Grade Pay Rs.10000/- for Deans)

Non- Teaching category:

Category	6 th Pay Commission Scale
Lab Instructor – Scale – I	Rs. 7500 – 250 - 12000
Lab Instructor – Scale – II	Rs. 5200 – 140 – 9800
Lab Instructor – Scale – III	Rs. 4500 – 125 – 7000
Admin Staff Scale - I	Rs. 9300 – 280 - 34800
Admin Staff Scale – II	Rs. 8500 – 230 – 20000
Admin Staff Scale – III	Rs. 7500 – 250 - 12000
Admin Staff Scale –IV	Rs. 6500 – 200 – 10500
Admin Staff Scale - V	Rs. 5200 – 140 - 9800

7.9. Appointment of Teaching Assistantship:

Students who are pursuing Ph.D are allowed to take teaching assignments with the permission of the Principal (not more than two hours per week per scholar)

7.10. It shall be incumbent upon every employee to furnish a correct and complete bio data to the Appointing authority as required by the management for the purpose of records and also thereafter promptly notify in writing any subsequent changes in the

particulars of the bio – data. However, any false information in the particulars given in the bio – data either at the time of appointment, or subsequently, may render the appointment null and void.

- 7.11. Every person appointed shall be certified to be of sound mental and physical health for service, by a medical authority as specified from time to time. During the tenure of employment, the Management at any time requires an employee to be examined by a Medical Officer of the Hospital approved by the Management. If on such an examination, the employee is found suffering from any disease or complaint that is infectious or of an objectionable nature such that it is liable to continuously or frequently interfere with the employee's normal duties or with the health of other employees, the Management may terminate his services.

CHAPTER – III

SELECTION PROCESS FOR THE POST

8. Procedure

- 8.1. The selected candidate who received the Offer letter should report for duty to the Principal on the Specified date, as mentioned in the offer letter.
- 8.2. The Joining Report and the letter of Undertaking have to be submitted by the staff.
- 8.3. PAN Card details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.
- 8.4. Each staff member is requested to open a Bank account with the bank specified by the Management for the purpose of crediting their monthly salary. The ATM card is also issued to the staff members for collecting their salary.
- 8.5. The appointment Order will be issued by the Secretary to the newly joined staff that has to execute the Service Contract.
- 8.6. The HOD will brief the newly joined staff about the Department formalities and the work load.
- 8.7. All Faculty / Admin. Heads are given official user ID and Password for Wi-Fi connectivity free of cost.
- 8.8. Email ID will be created for the staff by the ERP team within a week's time.
- 8.9. Identity Card will be provided for each staff on the same day (or) subsequent day of reporting for duty.
- 8.10. Library utilization form needs to be filled up by the newly joined faculty and they will be provided with a Library ID card for utilizing the Library resources.
- 8.11. Orientation programme will be organized by the Principal to the teaching staff to explain the rules and regulations of the Institution.

9. Probation

- 9.1. All employees irrespective of their cadre will be on probation for a period of one year when they are recruited for the posts or when they are promoted to higher grade / post.
- 9.2. During the period of probation, the employees will be assessed on their performance.
- 9.3. Deficiencies in the performance will be notified to the employee concerned and he / she will be advised suitably by their respective HOD's to correct the same.
- 9.4. If, in spite of the advice, to improve his/her performance, he/she continues to be deficient in his/her work and if the extension of the probation period is not

recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.

- 9.5. Recommendation for extension of probation / confirmation of an employee shall be approved by the person vested with the powers to do so.
- 9.6. The employee concerned should be advised regarding the deficiencies in the letter extending the probationary period.
- 9.7. The extension of the probation period shall be to the maximum extent of six months. If the employee does not reach the expectation even at the end of the extended period of probation, his appointment will be terminated / reverted to the post held prior to the promotion.
- 9.8. However, the extension or reduction of the probation period is at the discretion of the Management.

10. Orientation Programme:

10.1. The Orientation programme is conducted for all the new Teaching and Non Teaching staff, who join duty. The purpose is to get them familiarized with the Institution, its rules and regulations, Departmental Procedures, etc.

10.2. The Orientation Programme focuses on the following topics:

Vision and Mission	Help desks
Quality Policy	Facilities Available
Service Guidelines	Career Opportunities
Do's and Don'ts	Recognition of Service

In addition to the above, the following topics will be discussed in detail:

- Introduction to the Hindusthan Group of Institutions and Industries
- ISO Procedures and Requirements
- Departmental Procedures
- Imparting Pedagogical knowledge and student's Psychology
- Counseling Procedures
- UGC Performance Appraisal Grading System
- Library Information Resources
- Campus Infrastructure, Co-curricular, Extra Curricular activities

11. Staff Personal File:

- 11.1. A staff personal file shall be maintained for every employee showing the correct address, the date of appointment, consolidated pay / the scale of pay on which he / she was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments, dismissal etc., The file shall be open immediately when an employee reports for duty.
- 11.2. Any change in the address should be intimated immediately by the employee.

12. Identity Card:

- 12.1. Every employee shall be given an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the management. ID card should be worn with the lanyard by all the staff during the working hours and during the travel time in the Institution bus.
- 12.2. The Identity Card shall carry the photo of the employee, name, Employee No., designation, department, Date of Birth, Blood group, contact No., Residential Address. The said identity card shall be issued duly signed by the Authority concerned.
- 12.3. If the employee loses the identity card, the Management shall provide him with another ID card on payment of the requisite fee.
- 12.4. When the employee ceases to be in employment of the HICAS, he shall surrender his identity card to the Management before his accounts are settled.

13. Attendance

- 13.1. Every employee shall ordinarily be at work in HICAS, or any other designated area connected with HICAS, at the time fixed and notified. He shall register his attendance in the Finger Print Machine or Sign in the attendance register maintained in the Department of HRD both in the morning as well as in the evening. The employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually. "Late attendance" will be marked and the employee has to sign in the "Time in Time out register". Forfeiture of half – a – day casual Leave will be the penalty for every three days late attendance. Habitual three days late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.
- 13.2. Employees should normally obtain permission beforehand to arrive the Institution late or leave early.

13.3. Habitual absence or late attendance will entail penal provision.

13.4. Employees are expected to be present in their respective departments at least 10 minutes in advance before the working hours.

13.5. Biometrics Attendance Rules:

Attendance of all staff members is generated by Biometrics Attendance Recorder Machine. All staff members are required to mark their attendance both in the morning and evening sessions.

- Staff who report late due to the late arrival of the Institute Bus shall contact the Department of HRD for regularization of attendance.
- Staffs that come late due to permission or Leave or On Duty have to sign in the “Time in and Time out Register” maintained at the department of HRD.

14. Working Hours

14.1. The working Hours for each category is given below:

- Lunch Break: Depending upon the time table for Teaching Faculty and Technical Staff
- The Institution timings can change from time to time.

14.2. Employees shall be required to attend to any emergency duties outside their regular hours of work and on Sundays and Holidays, if required, and if the exigencies of work so demand such instructions shall be complied with. For such work they are entitled to “Compensatory off” at the Management discretion.

14.3. Subject to the provision of rule (a) & (b) above, all employees will be required to work 6 days a week. The number of hours they have to work per day, inclusive of rest interval / time for meals, but not inclusive of the 10 minutes break twice daily for tea / coffee, depending on the time table of classes / nature of work. In any case, the total number of hours per week will not exceed 48 hours, not taking into account the extra hours to be put in, in case of emergency / contingency.

15. Duties and Responsibilities:

15.1. Job duties and responsibilities of faculty : (As per UGC / AICTE / BHARATHIAR UNIVERSITY NORMS)

- A. Academic
- B. Research and Consultancy
- C. Administration
- D. Extension Services

A. Academic

- ✓ Class room lectures
- ✓ Instruction in Laboratories / guidance
- ✓ Curriculum Development
- ✓ Developing resources materials and laboratory development, manuals, etc.,
- ✓ Students assessment and evaluation
- ✓ Participation in co-curricular and extracurricular activities.
- ✓ Students counseling.
- ✓ Conducting / participating in continuing education, summer / winter schools, seminars and symposia.
- ✓ Publication of books and journals
- ✓ Upgrading by pursuing higher studies and keeping abreast with the developments in his / her own field.
- ✓ Conduct of examinations
- ✓ To maintain attendance book and work diary.

B. Research and Consultancy:

- ✓ Research and Development activities, research / project guidance.
- ✓ Industry sponsored projects / sponsored projects of Government National labs
- ✓ Providing industry consultancy and testing service, active participation in promoting industry institution interaction.

C. Administration:

- ✓ Academic and Administrative management of the department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.
- ✓ Design and development of new programmes and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty student's activities.
- ✓ Planning / development of schedules for classes both of departmental / institutional levels.
- ✓ Mobilizing resources for the institution, maintaining and cross checking accountability, conducting performance appraisals.

D. Extension Services:

- ✓ Interaction with industries / Service institutions, promote community service and sports activities amongst students
- ✓ Help, Devote, Vocational services in the neighborhood, contribute towards promoting / providing non-formal education, promote entrepreneurship and job creation.

15.2. General Instructions to the Faculty:

(a) In the Department:

- 1) The faculty member should always first talk to the HOD and keep the HOD in confidence about his / her professional and official activities.
- 2) The subjects will be allotted by the HOD after taking into account the faculty member's aptitude.
- 3) In addition to teaching, the faculty member should take additional responsibilities as assigned by the HOD / Dean in academic, co – curricular or extracurricular activities.
- 4) Every faculty member should maintain the student's attendance records manually and the absentees roll number should be noted every day through online as soon as the classes / laboratory hours are over.
- 5) Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with the 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.
- 6) The faculty member should make him / her presentable. The faculty member should show no partiality to any segment / individual student.
- 7) The faculty advisor must update the student's personal file regularly and put up for inspection by HOD / Dean / appropriate authority as the case may be.
- 8) Faculty Tutor / Mentor:
To help the students to plan their courses of their study and for general advice, the HOD's will attach 20 students to a teacher of the department who shall function as faculty tutor/mentor throughout their period of study. Such faculty tutor shall advise the students and monitor their courses, check their attendance and progress, and counsel them periodically. The faculty tutor can also counsel students in co-curricular and extra-curricular activities. The counseling register is to be maintained properly and the students' progress through the counseling to be noted. If the counselor cannot resolve the problem of a student, he / she can be referred to the Student Support Cell for further advice.

(b) Class Room Teaching:

- 1) Once the subject is allotted, the faculty member should prepare the lesson plan for the lecture hour.
- 2) The faculty member should get the lesson plan and course file approved by the HOD and the Dean. The course file should consist of the preface, previous year University question papers, notes, handouts, OHP sheets, test / exam question papers, two model answer scripts for each test / exam, assignments (if any), etc.

- 3) The faculty member's work diary must be regularly updated and put up for inspection by HOD / Dean as the case may be.
- 4) The faculty member should go to the class at least five minutes early.
- 5) The faculty member should engage the full 60 minutes class / lab or as per allotted time and should not leave the class early.
- 6) The faculty member on entering the class room should ensure the dress code, the ID card and the general discipline of the class.
- 7) The faculty member should encourage students to be interactive in class.
- 8) The faculty member should practice / rehearse the lecture well before going to the class.
- 9) The faculty member should make use of LCD, OHP, etc., as teaching aids.
- 10) The faculty member should encourage students to ask doubts / questions.
- 11) The faculty member should get feedback from students and adjust his / her teaching appropriately.
- 12) The faculty member should take care of the academically weak students and pay special attention to their needs.
- 13) In Problems/Analytical oriented subjects, regular tutorials have to be conducted. The tutorial questions have to be handed over to the students at least a week in advance of the actual class.
- 14) The faculty member should sign in the work diary every day after he / she finishes the lecture.
- 15) The faculty member should interact with the Class Coordinator or Counselor and inform him / her about the habitual absentees, academically weak students, objectionable behavior, etc.
- 16) The faculty member should always aim for 100% pass results in his / her subjects and work accordingly.
- 17) The faculty member should visit the library regularly and read the latest journals / magazines in his / her specialty and keep him / her abreast of the latest advancements.
- 18) The faculty member should make him / her available to students for doubt clearance.
- 19) The faculty member should motivate the students and bring out the creativity / originality in them.

(c) Laboratory:

- 1) The faculty member handling laboratory classes must perform the experiments personally before the start of the semester and be experienced with the procedures before making the students perform the experiments.
- 2) Whenever possible, additional experiments may be conducted to the slow learners to clarify or enlighten them.
- 3) The lab / observation records must be corrected then and there or at least by the next lab class.
- 4) The faculty should ensure adherence to the lab dress code of the students in the lab.

(d) Test / Exam:

- 1) Faculty members should strictly follow the rules and regulations laid down for question paper setting, invigilation, valuation, awarding of internal marks and matters pertaining to the examinations.
- 2) During invigilation, the faculty member should be continuously moving around. He / She should not sit in a place for a prolonged time. Faculty member should maintain silence in the hall. He / She should watch the students closely so that they don't indulge in any malpractice in the exam hall.
- 3) Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the Chief Superintendent. In the case of internal test / model exams, the Class Tutor and the HOD concerned should be informed.
- 4) The test papers must be corrected within three days from the date of examinations and the mark list should be submitted to the HOD who forwards it to the COE office. The corrected papers are to be handed over to the students.
- 5) The faculty members should be very fair and impartial in awarding the internal marks to students and also during the valuation of the answer scripts.

16. Do's and Don'ts:

16.1 Do's:

1. To wear identity card in the campus.
2. Dress Code: To come in formal attire.
Gents: Formal Shirt, Pant with Shoes. (Shirt to be tucked in)
Ladies: Saris or any other formal wear.
3. To follow institution timings:
For Academic staffs:
09: 15 a.m. to 04:00 p.m. (Monday to Saturday)
*Institution timings may change from time to time.

For Admin Staffs:

09: 00 a.m. to 05: 30 p.m. (Monday to Saturday)

Sunday is a holiday.

4. To do additional hours of service as may be required, depending upon the exigency of the work without claiming extra remuneration.
5. To ensure safe custody and return in good condition the management properties such as files, materials, documents or copies of any nature whatsoever belonging to the management; failing which the management shall have the right to recover the cost of the items from the staff.
6. To be punctual.
7. To ensure code of conduct.
8. To be sincere and loyal to the Institution.
9. To prepare well for the classes.
10. To make the classes interactive and interesting.
11. To follow lesson plan.
12. To follow the procedures laid down in the Quality manual.
13. To arrive to the respective class at least five minutes in advance.
14. To take attendance of the students by their names.
15. To monitor each student performance by conducting tests, giving assignments and to take necessary measures to improve the level of performance.
16. To visit central Library / Departmental Library to update knowledge. To utilize free hours in the library.
17. To monitor the cleanliness of the class rooms / laboratories.
18. To make necessary alternative arrangements of their duties for engaging the classes / practical sessions, before the staff goes on leave.
19. To provide information with regard to pursuing higher studies, additional qualification, change of address with necessary proof to the Department of HRD for updating the staff record.
20. To ensure that all research content of project, either by staff or student remains the Intellectual Property of Hindusthan Group of Institutions at all times.
21. To provide information with regard to additional qualification, change of address with necessary proof, to the Principal for updating the individual staff record.

16.2 Don'ts:

1. Do not use mobile phones in the Campus during the working hours.
2. Do not take frequent leave, which disrupts the functioning of the department.
3. Do not engage in private commitments during the working hours.
4. Do not violate the rules and regulations of the Institution that are in force from time to time.

17. The duties and responsibilities for the non-teaching staff are mentioned in their Appointment Order according to their category.

18. Performance Appraisal System:

18.1 Teaching Faculty Performance Appraisal System

The teaching Faculty performance appraisal system is based on the following parameters:

- Qualification of the Staff
- Experience
- Pass Percentage (which also includes the number of distinctions obtained, First class holders) of the classes handled by them
- Evaluation of the Teachers by the Students.
- Self – Developmental activities such as Additional Qualification acquired, Training or Staff Development Programmes attended (In House, External Training), participation in National / International Conferences, Paper presentation in National / International Conferences.
- Development Programmes conducted by the Staff as resource Faculty in any continuing Education Programme / Training Programme. Obtained any funded research project (Internal / External), Consultancy Services.
 - Research activities undergone.
 - Industry Institute Interaction activities.
 - Publication in referred Journals (i.e. in National / International referred Journals).
 - Publication of Books, article in Magazines, Article in Professional newsletters, etc.,
 - Student Development Activities such as the Extent of Participation in the syllabus areas, counseling and Guidance services, Promoting students in attending seminars, Conferences for paper presentation, any training programmes conducted for students on Soft Skills, Remedial measures to improve the students who failed, or extra classes taken for difficult subjects.
 - Professional standings (member of any Professional Body, Any Programme conducted by the Professional body in the Campus)

- Administrative assignments at Institutional level; / Department level
- Other activities such as Sports and Cultural activities, Honours and awards received, attendance, etc.,

19. Annual Increment

- 19.1. Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. Annual Increment is granted based on their performance, qualification, experience as assessed by the Performance Appraisal System as well as fulfilling the required norms / criteria of the University. The performance appraisal score will be intimated to the staff concerned so as to be aware of their own strengths and weaknesses and to facilitate improvement of their performance.
- 19.2. In case the employee is on a consolidated pay and not on a scale of pay, adhoc lump sum increment may be given after the end of every year at the discretion of the Management, while on probation / confirmation / contract. Provided his work and conduct are satisfactory.
- 19.3. The Increment amount will be awarded to the performers. Additional increment / incentives may be offered to the deserving staff based on their performance, outstanding work, irrespective of their qualification and experience.
- 19.4. The annual increment will be withheld as a disciplinary measure if an adverse report is received against the employee and so decided by the Management after necessary enquiry. The period for which the increment should be withheld will be decided by the Management, the competent authority to do so. In all cases, the employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In case of cumulative effect, the employee will not be entitled to get the increment so withheld for the specified number of years. In the case of increment withheld for a particular period without cumulative effect, he will be entitled to get the increment immediately after the completion of the particular period.
- 19.5. When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due after he completes one year of service in the higher post.
- 19.6. The increment date will be postponed in proportion to the number of days he is on

leave on loss of pay.

- 19.7. An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and subsequent increments will be regulated from 1st July of every year.

20. Promotion Policy

- 20.1. Promotions will be regulated as per promotion policy rules. The Management is under no obligation to promote any one from the post to another even when an employee acquires the minimum qualifications required for a new or higher post.
- 20.2. Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis / criteria of merit / efficiency / the commitment dedication of the staff to the all - round development / improvement of the college. Seniority will be a deciding criterion for promotions.
- 20.3. No employee who is under suspension or against whom disciplinary proceedings have been taken or are about to be taken shall be promoted until he is unconditionally reinstated or exonerated.

21. Transfers

- 21.1. All employees are liable for transfer / deputation from one unit / department to another unit / department of the Hindusthan Group of Institutions at the sole discretion of the Management.
- 21.2. All employees are liable to being shifted from one discipline / function, department, section; branch, etc., to another of the Hindusthan Group of Institutions, provided that such transfer does not adversely affect the nature of duties as per the terms of appointment. The salary of the individual concerned shall remain intact except in the case of a transfer requested by an employee for his personal reasons.
- 21.3. In the event of refusal to accept a transfer / deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his service.
- 21.4. The Management may grant special scale or allowance on transfer / deputation depending on the merit of the case.

22. Incentive for Research

- 22.1. Cash incentive for publishing in referred National / International Journal is paid as a onetime payment in a particular academic year as given below:
- The Management of HICAS is introducing the following policy for awarding

incentives and other benefits for the Faculty Members to motivate to involve in R&D / Funding / Consultancy / Knowledge update.

Category 1: Funded R&D Projects from the Government / Industry

1. 10% of the project value for a single member team.
2. 15% of the project value for a team of two or more members (variable %, as per the involvement)

Category 2: Consultancy / Testing Projects from the Government / Industry / NGO (Non- Governmental Organisation)

1. 40% of the surplus revenue after deducting all the expenses.
2. It will be shared by the team members, as per their contribution.

Category 3: Organizing funded Seminars / Conferences / Workshops / STTP /other

1. 5% of the receipt value for a single member team.
2. 8% of the receipt value for a team of two or more members (variable %, as per the involvement)

Category 4: Research Publications, Book Publications and Patents

1. Research Papers in IEEE, Elsevier, Taylor & Francis, Inderscience, Springer – 5000
2. Research Papers in Quality Journal with High Impact Factor – 2500
3. Research Papers in UGC Refereed Journal – 1000
4. Academic Book (Editing/Authoring) with Quality Publisher – 5000
5. Academic Book (as Chapter author/Joint Author) with Quality Publisher – 2500
6. Patent – All expenses

Category 5: Ph.D Guidance

1. Ph.D guidance – 4000 (FT) / 3000 (PT) from the fees paid to college, if any
2. M.Phil guidance – 3000 from the fees paid to college, if any

Category 6: Attending Seminars / Conferences / Workshops

1. Registration fee will be paid by the college.
2. On-duty will be extended including a day prior and a day after the programme, if it outside Tamilnadu / India.
3. Once in a year it can be availed.

Category 7: Study Online Course in Advanced Domain Area

1. Examination fee will be paid fully, when elite grade (70% and above) is obtained.
2. 50% of Examination fee will be paid, if the exam is cleared.
3. Once in a year it can be availed.

Note: All such publications should bear the name of the Department and Institution to become eligible for the above incentive.

- 22.2. Patent and IPR arising out of the research conducted in the Institution will rest with the Institution. No member faculty / staff should use any course material for any purpose other than what has specifically been provided for by the Institution and shall at all times keep confidential any information / documents / records in relation to research work that is either being done or has been completed at the Institution or at any other place so authorised by the Institution and shall not disclose the same without prior specific approval of the Management of the Institution. In the event of any breach of confidentiality, the respective member of the faculty / staff shall be liable to pay damages for the same as quantified by the Management.
- 22.3. The Chief Coordinator for externally – funded projects will be eligible for an appropriate special allowance, as a consolidated amount for projects valued up to Rs. 30 lakhs. For projects above Rs. 30 lakhs an appropriate monthly allowance will be given based on the nature of the project.

23. Recognition of Service:

The Service of the Faculty is recognised based on the performance, dedication, involvement in R&D activities and outstanding achievement.

Awards given to the teaching staff are the following:

1. Best Teaching
2. Producing best results
3. Publishing Books
4. Publishing Articles in refereed Journals.
5. Encouragement award for acquiring additional qualifications.
6. Achievement awards for obtaining funded projects
7. Award for doing Innovative projects
8. Incentive for each research publication in referred National/International Journal as a Main Author / Co – Author.
9. Award for promoting research activity.
10. Incentive for conducting value – added training programmes /courses.

Awards for Non – teaching staff:

1. Best Technical Staff
2. Best administrative staff
3. Best Supporting staff

General Awards for Teaching and Non – teaching staff:

1. Sports Award
2. Best Attendance
3. Service Award

Best Department Award is given to the department excelling in all aspects.

24. Consultancy:

Faculty, who are doing the consultancy activities will be paid consultancy charges at the following rates:

- With Institution Support – 60: 40 (i.e. 60% of the Consultancy revenue to the Institution and 40% to the faculty concerned)
- Without Institution Support – 40: 60 (i.e. 40% of the Consultancy revenue to the Institution and 60% to the faculty concerned)

25. Recruitment

- 25.1. Every Teaching and Non – Teaching staff of HICAS will retire from service on completing the age of 60 years and 60 years respectively. However, faculty can be reemployed after the retirement period up to the age of 70 at the discretion of the Management
- 25.2. In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

NOTE:

In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed duty pay for the holiday.

Resignation / Termination of Service

- 25.3. If an employee desires to resign, he must give notice of his resignation in writing to the Head of the Institution through proper channel. However, the member of the teaching staff shall not ordinarily resign from his post during the course of an academic year.
- 25.4. A faculty can submit his / her resignation only in the month of February so that the resignation will be processed and the employee will be relieved after three months subject to the completion of the syllabus and at the discretion of the Management
- 25.5. The Management reserves the right to accept or reject the resignation with effect

from the day deemed fit by the Management, irrespective of the notice – period given by the employee.

- 25.6. Till the resignation is accepted (whether it is during the notice period or before the expiry of the notice period) and the Relieving Order is issued to the employee concerned, he shall continue to be in service, unless any other instructions are given in writing by the Management, Resignation once submitted cannot be withdrawn, after the expiry of the notice period.
- 25.7. On receipt of the notice of resignation, the Head of the Institution will advise all concerned to stop the payments, issue of materials, etc., to the employee, unless specific approval of the Head of the Institution is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is accepted and the letter of acceptance is given and his accounts are settled.
- 25.8. When the letter of acceptance of resignation is communicated by the Management to the employee concerned, the employee shall settle all his dues to HICAS, handover documents, cash, equipments and other properties held in his custody and vacate the quarters occupied by him to obtain the no-dues certificate to that effect. The Management reserves the right to recover all such outstanding amounts and the value of the property of HICAS from the amounts due to the employee or in any other manner decided by the Management.
- 25.9. After all the formalities are completed and the clearance certificate is submitted by the employee, the relieving order and the salary – cum – experience certificate will be issued.

25.10. Irregular Absence of Employee

If an employee remains absent for more than 7 consecutive working days, without prior sanction of leave he shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he is also liable for disciplinary action as per rules, at the discretion of the Management.

CHAPTER – IV

CONDUCT RULES

26. General

26.1. Every employee shall:

Maintain at all times absolute integrity and sincere devotion to duty and loyalty to HICAS and shall do nothing that would or is likely to tarnish the image or reputation of HICAS, or adversely affect its interests.

26.2. Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.

26.3. No employee shall use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of HICAS.

26.4. No employee shall bring or attempt to bring any outside influence to bear upon the Management to further his interest in HICAS.

26.5. Employee should not misuse the amenities provided to him/her by HICAS for the discharge of his/her official duties.

26.6. Employees are banned from accepting any gifts, presents, gratis, payments or other favours from students, parents, suppliers, contractors, dealers of the college either directly or indirectly.

26.7. No employee shall disclose or use any confidential information gained in the course of his employment at HICAS or its associates for personal gain / profit or advantage for himself or any other person.

26.8. No employee shall engage directly or indirectly in any trade or business or avocation or undertake any other employment.

26.9. No employee shall:

1. Propagate / indulge in communal or sectarian activity.
2. Discriminate against persons on the grounds of caste, creed, language, etc.
3. Indulge in or encourage any form of malpractice.
4. Accept private tuition.

26.10. Employees shall abide by the rules and regulations of the Management. Every employee shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he / she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office diligently and as required.

26.11. Properties of HICAS

Every employee shall take sufficient care of the property, Materials, instruments, equipments, machines, furniture, cash etc., of HICAS and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he/she shall be liable for disciplinary action as may be deemed fit by the Management. Besides, the Management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.

26.12. Every employee shall promptly report any occurrence or defect noticed which might endanger lives of persons in HICAS and may result in any damage to the property of HICAS or that of others.

26.13. Every employee shall take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Management.

26.14. Every employee shall check whether the stock procurement and stocking of materials, get out-dated or not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In-charge concerned should be appraised and appropriate action taken in consultation with the Management. Great care must be taken to avoid unnecessary inventory holdings.

27. Unauthorized Possession of Goods, Etc.,

An employee is not supposed to be in the unauthorized possession of any goods, equipments, implements, articles, materials, etc., which are in use in HICAS or kept in stock in HICAS. Any individual possessing such goods by improper means will be found culpable. The Management may confiscate such goods and disciplinary action will be taken as deemed fit by the Management.

28. Unauthorized Persons in the Premises:

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the HICAS premises forthwith unless required to stay back by the Management, such employees shall not enter the HICAS premises without permission.

29. Possession / Consumption of Intoxicating Drinks and Narcotics:

Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty.

30. Participation in Politics and Elections

30.1. No employee shall

Be a member of or otherwise associated with any political party or any

organization which takes part in politics; nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity. Contest, canvass or otherwise interfere or use his influence with or take part in any election to any legislative or local authority, beyond exercising his franchise without prior permission of the Management.

30.2. Demonstration and Strikes

No employee shall organize or participate in any demonstration on the property of HICAS, which is prejudicial to the interests of HICAS or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

30.3. Contacts with Press, Radio, Television and Social Media

No employees shall, except with the prior permission of HICAS or in the bona fide discharge of his duties, participate in a Radio / TV broadcast/ Social Media, give speech to the public, nor contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of HICAS or detrimental to the image / interests of HICAS.

30.4. Criticism of Management

No employee shall criticize the Management either in the press or over the radio or on any public platform. However, nothing in this rule shall apply to any statement made or view expressed by any employee in his official capacity or in the due performance of the duties assigned to him.

30.5. Unauthorized communication of information

No employee shall, except in accordance with any general or special order of HICAS, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any of official document or information to any employee or any other person to whom he is not authorized by HICAS.

30.6. Unauthorized publication of Official documents

No employee while in service of HICAS or after retirement, resignation, dismissal or discharge shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of HICAS.

30.7. Fund raising programme inside the Campus

No employee shall associate himself with the raising of any fund by any Individual, firm, association or organization without prior permission.

30.8. Invention and Patents

No employee of HICAS shall, without the prior consent of the Management either during his service in HICAS or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in HICAS / association with HICAS duties.

31. Search

31.1. Employees are liable to be searched by a person or persons authorized by the Management at any time, and also while entering or leaving the premises of HICAS, provided that the women employees shall be searched only by women. If any member of the Management suspects that an employee is in wrongful possession of any property not belonging to him, he can detain such an employee for search provided that the search shall not be made except in the presence of at least another person wherever practicable and that women employees shall not be searched by or in the presence of men.

31.2. Quarters, accommodation and such other facilities provided by HICAS are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

31.3. HICAS shall not be responsible in any way for any damages or loss caused to any personal property of any employee within the premises of HICAS.

31.4. Employees shall not possess lethal weapons.

31.5. Employees shall deposit with the appropriate authority any lost and found / unclaimed articles/ cash/ cash valuables in the premises of HICAS.

31.6. Employees shall observe safety / health norms notified by the Management from time to time.

Disciplinary Action:

31.7. Infringement of any of the Conduct Rules shall be termed “misconduct” and therefore entail disciplinary action.

31.8. Without prejudice to the general meaning of the term “misconduct”, the following acts of omission and commission shall be treated as “misconduct”, in respect of an employee.

31.9. Willful in-subordination or disobedience of any lawful and reasonable order of his

official superiors.

31.10. Commission of any act subversive of discipline of behaviour, dishonesty, fraud, impersonation.

31.11. Participation in any strike / demonstration gherao and or any other kinds of agitations of abetting and inciting such agitation activities.

31.12. Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of HICAS.

31.13. Willful damage to the property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of HICAS.

31.14. Accepting or offering bribes or any illegal gratification.

31.15. Habitual:

1. Absence without leave or absence without leave for more than seven consecutive days.
2. Late attendance or habitually leaving work before time or abandonment of the place of duty.
3. Breach of rule or office order of HICAS.
4. Negligence or neglect of work.

31.16. Accepting service for any consideration in any other company / establishment / Institution or under any person without the approval of the Management.

31.17. Drunkenness or disorderly behaviour in the HICAS premises and public places, affecting the reputation of HICAS.

31.18. Sleeping while on duty/ during working hours.

31.19. Distributing or exhibiting inside the HICAS premises, hand-bills, pamphlets or posters without prior written permission of the Management.

31.20. Attending or holding any unauthorized meeting within the HICAS premises.

31.21. Unauthorised disclosure of information about the business or affairs of HICAS.

31.22. Gambling within the HICAS premises.

31.23. Convicted in criminal court.

31.24. Making false statements on matters related to his employment in HICAS or willful suppression of facts at the time of employment or during the course of service in HICAS.

31.25. Attempting or causing bodily injury or intimidation to any employee / officer of HICAS in the HICAS premises or in the course of his discharging official duties for HICAS.

31.26. Use of foul or abusive language to misbehave with any officer or employee or visitors within the HICAS premises or in the course of his discharging official duties

for HICAS.

31.27. Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary / Inquiry Authority or Superior(s).

31.28. Carrying on money lending or any other private business within the premises of HICAS.

31.29. Participation in any movement prejudicial to the interests of HICAS.

31.30. Insolvent person.

31.31. Abetment of or attempt at abetment of any act which amount to misconduct.

31.32. Misusing or mishandling any machine, apparatus or equipment.

31.33. Using HICAS facilities in an unauthorised manner for personal gain.

31.34. Not allowing HICAS employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of HICAS.

31.35. Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.

31.36. Forging the signature of another employee in the attendance register.

31.37. Tampering with any of the records of HICAS.

31.38. Adopting willful slow-down in the performance of the work, or victimizing others to slow- down, or practicing a work-to-rule performance.

31.39. Acts of immorality within the premises of HICAS.

31.40. Unauthorized occupation / illegal or immoral use of HICAS quarters / premises / rooms.

31.41. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the Management.

31.42. Organizing or attending any meetings during the working hours, which are not official and authorised.

31.43. Violation of any service rules / instructions by the appropriate authority.

32. Inquiries – Procedure & Punishment

32.1. The Management shall be authorized to delegate powers to any member of the Management for the purpose of administering these service rules or for ordering an enquiry.

32.2. An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension

pending enquiry shall be eligible to a subsistence allowance at the rate of 50% of the wages last drawn by him which shall not be payable for the period of any adjournment or postponements of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

- 32.3. If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him/her, the employee shall not be entitled to any salary/ wages during the period of his/her suspension.
- 32.4. If as a result of the enquiry, an employee is found not guilty of misconduct he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.
- 32.5. An employee found guilty of misconduct after an enquiry duly conducted may be punished by
 - a. Suspension from duty without salary / wages not exceeding 7 days or
 - b. Dismissal or
 - c. Demotion or
 - d. Stoppage of salary / wage / increment or
 - e. Fine or
 - f. Reprimand by an order of the Management or any one authorized by him.
- 32.6. While awarding punishment, the Management may take into account the gravity of the misconduct, the previous record of the employee, if any and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the Management shall be served on the employee concerned.
- 32.7. In case of dismissal, the employee may if he thinks it necessary, appeal to the Appellate Authority in the college whose decision will be final.

CHAPTER – V

LEAVE RULES

33. Types of Leave:

The employees are entitled for the following types of leave:

1. Casual Leave
2. Vacation Leave (For Teaching staff)
3. Earned Leave
4. Medical Leave
5. Maternity Leave
6. Study Leave
7. Special Leave
8. Leave on Loss of pay

34. Casual Leave (CL)

- 34.1. Employees are entitled for 15 days of paid Casual Leave (CL) in a calendar year. However, in case the employee joins duty during the course of the year, such leave will be granted proportionate to the months of service in the said calendar year. (i.e. one day CL on completion of a month). For Non-teaching staff, CL is eligible only on successful completion of six months during the probation period.
- 34.2. Casual Leave is not a privilege, Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction. Leave should be applied at least three days in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.
- 34.3. Casual Leave cannot be combined with any other type of leave except Compensatory leave. Without prior permission, CL can be either suffixed or prefixed with holidays / weekly off days.
- 34.4. A single spell of CL shall not exceed 3 days at a time. However in special cases like medical grounds, the Management may permit the period to exceed 3 days by granting ML / EL subject to their availability of Medical Leave / Earned Leave on the merits of each case.
- 34.5. In calculating the total CL, Sundays and other authorized holidays will be taken into account. In case an employee is out of station, he must state so in the leave application and give the address of his destination.
- 34.6. CL cannot be carried over to the next year if it is not availed during the year.
- 34.7. For all foreseen and unforeseen reasons, CL must be applied for and got sanction by

the authority concerned before the employee proceeds on such leave. The employee may be deemed to be absent without leave if this rule is transgressed and dealt with as per rules, however, in case of illness or in case of an emergency where it may not be possible for the employee to take prior sanction of the authority concerned.

35. Vacation Leave:

- 35.1. Only Teaching staff members (Professors, associate Professors, and Assistant Professors) are eligible to avail vacation leave.
- 35.2. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal.
- 35.3. Vacation Leave may be availed in two spells in each vacation
- 35.4. Other leaves cannot be combined with Vacation Leave.
- 35.5. Vacation leave may be curtailed or refused depending upon the exigencies of works and nature of appointment.

36. Earned Leave:

- 36.1. Earned Leave (EL) will be credited to the account of the staff at the end of each year and can be availed of only in the succeeding year.
- 36.2. EL can be carried forward up to a maximum period of 40 days. (For Supporting Staff, it is 45 days.) EL exceeding the above days in addition to the leave earned for the particular year will be automatically lapsed.
- 36.3. Encashment of EL is not permitted.
- 36.4. Holidays and weekly-off days intervening the EL period will also be treated as Earned Leave.
- 36.5. EL cannot be combined with any other leave.
- 36.6. No extension of EL will normally be granted.

37. Medical Leave

Staffs are eligible for three days Medical Leave (ML) in a Leave year after completion of one year. Staff availing ML should produce Medical Certificate (MC) from a Registered Medical Practitioner on the day of resuming duty.

38. Maternity Leave

As per the norms, Staff can avail maternity leave along with vacation leave / EL., as applicable, to their credit provided they have not availed their vacation / EL in the respective year subject to the approval of the management.

39. Study Leave

39.1. For pursuing Ph.D:

All faculties, who are pursuing Ph.D, or signing a Deed of Indemnity –cum-guarantee, are entitled to the following benefits:

39.2. Course Work:

One full day or two half days per week is permitted during the course work Period.

39.3. Thesis Work:

One full day per month is allowed for discussion with the Ph.D Supervisor.

39.4. Thesis Submission & Viva:

Paid leave for the preparation of synopsis, submission of the Thesis, and Viva voce examination is allowed to a maximum period of 15 days. Any excess days required will be granted against their leave at credit / vacation leave / Loss of pay.

40. Special Leave:

40.1. Special Leave (SL) may be granted by the Management to an employee with salary for cases such as marriage, medical emergencies, etc., based on the nature of the reason. The Management may prescribe the conditions for granting such leave. For reasons like marriage, the SL is restricted up to 10 days.

40.2. SL is given to employees who have completed a minimum of one year of service in HICAS.

40.3. SL may be granted by the Management with or without salary in extraordinary circumstances like infectious diseases and such leave shall not exceed 30 days.

41. Leave on Loss of Pay:

41.1. Absence without permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay.

41.2. If any staff member applies and avail leave in excess of the prescribed limit shall be deemed to be on Leave on Loss of Pay (LLP). If such LLP is more than seven days at a stretch in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Management shall be final in such cases.

41.3. Two such break-in-services within a period of one year will make the staff member Ineligible for increment in pay and also for availing vacation Leave / earned Leave in the academic year.

42. Permission:

The Staff can avail of two half-an-hour permission or one-hour permission once a month.

43. On Duty:

On Duty (OD) will be granted when staff members are required to go out for official duties or to participate in seminars, etc., as approved by the Principal authority. Staff Members are permitted to go for other colleges / universities for examination related work as permitted by the Principal.

Staff shall be allowed to attend Conferences / Seminars / Meetings for which the Management shall bear the expenses of Registration or Conference fees travelling and daily allowances /accommodation and boarding charges subject to the approval. The staffs have to submit the Faculty Development Programme Form (FDP form) and after obtaining prior permission are allowed to attend Conferences / Seminars / Meetings at State / National / International Level.

Staff should submit their OD forms with the due approval of the HOD and the Head of the Institution before going on duty. If for any valid reason they could not do so, shall submit the same on the day they return to duty. Head of the Departments going on duty shall get the approval of the Head of the Institution.

- In case of HOD / Dean / Director, OD (or) Leave has to be submitted in advance and approved by the Principal.
- Number of days of such OD for attending Practical / theory external duty, theory Paper valuation, seminar, conference, workshop participation is limited to 12 days per year.
- The Head of the Institution shall have the right to cancel the OD sanctioned earlier, in view of the need for emergency work of the Institution.
- Staff deputed by the Institution to attend Conferences / Seminars / Meetings and other
- Institution-related-work shall be deemed to be “On Duty”.

CHAPTER – VI

PARTICIPATION IN INSTITUTE COMMITTEES

44. Institute Committees:

Committee formation is a tool for staff participation in the Academic as well as the Administrative activity. Accordingly there are several committees formed such as Academic Council, Planning Evaluation Committee, Autonomous Review Committee , Finance Committee, Curriculum Development Cell, Internal Quality Assurance Cell, Examination Committee, Library Committee, Website Committee, Magazine Committee, Extension Activity Committee, Anti-drug Committee, Anti Ragging Committee, Anti Sexual Harassment, Anti Caste Discrimination Committee, Students Grievance Committee, Students Support Cell, Student Welfare Committee, Women Welfare and Empowerment Committee etc.,

Feedback Mechanism:

Feedback mechanism is operated to get the feedback from the students and staff in order to find out the strengths and weaknesses of each system and to rectify the weaknesses by taking appropriate remedial measures. Some of the feedback forms collected from the staff and students are enlisted below:

1. Personnel form for collecting information from the candidates
2. Questionnaire for Talent Management (Collected during Induction Programme) Self-appraisal feedback form from the faculty / staff
3. Appraisal form for non-teaching staff (feedback collected from subordinates, colleagues, superiors, HRD and review committee members)
4. Student's feedback form
5. Parent's feedback form
6. Alumni feedback form
7. Library feedback form
8. General amenities feedback form

45. Decentralization of Powers:

(a) Administration:

Every HOD is given powers in the areas specified below:

1. Designing of curriculum, syllabi, introduction of new courses.
2. Allotment of workload.
3. Assignment of additional workload.
4. Nominating staff to attend training programme / Faculty Development Programme (both internal and external)

5. Freedom to conduct in-house and outside symposium / training programmes
6. Recommending leave / O.D. for the department staff
7. Recommending of equipment's to be purchased.
8. Screening of quotations and selection of suppliers for purchasing consumables.
9. Research and Development Proposal.
10. Product development proposal
11. Redressal of department staff grievances
12. Counseling
13. Procurement of books pertaining to the department.
14. Monitoring the discipline the students.
15. Conducting motivational and quiz programmes for staff and students
16. Implementation of ISO methodologies and to ensure qualitative education to the students.

46. Career Opportunities:

HICAS provides a platform for the faculty development activities by sponsoring the faculty for:

1. Attending training programmes (In-house as well as external)
2. Attending conferences for participating, paper presentation (national as well as international level).
3. Pursuing higher studies like Post Graduation, MS (By Research), PhD
4. Pursuing short-term courses, certificates courses, etc.,
5. For publishing books, articles in journals, professional newsletters, etc.,
6. Promoting research and consultancy activities.
7. Promoting innovative projects, funded projects, patents, etc.,
8. Promoting product development activities.

(a) Sponsorship for attending training Programme:

External training Programme:

Staff member who has completed one year of service is permitted to attend external training programme and their absence from duty in this regard will be treated as "on duty". Boarding and lodging expenses will be borne by the Institution, as per norms. The staff member has to submit a report on completion of the training and share the information about the concepts learnt through the training programme to other staff members and students.

In case, the staff member leaves the institution before the completion of the stipulated period mentioned in the Staff Development Form / agreement executed in

this regard, the amount spent for the staff member for imparting the training will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned to the Institution.

Internal training Programme:

Training programme conducted in our Campus for the staff members (technical / soft skills training programme) are called as Internal training programme. Staff members including those who have not completed on year of service are permitted for attending the Internal training programme. The terms and conditions prescribed in respect of the external training programme will apply to those staff members who leave the institution before the completion of the stipulated period.

(b) Travel grant for presenting research papers in other state / abroad:

Faculty will be permitted to attend seminars, conferences, workshops, etc., in other states, abroad for presenting their research papers and the expenses in this regard will be borne by the Institution. Faculties are also encouraged to apply for travel grant from UGC / AICTE in this regard.

Faculties who have completed one year of service are eligible for the travel grant. However, the Management has the discretion to permit any faculty to present their research paper in other state / abroad depending on the quality of their research work.

In case, the staff member leaves the institution before the completion of the stipulated period mentioned in the agreement executed in this regard, the amount spent for the staff member for presenting their research papers will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned for the Institution.

47. Statutory and other Deductions:

Statutory deductions such as PF, Income Tax, and Professional Tax will be deducted from the employee's Salary, as applicable, as per the law.

Employees who are availing transportation facility of the Institute and boarding and lodging in the hostel are being charged for the facility availed at the rate fixed by the Management from time to time. However, no charges will be made for the staff holding additional responsibility, such as Bus In-Charge, warden or Assistant Warden in the hostel.

Faculty who are holding the Warden post will be additional allowance at the rate fixed by the Management from time to time.

48. Grievance Redressal / Counseling Cell:

Any staff having any specific grievance concerned with their Academic / Administration activity can address his / her problem to the Head of the Institution in writing. Their grievances may be routed through the Head of the department. Genuine grievances of the staff will be considered and remedial measures taken by the authorities.

49. Suggestion System:

Suggestion boxes are available in the Main office near the reception to post any suggestion pertaining to any item regarding institutional matters. Suggestion letters posted are periodically taken and forwarded to the authorities for taking remedial action. Suggestions are also invited through online mode through college email id.

50. Anti Sexual Harassment Cell:

This cell is meant to address the grievances encountered by women staff in the work place. The Chairperson of the cell will be appointed by the Management.

Objectives:

- (a) Create awareness on equal opportunity for women, which will ultimately lead to an improved attitude and admirable behaviour.
- (b) Provide a working / living harassment – free atmosphere by identifying the responsibility on the persons concerned for ensuring equal treatment of women and acknowledgement of women participation in all areas.
- (c) Conduct programmes for women to empower them financially, emotionally, mentally and physically.
- (d) Deal appropriately with reported cases of sexual harassment, abuse or discrimination.
- (e) Initiate action against particular grievances in respect of unfair treatment due to gender bias.


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