



# **AL-AMEEN ENGINEERING COLLEGE**

## **(Autonomous)**

(Accredited by NAAC with “A” Grade :: An ISO Certified Institution)  
(Affiliated to Anna University, Chennai & Approved by AICTE, New Delhi)  
Karundevanpalayam, Nanjai Uthukkuli Post, Erode – 638 104, Tamilnadu, INDIA.

## **HR POLICY HANDBOOK**

*Approved in the 39<sup>th</sup> Annual General Body Meeting held on 15.09.2022.*

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## **VISION**

To be a multi-disciplinary institute for academic excellence in Engineering, Technology and allied fields for uplifting the under-privileged and rural; inculcating brotherhood and positivism among its students.

## **MISSION**

To groom confident, wholesome students with social consciousness and values, by endeavoring experiences for the ever-changing world of work.

# 1

## PLANNING

### 1.1 HUMAN RESOURCE PLANNING

- 1.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 1.1.2 The Principal will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- 1.1.3 The Principal will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the faculty student ratio prescribed herein.
- 1.1.4 The faculty student ratio shall be **1:20** and for this purpose the Professor shall also be included in counting the number of faculty.
- 1.1.5 The contact hours for each category shall be decided by the HOD and Principal based on the total workload of the semester.

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

## **1.2 RECRUITMENT**

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
- 1.2.2.1 Advertisement in the Newspapers
  - 1.2.2.2 Files maintained for storing the unsolicited applications
  - 1.2.2.3 Campus recruitment
- 1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following processes:
- 1.2.4.1 Class room demonstrations
  - 1.2.4.2 Technical Interviews
  - 1.2.4.3 Personal Interviews.
- 1.2.5 The committee shall finalize the sort listed candidates and submit their recommendation along with the personal data sheets of the candidates to the Principal and the Secretary and Correspondent who in turn Interview the candidates and decide on the appointment.

- 1.2.6 An Offer of appointment shall be released by the Principal / Secretary & Correspondent.
- 1.2.7 Qualification and eligibility for Faculty Recruitment shall be as per the norms of Anna University, Chennai and/or AICTE, New Delhi.

## **1.3 ORIENTATION**

- 1.3.1 Every faculty appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- 1.3.2 The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.
- 1.3.3 The HOD will give a brief introduction about the department and will introduce the new incumbent to all the teaching and non-teaching members of his/her team.
- 1.3.4 The HOD will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 1.3.5 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- 1.3.6 The HOD will introduce the new faculty members to the students where the faculty is going to take class for the first time.

# 2

## **SALARY AND INCENTIVES**

### **2.1 POSITIONS AND PAY SCALES**

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

- a. Principal
- b. Deans
- c. Head of the Departments
- d. Professors
- e. Associate Professors and
- f. Assistant Professors

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

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

- a. Administrative Officer
- b. Accountant
- c. Cashier
- d. Clerical Assistants
- e. Office Assistants.

2.1.4 The Scale of pay:

For various teaching and non-teaching staff members, basic pay is as per 6<sup>th</sup> pay commission. DA varies based on experience of the individuals.

## **2.2 DEARNESS ALLOWANCE**

- 2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties.
- 2.2.2 Management can also decide other allowances for Principal, Professor and Special posts.

## **2.3 YEARLY INCREMENTS**

- 2.3.1 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
- 2.3.2 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

## **2.4 WELFARE**

- 2.4.1 Employees Provident Fund (EPF).
- 2.4.2 Group insurance
- 2.4.3 Children Education – Fees Concession.
- 2.4.4 Honouring Cash during Staff Marriage.
- 2.4.5 Financial Support for medical treatment for staff / demise in staff's family.
- 2.4.6 Festival / Function Advance with 0% interest.
- 2.4.7 Medical Emergency Fund with 0% interest for family member's medical expense.
- 2.4.8 Free / Concession in College Transport.



- 2.4.6 Medical Treatment for Staffs & their family members at MOU signed Hospitals with discount on medical expenses.
- 2.4.7 Undertaking to get loan from 'Co-operative Society', at Chinnampalayam, Erode.

## **2.5 INCENTIVES AND REWARDS**

- 2.5.1 Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.
- i. 100% results in a theory subject: Rs 1000/- Cash Award.
  - ii. 90% and above results in a theory subject: Rs 500/- Cash Award.
  - iii. 'Top grade' results in a theory subject: Rs 300/- Cash Award.
  - iv. Paper presentation in national conference: Registration fee & TA
  - v. Paper presentation in international conferences being conducted in India: Registration fee & TA
  - vi. Paper presentation in international conferences being conducted in abroad: Registration fee up to 50% will be sponsored
  - vii. International/National journal publication in Annexure-I as per Anna university: One time incentive of Rs.2000/-

- viii. International/National journal publication in Annexure–II as per Anna university: One time incentive of Rs.1000/-
- ix. Attending conferences, workshops etc.: Registration fee
- x. Full Book with International publisher: One time incentive of Rs.5000/-
- xi. Full Book with national publisher with ISBN: One time incentive of Rs.2500/-
- xii. Full Book with other local publisher: One time incentive of Rs.1500/-
- xiii. Chapter contributed in book with international publisher: One time incentive of Rs.2000/-
- xiv. Chapter contributed in book with National publisher with ISBN: One time incentive of Rs.1000/-
- xv. Faculty members qualifying in the GATE / NET / National Level examination: One time incentive of Rs.5000/-

# 3

## LEAVE

### 3.1 CASUAL LEAVE (CL)

- 3.1.1. Every Staff member can avail casual leave after getting prior permission (one day before) from their respective HOD. In case of emergency, they can inform their HOD through phone call before 9:00 AM. HODs shall get permission from Principal.
- 3.1.2. Every employee is eligible to avail upto a maximum of 14 days of Casual Leave in a academic year (1<sup>st</sup> June to 30<sup>th</sup> November – 7 Days, 1<sup>st</sup> December to 31<sup>st</sup> May – 7 Days).
- 3.1.3. Half a day CL : FN CL – Shall report to the institution before 1:00 PM. AN CL – Shall leave the institution after 12:30 PM.
- 3.1.4. Absent without getting permission from HOD / Principal (or) taking leave beyond 7 days per semester will be treated as Leave on Loss of Pay.

### 3.2 COMPENSATORY LEAVE (CPL)

- 3.2.1. In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave

towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD within three days from the date / period of carrying out such work.

- 3.2.2. Minimum 3 hours work – ½ day Compensatory Leave  
Minimum 5 hours work – 1 day Compensatory Leave

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

- 3.2.4. Compensatory leave will not be granted to any staff for special classes, educational tours, university examinations, accreditation, inspection of AICTE / university, other bodies etc.,

### **3.3 ON DUTY (OD)**

- 3.3.1. On Duty Permission will be granted only after getting the prior permission from the Head of the Department and an approval by the Principal.
- 3.3.2. The Teaching staff members will be allowed a maximum of 18 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / Examination duties connected with university

during the college working days. Staff should produce evidence from the competent authority for having done the intended duty. Otherwise, if this absence will be treated as leave.

- 3.3.3. HODs will be allowed a maximum of 14 working days in an academic year as ON DUTY for the purpose of attending board meetings/Central valuation/ Examination duties connected with university during the college working days. HODs should produce evidence from the competent authority for having done the intended duty. Otherwise, if this absence will be treated as leave.
- 3.3.4. All other ON Duties if any, pertaining to the college should be specially allotted by the HOD or Principal and permission should be obtained in advance from the Principal.

### **3.4 VACATION LEAVE (VL)**

- 3.4.1. Every Teaching Staff members and Non-Teaching Staff members with minimum 1 year experience in AEC are eligible to avail vacation leave for 3 weeks (21 days) per year.
- 3.4.2. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:

- i. Odd Semester – June to October succeeding Winter Vacation – November to December.
- ii. Even Semester – November to April succeeding Summer Vacation – May to June.

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

- 3.4.3. Vacation Leave may be availed in two In November – December, the vacation leaves will be 2 weeks (14 days) and in May to June, the vacation will be 1 week (7 days).
- 3.4.4. CL, CPL, OD and etc., cannot be combined with Vacation Leave.
- 3.4.6. Staff members shall be present on the previous day and on the next day of their vacation spell to their duties. Failing which will be treated as Leave on Loss of Pay.
- 3.4.7. Vacation Leave should be applied well in advance and got sanctioned before availing the same.
- 3.4.8. Vacation Leave may be curtailed or refused depending upon the exigencies of works.

## **3.5 PERMISSION**

- 3.5.1 Maximum two ‘one hour permissions’ are allowed per month for staff members.

### **3.6 CONVERTING VACATION LEAVE INTO CASUAL LEAVE**

- 3.6.1 Staff members not able to avail vacation due to institutional responsibilities shall convert their vacation leave into casual leave with prior permission from HOD and Principal. 1 week Vacation Leave shall be converted to 6 days of converted Casual Leave.

### **3.7 MATERNITY LEAVE**

- 3.7.1 The leave can be granted to all lady staff subject to the following conditions:
- i. Should have completed the minimum of three years of satisfactory service.
  - ii. The maternity leave is limited to women employees at maximum of 6 months.
  - iii. Should give an undertaking that they will work for two years after rejoining the duty.

### **3.8 MEDICAL LEAVE (ML)**

- 3.8.1. For treatment and hospitalization of serious complaint, the medical leave will be decided as per the merit of individual case.
- 3.8.2. For other ailments and hospitalization the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital subject to the following AEC experiences.

- 0 – 5 Years - Nil
- 5 – 10 Years - 1 Week.
- 10 – 15 Years - 2 Weeks

### **3.9 HIGHER STUDIES LEAVE (HL)**

- 3.9.1. Higher studies leave may be sanctioned for the following category of work after getting a consent letter from the HOD and Principal
- i. Course work - Examination Dates.
  - ii. During Synopsis submission – 2 Days.
  - iii. During Thesis submission – 1 Week.
  - iv. Public Viva Voce Examinations – 4 Days.

### **3.10 SABBATICAL LEAVE**

- 3.10.1. Sabbatical Leave shall be admissible to a permanent member of the academic staff. The allotment of Sabbatical leave by Principal is final based on their request.



# 4

## PROMOTION

### 4.1 PROMOTION POLICY

- 4.1.1. All promotions shall be considered on the basis AICTE rules and regulations and on seniority basis.
- 4.1.2. The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors.
- 4.1.3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter, 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.
- 4.1.4. Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher-level position**, subjected to however, he/she had completed the minimum number of years of service in the present position as prescribed by AICTE
- 4.1.5. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

# 5

## RETIREMENT

### 5.1 RETIREMENT FROM SERVICE

- 5.1.1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 65 for teaching and 60 non-teaching.
- 5.1.2. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 5.1.3. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- 5.1.4. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

# 6

## **DISCIPLINE AND GRIEVANCE**

### **6.1 CODE OF CONDUCT**

- 6.1.1 Faculty shall be at the appointed classroom at the appointed time without any exception.
- 6.1.2 Every faculty shall take attendance at the beginning of the teaching hour.
- 6.1.3 Every faculty shall close the hour punctually at the end of the hour.
- 6.1.4 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
- 6.15 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 6.16 Faculties and staff members shall not engage themselves in other activities/businesses, which affects their effective contribution in the Department and the College.

6.17 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favouritism.

6.18 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.

6.1.9 Faculty shall observe good personal conduct in terms of:

- i. Not using any abusive language towards students, fellow teachers, parents and other members of public.

- ii. Not entering into quarrels, fights or any act of disrespectsable nature.
- iii. 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.
- iv. Not to affiliate with any political organization which might cause conflict of interest with the duties of a faculty and the reputation of the Institution.

6.1.10 Faculties shall conform to the Ethical Standards of a faculty as described in Annexure 6.

## **6.2 DISCIPLINARY PROCEDURE**

6.2.1 Any faculty who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

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

6.2.3 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.

6.2.4 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.

- 6.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused faculty for giving his/her explanation.
- 6.2.6 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.
- 6.2.7 The course of action for disciplining a faculty shall be under the following categories:
- a. Memo and Censure.
  - b. Warning in writing, with recovery of money, 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 mentioned in c or d.
- 6.2.8 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry 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.
- 6.2.9 The Principal shall report the proceedings periodically to the Secretary and Correspondent.

## **6.3 GRIEVANCE PROCEDURE**

- 6.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 6.3.2 The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal/Vice Principal and Secretary & Correspondent.
- 6.3.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 6.3.4 The grievance committee shall:
- Have a member secretary, to monitor the proceedings
  - Meet once every month on a stipulated day and time
- 6.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 6.3.6 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.
- 6.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
- 6.3.8 The Member-Secretary shall record and maintain the minutes the meetings.

# 7

## **CONSULTING POLICY** **(Consultancy Projects, Sponsored** **Research and Training Programmes)**

Industrial consultancy is vital in the growth of any Organization imparting higher technical Education. Continuing education enables us to reach to the outside world and contribute towards societal improvement at large. AEC aims to be in the forefront of all these activities and thus be an aid in the national Growth.

### **7.1 Norms for consultancy and Sponsored Research: Type A**

Consultancy and Sponsored Research would only be accepted after approval through proper channel. AEC would enter into any such industrial project or provide consultancy to it by signing proper consultancy agreement between the two parties. Such agreement would clearly mention the terms and conditions, financial aspects and related terms involved, institute liability, legal aspect, time constraints, deliverables and limitations of the project consultancy agreement. The Document would be signed by the Faculty/Staff, Head of the organization and the competent authority from the other party in agreement.

Consultancy projects would be taken up by the departments of the institute shall be examined from the point of view of science and technology content and it is likely to benefit to



the academic and R&D activities at the institute, which can in turn influence Quality and standard of academics at AEC.

Every project proposal would be examined and approved by institute level committee before it is being accepted for being conducted. The committee would consist of ;

- Principal AEC - Chairman
- Concerned Head of the Department - Advisory Member
- Technical Expert in the subject area - Advisory Member  
(Nominated by Principal AEC)

The Department R&D Coordinator would maintain the documentation /Records of such committee meetings. The Department R&D Coordinator would further fix and schedule such meetings as and when required and send invitations to the chairman, convenor, Advisory members and invitees as per everyone's convenience, the minutes of such meetings would be officially recorded.

The faculty members proposing to take up the consultancy work would be termed as invitees at such meetings and they would be required to make a presentation of the consultancy proposal. In case of testing, the concerned faculty may present the case. The work shall be classified as Class A type of work if it adheres following constraints:

Type A: Consultancy and Sponsored Research (Individual / Joint)

A1: That do not require laboratory Facilities

A2: That require laboratory Facilities

## **7.2 Norms for Training Programmes: Type B:**

Individual Faculty members or departments may take up Training program. Such continuing Education program undertaken by the Department or individual faculty need to be presented in front of Principal AEC. The proposal to arrange such a Training program should contain the need and necessity of such training program, The Trainers and their academic and trainer profile, Module wise syllabus, Time scheduling, Fees, Evaluation method of the trainees at the end of training, Certificate Sample, Advertising Leaflet, Venue, Requirements and human resource support from the organization as may be required. The head of the institution would examine and approve such proposal if found suitable and in the interest of the trainees and the organization. The organization would enter into a formal agreement if the training is arranged by an Outside individual / Organization or a faculty which would mention the resources that would be provided by the institute and the revenue sharing aspect thereof.

The said training programmes can be offered to people/Students/ outside faculty from outside of the college and outside organizations in non academic hours.

The said consultancy shall be classified as Type B if it is subjected to following constraints.

Type B: Training programs like (Individual or Joint) Offered for inside or outside participants

B1: Imparted by Institutes manpower

B2: Imparted by outside agency

## Revenue Sharing

The Revenue sharing here implies the difference of income and expenditure. Type A: consultancy and industrial Projects (Individual / Joint)

A1: That do not require laboratory Facilities

A2: That require laboratory Facilities

Type B: Training courses and Continuing Education programs (Individual or Joint) Offered for inside or outside participants

B1: Imparted by Institutes manpower

B2: Imparted by outside agency

### Revenue sharing in Percentage

Type	Institute	Principal	HOD	Faculty/Staff
A1	40	5	5	50
A2	50	5	5	40
B1	40	5	5	50
B2	80	5	5	10

Indicates that such a revenue would be shared within the faculties if more than one (should be clearly mentioned in agreement paper also). The Faculty who brought the consultancy should also be considered in it).

The revenue would be deposited in the account of Principal AEC by cheque/draft/Cash (less than Rs 5000/-). The Account section would divide the revenue as per the instruction of the

Undersigned authority and table as mentioned above.

The Institute Share would be retained by the institute in the principals account and the remaining amount would be disbursed in the form of cheque/draft/Cash for less than Rs-5000/- to the concerned (Principal share/ HOD share/ Faculty or staff share).

The Account section would also issue a revenue disbursement certificate mentioning all the shares including the institutes share for records to be kept in the respective departments.

# 8

## **INHOUSE R&D, SEMINARS AND WORKSHOPS**

### **8.1 IN-HOUSE R&D**

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

### **8.2 SEMINARS/WORKSHOPS**

- 8.2.1 The College encourages its faculties to organize AICTE / ISTE funded Seminars and Workshops for the benefits of fellow faculties and students.
- 8.2.2 The Management provides additional funds for any AICTE / ISTE funded programs.