



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 39th Annual General Body Meeting held on 15.09.2022.

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.

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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 6th 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 & Employees State Insurance (ESI)
- 2.4.3 Children Education – Fees Relaxation upto 50% in Al-Ameen Matric Schools in Erode.
- 2.4.4 Honouring Cash of Rs. 5,000/- during Staff Marriage.
- 2.4.5 Financial assistance for medical treatment or death in the staff's family up to a limit of Rs.10,000/-.
- 2.4.6 Festival / Function Advance with 0% interest.
- 2.4.7 Medical Emergency Advance
with 0% interest for family members' medical expenditure.
- 2.4.6 Medical Treatment for Staffs & their family members at MOU signed Hospitals with 20% discount on medical expense.

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. Journal publication in UGC Care, Scopus, SCI, SCIE and Anna university, Annexure-I: One time incentive of Rs.2000/-
 - viii. Attending conferences, workshops etc.: Registration fee
 - ix. Full Book with International publisher: One time incentive of Rs.5000/-

- x. Full Book with national publisher with ISBN: One time incentive of Rs.2500/-
- xi. Full Book with other local publisher: One time incentive of Rs.1500/-
- xii. Chapter contributed in book with international publisher: One time incentive of Rs.2000/-
- xiii. Chapter contributed in book with National publisher with ISBN: One time incentive of Rs.1000/-
- xiv. Faculty members qualifying in the GATE / NET / National Level Examinations: One time incentive of Rs.5000/-
- xv. Faculty Self Appraisal Impact: 81-90%: Award, 91-95% Award with Cash incentives Rs. 5000, 96-100% Award with Cash incentives Rs. 10000.

3

LEAVE

3.1 CASUAL LEAVE (CL)

- 3.1.1. Every employee is eligible to avail upto a maximum of 14 days of Casual Leave in a academic year (1st June to 30th November – 7 Days, 1st December to 31st May – 7 Days).
- 3.1.2. 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.
- 3.1.3. 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. Absents 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, ISO, accreditation, inspection of AICTE / university, other bodies and 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 member and Non-Teaching Staff member with minimum 1 year experience in AEC is 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 slots. Slot 1 - November to December, the vacation leaves will be 2 weeks (14 days) and Slot 2 - 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 Casual Leave.

3.7 MATERNITY LEAVE

3.7.1 The maternity 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 with pay.
- 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 compliant like TB, cancer, leprosy, heart surgery, kidney transplantation or retina transplantation etc., 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 conditions.

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.

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PROMOTION

4.1 PROMOTION POLICY

- 4.1.1. All promotions shall be considered on the basis of merit- cum –seniority basis.
- 4.1.2. The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- 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 below and should have obtained AICTE prescribed qualification:
 - a. Associate Professor: Ph.D., with 4 years experience as Assistant Professor or 7 years experience as Assistant Professor, however they are advised to complete their Ph.D. at the earliest.
 - b. Professor:
 1. Ph.D., with 3 years experience as Associate Professor
 2. Ph.D., with 10 years of total experience
 3. M.E., with 13 years of total experience with industrial exposure. However, they are advised to complete the Ph.D at the earliest.
- 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

All the members of the Executive, Faculty and other categories of Staff at all times

- i. Dedicate themselves to their job and maintain devotion to the duty
- ii. Maintain absolute integrity and
- iii. Shall do nothing which shall bring disrepute to the Institution.

6.2 DISCIPLINARY PROCEDURE

6.2.1 Violation of the code of conduct defined in Section 6.1 shall constitute an offence and subjected to appropriate disciplinary action by the discipline committee comprising of a designated HOD as chairman and 2 faculty members.

6.2.2 The report of discipline committee is submitted to the recommendation committee comprising Principal as chairman and 2 senior professors.

6.2.3 The reports of discipline committee and recommendation committee shall be placed before the correspondent for further decision.

6.3 GRIEVANCE PROCEDURE

6.3.1 The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal/Vice Principal and Secretary & Correspondent.

6.3.2 The grievance committee shall:

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

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

6.3.4 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.

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

6.3.6 The Member-Secretary shall record and maintain the minutes the meetings.

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.

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.
- 8.1.2 Each Department is given a sanction of Rs 250000/- in a year, towards in-house R&D activities.
- 8.1.3 Staff members can submit their proposals through the Head of the Department and can avail a maximum of Rs 50000/- per project, towards developing a prototype or model.

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.