

MOHAMED SATHAK TRUST

Registered as a Society under the Societies Registration Act as No. 336 of 1973



Old No. 6/1, New No. 11,
Pycrofts Garden Road, (1 Floor),
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Web : www.sathaktrust.org
Email : chairmansathaktrust@gmail.com

Date: 26.08.2023

All Institution Circular.

Kind Attention: All the Principals.

Subject: HR Policy and Guidelines.

With reference to the above it is hereby informed that updated HR Policy and Guidelines enclosed herewith for your information and implementation the same will be available in MasterSoft ERP hence all are instructed to adhere the same.

With Warm Regards

For MOHAMED SATHAK TRUST

Chairman

Chairman

For MOHAMED SATHAK TRUST

Executive Director

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HR POLICIES & GUIDELINES

1. RECRUITMENT POLICY AND PROCEDURE

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

RECRUITMENT & SELECTION POLICY

- ❖ Recruitment is normally done twice in a year during (May-June) and (November-December).
- ❖ Number of vacancies is notified by Principal/Designated Authority based on student strength/resignations or terminations of staff members, to the management for approval/information.
- ❖ Vacancies are advertised in leading newspapers, website etc.
- ❖ Screening of applications is done as per AICTE norms by the respective screening committee.
- ❖ Shortlisted candidates are informed through call letters and over telephones by HR Department.
- ❖ The interview panel will consist of management representatives, Principal, Domain Experts from Anna University/IIT, HOD's of respective department and decision of the panel is final.
- ❖ Selection committee shall be constituted by the Principal as per the guidelines approved by the Governing Council. Candidates shall be called for personal interview and selection will be made on merit.

APPOINTMENTS:

- ❖ For selected candidates offer letter will be issued with Date of Joining.
- ❖ Joining letter from the candidate should be obtained on the Date of Joining along with the undertaking letter.
- ❖ Copy of certificates will be collected by Admin Office.

Teaching	Non-Teaching
UG	Degree or Diploma Certificate
PG	DoB Proof
Ph.D	Passport Sized photo - 4 no's
DoB Proof	Experience certificates if any
Passport Sized photo - 4 no's	
Experience certificates if any	

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ORIENTATION:

- ❖ Every staff appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- ❖ The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of their team.
- ❖ 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.
- ❖ The HR will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the Office team.
- ❖ The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

2.DISCIPLINE PROCEDURE

This Disciplinary Code aims to Promote efficient and safe performance of work and to Maintain good employee relations within the Institution.

GENERAL CONDUCTS, ETHICS, DISCIPLINARY ACTION:

- ❖ Every employee shall, always, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- ❖ Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- ❖ Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- ❖ Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
- ❖ No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the Authority.
- ❖ No employee shall engage directly or indirectly in any trade or business or undertake any other employment.
- ❖ An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during course of his duty.

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- ❖ Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a superior officer in the discharge of his duties.

1. Staff Dress Code:

Men: Tucked Shirt & Trousers with shoes (Formal)

Women: Saree (Formal)

They should wear their lanyard with identity cards at all the times inside the campus, bus and hostel.

2. Attendance Record:

All the staff members should do the biometric and sign the attendance register soon after their arrival. They are expected to be present in the department at least 10 minutes before the commencement of forenoon session

3. Working Hours:

College shall function as per the institution working hours (Time Table). But All the HOD's and HOI'S should stay back additional 1 hour to look after the administrative work.

GUIDELINES FOR THE FACULTY:

- ❖ The faculty member should always first talk to the HOD and keep the HOD in confidence about the member's professional and official activities.
- ❖ The subjects will be allotted by the HOD after considering of the Faculty Member's interests, preference, domain, experience. However, in case any new subjects are assigned then the faculty should fully prepare themselves before going to class.
- ❖ In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/Principal in academic, co-curricular or extra-curricular activities.
- ❖ The Faculty Member should make himself / herself presentable. The faculty member should show no partiality to any segment/individual student.
- ❖ The Faculty members must update the student's personal file regularly and put up for inspection by HOD/Principal.
- ❖ To help the students plan their courses of study and for general advice on the academic programme, the Head of the Department will attach a class of students to a teacher of the department who shall function as a Class Advisor for those students throughout their period of study. Such Class Advisors shall advise the students and monitor the courses undergone by the students, check the attendances and progress of the students attached to him/her and counsels them periodically. If necessary, the Class Advisor may also discuss with Parents or inform the progress of the students.

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3.LEAVE RULES

Whenever a Faculty Member intends to take leave, the Faculty Member should get leave sanctioned in advance and with proper alternate arrangements made for his class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangement suggested.

LEAVE RULES:

- ❖ Leave shall not be claimed as a matter of right and need to be granted.
- ❖ A staff member shall not normally or on any pretense absent himself/herself from his/her duties without prior permission of his/her superior officer authorized to give permission.
- ❖ Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- ❖ In case of absence on Medical Grounds, intimation should be sent to the Principal/Designated Authority within the 12 hour of start of medical attention and a Medical Certification and Discharge summary report shall be produced at the time of joining after leave.
- ❖ Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
- ❖ Leave taken on information; without prior written permission need to be ratified within 1 working day or else the period of leave will be treated as two days LOP.
- ❖ Leave will be strictly monitored and will not be granted while class in session unless in emergencies.

1	Casual Leave (CL)	12 days per year for all the staff at the rate of 1 day per month.
2	Compensation Off (C Off)	Applicable only to non-residential staff.
3	Sick Leave (Self) (SL)	For those who have completed 5+ years up to 3 days per year (Production of Discharge Summary)
4	Leave on Loss of Pay (LOP)	10 days per annum. (Not permitted during academic working semesters)
5	Permitted Holiday (PH)	Based on prior approval of the Principal.

Casual Leave (CL):

- ❖ All employees are eligible for 12 days of Casual leave per year at the rate of 1 day per working month during the year from 1st June to 31st May.
- ❖ Carryover of lapsed CL, to next academic year is not permissible.
- ❖ Permission for short absence not exceeding one hour on any working day either after starting working hour, before ending working hour or in the middle may be granted at the discretion of the Principal/Designated Authority for two occurrences per month.
- ❖ If the number of permission for short absence exceeds more than two in a month, it shall be considered as half day (1/2 day) CL for each permission.

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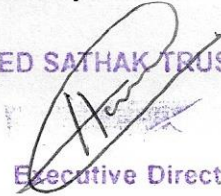
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- ❖ While leaving service, any excess CL taken will be considered LOP at the time of settlement.
- ❖ The CL cannot be combined with any other leaves except SL and Compensatory Off.

Vacation Leave (VL):

- ❖ These rules govern the availing of vacation leave for each Academic Year from 1st June to 31st May. The total number of VL days for members of faculty (**teaching staff**) is limited to 30 Calendar days (thirty), for a continuous service of one year in institution as on 31st May of the respective Academic Year. The total number of VL days for members of faculty (**Non-teaching staff**) is limited to 20 Calendar days (Twenty), for a continuous service of one year in institution as on 31st May of the respective Academic Year.
- ❖ **Teaching staff** - These 30 days can be availed for a maximum of 10 days in the winter vacation months of November or December. The balance days can be availed in the summer vacation period in the months of May, June or July, in two split.
- ❖ **Non Teaching staff** - These 20 days can be availed for a maximum of 7 days in the winter vacation months of November or December. The balance days can be availed in the summer vacation period in the months of May, June or July, in two split.
- ❖ However, vacation leave shall be availed as per the circulars issued in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.
- ❖ A staff becomes eligible for VL only after rendering a continuous service of one full academic year as on 31st May i.e. from 1st June of a calendar year to 31st May of the academic year.
- ❖ However, in special/deserving cases, VL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis.
- ❖ In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss of Pay (LOP) and proportionate salary will be deducted from any payment due to him/her.
- ❖ If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, EL at the rate of 1:2 i.e. one day for every two days of eligible vacation leave shall be considered subject to a cumulative maximum of 30 EL days throughout the service.
- ❖ Any unused part of VL by faculty cannot be carried over to the next academic year.
- ❖ While calculating the number of days of the vacation leave, all intervening declared holidays and Sundays will be included.
- ❖ The VL normally commence on a weekday except Monday.
- ❖ The VL cannot be combined with any other leave.

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Restricted Holiday (RH):

- ❖ List of restricted holidays in an academic year will be declared by the HR department. Staff can also avail two such declared restricted holidays in a year based on his/her religion/culture as given in his/her service record by submitting proper leave letter after making alternation of his/her classes through HOD to the Principal. The Principal has the discretion of sanctioning or declining of such leave based on institution work or requirement.

Special Leave (SL):

- ❖ Special leave to a maximum of three working days can be availed and is sanctioned in the following cases:
 - One's marriage
 - Bereavement in the family viz. parents, parents-in-law, spouse, children.
- ❖ This leave can be availed only once in 3 years, after completion of probation period and can be combined with CL only. The individual must make alternate arrangement for his/her class during such leave.

Maternity Leave (ML):

- ❖ A woman employee of the institution, on successful completion of the probation period and having at least three year of continuous, and satisfactory service, is eligible for Maternity Leave (ML) for a maximum of 30 calendar (thirty) days, subject to prior approval of the Principal/Designated Authority with pay for the first child delivery only.
- ❖ Before availing leave, staff should give an undertaking on Rs. 20 non-judicial stamp paper to work for two years from the date of rejoining duty after the expiry of maternity leave in combination of with or without LOP in case of her resignation before the expiry of 2 years she has to refund one month maternity leave salary.
- ❖ In case of staff availing total leave exceeding 6 months, she may be sanctioned leave with condition to rejoin duty only when vacancy is available.
- ❖ In addition to the above, persons who have completed at least three years of continuous and satisfactory service, a maximum of 90 calendar days can be availed as Maternity Leave as Leave on Loss of Pay (LOP).
- ❖ The decision of the Principal/Designated Authority will be final in sanctioning of such ML.

Leave with Loss of Pay (LOP):

- ❖ Absence without permission and without making alternative arrangement for class or other important duty will be treated as LOP.
- ❖ If any staff member is absent from duty without prior or later permission, exceeding 7 days, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service and in case exceeding 10 days will be considered as relieving from service.

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Compensation Off (C Off):

- ❖ The faculty can avail C Off for genuine reason(s) for every worked day on a non-working day. Such C Off can be availed without affecting his/her class work and preferably during winter or summer vacation. C Off cannot be combined with any other leave except CL.

Out-Station Duty (OD):

- ❖ Number of days for such OD for university practical exam duty, theory papers evaluation, seminar/conference/workshop participation is limited to 12 calendar days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at credit of the staff and remaining days will be treated as LOP.
- ❖ In addition to the above a faculty member is eligible for 12 calendar days of OD in a year for officially invited Anna University external examination invigilation works, AUR and examination squad duty. In all above cases, an attendance certificate obtained from the respective organization need to be submitted within two working days for regularization of such OD's
- ❖ The Principal/Designated Authority shall have the right to cancel the OD sanctioned earlier, for any emergency work in the college.

4.PROMOTION POLICY

Performance management is a method used to measure and to improve effectiveness of Employees at the workplace. It is a system comprising of several activities including Teaching - Learning and Evaluation, CoCurricular, Extension, Professional Development, Research and Allied contribution.

INCREMENT/PROMOTIONS:

- ❖ Normally increment will be considered for those who completed one year of successful probationary period based on appraisal.
- ❖ Promotion from Assistant Professor (AP) to Associate Professor cadre is considered based on the vacancy and subject of the candidate having PhD qualification in the respective domain and put in 5 years of continuous service or 12 years of continuous service in AP with condition that they need to register for PhD within one year and acquire PhD within 5 years thereafter in their respective domain. They also need to appear for self-appraisal interview.

5.TERMINATION OF EMPLOYMENT POLICY

TERMINATION OF SERVICES:

- ❖ Staff will be monitored/reviewed at the end of semester based on their academic performance, in case found non-satisfactory they will be terminated from the service.
- ❖ Any staff found involved in misbehavior/indiscipline they will be terminated immediately.

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- ❖ Failing of maintaining the confidentiality of the college.
- ❖ Apart from the above, the Management has rights to terminate any staff at any point of time without any reasons.

6.EMPLOYEE EXIT POLICY

RELIEVING GUIDELINES:

- ❖ Resignation letter should be recommended by HOD and it should be approved by the Principal
- ❖ Staff members should tender 3 months' notice period or 3 months' salary.
- ❖ No staff will be permitted to leave during the working semester.
- ❖ For every staff Exit interview will be conducted before obtaining the resignation letter.
- ❖ Experience certificate will not be issued for those who have not completed the successful probationary period.
- ❖ Along with no due certificate, staff should submit the handing over/(list) document taken over.
- ❖ Undertaking letter will be obtained from the staff for settlement.

7.RETIREMENT & TRANSFER POLICY

RETIREMENT POLICIES:

- ❖ For Teaching Staff, as per the guidelines of UGC/AICTE at the age of 65.
- ❖ In case of any physical problem or inability to attend his/her regular duties that time they will be given Retirement to their service.
- ❖ For Non-Teaching Staff, as per the government norms at the age of 58 years. 2 years of extension will be considered based on their physical fitness and service records.

Transfer within group of Institutions:

- ❖ Staff members should accept to work in any of our group institutions based on the requirement.

For MOHAMED SATHAK TRUST

Chairman

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