

**Policy Number: DSCET/IQAC/010**

**DHANALAKSHMI SRINIVASAN  
COLLEGE OF ENGINEERING AND TECHNOLOGY**

**Human Resource (HR) Policy**

<b>Approval Date</b>	: 23 <sup>rd</sup> April 2021
<b>Governing Body Resolution</b>	: 23 <sup>rd</sup> April 2021
<b>Issued for Implementation</b>	: 26 <sup>th</sup> April 2021

**Objectives:**

The Human Resources are one of important components of educational institutes. The policy intends to clearly mentions the employment, service conditions and leave rules for the all the employees of the college.

**Scope:**

Human resources are the one of the important assets of any organizations and so as in educational institutions. Dhanalakshmi Srinivasan College of Engineering and Technology gives top priority for recruiting the best possible talents for both academic and administrative activities.

The teachers and other staff are appointment following the procedure as laid down by the college. Each staff should be provided with an appointment order indicating salary and other service conditions. The staff should give in writing that they would abide by the conditions of appointment. Though everyone has liberty to move and go for better opportunities, the teachers are expected to leave only after the end of academic year.

All staff is eligible for annual increment and administration or management may consider granting increment on successful annual performance appraisal.

All employees should keep the college's interest in mind and never indulge in any activity that is detrimental to college's reputation.

**Appointment of Teachers:**

- The teachers should be appointed by the management based on the recommendation of the duly constituted committee.
- The designation of the teachers should be based on the Affiliating University / AICTE. Currently the teachers are designated as Assistant Professor, Associate Professor and Professor.
- The qualification and experience of teachers should be as prescribed by Affiliating University and the AICTE.

- The certificates are to be verified.
- Career Advancement of Teachers: The teachers would have an opportunity to move up in their career based on qualification, experience and other requirements as suggested by the regulatory bodies.
- The selected candidates should be given the appointment order mentioning the emolument.
- The appointment / designation such as Head of the Department may be given based on need.
- The Principal is appointed by the management from among the qualified applicants.

#### **Appointment of Other Staff:**

- The management / administration may employ other staff based on the qualification and experience as fixed by the management.
- The emoluments should be mentioned in the appointment order.

#### **Leave conditions of teachers and other staff:**

- **Casual Leave:** 12 days per year for teachers and other staff.
- **On Duty Leave:** The teachers attending Faculty Development Programme / Conference / Seminar etc will get On Duty leave for their absence. The teacher going on such leave has to make alternate arrangement for classes with other colleagues. The teacher going for university examinations related work is also eligible for such on duty leave.
- **Religious Holiday ( Leave):** Each staff member shall be entitled to one day optional religious holiday in a year. This optional religious holiday eligibility is only to those who actually celebrate the religious festivals.
- **Medical Leave:** Those who have completed 2 years of service in the college are eligible for maximum of 15 days medical leave in a year. This leave is allowed for hospitalization / bone fracture cases.

- **Maternity Leave:** Maternity leave may be granted to married female permanent employees who have completed two years of service for a period of not exceeding 6 months at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the Institution. The maternity leave, however, can be clubbed with other available leave or vacation leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.
- **Marriage Leave:** Those who have completed 2 years of service in the college are eligible for 5 days leave for his/her marriage.

### **PROBATION**

- Initially the appointment of the selected candidate will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by rules and regulations of the College issued from time to time.
- Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for a period of one to two years and the period of probation can be extended by management in case of non-satisfactory performance.
- If any candidate is appointed on purely temporary basis in a vacancy, he/she has no right to claim a permanent post. However, such candidates may also apply for a permanent post following the regular procedure in respect of candidates for open competition.
- If a person, having been appointed temporarily to a post is subsequently appointed on a regular basis, he/she shall commence probation from the date fixed for appointment on probation.
- Any candidate appointed on temporary / adhoc basis, his/her service can

be terminated without any notice without assigning any reason.

**Service Condition:**

- Teachers would work under the guidance of Head of the Department and overall guidance of the Principal.
- Non-Teaching staff working in the Department would be under the control of the Head of the Department.
- Other staff would work under the guidance of their immediate senior or administrative head.

**Appraisal:**

- Annual performance appraisal system is to be followed. 360<sup>0</sup> appraisal is to be conducted for teachers. Both self appraisal and appraisal by the next level officers or appraisal by the Head of the Department is in place.
- The appraisal score or result may be followed / considered for reward or granting financial incentives including annual increment.

**INCREMENTS**

Increment will be based in accordance with the AICTE norms existing from time to time. Special allowance will also be sanctioned based on the performance of the Employee.

**Retirement / Resignation:**

- The employee may be retired on attaining superannuation. At present 59 years is the age of superannuation.
- If an employee wish to resign can do so by giving one month notice. However, the teachers are expected to complete the academic year.

**Grievance Redressal and Punishment:**

- Employees are advised to get their grievance addressed at their Head of the Department level. In case the grievance is not resolved, the Principal may be

addressed. Even then the grievance is not resolved, the employee can approach the Management and the decision of the management is final.

- The Principal and Management may punish the erring employee as the dim appropriate.