

HR



HUMAN RESOURCES MANUAL

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107





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(AUTONOMOUS)
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1. Introduction

HR Manual introduces the employees about the nature and governance of the organization. It also provides the policy details and procedures of the organization. The main motto is to help our employees to set and achieve goals according to the organization's discipline and thereby providing friendly atmosphere.

2. About Us

The college was established in 1994. It is a leading co-educational institution in Erode, offering a variety of programmes in Arts and Science stream. It is affiliated to Bharathiar University, and run by The Kongu Vellalar Institute of Technology Trust, Perundurai. It is established with the vision to uplift the students who hail from rural community. The College is situated in a serene atmosphere surrounded by sylvan picturesque ambience offering a very conducive environment for the academic pursuit. It is an ISO 9001:2015 Certified Institution and it has also been re-accredited by NAAC. Autonomous Status was conferred to the College in the year 2015. The College is committed to give Quality Education and to enhance the process of sensitizing the students to personal values, spiritual growth and social responsibility.

3. (a) VISION:

To impart knowledge to rural youth to enhance their skills in order to make them meet their intellectual and social aspirations and also to meet the cultural and technical needs of the society.

(b) MISSION:

- To develop an effective curriculum and optimize institutionalized students activities
- To involve learners in practical life situations
- To expose students to rural realities
- To sensitize learners to national heritage and values

(c) QUALITY POLICY:

- We are committed to instil Knowledge and Values to the students by providing

- quality education to meet the global challenges.
- Achieved by Committed and Planned teaching.
- Continual Up gradation of the Facilities and resources.
- Effective implementation of Quality Management System.

4. STAFF

i. CATEGORY

- Teaching
- Administrative
- Non-Teaching(Technical)
- Non-Teaching(Non-Technical)
- Drivers
- Maintenance(Technical)
- Maintenance(Non-Technical)

ii. CADRE

1) Teaching

- i. Professor
- ii. Associate Professor
- iii. Assistant Professor

2) Administrative

- i. Administrative Officer
- ii. Office Superintendent
- iii. Assistant
- iv. Junior Assistant/ Data Entry Operator/ Telephone Operator

3) Non-Teaching (Technical)

- i. System Manager
- ii. Programmer

4) Non-Teaching(Non-Technical)

- i. Record Clerk
- ii. Office Assistant
- iii. Library Assistant
- iv. Lab Assistant

5) Drivers (LMV / HMT)

6) Maintenance (Technical)

- i. Garden Supervisor
- ii. Electrical Supervisor
- iii. Electrician / Plumber

7) Maintenance (Non-Technical)

Gardener / Security/ Sweeper / Scavenger / Marker

5. RECRUITMENT PROCEDURE

1. Requirement of faculty members is prepared based on the Bharathiar University norms and the workload of the concerned departments by the HODs of the individual department.
2. On consultation with the HoDs concerned, the requirement is sanctioned by the Principal.
3. Consolidation of the overall requirement of the institution is approved by the Trust.
4. Publishing of Advertisement in the leading newspapers for calling of applications.
5. Receiving of applications through web portal within the specified date.
6. Short listing of applications through the HoDs concerned as per standard norms fixed by them based on their requirement.
7. Based on the shortlisted candidates of all Departments, Interview schedule is prepared and approval is obtained from the management for conducting the interview.
8. Fixation of Expert members for conducting interview by the Principal.
9. Dispatch of interview card through post, emails and mobile.
10. Interview procedures:
 - i) Verification of original certificates
 - ii) Conduct of written test
 - iii) Personal interview conducted by the expert member along with the HOD, Principal, Correspondent and selection committee members of the Trust
11. Preparation of minutes of the meeting.
12. Issue of provisional appointment order
13. Issue of appointment orders at the time of joining.

6. PROBATION:

- The Teaching/Admin/Academic support employee will be on probation for 1 year from the date of joining. The service conditions of the employee will be governed by the rules and regulations of the college issued from time to time.
- 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 regular post in open competition. If a person, having been appointed temporarily to a post is subsequently appointed on a regular basis he/she shall commence probation period from the date of appointment on probation.
- In case of candidate appointed on temporary/adhoc basis, his/her services can be terminated without any notice and without assigning any reason.

7. INCREMENTS:

Increments will be sanctioned only on satisfactory performance of the Employee. An increment of an employee may be withheld if his/her conduct has not been good or his/her work has not been satisfactory. The authority ordering such withholding of the increment shall state the period for which it is to be withheld.

8. PROMOTION POLICY:

The faculty members are promoted from Assistant Professor to Associate Professor Grade after the completion of 12 years of Service with Ph.D or after the completion of 13 years of Service with M.Phil. and SET/NET.

9. RETIREMENT:

Retirement policy is followed as per the Tamil Nadu Government norms and Bharathiar University norms.

10. GRATUITY SCHEME:

A regular employee who has worked for more than 5 years in the institution is eligible for gratuity. The Gratuity is calculated as per the Tamil Nadu government norms.

11. EMPLOYEE'S PROVIDENT FUND:

Employee's contribution is calculated as per Government of India norms.

12. ESI

Employees are covered under ESI Scheme as per Government of India norms.

13. RESIGNATION:

Those faculty/staff desirous of leaving the services of KASC has to submit their resignation letter by 28th of February so that they will be relieved off by the 30th of April every year. Normally they will not be relieved in the middle of a year.

14. SEPARATION FROM SERVICES/NOTICE PERIOD:

- i. The Organization or Employer may opt to terminate this Appointment of the Employee from the services of the Organization without assigning any reasons whatsoever subject to the following conditions:
 - a) A minimum notice period of 2 months.
 - b) The organization at its sole discretion may opt to pay relevant Notice Pay to the Employee in lieu of serving the applicable notice period in the event of the Organization's decision to initiate the termination of this Appointment.
 - c) Further to the notice period as outlined herein above, no Employee from the Academic wing, entrusted / engaged with teaching responsibility, will under normal circumstances be permitted to be relieved from the services of the organization during the Academic year.
 - d) The Management reserves its discretion to review and recommend early release of any Employee from the Academic Responsibilities (not assigned Teaching responsibility), Academic Support and General Administration on a case to case basis during the Academic year as per the Notice period and applicable conditions as mentioned hereinabove.

- e) Where an Employee requests for being relieved during the Academic year - the Management reserves its discretion to review, and on case to case basis, any request from the Employee for being relieved during the Academic year and any deviations will be at the sole discretion of the Management.
- ii. The Organization reserves the right to compulsorily relieve the Employee from the services of the Organization, without any notice period that may be applicable, at any point in time for reasons including, but not limited to, the following:
- a) Not abiding by the Policies, Practices, Systems, Rules and Regulations that apply to all Employees of the Organization at any given point of time including new additions, revisions and changes to Policies and Practices of the Organization by the Management.
 - b) Willfully or otherwise neglecting duty, responsibilities assigned, refusal to accept lawful instructions from the reporting supervisor or HOD or Principal or the Management.
 - c) Any act(s) that constitute disobedience, insubordination, incivility, intemperance, irregularity in attendance, inconsistency in workplace availability, instigating fellow colleagues and / or students alike to act against the interests of the organization, misconduct and failure to discharge duty
 - d) Performance not meeting expectations of the Organization based on communicated standards.

15. CODE OF CONDUCT:

i. Code of Conduct For Faculty Members

- a) All the faculty members have to be in the college during the working hours and they should follow the prescribed dress code as given below.
 - Must wear Identity cards

- Male faculty should wear formal dress with shirt tucked in and wear black shoes.
 - Male faculty should wear white shirt on every Friday
 - Female faculty should wear saree (Overcoat should be used in class hours.)
 - Faculty members have to handle the theory, laboratory and other classes for full duration.
- b) Faculty members those who want to avail leave can do so, by obtaining permission from the HOD after making alternative arrangements.
 - c) Internal / End Semester Examination works are mandatory for all faculty members.
 - d) Phone requests for leave will be entertained only in the case of emergency. The faculty can avail one hour permission twice a month. However such a facility is to be used only for essential needs.
 - e) The faculty shall not involve themselves in activities not related to their work, during working hours.
 - f) Faculty members are encouraged to take up consultancy services after obtaining necessary permission from the Management.
 - g) The details of performance appraisal reports given by the superiors shall be treated as confidential.
 - h) All correspondence to the Management has to be routed through proper channel.
 - i) All the Faculty members should take active part in co-curricular and extracurricular activities and maintaining discipline in the campus.
 - j) Faculty members should involve in conducting need based Value Added Courses to enhance job skills of the students.
 - k) Faculty members should constantly update their knowledge by using the library resources.
 - l) Faculty members should attend Orientation Programmes, Refresher Course, Seminars and Workshops at regular intervals.
 - m) The PhD holders should undertake funded projects.

- n) The Faculty members should put efforts to publish research articles in referred journals.
- o) Confidentiality should be maintained in all official matters.
- p) The Faculty members with less than one year experience in our institution are not allowed to take up any external examination works except the duties assigned by the University.
- q) The Faculty members with less than one year experience in our institution are not allowed for semester vacation.
- r) The Faculty members have to abide by the rules and regulations of the institution framed from time to time for the effective functioning of the college.

ii. Code of Conduct For Non Teaching Staff

- a) Staff members should adhere to the dress code of the college and must maintain decorum.
- b) Staff members those who want to avail leave can do so, by obtaining permission from their higher officials after making alternative arrangements.
- c) Phone requests for leave will be entertained only in the case of emergency.
- d) The Staff can avail one hour permission twice a month. However such a staff is to be used only for essential needs.
- e) The staff shall not involve themselves in activities not related to their work, during working hours.
- f) The details of performance appraisal reports given by the superiors shall be treated as confidential.
- g) All correspondence to the Management has to be routed through proper channel.
- h) Staff should comply with the instructions issued by the higher education authorities.
- i) Confidentiality should be maintained in all official matters.
- j) Staff members allowed for semester vacation on proportionate basis.
- k) Staff members have to abide by the rules and regulations of the institution framed from time for the effective functioning of the college.
- l) Respond to students' enquiries with concern and ensure all possible help.

16. DISCIPLINARY PROCEEDINGS

i. Punishment of an employee shall be imposed only after:

- a) The employee is informed in writing by the Principal with regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- b) Such representation, if any, is taken into consideration by the Authority competent to impose penalty.

ii. Disciplinary Punishments and Appeals:

The following penalties may, for sufficient reasons, be imposed upon the employees of the college, viz.;

- a) Memo
- b) With-holding of increments/promotion.
- c) Reversion to a lower post or a lower stage in the scale of pay
- d) Recovery of the whole or part in case pecuniary loss is caused to the college by negligence or breach of orders.
- e) Suspension
- f) Removal/termination from the college service Authorities who can impose penalties are the Principal/Correspondent.

iii. Appeal:

- a) Where it is proposed to impose on an employee any of the penalties specified, he/she shall be given an opportunity for making representation to the higher authority.
- b) No employee of the college shall be dismissed or removed or reduced in rank except after an enquiry at which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty, until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.

- c) The enquiry shall be made by a Board of enquiry constituted for the purpose. The Principal/Correspondent of the college shall constitute the board.
- d) Every employee of the college shall be entitled to appeal following an order imposing on him/her any of the penalties to the appellate authority.
- e) In case of appeal, the decision of appellate authority is final.

17. WORKING SCHEDULE

All Teaching Staff / Non-Teaching Staff have to resume their duties from Monday to Saturday. 1st and 4th Saturday will be holidays.

(a) Timings (Monday to Saturday):

Office	Forenoon - 9.15 am to 1.00 pm
	Lunch - 1.00 pm to 2.00 pm
	Afternoon - 2.00 pm to 5.25 pm
Classes Odd Semester	Forenoon -- 9.30 am to 12.40 pm
	Lunch - 12.40 pm to 1.40 pm
	Afternoon - 1.40 pm to 4.25 pm
Classes Even Semester	Forenoon - 9.30 am to 12.40 pm
	Lunch - 12.40 pm to 1.30 pm
	Afternoon - 1.30 pm to 4.15 pm

Library	9.00 am to 6.00 pm (On Working Days)
	9.00 am to 1.00 pm (On Saturdays)
	Closed(Public Holidays)

(b)Punching Time

Particulars	In time	Out time
Teaching Staff	9:20 AM	4:25 PM
Non-Teaching Staff (Office, Lab Assistants, COE, Exam Section, Programmers)	9:15 AM	5:25 PM
Electrical Maintenance		
Day Duty	8:30 AM	5:25 PM
Night Duty	5:25 PM	8:30 AM
Driver	9:20 AM	4:00 PM
Gardener	8:00 AM	5:30 PM
Sweeper / Scavenger	8:30 AM	5:30 PM
Security		
Day Shift	7:00 AM	6:00 PM
Night Shift	6:00 PM	7:00 AM
<u>Permission Time</u>		
Teaching Staff	9:20 AM To 10:20 AM	3:25 PM To 4:25 PM
Non-teaching	9:15 AM To 10:15 AM	4:25 PM To 5:25 PM
<u>Half day CL (FN/AN)</u>		
Teaching and Non-teaching	In time – 1:45	
	Out time – 12:45	

<u>Office</u> Office Assistant – 1 No.	Morning - 8:30 AM for opening the Office
	Evening - after 5:25 PM – 6:00 PM (Depend upon the Principal's work)
<u>Library</u> Library Assistant – 1 No.	Working days – 9:00 AM – 6:00 PM for library opening and closing
	Saturday & holidays – 9:00 AM – 1:00 PM

18. LEAVE RULES FOR TEACHING FACULTY

i. Casual Leave:

- a) 12 days for the academic year, limited to 2 days/per month, applicable for both faculty and staff.
- b) Number of faculty members allowed for CL for given day is limited to:
 - 2 for Tamil, English, BBA (CA), Biochemistry, Biotechnology, CDF, Physics, Catering, MBA, MCA and MSW Departments.
 - 3 for Corporate and Professional Accounting, Commerce (CA), BBA, BCA, CT/IT and Mathematics Departments.
 - 4 for Commerce and Banking & Insurance, Computer Science (UG) Departments.
 - CL is allowed only on submission of leave letter before availing CL. In case of emergency, Permission is to be obtained by message/phone call, but this leave has to be confirmed from Principal in person on the next day.

ii. Medical Leave:

- a) ML should be intimated on the day of falling sick.
- b) ML will be allowed on submission of medical certificate for really deserving cases only, for all faculty and staff who have completed 3 years of service.
- c) List to be sent to Secretary periodically through Principal/ Correspondent.

iii. Maternity Leave:

- a) 3 months with full pay for the faculty and staff who have completed 5 years of service.
- b) 3 months with half pay for the faculty and staff who have service between 3 and 5 years.

- c) Maternity leave not applicable for those with service less than 3 years. Beyond 3 years, Maternity leave allowed on Loss of pay up to the beginning of next academic year, beyond which the candidate may be relieved.
- iv. **Vacation:**
 - a) 2 weeks winter vacation and 3 weeks summer vacation for faculty who have completed 1 year of service.
 - b) 1 week winter vacation and 1 week summer vacation for Non-Teaching staff who have completed 1 year of service.
 - c) No vacation for those with service less than 1 year.
 - d) Subject to minimum and 2 staff members being present within the department.
- v. **Special Casual Leave:**

7 days per semester for all faculty members.
- vi. **On Duty Leave:**

For official purpose only for all faculty and staff.
- vii. **Compensation off:**
 - a) To be sanctioned by Principal for all faculty and staff.
 - b) Allowed only if duty attended during holidays.
 - c) Compensation off not applicable for shift duties like in Library, Electrical Maintenance, Computer centre for regular Saturday- Sunday Holidays.
- viii. **Permission/Biometric Late Punch/Biometric Early Punch:**
 - a) Limited to 2 per month for all faculty and staff.
 - b) For a given day, Permission is limited to 2 faculty/2 Staff per department.
- ix. **Biometric Missing Punch:**

Regularization by Principal's permission for all faculty and staff.
- x. **Over time Allowance:**

Not allowed.

For all the leaves, exceeding or not conforming to the limits given above, CL, if available, will be deducted; if CL is not available, it will be treated as LOP.

19. FINANCIAL SUPPORT

i) TA/DA

(a) GRADE OF STAFF

For payment of T.A. the various category of staff are graded as follow.

S.No.	Category of Staff	Grade
1	Teaching staff , Librarian, Physical Director, Placement Officer	I
2	Other Categories	II

(b) MODE OF JOURNEY PERMISSIBLE:

The staff, during their official tour/Seminar/Conference/Wokshop/FDP etc. are permitted to travel by Rail or Bus is indicated below:

S.No.	Grade	Journey(Permissible)
1	I	<u>By Rail:</u> II AC 3 Tier sleeper / AC Chair Car <u>By Bus:</u> Omni Bus sitting with AC (more than 200 KM one way) Regular Bus (up to 200 KM one way)
2	II	<u>By Rail:</u> Second Sleeper / Second Sitting Class <u>By Bus:</u> Non A/C public Bus

If the ticket is booked through a travel agent, service charge / tax paid by the agent can also be claimed.

Note:

- i) In addition to train fare, the staff is eligible to claim reservation charges and Tatkal charges actually incurred by them.
- ii) A staff, who is eligible to travel by a higher class, if travels by a lower class, he can claim T.A. for the class by which he actually performed the journey.
- iii) Staff travels by a class higher than the one, to which he is entitled to travel, his claim fare should be limited to that of the class to which he is eligible.
- iv) If a journey is performed by Bus, the staff may claim reservation charges, if any paid by him.
- v) If a staff performs his journey by any other conveyance than the one permitted, he will be eligible for T.A. with minimum fare by the vehicle or class to which he is eligible as per rules.

(c) DAILY ALLOWANCE:

Besides, train fare or bus fare, Daily allowance is payable to the staff at the following rates to cover ordinary charges for boarding/lodging etc. incurred by them.

Daily Allowance Admissible

S.No.	Grade	Daily Allowance Permissible for Metro Cities			Daily Allowance Permissible For Other Places		
		Boarding (in Rs.)	Lodging (in Rs.)	Total (in Rs.)	Boarding (in Rs.)	Lodging (In Rs.)	Total (in Rs.)
1	I	400	2000	2400	300	1200	1500
2	II	350	1500	1850	250	800	1050

METRO CITIES: Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, Pune, Ahmedabad.

- a) If both boarding and lodging are provided free of cost, only one fourth of the Boarding D.A. will be allowed.
- b) If either boarding or lodging is provided free of cost, only respective D.A. shall be allowed.
- c) If either lunch or dinner is provided free of cost, only half of the boarding D.A. will be allowed.
- d) Lodging expenses can be claimed only on production of lodging bills subject to the limits prescribed.
- e) More than one person of the same gender travelling to the same place during the same duration shall occupy rooms on shared basis and not be eligible to claim individual room rents as part of the daily allowance. Also all such claims for room rents shall be supported by the respective lodging bills and allowance payable shall be either at the rates fixed or at the actual, whichever is lesser. The same applies to local conveyance.
- f) One Daily allowance is payable for every block of 24 hours. Day for this purpose means a block of 24 hours absence and not a calendar day. The daily allowance will be further regulated as follows depending upon the duration of absence from the head quarters.

S.No.	Absence from Head Quarters	Daily Allowance allowed
1	0 to 6 hours	25 % of the D.A
2	More than 6 hours and upto 12 hours	50 % of the D.A.
3	More than 12 hours and upto 24 hours	100 % of the D.A.

g) No Daily allowance is allowed for casual leave availed during the camp. For this purpose, the casual leave availed during camp shall be deducted from the total camp days.

h) If Casual leave is availed for half a day, while on tour, half D.A shall be deducted from the total admissible D.A for that block of camp.

i) In case where more than one journey is undertaken on the same day, D.A. shall be allowed for any one of the journeys at the option of the staff and not for each of the journey undertaken on the same day.

j) Similarly, if more than one journey is undertaken within a block of 24 hours, only one D.A. will be allowed.

(d) LOCAL CONVEYANCE

The employees according to their grades shall perform local journeys within city/town by one following modes of transport shown against each grade.

S.No.	Grade	Local Conveyance mode
1	I	By local train/Two-wheeler/ bus / Auto-rickshaw (within 20 KM radius auto - rickshaw)
2	II	By local train/ share auto-rickshaw / bus

(e) MILEAGE ALLOWANCE:

The staff in Grade I and II are permitted to undertake journeys in their own Two Wheeler and claim mileage allowance at the rates specified below

S.No	Distance (one way)	Amount in Rs.
1	First 50 KM	Rs. 2.50 per KM
2	Next 50 to 100 KM	Rs. 2.00 per KM
3	Remaining Distance	Rs. 2.00 per KM

(f) BORROWED CONVEYANCE

- a. The Staff who travels in Institution Vehicle should not claim travelling allowance. They can claim daily allowance only applicable to the journey in question.
- b. In the case of journey performed by two or more staff in a conveyance belonging to one of them, the owner may draw mileage allowance, even if they share the cost of journey.

(g) TOLL TAX & PARKING CHARGES

When the staff uses college/own vehicle, he can claim toll tax & parking charges if any upon producing receipts with photo copy.

(h) CANCELLATION OF JOURNEYS DUE TO ADMINISTRATIVE REASONS

If a staff cancels his journey due to administrative reasons, he can apply for the reimbursement of the cancellation charges paid and his application will be disposed of on Merits.

(i) THE LIMIT FOR SUBMISSION OF CLAIMS

The Claims should be submitted within 10 days from the date of completion of journey in the form prescribed for the purpose.

(j) REVISION OF DA/TA

The TA/DA rates shall be revised as and when the management deems it necessary.

ii) REGISTRATION FEE

- Faculty can attend State/National/International conference, seminar, workshop, FDP etc., subject to approval from the Principal/Correspondent
- For attending Seminar/Conference/Workshop/FDP etc., Registration fee is allowed and paid fully.

20. PERFORMANCE APPRAISAL OF EMPLOYEES

Performance assessment is an essential managerial activity. It is necessary for all important decisions relating to people such as their development, training, career progression, manpower planning etc. The Institution has a well-established faculty appraisal system for faculty members and non-teaching staff. The Self-appraisal form and student feedback will be evaluated by the Head of Department and forwarded to the Principal for recording his comments and submit it to the appropriate forum for further action.

21. GRIEVANCES REDRESSAL CELL:

The Institution has a Grievance Redressal mechanism and are heard by the Principal and the UGC mandated statutory committees.

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