



# HINDUSTHAN INSTITUTE OF TECHNOLOGY

Autonomous Institution affiliated to Anna University, Approved by AICTE, New Delhi

Accredited with 'A' Grade by NAAC, Accredited by NBA (Aero, CSE, ECE and MECH)

Valley Campus, Pollachi Highway, Coimbatore - 641 032



***HR MANUAL***

### **About the HR Manual**

The HR Manual provides entire guideline regarding Human Resources of **Hindusthan Institute of Technology ( HITECH )**. It will be beneficial to the staff members to have an insight into the transparency of the systems and procedures followed in the Institute thus facilitating them to work with more renewed enthusiasm.

<b>CHAPTER</b>	<b>TOPICS</b>
I	Definitions
II	Selection / Appointment of Employees
III	Post Selection Process
IV	Conduct Rules
V	Leave Rules
VI	Participation in Institute Committees

## CHAPTER – I

### DEFINITIONS

#### **1.1: DEFINITIONS**

- “Board of Management” (BOM) is the Principal organ of the Management of **HITECH** and constituted as per the provisions of UGC regulations and gives the approval for all academic and administrative matters.
- “Chairman” means the Chairman / Chairperson of the Board of Management who shall also be the Chairman of **HITECH**, by virtue of the office held by him / her.
- “Premises” means the entire premises of the office of **HITECH**, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, hostel buildings, canteens and such other areas and precincts attached to the office of the **HITECH**.
- “Management” means the BOM / Chairman / Secretary / Joint Secretary / Advisor/Principal/ Heads of Departments and any other person(s) vested with the authority to enforce the rules and regulations governing the staff service rules.
- “Appointing authority, Disciplinary Authority, Competent Authority”, under these rules means Secretary / Joint Secretary / Advisor / Principal/ Heads of Departments or any authority empowered and vested with powers by the BOM to be of service to **HITECH**.
- “Appellate authority” means authority higher than the Competent authority (CHAIRMAN )
- “Selection Committee” means the authority nominated by the BOM to select candidates for filling up the vacancies in **HITECH**.
- “Appraisal / Promotional Committee” is the Committee nominated by the BOM to recommend to the Competent Authority, promotions or special increments, on the basis of performance reports.
- “Employer” is the Management of **HITECH**.
- “Establishment / Institution” means **HITECH** its branches and other units or institutions run / owned / managed by **HITECH** in India and abroad.
- The words “Employer”, “Management” and “**HITECH**” shall for all purposes mean the same (i.e.) the management of **HITECH**, unless it connotes

differently in a particular context in which case it will be noted and given the due emphasis as and when required.

- “Notice” means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to human resources.
- “Notice Board” means the notice board specially maintained in a designated and conspicuous place within the premises of **HITECH** for the purpose of displaying notice(s).
- “Habitual” means any act of fault or misconduct or omission committed by a person or group for a minimum of three times and within a period of 12 months.
- Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.
- Singular terms denote plural forms unless otherwise mentioned.
- “Salary” means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent allowance, Conveyance Allowance and any other allowance per month exclusive of overtime payment.
- “Leave” means authorised absence with or without pay.
- “Absence from work” shall mean unauthorised absence from the work place, late attendance or leaving the work place early.
- The BOM may modify, cancel, substitute or add to these HR Manual.
- The power granted by these rules may be exercised by any person duly vested with the authority concerned by the BOM.
- The duties of an employee shall pertain to his work as per the terms and conditions of appointment and such other duties as may be assigned to him from time to time.
- It shall be the duty of every staff to so conduct himself in his personal life and in his relations with the students, co-employees, colleagues and fellow-citizens as to be worthy of the ideals of **HITECH**, as mentioned in the Conduct Rules (Chapter – IV A ).
- This HR Manual is subject to revision by the Board of Management with suitable addendum from Time to Time.

## **1.2 CLASSIFICATION OF EMPLOYEES**

“Employee” shall be classified as:

- a) Permanent
- b) Probationer
- c) Temporary

- d) Part Time
- e) Visiting
- f) On-Contract
- g) Casual
- h) Substitute

- A “Permanent” employee means one who has completed the specified period of probation or the extended period of probation, satisfactorily, and been given the confirmation in writing by the Appointing authority.
- A “Probationer” employee means one who is appointed on probation but not given the confirmation in writing by the Appointing Authority.
- (NOTE : A permanent employee on probation in a new or higher post will be deemed to be on probation for a limited period of time and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a confirmed employee.)
- A “Temporary employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The persons so engaged will not have any right to either permanent or temporary post which may arise in the future.
- A “Part Time” faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.
- A “Visiting” Faculty / Staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.
- An “On-Contract” employee means a person appointed on contractual employment for a specified period.
- A “casual” employee is one who is employed on a day - to - day basis for work that is occasional or casual in nature.
- A “substitute” employee is one who is engaged in the place of a permanent employee who is temporarily absent.

## CHAPTER – II

### APPOINTMENT / SELECTION OF EMPLOYEES

#### **2. SELECTION / APPOINTMENT:**

**2.1** All appointments of employees will be made in writing by the Appointing Authority for different cadres and classification of employees.

**2.2** Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the selection committee.

**2.3** Recruitment of employees shall be made from one or more of the following sources:

(a) Direct recruitment from outside through open advertisement in the press prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.

(b) Promotion of existing employees from the lower cadres as per promotion policy.

(c) From any other source as determined by the Appointing Authority.

**2.4** Each staff should serve for at least a minimum period of one academic year or as per the terms and conditions mentioned in his appointment order.

**2.5** Minimum Qualification for each Teaching Post :

#### **1. Assistant Professor :**

Qualification	Experience
First Class Master Degree in Engineering / Technology, For Engineering First Class Master Degree in Science with M.Phil / Ph.D, For S&H First Class MBA with M.Phil / Ph.D, For MBA	Fresh / Experienced

#### **2. Associate Professor :**

Qualification	Experience
Ph. D degree with First Class Bachelor's or Master's in Engineering / Technology / Architecture / MBA / MCA / S&H Branches	5 years of teaching / Research / Industry experience
	11 years of experience out of which 3 years as Assistant Professor ,3 years as Assistant Professor ( Senior Scale), 5 years as Assistant Professor ( Selection Grade ) till completion of Ph.D. <b>Note :</b>

First Class Master Degree in Engineering / Technology, / ArcHiTeecture	<p>1. Those who are already holding the post (i.e. 4 years period from the date of joining or on promotion to the Associate Professor post should complete Ph.D. within a four – year period).</p> <p>2. Faculty who have not registered or have completed the Ph.D. course work but have no international publication are not eligible for promotion to Associate Professorship.</p>
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**3. Professor :**

Qualification	Experience
Ph. D degree with First Class Bachelor's or Master's in Engineering / Technology / ArcHiTeecture / MBA / MCA / S&H Branches	10 years of teaching / Research / Industry experience out of which 5 years in the Cadre of Associate Professor.
	If after Ph.D., 5 years' service is lacking in the associate Professor cadre, then PG experience of 12 years will be considered.

**Faculty who are not possessing the Ph.D. qualification and have already been designated as Professor will continue as Professor but they will be fixed on a salary in the Associate Professor cadre till they obtain the Ph.D. degree**

**Note : The above criteria are applicable for direct recruitment.**

**2.6 Counting of Experience for appointment / Promotion:**

Experience	Counted as
<b><u>Prior ME / (MA, M.Sc. with M.Phil) experience</u></b>	
Experience after qualifying as BE upto ME	Research / Teaching : Half of the actual experience Industry : 1/3 of the actual experience
Experience after qualifying as MA / M.Sc. upto M.Phil.	Research / Teaching : Half of the actual experience Industry : 1/3 of the actual experience
Diploma to BE experience	NIL

<b><u>Post ME / (MA, M.Sc. with M.Phil) experience</u></b>	
Total experience in Universities / Engineering Institutions	Actual experience
Teaching experience in Polytechnic Institutes	Half of the actual experience
Army Experience	Actual experience
Research Experience	Actual experience

Industry experience in the relevant field	Actual experience
Industry experience in the allied field	Half of the actual experience
Industry experience without any relevant experience	NIL
Teaching experience in Schools	NIL
Administrative positions which are not relevant to the teaching field unless specified in the UGC guidelines	NIL

**Note :** While calculating experience for salary fixation, a total of 9 months is treated as one year while a period less than 9 months is not taken into account.

## **2.7 Selection of Teaching and Non – Teaching Employees :**

### **(a) Mode of selection of Regular Faculty :**

- Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are followed.
- At the end of each semester, the HOD's review the staff position in their departments and prepare a manpower requirement list.
- The manpower requirement list is presented to the Principal.
- The Principal discuss the requirement in the HOD's meeting and finalise the decision.
- The manpower requirement list is forwarded to the Chairman for approval. After the Chairman's approval, advertisements are released in the leading newspapers.
- The applications received are duly scrutinised.
- Letters of intimation are sent to the Staff Selection Committee members for attending the selection process.
- Short listed applicants are intimated to attend the interview on a specified date and time.
- The choice is made by the Selection Committee after interviewing the eligible candidates for a considerable period of time. A test may be conducted, if required.
- The selection committee finalises the selection of candidates and the matter is intimated to the Board of Management for further action.
- The selected candidates will be given the offer of appointment by the Department of HRD, subject to the submission of the candidate's highest Degree Certificate in Original.
- Candidates sign the duplicate copy of the offer of Appointment Letter and submit their highest degree Original Certificate as a token of acceptance of the offer.



- Upon joining, the selected candidates are issued the Appointment Order and are requested to fill in the Joining Report which is signed by their respective HOD, Department of HRD, Director (Academic) in the prescribed format along with the following enclosures:
  - (a) Certificate of Physical Fitness issued by a Medical Practitioner or the Hospital approved by the Management, as required.
  - (b) Relieving letter from the previous employer, if any.
  - (c) Evidence of Date of Birth / Proof of Age.
  - (d) Highest original Certificate of qualification and experience, with one set of the copies of these certificates, duly attested.
  - (e) Three copies of the candidate's recent passport size colour photograph.
  - (f) Any other documents specified by the management.

**NOTE :** Evidence of date of Birth / Proof of Age : Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following :

- (a) Certified extract from Register of Births and Deaths
- (b) School leaving Certificate
- (c) Matriculation Certificate
- (d) Any other document acceptable to the Management.

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes including appointment and retirement.

- (i) The applications of other candidates, who could not be selected due to lack of vacancies, will be filled separately as "Resource Available".

As and when required and depending on emergency / exigency situations, adhoc appointments are made on Contract basis for specified periods.

**Composition of Selection Committee:**

- a. Every Selection Committee shall consist of the following members :

For appointment of Professors:

- i. Principal of the Institution - Chairman
- ii. Two nominees from the Management
- iii. Head of the Department provided he is a Professor

For appointment of Associate Professors, Assistant Professors and Lecturers :

- i. Principal of the Institution - Chairman
  - ii. Two nominees from the Management
  - iii. Two subject Experts
  - iv. Head of the Department provided he is a Professor or Associate Professor
- b. The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary with the prior approval of the Management
- c. Four members of the Selection Committee shall form the quorum, consisting of at least one nominee of the management and one expert.
- d. If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons and submit the same to the Chairman of the Institution whose decision will be final.

**(b) Mode of Selection of Technical / Non – Teaching Staff :**

All positions are advertised in the newspaper. After scrutiny of the applications received, the eligible candidates are short listed and intimated to appear for a personal interview. The Selection Committee consists of the following:

- a. Principal of the Institute - Chairman
- b. Administrative Officer
- c. Head of the Department

**2.8 Scale of Pay**

1. A candidate is appointed to a post at Hindustan Institute of Technology (**HITECH**) provided the post is in accordance with the existing UGC / AICTE / Anna University norms. This does not include the staff appointed on deputation / adhoc / on-contract / temporary basis.

2. (a) The Pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the UGC / AICTE / Anna University from time to time. Currently the following are the scales as per the sixth pay commission:

**Teaching Category :**

<b>Category</b>	<b>6<sup>th</sup> Pay Commission Scale</b>
Assistant Professor	15600-500-28200 ( Grade Pay : Rs. 6000/-)
Associate Professor	34400-1000-52400 (Grade Pay :Rs.7,000/- for less than 16 years experience and Rs. 8,000/- for 16 years and more) For Ph.D. Grade Pay is Rs. 8,000/-
Professor	Rs. 37400-1200-67400 (Grade Pay Rs. 9000/- for Professors) (Grade Pay Rs.10000/- for Deans)

**Note :** faculty who are submitting their highest degree / provisional certificate (M.E. / Ph.D.) on or before 31<sup>st</sup> august of the respective academic year will become eligible for the appropriate salary to the post specified in the clause 8.5 with effect from the date of submission of their certificate. Faculty submits the highest degree / provisional certificate (M.E. / Ph.D.) after 31<sup>st</sup> august will be eligible for the appropriate salary with effect from 1<sup>st</sup> of January.

**BE and MA / M.Sc. with out M.Phil.**

➤ BE qualified staff have to register for the PG course ( Full Time / Part Time ) within three years. For newly recruited staff, admission to the PG course will be given after their successful completion of one year of service (i.e. the Probation period ).

**Non- Teaching category :**

<b>Category</b>	<b>6<sup>th</sup> Pay Commission Scale</b>
Lab Instructor – Scale – I	Rs. 7500 – 250 - 12000
Lab Instructor – Scale – II	Rs. 5200 – 140 – 20200
Lab Instructor – Scale – III	Rs. 4500 – 125 - 7000
Admin Staff Scale - I	Rs. 9300 – 280 - 34800
Admin Staff Scale – II	Rs. 8500 – 230 – 20000
Admin Staff Scale – III	Rs. 7500 – 250 – 12000
Admin Staff Scale –IV	Rs. 6500 – 200 – 10500
Admin Staff Scale - V	Rs. 5200 – 140 - 20200

**Note :** Pay of Non – Teaching staff shall be fixed by the Selection Committee in the scale given above.

**2.9 Appointment of Teaching Assistantship :**

Students who are pursuing PG courses are allowed to take teaching assignments (i.e. to handle one theory subject or labs for one semester).

**Criteria :** Students should possess first class in U.G.

In PG, they should not have any history of arrears and should have a maximum of 7.5 CGPA, GATE scholars are given preference. Teaching Assistants are fixed a monthly stipend of Rs. 7,500/- per month. They will be considered for full time teaching position once they complete their PG course, subject to their performance and the vacancy.

**2.10** It shall be incumbent upon every employee to furnish a correct and complete bio-data to the Appointing authority as required by the management for the

purpose of records and also thereafter promptly notify in writing any subsequent changes in the particulars of the bio – data. However, any false information in the particulars given in the bio – data either at the time of appointment, or subsequently, may render the appointment null and void.

**2.11** Every person appointed shall be certified to be of sound mental and physical health for service, by a medical authority as specified from time to time. During the tenure of employment, the Management at any time require an employee to be examined by a Medical Officer of the Hospital approved by the Management. If on such an examination, the employee is found suffering from any disease or complaint that is infectious or of an objectionable nature such that it is liable to continuously or frequently interfere with the employee’s normal duties or with the health of other employees, the Management may terminate his services.

**CHAPTER – III**  
**POST SELECTION PROCESS**

**3.1 Procedure**

- The selected candidate who received the Offer letter should report for duty to the Principal on the Specified date, as mentioned in the offer letter.
- The Joining Report and the letter of Undertaking have to be submitted by the staff.
- PAN Card details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.
- Each staff member is requested to open a Bank account with the bank specified by the Management for the purpose of crediting their monthly salary. The ATM card is also issued to the staff members for collecting their salary.
- The appointment Order will be issued by the department of HRD to the newly joined staff who has to execute the Service Contract.
- The HOD will brief the newly joined staff about the Department formalities and the work load.
- All Faculty / Admin. Heads are given official user ID and Password for wi-fi connectivity free of cost.
- Email ID will be created for the staff by the ERP team within a weeks time.
- Identity Card will be provided for each staff on the same day (or) subsequent day of reporting for duty.
- Library utilisation form needs to be filled up by the newly joined faculty and they will be provided with a Library ID card for utilising the Library resources.
- Induction programme will be organised by the Department of HRD on the subsequent week to explain the rules and regulations of the Institution. The induction kit will also be provided with all details.
- Visiting Cards for the Senior Staff will be provided in the specified format in the subsequent week.

**3.2 Probation**

- All employees irrespective of their cadre will be on probation for a period of one year when they are recruited for the posts or when they are promoted to higher grade / post.

- During the period of probation, the employees will be assessed on their performance.
- Deficiencies in the performance will be notified to the employee concerned and he / she will be advised suitably by their respective HOD's to correct the same.
- If, inspite of the advice, to improve his performance, he continues to be deficient in his work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.
- Recommendation for extension of probation / confirmation of an employee shall be approved by the person vested with the powers to do so. The recommendation for the extension of probation should reach the authority concerned at least one month prior to the date of completion of probation so that a decision could be taken by the appropriate authority in time. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.
- The employee concerned should be advised regarding the deficiencies in the letter extending the probationary period.
- The extension of the probation period shall be to the maximum extent of six months. If the employee does not reach the expectation even at the end of the extended period of probation, his appointment will be terminated / reverted to the post held prior to the promotion.
- However, the extension or reduction of the probation period is at the discretion of the Management.

### **3.3 . Induction Programme:**

The Induction programme is conducted for all the new Teaching and Non-Teaching staff, who join duty. The purpose is to get them familiarised with the Institution, its rules and regulations, Departmental Procedures, etc.

The Induction Programme focuses on the following topics :

Vision and Mission	Help desks
Quality Policy	Facilities Available
Service Guidelines	Career Opportunities
Do's and Don'ts	Recognition of Service

In addition to the above, the following topics will be discussed in detail :

- Introduction to the Hindusthan Group of Institutions and Industries
- ISO Procedures and Requirements
- Departmental Procedures
- Imparting Pedagogical knowledge and student's Psychology

- Counselling Procedures
- UGC Performance Appraisal Grading System
- Library Information Resources
- Campus Infrastructure, Co-curricular, Extra Curricular activities

Each staff member is given an Induction Manual comprising the above topics, along with the Prospectus, College Magazine, College calendar, and College News Letter.

### **3.4 Staff Personal File :**

A staff personal file shall be maintained for every employee showing the correct address, the date of appointment, consolidated pay / the scale of pay on which he / she was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments, dismissal etc., The file shall be open immediately when an employee reports for duty.

Any change in the address should be intimated immediately by the employee.

### **3.5 Identity Card :**

Every employee shall be given an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorised by the management. ID card should be worn with the lanyard by all the staff during the working hours and during the travel time in the Institution bus.

The Identity Card shall carry the photo of the employee, name, Employee No., designation, department, Date of Birth, Blood group, contact No., Residential Address. The said identity card shall be issued duly signed by the Authority concerned.

If the employee loses the identity card, the Management shall provide him with another ID card on payment of the requisite fee.

When the employee ceases to be in employment of the **HITECH**, he shall surrender his identity card to the Management before his accounts are settled.

### **3.6 Attendance**

Every employee shall ordinarily be at work in **HITECH**, or any other designated area connected with **HITECH**, at the time fixed and notified. He shall register his attendance in the Finger Print Machine or Sign in the attendance register maintained in the Department of HRD both in the morning as well as in the evening.

The employee shall be present punctually at the specified time at his allotted place of work.

If an employee is not present at his work place punctually. "Late attendance" will be marked and the employee has to sign in the "Time in Time out register".

Forfeiture of half – a – day casual Leave will be the penalty for every three days' late attendance.

Habitual three days late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file. Employees should normally obtain permission beforehand to arrive the Institution late or leave early.

Habitual absence or late attendance will entail penal provision.

Employees are expected to be present in their respective departments at least 10 minutes in advance before the working hours.

### **3.7 Finger Print Attendance Rules:**

Attendance of all staff members is generated by Finger Print Attendance Recorder Machine. All staff members are required to mark their attendance both in the morning and evening sessions.

- Staff who report late due to the late arrival of the Institute Bus shall contact the Department of HRD for regularisation of attendance.
- Staff who come late due to permission or Leave or On Duty have to sign in the "Time in and Time out Register" maintained at the department of HRD.

### **3.8 Working Hours**

The working Hours for each category is given below :

- Lunch Break : Depending upon the time table for Teaching Faculty and Technical Staff
- The Institution timings can change from time to time.

Employees shall be required to attend to any emergency duties outside their regular hours of work and on Sundays and Holidays, if required, and if the exigencies of work so demand such instructions shall be complied with. For such work they are entitled to 'Compensatory off' at the Management discretion.

Subject to the provision of rule (a) & (b) above, all employees will be required to work 6 days a week. The number of hours they have to work per day, inclusive of rest interval / time for meals, but not inclusive of the 10 minutes break twice daily for tea / coffee, depending on the time table of classes / nature of work. In any case, the total number of hours per week will not exceed 48 hours, not taking into account the extra hours to be put in, in case of emergency / contingency.

Employees on shift duty continue to be on duty until relieved by the employees of the next shift. The Management at their discretion may transfer an employee from one shift to the other, as a routine or due to exigencies of work.



### **3.9 DUTIES AND RESPONSIBILITIES :**

### **3.10 JOB DUTIES AND RESPONSIBILITIES OF FACULTY : ( AS PER UGC / AICTE / ANNA UNIVERSITY NORMS)**

- A. Academic**
- B. Research and Consultancy**
- C. Administration**
- D. Extension Services**

#### **A. ACADEMIC**

- ✓ Class room lectures
- ✓ Instruction in Laboratories / guidance
- ✓ Curriculum Development
- ✓ Developing resources materials and laboratory development, manuals, etc.,
- ✓ Students assessment and evaluation
- ✓ Participation in co-curricular and extracurricular activities.
- ✓ Students counselling.
- ✓ Conducting / participating in continuing education, summer / winter schools, seminars and symposia.
- ✓ Publication of books and journals
- ✓ Upgrading by pursuing higher studies and keeping abreast with the developments in his / her own field.
- ✓ Conduct of examinations
- ✓ To maintain attendance book, Chairman's dairy and workload sheets.

#### **B. Research and Consultancy :**

- ✓ Research and Development activities, research / project guidance.
- ✓ Industry sponsored projects / sponsored projects of Government National labs
- ✓ Providing industry consultancy and testing service, active participation in promoting industry institution interaction.

#### **C. Administration :**

- ✓ Academic and Administrative management of the department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.
- ✓ Design and development of new programmes and disciplines, Participation in National / State level policy planning bodies, Organisation of Institute level / State / National level faculty student's activities.

✓ Planning / development of schedules for classes both of departmental / institutional levels.

✓ Mobilising resources for the institution, maintaining and cross checking accountability, conducting performance appraisals.

**D. Extension Services :**

✓ Interaction with industries / Service institutions, promote community service and sports activities amongst students

✓ Help, Devote, Vocational services in the neighbourhood, contribute towards promoting / providing non-formal education, promote entrepreneurship and job creation.

**3.11 General Instructions to the Faculty :**

**(a) In the Department :**

1. The faculty member should always first talk to the HOD and keep the HOD in confidence about his / her professional and official activities.
2. The subjects will be allotted by the HOD after taking into account the faculty member's aptitude.
3. In addition to teaching, the faculty member should take additional responsibilities as assigned by the HOD / Dean / in academic, co – curricular or extra curricular activities.
4. Every faculty member should maintain the students' attendance records manually and the absentees roll number should be noted every day in the ERP software as soon as the classes / laboratory hours are over.
5. Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with the proper alternate arrangements made for class/ lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
6. The faculty member should make himself / herself presentable. The faculty member should show no partiality to any segment / individual student.
7. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD / Dean / appropriate authority as the case may be.

1) **Faculty Advisor / Counsellor :**

To help the students to plan their courses of their study and for general advice, the HOD's will attach 20 students to a teacher of the department who shall function as Faculty Advisor / Counsellor throughout their period of study. Such faculty Advisors shall advise the students and monitor their courses, check their attendance and progress, and counsel them periodically. Faculty Advisor can also counsel students in co-curricular and extra-curricular activities. The counselling

register is to be maintained properly and the students' progress through the counselling to be noted. If the counsellor cannot resolve the problem of a student, he / she can be referred to the Main Counsellor for further advise.

**(b) Class Room Teaching :**

1. Once the subject is allotted, the faculty member should prepare the lesson plan for the lecture hour.
2. The faculty member should get the lesson plan and course file approved by the the HOD and the Dean. The course file should consist of the preface, previous year University question papers, notes, handouts, OHP sheets, test / exam question papers, two model answer scripts for each test / exam, assignments (if any), etc.
3. The faculty member's Chairman Diary must be regularly updated and put up for inspection by HOD / Dean as the case may be.
4. The faculty member should go to the class at least five minutes early.
5. The faculty member should engage the full 50 minutes class / lab and should not leave the class early.
6. The faculty member on entering the class room should ensure the dress code, the ID card and the general discipline of the class.
7. The faculty member should encourage students to be interactive in class.
8. The faculty member should practise / rehearse the lecture well before going to the class.
9. The faculty member should make use of LCD, OHP, etc., as teaching aids.
10. The faculty member should encourage students to ask doubts / questions.
11. The faculty member should get feedback from students and adjust his / her teaching appropriately.
12. The faculty member should take care of the academically weak students and pay special attention to their needs.
13. In analytically – oriented subjects, regular tutorials have to be conducted. The tutorial questions have to be handed over to the students at least a week in advance of the actual class.
14. The faculty member shall give two-mark questions with answers for each unit.
15. The faculty member should sign in the class log book every day after he / she finishes the lecture.
16. The faculty member should interact with the Class Coordinator or Counsellor and inform him / her about the habitual absentees, academically weak students, objectionable behaviour, etc.

17. The faculty member should always aim for 100% pass results in his / her subjects and work accordingly.
18. The faculty member should visit the library regularly and read the latest journals / magazines in his / her speciality and keep him / herself abreast of the latest advancements.
19. The faculty member should make himself / herself available to students for doubt clearance.
20. The faculty member should motivate the students and bring out the creativity / originality in them.

**(c) Laboratory :**

1. The faculty member handling laboratory classes must perform the experiments personally before the start of the semester and be experienced with the procedures before making the students perform the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab / observation records must be corrected then and there or at least by the next lab class.
4. The faculty should ensure adherence to the lab dress code of the students in the lab.

**(d) Test / Exam :**

1. Faculty members should strictly follow the rules and regulations laid down for question paper setting, invigilation, valuation, awarding of internal marks and matters pertaining to the examinations.
2. During invigilation, the faculty member should be continuously moving around. He / She should not sit in a place for a prolonged time. Faculty member should maintain silence in the hall. He / She should watch the students closely so that they don't indulge in any malpractice in the exam hall.
3. Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University representative / Chief superintendent. In the case of internal test / model exams, the Class Coordinator and the HOD concerned should be informed.
4. The test papers must be corrected within three days from the date of examinations and the mark list should be submitted to the HOD who forwards it to the COE office. The corrected papers are to be handed over to the students.

5. The faculty members should be very fair and impartial in awarding the internal marks to students and also during the valuation of the answer scripts.

**3.12 Do's and Don't's :**

**3.13 Do's :**

1. To wear identity card in the campus.
2. **Dress Code :** To come in formal attire.  
**Gents :** Formal Shirt, Pant with Shoes. (Shirt to be tucked in)  
**Ladies :** Saris or any other formal wear.
3. To follow institution timings\* :

**For Academic staffs :**

09: 00 a.m. to 05: 00 p.m. (Monday to Saturday )

\*Institution timings may change as per the time table.

**For Admin Staffs :**

09: 00 a.m. to 05: 30 p.m. (Monday to Saturday )

Sunday is a holiday.

1. To do additional hours of service as may be required, depending upon the exigency of the work without claiming extra remuneration.
2. To ensure safe custody and return in good condition the Management properties such as files, materials, documents or copies of any nature whatsoever belonging to the Management; failing which the Management shall have the right to recover the cost of the items from the staff.
3. To be punctual.
4. To ensure code of conduct.
5. To be sincere and loyal to the Institution.
6. To prepare well for the classes.
7. To make the classes interactive and interesting.
8. To follow lesson plan.
9. To follow the procedures laid down in the Quality manual.
10. To arrive to the respective class at least five minutes in advance.
11. To take attendance of the students by their names.
12. To monitor each student performance by conducting tests, giving assignments and to take necessary measures to improve the level of performance.
13. To visit central Library / Departmental Library to update knowledge. To utilize free hours in the library.
14. To monitor the cleanliness of the class rooms / laboratories.

15. To make necessary alternative arrangements of their duties for engaging the classes / practical sessions, before the staff goes on leave.
16. To provide information with regard to pursuing higher studies, additional qualification, change of address with necessary proof to the Department of HRD for updating of the staff record.
17. To ensure that all research content of project, either by staff or student remains the Intellectual Property of Hindusthan Group of Institutions at all times.
18. To provide information with regard to additional qualification, change of address with necessary proof, to the department of HRD for updating the individual staff record.

### 3.14 **Dont's :**

1. Do not use mobile phones in the Campus during the working hours.
2. Do not take frequent leave, which disrupts the functioning of the department.
3. Do not engage in private commitments during the working hours.
4. Do not violate the rules and regulations of the Institution that are in force from time to time.

### 3.15 **Minimum workload per week for Teaching staff ( in hours ) :**

Category	Minimum Teaching Hours			Research & Consultancy Hours	Dept. & lab Development Hours	Admin . Work hours	Total Hours Per Week
	Theory ( L + T )	Design / Practical	Total Contact Hours				
Professors	2 Theory (1 PG & 1 UG subject )	-	14	12	4	10	40
HODs	2 Theory ( 1 PG & 1 UG subject )	-	14	8	4	14	40
Associate Professors	2 Theory	1 - Main	16 (3+3)	10	7	7	40
Assistant Professor	2 Theory	2 – Main 1 - Asst	17 - 20 (8 + 9)	3	14	6	40

**Note :**1. None of the parameters should fall below 20% of the allotted hour.

2. Research work can also be carried out on Saturdays and Holidays.

The duties and responsibilities for the non-teaching staff are mentioned in their Appointment Order according to their category.

### **3.16 Training and development Programme :**

(a) Staff members are given training on technical areas and on soft skills periodically according to their needs. Training feed backs are collected and effectiveness of the programme is monitored through follow – up sessions. A training calendar is prepared by the Department of HRD at the beginning of each academic year.

- Each faculty has to undergo a three-day Faculty development Programme (FDP) organised by the Hindusthan Group of Institutions which gives necessary inputs about teaching methodology. The key focus areas of the FDP are given below

- Teaching Learning Process.
- Core Competencies for Teaching.
- Quality Management of Education System.
- Aspiring for Leadership.
- Emotional Governance.
- Managerial games including discussions.

(b) Trainers assess the performance of each participant after they give a presentation in the FDP. Their presentations are video – recorded and replayed before the participants for assessing each participant’s strength and weakness on factors such as :

➤ The organised way of Teaching	➤ Eye Contact
➤ The example given	➤ Loudness and Voice Clarity
➤ The level of participation	➤ Self – Confidence
➤ The use of Audio Visual aids	➤ Dress Code
➤ Body Language	➤ Involvement and enthusiasm

(c) The feedback about each participant is given by the trainer for corrective action and the same will be taken into account during the follow-up to measure the improvement in the participant’s effectiveness.

(d) Non – Teaching staffs are given training on “Professional Skills development”, “Leadership” “Team Building”. Etc. Periodically.

### **3.17 Performance Appraisal System :**

**3.18** Annual Appraisal Form of every employee is generally filled up at the year end. The Appraisal Form / Confidential report is a report on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee in writing and acknowledgement shall be obtained. This report is the basis for deciding annual increment, special increments, promotion or even withholding increment or disciplinary action.

**3.19** Half – yearly appraisal of the Teaching Faculty is generally filled up at the end of the Odd Semester.

### **3.20 Teaching Faculty Performance Appraisal System**

The teaching Faculty performance appraisal system is based on the following parameters:

- Qualification of the Staff
- Experience
- Pass Percentage 9 which also includes the number of distinctions obtained, First class holders ) of the classes handled by them
- Students' Attendance in the class.
- Evaluation of the Teachers by the Students.
- Self – Developmental activities such as Additional Qualification acquired, Training or Staff Development Programmes attended (In-House, External Training ), participation in National / International Conferences, Paper presentation in National / International Conferences.
- Development Programmes conducted by the Staff as resource Faculty in any continuing Education Programme / Training Programme. Obtained any funded research project ( Internal / External ), Consultancy Services.
- Research activities undergone.
- Industry Institute Interaction activities.
- Publication in referred Journals (i.e. in National / International referred Journals).
- Publication of Books, article in Magazines, Article in Professional newsletters, etc.,
- Student Development Activities such as the Extent of Participation in the syllabus areas, counselling and Guidance services, Promoting students in attending seminars, Conferences for paper presentation, any training programmes conducted for students on Soft Skills, Remedial measures to improve the students who failed, or extra classes taken for difficult subjects.
- Professional standings (member of any Professional Body, Any Programme conducted by the Professional body in the Campus)
- Administrative assignments at Institutional level; / Department level
- Other activities such as Sports and Cultural activities, Honours and awards received, attendance, etc.,

The Performance Based Appraisal System (PBAS) stipulated by the UGC is strictly followed and each Faculty member has to enter his self – appraisal score, which will be verified by the respective HOD and the appraisal committee members.



### **3.21 Performance Criteria for Teaching Staff :**

The following criteria are to be fulfilled or partially fulfilled as one of the requirements for increments / promotions, as per the Institute norms for the subsequent years.

#### **Professor Category :**

- a) Supervision of PhD research scholars.
- b) Two papers published / accepted for publication in International or National journal with at least one publication in an indexed journal over a period of the last three years.
- c) To organise one funded National (or) International Conference in Two years.
- d) Two papers to be presented / accepted for presentation in a National (or) International Conference with at least one of them being a referred Conference during the course of the assessment year.
- e) One book publication over a period of three years.
- f) One externally funded research / consultancy project, to be obtained over a period of three years.
- g) Students Evaluation and Result percentage of the class handled should be a minimum of 80%
- h) To arrange a minimum of one guest lecture / seminar – class for each subject handled in each semester and to organise one Industrial visit for students (Individually / jointly) per year.
- i) Evidence of peer recognition in terms of Invited talks, key note address / prestigious committee membership, etc.,

#### **Associate Professor Category :**

- a) Supervision of PhD research scholars. ( For those who are PhD holders)
- b) Two papers published / accepted for publication in International or National journal with at least one publication in an indexed journal over a period of the last three years.
- c) To organise one funded National (or) International Conference(or) Workshop in Two years.
- d) Two papers to be presented / accepted for presentation in a National (or) International Conference with at least one of them being a referred Conference during the course of the assessment year.
- e) One book publication over a period of three years.

- f) One funded research / consultancy project, to be obtained over a period of three years.
- g) Students Evaluation and Result percentage of the class handled should be a minimum of 80% and 75% respectively. External Class Evaluation score should be 80%
- h) To arrange a minimum of one guest lecture / seminar – class for each subject handled in each semester and to organise one Industrial visit for students (Individually / jointly) per year.

**Assistant Professor Category :**

- a) One paper published / accepted for publication in International or National journal over a period of the last three years.
- b) One paper presented / accepted for presentation in a National / International Conferences during the course of the assessment year.
- c) Students Evaluation and Result percentage of the class handled should be a minimum of 75% and 70% respectively . External Class Evaluation score should be 70%
- d) To arrange a minimum of one guest lecture / seminar – class for each subject handled in each semester and to organise one Industrial visit for students (Individually / jointly) per year.

**3.22 Non – Teaching Staff Performance Appraisal System :**

The performance criteria for the non – teaching staff are defined in their respective appointment orders.

The staff performance will be evaluated by the Staff's Subordinate, Colleague, Superior (HOD), HRD Department, and the Performance Appraisal Review Committee.

<b>Appraisal conducted By</b>	<b>% of value</b>
Subordinate	3%
Colleague	9%
HOD	56%
HRD	16%
Reviewing committee	16%

**3.23 Confirmation**

If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period. In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

### **3.24 Annual Increment**

Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. Annual Increment is granted based on their performance, qualification, experience as assessed by the Performance Appraisal System as well as fulfilling the required norms / criteria of the University.

The performance appraisal score will be intimated to the staff concerned so as to be aware of their own strengths and weaknesses and to facilitate improvement of their performance.

In case the employee is on a consolidated pay and not on a scale of pay, adhoc lump sum increment may be given after the end of every year at the discretion of the Management, while on probation / confirmation / contract. Provided his work and conduct are satisfactory.

The Increment amount will be awarded to the performers. Additional increment / incentives may be offered to the deserving staff based on their performance, outstanding work, irrespective of their qualification and experience.

The annual increment will be withheld as a disciplinary measure if an adverse report is received against the employee and so decided by the Management after necessary enquiry.

The period for which the increment should be withheld will be decided by the Management, the competent authority to do so. In all cases, the employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In case of cumulative effect, the employee will not be entitled to get the increment so withheld for the specified number of years. In the case of increment withheld for a particular period without cumulative effect, he will be entitled to get the increment immediately after the completion of the particular period e.g., if an employee who is appointed on 01.07.2008 is given punishment withholding the increment for three months and if no clause is added that will have cumulative effect, the increment that is due 01.07.2009 will be withheld for three months but the next increment which falls due on 01.07.2010 will be given to him with effect from 01.07.2010 itself.

The employee, if he so desires, can appeal to the Management for cancellation of the punishment. However, the decision of the Management shall be final.

When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due after he completes one year of service in the higher post.

The increment date will be postponed in proportion to the number of days he is on leave on loss of pay.

An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and subsequent increments will be regulated from 1<sup>st</sup> July of every year.

### **3.25 Promotion Policy**

Promotions will be regulated as per promotion policy rules. The Management is under no obligation to promote any one from the post to another even when an employee acquires the minimum qualifications required for a new or higher post.

Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis / criteria of merit / efficiency / the commitment dedication of the staff to the all - round development / improvement of the corporate ambience of the University. Seniority will be a deciding criterion for promotions. No employee who is under suspension, or against whom disciplinary proceedings have been taken or are about to be taken shall be promoted until he is unconditionally reinstated or exonerated.

### **3.26 Promotion Policy for Teaching Staff :**

Particulars	PhD Supervision	Publication		Paper Presentation in Conference		Books	Funded Projects	Evaluation / Year
		International	National	International	National			
AP			1		1			SF – 75% ECE – 70% R - 70%
	To arrange a minimum of one guest lecture / seminar – class for each subject handled and to organise one Industrial Visit ( Individually / Jointly ) per year							
Associate Professor	1 ( for PhD holders)	1 / yr	1 / yr	1 / yr	1 / yr	1	1	SF – 80% ECE – 80% R - 75%
	To organise 1 National / International Conference / workshop per year							
Professor	3	2 / yr	2 / yr	1 / yr	1 / yr	1	1	SF – 80% R - 80%
	Organising National / International Conference 1 /yr & paper presenting in the conference 3 / yr							

#### **Key :**

- (a) **SF – Student Feed Back**
- (b) **ECE – External Class evaluation**
- (c) **R – Semester Results per Subject Handled**

### **3.27 Transfers**

All employees are liable for transfer / deputation from one unit / department to another unit / department of the Hindusthan Group of Institutions at the sole discretion of the Management.

All employees are liable to being shifted from one discipline / function, department, section, branch, etc., to another of the Hindusthan Group of Institutions, provided that such transfer does not adversely affect the nature of duties as per the terms of appointment. The salary of the individual concerned shall remain intact except in the case of a transfer requested by an employee for his personal reasons.

In the event of refusal to accept a transfer / deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his service.

The Management may grant special scale or allowance on transfer / deputation depending on the merit of the case.

### **3.28 Incentive for Research**

Cash incentive for publishing in referred National / International Journal is paid as a onetime payment in a particular academic year as given below :

<b>PUBLICATION IN NATIONAL JOURNALS ( for e.g. Publication in Journals such as Institutions of Engineers, IETE, IISC, etc.,)</b>	
Main Author	Rs. 2,000/- per publication
Co-author ( Staff / Student )	Rs. 1,000/- per publication

<b>PUBLICATION IN INTERNATIONAL JOURNALS ( for e.g. Publication in Journals such as IEEE, IEE , ASME , ASCHE, etc.,)</b>	
Main Author	Rs. 5,000/- per publication
Co-author ( Staff / Student )	Rs. 2,000/- per publication

**Note :** All such publications should bear the name of the Department and Institution to become eligible for the above incentive.

Patent and IPR arising out of the research conducted in the Institution will rest with the Institution. No member faculty / staff should use any course material for any purpose other than what has specifically been provided for by the Institution and shall at all times keep confidential any information / documents / records in relation to research work that is either being done or has been

completed at the Institution or at any other place so authorised by the Institution and shall not disclose the same without prior specific approval of the Management of the Institution. In the event of any breach of confidentiality, the respective member of the faculty / staff shall be liable to pay damages for the same as quantified by the Management.

The Chief Coordinator for externally – funded projects will be eligible for an appropriate special allowance, as a consolidated amount for projects valued up to Rs. 30 lakhs. For projects above Rs. 30 lakhs an appropriate monthly allowance will be given based on the nature of the project.

### **3.29 Recognition of Service :**

The Service of the Faculty are recognised based on the performance, dedication, involvement in R&D activities and outstanding achievement.

#### **Awards given to the teaching staff are the following :**

1. Best Teaching
2. Producing best results
3. Publishing Books
4. Publishing Articles in refereed Journals.
5. Encouragement award for acquiring additional qualifications.
6. Achievement awards for obtaining funded projects
7. Award for doing Innovative projects
8. Incentive for each research publication in referred National ? International Journal as a Main Author / Co – Author.
9. Award for promoting research activity.
10. Incentive for conducting value – added training programmes / courses.

#### **Awards for Non – teaching staff :**

11. Best Technical Staff
12. Best administrative staff
13. Best Supporting staff

#### **General Awards for Teaching and Non – teaching staff :**

14. Sports Award
15. Best Attendance
16. Service Award

**Best Department Award is given to the department excelling in all aspects.**

### **3.30 Consultancy :**

Faculty, who are doing the consultancy activities will be paid consultancy charges at the following rates :

**With Institution Support – 70 : 30** ( i.e. 70% of the Consultancy revenue to the Institution and 30% to the faculty concerned )

**Without Institution Support – 30 : 70** ( i.e. 30% of the Consultancy revenue to the Institution and 70% to the faculty concerned )

### **3.31 Recruitment**

Every Teaching and Non – Teaching staff of **HITECH** will retire from service on completing the age of 65 years and 58 years respectively. However, faculty can be reemployed after the retirement period up to the age of 70 subject to the vacancy position and the meritorious service of the faculty.

Persons who are physically fit and whose services are considered necessary and beneficial to the institution by the Management may be appointed on contract service on tenure.

In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

### **NOTE :**

(a) In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed duty pay for the holiday.

(ii) The above provision shall not apply to cases of compulsory retirement or retirement as a measure of penalty after disciplinary proceedings as per rule 40 Chapter IV.

### **3.32 Resignation / Termination of Service**

If an employee desires to resign, he must give notice of his resignation in writing to the Head of the Institution through proper channel. However, the member of the teaching staff shall not ordinarily resign from his post during the course of an academic year.

The following shall be the notice period for resignation :

(a) A “Trainee” employee shall give at least one month’s notice or stipend in lieu of notice if the training period is more than one year.

(b) A “Probationary” teaching employee or a “Confirmed” Teaching employee shall give three months’ notice or salary in lieu of notice.

(c) A “Probationary” Non – Teaching employee or a “Confirmed” Non – Teaching employee shall give one month notice or salary in lieu of notice.

A faculty can submit his / her resignation only in the month of February so that the resignation will be processed and the employee will be relieved after three months subject to the completion of the syllabus and at the discretion of the Management

The Management reserves the right to accept or reject the resignation with effect from the day deemed fit by the Management, irrespective of the notice – period given by the employee.

Till the resignation is accepted ( whether it is during the notice period or before the expiry of the notice period) and the Relieving Order is issued to the employee concerned, he shall continue to be in service, unless any other instructions are given in writing by the Management, Resignation once submitted cannot be withdrawn, after the expiry of the notice period.

On receipt of the notice of resignation, the Head of the Institution or the In-Charge will advise all concerned to stop the payments, issue of materials, etc., to the employee, unless specific approval of the Head of the Institution or the In-Charge is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is accepted and the letter of acceptance is given and his accounts are settled.

When the letter of acceptance of resignation is communicated by the Management to the employee concerned, the employee shall settle all his dues to **HITECH**, handover documents, cash, equipments and other properties held in his custody and vacate the quarters occupied by him to obtain the no-dues certificate to that effect. The Management reserves the right to recover all such outstanding amounts and the value of the property of **HITECH** from the amounts due to the employee or in any other manner decided by the Management.

After all the formalities as detailed in 30.7 are completed and the clearance certificate is submitted by the employee, the relieving order and the salary – cum – experience certificate will be issued.

### **3.33 Abandonment of Service**

If an employee remains absent for more than 7 consecutive working days, without prior sanction of leave he shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he is also liable for disciplinary action as per rules, at the discretion of the Management.



**CHAPTER – IV**  
**CONDUCT RULES**

**General**

**4.1 Every employee shall:**

Maintain at all times absolute integrity and sincere devotion to duty and loyalty to **HITECH** and shall do nothing that would or is likely to tarnish the image or reputation of **HITECH**, or adversely affect its interests.

Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.

**4.2 No employee shall:**

Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of **HITECH**.

Bring or attempt to bring any outside influence to bear upon the Management to further his interest in **HITECH**.

Misuse the amenities provided to him by **HITECH** for the discharge of his official duties.

Employees are barred from accepting any gifts, presents, gratis, payments or other favours from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of **HITECH** and / or its associates.

No employee shall disclose or use any confidential information gained in the course of his employment at **HITECH** or its associates for personal gain / profit or advantage for himself or any other person.

Engage directly or indirectly in any trade or business or avocation or undertake any other employment.

**No employee shall:**

- (a) Propagate / indulge in communal or sectarian activity.
- (b) Discriminate against persons on the grounds of caste, creed, language, etc.
- (c) Indulge in or encourage any form of malpractice.
- (d) Accept private tuition.

Employees shall abide by the rules and regulations of the Management. Every employee shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he / she shall, from

time to time, be place. He / she shall discharge all duties pertaining to the office diligently and as required.

### **1.3 PROPERTIES OF HITECH**

Every employee shall :

Take sufficient care of the property, Materials, instruments, equipments, machines, furniture, cash etc., of **HITECH** and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage.

Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the Management. Besides, the Management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.

Promptly report any occurrence or defect noticed which might endanger lives of persons in **HITECH** and may result in any damage to the property of **HITECH** or that of others.

Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Management.

Check whether the stock procurement and stocking of materials, get out-dated for not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In-charge concerned should be appraised and appropriate action taken in consultation with the Management. Great care must be taken to avoid unnecessary inventory holdings.

### **4.4 Unauthorized Possession of Goods, Etc.,**

An employee is not supposed to be in the unauthorized possession of any goods, equipment, implements, articles, materials, etc., which are in us in **HITECH** or kept in stock in HITECH. Any individual possessing such goods by improper means will be found culpable. The Management may confiscate such goods and disciplinary action will be taken as deemed fit by the Management.

### **4.5 Unauthorized Persons in the Premises :**

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the **HITECH** premises forthwith unless required to stay back by the Management. Such employees shall not enter the **HITECH** premises without permission.

#### **4.6 Possession / Consumption of Intoxicating Drinks and Narcotics :**

Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty.

#### **4.7 Participation in Politics and Elections**

#### **4.8 No employee shall:**

Be a member of or otherwise associated with any political party or any organization which takes part in politics; nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.

Contest, canvass or otherwise interfere or use his influence with or take part in any election to any legislative or local authority, beyond exercising his franchise without prior permission of the Management.

#### **4.9 Demonstration and Strikes**

No employee shall organize or participate in any demonstration on the property of **HITECH**, which is prejudicial to the interests of **HITECH** or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

#### **4.10 Connection with Press, Radio and Television**

No employees shall, except with the prior permission of **HITECH** or in the bona fide discharge of his duties, participate in a Radio / TV broadcast, give speech to the public, nor contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of **HITECH** or detrimental to the image / interests of **HITECH**.

#### **4.11 Criticism of Management**

No employee shall criticize the Management either in the press or over the radio or on any public platform. However, Nothing in this rule shall apply to any statement made or view expressed by any employee in his official capacity or in the due performance of the duties assigned to him.

#### **4.12. Unauthorized communication of information**

No employee shall, except in accordance with any general or special order of **HITECH**, or in the bonafide performance of the duties assigned to him,

communicate directly or indirectly any of official document or information to any employee or any other person to whom he is not authorized by **HITECH**.

#### **4.13. Unauthorized publication of Official documents**

No employee while in service of **HITECH**, or after retirement, resignation, dismissal or discharge shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of **HITECH**.

#### **4.14. Fund raising programme inside the Campus**

No employee shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.

#### **4.15. Invention and Patents**

No employee of **HITECH** shall, without the prior consent of the Management either during his service in **HITECH** or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in **HITECH** / association with **HITECH** duties.

#### **4.16. Search**

Employees are liable to be searched by a person or persons authorized by the Management at any time, and also while entering or leaving the premises of **HITECH**, provided that the women employees shall be searched only by women. If any member of the Management suspects that an employee is in wrongful possession of any property not belonging to him, he can detain such an employee for search provided that the search shall not be made except in the presence of at least another person wherever practicable and that women employees shall not be searched by or in the presence of men.

Quarters, accommodation and such other facilities provided by **HITECH** are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

**HITECH** shall not be responsible in any way for any damages or loss caused to any personal property of any employee within the premises of **HITECH**.

Employees shall not possess lethal weapons. Employees shall deposit with the appropriate authority any lost and found / unclaimed articles in the premises of **HITECH**.

Employees shall observe safety / health norms notified by the Management from time to time.

#### **4.17 DISCIPLINARY ACTION:**

Infringement of any of the Conduct Rules shall be termed “misconduct” and therefore entail disciplinary action. Without prejudice to the general meaning of the term ‘misconduct’, the following acts of omission and commission shall be treated as “misconduct”, in respect of an employee.

Wilful in-subordination or disobedience of any lawful and reasonable order of his official superiors. Commission of any act subversive of discipline of good behaviour, dishonesty, fraud, impersonation. Participation in any strike / demonstration (of the types spelt out in Rule 29)

Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of **HITECH**. Wilful damage to the property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of **HITECH**. Accepting or offering bribes or any illegal gratification.

#### **4.18 Habitual:**

- i. Absence without leave, or absence without leave for more than seven consecutive days.
- ii. Late attendance or habitually leaving work before time or abandonment of the place of duty.
- iii. Breach of rule or office order of **HITECH**.
- iv. Negligence or neglect of work.
  - Accepting service for any consideration in any other company / establishment / Institution or under any person without the approval of the Management.
  - Drunkenness or disorderly behaviour in the **HITECH** premises and public places, affecting the reputation of **HITECH**. Sleeping while on duty.
  - Distributing or exhibiting inside the **HITECH** premises, hand-bills, pamphlets or posters without prior written permission of the Management.
  - Attending or holding any unauthorized meeting within the **HITECH** premises.

- Unauthorised disclosure of information about the business or affairs of **HITECH**.
- Gambling within the **HITECH** premises.
- Conviction in a criminal court.
- Making false statements on matters related to his employment in **HITECH** or wilful suppression of facts at the time of employment or during the course of service in **HITECH**.
- Attempting or causing bodily injury or intimidation to any employee / officer of **HITECH** in the **HITECH** premises or in the course of his discharging official duties for **HITECH**.
- Use of foul or abusive language to misbehave with any officer or employee or visitors within the **HITECH** premises or in the course of his discharging official duties for **HITECH**.
- Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary / Inquiry Authority or Superior(s).
- Carrying on money lending or any other private business within the premises of **HITECH**.
- Participation in any movement prejudicial to the interests of **HITECH**.
- Habitual indebtedness or insolvency.
- Abetment of or attempt at abetment of any act which amount to misconduct.
- Misusing or mishandling any machine, apparatus or equipment.
- Using **HITECH** facilities unauthorisedly for personal gain.
- Not allowing **HITECH** employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of **HITECH**.
- Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.
- Forging the signature of another employee in the attendance register.
- Tampering with any of the records of **HITECH**.
- Adopting slow-down in the performance of the work, or victimizing others to slow-down, or practicing a work-to-rule performance.
- Acts of immorality within the premises of **HITECH**.
- Unauthorized occupation / illegal or immoral use of **HITECH** quarters / premises / rooms.
- Not wearing specified uniform while on duty.
- Not wearing Identify Card while on duty.

- Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the Management.
- Organizing or attending any meetings during the working hours, which are not official and authorized.
- Violation of any service rules / instructions by the appropriate authority.

**NOTE:**The above instances of misconduct are only illustrative in nature but not exhaustive, and any action which can be construed as indiscipline or misconduct by the Management will come under the purview of the term “misconduct”.

#### **4.19 Inquiries – Procedure & Punishment**

The Management shall be authorized to delegate powers to any member of the Management for the purpose of administering these service rules or for ordering an enquiry. The Management also has the right to mete out punishment to the offenders.

Any employee found to commit any act of misconduct as mentioned above shall be served with a charge sheet stating the charges levelled against him. Such an employee shall be given an opportunity to explain and answer the charges in an enquiry conducted by an Enquiry Officer duly appointed by the Management for this purpose.

The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his defence and cross-examine the witness on whose evidence the charge is based. The employee concerned shall, if he so desires be allowed to be defended by another employee of **HITECH**.

The statement of the employee concerned to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry it shall proceed ex-parte. The Enquiry officer shall submit the findings to the Management for further action.

An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance at the rate of 50% of the wages last drawn by him which shall not be payable for the period of any adjournment or postponements of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him, the workman shall not be entitled to any salary / wages during the period of his suspension.

If as a result of the enquiry, an employee is found not guilty if misconduct he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.

An employee found guilty of misconduct after an enquiry duly conducted may be punished by

- suspension from duty without salary / wages not exceeding 7 days or
- Dismissal or (c) demotion or
- Stoppage of salary / wage / increment or
- Fine or reprimand by an order of the Management or any one authorized by him.

While awarding punishment, the Management may take into account the gravity of the misconduct, the previous record of the employee, if any and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the Management shall be served on the employee concerned.

In case of dismissal, the employee may if he thinks it necessary, appeal to the Appellate Authority whose decision will be final.



## **CHAPTER – V**

### **LEAVE RULES**

#### **5.1. Types of Leave:**

The employees are entitled for the following types of leave:

- a) Casual Leave
- b) Vacation Leave
- c) Medical Leave
- d) Maternity Leave
- e) Study Leave
- f) Special Leave
- g) Leave on Loss of pay

#### **1.1.1 Casual Leave (CL)**

Employees are entitled for 12 days of paid Casual Leave (CL) in a calendar year. However, in case the employee joins duty during the course of the year, such leave will be granted proportionate to the months of service in the said calendar year. (i.e. one day CL on completion of a month). For Non-teaching staff, CL is eligible only on successful completion of six months during the probation period.

Casual Leave is not a privilege, Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction. Leave should be applied at least three days in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.

Casual Leave cannot be combined with any other type of leave except Compensatory Off. Without prior permission, CL can be either suffixed or prefixed with holidays / weekly off days.

A single spell of CL shall not exceed 3 days at a time. However in special cases like medical grounds, the Management may permit the period to exceed 3 days by granting ML / EL subject to their availability of Medical Leave / Earned Leave on the merits of each case.

In calculating the total C.L, Sundays and other authorized holidays will be taken into account. In case an employee is out of station, he must state so in the leave application and give the address of his destination.

CL cannot be carried over to the next year if it is not availed during the year.

For all foreseen and unforeseen reasons, CL must be applied for and got sanction by the authority concerned before the employee proceeds on such leave. The employee may be deemed to be absent without leave if this rule is transgressed and dealt with as per rules, however, in case of illness or in case of an emergency where it may not be possible for the employee to take prior sanction of the authority concerned.

#### **5.1.2 Vacation Leave :**

Both Teaching and Non-Teaching staff members are eligible to avail vacation leave. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal.

Every teaching staff member who has fully served for two semesters in an academic year is eligible to avail Thirty five (35) days of vacation leave during the academic year. If they have served only one semester, they are eligible to get only Fifteen days of vacation. In November – December, the vacation leave will be restricted to a period not more than 14 days. For service period less than one semester, the vacation will be calculated on Pro – Rata basis.

The eligibility of the Vacation leave for the staff members who are doing part-time M.E., M.Phil. and Ph.D. programmes etc. on sponsoring will be finalised according to the merit of the case and announced by the Principal by the end of April every year.

Vacation Leave may be availed in two spells in each vacation with a minimum of 15 days.

Other leaves cannot be combined with Vacation Leave.

Vacation leave should be applied well in advance and got sanctioned before availing the same.

Vacation leave may be curtailed or refused depending upon the exigencies of works.

#### **5.1.3 Medical Leave**

Staffs are eligible for three days Medical Leave in a **Leave** year after completion of one year. Staff availing ML should produce Medical Certificate (MC) from a Registered Medical Practitioner on the day of resuming duty.

#### **5.1.4. Maternity Leave**

As per the norms. Women employees are eligible for maternity leave not exceeding 60 days maternity leave will be available only for a maximum of 2 times during the service of the employee. Employees on probation are not eligible for such leave. Maternity leave may be combined with vacation and EL, but the total period of

absence is limited to 60 days at a time. Extension beyond 60 days, the leave on LOP can be taken at the approval of the management based on the merit of the case.

#### **5.1.5 Study Leave :**

#### **5.1.6 For pursuing PhD :**

All faculty, who are pursuing PhD, or signing a Deed of Indemnity –cum-guarantee, are entitled to the following benefits :

**Course Work** : One full day or two half days per week is permitted during the course work Period.

**Thesis Work** : One full day per month is allowed for discussion with the ph.D Supervisor.

**Thesis Submission & Viva** : Paid leave for the preparation of synopsis, submission of the Thesis, and Viva voce examination is allowed to a maximum period of 15 days. Any excess days required will be granted against their leave at credit / vacation Leave / Loss of pay.

#### **5.1.7. Special Leave :**

Special Leave (SL) may be granted by the Management to an employee with salary for Cases such as Marriage, medical emergencies, etc., based on the nature of the reason. The Management may prescribe the conditions for granting such leave. For reasons like marriage, the SL is restricted up to 10 days.

SL is given to employees who have completed a minimum of one year of service in **HITECH**.

SL may be granted by the Management with or without salary in extraordinary circumstances like infectious diseases and such leave shall not exceed 30 days.

#### **5.1.8 Leave on Loss of Pay :**

Absence without permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay.

If any staff member applies and avails leave in excess of the prescribed limit shall be deemed to be on Leave on Loss of Pay (LLP). If such LLP is more than seven days at a stretch in a year, It will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Management shall be final in such cases.

If any staff member is absent from duty without prior or later permission, exceeding seven Days will be construed as abandonment of service

Two such break-in-services within a period of one year will make the staff member Ineligible for increment in pay and also for availing Vacation Leave / Earned Leave in the academic year.

If staff avails LLP for 10 or more days in a year in excess of the eligible leave, 5 % D.A. cut will be enforced on them in the subsequent pay revision.

### **5.1.9 Leave Information :**

Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform the Department of HRD and the respective HOD before 9.30 a.m. Leave information will not be entertained after 9.30 a.m. and such absence will be treated as Unauthorized.

### **5.2. Permission :**

The Staff can avail of two half-an-hour permission or one-hour permission once a month.

### **5.3. On Duty :**

On Duty (OD) will be granted when staff members are required to go out for official duties or to participate in seminars, etc., as approved by the Registrar / Designated authority. Staff Members are permitted to go for other universities for examination related work as permitted by our University authorities.

Staff shall be allowed to attend Conferences / Seminars / Meetings for which the Management shall bear the expenses of Registration or Conference fees travelling and daily allowances /accommodation and boarding cares subject to the approval. The staffs have to submit the Faculty Development Programme Form (FDP form) and after obtaining prior permission are allowed to attend Conferences / Seminars / Meetings at State / National / International Level.

Staff should submit their OD forms with the due approval of the HOD and the Head of the Institution before going on duty. If for any valid reason they could not do so, shall submit the same on the day they return to duty. Head of the Departments going on duty shall get the approval of the Head of the Institution.

In case of HOD / Professor, OD (or) Leave has to be submitted in advance and approved by the Principal.

Number of days of such OD for attending Practical / theory external duty, theory Paper valuation, seminar, conference, workshop participation is limited to 12Calendar days per semester and if availed in excess, the excess days shall be deducted From eligible leave at credit of the staff and remaining days will be treated as LOP.

This is apart from the eligible OD for Pursuing Ph.D. for staff who have executed the bond with the University. The Designated authority shall have the right to cancel the OD sanctioned earlier, for any emergency work in the Institution. Staff deputed by the Institution to attend Conferences / Seminars / Meetings and other Institution-related-work shall be deemed to be "On Duty".

#### **5.4. General**

No leave other than CL will be granted to an employee once notice of resignation is given by him. The employee should be on duty for the full period of notice required under the rules or as per the terms specified in the Appointment Order. When a notice of termination of the Services of an employee is given by the Management, the employee will be permitted to avail of whatever CL he is entitled to during the period of the notice of termination of services Subjects to conditions mentioned in Rule 51.

**CHAPTER – VI**  
**PARTICIPATION IN INSTITUTE COMMITTEES :**

**6.1. INSTITUTE COMMITTEES :**

Committee formation is a tool for staff participation in the Academic as well as the Administrative activity. Following committees are formed and each staff member is given a responsibility in any one or More committees to participate and to contribute for the development of the Institution, as a whole. The committees are ABET, Academic Extension Programme, Alumni and Industrial Visit, Anti-ragging Attendance, Cultural, Decoration and Campus Beautification, Editorial Board, Exam, Grievance Redressal (Staff), General Grievance Cell (Exam) Hostel, International Advisory, IT Infrastructure Languages, Library, Management Review, ISO, Marshals and Deputy Marshals, NSS / YRC, Patent / Copyright, Project (UG / PG Projects) Coordinators, Purchase, Purchase audit, Research Promotion, Syllabus Coverage, Infrastructure, Students Affairs, Sports and Games, Students Disciplinary, Time table, Technical Association / Professional Body, Transport, Training & Development and other activities such as FDP, Scholarship, Statistical Cell and Equal Opportunities Cell.

**6.2. Class Committee :**

Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairman who is not teaching the class. It is like the “Quality Circle” more commonly used in industries. The aim is to improve the teaching-learning process.

The functions of the class Committee include :

- Solving Problems experienced by students in the classrooms and in the laboratories.
- Clarifying the regulations of the degree programme.
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar / etc. ) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and the students informed of the same.

- Analysing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- The class committee for a class under a particular branch is normally constituted by the HOD. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the Class Committee is to be constituted by the Director (Academic).
- The Class Committee shall be constituted within the first week of each semester. At least four student representatives (usually two boys and two girls) shall be included in the class Committee.
- The chairman of the class committee may invite the faculty advisor(s) and the HOD to the meeting.
- The Director (Academic) may participate in any class committee of the Institution.
- The chairman is required to prepare the minutes of every meeting, submit the same to the Director (Academic) and Vice-Chancellor within two days of the meeting and arrange to circulate it among the students and teachers concerned.
- If there are some points in the minutes requiring action by the Management, the same shall be brought to the notice of the Management by the Head of the Institution.
- The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the regulations.
- Two or three subsequent meetings may be held in a semester at suitable intervals.
- The class committee chairman shall put on the Notice Board the cumulative attendance
- Particulars of each student at every such meeting to enable the students to know their attendance details and to satisfy the regulations laid down by the University.
- During these meetings, the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the

other students of the class in order to improve the effectiveness of the teaching-learning process.

### **6.3. Course Committee for Common Courses :**

- Each common theory course offered to more than one discipline or group shall have a “Course Committee “ with one of them nominated as Course Coordinator.
- The nomination of the Course coordinator shall be made by the HOD / Director (Academic) /
- Vice-Chancellor depending upon whether all the teachers teaching the common course belong to a single department or to several departments.
- The “Course Committee” shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests.
- Wherever feasible, the Course Committee may also prepare a common question paper for the internal assessment test (S).
- The Committee on common courses, after the evaluation of the end-semester examination papers of common courses, shall decide on the range of marks for awarding letter grades.

### **NORMS / SYSTEMS FOLLOWED IN THE INSTITUTION :**

#### **6.4. Awareness about Hindusthan Institution norms :**

It is mandatory on the part of the staff members to be familiar with the Hindusthan Institutions’ current regulations with regard to academic activities, award of internal marks, maintenance of records and attendance. A copy of the Hindusthan Institutions’ Handbook and calendar with rules and regulations for each academic year is given to all staff and is available in each department. Staff members have to go through the handbook to get familiarised with the rules and regulations of the University.

#### **6.5. Transparency :**

Each process has its own feedback mechanism for auditing the standards / performances and to find out the strengths and weaknesses of each individual.

The Head of the Institution / Respective Dean and HOD will discuss the results of the appraisal with every staff during the performance Appraisal review session. Continuous and sustained performance will be a necessary requirement for



internal promotions, for selection as HODS or Sectional chairman of various committees, deputation, training, financial benefits, awards, etc.,

#### **6.5.1 Feedback Mechanism :**

Feedback mechanism is operated to get the feedback from the students and staff in order to find out the strengths and weaknesses of each system and to rectify the weaknesses by taking appropriate remedial measures. Some of the feedback forms collected from the staff and students are enlisted below:

- Score Card form for selection of candidates
- Personnel form for collecting information from the candidates
- Questionnaire for Talent Management (Collected during Induction Programme)
- Self-appraisal feedback form from the faculty / staff
- Appraisal form for non-teaching staff (feedback collected from subordinates, colleagues, superiors, HRD and review committee members)
- Student's feedback form
- Parent's feedback form
- Cafeteria feedback form (Canteen / Mess / Fast Food ) from the staff and students
- Transport feedback form
- Library feedback form
- General amenities feedback form
- Final year project review feedback form from the students
- Exit Interview feedback form from the staff

#### **6.6. Decentralization of Powers :**

##### **(a) Finance Part : Imprest amount is given as mentioned below :**

Imprest cash is given to each Head to meet out urgent requirements like permitting staff members to attend Seminar / Workshop within Coimbatore with a delegate fee of Rs. 1000/- per head, conveyance for arranging guest lecture, consumable purchase of small value maintenance and upkeep of their departments. Imprest amount should not be used for capital purchase under any circumstances.

<b>Category</b>	<b>Imprest Amount</b>
Principal	Rs. 1,00,000/-
HOD	Rs. 20,000/-

**(b) Administration :**

Every HOD is given powers in the areas specified below :

- Designing of curriculum, syllabi, introduction of new courses.
- Allotment of workload.
- Assignment of additional workload.
- Nominating staff to attend training programme / Faculty Development Programme (both internal and external)
- Freedom to conduct in-house and outside symposium / training programmes
- Recommending leave / O.D. for the department staff
- Recommending Salary Advances for the department staff.
- Recommending of equipment to be purchased.
- Screening of quotations and selection of suppliers for purchasing consumables.
- Research and Development Proposal.
- Product development proposal
- Redressal of department staff grievances
- Counselling
- Procurement of books pertaining to the department.
- Free and to monitor and discipline the students.
- To conduct motivational and quiz programmes for staff and students
- Implementation of ISO methodologies and to ensure qualitative education to the students.

**6.7. Career Opportunities :**

**HITECH** Provides a platform for the faculty development activities by sponsoring the faculty for :

- Attending training programmes (In-house as well as external)
- Attending conferences for participating, paper presentation (national as well as international level).
- Pursuing higher studies like Post Graduation, MS (By Research), PhD
- Pursuing short-term courses, certificates courses, etc.,
- For publishing books, articles in journals, professional newsletters, etc.,
- Promoting research and consultancy activities.

- Promoting innovative projects, funded projects, patents, etc.,
- Promoting product development activities.

**Note :**

For Career advancement, staff can contact the career Advancement cell for pursuing their Master's degree, MS (By Research), Doctoral degree, post doctoral fellowship and other courses offered by the University.

**(a) Sponsorship for attending training Programme :**

**External training Programme :** staff member who has completed one year of service is permitted to attend external training programme and their absence from duty in this regard will be treated as 'on duty'. Boarding and lodging expenses will be borne by the Institution, as per norms. The staff member has to submit a report on completion of the training and share the information about the concepts learnt through the training programme to other staff members and students.

In case, the staff member leaves the institution before the completion of the stipulated period mentioned in the Staff Development Form / agreement executed in this regard, the amount spent for the staff member for imparting the training will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned to the Institution.

**Internal training Programme :**

Training programme conducted in our Campus for the staff members (technical / soft skills training programme) are called as Internal training programme. Staff members including those who have not completed one year of service are permitted for attending the Internal training programme. The terms and conditions prescribed in respect of the external training programme will apply to those staff members who leave the institution before the completion of the stipulated period.

**(b ) Travel grant for presenting research papers in other state / abroad:**

Faculty will be permitted to attend seminars, conferences, workshops, etc., in other states, abroad for presenting their research papers and the expenses in this regard will be borne by the Institution. Faculty are also encouraged to apply for travel grant from UGC / AICTE in this regard.

Faculty who have completed one year of service are eligible for the travel grant. However, the Management has the discretion to permit any faculty to present their research paper in other state / abroad depending on the quality of their research work.'

In case, the staff member leaves the institution before the completion of the stipulated period mentioned in the agreement executed in this regard, the amount spent for the staff member for presenting their research papers will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned for the Institution.

**(c) For pursuing PhD:**

Faculty who are willing to pursue PhD at Hindusthan Institutions / Premier institutions like IIT (or) IISC, etc with the approval of the Management has to execute a bond valuing Rs. 1,00,000/- for serving the Institution for a minimum period of five years after obtaining PhD.

In respect of those faculty who has not executed the bond as stated above, a sum of Rs. 5,000/- per month will be recovered from his salary up to a maximum of Rs. 2,00,000/- towards security deposit. The accumulated amount will only be refunded provided the faculty complete five years of service in this Institution after obtaining his / her PhD Successfully.

The same rule is applicable to the faculty who joins this Institute while pursuing his / her PhD in other Universities.

If the faculty leaves the Institution by breaching the bond executed by him /her, the bond value has to be remitted by the faculty concerned or in case of recovery of the amount, the faculty concerned has to forfeit the accumulated amount recovered from him by the Institution.

**Eligibility :** Staff member who has completed one year of service in this Institution is eligible.

**(d) For Pursuing PG / MS (By Research) :**

Faculty are permitted to do their PG course (internal study) on completion of one year of service in this Institution. The first-year stipend amount is Rs. 10,000/- per month and the second year stipend amount is Rs. 12,000/- per month. On successful completion of their PG course, their pay will be fixed at the appropriate stage in the pay structure applicable to them.

**Note :** The staff member pursuing ME has to execute a bond valuing Rs. 1,00,000/- for serving the Institution for a minimum period of three years after obtaining PG degree. If the faculty leaves the Institution for a minimum period of three years after obtaining PG degree. If the faculty leaves the Institution by breaching the bond executed by him / her, the bond value has to be remitted by the faculty concerned.

### **6.8. Statutory and other Deductions :**

Statutory deductions such as PF, Income Tax, Professional Tax will be deducted from the employee's Salary, as applicable, as per the law.

Employees who are availing transportation facility of the Institute and boarding and lodging in the hostel are being charged for the facility availed at the rate fixed by the Management from time to time. However, no charges will be made for the staff holding additional responsibility, such as Bus In-Charge, warden or Assistant Warden in the hostel.

Faculty who are holding the Warden post will be additional allowance at the rate fixed by the Management from time to time.

### **6.9. Mentoring System :**

Deans, Professors, associate Professors with academic / Industry experience will be the Mentor for four to five junior teachers. The Mentor will have interaction with their teaching staff on their academic progress and motivate them with regard to their skill / knowledge improvement, research work, administrative work and other activities related to their profession.

### **6.10. Grievance Redressal / Counselling Cell :**

#### **6.10.1 Grievance Redressal :**

Any staff having any specific grievance concerned with their Academic / Administration activity can address his / her problem to the Department of H.R.D. in writing. Their grievances are routed through the Registrar and director ( Academic ) to the Principal / Management. Genuine grievances of the staff will be considered and remedial measures taken by the authorities.

#### **6.10.2 Counselling Cell :**

A separate Counselling Cell has been constituted for redressing the grievances of the staff and students :

1. Principal
2. Heads ( Academic )
3. Students' Chaplain.
4. Counsellor.

#### **6.11. Suggestion System :**

Suggestion boxes are available in the Main office near the Reception and one at the Department of HRD to post any suggestion pertaining to any item regarding institutional matters. Suggestion letters posted are periodically taken and forwarded to the authorities for taking remedial action.

#### **6.12. Women's Grievances Redressal Cell :**

This cell is meant to address the grievances encountered by women staff in the work place. The Chairperson of the cell will be appointed by the Management.

#### **Objectives :**

- (a) Create awareness on equal opportunity for women, which will ultimately lead to an improved attitude and admirable behaviour.
- (b) Bring about attitudinal and behavioural changes in the teenage female youth of the institution.
- (c) Provide a working / living harassment – free atmosphere by identifying the responsibility on the persons concerned for ensuring equal treatment of women and acknowledgement of women participation in all areas.
- (d) Conduct programmes for ladies to empower them financially, emotionally, mentally and physically.
- (e) Deal appropriately with reported cases of sexual harassment, abuse or discrimination.
- (f) Initiate action against particular grievances in respect of unfair treatment due to gender bias.



  
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