



# HR POLICY

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Human Resource is the heart of an organization and forms the lifeline and determines its destiny. The realization of the mission of the organization rests on the commitment of the personnel engaged for various assignments and tasks. Motivated and well trained human resource is necessary to fulfill the goals and objectives of the organization. JSEC is committed to set high standards of personnel management with due place for efficiency and transparency. The management of the team of people who are called upon to assist in the implementation of the programs and projects, demands a comprehensive Human Resource Management Manual covering policies and procedures that will provide a healthy atmosphere for work.

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels for the furtherance of the objectives of JSEC. These policies and procedures extend from the recruitment of the different categories of staff, defining their roles and responsibilities, providing training and positioning them to execute the job they have been recruited for, in compliance with the values of the organization. This Manual also defines the terms of employment and conditions of service of employees engaged by JSEC for different assignment. The Manual covers provisions for improving the performance and effectiveness of the organization by maximizing the efficiency of the staff through enhancing their knowledge, skills and attitudes with provisions for appropriate compensation & incentives and comfortable working conditions. It is also the envisioned objective of this Manual to clearly outline the process of Human Resource Management and make the entire process a transparent one and minimize subjectivity in the process of handling any aspect of Human Resource Management. The Manual is meant to institutionalize an organizational culture which respects basic human values and practices that promote team spirit, shared responsibility and participatory functioning. This Manual though cannot be considered to be exhaustive in covering every detail pertinent to Human Resource Management , should be able to create a congenial atmosphere for the staff to journey with the organization to respond to emerging needs of humanity. JSEC reserves the right to interpret the meaning of the Rules pertaining to the service conditions of its employees and the Supplementary Rules that may be issued hereinafter at any point of time by the legitimate authority.

## **1. SERVICE CONDITIONS FOR THE STAFF**

- 1.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- 1.2 Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed.
- 1.3 Any staff member, on appointment, except on contract, shall be on probation for a period of two years.
- 1.4 Staff attendance should be signed every day, before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave.
- 1.5 Staff should be available in the college premises during the entire period of office hours, on all working days.
- 1.6 If a staff member on any kind of leave/vacation has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave/vacation application.
- 1.7 In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Designated Authority has got discretion to award punishment such as warning, censure, with holding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal/Designated Authority.
- 1.8 For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- 1.9 Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
- 1.10 If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

## **2. METHOD OF RECRUITMENT**

### **2.1 SCREENING**

2.1.1 Number of vacancies is notified by Principal/Designated Authority based on student strength /

Resignations or terminations of staff members, to the management for approval /information.

2.1.2 Vacancies are advertised in leading newspapers—both Tamil and English.

2.1.3 Shortlisted candidates are informed over telephones by HR Department.

2.1.4 At times, Walk-in interviews are also conducted for immediate postings.

### **2.2 INTERVIEW**

2.2.1 Interview Committee consists of Principal, Director/Designated Authority, Academic Co-  
Coordinators and respective Heads of the department and subject experts. Selection is based upon  
the Technical Skill and Depth in Knowledge.

2.2.2 The short listed candidates from the interview shall be called for personal interview and selection be  
made on merit.

2.2.3 Direct interview is conducted for senior posts. Selection committee shall be constituted by the  
Secretary as per the guidelines approved by the Governing Council.

### **2.3 PAY FIXATION**

2.3.1 Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by  
the Governing Council for the respective post based upon the qualification and experience of the  
candidate.

## **3. PROVISIONS & RULES RELATING TO LEAVE / PERMISSION**

### **3.1 ELIGIBILITY & APPLICABILITY**

3.1.1 All employees on regular rolls as per UGC norms.

## **3.2 GENERAL POLICES**

3.2.1 For the purpose of leave, “Year” shall mean the Academic Year starts on 1st June and ending 31st May.

Categories of leave available to the employees are:

- Casual Leave(CL)
- On duty (OD)
- Vacation Leave(VL)
- Leave on loss of Pay(LOP)
- Marriage Leave(ML)
- Maternity Leave(MTL)
- Permission

3.2.2 Leave accounts of all staff members are maintained in the Administrative Office.

3.2.3 Sanctioning authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to Heads for administrative convenience. Secretary of the college is the competent authority to sanction leave of the Principal.

3.2.4 All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules.

## **3.3 CASUAL LEAVE (CL)**

3.3.1 Every employee is eligible to avail up to a maximum of 12days of Casual Leave in an academic year (June 1st to 31st May). Staff members can avail maximum of 6 days CL per semester. The lapsed CL in the odd semester will be carried over to the even semester. ODD Semester (June – November), EVEN Semester (December – May).

3.3.2 However, in case an employee joins duty during the course of the year, such leave will be granted in

Proportion to the months of service in the said academic year. ( i.e. one day CL on completion of a Month)

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

3.3.4 Casual leave is to be ordinarily applied in offline at least 1 day in advance. The classes and other duties, if any, to be assigned to other competent staff. However if casual leave is taken on any emergency, the same has to be informed to the Principal office and HOD at the earliest possible.

### **3.4 ON OTHER DUTY (OD)**

3.4.1 The College can permit any faculty member to take special assignments with other Colleges or Industrial units, for specific period of time or to attend seminars/faculty development programmes/winter or summer training programme with prior approval from the Head of the Department and Principal/designated authority.

### **3.5 VACATION LEAVE (VL)**

3.5.1 These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

3.5.2 Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

3.5.3 VL can be availed in two spells. When all or majority of the staff are opting for same spell and if the HOD feels that it would disrupt the normal function of the department, the HOD can direct the staff to avail VL without affecting normal work.

3.5.4 The staff, after giving option for the slot(s), will not be allowed to change the slots under any circumstances. For the purpose of calculating number of days of vacation leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.

3.5.5 It will be the responsibility of each faculty to see that their academic commitments like

invigilation work, and centre valuation are not disrupted while they re-proceeding on vacation leave.

3.5.6 The Vacation leave of a staff member can be cancelled by the authorities concerned if the presence of the staff becomes necessary for official work.

### **3.6 MARRIAGE LEAVE (ML)**

3.6.1 A Male/Female employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Marriage Leave for a maximum of one week from the vacation leave, subject to prior approval of the Principal/ Designated Authority.

### **3.7 LEAVE ON LOSS OF PAY (LOP)**

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

3.7.2 Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP).

### **3.8 MATERNITY LEAVE (MTL)**

3.8.1 A woman employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Maternity Leave (MTL) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal/Designated Authority with one month salary.

3.8.2 The employee shall inform the HOD & Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate

### **3.9 RULES RELATING TO APPLY FOR PERMISSION**

3.9.1 Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

3.9.2 If the number of permission for short absence exceeds 1 in a month, it shall be considered as half day

Loss of pay for the 2<sup>nd</sup> permission.

3.9.3 Permission Timings EVENING–3.15 PM-4.15PM

3.9.4 Morning Late arrival is permitted, Maximum 3 late in month if exceeds it shall be considered as half day.

## **4. CONDUCT & DISCIPLINE**

### **4.1 CONDUCT**

4.1.1 Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

4.1.2 Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

4.1.3 Every employee shall Endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.

4.1.4 No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

### **4.2 DISCIPLINE**

4.2.1 The Secretary or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

4.2.2 An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the authority competent to do so.



## **5. APPEALS AND REVIEWS**

5.1 The staff members of the College are welcome to submit their appeals or grievances if any to the  
PRINCIPAL / SECRETARY for review and redressal.

## **6. GENERAL**

6.1 Faculty Members are expected to update their knowledge by attending seminars/workshops/conference,  
after obtaining necessary permission from the Principal/Management.

6.2 Faculty Members should attempt to publish text books, research papers in reputed International / Indian  
Journals / Conferences.

6.3 The Faculty Members are expected to prepare himself / herself academically to meet all the challenges  
and requirements in the methodology of teaching so that the input may be useful for the student  
community at large.

6.4 Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such  
activities will be subject to discipline proceedings

## **7. DEPARTMENT**

7.1 Work load will be allotted by the HOD after taking into account of the Faculty Member's interests.

7.2 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by  
HOD / Principal in academic, co-curricular or any extracurricular activities.

7.3 Every Faculty Member should maintain student's attendance records and the absentees roll number  
should be noted every day in the Master attendance Register maintained in the Department as soon as  
the classes/laboratory hours are over.

7.4 The Faculty Advisor must update the student's personal file regularly and put up for inspection by  
HOD/Principal as the case may be.

## **8. CLASS ROOM TEACHING**

- 8.1 Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
- 8.2 The Faculty Member should get the lesson plan and course file approved by HOD.
- 8.3 The Faculty Member's Log Book must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- 8.4 The Faculty Member should get the feedback from students and act /adjust the teaching appropriately.
- 8.5 The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- 8.6 The Faculty Member should motivate the students and bring out the creativity / originality in the students.

## **9. LABORATORY**

- 9.1 The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 9.2 The lab observations must be corrected with in 2days.

## **10. TEST/EXAM**

- 10.1 While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
- 10.2 During invigilation, the Faculty Member should be continuously moving around. He/ She should watch closely so that nobody does any malpractice in the exam/test.
- 10.3 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).

10.4 The faculty members should be fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms.

## **11. STAFF SPORTS**

11.1 Staff sports are conducted during the sports day and the winners are awarded with shields and medals.

11.2 Staff members are allowed to participate in sports events inside and outside the college. The college will sponsor for participation.

## **12. FINANCIAL ASSISTANCE**

12.1 Faculty members are financially supported for presenting papers in conferences/attending Seminars, Workshop, FDP, SDP etc. with full registration fee and TA/DA as under.

## **13. YEARLY INCREMENTS**

13.1 Staff members are eligible to the increment at the end of 12month service in the institution.

## **14. RESIGNATION/TERMINATION OF SERVICE**

14.1 Faculty member can get relieved at the end of an academic year with three month notice after completion of 2 years of service in the college.

14.2 In case of resignation during the middle of an academic year he/she has to pay 3 months' salary to the Institution.

14.3 The Secretary shall have the authority to terminate the services of a member of the staff of the college, for any of the following reasons.

- Serious misconduct and willful negligence of duty,
- Physical or mental unfitness