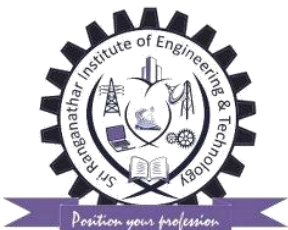




HR MANUAL



SRI RANGANATHAR
INSTITUTE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
Near to SEZ IT Park, Athipalayam, Coimbatore, Tamil Nadu – 641 110
Website: www.sriet.ac.in Email: sritech@sriindia.net



ISO 9001:2015

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1. INTRODUCTION

HR Policy of SRI RANGANATHAR INSTITUTE OF ENGINEERING AND TECHNOLOGY(SRIET), ATHIPALAYAM, COIMBATORE - 641 110 is amended and replaces the previous policies, procedures and other established written or oral practices.

The information in this HR policy is important to all Employees of SRIET and they should strictly adhere and follow the HR policy. HR policy will be made available to all newly joined faculties and they need to submit joining report after reading the HR policy. This HR policy is to be referred whenever a clarification on college policies/benefits is required.

Based on the instructions from various statutory bodies and state government the policies, practices and benefits described in the HR policy may change from time to time. On such occasions, SRIET reserves the right to amend, withdraw, or add to the provisions of this HR policy at its own discretion. However, no amendment or modification of the "Terms of Employment" provisions of this HR policy shall be effective unless made in writing, and signed by the Chairman/CEHR/Head of the Institution. The college will attempt to provide the employees with notification of any other changes as they occur.

2. VISION AND MISSION

Vision:

To be a unique institution that enables students to become contributing Humans towards Technology, Business and Sustainability of natural world.

Mission:

Our mission is to facilitate students with harmonious teaching and experiential learning by integrating industrial and societal needs with curriculum, providing requisite infrastructure facilities and imbibing ethical values.

Quality Policy:

SRIET is committed to provide quality learning experience to students by adopting continual improvements in management system, infrastructure and competence of faculties.

3. DEFINITIONS

- **SRIET or Institution or College** - Sri Ranganathar Institute of Engineering and Technology, Athipalayam, Coimbatore, Tamil Nadu - 641 110.
- **College Premises** - means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college campus.
- **Employer** - Chairman of Sri Ranganathar College of Engineering and Technology
- **Employee** - means any person who is employed for salary in any kind of work associated with SRIET & who gets his/her salary directly from SRIET.
- **Calendar Year** - means period commencing from 1st day of January of the year and ending with 31st day of December in the same year.
- **Academic Year** - means the normal period stipulated in the academic calendar for activities from odd and even semester in the present system it is stipulated from June to May.
- **Financial Year** - means the period commencing from 1st April of the current year ending with the 31st day of March of the succeeding year.
- **Faculty** - includes all employees who teach subjects to the students in various departments.
- **Staff** - includes all employees who assist the faculty in various departments, assist Principal in the administrative works and working in the areas other than teaching.
- **Honorarium** - means payment granted to the teachers as remuneration for special work or work of an occasional nature.
- **AICTE** - All India Council for Technical Education
- **DOTe** - Department of Technical Education
- **CEHR** - Chief Executive - Human Resource
- **HOD** - Head of the Department

4. ABOUT SRIET

Sri Ranganathar Institute of Engineering and Technology (SRIET) is an Industry Integrated Institute established by **Dr. V. Narayanasamy** “Best Methods Man - steel foundry” in the year 2011 under **Sri Ranganathar Trust** to offer quality Engineering Education to cater the need of Industry. Other Institutions runs by the Trust are SRI Polytechnic College and SRI Matriculation School at Coimbatore.

SRI conglomerate of Industries at Coimbatore functions at various locations:

SRI Unit I: Manufactures high quality Steel Castings at Edyarpalayam

SRI Valves: Manufactures wide range of Industrial Valves at Arasur

SRI Unit II: Manufactures high quality Investment Castings at Kariyampalayam

4.1 GENERAL INFORMATION

Name of the Institution:

Sri Ranganathar Institute of Engineering and Technology

Address of the Institute:

Athipalayam, Thudiyalur - Kovilpalayam Road, Coimbatore - 641 110

Contact Details

Tel: 0422-2697792 / Fax: 0422 - 2697782

AICTE Approval ID:

F. No. Southern/ 2011 / 1-476020081 Dated 05-01-2012

Anna University Approval ID:

Lr No. AUT CBE/CA/CA1/New/1407/120/2011 Dated 21-07-2011

4.2 ABOUT THE TRUST

Name of the Trust:

Sri Ranganathar Trust

Registered Address:

No 12/45, Thadagam Main Road, Edyarpalayam Post, Coimbatore - 641025.

Registration Number:

Registered under Document No.1264/BK4 of 2007 with the Office of the subregistrar, Coimbatore.

Board of Trustees:

Sri Ranganathar Institute of Engineering and Technology is running under the umbrella of Sri Ranganathar Trust. The Rules & Regulation for governance are framed by the Board of Trustees and Governing body.

Governing Council:

The Governing Council is formed by the Board of Trustees to assist them in effectively managing the Institute activities which includes employment, planning & policy development, accountability & reporting, publicity & public relations, maintenance of premises and all financial & legal requirements.

6. EMPLOYEE DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the teaching staff other than the Principal shall be basically governed by the norms of AICTE & Anna University and as approved by the Governing Council. Duties and responsibilities of the Non-Teaching staff (Administrative and Technical) are assigned by the Governing Council / Concerned Authorities.

6.1 GENERAL RESPONSIBILITIES

- All the employees should strictly follow the HR policy & code of conduct described by the college.
- Every employee shall maintain absolute integrity & devotion towards duty and also be strictly honest & impartial in official work at all times.
- Every employee is expected to be courteous in his/her interaction with other members of the staff, students and members of the public at all times.
- All the employees are required to observe the scheduled hours of work during which they must be present at the place of their duty.
- The employee have to register their attendance in both bio-metric system / while starting and closing of their working hours.
- All grievances shall be addressed to the Chairman / CE-HR / Principal / Dean through proper channel.
- Dress code has to be followed by the staff as mentioned in the code of conduct.
- All the staff members both teaching and non-teaching have to wear the identity cards compulsorily with in the campus.
- The usage of cell phones inside the campus is restricted.
- The faculty members are expected to maintain a very healthy teacher-student relationship, maintain utmost discipline among the students and uphold the decorum of their position.
- Faculty staying in the hostel and Wardens should ensure the rules & regulations of hostel are strictly followed by inmates.

6.2 PRINCIPAL / HEAD OF THE INSTITUTION

- Principal should report only to the Management (Chairman / CEHR) of the Institute and assist them for the Leadership, Monitoring the Operations and Development of the College. He / she will provide informations, suggestions and ideas to the Management for effectively running the Institute.
- Key responsibility of Principal is to monitor all the Academic and Administrative operations falling in line with the AICTE, Anna University and the Government of Tamil Nadu norms, in all aspects.
- Principal will also intimate the statutory requirements and the changes made therein to Management, by continuously updating his / her knowledge or information on it.
- Create, amend / withdraw of any policy or procedure of the Institution, with the approval of Management, and implement the same for the smooth functioning of the Institution.
- Principal develops and implements the best practices & approved strategic plan of the Institution to ensure a holistic development of the students and staff.
- Principal should ensure the name and fame of the Institute is maintained by all working / studying in the Institute and put continuous efforts to improve its brand image.
- Monitors Administration, Admission, Academics, Industry Institute Interaction, Research & Development, Consultancy, Entrepreneurship Development and Placement Activities.
- Monitors adherence of Quality Management System, IQAC, NBA and NAAC requirements. Principal should also plan for acquiring various other accreditations and collaborations with other Institutes / Universities / Industries of National or International repute.
- Oversee various committee meetings are conducted in the required frequency and after perusal of the minutes of meeting approving it for implementation.
- Assist the preparation of annual budgetary requirements of the college. And also monitor the procurement and purchase of required items including Library books & Infrastructure.
- Monitor the status of each asset, Initiating periodical maintenance and Inventory accounting.

- Analyze the feedback from students, faculty & other stakeholders and initiate remedial measures, if required.
- Monitoring the Professional Association, Club and Sports activity and arranging various outreach events to enhance the activities of the institute as well as for contributing towards society.
- Principal shall provide expert counselling, guidance and high profile academic leadership to the HODs, Staff & Students towards academic excellence.
- Encourage the faculty & staff to participate and conduct FDP, Conference, Seminar and workshop to update their knowledge.
- Evaluate the performance appraisal of all staffs periodically.
- Implement various developmental activities and initiatives for the overall development which helps to achieve the vision of the Institution.

6.3 DEAN - ACADEMICS

- Dean - Academics should ensure the proper delivery of curriculum and take necessary steps for its improvements
- To ensure best practices and methodologies are adopted in teaching-learning process.
- Propose and establish new courses, if any
- Ensure the adequate availability of resources and manpower for proper conduct of classes.
- Oversee the academics, internal examinations and operations of Exam Cell.
- Evaluate the faculty performance in University results and monitor student's feedback on curriculum.
- Monitor and control the student's discipline in the campus.
- Responsible for the ethical conduct of research and for maintaining a culture of compliance & integrity among faculty, staff & students.
- Dean coordinates with the department heads of the college to maintain accountability, resolve any significant issues of noncompliance, and reduce the risk of future occurrences.
- Initiate signing MoU's with various Industries, other Institutions and Universities for the benefit of enhancing the research, learning and developing activities.

- Promote and monitor Trainings / Workshops / Seminars / Conferences / Internships / Industrial visits / In-plant trainings / Certification courses / E-learning facilities to enhance the student's knowledge and practical experience.

6.4 HEAD OF THE DEPARTMENT

- Responsible for all the academic affairs & maintaining the discipline of Department and reporting to Dean / Principal.
- Looks after day to day activities relating to education and other workloads of teaching and non-teaching staff in the department.
- Submits the requirements of department such as Faculty Member, Supporting Staff, Equipment's, Books & Journals, Maintenance etc. to the Dean / Principal.
- Looks after the matter related to Research, Consultancy, Publications and Funded Projects.
- Identify the gap between the Institute & Industry and provide relevant trainings to the students.
- Encourage more Add-on and certification courses to enrich the knowledge level of students.
- Responsible for maintaining close rapport with a stream of high profile academicians in the state & elsewhere on similar specialization and to use their expertise / input in upgrading the teaching & research standards of the department.
- Monitor the class and syllabus completion.
- Conduct the meetings as per the schedule / Academic calendar.
- Arranges for Guest Lecture / Extension Lectures, Seminars, Workshops, Conferences etc....
- Allocate the subject and lab by considering the choice of Faculty and maintaining equal workload.
- Verifies & provides input to the Faculty for developing course file including Lecture notes, Question bank, Lesson Plan and Lab manual.
- Encourage faculty to develop new teaching aids & tutorials.
- Establish new technologies, projects and innovative experiments in laboratories.
- Monitor & analyze the students' feedback and take remedial measures.

- Responsible to address the grievances in the department and notify Dean/ Principal, if necessary.
- Evaluate the quality of department works and encourage healthy team work.
- Be responsible to prepare presentation about the Department and Annual Report.
- Assist Principal to evaluate the faculty members through Performance Appraisal.
- Maintain continuous relationship with stakeholders including Alumni.
- Be an active member of IQAC and other committees of the Institution.
- Responsible to be a part of Internal Audits for Accreditations, ISO, IQAC and Stock Audit.
- Assist the Principal and Placement Officer to enhance the students' employability.
- Maintain Faculty profile and complete database about the department.
- Verifies the departmental Inventory Register / Stock Register for the availability of items in each semester.
- Act as the Chairperson of Class Committee Meetings.
- Evaluate the implementation of Mentor - Mentee including individuals' counselling requirement.
- Continue to enrich self-knowledge, book publications and be a Resource Person representing SRIET.
- Encourage and train the faculty members of the department for effective teaching-learning and enhance their knowledge.
- Maintain the position of Head of the Department as a role model in academic excellence for other staff members.

6.5 TEACHING STAFF

I. Professor / Associate Professor

- The Professor / Associate Professor's responsibilities include teaching a number of classes and seminars, attending conferences, conducting research, publishing books, journals and supervising students.
- Developing and delivering course material, curriculum & syllabus.

- Supervising, advising, and mentoring teaching assistants & graduate students.
- Be a Mentor for students and provide requisite guidance & counselling.
- Responsible to propose Funded Projects and be a Resource Person representing SRIET.
- Maintaining rapport with Industrial Experts through Industry visits & Consultancy initiatives to bridge the gap between Institute & Industry.
- Organize Industrial Visits and Trainings for students. And also organize guest seminars and faculty events where students can interact with established industry professionals.
- Attending academic events and networking with several researchers of other Institutions / Universities.
- Participating in faculty and departmental meetings.
- To keep in touch with parents and updating them with the student's attendance, marks obtained in examinations as well as conduct and character.
- They will collaborate with colleagues, advice teaching assistants, and tackle several department administrative tasks as assigned by HOD.
- Assisting in recruitment and training of new teaching staffs.
- Prepares lab manual as per University regulations and introduce new experiments to enrich the knowledge of students.

II. Assistant Professor

- The assistant professor's responsibilities include teaching a requisite number of classes, providing guidance & supervision to graduate students, participating in departmental meetings, and providing academic support to Professors & other faculty members.
- Assisting with various departmental duties and providing academic support to Professors and other staff.
- Recruiting, training, and mentoring new staff. Conducting research and publishing papers in academic journals.
- Be a Mentor for students and provide require guidance & counselling.
- Answering questions in class or via email or telephone. Providing Professors and Department Heads with feedback on student progress.
- Writing proposals to secure funding for research.

- Attending faculty /departmental meetings, provide suggestions for improvements and informing any concerns that may have an impact on department / Institute.
- Prepares lab manual as per University regulations and introduce new experiments to enhance the knowledge of students.

6.6 NON-TEACHING STAFF

I. Lab Technician

- Inform HOD on any gap in the availability of hardware, software and other items / equipments before the commencement of semester.
- Ensure adequate facilities are available in the lab, so that each batch of students gets opportunity to complete their practical.
- Make required arrangements to display the schedule, rules to follow, list of experiments and equipments.
- Maintain Equipment register and also lab entry / utilization details.
- Conduct periodic testing of equipments, maintain proper labelling of the equipments & devices and update inventory / stock register.
- Responsible for internal and external calibration of equipments.
- Ensure safety and avoid unauthorized access of lab with lock and key.
- Ensure proper maintenance of lab in a clean & organized manner.
- Make requisition and approximate budget for lab requirements and submit to the HOD.
- In case of damage / missing / expiry of items, Lab Technician is responsible to report to the HOD and follow his / her instructions.
- He / she will carry out any other duty assigned by HOD / Dean / Principal.

6.7 DEPARTMENT ASSISTANT

- Support and assist HOD and Faculties of the Department.
- Provide general office assistance in filing, mailings, preparing documents, generating printouts and scanning, etc...
- Assist the faculties in data entry and documentation works.
- Collect daily attendance from each class and report to the Administration Office on time.
- Provide required support while conducting examinations, events and activities.
- Perform other duties as assigned by HOD / Principal.

6.8 CONTROLLER OF EXAMINATION

- As COE, the incumbent is directly reportable to Principal on exam related function.
- Responsible for maintaining the standard of conducting all University Examination as per the regulation of Anna University, Chennai.
- Represent SRIET and attend University Zonal Office Meetings.
- Handle University Web Portal & ensure the proper updation of required information including internal marks and maintain up-to-date faculty database in the Portal.
- Refer the circular or guidelines published on the University site / portal from time to time and report to the Principal.
- Prepare and implement Academic Calendar based on University Calendar.
- Coordinate with department exam coordinators to schedule internal exam timetables, organize and conduct examinations with Principal approval.
- Responsible for examination fee collection as per schedule and payment to University.
- Explain the regulations for conducting examinations to the invigilators & staffs and providing guidelines to students.
- Ensure the adequate no. of faculty availability for invigilation / proctor duty and paper evaluation.
- Organizing practical and theory examinations.
- Arrange examination halls with seating arrangements as per norms.

- Distributes Hall tickets through Class Advisors / Tutors.
- Ensure the distribution of question papers to Exam Halls within time.
- Distributes Answer books to invigilators and receives it after completion of examination.
- Responsible to process in case of malpractices and provide relevant data for enquiries.
- Prepare result analysis after declaring the results. Maintain complete database about results including pass out and current students.
- Responsible for Mark sheet distribution including Degree Certificate of all students.

6.9 LIBRARIAN

- Responsible for overall in charge of the library.
- Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
- Create awareness about library facilities, resources, services and policies among students, staff and faculty.
- Promote the use of digital library and E-learning
- Ensures proper functioning of automated library.
- Prepares periodical requirement of books and journals for Students and Faculty member.
- Coordinate with HODs in identifying the books required every year to meet Anna University & AICTE norms in terms of syllabus upgradation and value.
- Responsible for maintaining and updating e-journals & all teaching aids.
- Keeps record of library materials and report to the Principal on any discrepancy.
- Arranges periodic inventory of library materials.
- Responsible for recording the use of library by students and staffs.
- Ensure conducive atmosphere prevails in Library by maintaining it neat, tidy, orderly, better illuminated and ventilated to enhance the physical comfortness.

6.10 IQAC COORDINATOR

- Ensure proper documentation of various programs / activities and analyze the overall quality of programs for improvement of all academic related initiatives

of the institution.

- Organize IQAC Committee meetings for a frequency of 2 meetings per semester.
- Responsible for the implementation of decisions of IQAC Committee.
- Ensure that the question papers for internal examinations are prepared according to the quality parameters.
- Coordinate with department coordinators for the proper execution of quality measures in the institution.
- Responsible for maintaining qualitative and quantitative files for NAAC.
- Consolidated report should be prepared for IQAC in every semester.
- Organize committee meetings and prepare IQAC Annual reports.

6.11 PLACEMENT OFFICER

- Responsible for all the activities relating to the students placement.
- Coordinates with the industries for providing the vocational training courses, soft skills to students.
- Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- Conduct Personality development programs and trainings for students to develop the communication & soft skills, social skills and overall personality.
- Responsible for interaction with different industries for functioning of EDPs
- Identify the current requirements of Industries and organize the trainings for bridging the gap between Industry & Institute.

6.12 STUDENT COUNSELOR

- Responsible to provide counselling and skill development activities for students and reports to the Dean / Principal
- Coordinate with staff members and conducts faculty development programs & activities for staff members.

I. Improve Academic Achievements

- Promote student motivation and engagement by providing proper guidance and grooming sessions
- Conduct both psychological and academic assessments to identify and resolve academic barriers for learning
- Provide effective individualized support for students incorporate with their class advisors and conduct individual / group counselling, when necessary
- Design and implement student progress monitoring systems

II. Promote Positive Behavior and Mental Health

- Identify the students who have academic, behavioral or social-emotional challenges. Provide them individual and group counselling.
- Help students to deal with the transition between campus and their backgrounds.
- Promote problem solving, team work, anger management, ability to work under pressure and conflict resolution.
- Reinforce the students to maintain their confidence and self-reliance for attending interviews, internships and events.
- Promote positive peer relationships, social problem solving and competitor awareness

III. Strengthen Family - College Relationship

- Provide support to the parents who want to learn how to help their child who is struggling academically or emotionally.
- Enhance the staff's ability to understand and responsiveness towards diverse cultures and backgrounds of the students

6.13 PHYSICAL EDUCATION DIRECTOR

- Develop and maintain the sports, games and gym facilities for both boys and girls.
- Develop successful teams, both boys and girls in all the games and sports.
- Motivate participation and competitive representation in all sports activities.
- Identify the potential students / players in various sports and games, motivate and provide special training to participate in various competitions at Zonal, State and National level competitions.

- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.

6.14 HR – ADMIN

- Maintain up to date HR files and database.
- Assist in identification of staff, interviews, issuing employment contracts and other joining procedures.
- Responsible for posting advertisements, schedule and conducting interviews.
- Ensure implementation of policies related to recruitment, salary, probation and exit policy as per HR Manual.
- Conduct orientation for the new employees and ensure that they are aware of the code of conduct & HR policies and procedures of SRIET.
- Provides assistance in documenting, modifying and printing the documents.
- Provide payroll information to the accounts department by verifying attendance records on time.
- Encourage faculties to attend Faculty Development Programs and trainings.
- Assist in administering performance management system.
- Coordinate with Administrative officer whenever necessary.
- Responsible for Maintenance works and Transportation facilities provided by the institution.
- Supervise the drivers, electrician and plumber appointed in the campus. And oversee all the maintenance works in the campus.

6.15 MANAGEMENT REPRESENTATIVE - ISO

- MR will be single point of contact for the Certification Body / Management regarding ISO.
- Evaluate the operations and reports improvements of the Institution to the Management.
- Ensure the implementation of Quality Management System and quality policies.

- Conduct ISO audits and prepare reports which helps to evaluate the overall quality of the institution.
- Prepare the required documents for the certification process and its renewal.
- Coordinates with other staff members for ensuring the proper implementation of quality measures in the campus.

6.16 ADMINISTRATIVE OFFICIER

- Handles AICTE, Anna University, DOTE approvals and takes care of all admission approval procedure & communicating with Universities in person.
- Takes care of student scholarships like first graduate, S.C, S.T, M.B.C scholarships.
- Issuing of Bonafide, Transfer certificate, Conduct certificate for students on due approval.
- Process the documents and getting approval from authorities on specific requirements of Department / Faculty.
- Creating, updating and maintaining the records & databases related to administration.
- Ensure the proper functioning of Administration office. And also coordinate Human Resource Department & accounts Department, whenever necessary.
- Assist in preparing regular reports & documentation pertaining to the work area.
- Hospitality In charge for various activity planned in the college.
- Purchase of Stationary, House Keeping, Civil, Electrical, Plumbing, Networking Materials, Observation and Record Books, Attendance Books and other necessary items are available in time.
- Maintain and supervise College Security, Hostel, Mess and Canteen facilities.

6.17 WARDEN

- Monitor Hostel discipline and overall student's activities inside the hostel.
- Monitor the student's entry and exit in Hostel on permission.
- Inspect thoroughly the requisition letters submitted by a hosteller and verify him/ her permission from Parents/ Guardians, Tutor, Class Advisors, HOD, Dean and Principal before permitting for leaving the hostel.
- Study time should be strictly maintained and ensure that students are following

the same.

- Use of mobile phones during study hours should not be entertained.
- Attendance must be taken for ensuring the presence of each students.
- Surprise inspections should be done for ensuring the rules and regulations of hostels are followed.
- Communicate with the Parents/ Guardians and treat properly when they visit Hostel.
- Allot rooms as per the guidance from the Administration office of SRIET.
- In case of ragging / indiscipline report to the Principal for further action.
- Oversee the housekeeping, maintenance and mess in the hostel.
- Inform the requirements in the hostel to the principal in writing.
- Should make alternate arrangements in consultation with Principal when going on leave.
- Student's complaints should be addressed, recorded and notified to Administrative Officer and to Principal, if required.

6.18 EXECUTIVE OFFICIER – BOARD OFFICE

- Reports to the Chief Executive - Human Resources (CEHR) / Chairman.
- Act as a primary point of contact in the Institution for Head Office and Board of Trustees.
- Schedule & coordinate meetings of the CE-HR / Chairman and maintain records of meetings.
- Monitor the progress of purchase requests from the Institution and coordinate with Purchase Department at Head Office.
- Process the financial approval requirements from CEHR and Chairman.
- Submitting monthly reports on the activities of college to CEHR / Chairman.
- Inform CEHR on important meetings, events, incidents, Government/ University / AICTE notifications etc.
- Coordinates with all the departments of Institution and communicate with employees.
- Assist CEHR in finalization of annual increments.
- Prepare confidential documents and maintain the confidentiality.
- Assist CEHR to estimate the annual budget and analyze the expenses

periodically.

- Support the HR department for the finalization of recruitment process through CEHR.
- Inform CEHR / Chairman of any grievances or incidents that may impact the reputation / functions Institution.
- Perform other duties assigned by CEHR / Chairman.

6.19 ACCOUNTS OFFICER

- Reports the financial aspects of SRIET to the Head Office of Sri Ranganathar Trust / CEHR / Chairman.
- Prepare finance documents and account all invoices, vouchers, bills to arrive account payable and receivables.
- Responsible for assets accounting, employee payments and preparation of audit schedules in consultation with Finance Head at Head Office.
- Responsible for fee collection, ensure the payments and update the database.
- Maintain up to date fee outstanding details and inform to Principal and Management.
- Enter data on accounting software approved by the Management.
- Posting of bank entries and petty cash handling.
- Prepare daily, monthly and yearly reports as mentioned by the Head Office.
- Provide assistance to the Principal in preparation of Annual Budgets and other financial aspects of SRIET for which Principal is responsible.
- Provide needful assistance during audits.
- Mail the daily collection report and account statements to the Head Office/ CEHR / Chairman.
- Clarifying the doubts of students and parents regarding fees.
- Act as a contact point for vendors, suppliers and lenders who has signed Annual Maintenance Contract with SRIET.
- Ensure that all the finance records are accurate and complete.
- Ensure the smooth and efficient functioning of SRIET Finance Department.

7. RECRUITMENT POLICY

I. Manpower planning

Manpower planning is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Head of the Department will put up the requirement for his / her respective department, based on subject wise teaching load Calculation and Student - Teacher Ratio (as per AICTE guideline, For UG: 1:20. Cadre ratio is 1:2:6), to the HR Department. While placing the request the HOD shall intimate a time frame based on the necessity.

The HR Head will consult with the Principal / Management and then determines whether the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the HR Head/ Principal / Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. In case of non-availability of in-house staff, HR Head will make arrangement to get suitable applications as per the norms prescribed by AICTE/ Anna University / Management through advertisement in print or digital media, application databank, walk-in candidates and references.

a. Filling Temporary Vacancy

Vacancy of a teacher is to be filled in temporarily for a period not exceeding one term, the HR Manager on the recommendation of the Principal, initiates the process of temporary appointment.

b. Creating a New Position

Description of a new position must be completed by the HOD and submitted to CEHR with the approval of Principal, who reviews and assigns the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. As far as possible, post titles should match with AICTE, DOTE and Anna University nomenclatures.

c. Job Announcement

All positions are to be advertised internally and in case of need it has to be advertised in print / digital media and exceptions are approved only in the rarest of circumstances by the Management.

d. Closing Date

Normally, all the vacancies need to be filled within a clear time frame depending upon the necessity. At times, the Principal / Management can choose to keep the job open till a right candidate is identified by reallocating the work amongst available employees. In such instances the Principal with the HR department reviews all applications received up to the date and notify the Management about extending the closing date or keeping the position open.

II. Recruitment Process:

- Based on the availability of application in the Application Bank or applications received from job portal / advertisement released in the newspapers / website suitable applications will be shortlisted by HR and the concerned HOD.
- Otherwise, if an applicant contacts any department, he/she is referred immediately to the HR Department. The HR Manager may also approach leading institutions and outsourcing firms so as to fulfill the organization's manpower and research requirements.
- HOD's along with the senior staff shall shortlist candidates as per All India Council for Technical Education / Directorate of Technical Education and Anna University norms.
- Shortlisted applicants will be called for interview by the HR over phone / in writing / by mail to inform date, time and place decided by the Interview panel.

- The panel will interview the candidates as per norms already laid down.

SL. NO.	MEMBERS OF THE PANEL*
1	Principal
2	Dean
3	HOD Concerned
4	Subject Experts
5	Management Representative

*Panel members may change based on availability

- A personal interview for all shortlisted candidates will be conducted at the end by the CEHR/ Management.

a. Interviewing process:

- List of Shortlisted Candidates and Resume is submitted to the Panel members.
- Shortlisted candidate must fill the Institution's authorized application for employment and submit with the copy of relevant certificates, testimonials, photograph, which will be verified by the HR Department, before the interview.
- Based on the need, tests / practical tests / demo class will be conducted as a part of the interview, in addition to the face to face personal interview.
- The Panel members should submit interview reports with recommendations for personal interview with CEHR / Chairman whose decision is final.

b. Evaluation Criteria

- The interview panel develops an applicant evaluation form, which lists the advertised & preferred qualifications and experience.
- Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.

c. Appointment Order / Joining Report

- Appointment orders are issued to the selected candidate duly signed by CEHR/ Chairman

- Candidate should acknowledge and indicate his/ her probable date of joining, while receiving orders.
- At the time of joining, faculty should submit joining report to the HR department, with the signature of Respective HOD and Principal.

d. Induction and Orientation:

- Every newly inducted employee may have to undergo a formal orientation session. Orientation sessions provide necessary information concerning the history, facilities, major policies of the Institute, staff responsibilities, employee benefits, and educational opportunities etc. T
- he HR Head makes the newly joined staff aware of all the working procedures and leave rule. The HR Department will prepare an orientation schedule covering all the departments.

III. Succession Plan

A process, involves identification of particular employee as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate / Associate Professor may be promoted as Professor.

The succession can be:

- Absolute Succession:** The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.
- Conditional Succession:** The identified candidate fulfills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprise of acquiring higher qualification, certifications, suitable alternate etc.

8. PROBATION POLICY

All employees will be on probation for a period of one year from the date of their joining. The successful completion of probation will be confirmed and conveyed in writing by a panel consisting of Concerned HOD, Dean, Principal and CEHR. The successful completion of probation will be subject to satisfactory performance and the management reserves the right to extend the probation of an employee.

Notice period

Employee	Notice period
During Probation	1 Month
On Confirmation	3 Months

No employee can resign during the course of a semester. If an employee wants to get relieved before the end of notice period, he/she has to compensate for the remaining period on pro rata basis.

Continuance of Probation

If the employee's service during the probationary period is deemed unsatisfactory, his/ her probationary period may be extended for a further period of 6 months. If the performance is still to be found unsatisfactory during the extended probationary period his/ her appointment may be discontinued at any point of time without any notice.

9. HOURS OF WORK

The hours of work and working days for employees are listed below.

Working days	Working Hours	Holiday
Monday - Saturday	9.00 AM to 4.30 PM	2 nd and 4 th Saturday and all Sundays

However, Principal is authorized to reschedule working hours/day to carry out specific tasks.

Attendance

It is mandatory for all the employees to register their attendance daily in Bio Metric Attendance system and / or Attendance register as per the applicability. Employees must need to record their attendance whenever they leave the institute for official or personal work and when they returned to Institute. The HR department verifies the attendance based on the records present in the Attendance system.

Tardiness

Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. Only two permissions are allowed per month with intimation to the HOD. Further permission will be considered as leave.

Leaving the campus before time:

In general, staff members are not allowed to leave the campus before the official working hours. The exception given for this rule is when staff takes on-duty and in rare occasions with permission from HOD / Principal.

10. SALARY POLICY

I. Initial Salary

In general, the type and fixation of initial salary is subjected to the statutory requirements like Anna University and AICTE. The salary of SRIET employees are fixed at the discretion of management in consideration with statutory requirements.

II. Salary Increments

- a. **Pay Scale:** Pay scale, means a scale in which the salary rises, is subject to the conditions prescribed in the Anna University and AICTE by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the HOD based on the performance appraisal which is reviewed by the Dean & Principal and submitted to CEHR / Management for consideration.
- b. **Payroll Schedules:** Employees are paid monthly in accordance with attendance and leave policy. Payment is directly deposited to the employees account from the Designated Bank. Bank account is opened for employees within 7 day of their joining.
- c. **Higher Remuneration:** The institute is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

III. Payroll Deductions

Income-tax, professional tax and any other statutory deductions, as notified by Government will be deducted, whenever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from

salary directly to any outside agency / bank / financial institution / co-operative society, etc... without explicit written permission by the Principal / Management.

IV. Allowance granted in lieu of salary

Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

- a. **Allotment of staff quarters:** Allotment of staff quarters is made based on Institutional necessity. The HR Manager / Principal hold the responsibility to allocate staff quarters for the right persons.
- b. **Travelling Allowance:** Travelling allowance is given for official travel to all staff members.

V. Welfare activities for employees

- a. **Medical Facility:** The primary health care facility and a separate vehicle is available at the campus to facilitate medical emergencies.
- b. **Group insurance scheme for employees:** SRIET has implemented a group insurance scheme to all teaching and non-teaching staff with accident cover up to 1 Lakh.

11. LEAVE POLICY

11.1 NORMS FOR AVAILING LEAVE

- Employees should take prior approval for availing leaves except for vacation leave through the ERP system implemented in the institute. Other mode of leave applications are acceptable only in rare occasions like network failure or emergency situations.
- Leave without proper alternate arrangement will not be sanctioned and without prior intimation will be considered as Loss of Pay (LOP).
- All employees should record their punch in the Biometric every day without fail. Failure to record their attendance will result in Loss of Pay. Reasons for not recording the attendance in the Biometric machine will not be entertained or taken into consideration unless specific case to case written approval is obtained from Principal.
- In case of 3 days or more than 3 days of consecutive Holidays, no employee is permitted to take leave the day before or after consecutive holidays. Every employee must report to duty after the end of consecutive holidays. If any employee is not present on the day before or after consecutive holidays, the concern employee will be marked Loss of Pay (LOP) including the Holidays.
- Every semester, Vacation Leave slots will be announced through circular. All employees are allowed to take the VL only during the slots prescribed and will not be permitted to take the vacation leave prior or later, unless written approval is obtained from Principal.
- The Managing committee has the right to change the leave norms laid, from time to time.

11.2 CASUAL LEAVE

- A staff member is permitted to take only twelve days as Casual Leave (CL) per academic year.
- Advance Casual leaves are not provided and maximum of three days can be availed as CL in a month. Unutilized CL will lapse automatically on 31st May every year.
- CL will be calculated on prorate basis for staff joining in the middle of academic year.

11.3 ON DUTY

I. Teaching Faculty:

- a. On duty for Exams - 14 days per academic year.
 - Attendance sheet should be produced after the duty.
- b. On duty for Research - 6 days per academic year.
 - Attendance Card should be produced before availing it.

II. Non - Teaching & Admin Staffs:

- On Duties for both non-teaching and Admin staff will be provided for official works only.

11.4 COMPENSATORY LEAVE

- Each employee is eligible for Compensatory Leave (CPL) in an academic year based on his / her working during **college holidays**.
- Employees will obtain prior permission to **work on a holiday** from the concerned HOD in a prescribed format and to be approved by the Principal / Head HR.
- CPL should not be clubbed with any other CL or Government Holidays and is valid for 90 days only.

11.5 PERMISSION

- For teaching, non-teaching and admin staffs, one hour permission will be allowed twice in a month.

11.6 MATERNITY LEAVE

- Maternity leave will be permitted as per Government norms.

11.7 MEDICAL LEAVE

- Medical leave will be permitted with salary upon submission of proper documents (Medical certificate, hospital bills etc.).
- Maximum of 7 days per academic year can be availed with prior permission.
- The Management reserves the right to sanction or reject the medical leave and it depends upon the reason under which the leave was taken or applied.

11.8 VACATION LEAVE

Employee Category		Teaching Faculty	Non-Teaching Staff	Admin Staff
From Date of Joining up to 6 months.		No Vacation	No Vacation	No Vacation
6 months to 1 year		7 days	4 days	4 days
On confirmation, More than 1 year	Summer (May - Jun)	21 days	7 days	7 days
	Winter (Nov - Dec)	14 days	3 days	3 days

- Vacation leave are inclusive of holidays and employee who have completed 6 months of work from date of joining is eligible for vacation leave as mentioned in above table.
- For Admin staffs, vacation leave can also be taken by two / three slots with minimum of 3 days.
- Vacation leave will not be clubbed with any other leaves other than On Duty (Duty / attendance form will be submitted after that or else VL and OD will be considered as Loss of Pay).
- The staff should report to duty after the vacation leave as approved before, otherwise the vacation leave will also be treated as Loss of Pay.

12. PERFORMANCE APPRAISAL

Appraising the performance of an employee is an integral part in development of the Institution. A robust performance management system paves way for evaluating the performance of an individual amongst the peer group. It helps to identify the performance levels of individuals and gives input to reward them suitably and also initiate development programs to enhance their competence levels. SRIET performance management system has four parts as detailed below:

- I. Teaching & Learning Evaluation
- II. Self-Development
- III. Research
- IV. Contributions to Institution & Society Development

I. **Teaching & Learning:** The Faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

- Teaching Analysis
- Result Evaluation
- University Rank or any other Achievements

II. **Self - Development:**

- a. Continuing Education
- b. Publishing Books/ Chapters (International, National & Local)
- c. Publishing in International & National Conference /
- d. Participation in Seminars, Workshops, FDP, STTP and Delivering Guest Lectures

III. Research:

- a. Publishing International & National Journals
- b. Funded Projects / Consultancy

IV. Contributions to Institution & Society Development: The Faculty performance is also evaluated based on the amount of work done in their respective department for its development, their contribution towards Institution and society growth. From following factors which are assigned to the faculty are taken into account for evaluation:

Department Activities	Extension Activities	Institution Development & Documentation
a) Research & Product Development	a) Extension Activities like NSS, YRC, RRC etc..	a) AICTE & AU Affiliation
b) Exam Cell / Time Table Coordinator	b) Sports & other extracurricular activities	b) NBA Program Coordinator
c) Class Advisor / Tutor	c) Association In-Charge	c) Seminar Proposals submitted
d) Placement & Training	d) Value Added Courses	d) Funded Project Proposals
e) EDP Cell Coordinator	e) Arrangement of Industrial Visits	e) Patents
f) Seminar Chapter Coordinator	f) Arranging Guest Lectures	f) Organizing Symposium, Workshops, Seminars etc.,
g) Alumni Coordinator	g) Signing MOU with Industry	g) Organizing National Conference
h) Department Library I/C	h) Consultancy & Industry relation	h) Organizing International Conference
i) Design Project Coordinator	i) Placement	i) Committee Member of Programs
j) Lab In-charge		j) Digitalization
k) Department Brochure Preparation		k) Professional Bodies Membership
l) News Letter I/C		l) Alumni Interaction
m) New Lab Development		m) Special Interest Group
n) Training students for participating in various activities such as Hackthon, Project Contest, Poster Designing,		n) Branding College
o) Encouraging students for Paper & Journal Publication		
p) Mentoring Students for NPTEL participation		

13. RECOGNITION FOR ACADEMIC IMPROVEMENT

For the development of academics and continuous education, the Institute encourages the Faculty members to improve their skills through Research, Funding Proposals, Patent, Higher Education, Books / Journal Publications and Conferences. It is captured in the performance appraisal of each Faculty.

The Institute supports the deserving Faculty members financially for their improvement and motivates them to be updated with the current trends in technology & society.

Research and Consultancy

To promote research oriented consultancy works, to effectively utilize the equipment's, to impart practical knowledge and to generate revenue, each and every department is encouraged by the Institute to actively take up consultancy works with Industries. The revenue generate for such consultancy works are shared as per the below table:

No	Name	Percentage of Share
1	Contribution to Institution	75% of the revenue generated
2	Faculty In-charge	12% of the revenue generated
3	Head of the Department	5% of the revenue generated
4	Lab Technician	8% of the revenue generated

Terms & Conditions:

1. The consultancy work will be carried out on approval from the Principal
2. The revenue generated will be deposited in the Institution account to avoid miss use of funds. The Institute will provide the cheque to the respective faculty as per the chart, based on the revenue generated at the end of every consultancy work.
3. The consultancy work must be done in correlation with an Industry, Institute or any similar bodies requirement and student participation is mandatory.

Funded Projects and Patent

The institute follows a unique Incentive scheme to reward the Faculty for the contributions towards research which may lead to obtaining Patent also for specific achievements. The incentive scheme is as per the table below:

Sl. No.	Category	Name	Honorarium	
1	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, University etc...)	Principal Research Person	Upto Rs. 25,000	Rs.1,500
			Rs. 25,001 - Rs. 50,000	Rs. 2,000
			Above 50,000	Rs. 2,500
2	Projects (from Apex Body, R&D Organization, Industry MOU, University etc...)	Co-Research Person	Upto Rs. 25,000	Rs.1,000
			Rs. 25,001 - Rs. 50,000	Rs. 1,500
			Above 50,000	Rs. 2,000
3	Organization, Industry MOU, University etc...)	Contribution to Institution	Any amount that may be available for appropriation from the allotted fund after all expenditure.	

Terms & Conditions:

- I. The Patent shall be irrevocably must be registered in the name of SRIET with Researcher's name prominently featuring as the Inventor. The commercial aspects shall be mutually worked out between the Institute and the Researcher.
- II. The incentive for receiving research funding will be based on the actual amount received and not the amount sanctioned.
- III. To receive incentive, the concerned Principal Research Person and Co-Research Person must submit detailed report through HOD for consideration to the Principal / Management.
- IV. In case if the project does not have a Co-Research Person, the entire incentive amount will go to Principal Research Person.

Registering for Higher Education

All employees are encouraged to register for Higher Education, particularly to register for Ph.D. The Institute supports the employees in all possible way for their growth. The following facilities are provided for the employees to improve their career profile:

- I. Faculty should communicate their interest of doing higher studies to the management through Principal.
- II. Special permission can be availed upon proper authorization, in case of Examination or Viva Voce.
- III. Every faculty who completes Ph. D. may be eligible for a revision in their pay and such revision, after considering Principals' recommendation, will be decided by the Management.

Book / Journal Publication and Conferences

In every department, faculty members are encouraged for paper presenting in National & International level Conferences. The rewards will be provided as mentioned below:

Sl. No.	Criteria	Reward
1	Book Publication	Rs. 5,000
2	International Journals having Impact Factor 1 and above *Only if the prescribed journal published in IEEE, Elsevier, ACM, Springer, Taylor & Francis, INSPEC & Emerald publications, Indexed in Scopus, and Thomson Reuters (SCI/WOS)	Rs. 2,000
3	International Journals having Impact Factor less than 1 *Only if the prescribed journal published in IEEE, Elsevier, ACM, Springer, Taylor & Francis, INSPEC & Emerald publications, Indexed in Scopus, and Thomson Reuters (SCI/WOS)	Rs. 1000

Conferences / Workshop / Seminar:

Below mentioned incentive scheme is applicable for participation in National & International Conferences / Workshops / Seminars:

Sl. No.	Criteria	Incentive
1	Presenting in Conference, Attending Faculty Development Program (FDP) & Short Term Training Program (STTP)	50% of Registration Fee or 5000 whichever is lower + 500 per day TA/DA*
2	Participation in Workshops / Seminars	On Duty

Terms & Conditions

- I. For any of the above specific approval of Principal / Management is mandatory
- II. Book and Journal Publications must be affiliated to SRIET
- III. Publication must have name, year, volume no. and page no.
- IV. Impact Factor and ISBN number should be available in the journal website
- V. To receive the reward the corresponding faculty must produce the hard copy of published book / research paper / book chapter and proof of impact factor & Scopus Index
- VI. Must produce certificate for attending conference and receipt of registration fee
- VII. *TA/DA is applicable only for offline participations

14. PROMOTION AND HONORARIUM POLICY

- Promotion from one level to another level is not automatic but basically depending upon vacancy for a position and the suitability of employee to move to that level including the eligibility criteria prescribed by AICTE / Anna University. A pay rise may be associated with promotion but depends on Management decision.
- Employees are encouraged to apply for any vacant position in SRIET for which they are qualified and should contact the HR Manager for specific information.

Increment & Incentive

Employee receives increment / incentives based on the outcome of individuals' annual performance appraisal and as decided by the Management.

Rewards & Recognition

Every year the best performing faculty is identified and honored during the Annual Day for producing University Rank Holders, 100% pass percentage or making any Valuable Contribution to Institution.

Travelling Allowance

- All staff members are eligible for claiming travelling allowance for official work only exclusive of attending Conferences.
- The employee travelling locally for official work must produce proper bills/tickets for claiming the amount to the accounts department. The travelling expense will be verified by the HR and approved by Accounts Department.
- If the employee is travelling out of station for official work, he/she can avail advance amount, by getting approval from the HOD / Principal / CEHR. Once coming back from the official tour, proper bills must be submitted to the accounts office and the advance taken must be settled within 2 days.
- For every employee an expense limit is fixed for their Lodging expense, as mentioned below, during travel based on their category / designation.

Category	Lodging Charges per day inclusive of tax	
	Level / Positional Band	Metro Cities*
Principal, Dean	Rs.2000/-	Rs.1500/-
Professors	Rs.1500/-	Rs.1250/-
Associate Professors	Rs.1250/-	Rs.1000/-
Assistant Professors	Rs.1000/-	Rs.800/-
Others	Rs.750/-	Rs.500/-

*Metro cities: Delhi, Mumbai, Kolkata, Chennai, Bangalore, Pune, Hyderabad and Ahmedabad

- Any excess amount spent over and above the prescribed limit has to be borne by the employee.

15. GRIEVANCE AND APPEALS PROCEDURE

General Grievance Cell and Its objectives

A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for redressal only through proper channel in writing. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Procedure of Working

Misunderstandings and difficulties sometimes occur in a work environment. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined below apply to all employees of the Institute

- **First Level** - The employee attempts to get remedy for the problem through consultation with his / her immediate superior. If the problem pertains with the immediate superior he / she may proceed directly to the second level.
- **Second Level** - The second level includes the HOD, if the problem pertains with the HOD he / she may proceed directly to the third level.
- **Third Level** - If the grievance is not resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Dean / Principal.
- **Fourth Level** - If the grievance is not resolved at the third level, the employee presents his / her grievance to the Management.

Grievance Redressal Committee

Grievance Redressal Committee are formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources & personal grievances.

Recommendation

Recommendation of the members of the Grievance Redressal Committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he /she may file an application for review, in writing, to the Management through the HR Manager within twenty days following the written decision of the Principal. The decision of the Management on the appeal shall be final and binding on the employee.

Co-operation in internal investigation

All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

16. DISCIPLINARY ACTION POLICY

- It is obligatory for an employer to set and maintain satisfactory standards of conduct and performance at work. Employees are clear about the standards that are expected from them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.
- The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- A written report, preliminary enquiry, show cause notice, obtaining reply, formal enquiry, enquiry report, show cause notice on the proposed punishment and final orders are part of the disciplinary action in which Principal of Natural Justice will be strictly followed.
- Following are some of actions, which are unacceptable to the institute and often results in disciplinary action.
 - Insubordination
 - Theft
 - Any activity that is considered against law, ethical or moral values resulting in moral turpitude
 - Any action bringing discredit to the Institute
 - Falsifying, grafting, or forging of any record, report, or information
 - Discourteous behavior
 - Unauthorized absence from assigned work
 - Sleeping on duty
 - Negligence & dereliction of duty
 - Interfering with the work performance of another employee
 - Favoritism or any activity or relationship with students that would be a felony on staff
 - Willful damage / sabotage to equipment or property of the Institute
 - Continued failure to perform assigned duties

- Habitual absence or tardiness
- Job abandonment
- Instigation or refuse to work either individually or collectively
- Misbehavior with anyone
- Fraud or Dishonesty
- Bribe or collecting money without authorization of Management
- Providing information about SRIET without approval of Management
- Any action which is to be construed against the Institution core values

17. EXIT PROCESS

An exit interview will be conducted by HR Head before the relieving of staff member from SRIET.

17.1 DISCONTINUANCE OF SERVICE

- The Management reserves the right to discontinue the services of a person with / without any notice period in case of non-satisfactory performance or any violation of the norms of the Institution.
- The appointing authority shall have the power to dismiss / discharge the services of a staff for any misconduct mentioned in Disciplinary Action Policy (Clause 16).

17.2 VOLUNTARY RESIGNATION

- Any voluntary resignation is accepted only during the end of the semester with prior notice of 3 months' or 3 months gross salary in lieu of 3 months' notice. He / She will be relieved on production of clearance certificate from concerned authorities.
- The acceptance of resignation depends on Management decision. Voluntary resignations will not be entertained and permitted during the middle of the semester. However the Management reserves the right to relieve the person even before the conclusion of the notice period.

17.3 RETIREMENT & RE-EMPLOYMENT

- The retirement age will be 62 years for faculty, 65 years for Principal, as per Anna University regulations. And for all other staff except housekeeping staffs, it will be 58 years.
- Management may consider re-employment for selective faculties and administration staffs based on their service record and the needs of the institution as per the guidelines stipulated by AICTE / Anna University. However, extending the service of any employee is purely a Management decision and cannot be claimed as a right.
- The pay and perks during the tenure of re-employment will be on separate terms and conditions to be framed for the purpose.

18. GENERAL POLICIES

18.1 SECURITY AND VIGILANCE ON CAMPUS

Campus is equipped with physical and electronically security systems to manage the safety in campus. Any one suspects anything odd in campus, should report to security personnel and assist them in resolving it. College has also installed cameras in prominent and important locations for security monitoring.

18.2 ID CARD

The staffs and students must wear ID-Card inside the campus. If any particular student or staff member is found without ID-card, disciplinary action is taken against him / her.

18.3 OUTSIDE EMPLOYMENT

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the HOD before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

18.4 WIFI AND EMAIL FACILITY

Staff of SRIET must use the internet facility only for office and academic purpose. All official communication shall be done through email unless otherwise needed official documents should not be forwarded to others outside the institution without permission. By using SRIET internet facility, staff must not be involved in sending unsolicited mails. Staff and students must not download any material from internet without proper acknowledgement of source. Staff must not watch unsolicited videos or must not misuse the internet resources.

18.5 NO SMOKING / NON-ALCOHOL / NO DRUGS

At SRIET, no tolerance is observed regarding smoking, drinking and tobacco chewing in campus. Smoking in campus is strictly prohibited. It is viewed as serious issue and strict action will be initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited. All employees as a condition of employment:

- a. Abide by the institute's policy on prohibited substances; and
- b. Inform the institute if he/she is convicted for possessing / using drugs within two days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment.

18.6 KEY DEPOSITION

College main office keys are deposited in the security office and department keys should deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is followed by everyone in the college. Also staff members are authorized to close and lock the rooms.

18.7 VEHICLE PARKING

- a. All the staff members are required to park preferably at the designated parking slots for proper management.
- b. Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus.

18.8 DISABLED PEOPLE

Discrimination is prohibited against any applicator employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation".

18.9 EQUAL EMPLOYMENT OPPORTUNITY

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment regardless of religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

18.10 NON HARASSMENT

Harassment including sexual, racial, and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited in the College and offender will be liable for disciplinary action including dismissal.

18.11 SOLICITING / CANVASSING

Canvassing, placing signs and posters for solicitation purposes, religion, caste, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes online / offline, remunerative or otherwise would be suspended with immediate effect.

18.12 EMPLOYMENT OF RELATIVES

No individual shall be employed in a department, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as spouse, parents

and children, brothers, sisters, and any in-law of any of the foregoing. It requires management's specific approval.

18.13 CONFLICTS OF INTEREST

An employee of the Institute must avoid actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

18.14 SAFETY

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.

18.15 MEDICAL EMERGENCY

It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the HOD and the HR Manager immediately. Primary health care facilities are available on campus during the work timings. Basic medicines are provided to all employees and students free of charge.

18.16 CONFIDENTIAL INFORMATION

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

18.17 GRATUITIES

Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, processor undertaking. Any such thing should be reported to management.

18.18 POLITICAL ACTIVITIES

As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.

18.19 DISRUPTIVE BEHAVIOUR

The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services. Instigation of students or staff against SRIET will also be considered as disruptive behavior.

18.20 MALPRACTICES

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute. Any such activity will be considered as a serious misconduct.

18.21 PRESS / MEDIA

Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters. Employees and superiors should contact the CEHR immediately if assistance is needed related to these policies.

18.22 AFFECTED BY INFECTIOUS DISEASES

When an employee suffers because of infectious disease, he or she may not be permitted to attend duty till he / she is cured. Medical certificate should be submitted to HR department stating the fitness to work.

19. HOSTEL POLICY

- Hostel admission is open to full time students of SRIET. Preference will be given to outstation students and it is subjected to availability.
- Based on needs Faculty or staff members of SRIET may also be given accommodation in the Hostel but have separate rooms and not to be accommodated in the same room with students. In such cases the hostel rules related to discipline are applicable to the SRIET Employees also.
- Admission to the Hostel will be cancelled if incorrect or false information is furnished and SRIET reserves its rights to cancel admission of undeserving students without giving any reason.
- Fresh application will have to be filled up in every year for accommodation. Provision of Hostel facility in one year shall not be construed as a guarantee for accommodation in the next year. It basically depends on his /her behavior / discipline in the previous years.
- Identity card will be issued to all the inmates of the hostel and no student is allowed inside Hostel without ID card.
- Students should lock the rooms so as to keep their valuables safely and the hostel administration will not entertain complaints regarding theft of personnel belongings like Laptops, Cell Phones, Cash and Jewellery.
- Members are strictly forbidden from using personal gadgets like audio/video music systems, hot plate, electric iron, cookers etc. However, to use other electrical appliances such as personal computers, table fan etc..., permission need to be obtained from Principal for the same and it will be charged extra. Members should not tap electricity from other than the points provided for the purpose.
- Students are expected to use the electrical appliances and furniture's in an efficient manner, without causing any damage.
- Charges for any damages to the property as well as to the furniture and fixtures caused by student/students negligence will be recovered from the

student/students staying in the said Hostel room.

- None of the furnishings / appliances provided in individual rooms or common areas can be removed and/or relocated. Even in case where a student has been allotted a single room, the furnishings will not be disturbed.
- Students using computers/laptops are not permitted to use multimedia speakers. Violation of this will be viewed seriously.
- Students should not entertain vendors of petty items in the hostel blocks. However, licensed washer man shall alone be permitted to enter the hostel.
- Students are not allowed to play any kind of sports inside the Hostel block.
- No member is permitted to entertain any ex-student of this institution or other institutions. The penalty for disobedience of this rule will be very severe.
- Members are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
- No member of Hostel shall collect any money from anyone without explicit permission of Principal
- Students should not arrange any function, meeting, or religious gathering within the hostel campus without special permission of the authorities undertaking of good conduct and observing accepted norms of behavior.
- Students involving in business, collection of funds, compelling others to join in some organization as a member etc... must not be made under any circumstances. Violation leads to expelling from the hostel.
- Inmates of the hostel are not allowed to make any complaint as a group. Individual petitions alone, addressed to the warden will be looked into.
- No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the student from the hostel and college.
- No member shall absent himself from the hostel without prior permission from the warden / deputy warden.

- The students of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college rules informing the deputy warden the reasons for staying in the hostel during working hours, repeated stay will be viewed strictly.
- Students securing less than 95% attendance in a semester will not be permitted to stay in the hostel for the subsequent semesters.
- Management Representatives are empowered to check the hostel rooms at any time and the equipment/materials. In case of ladies hostels, inspection will be carried out in the presence of female warden / deputy warden.
- Activities involving recreation or exercises will be carried out without causing any damage to Hostel property or hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostellers.
- If students are facing any difficulty for adjusting with the roommate and unable to resolve the issue, the matter must be reported to Warden immediately. Students are expected not to involve their parents or guardians, in such cases.
- Students should study and maintain absolute silence during the study hours from 8.30 pm to 10.30 pm
- If any student plans to stay away from the hostel after 9.00 pm, they have to plan in advance and inform the Warden in writing with the approval of Tutor, Class Advisor, HOD and Dean / Principal. Verbal messages to the Warden will not suffice. Information sheets must contain the place where they have planned to go as well as the contact telephone number. Permission from their parents in writing is mandatory for staying outside the hostel.
- Smoking, Liquor , using tobacco inside hostels and common areas is not permitted. If any student indulge in such activity will be expelled.
- No student is allowed to use any sort of narcotics. Any student found involved in use or possession of narcotics will be expelled from the hostels in addition to other disciplinary action and the management reserves the rights to dismiss concerned student from the institution in accordance with norms of statutory bodies.

- Two wheelers/Cars are not permitted in the hostel premises.
- Cooking in hostel room is not permitted.
- SRIET reserves its rights to increase the Hostel fee, if necessary.
- Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel & College.

20. PURCHASE PROCEDURE

For the purchase of new material the following procedure is to be followed by all staff members,

- I. **Raising Proposal:** When a new requirement arises in a department, a proposal is made through software in the prescribed format.
- II. **Accounts / Store:** The proposal is sent to the Admin department and store for verification, if required. The account officer checks the proposal and verifies whether the raised proposal is within budget or not and clears it.
- III. **Approval:** The proposal raised is approved in the following order: Department HOD, HR-Admin and Principal

Purchase Department / Management:

Any purchase exceeding Rs. 2000/-, is to be approved by CEHR / Chairman and the approved proposal shall be sent to the purchase department.

Management Approval: The purchase manager may have to collect 3 best quotations and submits the proposal along with the quotations. The Management will verify the proposal will approve the best and feasible proposal.

Purchase Order (PO): Upon getting approval from the Management, the purchase manager will raise Purchase order to the vendor.

Material Delivery: The supplier will deliver the material to the college upon receiving the Purchase order.

Gate Entry: Gate entry seal will be embossed on the Original Bill, when the material is delivered.

Store Entry: The material delivered is then taken to the store and entered in Stock register (GRN - Goods Received Note). Without PO and Gate entry, the material will not be taken inside the Store.

Material Checking: The material delivered has to be inspected for its quality by the store in- charge and the concerned department staff, who raised the proposal.

Material Issuance: After verifying the material and quality confirmation, the material is issued to the concern department. A record is maintained for every material issued in the store.

21. STORE POLICY

- Receipt of materials is updated in the register at main gate security. Material Inward seal has to be affixed by the security on the invoice.
- Materials are transferred to the stores along with invoice. Materials are kept in the 'under inspection area' and not transferred to its racks/designated place prior to the verification activity.
- Store keeper/ Administrative Officer verifies the quantity and quality of the materials as per the purchase order requirements. Goods Received Note (GRN) is prepared as an evidence of verification activity.
- Result of verification (i.e. accepted or rejected status) is recorded in the GRN. Invoice is attached with GRN and forwarded to the accounts department for payment.
- Accounts department shall release payment for suppliers by referring the invoice and GRN acceptance status.
- Accepted materials are moved to their racks/designated areas/respective departments. The status about the rejected materials is informed to the supplier for replacement/alternate actions.
- Inward quantity of material is updated in the "stock register" in the respective department. Materials are issued based on the requirement and Issue quantity is recorded in the "stock register".
- Space for each material should be clearly allotted. Name of the Material should be identified through display board/stickers on the material itself for easy accessibility of material. Materials should not be dumped one on another to prevent damage due to storage.
- Fire extinguisher if needed is kept in the areas where materials are stored.
- If Shelf life items (example material with limited life/expiry date) are stored in the stores, Expiry date shall be marked on the materials. And expired items

should dispose through proper waste management practices.

- Hazardous material (like acids) are stored properly under the identification board as **“Hazardous-Handle with Care”**.

22. MAINTENANCE POLICY

I. Repair / AMC / Maintenance of Equipments & Facilities

- Staff members can enter the maintenance and repair requirements in the register available at Administrative Office. It is the responsibility of Administrative Officer to check the register regularly and initiate the required steps to address the issues.
- The HR - Head conducts periodic checks to ensure the efficiency and working conditions of the infrastructure.
- Adequate in-house staff need to be employed for housekeeping, gardening, electrical & plumbing works.
- The civil and electrical works are to be maintained by the concerned persons and monitored by HR - Head regularly.
- Minor repairs of laboratory equipments are done by lab assistants and major repairs are outsourced.
- After completion of job, Administrative Officer shall verify the quality of maintenance work.
- Emergency maintenance work should be carried out on priority basis.
- Optimum working condition of all equipment's on the campus is ensured through Annual Maintenance Contract (AMC). The annual maintenance includes maintenance of Generator, Air Conditioners, CCTV Cameras, Water Purifiers, Xerox Machines etc....
- AMC can be signed with service providers after getting the approval of management to support and proper maintenance of the infrastructure.

II. Housekeeping/Cleaning

Housekeeping process is carried out throughout the institution premises, canteen and hostel facilities to maintain hygiene and cleanliness. Housekeeping is done by the cleaning staff appointed by the management. Administrative Officer will monitor over all housekeeping.

23. TRANSPORT POLICY

- The objective of the transport policy is to provide a safe, comfortable and efficient means of transport to the employees/students.
- The provision of the transport services and cost thereof to the employee/student will be at the sole discretion of the management.
- Using of college transport is not compulsory and only those students who agree to abide by the transport rules of the college are advised to use the college transport.
- The students who want to use the college transport should submit the College Transport request Form along with a photo to the administration office at the beginning of the academic year.
- The office publishes predetermined bus routes with stops covering major areas in the city. The bus routes cover all main residential suburbs of a city and also ensure that the usage of the bus is optimized.
- Pick-up points will only be on the main roads, narrow bye-lanes/ crowded residential areas will not be covered to reduce travel time and prevent traffic hindrances.
- Employees/students are requested to regularly check their bus route timing and constantly interact with the transport department regarding any change in bus route/timings. Any change in timings/ routes will be communicated via group announcements.
- Extensive route survey has been carried out to determine the timing for bus routes. The timings are fixed for scheduled stops and are displayed.
- The bus timings are worked out in such a way that all the buses reach the institute 15 minutes prior to official start time.
- To avoid delays, employees/students are requested to be present at least 5 minutes in advance at their stop before the scheduled time.
- Employees/students are not permitted to commute standing in the buses as per RTO norms. It is the responsibility of the office coordinator to ensure that sufficient fleet size is made available.
- Evening departure is scheduled as per laid down time.

Bus Pass:

- A valid bus pass is compulsory and not transferable. Holding physical bus pass is a mandatory requirement while using transport.
- A student found traveling without possessing a valid bus pass details will be noted by the concerned staff. Student needs to apply for a valid bus pass before travel, if not done it is construed as breach of integrity and disciplinary action will be initiated which may include levying Rs.500 as fine.
- If a student has lost his or her bus pass, duplicate pass will be issued by the office to continue the facility at a cost of Rs 500/-.
- Upon withdrawal or completion of course student should surrender the bus pass along with clearance report.

Maintenance of Transport Vehicles:

Vehicle driver and HR - Head is responsible to ensure maintenance, insurance and send the vehicle for Fitness test as per RTO due date without any fail.

24. HR POLICY REVISION

- It is intended that this document shall reflect adequate understanding of the employee's work situation. The College reserves the right to amend, modify, withdraw, delete, supplement or add to the provisions of this HR policy at any point of time.
- No amendment or modification of this HR policy shall be effective unless approved by Head of the Institution and the Management. The College will attempt to provide the notification of any other changes as they occur.
- Wherever the application of this policy requires formal representation, formats for the same has been made as a part of ISO Quality Management System. Revision in the format, if any, will be incorporated in the formats and made as a controlled copy.

