



HR POLICY MANUAL

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1. Introduction

HR Policy manual of PSNA College of Engineering and Technology, Dindigul 624622 provides information to all employees so that the goals of the organisation can be achieved amicably and ultimately providing a sense of satisfaction to both the employees and the organisation. The HR policy manual of PSNA CET serves two purposes: firstly, it informs the employee about the rules, regulations, policies and procedures and secondly, it gives to the supervisors the need and guidelines to enforce these regulations and policies. Finally, it makes the journey of work life a mutually beneficial and fruitful one.

2. About us

Nestling in the lap between the Palani and Sirumalai hills on a tributary of the Cauvery River, the contemporary Dindigul city is an ancient city which is known to be ruled by the different Hindu dynasties and later by Sultanates and the Britishers. Surrounded by farm fields and lush green hills, the PSNA College of Engineering and Technology, located in the 150-acre campus with built up area of more than 12-lakh sq. ft. in Kothandaraman Nagar, on the Dindigul-Palani National Highway - 209, 10 km from Dindigul Town, is a vibrant technical institute of higher education with world-class infrastructure and up-to-date teaching facilities. Keeping in view of Leo Tolstoy that – “The sole meaning of life is to serve humanity”, Kalvi Thanthai Late Thiru R S Kothandaraman, founded this citadel of learning with an enduring dedication to the pursuit of excellence, and to uplift the downtrodden and needy people of this part of the country during its formative period under the aegis of Sri Rangalatchumi Educational Trust established in 1984.

Affiliated to Anna University, Chennai, approved by AICTE, New Delhi, accredited by NAAC and with all eligible UG programmes accredited by the National Board of Accreditation (NBA), PSNA challenges the status quo and make discoveries that reshape the future. In a span of 38 years, it has emerged as one of the premier engineering colleges for sheer intellectual breadth and life-changing experience to advance knowledge. Home to more than six thousand five hundred students across the country as well as overseas, PSNA offers 9 undergraduate




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programmes and 8 postgraduate programmes in Engineering, Technology, Computer Applications and Management Studies, besides Doctoral Programmes in Engineering, Technology, and Science & Humanities through recognized Research Centres of the college by Anna University, Chennai, with world of opportunities to help one grow and transform amid varied options for internal exploration and self-discovery. With 'Trust in God' being the sole Motto of the college, PSNA is preparing students to make meaningful contributions to society with a beacon of hope from the eternal deity 'Pacheri Sri Nallathangal Amman'.

3. Vision and Mission

Vision of the college

To provide world class engineering education for individuals to become technologically superior, socially conscious and responsible citizens for the welfare of mankind.

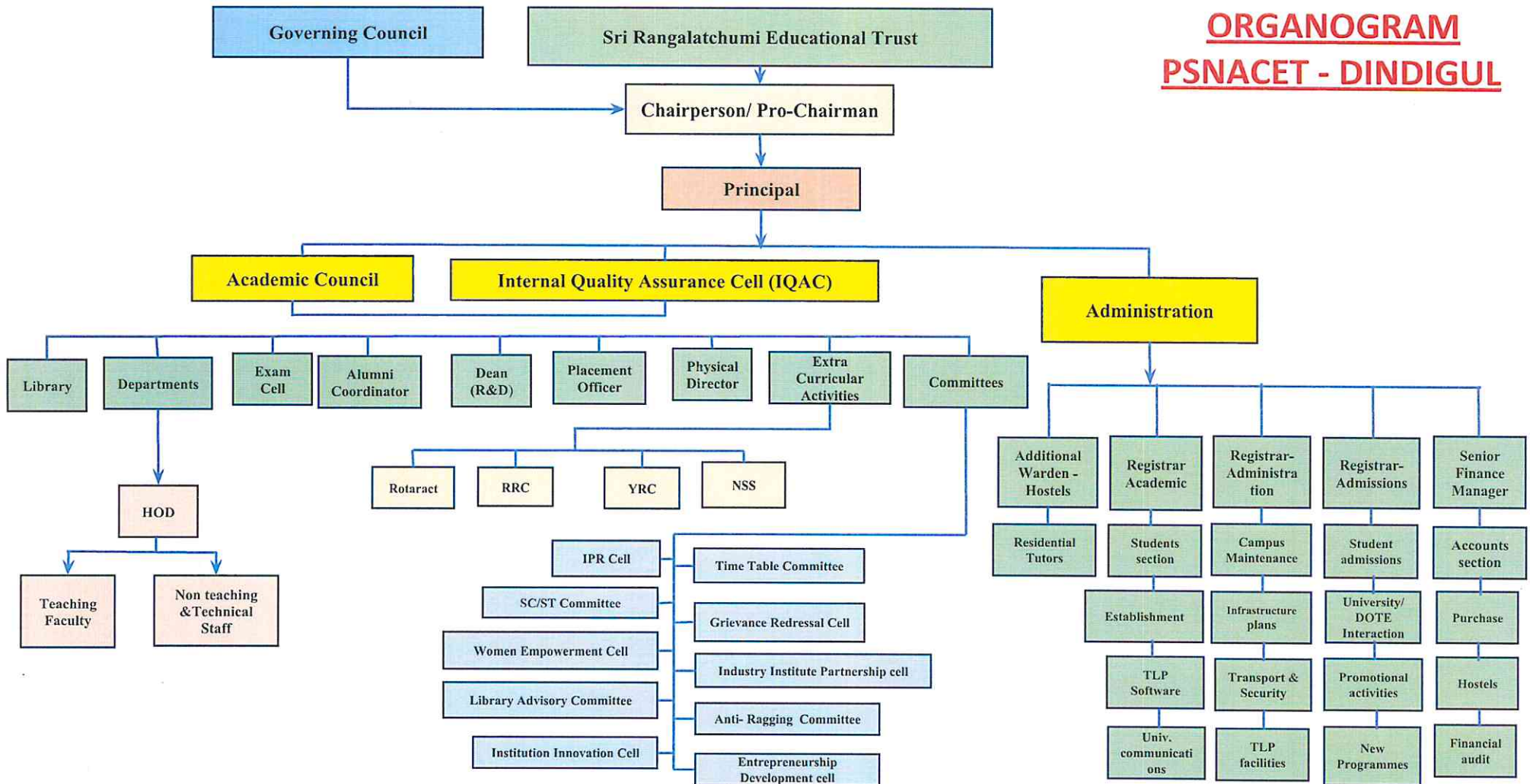
Mission of the college

1. To achieve academic excellence by imparting knowledge and skills through problem solving, practical training and design & development of innovative projects.
2. To develop leadership and inter disciplinary team skills through effective communication training and inculcating ethical behavior.
3. To carry out applied research in Engineering & Technology and facilitate life-long learning.




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ORGANOGRAM PSNACET - DINDIGUL




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5. Recruitment Process

Academic and Administrative

Chairperson, Pro-Chairman

Academic

Principal

Professor

Associate Professor

Assistant Professor

Librarian

Physical Director

Technical

Workshop Superintendent

Lab Instructor/Technician

Mechanic

Assistant Librarian

Medical Officer

Horticultural Assistant

Draftsman

Physical Training Instructor

Administrative

Registrar-Admissions

Registrar-Academic

Registrar-Administration

Senior Finance Manager




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Appointments

All appointments to the posts under the institute shall be approved by the Governing Council.

All posts of the institute shall normally be filled by advertisements but due to contingency of service, the Council shall have the power to decide on the recommendations of the Chairman that a particular post may be filled by promotion from amongst the members of the staff of the Institute.

There shall be a screening Committee consisting of the following members to examine the credentials of all persons who have applied for a particular post(s) in the light of the requirement for the post(s) as given in the relevant advertisements and shall shortlist the names of candidates qualified to be called for interview:

- a) Chairperson/Pro-Chairman
- b) Principal
- c) Heads of the Department concerned.

There shall be a selection Committee for filling various posts, other than those on which appointments are to be made through promotion or on contract basis and the same will be constituted in the manner laid down below:

Academic Posts

- a) Chairperson
- b) Pro-Chairman
- c) Principal
- d) One expert in the case of appointment to the posts of Professor, Associate Professor and Assistant Professor.
- e) Head of department concerned if the post for which the appointment(s) is to be made is lower in status than held by the Head of Department.
- f) Head of department of similar discipline for which the recruitment is to be made.

Technical Posts

- a) Chairperson/Pro-Chairman
- b) One expert from the relevant field
- c) Head of department/section concerned




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Administrative Posts

- a) Chairperson/Pro-Chairman
- b) One expert/HOD from the relevant field

The Selection Committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other candidate brought to its notice after the approval from Chairperson/Pro-Chairman and Principal.

Qualifications required for the various academic/administrative posts shall be as per the guidelines laid down by the All India Council for Technical Education/the University to which the Institute is affiliated.

Terms and conditions of service of permanent employees

Permanent employees of the institute shall be governed by the following terms and conditions:

- Every appointment shall be subject to the condition that the appointee certified as being in sound health and physically fit for the service by medical authority nominated by the Council.
- Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which the appointee, if found suitable shall continue to hold his/her office till he/she attains the age of superannuation.
- The appointing authority shall have the power to extend the period of probation of any employee of the Institute if it is found necessary.
- Every employee of the institute shall devote his/her whole time to the service of the institute and shall not engage directly or indirectly in any trade or business or in private tuition or may other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work and consultative practice undertaken with the prior approval of the management and



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Principal for remuneration, etc. as may be laid down by the Council. Any employee indulging in any type of activity given above shall be liable for disciplinary action.

- All the employees of the Institute shall be governed by the terms and conditions of PSNA College of Engineering and Technology, Dindigul.
- The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned during the period of probation/Temporary.
- The appointing authority shall have the power to terminate the services of a member of the staff by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment. This provision shall apply only to regular/permanent employees of the Institute after probation period.
- A member of the staff can leave his/her employment by giving three months' notice or pay in lieu thereof. No member of the staff is allowed to leave during the academic session. In case a member of the staff leaves, he/she is expected to deposit his/her salary for the remaining period of the academic session.

The appointing authority may place any member of the staff under suspension:

- a) Where a disciplinary proceeding against him/her is contemplated or is pending, or
- b) Where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or on trial.

A member of the staff under suspension is entitled to a subsistence grant amounting to one-fourth of his/her pay during the period of suspension and during that period he/she shall not undertake any other employment or business activity.

The following penalties may, for good and sufficient reasons and as here in after provided, be imposed on any member of the staff:

- a) Withholding of increment or promotion
- b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.
- c) Reduction in rank.




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- d) Removal from service, which shall not be disqualification for future employment under the Institute.
- e) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) and (e) shall be passed by the appointing authority after an inquiry has been held and the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

It will not be necessary to follow the procedure in the following cases:

- a) Where an employee is dismissed or removed from service on the ground of conduct which has led to his/her conviction on a criminal charge.
- b) Where the authority empowered to dismiss or remove the person is satisfied that for some reason, to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause.

When an employee of the Institute, who has been placed under suspension, is reinstated, the appointing authority shall consider and make a specific order:

- a) Regarding the pay and allowance to be paid to the employee for the period of his/her absence from duty, and
- b) Whether or not the said period shall be treated as period spent on duty.

When an employee of the Institute, who has been placed under suspensions, is reinstated and the appointing authority is of the opinion that the employee has been fully exonerated, the employee shall be given the full pay allowances to which he would have been entitled otherwise. Further, in such a case the absence from duty shall be treated as a period spent on duty for all purposes.

Holidays

The Institute shall follow the same calendar of holidays as being observed by the University to which the Institute is affiliated.



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General

Any matter not covered by the above Rules and Bye-laws will be governed by the decisions of the Council taken from time to time.

TERMS AND CONDITIONS (For Employees – mentioned in the Appointment order):

1. At the time of joining duty you shall submit all your original certificates together with one set of photocopies of the certificates pertaining to your qualifications, date of birth and other testimonials with three copies of recent passport size colour photograph for our record and reference. The original certificates will be returned immediately after verification.
2. You have assured during the discussion with the Management that you will act as a faculty member with dedication, sincerity and adept to attain the set goal and serve at the institution for a period of at least one year from the date of joining. The Management has accepted the assurance as binding on you while issuing this appointment order.
3. However if contingencies and extraneous circumstances so warrant your request for relief/resignation from the assignment offered in our Institution may be entertained by the appointing authority for consideration provided you give THREE MONTHS NOTICE in advance or in lieu you should pay three months of emoluments last drawn by you to the Institution.
4. However, your resignation during the semester shall be accepted on condition that you shall be relieved from your duties only at the end of the academic year/semester and subject to the fulfilment of the conditions stated at S.No.3 above.
5. The main duties and responsibilities include the following:
 - a. To observe punctuality and conduct lecture classes, tutorials and attend all other academic, co-curricular and extracurricular activities assigned to you efficiently and to the best satisfaction of the students and superiors.
 - b. To keep abreast of the latest development in the subjects handled by you in order to promote meritorious performance of students and to ensure high percentage of pass in the examinations.
 - c. To Co-ordinate and work with fullest co-operation with order departments ensuring excellent working atmosphere.




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- d. To maintain cordial relationship and good communication with students, colleagues and subordinates.
- e. To participate actively and diligently in the development of your department in particular and the Institution in general.
- f. To oversee the effect of maintaining all round discipline in the Institution.
- g. To strictly adhere to and abide by all applicable statutory rules and regulations those are in force at PSNA College of Engineering and Technology, Dindigul.
- h. You should be medically found fit on the date of joining. To this effect, a certificate is to be produced from a Registered Medical Practitioner.
- i. You will be entitled to the leave facilities as per the rules prescribed by the college from time to time.
- j. You will be a whole-time employee of PSNA College of Engineering and Technology, Dindigul and shall not engage in any employment or business elsewhere while in employment with PSNA College of Engineering and Technology, Dindigul. You must take permission before joining any part time course/evening course/distance education course.
- k. During the period of your service with PSNA College of Engineering and Technology, Dindigul, you should conduct yourself efficiently with initiative and interest in all aspects of teaching and development of the department /institution.
- l. If you are found guilty of breach of any of the aforesaid clauses, insubordination, insolvency or gross negligence of duty, your services are liable to be terminated without any notice.
- m. This order is effective from the date of issue until the date of reporting for duty given to you.
- n. You are requested to sign the duplicate copy of this order as a token of acceptance of the above terms and conditions and return the same to the Office to the Principal within 7 days from the date of issue of this order.




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Promotional Policies

This policy supports the commitments of the institution of career progression for the effective and efficient operation of the institution and for the recognition of its staff. This policy recognizes that academic staff may have different career stages and seeks to ensure that promotion recognizes the priorities of:

1. Teaching
2. Research
3. Service

The promotion is mainly based on the following factors:

- a. Active and effective scholarship in their disciplines by contributing to their Teaching, Research and service to their profession.
- b. Increase in the quality and effectiveness of their teaching and their contribution to all aspects of teaching and learning.
- c. Impact on their research output.
- d. Promotion is on the basis of the merit of the case considering his/her qualification.
- e. Their individual performance in their professions.

The documents pertaining to the promotional aspect are kept very confidential. The promotion is considered annually and the staff must have completed a minimum of two years of service since their appointment for promotion.

Approval

An approval to promote the staff will be accorded by the Chairperson/Pro-Chairman with the recommendation of the Principal and the HODs concerned based on the Faculty/Staff's performance appraisal form.




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6. Induction Programme

Induction is the first step in building a two-way relationship between the institute and the new employee. The transition to the new workplace is made easier and efficient for the new employee by conducting an Induction Programme. It helps to ensure that the new employees feel comfortable and become a part of the institute. It also provides effective training and feedback. Seven days induction programmes are conducted every year with the support of organisations like NITTTR for newly recruited faculty members.

7. Salary

The total gross payment includes basic pay, Academic Grade Pay (AGP) (both as per AICTE norms), House Rent Allowance (HRA), Dearness Allowance (DA) (subjected to vary). Deductions from the salary are income tax, professional tax, provident fund and all other statutory deductions which may be applicable from time to time. The amounts deducted will be mentioned in the pay slip.

8. Attendance and leave policy

The Working hours are from 8.35 a.m. to 4.35 p.m. Every employee is expected to sign in the attendance register maintained by the organization at the time of entry and leaving. The members of the staff are expected to sign before 8:35 a.m. in the morning and they are expected to sign in the evening after 4:35 p.m. every day.

Anyone found not-signed in the attendance register in the morning and evening is marked absent for that particular day. No employee is allowed to go out of the college premises on personal work during office hours without prior permission of immediate head and the same is updated in the security register.

Working Hours

All employees should follow the office time without any deviation.

Teaching staff - 8:35 am to 4:35 pm

Non-Teaching staff - 8:35 am to 5:30 pm

Employees are requested to submit their leave request with proper approval from their HOD.




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Permission

Permission leave shall be applicable to all categories of employees,

- An employee can take one hour permission twice in a month.
- No accumulation of permission is allowed.
- Employees should ensure that all their permissions are availed with proper approval.

Leave rules for Teaching and Non-teaching staff

(Except security staff, Drivers, Construction, Electrical and Maintenance staff and other essential services staff)

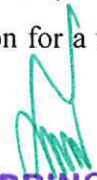
I. Casual Leave:

- Casual Leave is a concession to employees to enable them, in special circumstances, to be absent from duty for short periods; for long periods of absence, they should apply for specific leave that is applicable to them.
- All members of the staff are eligible to take 12 days of Casual leave in a calendar year i.e., from 1st January in a year to 31st December of that year. However, for persons who are in temporary service, the casual Leave will be regulated at the rate of one day per month of his / her service in the Calendar year.
- No member of the staff can avail more than 5 days of casual leave at a particular time; however, no employee shall be absent from headquarters for more than 10 days at a stretch, when a part of the leave is Casual leave.
- Casual leave cannot be combined with any other leave except compensation leave.

II. Vacation Leave:

- All the members of staff (both Teaching and Non-teaching) will be eligible to avail the vacations declared by the College. The vacation will be given in two spells in an academic year: one in November / December and the other in May / June of the year totalling 12 weeks and staff members are eligible to avail vacation for a total period of eight weeks in an academic year.




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Eligibility for availing vacation:

- The members of staff are eligible to avail the vacation with salary subject to the following conditions:
- They must be on duty on the last working day (i.e., the working day immediately preceding the date of commencement of vacation) and also on the reopening day.
- For getting full vacation salary, they must have served the college for the entire academic year i.e., from 1st July to 30th April.
- Members of the staff who have served the college for periods less than six months in the academic year are not eligible for any vacation salary; and members of the staff who have served for more than six months but less than nine months in the academic year are eligible to get the vacation salary proportionate to their periods of service in that academic year i.e. if a staff member has put in eight months of service in a particular academic year, get only 8/9 of his monthly salary as salary for the vacation leave in one month.
- The vacation leave is regulated by the Heads of the Departments concerned and, in the interest of the College; the college authorities have the privilege to stop anyone from availing the vacation leave either in part or in full.
- Staff members desirous of availing vacation leave must apply in writing to the Principal for permission to avail the vacation stating specifically the period of vacation, their vacation address etc. and only after getting the Principal's sanction orders, they are expected to go on leave. On the day of re-joining duty, they must submit a joining report to the Principal, through the respective Head of the Department.

III. Compensation Leave:

- This is applicable only to non-teaching staff and it is sanctioned in lieu of having attended office on a holiday. Maximum compensation leave that can be accumulated is 10 days in a calendar year.
- This leave can be combined with holidays and casual leave subject to the condition that the total number of days of leave availed does not exceed 10 days.
- This leave should be availed of within six months from the date of attending duty.



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IV. Special Casual Leave:

- The faculty members can avail special casual leave (SCL) of 15 days in a calendar year (Jan to Dec) to attend summer/winter school, conferences, workshops etc..
- In addition, SCL of 15 days per calendar year may be availed to attend Anna University related works.
- Valid proofs should be submitted to avail the SCL.
- Unavailed SCL will lapse at the end of the calendar year and it cannot be carried over to next academic year.

V. Marriage Leave:

- This leave is granted to members of staff who have put in at least one year of service in the College at the time of their marriage.
- Under this category, leave for 15 Calendar days can be availed by staff members.

VI. Maternity Leave:

The Maternity leave will be sanctioned with the following conditions:

- 60 days is admissible to married women employees who have put in five years of continuous service in this institution to avail either before and or after delivery.
- The leave will be sanctioned one time only during the entire service of the employee.
- This leave may be combined with other kinds of leave and
- A medical Certificate is to be produced.


VII. Other Categories of Leave

For other categories of leave such as Medical Leave, study leave, extra-ordinary leave on Loss of pay etc., rules will be framed in due course.

This set of rules came into effect from the academic year 1990 – 91 i.e., with effect from 1.7.1990.

The employees of the Institute shall be entitled to avail leave in accordance with provisions laid down by the General Council in the Leave Rules of HR policy.




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9. Travel policy

An employee shall be eligible for the facilities and expenses if journeys/visits are undertaken for the following purposes:

- Outstation duty duly authorized by the appropriate authority.
- Attending training programmes/seminars/conferences or any other development programmes approved by the organization, as per Management's discretion.

Process followed for travel:

- Employee should submit the Outstation Travel plan and Travel budget and it should be approved by their respective Division/Department Head.
- Post completion of the travel statement need to be submitted to the approving authority.

10. Research Policy

Importance is given to applied and innovative research for social and environmental developments. Institute nurtures faculty and students to pursue ethical academic research towards quality publications and patenting. The research policy of the institution is as follows:

QUALITY	✓ Recognisable by accrediting and ranking agencies for honesty, objectivity and carefulness in all research programs.
ETHICS	✓ No compromise on interests and protection of people, groups or society with respect to moral, integrity, respecting intellectual property and confidentiality in research
MISCONDUCT	✓ Intolerable and punishable for all kinds of plagiarism and violation of research related laws, regulations or policies.
ENDORSEMENT	✓ Incentives for research contributions such as Ph.D, publications, research grants, etc. ✓ Assistance and guidance to research proposal preparation with project review committee and appraisal of research proposals as mandatory before submission. ✓ Seed money, contingency grant and financial assistance(partial/full) towards pre-proposal study of projects, patents(i.e. consumables, attending conferences, meeting experts, visiting industries etc) along with duty leave to motivate faculty in doing research. ✓ Funding for patenting and due share to the inventors and collaborators of patents. ✓ Facilitating compensation in academic load for research contribution without prejudice to norms of AICTE and Anna University (i.e. balancing academic and research). ✓ MoUs with R&D organisations and industries for skill development, research and consultancy



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11. Financial support

The following financial supports are provided to staff members associated with PSNA College of Engineering and Technology:

I. Festival Advance

All the non-teaching staff members are eligible for festival advance during the period of festivals, irrespective of their religion.

The advance is sanctioned once in a calendar year and will be recovered in ten equal instalments. First recovery is made from the month next to the festival month, if the festival falls on or after 15th of the month.

II. Marriage Advance

The advance is sanctioned for the marriage of the employee himself/ herself, his/her children and for his/her dependent brother/ sister.

The amount of advance is Rs: 5000/-. This is recovered in ten monthly instalments. Employees who have put in work for two years of service are eligible for this advance. Only one advance is admissible during an academic year and no second advance is allowed if the previous one is pending.

III. Education Advance

This advance is sanctioned to meet educational expenses of the children of the employees. The amount of advance will be Rs: 5000/- . Recovery will be over a period of 10 months.

IV. Medical Advance

The following family members of the employee are eligible for medical advance. It is restricted to Rs: 5000/- :

1. Employee
2. Wife / Husband
3. Children
4. Parents




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5. Sisters / Brothers, if they are dependants of the employee.

This set of advance is recovered in ten equal instalments.

V. Travelling allowance

Teaching faculty is provided with sleeper class train fare or equivalent.

HOD is provided with III tier AC train fare or equivalent.

DA provided will be Rs 75/- per day.

The employees are entitled to local conveyance as per the eligible limit for any local travel on an official ground. The conveyance for local travel is reimbursed as per the bill for hired vehicle.

Note: All advances except Medical and Marriage advance are sanctioned only if no other advance is outstanding during that time.

12. Dress code

Everyone in our organisation must dress in a way which:

- i. is smart, clean, neat and tidy.
- ii. Pressed formal wear
- iii. is respectful of ethnic and cultural difference
- iv. is not considered to be discriminatory
- v. maintain effective personal hygiene

Dress code for i) Male staff: Formal shirt and pant, Formal shoes (black or brown), maintain a professional look with clean shave, display of identity card, wearing coat & tie on special occasions and college functions.

ii) Female staff: Formal saree, overcoat mandatory for teaching faculty, display of identity card.

T shirts and jeans are not allowed for both students and staff members.




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13. Disciplinary action

Management aims to deal with grievances of employees and sort out them as quickly as possible. If the authority sorting out the grievance decides that there has been a breach of one of our policies or standards, disciplinary action shall be taken against the concerned employee.

If your grievance is false, you can be disciplined. If the person(s) you complained about is/are found to have committed a breach of one of our policies or standards, they can be disciplined.

A Disciplinary Committee will be formed for the same with a convenor/Enquiry officer.

14. Relieving procedures

An employee who wishes to leave the services of organization has to submit a resignation letter giving THREE MONTHS NOTICE in advance as mentioned in appointment order or in lieu should pay three months of emoluments last drawn by him/her to the Institution.

Resignation during the semester shall be accepted on condition that you shall be relieved from your duties only at the end of the academic year/semester and subject to the fulfilment of the conditions stated. Every employee who likes to relieve must work for the stipulated notice period or pay in leave of the notice period. Provided that in the case of academic staff, the institution may ask the faculty to complete the teaching assignment in the respective term and may be relieved after completion of such assignment. The management may withhold the settlement of accounts and issue of relieving letter to an employee who does not comply with the relevant clause pertaining to notice period. The retirement age is 60 years.

15. Termination

An employee's service may be terminated during an inadequate work performance, indifferent attitude, lack of job-related skills, integrity issues and any other reason, which the organization believes renders the employee unsuitable for continued employment with the organization. If any mismatch in the information given in application form at the time of interview, the employee's service will be terminated with immediate effect. The clearance formalities will be similar to those applicable for resignation.




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