



**SRI SAI  
REC**

**SRI SAI RANGANATHAN  
ENGINEERING COLLEGE**

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

REC Kalvi Nagar, Viraliyur Po, Thondamuthur, Coimbatore – 641 109 Tel: +91 422 2619100  
E – Mail : [rec.cbe@gmail.com](mailto:rec.cbe@gmail.com) Web : [www.recce.ac.in](http://www.recce.ac.in)

## **HR POLICY MANUAL**



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## HR POLICY

### INSTITUTE VISION:

To establish a centre of learning for imparting quality education with cutting edge technology through sustained improvement to achieve excellence in the field of engineering and technology with emphasis on knowledge to develop problem solving capabilities and preparing the graduates to meet global requirements with ethical standards.

### INSTITUTE MISSION:

- To implement outcome based teaching learning process to equip graduates with sound technical knowledge and skills by offering need based courses.
- To provide knowledge based technological input to satisfy the needs of society and industry.
- To impart total quality education to develop innovative, pioneering and future professionals for a globally competitive environment.
- To be a centre of excellence in education with emerging technologies in tandem with industrial trends.

### CHARITABLE TRUST

All appointments of employees of SSREC will be made by the Board of Ranganathan Rajeswari Charitable Trust or by the Trust Office bearers on delegation.

Academic excellence is ensured through the curriculum that integrates industry requirements and expectations. Life-long learning is realized through technology enabled learning methodology, real-time projects and skill- based training. The underprivileged and disadvantaged sections of the society are helped through special programmes and processes.



  
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## **EMPLOYEE DEFINITION AND STATUS**

An “employee” of SSREC is a person who regularly who regularly works for the institution on a permanent /probation/Tenure/Contract basis.

Every employee at the time of his/her appointment, confirmation, probation, reclassification shall be given a written order specifying his/ her appointment, confirmation or reclassification as the case may be. This order will also contain the emoluments entitled in such cases.

## **PROBATIONARY/TENURE PERIOD FOR NEW EMPLOYEES**

SSREC monitors and evaluates every new employee’s performance for a specific period to determine whether further employment in a particular position or with the institution is appropriate.

## **EMPLOYMENT POLICIES**

The formal welcoming process is conducted. This will be followed by the concerned department to which the employee has been appointed to work with.

## **PERSONNEL RECORD AND ADMINISTRATION**

The task of handling personnel records and related administration functions at SSREC is assigned to the office personal files will be kept confidential at all times and include some or all of the following documents.

- \*Profile
- \*Appointment Letter
- \*Educational Certificates & Work experience certificates
- \*Joining Report



  
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## **STANDARDS OF CONDUCT**

### **General Guidelines**

All employees are expected to get accustomed familiar with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conduction of their work.

### **Hours of work**

The normal hours are from 9.00 A.M to 4.30 PM. An employee may be required to follow different work hours under special circumstances. Employee's immediate/reporting head is to be consulted if required.

### **Attendance and punctuality**

The institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to regularly mark their attendance through the bio-metric attendance system.

### **Absence and punctuality**

In case of emergencies, illnesses, or pressing personal issues that cannot be Scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

### **Unscheduled Absence**

Absence from work for three (3) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 3 consecutive days without proper approval.



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### **Gender Harassment policy**

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral /unsocial/ unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employees must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.

### **Dress code & ID card display**

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the institution.

### **Misconduct**

An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

### **Outside Employment**

The institution prohibits employees from taking any outside job for pay.



  
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## LEAVE RULES

### 1. CASUAL LEAVE

1.1 There is a 12-day annual cap on casual leave (CL), which is calculated during the academic year at a rate of one CL per month.

1.2 Staff personnel are only allowed to use one day of CL every month to take care of personal business without interfering with how their jobs normally get done on college campuses.

1.3 Any unused CL from one academic year will not carry over to the following one.

### 2. COMPENSATION LEAVE

2.1 A staff member who is required to perform a duty on a holiday is entitled to one Compensatory Leave (CPL), which will be added to their leave account. To allow staff members to work on holidays, the Principal must first give the HOD of the person assigning the task prior approval, along with justification.

### 3. MEDICAL LEAVE

3.1 A staff worker becomes eligible for ML after serving for a full year.

3.2 Staff members may only be granted medical leave for legitimate reasons, and they must produce a medical certificate and a fitness certificate, both issued by a licensed physician with at least an MBBS degree, both after taking the leave and on the day they return to work.

### 4. MATERNITY LEAVE

4.1 Female employees with a minimum of one year of service are eligible for two paid months of maternity leave within a three-month period of absence, provided they can get a medical certificate from a qualified physician. The first two children are the only ones who are covered by this clause.

4.2 The two months of maternity leave will not be deducted from the service time calculation.



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### **5. LEAVES ON LOSS OF PAY (LLP)**

5.1 If a staff member does not have any remaining leave in his or her leave account other than medical leave, he or she may apply for Leave on Loss of Pay (LLP) with the prior approval of his or her HOD and the Principal. If LLP is taken due to unforeseen circumstances, it must be approved by the Principal after rejoining.

5.2 Unauthorized absences from work or duty and taking any kind of leave without prior authorization will result in pay loss.

### **6. VACATION LEAVE (VL)**

All the teaching staff members are entitled to avail a maximum of Five weeks of VL (Two weeks during winter and Three weeks during summer. However the Principal has got the discretion to reduce the period of vacation declared due to academic/administrative work.

### **7. ON-DUTY (OD)**

Faculty members may be given up to 14 days of on-duty (OD) time every academic year to attend conferences, workshops, seminars, symposia, etc. For faculty members pursuing a Ph.D., OD may be granted for central valuation, attendance at staff selection committee meetings, board of studies meetings, AICTE/UCG paper presentations, central valuation, etc., with the prior approval of the principal and with permission from the relevant authority. OD should only be given 14 days every academic year. On the day of reporting back to duty, a certificate of attendance along with the relevant meeting's report should be delivered to the college.

### **8. PERMISSION**

A staff member shall be granted permission to miss no more than two hours of work each month to attend to personal business. Only the beginning or conclusion of the working day are permitted. The employee must physically report to his supervisor before and/or after requesting the permission in order to submit the correctly completed permission application form.



  
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### STAFF WELFARE MEASURES:

To recognize the services of a staff in the college, the Management offers cash rewards as below:

1. Gratuity amount is offered to the faculty members who have completed 5 Years of service completion. It is calculated as per,  $(15 * \text{Staffs last drawn salary} * \text{the working tenure}) / 30$ .
2. Best Faculty award is been awarded with cash prize of Rs.5000 during annual day meet.
3. Staffs producing 100 % result in academics are offered with Rs.2000 cash incentive.
4. Faculty members are offered with cash amount of Rs.5000 to attend Workshops, Seminars & Faculty Development Programme. (Based upon the number of days, cash amount of Rs.250 will get added.
5. Cash amount of Rs.1000 offered for the faculty members to attend International Conference and NPTEL certification course.

### Code of Conduct

1. The faculty and staff members are not permitted to do any business, trade, manage an educational institution, or hold a part-time position at any other institution or organization, either directly or indirectly.
2. During working hours, professors and staff members are not permitted to engage in activities unrelated to their jobs.
3. Faculty members are encouraged to engage in consulting projects with the Management's knowledge.
4. It is not permitted for the staff to receive expensive presents of any kind from students, parents, or businesses doing business with the college.
5. Information from performance appraisal reports provided by superiors and student feedback forms must be kept confidential.



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6. All communication with the Management must follow the right channels (hierarchy).
7. Activities that are co-curricular and extracurricular should be actively participated in by all staff.
8. In order to increase students' career prospects, faculty members must actively participate in conducting one-credit courses, value-added courses, and bringing in guest lecturers from the industry.
9. By participating in faculty development programmes, short-term training courses, national and international conferences, seminars and workshops, etc., as well as by utilizing libraries, all faculty members should regularly refresh their knowledge.
10. Each faculty member with more than two years of teaching experience is required to publish at least one technical paper annually. The technical paper could be the result of student research projects.

#### **PROMOTION POLICIES:**

The qualification of the faculty has to be in accordance with the norms laid down by AICTE and the salary is fixed as per AICTE norms.

#### **Associate Professor**

An Assistant Professor who satisfies the AICTE eligibility requirements is eligible for promotion to Associate Professor, provided that there is a position open in the department in question. a decision based on seniority and suitability for the open position, the committee will evaluate the candidate's performance and suggest that they be promoted.

#### **Professor**

If there is a vacancy in the department, an Associate Professor who meets the AICTE eligibility requirements may be promoted to Professor. Based on seniority and suitability for the open position, a selection committee will evaluate the candidate's performance and propose the candidate for promotion.



  
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