

SRM TRP ENGINEERING COLLEGE

Approved by AICTE and Affiliated to Anna University, Chennai
NBA Accredited (CSE, MECH, ECE)

SERVICE AND CONDUCT RULES





SRM TRP Engineering College

Trichy - 621 105



INSTITUTE – VISION AND MISSION

Vision

To carve the youth as dynamic competent, valued and knowledgeable Technocrats through research, innovation and entrepreneurial development for accomplishing the global expectations

Mission

Mission 1 - Inculcate academic excellence in engineering education to create talented professionals

Mission 2 - Promote research in basic sciences and applied engineering among faculty and students to fulfill the societal expectations.

Mission 3 - Holistic development of students through meaningful interaction with industry and academia.

Mission 4 - Foster the students on par with sustainable development goals thereby contributing to the process of nation building

Mission 5 - To nurture and retain conducive lifelong learning environment towards professional excellence



CONTENT

CHAPTER NO.	TITLE	PAGE NO.
1	HUMAN RESOURCE PLANNING	3
2	POSITIONS AND PAY SCALES	5
3	LEAVE	8
4	PROMOTION POLICY	11
5	DISCIPLINE AND GRIEVANCE PROCEDURE	12
6	CONSULTING, R&D AND TEACHING ASSIGNMENTS	15
7	INHOUSE R&D AND SEMINARS/WORKSHOPS	17



HUMAN RESOURCE PLANNING

- 1.1.1 The Principal shall assess the faculty and staff requirement for the ensuing academic year after consolidating the requirements submitted by each Department.
- 1.1.2 The final requirement will be ready well before the closure of the existing academic year in line with the student faculty ratio prescribed by the statutory bodies and affiliating University.
- 1.1.3 Normally, a faculty member appointed as Professor or an incumbent Associate Professor elevated as Professor will be heading the Department and the number of Associate Professors and Assistant Professors will be estimated based on the existing strength and sanctioned students' intake.
- 1.1.4 The minimum contact hours during the week for each category shall be maintained as follows:
- | | |
|----------------------|----|
| Principal | 4 |
| Professors | 10 |
| Associate Professors | 12 |
| Assistant Professors | 16 |
- 1.1.5 A selection committee will be appointed for recruitment of Faculty members in each department and the committee will comprise of the HOD, one senior faculty member, Principal and expert members from other institutions.



RECRUITMENT

- 1.2.1 The selection committee shall advise for preparation of the job description and job specification for the candidate to be recruited.
- 1.2.2 Candidates will be invited to appear for the interview following a ratio of 1:3 for every position to be filled and profiles will be sourced from any or all of the following channels:
 - 1.2.2.1 Advertisement in the Newspapers and web media
 - 1.2.2.2 Repository of profiles collected in the previous years.
 - 1.2.2.3 Campus recruitment
 - 1.2.2.4 District or Special Employment Exchanges
- 1.2.3 The committee if deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- 1.2.4 Candidates with first class in either B.E./B.Tech., or M.E./M.Tech., in the relevant discipline are eligible for attending interview for **Assistant Professor** in Engineering Departments. Candidates with first class M.Sc./M.A., with SLET/NET Qualification, eligible for attending interview for the post of Assistant Professor in Science/Humanities Department.
- 1.2.5 The eligibility conditions prescribed by the Affiliating University for appointment of Associate Professors and Professors are strictly adhered to while appointing faculty members and also while promoting the incumbent faculty.
- 1.2.6 The committee shall shortlist the candidates appearing in the interview offline/online by assessing their communication skills, subject expertise and ability for class room handling.
- 1.2.7 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the higher authorities who in turn interact with the candidates after which the final decision will be taken.



ORIENTATION

- 1.3.1 The new recruits joining in the Institution will be offered an orientation programme in which they will get introduced to the environment and working culture existing in the Institution.
- 1.3.2 The HR personnel will share the details on the service and conduct rules applicable for all employees on their joining.
- 1.3.3 The HR department will report to the Head of the Institution about the new joiners after they complete their joining formalities.
- 1.3.4 Further interactions will be led by the Department Heads and the persons concerned following the directions given by the Head of the Institution.

2.1 POSITIONS AND PAY SCALES

- 2.1.1 The College will have the following positions of hierarchy in the teaching departments:
 - a. Principal
 - b. Professors
 - c. Associate Professors and
 - d. Assistant Professors
- 2.1.2 In addition, each department shall have support staff like Programmers, Lab Assistants, Clerical staff and attenders.
- 2.1.3 The College Office will have the following positions of hierarchy in the administrative department.
 - a. Manager, Assistant Manager
 - b. Accountant, Junior/Senior Assistants
 - c. HR Executive
 - d. Office Assistants.
- 2.1.4 The Scales of pay for various teaching / non-teaching positions will be as follows:



<i>Pay as per AICTE norms, commensurate with the qualifications and experience</i>		
a.	Principal & Professor	Rs 37,400 –67,000- Grade Pay 10,000.
b.	Associate Professor	Rs 37,400 – 67,000 – Grade Pay 9000.
c.	Assistant Professor	Rs 15,600 – 39,100 – Grade Pay 6000/7000/8000.
d.	Programmer/Lab assistant/HR/Administrative Staff/Support Staff/Back office Support/Skilled Labour	Consolidated salary based on the qualification and experience relevant to the requirements existing while recruiting the manpower

2.2 YEARLY INCREMENTS

- 2.2.1 The performance of the faculty members and staff are assessed at regular intervals.
- 2.2.2 The appraisal committee will sanction/postpone/decline annual increments for the employees based on the appraisal process.
- 2.2.3 Faculty and staff with proven performance after joining the Institution are considered for due increments / promotion and the same is implemented after securing approval from the competent authorities.
- 2.2.4 Faculty who are found guilty of misconduct or violation of the rules of the Institution are not usually considered for the increment for the specific annual period.

2.3 STAFF WELFARE MEASURES

- 2.3.1 Employees Provident Fund (EPF).
- 2.3.2 Group Insurance.
- 2.3.3 Subsidized Transport facilities.
- 2.3.4 Subsidized medical assistance in the hospital available in the premises.
- 2.3.5 Subsidized / Free campus residence facilities
- 2.3.6 Special concessions for education offered to the children of our employees



2.4 INCENTIVES AND REWARDS

2.4.1 Faculty Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points d to l are applicable to staff members with minimum 1 year of service at the Institution.

- a) For producing 100% results in theory paper
- b) Department-wise, Yearly, BEST TEACHER AWARD
- c) Professional Society Life Membership Fee
- d) Financial assistance and On Duty provision for faculty members to attend Summer/Winter Schools/Seminars/Conferences (1 program/Year)

2.4.2 Support Staff Members are trained to become digital friendly by imparting training on computing skills. In addition, they can avail the facilities sanctioned by the Management from time to time when they are up skilling themselves in higher education against service agreements.



LEAVE

3.1 CASUAL LEAVE

- 3.1.1. Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in a calendar year.
- 3.1.2. Normally only one day casual leave will be sanctioned in a month.
- 3.1.3. Continuous absent beyond 9 days will be treated as Leave on Loss Pay subject to the approval by competent authorities.

3.2 COMPENSATORY LEAVE

- 3.2.1. In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.
- 3.2.2. The compensatory leave should be availed within two months after the actual date of working beyond which the leave lapses.
- 3.2.3. Compensatory leave will not be granted to any staff for conducting special classes, educational tours, university practical examinations, AICTE /University related works and special working on Saturdays etc.

3.3 ON DUTY

- 3.3.1. On Duty Permission will be granted only with the prior permission in writing from the Head of the Department and on approval by the Principal. The staff must also sign in the register maintained for availing On Duty.
- 3.3.2. The Teaching staff members will be allowed a maximum of 15 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university / DOTE during the college working days. Staff should produce evidence from the competent authority for having done the intended duty. Otherwise this absence will be treated as eligible leave or Leave on Loss of Pay.
- 3.3.3. All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.



3.4 VACATION LEAVE

3.4.1. Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave.

3.4.2. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:

- (i). Odd Semester – June to October succeeding Winter Vacation – November to December.
- (ii). Even Semester – November to April succeeding Summer Vacation – May to June.

For both Odd and Even semesters the Vacation Period starts from the date of commencement of University Theory Examinations and ends on the date to be announced accordingly

3.4.3. Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail Forty Five(45) days of vacation leave during the academic year.

3.4.4. The eligibility of the vacation leave for the staff members who are doing part-time B.E, M.Phil, M.E., and Ph.D., programmes etc sponsored by the Institution will be finalized according to the merit of the case and sanctioned by the Principal by the end of April every year.

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

3.4.6. CL, EL, COL, OD etc cannot be combined with Vacation Leave.

3.4.7. Vacation Leave should be applied well in advance and get sanctioned before availing the same.

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

3.4.9. For every three days of LOP availed by the faculty member, 1 day of vacation will be deducted from the eligible vacation leave.

3.5 CONVERTING VACATION LEAVE INTO EARNED LEAVE

3.5.1. Teaching staff can carry only 50% of their vacation leave if they have not availed the vacation during the academic year/semester concerned.

3.5.2. This leave should be applied in advance and got sanctioned, before being availed.

3.5.3. This leave can be availed for maximum of FIVE days at one stretch.



3.6 EARNED LEAVE FOR NON TEACHING STAFF

Every non-teaching staff of the college is eligible for the Earned Leave as per the following rules:

- (i). After completion of one year of service, every non-teaching staff of the institution will be eligible for Twelve days of Earned Leave
- (ii). Earned Leave should be availed in advance and get sanctioned, before being availed.
- iii). Earned Leave may be refused or curtailed depending on the exigencies of work.
- (iv). 50% of the un availed Earned Leave will be carried on to the next year.

3.7 MATERNITY LEAVE

The leave can be granted to all lady staff subject to the following conditions:

- (i). Should have completed the minimum of three years of satisfactory service.
- (ii). The maternity leave is limited to a maximum of 6 months only.

3.8 SPECIAL LEAVE ON MEDICAL GROUNDS

Every employee of SRMTRPEC is eligible for Special Casual Leave for the reasons mentioned below on production of necessary medical certificate.

- 6 days for undergoing sterilization
- 14 days for undergoing non puerperal sterilization
- 7 days for chickenpox



PROMOTION POLICY

- 4.1.1. All promotions shall be considered on the basis of merit- cum – seniority basis. —
- 4.1.2. Faculty members considering themselves eligible for promotion shall submit the request to the competent authorities.
- 4.1.3. The faculty members are advised to appear before the committee comprising of expert members and they will be assessed based on the guidelines prescribed by the affiliating University.
- 4.1.4. Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position** if he/she had completed the years of service in the present position as prescribed below
 - a. Asso. Prof: Ph.D., with 8 years' experience as Assistant Professor.
 - b. Professor: Ph.D., with 3 years' experience as Associate Professor.
- 4.1.5. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- 4.1.6. With respect to the non-teaching staff, the promotion from one level to the next higher level is based on the performance of the staff.
- 4.1.7. Staff cannot claim promotion every year as a matter of right and / or at the desired level & it is the discretion of the Management. Promotion is subject to vacancy available in the respective slots.



DISCIPLINE AND GRIEVANCE PROCEDURE

5.1 CODE OF CONDUCT FOR TEACHERS

- 5.1.1 Teachers are expected to be in the class as per the time table have to effectively handle the sessions and document the attendance properly.
- 5.1.2 Any student if found involving in indiscipline activities is to be addressed immediately or to be escalated to the higher authorities immediately for appropriate action.
- 5.15 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 5.16 Faculties and staff members shall not engage themselves in other activities/ businesses not connected with the policies of the Institution.
- 5.17 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 5.18 Teachers shall maintain a disciplined and dignified work culture in terms of:
- i. Preparation for the particular day's Classes, with latest information added to their course content.
 - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
 - iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students.



5.1.9 Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disreputable nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

5.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

5.2 DISCIPLINARY PROCEDURE

5.2.1 Any teacher who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

5.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.

5.2.3 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

5.2.4 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

5.2.5 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.



- 5.2.6 The course of action for penalizing a teacher shall be under the following categories:
- Memo and Censure.
 - Warning in writing, with recovery of monies, where financial loss is involved in the act.
 - Suspension from work until further orders for revoking.
 - Dismissal from service.
 - Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
- 5.2.7 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal shall constitute a one man committee for enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- 5.2.8 The Principal shall report the proceedings periodically to the Management / Competent Authorities.

5.3 GRIEVANCE REDRESSAL PROCEDURE

- 5.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 5.3.2 The Grievance Redressal Committee shall be composed of employees selected from Heads of the Departments, Principal/Director/Dean and other competent authorities.
- 5.3.3 The grievance committee shall:
- have a member secretary, to monitor the proceedings
 - meet periodically on a stipulated day and time
- 5.3.4 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 5.3.5 The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 5.3.6 The grievances shall be redressed immediately by the committee
- 5.3.7 The Member-Secretary shall record and maintain the minutes the meetings.



CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

6.1 CONSULTANCY, R&D

- 6.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence area of expertise.
- 6.1.2 The teacher shall undertake such assignments
- When the College is approached for such help and the College assigns such engagement to the particular teacher or
 - When the teacher himself/herself is approached by the outside agency for such help.
- 6.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Competent Authorities in writing.
- 6.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 6.1.5 The teacher shall also associate other members of the faculty in working on the assignments.
- 6.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be handled based on the approval obtained from the Management from time to time.
- 6.1.7 The Project coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.
- 6.1.8 Fulltime fellowship involved in such consultancy assignments will be as per the rules and regulations of the funding agencies.



6.2 TEACHING ASSIGNMENTS.

- 6.2.1. The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- 6.2.2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall submit a request to the Principal, who will go through the nature of the assignment and approve the same.
- 6.2.3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.



INHOUSE R&D AND SEMINARS/WORKSHOPS

7.1 IN-HOUSE R&D

- 7.1.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- 7.1.2 Each Department is given financial sanctions towards in-house R&D activities.
- 7.1.3 Staff members can submit their proposals through the HEAD of the Department and can avail the benefits for every such project, towards developing a prototype or model.

7.2 SEMINARS/WORKSHOPS

- 7.2.1 The College encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.
- 7.2.2 The Management extends additional support if required for any such AICTE/ISTE funded programs.


HR/SRM TRPEC


PRINCIPAL