



# **DHAANISH AHMED**

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# **INSTITUTE OF TECHNOLOGY**



(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

**Dhaanish Avenue, K.G.Chavadi, Coimbatore- 641 105**

[www.dhaanish.com](http://www.dhaanish.com)



# **Human Resource MANUAL**

# **&**

# **Institution code book**

## COLLEGE LOGO



**The Tricolour** describes the Moulding of Dhaanishians & the **Uniqueness of DAIT**.

**Green** represents the cultivation of **Moral & Ethics**.

**Red** represents the cultivation of **Education & Placement**.

**Blue** represents the cultivation of **Responsibility & Authority**.

**Star** at the top represents the Sparkling Victory of the **Team-Dhaanish**.

## FOREWORD

**Dhaanish Ahmed Institute of Technology** is under the aegis of the Ayanavaram Educational Trust, which was established by the founder and esteemed Chairman **Alhaj.K.Moosa**, with a noble aim of promoting 'Technical Higher Education'. The founder Chairman himself is an Educationalist and philanthropist with very rich experience in the field of Education, whose focus is to provide quality technical education to the socially and economically backward segment. Considering the growing demands for technical education in the country, the trust started an engineering college, named Dhaanish Ahmed Institute of Technology in KG Chavadi, Coimbatore in the academic year 2013-2014.

**DAIT** approved by AICTE, New Delhi and affiliated to Anna University, Chennai aims at developing a deep understanding of the human values and social concerns among the engineering graduates with morality.

### **VISION:**

To establish a world-class institution that is recognized as a "Centre of Excellence" offering education and research in engineering, technology with a blend of social and moral values to serve the community with a futuristic perspective.

### **MISSION:**

To produce eminent engineers and managers with academic excellence in their chosen fields, which would be able to take up the challenges in the modern era and fulfill the expectations of the organization they join, with moral values and social ethics.

### **QUALITY POLICY:**

- ✓ To enrich the students with up to date information in their fields.
- ✓ To support them in the goal setting process and to determine their destinations
- ✓ To encourage them to face challenges.
- ✓ To make them more stable, courageous and adjustable.
- ✓ To realize and bring out the full potential of goodness in them.

**The Management**

**Dhaanish Ahmed Institute of Technology**

## PREFACE

The Management and Principal of **Dhaanish Ahmed Institute of Technology** understand that Head of the Departments need guidelines in order to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and department heads are kept abreast of them.

This Human Resource Policy Manual does not supersede the requirements of the statutory / non-statutory bodies like **AICTE, UGC, Anna University, DOTE** or any other relevant body. It aimed at ensuring that **Dhaanish Ahmed Institute of Technology, Coimbatore** adheres to those default rules framed, so as to become an employer of choice while spearheading its goal of value based quality education meeting global aspirations.

This Human Resource Policy Manual is an effort to develop consistent policies and procedures at DAIT. Hopefully this Guide will prove to be a useful tool to the Head of the Departments, Faculty Members as well as other employees to begin to establish uniform policies and procedures for our personnel.

The Management is committed to help in the interpretation of any policy. All employees are expected to read the Human Resource Policy Manual during each term in order to know the policy updates made from time to time. Updates will also be informed to employees by emails. Any update is made as and when required with the permission of the management of the institute and as per the statutory requirements.

A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users. Suggestions and contributions to make the manual more comprehensive are welcome from all the employees.

Any ambiguity / clarifications / doubts that arise out of the interpretation of the text of this Manual shall be ignored out through the rules and regulations lay down by **Anna University**. In case of conflict of rules laid down by **AICTE, UGC, DOTE** and **Anna University** a proper decision on a specific matter is left to the sole discretion of the Management / Principal. This Manual shall not remain a sacred book and may be subject to periodic amendments depending on the needs that arise from time to time.

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## **STAFF POLICY DOCUMENT**

The Staff Policy Document is prepared to make all Faculty Members working at Dhaanish Ahmed Institute of Technology aware of the Rules and Regulations that governs their working in this institution. The policy is effective from July 2018. It is expected that all the Faculty Members (both teaching and non-teaching) strictly adhere to these rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

## **CHAPTER 1**

### **BASIC INFORMATION**

- **Name of the Institution:**  
Dhaanish Ahmed Institute of Technology
  
- **Registered Address:**  
Dhaanish Avenue, Veerappanur, (Pichanur P.O)., K.G.Chavadi, Coimbatore- 641105.
  
- **Name of the Trust:**  
Ayanavaram Educational Trust
  
- **Registered Address:**  
Old No: 40, New No: 2, 7<sup>th</sup> Street, J-Block, Anna Nagar East, Chennai- 600102.
  
- **Board of Trustees:**  
The Board of Trustees manages the Dhaanish Ahmed Institute of Technology, which is running under the umbrella of Dhaanish Ahmed Group of Institutions by Ayanavaram Educational Trust situated in Chennai.  
The Rules and Regulations for governance are framed by the Board of Trustees and the Governing Body.
  
- **Governing Council:**  
The Governing Council is formed by the Board of Trustees to assist in the effective management of the Institutional activities that includes employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises; and all legal and financial requirements.

➤ Courses Offered:

The college offers five distinctive departments such as

- ❖ B.E. Bio Medical Engineering
- ❖ B.E. Computer Science and Engineering
- ❖ B.Tech. Artificial Intelligence and Data Science
- ❖ B.E. Robotic and Automation
- ❖ B.Tech. Food Technology

➤ Location of the Institution:

The college is ideally located on a sprawling and elegantly landscaped area and is situated at the foothills of the Western Ghats in a serene, eco friendly lush green environment. It is well connected by road, rail and air.

➤ Administration:

The prime concern of the entire institution is to develop creativity that technology anticipates and impart quality education to enable students in order to build a great future for them. Our management has more than 40 years of experience in providing quality education and about 15 years in producing successful Engineers. The management makes great and hard efforts to enhance the professional knowledge, skills and attitudes of educators, so that they can improve the Teaching-Learning process. Students will be encouraged to get equipped and sensitized to understand full implications of their decisions, actions and ever inactions. Above all, the college will promote Technical Education to meet the requirements of a developing nation in the context of global concern. A team of educated, enlightened, experienced technocrats with vision, firmly determined to promote high quality of education will strive to provide every facility for achieving excellence.

➤ Objectives:

- ✓ To obtain a pass% of 100 in final year, 90 in the third year, 80 in the second year, 70 in the first year
- ✓ Students must present minimum of 50 papers in seminar/symposium conducted outside the college.
- ✓ A minimum of 10 papers should be presented / published in the national or international seminar.
- ✓ To produce a minimum of 15 university rank holders in every year
- ✓ To offer 100% placement to all the eligible students.
- ✓ To promote Entrepreneurs and higher education.



## **CHAPTER 2**

### **DEFINITIONS AND GUIDING PRINCIPLES**

This HR Policy shall be called as **Dhaanish Ahmed Institute of Technology Service Rules**. These rules shall supersede the existing service rules. They shall be deemed to have come into effect and shall apply to all the employees of the college irrespective of their date of joining.

- **‘College or Institute or Institution’** means ‘Dhaanish Ahmed Institute of Technology, K.G.Chavadi, Coimbatore- 641105’.
- **‘Management’** means ‘The authorities of Dhaanish Ahmed Institute of Technology and Ayanavaram Educational Trust’
- **‘Governing Council’** means ‘The Governing Council of the College’ constituted as per All India Council for Technical Education Norms.
- **‘Chairman’** means ‘The Chairman of Ayanavaram Educational Trust and Dhaanish Ahmed Group of Institutions’.
- **‘Director’** means ‘The Director of Dhaanish Ahmed Institute of Technology’.
- **‘CEO’** means ‘The Chief Executive Officer of Dhaanish Ahmed Institute of Technology’.
- **‘University’** means ‘Anna University, Chennai’.
- **‘Principal’** means ‘The Principal of the Dhaanish Ahmed Institute of Technology’ or any other person appointed by the Management to discharge the duties and responsibilities of the Principal for a short period irrespective of his/her designation.
- **‘Competent Authority’** means Chairman/Director/Chief Executive Officer and Principal in the case of all other employees.

- **‘Employee’** means a person who is employed by the Trust including Principal, Faculty and Supporting Staff excluding all those who are engaged on part time basis or on daily wages.
- **‘Faculty Member or Staff Member’** means a person who is employed by the Institution including the HoDs, Teaching Faculty and Supporting Staff and all other non teaching staff members who are salaried through the college account.
- **‘Teaching Staff’** comprises the following categories:
  - ❖ Principal
  - ❖ Professors
  - ❖ Associate Professors
  - ❖ Assistant Professors
  - ❖ Librarian
  - ❖ Director of Physical Education
- **‘Non Teaching Staff’** comprises the following categories:
  - ❖ Site Engineer, Supervisor, Carpenter, Electrician, A/C
  - ❖ Workshop Superintendent and Foreman
  - ❖ System Administrator, Programmers, Asst. Programmers, Computer Operators
  - ❖ Technicians and Laboratory Assistants, Store Keeper/In-charge
- **‘Administrative Staff’** means all those staff who are categorized as follows:
  - ❖ Administrative Officer, Admission Officer
  - ❖ Finance Officer, Public Relations Officer, Accountant
  - ❖ Estate Officer, Purchase Manager
  - ❖ Assistants, Typist, Record Clerk, Attender, Steno cum P.A.
  - ❖ Mess In-charge, Transport staff
- **‘House Keeping Staff’** means all those staff who are categorized as follows:
  - ❖ Gardner
  - ❖ Sweeper
  - ❖ Scavenger

- **‘Watch & Ward’** means all those staff who are categorized as follows:
  - ❖ Chief Security Officer
  - ❖ Security Officer
  - ❖ Security Personnel such as Guard, Sentry and Watchmen.
  
- **‘Vacation’** means any recess in an academic year, which is for a minimum period of <sup>Three</sup> (3) days.
  
- **‘Vacation Staff’** means employees who are eligible to avail vacation. All other employees are deemed to be ‘Non-Vacation staff’.
  
- **‘Leave’** means leave granted by the competent authority to an employee to which he/she is eligible.
  
- **‘Pay’** means basic pay in the time scale or with a special pay/allowance as the case may be.
  
- **‘Year’** means Academic year (AY) / Calendar year (CY) /Financial year (FY) as the case may be.
  
- **‘Duty’** – an employee is said to be ‘On Duty’ for the purpose of service benefits when:
  - ❖ An employee is discharging the duties of the post to which he /she is appointed or he/she is undergoing training prescribed for the post duly permitted by the competent authority.
  - ❖ An employee is absent from duty on authorized holidays, on permitted vacation or when availing any other leave sanctioned by the competent authority.
  - ❖ An employee is attending Conferences, Seminars, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programmes, etc., duly permitted by the competent authority.
  - ❖ An employee is attending to the work assigned by the competent authority in the interest of the College/Management.
  - ❖ An employee is appearing for Ph.D. work such as DC Meeting, Examinations and Viva Voce.

➤ **Guiding Principles:**

- ❖ **Leadership:** The institution's leadership at all sites and in all capacities, communicates the institution's goals and values; facilitates teamwork, collaboration and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the institution's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.
- ❖ **Quality of Employment:** The institution is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages balancing work and personal commitments.
- ❖ **Compensation, Reward and Recognition:** The institution's compensation, reward and recognition is administered fairly and equitably strengthening the tie between pay, performance and organizational success for activities like Excellence in Academics, Placements, Admissions, Research, Paper Publications in reputed journals, Consultancy, Funded projects, Patents etc.,.
- ❖ **Continuous Learning and Development:** The institution values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.
- ❖ **Response to Change:** The institution is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the institution creates opportunities for employees to acquire the needed skills to continue to advance the mission. During times when reduction or change in the nature of the workforce is required, the Intuition will rely on attrition, to the extent possible. In support of these principles, the institution commits adequate resources for equitable support of employee's development, compensation, reward and recognition across all units and among all employee classifications.

## **CHAPTER 3**

### **CODE OF CONDUCT**

All the employees of Dhaanish Ahmed Institute of Technology

1. Shall maintain at all times absolute integrity and sincere devotion to duty and loyalty to the institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
2. Shall abide by and comply with the rules and regulations of the college/trust and all the orders and the directions of the management or his/her superior authorities, under whose superintendence control, he/she is placed.
3. Shall abide by the rules and regulations of the Institution, framed by the management from time to time. Every staff member shall employ himself / herself honestly, efficiently and diligently under the orders and the instructions of the management and their superiors under whom he/she shall, from time to time, be placed.
4. Shall extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of discharge of his/her duties. All the staff members are expected to maintain cordial relationship with other employees irrespective of the department and designation.
5. Shall endeavour to promote the interest of the college and not to act in any manner prejudicial thereto; and shall carry out duties and responsibilities assigned to his/her post and also to carry out any other duties assigned to him/her from time to time.
6. Shall maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

7. Shall discharge all the duties pertaining to the office diligently and as required by the administrators. No information related to any individual / firm engaged with the institution shall be divulged to any other employee of the institute/ person / concern (relating to the Professional Fees / Salary / Perquisites, etc).
8. Shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty. The employees must also not consume anything like pan, ghutka or any kind of smoking both inside the campus and outside during On-duties, Educational tours, etc.
9. Shall not leave the college in the middle of the academic year under any circumstances. The request for resignation from the post can be entertained only at the end of any academic year with an advance notice of two months or in lieu, two months of emoluments should be paid to the institution. However the management reserves the right to terminate your service at any point of time based on the enormity of the reason.
10. Shall not take up any other employment or assignment whether it is honorary or cash or otherwise without permission of the competent authority. You shall do additional hours of service, as may be required depending on the exigency of work.
11. Shall not join, or continue to be a member of any association / organization / political party for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of the country or public order or morality.
12. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of the country or public order or morality, the college and all the staff members shall follow the decision taken by the Government / MHRD / AICTE / DOTE / Anna University.

➤ **Disciplinary Action Policy:**

It is obligatory for an employee 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.

1. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institution and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
2. Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the HOD / Principal.
3. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
4. The HOD will outline the cause of concern and the employee will be given an opportunity to state his/her case.
5. HODs are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
6. If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the HOD and the Principal. If the explanation is not satisfactory, based on the committee's recommendation, action will be taken.

➤ **Other Disciplinary Policies:**

**a) Security & Vigilance on campus:**

Campus has equipped with security office. They manage the security on campus with the instructions of the Management and Principal through the Public Relations Officer and the Estate Officer. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. College has also installed cameras in prominent and important locations as outdoor security monitoring.

**b) Private Coaching / Outside Employment Policy:**

No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken on such staff members.

**c) Internet Facility policy:**

All staff members of DAIT must use the internet facility only for office and academic purpose. They must not be involved in sending unsolicited mails through DAIT internet facility. Staff must not download any material from the internet without proper permission from the HOD/Principal or acknowledgement of original source and also they must not watch unsolicited videos or must not waste the internet resources.

**d) Keys deposition Policy:**

All the staff members are authorized to close and lock the respective rooms. College main office keys are deposited in the security office. Department staff room keys, laboratories keys are deposited in the college office keyboard provided in the administration block. This must be followed by everyone in the college.

**e) Vehicle parking policy:**

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

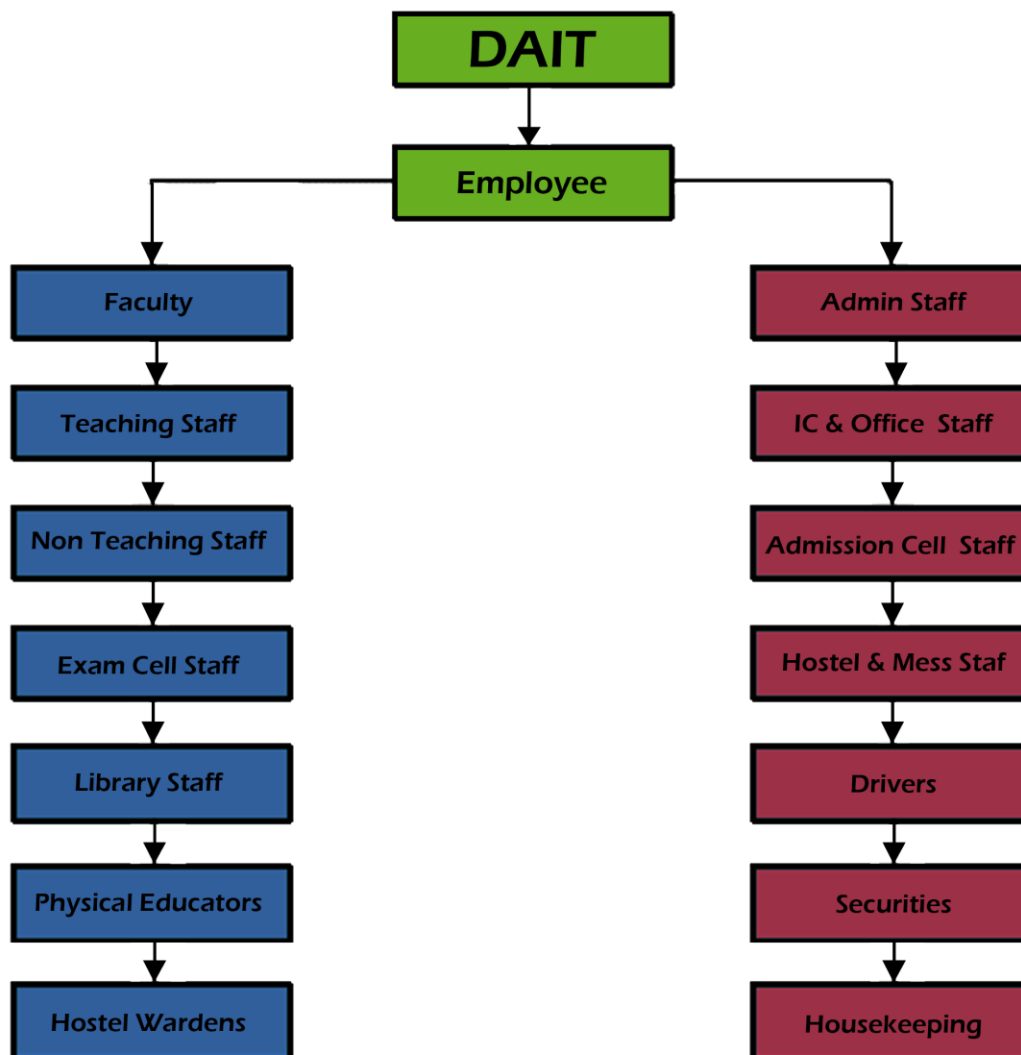


## CHAPTER 4

### ROLES AND RESPONSIBILITIES

#### 1. Classification of Employees

At Dhaanish Ahmed Institute of Technology, employees are classified on a functional basis to optimize institution efficiency, while clearly distinguishing authority and responsibility at each level.



## 2. Hierarchy of Reporting

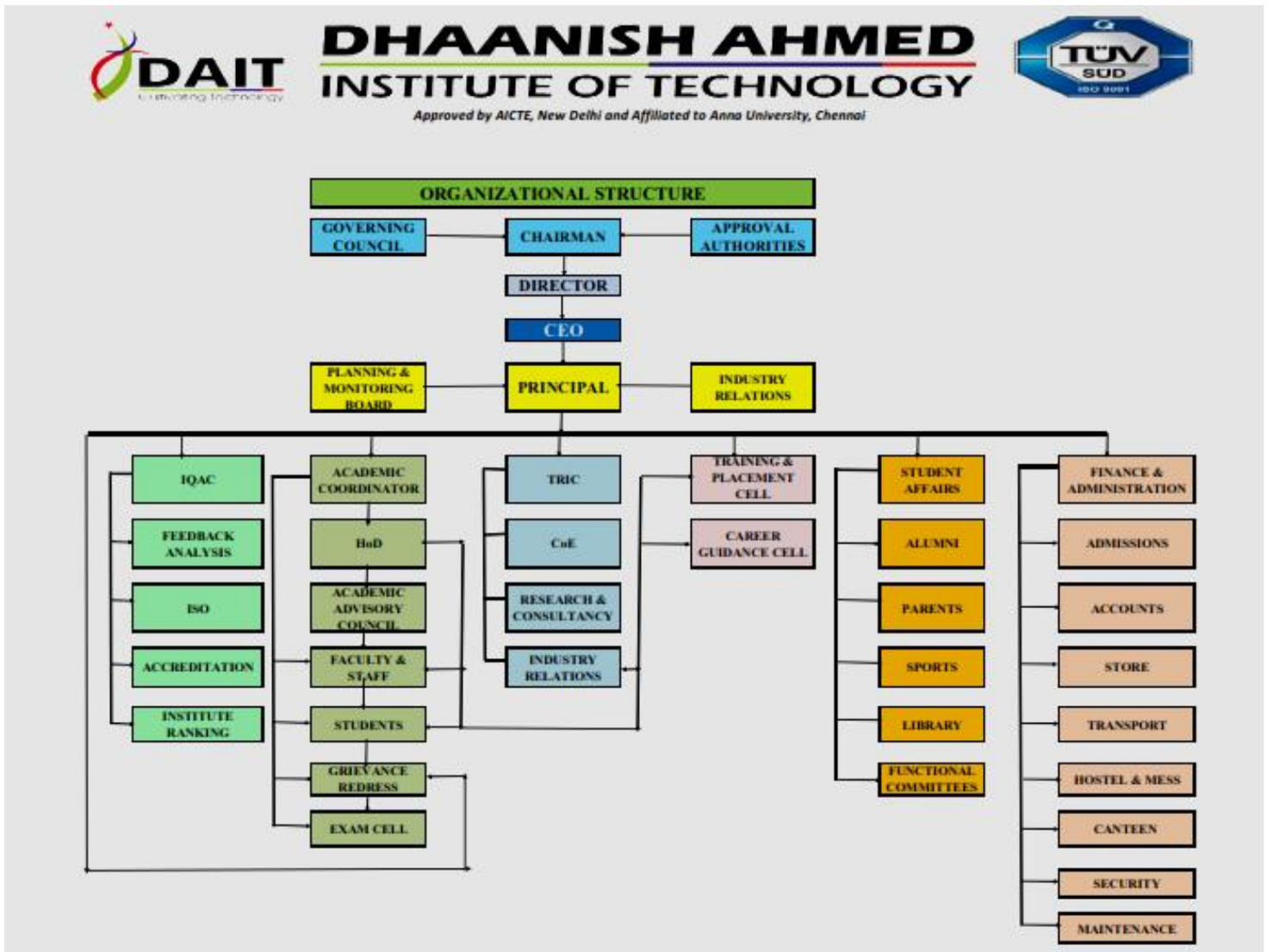
Reporting by different staff members to the higher authorities shall be according to the table below:

S.No	Designation	Reporting Authority
1	Principal	Director & Chief Executive Officer
2	Admission Officer	Director & Chief Executive Officer
3	Public Relations Officer	Director & Chief Executive Officer
4	Finance Officer & Accountant	Director
5	Estate Officer	Director
6	Admission Coordinators	Chief Executive Officer
7	Placement Officer	Chief Executive Officer & Principal
8	Transport In charge	Chief Executive Officer & Principal
9	Controller of Examination	Principal
10	Head of the Departments	Principal
11	Librarian	Principal
12	Wardens	Principal
13	Store In charge	Principal & Public Relations Officer
14	Teaching Faculty	Head of the Department
15	Non Teaching / Laboratory Staff	Head of the Department
16	Office Assistants	Public Relations Officer
15	Mess In charge	Public Relations Officer
16	Securities	Public Relations Officer
17	Drivers	Transport In Charge
18	House Keeping	Estate Officer

In absence of reporting authority as defined above, the staff members shall report to the next nominated person in charge.

### 1. Organization Chart

The Organization Chart shows the line of responsibilities between departments and hierarchy of Institutional delegation of authority and responsibility.



The Organization structure shall vary with respect to the Governance System in special cases, on appointment of new employee to fill the gap in order to maintain the work process and for more efficient output.

#### 4. **Duties and Responsibilities:**

Each and every employee in the institution has their own responsibilities and the employee should carry all the tasks assigned to them with the fullest of ability. Additional tasks may be given by the competent authority time to time, which would be also the part of duties and responsibilities for the assigned employee.

##### ➤ **Principal:**

- ❖ As the figure head of the institution, Principal should have the vision and leadership ability to keep the college developing and is also the Member Secretary of the Governing Council.
- ❖ Principal represents the college for all activities connected with statutory and regulating bodies such as Anna University, AICTE, DOTE and is responsible to maintain all records connected with these bodies.
- ❖ Principal establishes a suitable system for observing and controlling the functioning of the academic departments, their effectiveness and efficiency in delivering the courses conducted by them.
- ❖ Principal is primarily responsible for the smooth conduct of all academic activities and maintenance of utmost discipline among the students and the staff.
- ❖ Principal is responsible for formal scrutiny and approval of all proposals involving finance and finalization of budget for a particular year / semester by collecting and consolidating the requirements from the departments.
- ❖ Principal cannot take any major policy decisions, rather he/she can give the proposal to the competent authority for the approval
- ❖ Principal is responsible for any activities carried in the campus, hostel and transport whether it is academic, co-curricular or extra-curricular and those apart.
- ❖ Principal's financial power is restricted to budget planning with regard to the following accounts only:
  - a) University Fees, University Examination and scholarships.
  - b) Training & Placement.
  - c) College Day, Graduation Day, Fresher's Orientation Day, etc.
  - d) Technical Club Activities, Seminars, Guest Lectures, Symposium, & Other Events.
  - e) NSS, RRC, YRC, etc.
  - f) Laboratory Set Up and Further Expansions.

**❖ Administration**

- a) Appointments, Pay fixation and promotion (On discussion with the Competent Authorities)
- b) To sanction the leaves for the staff including CL, CH, VL, OD, etc as per the norms.
- c) To make the employees and students aware of the rules, policies and procedures lay down by the college and see to it that they are enforced properly.
- d) Communications with all statutory agencies. Proposals and inspections. To approve vendors for resources as required in the institution.
- e) To communicate with Anna University, DOTE, AICTE, UGC and other Government and Non-government bodies for assistance and compliance.
- f) Regular Departmental visits and hostels in order to monitor and maintain the principles imposed by the management.
- g) To conduct the periodical meetings with faculty members for academic output.
- h) To conduct the periodical meetings with HODs for overall department administration.
- i) To conduct the periodical meetings with College council for further establishment.
- j) To monitor and update the website with complete up to date information about the college.
- k) To maintain the Minutes of the Meetings for each and every meeting organized.
- l) To prepare Annual Reports.
- m) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission to the Management for approval.
- n) To execute any other work assigned by the management.

**❖ Academic:**

- a) To monitor and conduct academic activities of the institution under the guidance of the management and assistance of the Head of Departments and Faculty Members.
- b) To plan and take necessary actions for improvement of college results and academics.
- c) To allot workload for the Faculty Members and monitor their course work and standards.
- d) To conduct and monitor periodical tests according to the academic calendar.
- e) To take institution, faculty feedback and accordingly take remedial actions.
- f) To promote industry institution interaction and research & development activity.
- g) To take necessary actions for the poor faculty and slow learners.

**❖ Miscellaneous**

- a) To ensure the overall development of the institution and to have utmost secrecy on Management traits.
- b) To monitor Placement activity and ensure to attain 100% placement for each departments.
- c) To monitor Anti-ragging measures and maintain ragging free environment.
- d) To organize and conduct meetings and functions with the approval of the management.
- e) To ensure safe custody of certificates and documents through PRO.
- f) To approve the issue of Certificates [Bonafide, Conduct, Transfer etc.]
- g) To review the Staff/Students grievances and take necessary actions.
- h) To have periodical interaction with the parents in case of necessity.
- i) To have interaction with the alumni for the betterment of the students.
- j) To monitor the official mails / letters and revert with necessary actions on discussion with the management.

**➤ Head of the Departments:****❖ Administration**

- a) To execute any other work assigned by the Management/Principal.
- b) To ensure overall discipline in the department and enforce rules as laid by the institution.
- c) To provide clear direction to the faculty members and to monitor the day to day activities of the department.
- d) To monitor and maintain staff / student leave register.
- e) To ensure the responsibility of timetabling, hall ticket management and students fee management.
- f) To conduct regular meetings with teaching and non teaching staff as well as the Class Committee meetings to sort out any issue and queries related to academics.
- g) To initiate recruitment of non- teaching staff & teaching staff as per rules laid down by Anna University/AICTE.
- h) To prepare the Minutes of Meeting after any meetings; and to prepare department requirements and budget needed.
- i) To oversee the purchase and deployment of any resource allotted for the department.
- j) To ensure the cleanliness of the Department, classrooms and laboratories.

❖ **Academics:**

- a) To monitor and conduct academic and placement activities of the department under the guidance of the Principal and the Management.
- b) To take student and faculty feedback and accordingly take the remedial actions.
- c) To plan and take the necessary actions for improvement of department results, academic performance, producing university rank holders and other activities
- d) To allocate workload for the faculty members and extract the work allotted and to get the report after each session.
- e) To coordinate term work assessment and conduction of practical examinations as lay down by Anna University.
- f) To delineate and allocate responsibilities to each faculty and staff members as directed by the Principal and the Management.
- g) To concentrate on TRIC activities and to submit the report to the Principal on the very next day of every week slot.
- h) To plan for the academic calendar in terms of departmental activities such as guest lectures, workshops, symposium, industrial visits, implant training etc. for the benefit of the student and faculty.

➤ **Teaching Faculty:**

❖ Teacher includes all cadre categories as Professor, Associate Professor and Assistant Professor. The Duties and responsibilities are as follow:

- a) To understand the Quality Management Policy and Quality objectives of the institution; and to uphold and act towards Vision/Mission of the college.
- b) To follow all rules and regulations as laid down by the institution, which includes working time; biometric / signing of the master; leave updating, and submission of documents, etc.
- c) To work sincerely to execute all duties towards academics that includes the lesson planning well in advance of the commencement of each semester.
- d) To arrive 5 minutes prior to the class and conduct lectures and practical, timely completion of syllabus, preparation for the course assigned, conduction of tests and internal exams, to maintain the Course file and personal file in appropriate format, etc.
- e) To use innovative teaching aids and adopt innovative teaching – learning methodologies and to ensure all students score good marks and to produce university rank holders.

- f) To prepare learning resource materials such as OHP Transparencies / Power Point Slides, Question Bank with Answers, Quizzes, Puzzles, Web Board Learning Materials, etc.
- g) To counsel students, conduct extra lectures / revision lectures for students requiring help; and to conduct mentor counseling at least once in a month and submit the reports to the HOD, and to take necessary actions to resolve the problems if any.
- h) To organize / attend various seminars / workshops / conferences / STTP / FDP and other training programs; and to encourage students to attend alike.
- i) To participate proactively in any research and development activities conducted in the department and to monitor the batch of students in the TRIC team.
- j) To perform other academic/ administrative duties assigned by Head of the Department and the Principal

➤ **Non-Teaching Faculty:**

❖ **In charge: System and Technical Support**

- a) To administrate and maintain servers, firewalls, routers, manageable switches UPS batteries, etc related to the Computer Maintenance Cell.
- b) To provide support for software, servers and to initiate purchasing / maintenance of required equipments of various departments under the college IT sector.
- c) To provide support to laboratories, On-line examinations, Seminar, Workshop, technical trainings and other programs.
- d) To monitor and maintain institution website and social media with the up to date data; and to dedicate responsibility of college promotional designs and printing.
- e) To maintain In-Out register, login register, stock register, Instrument Issue register, maintenance register, purchase and service register.
- f) To ensure continuous internet and telephone / intercom service inside the campus.

❖ **Laboratory Technician / Assistant**

- a) To prepare the laboratories for smooth conduct of laboratory session and to assist faculty and students during laboratory sessions.
- b) To maintain In-Out register, materials stock register, Instrument Issue register, maintenance register, purchase and service register.
- c) To update the approved supplier list for equipments; and to conduct installation of new equipments and maintenance of existing equipments.



➤ **Training and Placement Cell:**

- ❖ The Placement Officer is responsible to administrate the individual Placement coordinators of each department and provide up to date information to the Principal and competent authorities.
  - a) To ensure all students are getting placed and to arrange development programs for student respective to their departments.
  - b) To maintain complete information about alumni and of students appearing for placement activities; and to keep the copies of the offer letters provided.
  - c) To update and maintain the contact details of companies interested in recruitment activities through On Campus and Off Campus drives.
  - d) To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action based on the requirement of the company.
  - e) To place students in Core companies with higher salary package and to avoid placement in BPOs, KPOs, training institutes, Banking, Insurance and financial sectors.
  - f) To encourage students for pursuing higher studies or to be entrepreneurs.

➤ **Librarian / Library In charge:**

- ❖ The librarian/ Library in Charge is responsible for the overall functioning of the library and to execute any other work given by the Management.
  - a) To implement all library rules and formats as defined by the management for both the students and the faculty members; and to ensure the documented Quality Management System is followed at various stages of library processes.
  - b) Responsible for budgeting and procurement of recommended books for each department, newspapers, journals, magazines, videos/audio, CDs, e-books, online resources, etc. and renewal of books / magazines after getting the approval from the competent authorities.
  - c) To maintain In-Out register, book lending register, renewal register, complete stock register, Compliance and Issue register and maintenance register; and submit the report to the principal once in a week (on Saturdays).
  - d) To display and circulate all technical materials, articles, literature and new arrivals to faculty members & management and maintain records of the same; and ensure the books are neatly returned by the students and faculty members.
  - e) To maintain discipline, cleanliness and silence inside the library and ensure the books / materials are kept back in the respective shelves, neatly arranged.

➤ **Controller of Examination:**

- ❖ The Controller of Examination is responsible for all examination activities for Internal Assessment Tests, Model Examinations, University Theory and Practical Examinations.
  - a) To arrange seating for the students based on the schedule and timetable.
  - b) To assign invigilation duty for the internal teaching faculty members (through HODs) and facilitate arrangements for the external examiners.
  - c) To order and maintain stationary and printing requirements such as Answer booklets & Question Papers for examinations.
  - d) To compute the test marks, attendance, etc and submit the same at the earliest to the HODs and the Principal; and ensure to report the absentees to the parents in order to limit the count.
  - e) To ensure the credit of examination fund from the university and to distribute the examination remuneration to both the internal and external examiners.
  - f) To issue the original and duplicate hall tickets for the students after the clearance of dues and to ensure that the students appear the examination with the same.
  - g) To inspect the students before entering the examination hall in order to restrict the malpractice and report the same to the assigned authority.
  - h) To ensure the Anna University Portal Update for all the students and report the information to the Principal.

➤ **Director of Physical Education:**

- ❖ The director of physical education is responsible for entire sports activities and discipline of the students in the institution as well as in the hostel library and to execute any other work given by the Management.
  - a) Responsible for maintaining and purchasing of sports kits and equipments; and to prepare the annual budget proposal.
  - b) To gather information of events in other colleges and send the students to participate with the permission of the Principal.
  - c) To schedule and arrange intercollegiate sports event inside the campus once in a semester.
  - d) To schedule and arrange intra-collegiate sports events once in a year in the even semester.
  - e) To schedule the sports events for the faculty members of the college inside the campus.
  - f) To schedule the College Sports Day and to prepare the annual report for the same.
  - g) To monitor the timing discipline of the students throughout the campus, sports hour, evening sports, study hour and hostel gate & mess timings.

➤ **Public Relations Officer:**

- ❖ The Public Relations Officer is responsible for the administrative activities of the college and has to report the same to the competent authorities every day. He is also responsible to execute any other work given by the Management at any point of time.
  - a) To look after the administration of administration office and Information Centre; and take care of correspondence to AICTE, Anna University, UGC, DOTE, Scholarships and other Government and Non Government agencies in consultation with the Principal and the Management.
  - b) To co-ordinate with all the activities of the administrative office, information Centre and the academic departments.
  - c) To render necessary assistance to the Competent Authorities in the day to day affairs and to carry out the task assigned to him by the Principal on administration. He is the custodian of all records and documents.
  - d) To look after the overall financial matters and accounts of the institution with the assistance of the accountant.

➤ **Finance Officer / Accountant:**

- ❖ Additional to the accountant, the Public Relations Officer act as the Finance Officer for the administrative purpose.
  - a) Responsible for the overall Payment and Accounts of the institution; and to maintain the salary acutance of the faculty members.
  - b) Responsible for the Advance Payment and settlement based on the approval from the competent authorities.
  - c) Responsible for the collection of fees and dues from the students; and remittance towards the institution.
  - d) Responsible for scholarship collection of the students and provident fund matters for the eligible faculty members.
  - e) Responsible for Internal Audit and Income Tax matters with the assistance of the Chief Accountant of the Trust.
  - f) Responsible for the preparation of Annual Budget, Audit Statement and Expenditure with the assistance of the Chief Accountant of the Trust.

➤ **Transport In Charge:**

- a) Responsible for the arrangement of transport for the students and faculty members from the College to their destination and vice versa.
- b) Responsible for the time management of buses at its starting point and to ensure the buses reach the college on time as directed by the Principal and the Management.
- c) Responsible for periodical maintenance of all the buses and periodical check of the log books maintained by the drivers and at the gates.
- d) Responsible to inform the competent authorities at any major repair of college vehicle and to resolve at the earliest. To provide alternate transportation at the mean time.
- e) Responsible for the transport for the staff and the students for any educational tours and visit Sports competitions etc.
- f) Responsible for timely arrangement of obtaining Fitness Certificate and payment of insurance, taxes, contractors, drivers, etc.

➤ **Estate Officer:**

- a) Must be available in the campus at any time of need, round the clock to discharge the duties under the directions of the competent authorities and the principal.
- b) Supervises and executes the works in all civil, electrical, gardening and cleaning according to the norms and standards.
- c) Acts as the In-charge of the security, sanitation, public health units of the institution and exercise control over the labours.
- d) Inspects the buildings structures, roads, etc. under his/her charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
- e) Prepares progress reports on on-going work and report the same to the authorities of the institution on a monthly basis.
- f) Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
- g) Maintain clean and eco-friendly environment both inside and outside the campus.
- h) Executes any other works assigned by the Management from time to time.

## **CHAPTER 5**

### **TERMS AND CONDITIONS**

#### **1. Working Hours:**

- a) Days: Monday to Saturday
- b) Timing: 8:30 AM to 4:15 PM
- c) Timing for HoDs: 8:30 AM to 5:00 PM
- d) Special Timings: 8:30 AM to 6:00 PM
- e) Holidays: All Sundays & Government Holidays

The management/Principal reserves the right to convert any holiday into a working day under special circumstances.

#### **2. Disciplinary Codes:**

##### **a) Dress Code:**

All faculty members must maintain Formal Dress Code with shoes (for Males); and Saree with White Overcoat with low heeled footwear (for Females) within the Campus and during On-Duties. ID card should be worn by all the faculty members in both the circumstance and must produce the card when requested by the Administrative authorities at any time.

##### **b) Usage of Mobile Phones:**

Every staff members should use the mobile phones only in case of necessity and has to avoid using of it in the corridors. All staff members are not allowed to take their mobile phones inside the classrooms or laboratories during the working hours, and found so, he/she has to provide the necessary explanation to the HoD; and the Principal has the authority of final decision.

##### **c) Attendance Policy:**

Everyday staff members must register their attendance in the Attendance Master and Biometric system on or before 8:30 AM in the morning and between 4:00 PM to 4:30 PM in the evening. Otherwise it would be marked absent and salary deduction will be made even if CL is at the credit.

**d) Late arrival and Permissions:**

Staff members are expected to report on duty prior to the time on all working days. Only 2 permissions of one hour duration are allowed for a month with intimation to the Head of the Department and the Principal. Further permission will be considered as leave. A repeated incidence of the arrival is recorded and attracts negative points in performance evaluation.

**e) Leaving the campus before time:**

In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is special concession or for On-duties. The faculty members must compulsorily produce the gate pass duly signed by the authorities in such situations.

**3. Leave Procedure:****a) Casual Leave:**

- i.** Every employee is eligible to avail up to a maximum of 6 days of Casual Leave in an academic semester. Normally only one day casual leave will be sanctioned in a month. Accumulated CL not exceeding 3 days is permitted for regular staff members.
- ii.** Prior permission from the principal should be obtained before availing casual leave. A faculty must avail CL only after making proper alternative arrangement for class and other works.
- iii.** Leave should be informed only through CL form. If leave is informed over phone (only in case of extreme emergency), CL form should be submitted to the office as soon as they rejoin duty. Failing which their absence will be considered as LLP even if he/she has CL to their credit.

**b) Compensatory Leave:**

- i.** 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.
- ii.** The record of such compensatory leave will be maintained in the department/office. The compensatory leave should be availed within two months after the actual date of working.
- iii.** Compensatory leave will not be granted to any staff during special classes, educational tours, and university practical examinations, ISO, accreditation, inspection of AICTE/university, other bodies, emergency works and special working on Saturdays/college holidays.

**c) Vacation Leave:**

- i.** Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. In general, 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 then and there.
- ii.** Every Teaching staff member who has fully served for two semesters in an academic year is only eligible to avail 21 days of vacation leave during the academic year based on their performance. In odd semester, the vacation leave will be restricted to a period of 7 days.
- iii.** Any other leaves such as CL, CH/COL, OD, etc cannot be combined with Vacation Leave. Vacation Leave may be curtailed or refused depending upon the exigencies of works. If any one does not rejoin after the expiry of the vacation period, the salary for the vacation period shall be forfeiture.
- iv.** Vacation Leave should be applied well in advance and got sanctioned before availing the same. The staff should not have any pending work. HOD's recommendation is absolutely necessary. The staff / HOD should apply independently in the prescribed application form and submit in the office.
- v.** Non Teaching Staff Vacation in winter would be 3 Working Days & in summer would be 4 Working Days.

**d) On Duty:**

- i.** On Duty will be granted only on prior permission in written from the HoD and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty. Staff should produce evidence from the Competence authority for having done the intended duty. Otherwise the absence will be treated as leave.
- ii.** The Teaching staff members will be allowed a maximum of 10days in an academic semester as ON DUTY for the purpose of attending board meetings/ Central valuation/ Hall superintendent/ Anna university Representative/ External Examiner for practical examinations connected with university/ FDP/ Seminars/ Workshop/ Industry Interactions, etc.
- iii.** All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission must be obtained in advance from the Principal.

**All leaves and On-Duties will be permitted only based on the continuity of the service at DAIT.**

**4. Ethical Standards:**

Each Faculty

- a) Shall have a sense of belonging to the Institution
- b) Shall live and lead by example in every sphere of conduct.
- c) Shall assume total dedication to the teaching profession and always have an urge to excel in professional expertise.
- d) Shall wear respectable attire, befitting the society's expectations, and keep up immaculate personal hygiene at all times and shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament that he/she wears.
- e) Shall never have the habit of chewing tobacco, smoking or consumption of alcoholic drinks and any kind of intoxication.
- f) Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- g) Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help and shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- h) Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understand the system in a better manner and shall also confer with them on any special problem pertaining to their wards; and assist them in solving their problems.
- i) Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, students or any other member of the society.
- j) Shall accept the entity of fellow staff members, honour their sentiments and respect their value system and shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of assistance required for discharging their responsibilities.



## **CHAPTER 6**

### **RECRUITMENT PROCESS**

The Heads of Departments (HoDs) will prepare Faculty requirement list as per AICTE guidelines, two months prior to the commencement of the next semester. Relevant details used to arrive at the department faculty requirement shall be submitted to the Principal. The Principal shall scrutinize the department faculty requirement list and after modifications will get the approval of the Director and the CEO.

#### **1. AICTE Norms:**

- a) The workload for the faculty as per AICTE norm is 40 hours per week.
- b) A relaxation of two hours in the work load may, however, be given to HoDs who are actively involved in administration.
- c) Two laboratory hours will be counted as one teaching hour. For laboratory sessions, the size of a batch is generally 60.
- d) Academic Projects are not to be calculated in the workload of faculty for PG programmes. For UG programme, final year Academic Project, 3 hours could be counted towards work load (1 hour each for 3 faculty members). In DAIT, as a rule, for 8th semester academic project, one faculty member will be in charge of Project Co-ordination. This is considered as a regular laboratory work. All the faculty members will get project guide-ship. This will not be considered as additional work load. All faculty members have to find time to guide, review the presentations and evaluate their students' projects.
- e) Appointment shall normally be made to fill a vacancy caused by a faculty member proceeding on medical or any other long leave including study leave. However, in case there are two or more faculty members from a department proceeding on such leaves around the same time, ad-hoc faculty will be appointed on contract basis for that period alone.
- f) Additional workload caused by a vacancy, that is likely to exist only for a few months, has to be shared among the faculty members of the department concerned.
- g) Qualification for appointment of faculty shall be as notified by AICTE from time to time.
- h) Only degrees from universities recognized by AICTE/UGC shall be treated as valid.

**2. Notification and Selection:**

- a) Vacancies shall be notified in leading newspapers / websites as decided by the management. The advertisement shall specify minimum qualifications and other requirements for the post(s) so as to meet the norms prescribed by AICTE and Anna University.
- b) The vacancies shall also be notified on the college website. Applications received against these notifications shall be considered for filling up the vacancies.
- c) At least a week time from the date of publication of the advertisement in the news papers / websites shall normally be given to the candidates to apply.
- d) The screening and short listing of the applications shall be done by the Scrutinizing Team with the help of the faculty members of the departments concerned and in consultation with the CEO / Principal.
- e) Shortlisted applications will be tabulated department wise in the prescribed format, showing the personal details of the candidates, the marks / grades obtained by them, their academic and/or other achievements over and above the minimum prescribed qualification and previous relevant experience.
- f) Candidates who have taught in AICTE/UGC recognised institutions for a period of one full academic year will be considered as having one year of teaching experience. Part time / Guest / Ad-hoc / Contract teaching appointments will not be considered for reckoning the years of teaching experience.
- g) Candidates with relevant experience in reputed industries in their area of specialization will be considered to possess qualifying experience.
- h) Study leave of a candidate for higher studies or alike shall not be considered as qualifying experience.
- i) Interviews shall normally be conducted in the month of May/June November/December. However, interviews may also be conducted at other times if situation so warrants.
- j) Date and time of interview shall be decided by the Principal in consultation with the Director / CEO. Notice for interviews shall be issued by post to the candidates sufficiently in advance or given intimation over Phone / SMS / E-mail.
- k) Interview shall be conducted by the Staff Selection Board (SSB) constituted by the Governing Council/Management. Director, CEO and Principal shall all be the ex-officio members of the Staff Selection Board (SSB). The selection board includes 2 (Two) external subject experts as well.

**3. Recruitment Procedure:**

- a) Recruitment of candidates shall be on merit and suitability as decided by the Staff Selection Board (SSB) and a rank list of suitable candidates shall be prepared based on the assessment by the board.
- b) The rank list of selected candidates shall normally be valid for a period of 6 (Six) months. However this period may be extended by the management depending on the need and circumstances.
- c) The SSB may, if deemed necessary, recommend the stage at which the pay of a candidate may be fixed in the relevant scale or may make other suitable recommendations regarding sanction of additional advance increments or service conditions of a candidate, considering the previous experience, qualifications and other academic achievements of the candidate.
- d) If the interview panel board does not make any such recommendations, the candidate shall be offered only the starting pay in the relevant scale and other benefits as per the norms of the college.
- e) Offer of appointment signed by the Director shall be sent to the candidate for acceptance as and when the vacancy arises. Intimation of the offer shall also be conveyed to the candidate over phone or by E-mail.
- f) If the candidate accepts the offer, a formal appointment order signed by the Director shall be issued to the candidate.
- g) If any meritorious candidate applies for any post even without a formal notification by the college, the management will be free to consider him/her for appointment to a suitable post, which is to be ratified by the next SSB.

**4. Joining Formalities:**

- a) Each Faculty member will be allotted with a unique Identity number by the management which will be displayed in his/her identity card.
- b) The newly selected Faculty Members are welcome with a joining kit which contains the List of Documents to be submitted viz., Employee Application Form, Order of Appointment, Application Form for issue of Identity Card, Details for inclusion in the Biometric Device, Certificate Acknowledgement, Central Library Membership Form, and Transport / Hostel Application Form.
- c) A softcopy of HR manual will be sent to their individual's E-mail.

**5. Issue of Identity Card:**

- a) Every employee shall be issued with an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Director / CEO / Principal.
- b) The identity card should be worn with a lanyard by all the staff during the college working hours and during their travel in the college bus.
- c) If any employee loses his/her identity card, the college shall provide him / her with a duplicate identity card on payment of the requisite fee.
- d) When an employee ceases to be on employment of the college, he/she shall surrender his/her identity card to the IC before his/her accounts are settled.

**6. Probation and Regularization:**

- a) The appointing authority shall be the Director / CEO.
- b) The first appointment, in the case of regular faculty shall be on probation for a period of two years. Leave during this period shall not count for this purpose.
- c) At the time of first appointment, the management has the right to direct the candidate to undergo an induction program or any other similar programme. The time spent on such programmes shall be treated as part of the probation.
- d) The performance of new faculty members on probation shall be reviewed at six months interval and the services of those found unsuitable as assessed by the management shall be terminated either during the period of probation or at the end of the probation.
- e) If the management considers it desirable, it may give an extension of probation for a further period not longer than one year but no second such extension of probation shall be given under any circumstances.
- f) On satisfactory completion of probation as decided by the management, the services of the probationer shall be regularized. The performance of regular faculty members shall be reviewed once in a semester.
- g) A newly appointed faculty member shall submit a joining report to the Director / CEO at the time of joining and is required to submit all his/her original certificates in support of age, academic qualifications and experience (if any claimed by him/her) to the PRO.

## **7. Induction Programme:**

Every newly inducted employee has to undergo a formal orientation session at the Day of Joining or within a week of joining. Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institution, staff responsibilities, faculty and staff benefits, and educational opportunities etc. The Principal will take the responsibility for providing each new faculty / staff member with the necessary on job orientation with the assistance of the respective Head of the Department. The HOD intimates all concerned, whenever a new employee joins the Institution, and makes the newly joined staff aware of all the working procedures and leave rules, etc.

a) The Induction Programme focuses on the following topics:

- ❖ Vision and Mission
- ❖ Quality Policy
- ❖ Service Guidelines
- ❖ Dos and Don'ts
- ❖ Facilities Available
- ❖ Career Opportunities
- ❖ Recognition of Service
- ❖ Service Issues
- ❖ Academic Matters
- ❖ Research Matters

b) In addition to the above, the following topics will also be discussed in detail:

- ❖ Introduction to the Dhaanish Ahmed Group of Institutions
- ❖ Internal Quality Assurance Cell and its functions
- ❖ QMS Procedures and Requirements
- ❖ Departmental Procedures
- ❖ Disciplinary proceedings
- ❖ Imparting Pedagogical knowledge
- ❖ Students' Psychology
- ❖ Counselling Procedures
- ❖ Library Information Resources
- ❖ Campus Infrastructure, Co-Curricular, Extracurricular activities

➤ **Resignation and Relief:**

**a) Resignation:**

- ii.** Any employee desirous of leaving the service shall provide two months notice or two month's salary in lieu of the notice period to the management in writing.
- iii.** The employee shall not resign in the middle of an academic year and he / she has to formally inform the principal and the management by written in advance of 2 months prior to the resignation.
- iv.** For special cases, the employee can resign at the end of odd semester by writing either in the month of September/October and for others to resign at the end of even semester by writing in the month of February/March about their intention of resignation from the services at this institution.

**b) Relief:**

- i.** After completion of 2 (two) months notice period and on submission of 'No Dues' certificate, all the original certificates, can be obtained from the Information Centre.
- ii.** All the leaves that any staff member applies during the period of notice shall not be granted. All the leaves will be therefore considered as LOP.
- iii.** The salary for the relieving month will be settled to the employee only on the salary date of the month following.

**c) Issuance of Relieving order and Service Certificate:**

- i.** Before being relieved, all the employees should hand over the charge to the appropriate person in consultation with the Head of the Department concerned and inform the same to the Principal.
- ii.** HoDs are responsible for initiating the necessary action to ensure that all college property and equipment are returned safely and a 'No Dues Certificate' is obtained from the competent authority on or before the last day of work.
- iii.** After submitting 'No Dues Certificate' by the employee, the Relieving Order and Salary cum Service Certificate will be issued.

**Relieving Order and Salary cum Service Certificate will be issued only once.**

## **CHAPTER 7**

### **SALARY, BENEFITS AND ALLOWANCES**

#### **1. Type & fixation of Initial salary:**

In general, the type and fixation of initial salary is subjected to the statutory requirements like those of the government pay scales; Anna University and All India Council of Technical Education (AICTE). Salary is fixed at the discretion of management.

##### **a) Consolidated salary:**

Usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at Dhaanish Ahmed Institute of Technology. It is fixed as per the management decision.

##### **b) Salary and Increments / Pay Scale cadre wise:**

Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and Anna University approval & management's discretion.

#### **2. Salary Increments (Rationalization):**

##### **a) Time scale of pay:**

Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations based on the performance appraisal of the employee as reviewed by the Principal and the Management.

##### **b) Repayment and Monetary Responsibility:**

The institution is authorized to withheld paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the institute or under the legal compliances and statutory obligations.

### 3. **Payroll Schedules:**

Employees are paid for all the days of the month. Payment is directly deposited with the Designated Bank (BOB – Bank of Baroda) to the employees account on the 5<sup>th</sup> of every month. Bank account is opened for all the employees joining Dhaanish Ahmed Institute of Technology within 7 days of their joining.

### 4. **Higher remuneration:**

The institution 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.

### 5. **Payroll Deductions:**

Income-tax, professional tax and contributory provident funds are deducted wherever 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 Management / Principal.

**Income-tax:** It is mandatory that all staff members must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

**Contributory Provident Fund Scheme:** Contributory provident fund facility is available to grade 3 cadre employees from the starting date of their employment.

### 6. **Honorarium Incentives**

- a) Employees receive incentives in the form of honorarium every year depending upon the performance appraisal and results.
- b) Every year the best performing faculty members are identified and honored during the College Annual Day for producing University rank holders, department toppers, class toppers, and for producing 100% result in the subject handled.
- c) Faculty Members are also promoted to higher cadre depending upon their capability and initiative, resulting in the revision of salary pay.
- d) Provident Fund Scheme is also made available to all eligible employees.



**7. Allowance granted in lieu of salary:**

Allowances are fixed at the discretion of management based on the employee's contribution to the institution. It requires approval of management and the superior authority concern to it.

**a) Dearness Allowance:**

- i.** The dearness allowance for Accommodation and for Food is paid to all the faculty members for official work. The accommodation allowance varies with places and the limit is fixed for the lodging based on the designation of the faculty member.
- ii.** The employee travelling for official work must produce proper bills for claiming the amount for accommodation to the accounts department.
- iii.** The food allowance is fixed depending on journey or places and considered for the number of meals and distance travelled.

**b) Travel Allowance:**

- i.** All the faculty members are eligible for claiming travelling allowance for official work only.
- ii.** 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 Accounts Officer / Accountant, and approved by the competent authorities.
- iii.** If the employee is travelling out of station for official work, he/she can avail advance amount, by getting approval from the Head of the Department/Principal and the Competent Authority. 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.

**8. Financial Support and Incentive for Employees under various categories:**

- i.** Incentive is offered to Government / Industry / NGO (Non-Governmental Organization) consulting projects.
- ii.** The financial support is extended to the events like funded Seminars / Conferences / Workshops etc.
- iii.** To focus the remarkable development in Research, a lump sum amount is allocated for Research Publication, book Publications and Patents.
- iv.** Financial support is provided to Attend Seminars / Conference / Workshops
  - a.** Registration fee will be paid by the Institution.
  - b.** On-duty will be extended including a day prior and a day after the Programme.

**If the expense amount crosses the limit fixed, the exceeded amount must be borne by the employee.**

## **CHAPTER 8**

### **PERFORMANCE EVALUATION AND PROMOTION**

#### **1. Performance Evaluation Policy**

Performance Appraisal/Evaluation is a benefit given to the employees in order to form a proper job matrix in the institution. It helps the employees for self development, student enrichment and contributes more towards the growth of the institution. The following factors are taken into consideration for Faculty Performance Evaluation.

##### **a) Academics:**

The Faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

- i.** Course File & Lecture Notes
- ii.** Students Feedback
- iii.** University Exam Result (Pass %)
- iv.** University Exam Results Subject Average
- v.** University Ranks

##### **b) Faculty Mentoring & Counseling:**

Every Faculty is a Mentor and for every Mentor maximum of 10 students are assigned as their Mentees. The Mentor is responsible for their Mentees development in Academics, Extra-curricular / Co-curricular activities, sports, placement training and personal counseling. The performance of the Mentees reflects the performance of the Mentor (Faculty).

##### **c) Service to the Department / Institution:**

The Faculty performance is also evaluated by taking into account the amount of work done in their respective department for its development and their contribution towards institution growth. The following factors are taken into account for the evaluation of the Faculty,

- i. Department Activities** such as Project Coordinator, R&D Coordinator, Time Table Coordinator, Mentorship, Placement & Training In-charge, EDC Cell Coordinator, TRIC coordinator, Seminar Coordinator, Alumni Coordinator, Internal Test Coordinator, Lab Development In-charge, Dept Brochure Preparation, News Letter In-charge, etc.
- ii. Extension Activities** such as Association In-charge, IV-IPT coordinator, Value Added Courses coordinator, Arrangement of Industrial Visits, Arranging IPT, Arranging Guest Lectures, Signing MOU with Industry, Consultancy & Industry relation, Arranging Placement, etc
- iii. Institution Development & Documentation** such as AICTE & AU Affiliation, ISO, NAAC, NBA Program Coordinator, Student Project Proposals Seminar Proposals submission, Research Proposals submitted, Research Proposals sanctioned, Patents, Organizing Symposium, Workshops, Seminars, Organizing National and International Conferences, Committee Member of Programs / Events, etc.

**d) Faculty Professional/Personal Development:**

The institute concentrates more on Faculty Development in their personal & Professional life. The institute encourages its entire Faculty crew to undergo Quality Improvement Programs, Conferences, Seminars and other Training Programs. The Faculty's performance is evaluated under the following parameters,

- i.** Publishing Books (International, National and Local)
- ii.** Publishing Journals (International and National)
- iii.** Publishing in Conference(International and National)
- iv.** Special Lectures Delivered
- v.** NPTEL, similar online course certification.
- vi.** PhD Completion
- vii.** PhD Guidance (Completed)
- viii.** Reviewer of International Journal
- ix.** Attending Seminars, Workshops, FDP etc.,
- x.** Membership in Professional Bodies
- xi.** Achievements
- xii.** Professional Society Coordinator.

## 2. **Promotion Policy**

All the promotions purely depends on the satisfaction of the management based on the performance and laid principles followed by the individual.

- i.** A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills.
- ii.** Promotions are based on the merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the competitive authority of the Management reserves the right to do so.
- iii.** Promotions during probation period are subject to an administrative approval for the same, by Principal.
- iv.** Employees are encouraged to apply for any position for which they are qualified and should contact the Principal for specific information.
- v.** When an employee is promoted either on applying for an advertised position or via there classification process, the employee may receive appropriate pay/remuneration based on an employee's exceptional experience and/or educational qualification, dedication and job responsibility.
- vi.** A faculty desiring of promotion to a higher post need to appear for presentation with necessary proof for claim in front of the Appraisal Committee appointed by the Management (Principal / Head of the Department) and only on the recommendations of the appraisal committee he /she is granted promotion.
- vii.** Promotions are approved only when the faculty satisfies the eligibility criteria prescribed by Anna University and after successful presentation before the Appraisal Committee.

## **CHAPTER 9**

### **GRIEVANCES AND APPEAL PROCEDURE**

➤ **General Grievance Cell and Its objectives:**

A Grievance is any complaint by an employee concerning any aspect of the employment in the institution. Every employee shall represent his/her grievance for redressal only through proper channel.

The institution 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 institution 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 setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the institution,

- a) **First Level** – The employee attempts to remedy 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.
- b) **Second Level** – The second level includes the Head of the Department. If the problem pertains with the Head of the Department, the employee may proceed directly to the third level.
- c) **Third Level** – If the grievance is not resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.
- d) **Fourth Level** - If the grievance is not resolved at the third level, the employee presents his / her grievance to the Management.

➤ **Complaints cum Redressal Committee:**

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

➤ **Facility:**

Mail id '[suggestions@dhaanishcollege.in](mailto:suggestions@dhaanishcollege.in)' for Feedbacks and Suggestions, cum complaint have been created by the Management in which the students and the staff members can send in writing their grievances and their suggestions for improving the academics and administration in the college.

Hand written complaints can be dropped in the Information Centre or to the Head of the Departments / Principal. Written complaints are encouraged; however one may choose to remain anonymous.

➤ **Recommendations:**

Recommendation of the members of the complaints cum 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 within ten 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 institution must 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 and the Management. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

## **CHAPTER 10**

### **TRANSPORT AND HOSTEL POLICY**

#### **1. Transport Policy**

1. Using of college transport is not compulsory and only those faculty members who agree to abide by the transport rules of the college are advised to use the college transport.
2. The college transportation is free for all the faculty members irrespective of cadre. The transport department has the authorization for changing the boarding / dropping point for faculty members from time to time.
3. The Management has the full rights to charge fee for transportation from the faculty at any point of time with a notice period of 1 month.
4. Faculty Members who want to use the college transport should submit the College Transport request Form along with a photo to the college at the beginning of the academic year. The boarding/dropping point should be given clearly in the requisition form.
5. Faculty Members traveling in the college bus must follow the self discipline rules and maintain decorum throughout the journey, and should not create any disturbance to others.
6. Faculty Members are requested not to damage the seats or any other parts of the Bus during travel. Failure to do so, the individual will be fined; disciplinary action will be taken and may not be permitted to use the College Transport facility again.
7. Faculty Members travelling in College Bus are responsible for the disciplinary activities of the students and should report any issues to Principal immediately. Failing to do so, disciplinary action will be taken and may not be permitted to use the College Transport facility again.
8. Faculty Members must be at the boarding point on time, and no staff has the authority to hold the bus for their arrival at the boarding point.

## **2. Hostel Policy**

- 1.** Admission is open to full time Faculty Members of DAIT. Preference will be given to out station faculty members and it is subjected to availability. Admission to the Hostel will be cancelled if incorrect or false information is furnished.
- 2.** The Hostel is based on monthly rental including food; the amount shall be deducted from the salary. The rental shall be revised by the management at any point of time.
- 3.** All the faculty members should maintain self discipline and all staff members including paying guests are responsible for the disciplinary activities of the students inside the hostel, mess, play ground, etc and should report any issues to the Principal and the Management immediately. Failing to do so, will be terminated from the Hostel immediately.
- 4.** The rooms are allotted for 4pax, and must cooperate with the authorities and inmates. The rooms must be kept neat and clean. The Management Representatives are empowered to check the hostel rooms at any time and the equipment/materials.
- 5.** Staff should lock the rooms so as to keep their valuables safely and the administration will not entertain complaints regarding theft of Lap Tops, Cell Phones, Cash, Jewells, etc.
- 6.** Staff members are strictly forbidden from using personal appliances like hot plate, electric iron, cookers, etc. However, to use other appliances such as table fan, night lamp, study light, etc, and permission will be given on specific request. Members should not tap electricity from other than the points provided for the purpose.
- 7.** Staff members are expected to use the electrical appliances and furniture's in an efficient manner, without causing any damage. None of the furnishings / appliances provided in individual rooms or common areas can be removed and/or relocated.
- 8.** Staff members using computers/laptops are not permitted to use multimedia speakers. Violation of this will be viewed seriously.
- 9.** Staff members are not allowed to play any kind of sports / games inside the Hostel block other than in the allotted space and play ground.
- 10.** Staff members should not entertain any guests or vendors inside the hostel blocks.



- 11.** Staff members should not arrange or encourage any celebrations, function, meeting, or religious gathering within the hostel campus.
- 12.** Staff members are responsible for the Evening Study Hour of the students as per the direction of Principal. The students must be in proper dress code during the time.
- 13.** Staff members 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 expulsion from the hostel and college in extreme cases.
- 14.** No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion from the hostel and college in extreme cases.
- 15.** Charges for any damages to the property as well as to the furniture and fixtures caused by staff members' negligence will be recovered from those staying in the said Hostel room.
- 16.** Activities involving recreation or exercises will be carried out in such a way that they do not cause 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.
- 17.** If the staff members are facing any difficulty adjusting with the roommate and unable to resolve the issue, the matter must be reported to the administration / principal immediately.
- 18.** If any staff plans to stay away from the hostel after 9.00 pm, they have to plan in advance and inform the Deputy Warden and Principal.
- 19.** Smoking, consumption of Liquor or any intoxicants like narcotics, etc inside hostels and common areas is not permitted. If any staff indulge in such activity will be expelled immediately in addition to other disciplinary actions.
- 20.** 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 staff liable for severe disciplinary action and even expulsion from the hostel & College.

## **ACKNOWLEDGEMENT**

I acknowledge that I have read and understood all the policies provided in this **Human Resource Manual and Institution Code Book**. I assure that I will abide by all the rules and regulations imposed in this manual and to be framed by the Management time to time. I also ensure that I will produce the best in all the roles and responsibilities given to me at all times.

Department of \_\_\_\_\_

S.NO.	NAME OF THE FACULTY & DESIGNATION	SIGNATURE
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Signature of the HOD

Signature of the Principal