

# **DHAANISH AHMED INSTITUTE OF TECHNOLOGY**

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



## **Human Resource Policy**

### **About us:**

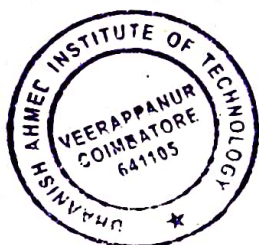
Dhaanish Ahmed Institute of Technology (Dhaanish iTech) was started in 2013, and currently offers Nine UG programmes in various disciplines. The college is approved by AICTE, New Delhi, and is affiliated with Anna University, Chennai and Accredited with National Assessment Accreditation Council (NAAC). The prime concern of the entire institution is to develop the creativity that technology anticipates and impart quality education to enable students to build a great future for themselves. Our management has more than 49 years of experience in providing quality education and about 23 years of experience in producing successful engineers.

### **Our VISION:**

To establish a world class institution that is recognized as a 'Centre of Excellence' offering education and fostering Research, Innovation and Entrepreneurial Attitude with a blend of social and moral values to serve the community and our nation with a futuristic perspective.

### **Our MISSION:**

- To enhance affordable and quality education with moral values and professional ethics in order to meet the needs of industries and achieve excellence in teaching-learning process.
- To encourage the practice of high standards of professional ethics, transparency and accountability.
- To infuse the importance of entrepreneurship and its values amongst the students.
- To maintain a good rapport with other academic & research institutes as well as industries in order to strengthen the education and the multidisciplinary research.
- To elevate the harmonious growth of students, academicians, staff, society and industries, thereby becoming a center of excellence in technical education.



  
**Dr. K.G. PARTHIBAN, M.E., Ph.D.,**  
Principal & Professor  
Dhaanish Ahmed Institute of Technology,  
Dhaanish Avenue, K.G. Chavadi,  
Coimbatore - 641 105.

## **1. GENERAL RULES:**

### **1.1 Working Days and Timings:**

The College functions from Monday to Saturday every week. The College working hours is from 8.50 AM to 4.30 PM for Faculty and Staff members. The Class timings are between 8.45 AM and 1.00 PM in the FN session. The Lunch break is from 1.00 PM to 1.50 PM and the AN session is between 1.50 PM and 4.30 PM.

### **1.2 Maintenance of Attendance:**

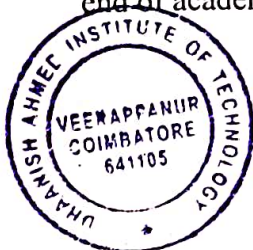
Manual attendance system is followed for both faculty and staff members. Entry time in the morning is before 8.40 AM and exit time is after 4.30 PM. All faculty and staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to make entry in the outgoing register / movement register at Principal office before leaving the work place.

### **1.3 Late Register (LR):**

Late Attendance / Late Register (LR) is followed for the faculty / staff members.

## **2. SERVICE POLICY**

1. Salary certificate will be provided only if the faculty rendered their service with a minimum of 6 months from the date of joining
2. Service certificate will be provided only if the faculty rendered their service with a minimum of 1 year from the date of joining
3. Faculties willing for higher studies will be approved with a minimum of 1 year from the date of joining
4. Relieving from the service with a prior notification as per institutional norms by the end of academic year only.



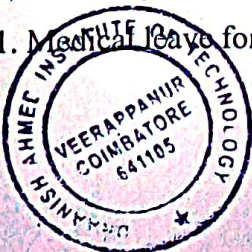
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5. Termination of faculty service will be based on the feedback of Management, HoI, HoD KPI, students based on institutional norms.
6. The staff members are prohibited from accepting valuable gifts in any form from the Students / Parents / Companies having business transactions with the college.
7. Any breach / violation of any of the above Code of Conduct (COC) by the staff or any other act by him / her which is prejudicial to the interests of the institution will make him / her liable to disciplinary proceedings and punishment on enquiry and proof.
8. The college provides financial support to faculty members for attending conferences, seminars, workshops and FDPs/SDPs etc. with registration fee and TA/DA.

### **3. LEAVE & OD POLICY**

1. Faculty can avail one Casual Leave (CL) per month. If not, it will be carried away to next month.
2. Existing CL & Compensation leave (CH) should be availed within each semester, ODD semester – July to December & Even Semester – January to June
3. In case of emergency, faculty can avail Loss of Pay (LoP) monthly twice. Exceeding this it will be deducted as double LoP per day.
4. One hour Permission will be approved based on closing hours of college timings on the day of availing permission.
5. CH will be valid for two months. The form should be submitted immediate morning.
6. CL, CH & On duty (OD) cannot be availed prefix or suffix during University OD (UOD) & vacation slot.
7. Ph.D pursuing scholars can avail OD twice per semester. Synopsis – two days & Viva voce – two days.
8. Seven days OD approved per semester for all faculty cadre based on minimum seven months of Experience. HoD's can avail squad duty two days/ semester.
9. New faculties can avail CL/ month after the completion of one month service period from the date of joining.
10. Maternity leave for a period of 30 days
11. Medical leave for faculty more than 5 years – 5 working days/year



  
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#### 4. RESEARCH & DEVELOPMENT

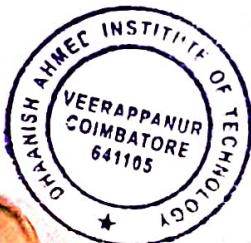
1. Minimum one Scopus indexed journal & patent / semester - publications mandatory by all faculties.
2. Best faculty, Best department, Research endowments will be honored 10<sup>th</sup> of every month.
3. Participation of FDP/Seminar/Workshop can avail OD & the same should be presented immediately to other faculties.(3 Days/Semester)
4. Ph.D pursuing scholars should present their topic to avail their research OD.  
(2 Days/Semester)
5. Funding grants should be applied minimum 2 / semester. 10% of total funding will be refunded to initiator.

#### 5. PROMOTION POLICIES:

DAIT has established a detailed process for carrier progression for its staff members. The carrier progression for a faculty who join as Assistant Professor, Associate Professor and then Professor. The staff members are promoted considering their educational qualification and experience. The performance of Faculty is monitoring through performance appraisal system annually and carrier advancement. The norms given below,

##### 5.1 Engineering Stream: As per Anna University/AICTE/UGC Norms

- Assistant professor to Associate professor (with Ph.D.) - Total 5 years experience of which 2 years shall be after completion of Ph.D.
- Assistant Professor to Associate Professor (without Ph.D.) - Total experience of 13 years after completion of PG Degree. (M.E. /M.Tech.)
- Associate Professor to Professor (Ph.D. along with First class in UG/PG degree is essential) - Total 13 years experience or total 10 years of experience of which 5 years should be as Assistant Professor.



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## **5.2 Science & Humanities Stream: As per Anna University/AICTE/UGC Norms**

- Assistant Professor to Associate Professor (with Ph.D.) - Total 7 years experience of which 2 years shall be after completion of Ph.D.
- Assistant Professor to Associate Professor (without Ph.D.) - Total 15 years of experience after completion of PG degree.
- Associate Professor to Professor - (Ph.D. with, at 55% marks in PG degree is essential - Total 13 years of experience or total 10 years of experience of which 5 years should be as Associate Professor. The staff members do a self- evaluation of their performance and make a presentation to Panel members.

## **6. STANDARD CONDUCT OF COLLEGE FACULTIES/TEACHERS:**

The code of conduct for faculty normally addresses the matters to related conduct of teachers such as teaching, learning, evaluation and relationship with the students, associated staff, management, parents' duties and responsibilities with moral & professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

- Maintain decorum both inside and outside the classroom and set a good example to the students.
- Should act with integrity, comply with laws. Plagiarism of any nature is prohibited. Maintain a professional work environment and comply with institutional policies.
- Welcome and support people of all backgrounds and identities. This includes members of any race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.
- Always conduct professionally. Be kind to others. Do not insult or put down others. Treat others as you would like be treated. Harassment and exclusionary behaviour aren't acceptable



**Dr. R.G. PARTHIBAN.M.E.,Ph.D.**  
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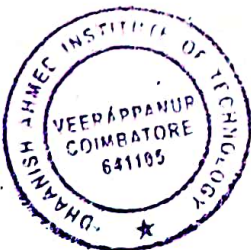
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**NAAC**  
Accredited Institution



- It is essential that one should avoid relationships and activities that hurt or appears to hurt, their ability to make objective and fair decisions and thus avoid conflict of interest.
- Protect institution assets, including physical, intellectual and electronic or digital properties
- To be regular and punctual in attendance. This means being in the college, ready to work, at starting time each day. Absenteeism and tardiness burden is very rare in the institute.
- As per the rules of the institute, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave, failing which the leave will be treated as unauthorized and necessary action will taken up
- The institute executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails, or pictures of an insulting or degrading sexual nature.
- Being under the influence of illegal drugs, alcohol or substances of abuse is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited
- Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.
- Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty should sport their ID cards in campus.



**Principal**

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