JEPPIAAR INSTITUTE OF TECHNOLOGY

KUNNAM, SUNGUVARCHATRAM,

SRIPERUMBUDUR (TK), CHENNAI -631 604.

Human Resources Policy Handbook

Human Resources Policy Handbook

Version: 2.0

Release Date:

Prepared By

Dr.L.M.Merlin Livingston   Principal

Approved By

Dr.N.Marie Wilson   Managing Director

We would like to align our policy guidelines with employee needs of the institution. Therefore, Jeppiaar Institute of Technology may change these policies at any time subjected to condition. This Manual is therefore, designed to allow updates (deletions and additions) as and when the management of Jeppiaar Institute of Technology deems it necessary for the general benefit of the Employees and the Institution.

As we move ahead, there will be changes that may need to be reflected in this manual. When such revisions occur, the Custodians will receive these updates along with directions to replace a page in a particular policy or simply replace the entire policy within a section.

Preface

The Management **of Jeppiaar Institute of Technology** understands that Principal and the 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.

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. Based on statutory requirements, the policy can be changed with the permission of the management. Updates will also be informed to employees by circular & Emails.

STAFF POLICY DOCUMENT

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

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1. BASIC INFORMATION

Name of the Institution :   JEPPIAAR INSTITUTE OF TECHNOLOGY

Registered Address   :   Kunnam, Sunguvarchatram,

Sriperumbudur (TK), Chennai -631 604.

Name of the Trust   :   Jeppiaar Remibai Educational Trust

(A Christian Minority Institution)

Courses Offered   :

Under Graduation

The college offers Seven distinctive departments

Degree Programs	Date of Establishment	Total Number of Seats
B.E – Computer Science Engineering	2011	60
B.E – Electrical and Electronics Engineering	2011	60
B.E – Electronics and Communication Engineering	2011	120
B.E – Mechanical Engineering	2011	120
B.Tech – Information Technology	2011	60
B.Tech -Artificial Intelligence and Data Science	2021	60
B.Tech –Computer Science and Business Systems	2022	30

Post-Graduation:

Degree Programs	Date of Establishment	Total Number of Seats
MBA-Master of Business Administration	2021	60

Location of the Institution:

Jeppiaar Institute of Technology is a **Christian Minority Institution**, affiliated to Anna University, Chennai**, approved by AICTE** and certified with **ISO 9001:2015**. It was established in 2011 by our Honourable Chairman Late Col. Dr. Jeppiaar. The concept of building environment-friendly sustainable living practices is achieved in our Green Campus situated among the Electronic Belt of Sriperumbudur in a **widespread area of 12.52-acre** land at Kunnam, Sunguvarchatram, Sriperumbudur, Chennai.

Jeppiaar Institute of Technology is an entity of the Jeppiaar Remibai Educational Trust. Our honorable **Chairman Late Col. Dr. Jeppiaar is well known for his dedication** to spreading knowledge among the youth of India through technical education.

Dr. N. Marie Wilson, our Managing Director, works ceaselessly to propagate technical and professional education for the advancement of students with the right attitude and requisite skills to accelerate them into higher strata in their respective fields. Today, Jeppiaar Institute of Technology acts as a springboard for thousands of aspirants for a world-wide career with the support of a team of experienced faculty.

2. VISION AND MISSION

Vision

Jeppiaar Institute of Technology aspires to provide technical education in futuristic technologies with the perspective of innovative, industrial, and social applications for the betterment of humanity.

Mission

To produce competent and disciplined high-quality professionals with the practical skills necessary to excel as innovative professionals and entrepreneurs for the benefit of society.

- To improve the quality of education through excellence in teaching and learning, research, leadership, and by promoting the principles of scientific analysis, and creative thinking.

- To provide excellent infrastructures, serene and stimulating environment that is most conducive to learning.
- To strive for productive partnership between the Industry and the Institute for research and development in the emerging fields and creating opportunities for employability.
- To serve the global community by instilling ethics, values, and life skills among the students needed to enrich their lives.

3. OBJECTIVES

Objectives for Students

- To obtain an overall pass percentage 80% among I, II, III & IV, respectively.
- To produce a determined number of university rank holders in every academic year.
- To offer 100% placement to all the student fraternities who have opted for Placements.
- Students are insisted to do one online certification course each in MOOC that showcase their knowledge potential beyond the curriculum.
- Students are instructed to go for Internship/ Inplant training programs that are organized under Government/Non – Government sectors for a minimum period of 10 days.
- Students can attend any technical/Non – technical events organized by other institutions to improve their career profile with proper notice prior.
- Students are instructed to do their Mini projects for every semester. In turn, these ideas and projects will be published in reputed conferences/journals and further guided to patent their ideas.
- Awareness programs will be organized for the student community for Higher Education & Entrepreneurship.
- The Value-Added Education Courses aim to provide additional learner-centric graded skill oriented technical training, with the primary objective of improving the employability skills of students.

Objectives for Staff

- To obtain 100% pass percentage in their respective subjects allotted by the Heads of the Department.
- Consistency in Academic results
- The teaching staff is instructed to publish a minimum of 2 Scopus/ 1 Web of Science paper per semester.
- A minimum of one FDP/ Seminar/ Workshop per semester.
- Minimum of one online course in NPTEL and MOOC.
- A **research project** is a scientific endeavor to answer a **research** question. **Research projects** may include:
  - Case series
  - Case-control **study**
  - Cohort **study**
  - Randomized, controlled trial
  - Survey
  - Secondary data analysis such as decision analysis, cost-effectiveness analysis, or meta-analysis.

4.JIT - GOVERNING COUNCIL

The Rules and Regulations for governance are framed by the Planning and Monitoring Board and the Governing Council.
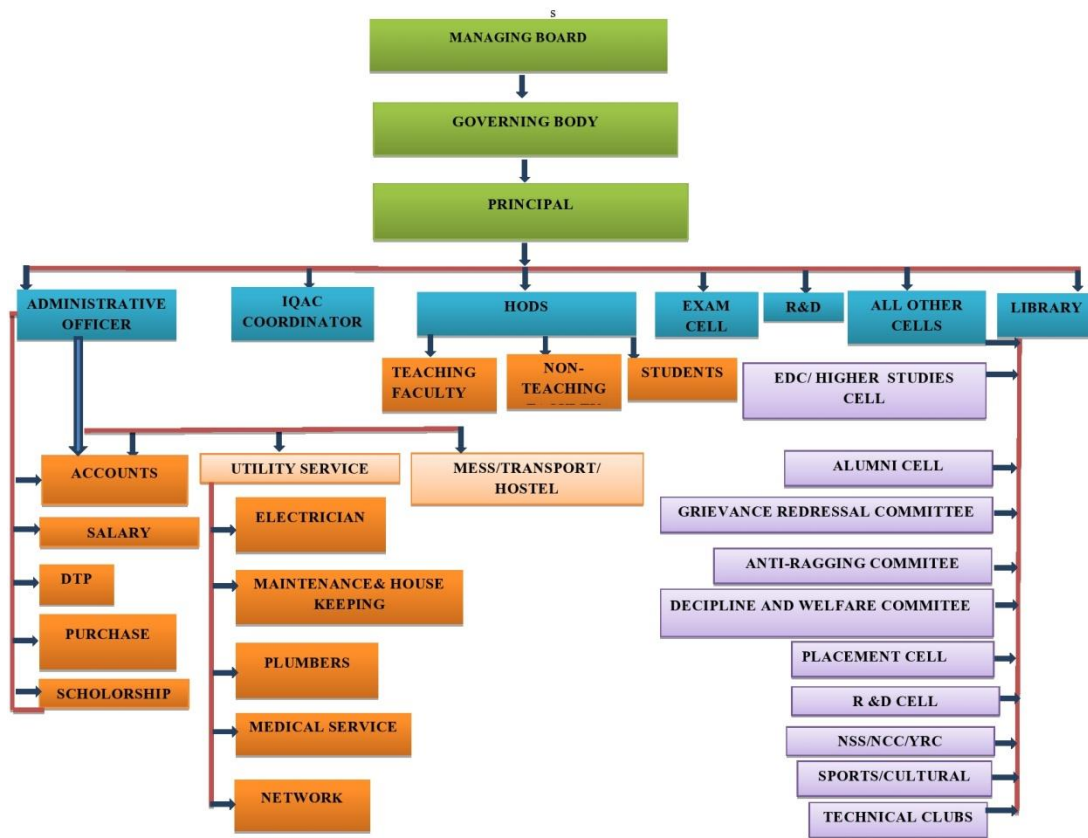
Name	Position
Dr.N.Marie Wilson	Managing Director, Jeppiaar Institute of Technology.
Mr.Viswanathan Venkatasubramaniam	Direct Talent Acquisition, WIPRO Technologies
Mr. Bala Murugan S.P.	Co-Founder, GUVI Geek Technologies
Dr.L.M. Merlin Livingston	Principal, Jeppiaar Institute of Technology
Rev.Fr. Michael A	Academic Advisor-Jeppiaar Institute of Technology
Dr. S. Xavier Alphonse S.J	Director, Indian Centre for Research and Develoment of Community Education (ICRDCE)
Dr. K. Gopalakrishnan	Professor and Advisor, Nagarjuna College of Engineering and Technology,Secretary General, Indian Technology, Congress Association.

5. HIERARCHY LEVEL

The management will have the following positions of hierarchy in all the department

ORGANOGRAM (ORGANIZATION CHART)

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                              MANAGING BOARD
                                    │
                              GOVERNING BODY
                                    │
                                PRINCIPAL
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| ADMINISTRATIVE OFFICER | IQAC COORDINATOR | HODS | EXAM CELL | R&D | ALL OTHER CELLS | LIBRARY |

- TEACHING FACULTY
- NON-TEACHING
- STUDENTS
- EDC/ HIGHER STUDIES CELL

- ACCOUNTS
- UTILITY SERVICE
- MESS/TRANSPORT/ HOSTEL

- SALARY
- ELECTRICIAN
- ALUMNI CELL

- DTP
- MAINTENANCE& HOUSE KEEPING
- GRIEVANCE REDRESSAL COMMITTEE

- PURCHASE
- PLUMBERS
- ANTI-RAGGING COMMITEE

- SCHOLORSHIP
- MEDICAL SERVICE
- DECIPLINE AND WELFARE COMMITEE

- NETWORK
- PLACEMENT CELL
- R &D CELL
- NSS/NCC/YRC
- SPORTS/CULTURAL
- TECHNICAL CLUBS

The management will identify and implement necessary changes to maintain the suitability and effectiveness of the quality policy.

6. RECRUITMENT POLICY

- The principal shall assess the staff required for the subsequent academic year in April every year.
- The principal will collect the teaching and non-teaching staff requirement list from the respective heads of the department.
- As per norms, the Teacher-Student Ratio must be 1:20. In this regard the following cadres (Assistant Professor, Associate Professor & Professor) of Recruitment need to be done accordingly.
- The faculty recruitment process is done transparently by a panel of division chair, department chair, technical & non-technical experts.
- The selection committee shall prepare a job description for the candidate to be recruited.
- The committee shall augment candidature to a ratio of 1:3 for every position to be filled, from any or all the following sources.
    - Advertisement in the newspapers
    - File maintained for strong unsolicited applications.
    - Campus recruitment team
    - College mail ID
- The committee deemed to be fit may also conduct walk-in interviews to augment the required candidates.
- The committee shall shortlist the candidates in the following process.
    - Personal Interviews – (Through online/ in-person)
    - Aptitude Tests, Including Classroom Demonstrations
- The committee shall finalize the short-listed candidates and submit their recommendation along with the personal data sheets of the candidates to the principal and managing director who in turn interview the candidates and decide on the appointment.
- An offer of appointment shall be released by the Managing director.

Assistant Professor:

- B.E./B.Tech. /B.S. and M.E. /M.Tech./M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees - Graduate is eligible for appointment as an Assistant Professor in Engineering Departments.

- MSc/ MA with additional MPhil qualification, 1st class graduates with qualified NET/SLET is eligible for appointment as an Assistant Professor in Science and Humanities Department.

- Bachelor's Degree in any discipline and Master's Degree in Business Administration/ PGDM / C.A. / ICWA/ M.Com. with First Class and 2 years of relevant experience professional experience after acquiring the Master's degree is eligible for appointment as an Assistant Professor in Master of Business Administration Department.

Associate Professor:

- Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch with minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience and at least total 6 research publications in SCI/SCIE/UGC / AICTE approved list of journals is eligible for appointment as an Associate Professor in Engineering Departments.

- Ph.D. degree in the relevant subject with 8 years' experience in teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry and minimum of seven publications in the peer-reviewed or UGC-listed Journals is eligible for appointment as an Associate Professor in Science and Humanities Department.

- Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch with Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience and At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals is eligible for appointment as an Associate Professor in Master of Business Administration Department.

Professor:

- Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch with Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor. At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion OR At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion is eligible for Appointment as Professor in Engineering Departments.

- Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals and A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate OR Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience is eligible for appointment as Professor in Science and Humanities Department.

- Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch with Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an associate Professor and At least 6 research publications at the level of Associate Professor in SCI /SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor /Co-supervisor till the date of eligibility of promotion OR At least 10 research publications at the level of Associate Professor in SCI/SCIE journals / UGC /AICTE approved list of journals

till the date of eligibility of promotion is eligible for appointment as Associate Professor in Master of Business Administration Department.

Principal

- Ph.D. degree and First class or equivalent at either Bachelors or Masters level in the relevant branch in Engineering & Technology.
- At least two successful Ph.D. guided as supervisor / Co-supervisor and minimum 8 research publication in SCI/SCIE/UGC/AITE approved list of journals.
- Minimum 15 year of experience in teaching / research / industry, out of which at least 3 years shall be at the post equivalent to that of professor.

7. STATUTORY OBLIGATIONS

Identification, Attendance, and Identity Card:

- Pan Card, Aadhar Card & Bank Account No.
- Be on time.
- Every employee shall be provided with an Identity Card indicating his/her name, personnel number and affixed with a stamp size photograph.
- The employee shall show the Identity Card to the security guard on duty at the gate or to any person authorized by the Management, while entering and coming out of the College, and/or whenever asked for.
- Identity Card is not transferable, and breach of this order will be misconduct and the employee is liable for punishment following the standing orders.
- If the employee loses his/her Identity Card, he/she should obtain a duplicate Identity Card by paying the necessary cost along with one stamp size photograph for issuance of an Identity Card.
- Every employee, to whom an Identity Card has been issued, upon termination/resignation of his/her service or before proceeding on leave preparatory for retirement or allowing his/her suspension from work, surrender his/her Identity Card to the respective Department.

College Timings and Working hours:

- The Institution working time is from 8.00 AM to 2.45 PM and has 8 working periods per day.
- The institution works for five days and a total of 40 hours per week.
- However, the 6th day in the week will be a working day if necessary/if there is a shortage of working days/periods.
- The office time is from 8.00 AM to 5.00 PM.
- However, the employees may be required to come to college at an earlier time depending upon the special requirements during events such as College Day, Graduation Day celebrations, etc., and also during Exam and other special coaching activities.

Teaching Days:

- The institution should have at the most 150 full teaching days per year with 75 full teaching days per semester. Teaching Days here shall mean actual classroom/laboratory functioning excluding the days of Practical & Theory examinations.

Dress code

Everyone in our organization must dress in a way which:

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

8. LEAVE RULES AND REGULATIONS

Application for Leave:

- Any application for leave shall be made online through the Campus Management System (CMS) in a prescribed leave form to the competent authority to grant leave without fail.

Leave on Emergency Grounds shall be entertained as a special case. Such leaves shall be brought to the notice of the PRINCIPAL/HOD, before the commencement of the College working hours. Except for emergency cases, prior approvals need to be obtained from the Head of the Department.

Casual Leave:

- All Teaching & Non - Teaching faculties are eligible for 11 days CL during the academic year. Un-availed leaves can be carried over to the subsequent month, that is one day per month unveiled a portion of leaves are entitled to a subsequent month within the academic year.

- Teaching and Non – Teaching Faculties who have not completed one year of service can avail only on a prorated basis of one-day CL a month.

- Saturdays (if not working days), Sundays, and on other Holidays, leaves availed including the suffix/prefix period will be treated as LOP. Only on Emergency, the leave will be treated as Casual Leave.

- In case of emergency, leave, intimation should be given through phone.

- Proper job alteration should be made before proceeding on leave.

- In case of emergency leave, HOD should make alternate job arrangements and normal working hours should not be affected.

- The principal will be the leave sanctioning authority for all the HODs, Teaching Faculty, and Non-technical staff.

- Any Excess leaves availed by the Faculty/Non – Teaching Faculty will be treated as LOP. If it is genuine, the HOD recommends the same to the Principal to sanction that period as Leave.

- Leave / on-duty approval has to be obtained from the competent authority before leaving the campus, with intimation. Otherwise, that portion of leave will be treated as a loss of pay.

- No leave to be availed (prefixed or suffixed) prior/after vacation.

- Vacation and On Duty cannot be combined with CL. If any discrepancies the entire portion of the leave will be treated as LOP.

- Casual Leave not availed in any calendar year cannot be carried over to the next academic year.

- The recognition of the presence of the individual for work is done based only on the signature of the individual in the attendance register kept for that purpose.

- It is the responsibility of the faculty to make an alternative arrangement for the classes missed because of the casual leave. The HOD will monitor and take suitable steps to see that all the classes are engaged. The same should be intimated to the Principal.
- The Teaching/ Non-Teaching staff can avail permission one hour after the college commencement in the forenoon session and the Afternoon session one hour before the closing.

- **Maternity/Paternity Leave:**

- All women faculty/staff may avail three months of maternity leave twice during their service period, along with three months of full pay and allowance and is limited to the first two living children.
- Gents staff members are entitled to 7 days of paternity leave.
- Maternity leave will not be debited to the leave account.

Vacation:

- Faculties who have completed one year of service are eligible for vacation leave for 30 days. But those who have not completed one year of service are eligible for the vacation only the period of when the institution is closed.
- The vacation leave can be availed at one 30 days or in part of a minimum of 15 days twice.
- Only intermediate Saturdays, Sundays, and Public Holidays will be added to the vacation leave.
- Vacation leave cannot be combined with CL or OD.
- Vacation leave must not be availed during the semester except in case of an emergency and with prior permission.
- The vacation leave mentioned above is inclusive of common vacation declared by the Institution at the end of the academic year.

On Duty:

On duty for Faculty will be granted for the following.

- For attending as External Examiner for Practical and Theory Examination.
- Attending Conferences and Seminars on behalf of the Institute.

- Participating in National and International Technical Competitions along with students.
- On Duty leave can also be provided for attending a meeting with AICTE, Anna University, etc., where a faculty is invited to share his/her expertise with academic bodies and government.
- The faculty on duty is expected to produce proof of attendance to the office concerned immediately on return.
- Faculties are provided on duty for higher studies whenever necessary.

Permission:

- 0Two permission of one-hour duration each can be availed by the faculty and staff in a month either for the first hour or last hour of the working day and not in between.
- Three Late attendances, lesser than one-hour duration, shall be considered to One Day Loss of Pay.

Medical Leave:

- Medical leave shall be availed up to ten days for Staff members with full pay.
- This leave should be accompanied by Medical Certificate for more than three days.

Marriage Leave:

All faculty/Staff members may avail of marriage leave during their service period for 15 days with full pay.

9. SALARY

The total gross payment includes Basic Pay, Grade Pay, House Rent Allowance, Dearness Allowance. Deductions from the salary are Income tax, Provident fund, Professional tax and all other statuary deductions which may be applicable from time to time**.**

10. FACULTY DEVELOPMENT POLICY

Career Advancement:

- For movement into Grades of Associate Professor and above, the minimum eligibility criteria will be Ph.D.
- Faculty without Ph.D. can go up to the level of Assistant Professor.
- An Associate Professor with a Ph.D. and a minimum of 5 years' service will be eligible for consideration for appointment as a professor.

- For every upward movement, the selection process as per the rules and regulations of Anna University, to which the institution is affiliated, would be followed.
- The period spent on higher studies is reckoned as experience to award on a higher scale.

Higher Studies:

To grow along with the institute, one/two faculty are granted and sponsored for higher studies in their field at Various Universities. This includes both Doctoral Program Master's degree, and a Undergraduate degree.

Preference will be given for the Doctoral Programs, followed by Master Degree and Second Master Degree programs on the execution of a bond to the effect that he/ she shall serve the institution for 5 years in respect of Doctoral programs and 3 years in respect of Master's programs and that in case he /she fails to complete the said programs and further that he/she does not serve the institution for the full period as per the bond on return after successful completion of studies. He/she would refund the assured amount as per the bond executed.

Faculty Development Programme, Seminars, Workshops, and Conferences:

- The management encourages all the faculty members to attend seminars, workshops, and conferences and for the selected programs, the faculty members are sponsored with on-duty on that day.
- The faculty are being deputed to faculty development programs, short term/ orientation courses during vacation or non-vacation days without affecting the academic work, preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.
- The period of absence is treated as "ON DUTY" during the period of attending the courses.

Travel Grant:

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

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

Process followed for travel grant:

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

Promotion of In-House Research and Development:

- The Institution aims at promoting Research & Development, Consultancy, and such other professional promotional activities, involving the faculty at various levels. It encourages the faculties to undergo In-House R & D activities along with the students.
- The faculty involving in research is encouraged for getting substantial grants for R&D works or for strengthening the infrastructure of the institute.

Incentives and Awards:

The Best Teacher Awards have been established to encourage the staff members to put in their best efforts. Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India/Abroad.

Awards / Rewards / Recognition:

The management recognizes and encourages the continued service of the staff in the college with monetary rewards:

- Staff producing 100% results with five first grade in Academics.
- Teaching/ Non-Teaching Staff having 100% attendance in the academic year will be rewarded.

Welfare Measures:

The following are the services benefits and welfare measures extended to the staff of the institution:

General Welfare Schemes:

- Free boarding and accommodation.
- Free food and transport facilities.
- On-campus free medical and eye camp facilities by providing spectacles.
- Medical Checkups and consultations are provided within the campus by "Nurse in Home" and "Doctor on Call".

- Personal Accident Insurance and Group Insurance schemes are offered to Staff
- Medical reimbursement for major accidents.
- Interest-free advance for an emergency.
- Free admission for children of employees and concession of fees for them.
- On the occasion of the death of an employee, while in service his/her dependent will be considered for employment on compassionate grounds.
- 12 days Casual Leave, 90 days of Maternity Leave, 7 days of Paternity Leave, Vacation Leaves.

- As the members of Staff are covered under Employment Provident Fund Scheme as the acts, according to which persons drawing salary up to Rs. 6,500/- per month are covered. The employees and the management contribute 12% of the payment of such employees.

Faculty Welfare Measures

- Financial support for Post-Graduation Programs and to attend and present their research papers in conferences/seminars/workshops/training programs at National/International Levels.
- Non-doctoral faculties are motivated to register for Ph.D. Program in their domains and providing on duty to pursue Ph.D.
- "Train the Trainer" model is incorporated for training potential instructors within the institute.
- Professional society membership fees.
- Motivate the best performers every month and provide cash award/Gold Coin /Memento every year on special occasions like Teacher's Day, Achievers Day, etc.
- Faculty Skill Certification and Patent fees fully borne by the Institution.
- Provide financial supports for journal publications in reputed journals.
- Marriage, House-Warming gift for staff.
- Registration Fee for doing Online Courses
- Sabbatical Leave (OD) for attending Higher Study programs, FDPs, Conferences, etc.

Welfare measures for non-teaching staff

- Motivate the best performers every month and provide cash award/Gold Coin/Memento every year on celebrations like May Day, Teacher's Day, etc.
- Educational support to staff's children.

- Emergency personal interest-free loans for medical/natural calamity.
- Daily Travelling Allowances for Drivers and Office Staff.
- Provide financial support for House Rent.
- Marriage, House-Warming and other function gifts for staff.
- Two sets of uniforms with a pair of shoes and socks along with rain Coats / Umbrellas are given every year to the supporting staff.
- Lab coats are provided to the Lab Instructors and Lab Assistants.
- Free medical Assistance for economically poor staff.

11. SERVICE POLICY

- A person shall be deemed to have been appointed to the service when his appointment is made to post following the existing AICTE norms, but it shall not include Faculty appointed on deputation or temporary/ad hoc.
- Every appointee shall be subject to the conditions that he/she is certified as in sound mental health and physically fit for service by a medical authority as specified from time to time.
- The pay of teaching and non-teaching staff shall be fixed by the selection committee following the scale of pay prescribed by AICTE.
- Performance appraisal would be considered for promotion.
- The seniority of an employee in any grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.
- The appointment authority shall, at the time of appointing two or more persons simultaneously to a grade, fix the seniority for them concerning the rank fixed by the selection committee at the time of appointment, irrespective of the date of joining.
- All appointments in the academic service shall be made by open competition by an advertisement and selection, wherein all the in-service personnel who possess the qualification prescribed shall also be permitted to apply.
- The management may however make ad hoc appointments in specific cases or recruit by deputation. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.

Increments

- The increment will be sanctioned only on a satisfactory report on the performance of the employee.
- An increment may be withheld to the faculty/staff if the conduct has not been good or his work has not been satisfactory.
- The authority ordering such with-holding the increment shall state the period for which it is to be withheld and whether the postponement shall affect postponing future increment also.
- In all cases, the increment is sanctioned based on the report of the Performance Appraisal of the employee.

Promotion policy

- The objective of the promotion policy is to recognize and reward, merit, and competence. It improves the organizational and functional effectiveness.
- All promotions are subject to completion of the minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, the commitment of the staff to the improvement of the institution, etc.
- The promotion of an employee is purely based on the merit cum seniority basis.

Probation

- Adhoc basis can be terminated without any notice and without assigning any reason. Initially, the appointment of the selected candidates will be temporary, for one year, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the institution issued from time to time.
- Except in the case of appointment on tenure or on contract basis or deputation, all appointments to the posts shall ordinarily be made on probation for 2 years and the period of probation can be extended by management in case of non-satisfactory performance.
- If any candidate is appointed on a purely temporary basis in a vacancy, he/she has no right to claim a permanent post. However, such candidates may also apply for the permanent post following the regular procedure adapted to the candidates of competition. If a person, has been appointed

temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date fixed for appointment on probation.

Relieving procedures

- Reliving notice period is 3 months for the Faculties. Faculties are not permitted to relive in the middle of the academic session (June to March).
- An employee who wishes to leave the services of the organization has to submit a resignation letter giving Three Months' notice in advance as mentioned in the appointment order or in lieu should pay three months of emoluments last drawn by him/her to the Institution.
- Every employee who likes to be relieved must work for the stipulated notice period or pay on leave of the notice period. Provided that in the case of academic staff, the institution may ask the faculty to complete the teaching assignment in the respective term and may be relieved after completion of such assignment. The management may withhold the settlement of accounts and issue of relieving letter to an employee who does not comply with the relevant clause pertaining to notice period. The retirement age is 60 years.

Termination

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

12. FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM (FPADS)

Faculty Performance Appraisal and Development System (FPADS) is formulated by the institution to evaluate each faculty and based on the results, promotion and increments are awarded to the faculty.

Faculty Performance Appraisal is based on the following Process

- At the beginning of the academic year, a circular is sent to all the faculty members about Faculty Performance Appraisal System along with various Appraisal Parameters.
- At the end of the academic year, all the faculty members are asked to submit the Faculty Performance Appraisal which is filled based on the guidelines.
- Based on the Evaluation parameters the performance of the Faculty members is self-evaluated.
- The appraisal committee members (Managing Director & Principal) discusses with the faculty member about their performance concerning the Self-Appraisal Form (SAF) and plans for the growth of the department and institution.
- Based on the discussion with the faculty members and SAF, the Managing Director will decide the Promotion and Increments for the faculty and also give suggestions for the betterment of their future.

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┌─────────────────────────────────────────────────────────────┐
│  Establishment of Faculty Performance Appraisal and         │
│  Development System (FPADS)                                  │
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┌─────────────────────────────────────────────────────────────┐
│  Creating Awareness of FPADS to the Faculty                 │
└─────────────────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────────────────┐
│  Self Evaluation and Submission of Appraisal Performance     │
│  Report by the Faculty at the end of the academic semester  │
└─────────────────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────────────────┐
│  Discussion on Appraisal Performance Report with Faculty    │
│  member along with the Managing Director & Principal        │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│  Suggestions and Corrective action by the Managing Director │
│  & Principal to improve the Faculty Performance             │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│  Based on Appraisal Performance Report score, the Managing  │
│  Director and Principal will approve the Promotion and      │
│  Increment Policies                                         │
└─────────────────────────────────────────────────────────────┘
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Faculty Performance Appraisal Evaluation parameters:

1. Evaluation of **Teaching and Learning** includes the university results and student's feedback on subjects handled, UG projects guided, Lab Development / Maintenance / Contribution.

2. Evaluation of **Research and Development** includes Academic Research, Sponsored Research, and Consultancy.

- Evaluation of **Academic Research** includes a list of papers published (National/International Journal, National/International Conference), Books/Monogram/Laboratory manual authored, FDP/Workshop/Seminar Attended/Invited.
- Evaluation of **Sponsored Research and Consultancy** includes ongoing & completed Sponsored/Consultancy Project and other activities related to R&D.
- Evaluation of Co-Curricular, Extra Curricular, and Professional activities include Department level/Institute level Co-Curricular/Extra-Curricular activities and Membership in professional bodies.

- **Department level Co-Curricular activities** include Class/Project work/Timetable/Industrial Visit/Guest Lecture Co-Coordinator, FDP/Workshop Organized, etc.,
- **Institute level Extra-Curricular activities** include NCC, NSS, YRC, Sports, College day, etc.

13. CODE OF CONDUCT

All the employees of Jeppiaar Institute of Technology

1. Shall always maintain 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 superintendent 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 replaced.

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 a cordial relationship with other employees irrespective of the department and designation.

5. Shall endeavor 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 a 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 about 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 his duty. The employees must also not consume anything like pan, gutka, 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 advance notice of three months or in lieu, three months of emoluments should be paid to the institution. However, the management reserves the right to terminate your service at any point in 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 the permission of the competent authority. You shall do additional hours of service, as may be required depending on the exigency of the work.

11. Shall not join or continue to be a member of any association/organization/political party for the objectives or activities which are prejudicial to the interests of 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 an 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 / UGC / DOTE / Anna University.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality concerning student and staff records and other sensitive matters. They should take care not to discuss issues in particular sensitive matters within the institute community which could cause distress to institute staff, students, or parents.

14. CONFLICT OF INTEREST

Evaluations and Educational Experiences with Student Relatives

To avoid the appearance of favoritism that may result when students engage in formal educational experiences with relatives, and to ensure that students are treated fairly, the following procedures must be followed.

Credit-Bearing Classes

Faculty can teach relatives in their classes. In such instances, another faculty member must grade the papers/exams and assign a final grade for the course. The instructor and the chair of the department will determine the identity of the other faculty member.

Research

Students are not permitted to research credit under the direct or indirect supervision of a faculty relative.

Formal Evaluations

Faculty cannot be involved in any formal evaluation of a relative. This includes but is not limited to:

- Admissions
- Progress evaluations
- Selection of the student for any departmental, College, or University awards

Other Conflicts of Interest

A faculty member or other institutional official must recuse him/herself from any discussion or vote relating to a matter where there is a potential for or the existence or appearance of a conflict of interest and will state publicly that there is a personal conflict.

15. DISCIPLINARY ACTION POLICY

Disciplinary Action Policy for Staff

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 informal counseling where the employee is made aware of any shortcomings in standards or 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 allowed to state his/her case.

5. HODs are required to provide appropriate prior notification of any allegations and any evidence, following natural justice. A written record of all disciplinary hearings and appeals is 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.

7. An employee must 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.

8.The Institute's database is strictly confidential and not available for public use. Indiscriminate and unauthorized use of the database is a serious offense. Immediate legal action will be taken against employees (teaching or non-teaching), who access or make use of the database without prior approval from the Management. Irrespective of the said individual or group of individual's current affiliation to the institute. This extend to both past and present employees or affiliations of the institution. This breach of rules employees will be taken as a serious legal offense and immediate and severe legal action will be taken irrespective of the party's standing.

Grievance Redressal Mechanism

Objectives:

The Grievance Redressal Committee was created at the college to resolve issues related to students' problems, develop a responsive and accountable attitude among the stakeholders to maintain a harmonious educational atmosphere in the Institute. The following are the important objectives,

- To develop an organizational framework to resolve grievances of students and other stakeholders.
- To provide the student access to immediate, hassle-free recourse to have their grievances redressed.
- To enlighten the students about their duties and responsibilities to access benefits due under the policies.
- To establish structured interactions with students to elicit information on their expectations.

- To identify a systematic flaw in the design and administration of various general insurance products and to seek solutions thereon.
- To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy.
- Suggestion boxes are installed in the Administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving Academics/Administration in College.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be directly brought to the notice of the principal.

- ### General Disciplinary Policies

a) Security and Vigilance on campus:

The campus is equipped with a security officer. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd on the campus. The college has also installed cameras in prominent and important locations for 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 JIT must use the internet facility only for office and academic purposes. They must not be involved in sending unsolicited emails through the JIT internet facility. Staff must not download any material from the internet without proper permission from the HOD/Principal or acknowledgment of the source and also, they must not watch unsolicited videos or must not waste 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.

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 their vehicle properly so that it

should not create any parking problems. Moreover, staff and students are advised not to bring two/four wheelers on campus.

16. Feedback Policy for Teaching and non-Teaching

The institute obtains feedback in the structured formats for the teaching and non-teaching staff members from all the stakeholders with the objective to enrich the curriculum and to improve the teaching-learning processes.

All the formal feedbacks received are analysed and the summary reports are prepared to draw the conclusions. The reports are presented to executing authority of the institute for further actions and action taken reports are prepared.

Formal

- **Class Committee Meeting** **:** Collected thrice (Before the Internal Assessments)
- **Online Feedback about Course:** Collected twice (Mid Semester & End of Semester)
- **Feedback about the facilities** **:** Collected once in a Year.

Apart from this, the institute collects informal feedback from the students in the following process.

Informal

- **Principal's** meeting with Students
- **HOD's** meeting with Students
- Counseling by Student **Mentor**.
- **IQAC** – Overall monitoring the feedback system

17. Research Promotion policy for Faculties

Jeppiaar Institute of Technology has been mandated to encourage faculty researchers to set up the basic infrastructure through the development of research centers. Institutes and to carry out research to achieve their Promotion. The eligibility criteria for their Promotion are as follows:

1. Faculties should have funded projects.
2. Faculties have to publish 2 Scopus, 1 web of science and 2 conference papers with ISBN number.
3. Faculties Should complete Consultancy Project.
4. Faculties should hold Guideship for Ph.D Scholars.

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