

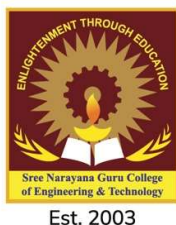


Sree Narayana Guru College of Engineering & Technology

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307

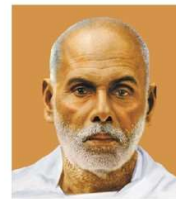


RECRUITMENT - HR POLICIES



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SERVICE RULES AND REGULATIONS

The following is the policy that will be focused for staff at SNGCET. The rules that will be followed are as follows:

I. Recruitment Process for Teaching Staff

1. Recruitment is conducted based on the institution's requirements.
2. Principal/HOD/Designated Authority determine vacancy numbers considering factors such as student strength and staff resignations.
3. Applications are screened by the respective Head of the Department.
4. Shortlisted candidates are informed through call letters or phone calls.
5. Walk-in interviews may be conducted for immediate postings.
6. Minimum qualifications are in accordance with Management Policy.
7. Teaching staff are paid according to management policy scale of pay.
8. Additional allowances for specific positions are provided as per management policy.
9. The Interview Committee includes members of the college management, the Principal/Designated Authority, Administrative Officer, and Heads of Departments.
10. Faculty interviews may require a written test or teaching demonstration, followed by a personal interview for shortlisted candidates.
11. Candidates for senior positions may be subjected to direct interviews.
12. The selection committee submits final recommendations for management approval and issuance of appointment orders.

This process appears comprehensive and aims to ensure that recruitment is conducted efficiently and fairly within the institution.

II. APPROVAL OF QUALIFICATION


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1. Every appointee shall be subject to the conditions that his/her desired qualification is approved by the affiliating University.
2. At the time of joining all appointees shall produce original certificates, as demanded by APJ Abdul Kalam Technological University with sufficient number of copies from S.S.L.C onwards. The original certificates should be submitted for any official purpose.
3. Any discrepancy in qualification noticed by the authorities the candidate/employee will be terminated with immediate effect.

III. Service Conditions for the Staff

1. All new appointments will be on contract/probation basis for a period of 2 years and will be appointed on a consolidated payscale.
2. Confirmation/ Termination will be based on the performance evaluation at the end of the contract/probation period.
3. In rare cases, probation could be prolonged based on performance improvement prospects of staff member. If however, after this period, the performance of the staff member is still not found satisfactory, his/her employment will stand terminated.
4. A notice given to the employee shall outline reason for non-confirmation, and/or extension of probation period.
5. Despite the above conditions, the Management reserves the right to terminate an employee at any time with due discretion.
6. The service of any candidate appointed on contract / ad-hoc basis, can be terminated without any notice and without giving any reason.
7. The faculty information sheet duly signed is to be submitted along with joining report at the time of joining.

IV. PROMOTION POLICIES

These points outline the promotion policies within the institution:

1. Promotions are granted based on a merit-cum-seniority basis or as decided by the management.
2. A promotion committee is appointed by the management, chaired by the President, and



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comprising the Secretary, Vice President, Directors and Principal.

3. The committee evaluates promotions of teaching staff to higher positions based on guidelines provided and in accordance with AICTE norms. Candidates must not have any disciplinary actions against them for misconduct.
4. Candidates with a minimum of 10 years of teaching/research/industrial experience, including at least 5 years at the Assistant Professor level, are eligible to be appointed and designated as Associate Professors, subject to AICTE regulations and management approval.
5. Only teachers with a PhD are eligible for promotion, appointment, or designation as Professor. However, retired government teachers with at least 15 years of teaching experience at the undergraduate level may be appointed as Professors based on the discretion of the management.
6. Promoted individuals are placed in the appropriate pay scale determined by the management.
7. Consistent good performance is essential for internal promotions and increments.

These policies ensure that promotions within the institution are based on merit, qualifications, and performance, in accordance with regulatory standards and the discretion of the management.

V. RETIREMENT FROM SERVICE


Here are the outlined points regarding retirement policies within the institution:

1. Both teaching and non-teaching staff are required to retire upon reaching the age of superannuation, which is set at 60 years for teaching staff and 56 years for non-teaching staff.
2. If a faculty member reaches the age of superannuation during the academic year, their retirement date will be on the 31st of May of the following year.
3. The age of superannuation specified above does not apply to Professors holding Emeritus and Special Category appointments.

These policies outline the retirement procedures for staff members and exceptions for certain appointments.

VI. TERMINATION OF SERVICES OF AN EMPLOYEE

1. The Principal/Designated Authority can suspend staff for misconduct charges.
2. An employee detained for over 48 hours or sentenced to imprisonment shall


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be suspended pending further action.

3. If staff commit misconduct, management can give warnings, withhold increments, or dismiss after a committee inquiry.
4. The management reserves the power to terminate the services of any member of the college, for any of the following reasons:
 - a. Serious misconduct and willful negligence of duty;
 - b. Gross insubordination;
 - c. Physical or mental unfitness; and
 - d. Participation in any criminal offense involving morally corrupt behavior.

a. CODE OF CONDUCT

General

All staff are expected to

- Observe absolute punctuality and ontime service in everything relating to the College.
- The staff shall keep the College premises absolutely clean and litter free. Great care should be taken to keep their work place neat and orderly.
- The staff shall dress properly befitting to the standard and culture of the College
- The staff shall not engage in discussions or conversations that are not related to the duties assigned to them.
- They shall be present on their seats /places / rooms and attend to the duties assigned to them. Crowding around office tables and gossiping is highly objectionable.
- The staff shall communicate in English on the campus to the extent possible.

Special Instructions to Teaching Staff

- Faculty has to come to the college at least 15 minutes before the commencement of classes
- Follow the rules and regulations of the Institution as prevalent from time to time.
- Update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.



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- Take every attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- Strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to disciplinary proceedings.


In Department

- Faculty/staff should communicate with the Head of Department (HOD) and maintain confidentiality regarding their professional and personal activities.
- The work load will be allotted by the HOD after taking into account the interests and area of specialization of the faculty member.
- Faculty must fulfill additional responsibilities assigned by HOD/Principal/Management in academic, co-curricular, or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.
- Faculty/staff must seek advance sanction for leave, ensuring alternate arrangements for classes/labs. In emergencies, inform HOD with alternate arrangements.
- Faculty must avoid all forms of groupism. Those found engaging in such behavior will face disciplinary action.

b. DISCIPLINARY PROCEDURE

These points delineate the disciplinary process for teachers who violate the code of conduct within the institution:

1. Faculty/staff found violating the code of conduct specified in this manual will face appropriate disciplinary action by the Principal/Management.
2. Anyone can report instances of misconduct or misdemeanor by a faculty/staff violating the code of conduct by submitting a written report to the Principal.


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3. The Principal may conduct a preliminary inquiry into the matter personally or appoint a committee for the same. The complaint may also be forwarded to specific committees like the Grievance cell or Women's cell based on the nature of the complaint.

4. If the Principal finds the complaint to be substantiated upon preliminary inquiry, they shall proceed with the disciplinary process based on the severity of the violation.

5. The Principal, if deemed necessary, will issue a show cause notice to the accused teacher, detailing the offense and proposed actions, allowing sufficient time for the teacher to provide their explanation.

6. Upon receiving the explanation or after the submission deadline, the Principal will review and decide on appropriate action, potentially disciplinary.

5. Disciplinary actions may include the following categories:

- i. Memo
- ii. Written warning, with monetary recovery if financial loss is involved
- iii. Suspension from work without remuneration
- iv. Dismissal or discharge from service

These procedures ensure transparency and fairness in handling disciplinary matters concerning teachers within the institution.

c. GRIEVANCE PROCEDURE

1. The Principal is responsible for establishing a Grievance Committee to address employee grievances, aligning with the norms of AICTE and the University.

2. The Grievance Committee consists of a Chairperson and members determined by the Principal during Academic Council.


3. The Principal announces the composition of the Grievance Committee, including the names of its members, whenever it is formed or reconstituted.

4. The Chairperson of the Grievance Committee oversees its proceedings and convenes meetings at least once every semester or as required.

5. Any employee with a grievance should submit a written representation to the Grievance Committee.

6. The Grievance Committee, under the guidance of the Chairperson/Convener, promptly addresses and redresses grievances raised by employees.

7. The Convener or a member designated by the Chairperson is responsible for


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recording and maintaining minutes of the Grievance Committee meetings.

This process ensures a structured approach to addressing and resolving employee grievances within the institution, fostering a supportive and fair work environment.



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