



# **INFO INSTITUTE OF ENGINEERING**

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

(Accredited by NAAC & ISO 9001:2015 Certified Institution)

N.H.209, Sathy Road, Kovilpalayam, Coimbatore - 641107.

# **HR POLICY HANDBOOK**

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## 1. Introduction

This manuscript has been in order to orient employees with INFO Institute of Engineering (INFO IE), Coimbatore, here after referred to as the INFO IE and provide make knowledgeable about working conditions, key policies, procedures, and benefits of employment at INFO IE and to inculcate with its general rules, service conditions, values, ethics and culture. The information provided in the book applies to all employees of the institution. The book is a summary of our policies, are presented here only as a matter of information and not as a promise of employment or as a contract between INFO IE and any of its employees.

The employee is held accountable for reading, understanding, and abide by the provisions of this book. These policies are subject to change at any given point of time at the sole discretion of the Management and shall be intimated as and when such changes are made.

### Purpose of this Book

To maintain a congenial work culture and to enlighten the employees on the values and culture that INFO IE stands for and to streamline the processes within the institution and departments to ensure that employee satisfaction is inclined with these cultures and values.

### Vision

INFO Institute of Engineering, Coimbatore, will strive to be an Institution of National Importance and committed to work towards societal and economic empowerment of the nation through the development of Engineers with technical and managerial skills.

### Mission

The INFO IE , Coimbatore, strives to

- Become a center of excellence for engineering education and research with excellent infrastructure and well-qualified faculty.
- Develop and support faculty who are potential scholars and effective educators.
- Empower the students with newer and newer skills through various training programmes to face the growing challenges of the industry.
- Enhance competitiveness of the students for economic and social developments

## 2. DEFINITIONS

1. “Governing Council” (GC) is the principal organ of the Management of INFO IE , and gives the approval for all academic and administrative matters.
2. “Chairman” means the Chairperson of the Governing Council who shall also be the Chairperson of the Institution, by virtue of the office held by him / her.
3. “Premises” means the entire premises of the office of INFO IE, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, guest houses, hostel buildings, canteen, play area, Campus / Department Stores and such other areas and precincts attached to the office of INFO IE .
4. “Management” means, the members of the Management Team (MT), viz., Chairperson and any other person(s) vested with the authority to enforce the Rules and Regulations governing the Staff Service Rules.
5. “Appointing Authority, Disciplinary Authority, Competent Authority”, under these rules means Chairperson, Trustees, Principal, Vice Principal, Heads of Departments or any authority empowered and vested with powers by the GC to be of service to Chairperson INFO IE .
6. “Appellate Authority” means authority higher than the Competent Authority (Chairperson).
7. “Selection Committee” means the authority nominated by the Management to select candidates for filling up the vacancies in INFO IE.
8. “Employer” is the Management of INFO IE.
9. “Establishment / Institution / College” means INFO IE, its branches and other units or institutions run / owned / managed by INFO IE in India.
10. The words “Employer”, “Management” and “INFO IE” shall for all purposes mean the same (i.e.) the Management of INFO IE, unless it connotes differently in a particular context in which case it will be noted and given the due emphasis as and when required.
11. “Notice” means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to HR policy.
12. “Notice Board” means the notice board specially maintained in a designated and conspicuous place within the premises of INFO IE for the purpose of displaying notice(s).
13. “Salary” means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance, Special Allowance, and any other allowance per month exclusive of overtime payment.
14. “Leave” means authorized absence with or without pay.
15. “Absence from work” shall mean unauthorized absence from the work place, late attendance or leaving the work place early without the explicit approval of the Management / Principal.

### **3. Employee status**

#### **Probationary/Tenure period for New Employees**

INFO IE monitors and evaluates every new employee's performance for a specific period of one year to determine whether further employment in a particular position or with the institution is appropriate.

#### **4. Administration Policies**

##### **New Employee orientation**

The formal welcoming process is conducted. This will be followed by the concerned department to which the employee has been appointed to work with.

##### **Official Languages**

1. All written communication within the Institution will be in English or Tamil language (if required local authorities).
2. All employees shall verbally communicate either with each other or with clients in the English or Tamil language or the language understood by him.
3. All publications for external circulation issued by the Institution shall be reviewed by the Head Student affairs in-charge for English content and suitability.
4. All internal communication shall be printed or written in English and in Tamil language (if required by the law).
5. All telephonic conversations regarding Institution business shall be carried out in the English or Tamil, the language understood by the called or receiver.
6. All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.

##### **Notice Board**

1. It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and if required in Tamil.
2. Posting on Employee Notice / Bulletin Boards / Posters / Display of Information.
3. No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.
4. All the Employee related information displayed on the notice board should be in English.
5. Duty Roster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department. All Notices / Internal Memo's / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information area to be posted on the Employee Notice / Bulletin Boards must be related to the subject connected with the Students, Examinations, Competitions, etc. only.

6. All such Notices and other information posted on the Notice / Bulletin Board must be reviewed by the Principal / Vice-Principal / HoD before the same is displayed.
7. The undated Notices / Other information will remain posted for a maximum of 15 days.
8. The Principal / Vice-Principal / HoD will ensure that Notices and other information posted / displayed must be for official purpose only.
9. Advertisements / Posters / Display of information, etc of any kind from the commercial companies will not be accepted / displayed

### **Communication**

1. Channels of communication within the Institution are to be clear, comprehensive and made known to all the Employees. These agreed channels of communication must be used and Employees are to be made aware of it.
2. It is also the aim of the Institution to inform and consult with Employees as necessary on issues that concern them. Employees should be informed about plans, intensions and proposals that give information about the achievements and results and with the aim of assisting employees to see how they can contribute towards achieving the Institutions & Departmental goals and objectives.
3. The HoDs have a duty to ensure that all their Employees are kept informed about Employee issues and that the communication upwards of Employees' comments and suggestions are encouraged and facilitated.
4. Confidentiality should be maintained in all official and Employee related matters.

### **Employee Identification Cards**

1. To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.
2. All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information:  
Name, Photograph, Designation, Department, Date of Joining, Address & Blood Group.
3. Employees will be required to wear their ID Cards along with the lanyard at all times while on premises.
4. When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the office.

### **Fire Prevention**

Following recommendations are to be followed by all the Departments to ensure a safe fire-free environment in the campus:-

- ❖ Free access to fire extinguishers.
- ❖ Light should never be shielded with linen or other combustible material.
- ❖ The NO SMOKING rule shall be enforced throughout the Institution.
- ❖ Doors of inflammable liquid storage rooms / LPG Cylinders must be kept closed and latched at all times.

- ❖ Always familiarize yourself with fire procedures.

### **Workplace Violence**

1. Violent act occurring in the workplace greatly affect the individual's of safety and security while at work and may have far reaching effects. In order to provide Employees with a safe environment in which to work, the Institution will not tolerate Violence or Threats of Violence in the entire workplace.
2. An act of violence may be any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.
3. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
4. Workplace includes all Institution facilities, viz., Canteen / Hostel/ Campus Store / Play Area. Etc., and off-campus locations where Employees are engaged in Institution business.
5. Any person experiencing or observing acts or threats of violence should notify the HoD. Employees should also report the event to his HR Head and or the Principal.

### **No Smoking**

Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

### **Lost & Found**

1. Any Employee finding anything in the Institution premises should deposit the same with the Vigilance Officer / Campus Manger, who will be maintaining a register for lost and found items. The person to whom the item belongs can claim it after proper identification of the lost item. If unclaimed, the item will be in the custody of the security for a period of three months, after which it will be disposed of as it deems fit.
2. Any item reported as being "lost" will be investigated by Security. A box will be kept for "Lost Items". Such box will detail as much information as possible about the item and the circumstances surrounding its disappearance. The loss of items of value shall be reported to the police by the Vigilance Officer, only after obtaining approval from the Principal .

### **Confidentiality**

1. No staff shall divulge or use, except in furtherance of the Institution's interests, any bushiness or other information's which may come to his knowledge in the course of his employment with the Institution or its associates / sister companies. This shall apply both during the period of employment and thereafter.
2. Members of the staff, except where necessary, shall not, without the prior written consent of the Management & Principal retain in their private possession, any papers / documents / records, etc. relating to the Institution's business. All such materials shall be returned to the Institution once their work is completed and on separation.

**Reporting**

1. Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their HoD. Concealment of such information will be construed as misconduct.

**Personnel Record and Administration**

The task of handling personnel records and related administration functions at INFO IE is assigned to the office. Personal files will be kept confidential at all times and include some or all of the following documents.

- Profile
- Appointment Letter
- Educational Certificates & Work experience certificates
- Joining Report

**6. Standards of conduct****General Guidelines**

All employees are expected to get accustomed with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conduction their work.

**Hours of work**

The normal hours are generally from 9.00 AM to 4.00 PM. An employee may be required to follow different work hours under special circumstances. Employee's immediate/reporting head is to be consulted if required.

**Attendance and Punctuality**

The institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to regularly mark their attendance through the bio-metric attendance system.



### Absence and Punctuality

In case of emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

### Unscheduled Absence

Absence from work for three (3) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 3 consecutive days without proper approval.

### Gender Harassment Policy

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral / unsocial / unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents and individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employee must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.

### Dress code & ID card display

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the institution.

### Misconduct

An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

### Outside Employment

The institution prohibits employees from taking any outside job for pay.

### Return of Institution Property

Any of the institution property issued to employees, such a computer equipment, keys, employee ID card, official records must be returned back to the institution at the time of relieving, employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

## 7. Education qualification for teaching Faculty:

**CENTRE** for AFFILIATION of INSTITUTIONS  
Anna University, Chennai - 600 025

Norms for Faculty Recruitment in Affiliated Colleges

Note- All Degrees must be from UGC approved institutions

**Faculty appointed on or after 01.03.2019 - 7th Pay CPC**

### I. ENGINEERING & TECHNOLOGY

*(As per AICTE Gazette Notification Dated on: 01.03.2019)*

CADRE *	QUALIFICATION	MINIMUM EXPERIENCE	REMARKS
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech..in relevant branch with first class or equivalent in any one of the degrees.	Experience not mandatory.	-
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. <b>AND</b> At least 6 research publications in SCI journals/UGC/AICTE approved list of journals.	Minimum of 8years of experience in teaching/research/industry out of which at least 2 years shall be Post Ph.D experience..	He/She is eligible to hold this position after 2 years of Post Ph.D experience.
Professor	Ph.D in the relevant field and first class or equivalent at either UG or PG level in therelevant branch. <b>AND</b> At least 6 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals and at least 2 successful Ph.D guided as Supervisor/Co-Supervisor till the eligibility of promotion. <b>OR</b> At least 10 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals till the date of eligibility of promotion.	Minimum 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	He/She is eligible to hold this position after 5 years of Post Ph.D experience.
Principal	> Ph.D in the relevant field and first class or equivalent at either UG or PG level in the relevant branch. <b>AND</b> > At least two successful Ph.D guided as Supervisor/Co-Supervisor and minimum 8 research publications in SCI journals/UGC/AICTE approved list of journals.	Minimum 15 years of experience in teaching/research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.	He/She is eligible to hold this position after satisfying Professor post eligibility and should be guided minimum 2 Ph.D Scholars.

**\*NOTE:**

- ❖ The incumbent faculty members shall have to meet the necessary conditions as per 6th Pay CPC of AICTE
- ❖ Incumbents recruited as faculty with the basic minimum qualifications can continue in the same college in the same post. For considering promotions and movement to other colleges, the faculty should satisfy the conditions of 7th pay CPC of AICTE.
- ❖ Maximum Age limit for all Cadre of faculty members/Principal is 65 Years.

**CENTRE for AFFILIATION of INSTITUTIONS**

Anna University, Chennai - 600 025

**Note-** All Degrees must be from UGC approved institutions

**Faculty appointed on or before 29.02.2019 - 6th Pay CPC**

**I. ENGINEERING & TECHNOLOGY**

<b>CADRE</b>	<b>QUALIFICATION</b>	<b>MINIMUM EXPERIENCE</b>	<b>REMARKS</b>
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech..in relevant branch with first class or equivalent in any one of the degrees.	Experience not mandatory.	-
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent in appropriate discipline. Post Ph.D publications and guiding Ph.D student is highly desirable.	Minimum of 5 years of experience in teaching/research/industry out of which at least 2 years Post Ph.D experience is desirable.	He/She is eligible to hold this position after 2 years of Post Ph.D experience. Ph.D is mandate to hold this post.
Professor	Qualification as above that is for the post of Associate Professor, as applicable and Ph.D. or equivalent in appropriate discipline. Post Ph.D publications and guiding Ph.D student is highly desirable. In case of research experience good academic record and books/research paper publications / IPR / patents record shall be required fit by the expert members of the selection committee.	Minimum 10 years of experience in teaching/research/industry out of which at least 5 years should be at the level of Associate Professor. <b>OR</b> Minimum 15 years of experience in teaching <b>or</b> research or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/ patents, etc. as deemed fit by the expert members of the selection committee.	He/She is eligible to hold this position after 5 years of Post Ph.D experience or worked as Associate Professor for 5 years.
Principal	Qualification as above that is for the post of Professor, as applicable Post Ph.D publications and guiding Ph.D student is highly desirable. In case of research experience good academic record and books/research paper publications / IPR / patents record shall be required fit by the expert members of the selection committee.	Minimum 10 years of experience in teaching/research/industry out of which at least 3 years should be at the level of Professor. <b>OR</b> Minimum 15 years of experience in teaching or research or Industry. If the experience in industry is	He/She is eligible to hold this position after 3 years of experience as Professor.

		considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books /research paper publications /IPR/ patents, etc.as deemed fit by the expert members of the selectioncommittee.	
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**Faculty appointed on or after 01.03.2019 - 7th Pay CPC**

**HUMANITIES AND SCIENCE**

(As per UGC Gazette Notification Dated: 18.07.2018)

CADRE*	QUALIFICATION	MINIMUM EXPERIENCE	REMARKS
Assistant Professor	<i>At least 55% marks (or) an equivalent CGPA at the Masters degree level in the relevant subjects. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D Candidates shall be exempted from the requirement of NET/SLET</i>	Experience not mandatory.	-
Associate Professor	At least 55% marks (or) an equivalent CGPA at the Masters degree level and Ph.D degree in the relevant subjects. <b>AND</b> Minimum of 7 publications in the peer reviewed or UGC listed journals.	8 years of experience in teaching and / or research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / Industry.	--
Professor	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. <b>OR</b> 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 10 years of experience	A Minimum of 10 years of teaching experience in University/College as Assistant Professor/Associate Professor, and/ or research experience at equivalent level at the University/ national level institutions with evidence of having successfully guided doctoral candidate.	Guided at least 1 Scholar in the level of Ph.D

**\*NOTE:**

- The incumbent faculty members shall have to meet the necessary conditions as per 6th Pay CPC of AICTE
- Incumbents recruited as faculty with the basic minimum qualifications can continue in the same college in the same post. For considering promotions and movement to other colleges, the faculty should satisfy the conditions of 7th pay CPC of AICTE.
- Maximum Age limit for all Cadre of faculty members/Principal is 65 Years.

<b>Faculty appointed on or before 29.02.2019 - 6th Pay CPC</b>
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**HUMANITIES AND SCIENCE**

CADRE	QUALIFICATION	MINIMUM EXPERIENCE	REMARKS
Assistant Professor	<p>Master's degree in relevant subjects of Humanities &amp; Sciences with first class or equivalent, at Bachelors or Masters Level from any recognized Indian University.</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) or SLET or accredited test for PG and UG level teaching for Lectures conducted by the UGC, CSIR or similar tests accredited by the UGC.</p> <p style="text-align: center;"><b>Note:</b></p> <p>i) Candidates having Ph.D degree are exempted from the above tests for U.G and P.G level teaching.</p> <p>ii) Candidates registered for M.Phil Programme prior to July 11, 2009 shall be exempted from the above tests.</p>	Experience not mandatory.	--
Associate Professor	<p>At least 55% marks (or) an equivalent CGPA at the Masters degree level and Ph.D degree in the relevant subject. (Desirable: 5 publications in international journal)</p>	<p>Minimum of 8 years of experience in University / College, and or experience in research at the University/ National Level Institutions / industries.</p>	--
Professor	<p>At least 55% marks (or) an equivalent CGPA at the Masters degree level and Ph.D degree in the relevant subject. (Desirable: 10 publications in international journal)</p>	<p>Minimum 10 years of experience in University / College, and or experience in research at the University/ National Level Institutions / industries, including experience of guiding candidates for research at Doctoral level.</p>	--

## 8. Recruitment, Designation, Joining, Promotion and Resignation

1. Recruitment is normally done during March / April
2. The number of vacancies in the different cadres shall be communication by the Principal / Designated authority based on the student strength / existing faculty / resignations staff members to the management approval.
3. Vacancies shall be advertised in leading newspapers and employment websites.
4. Screening of applications shall be done by the respective screening committee.
5. Screening will be done as per the qualifications, experience and other credentials prescribed by the AICTE & Anna University
6. Shortlisted candidates shall be informed through call letters and over telephone by the college office.
7. Selection committee for interview shall be constituted of the following members:
  - a) Principal
  - b) Head of the Department / Senior Professor
  - c) Subject Expert

### Designation

Designation for the selected candidates in teaching cadre shall be followed (given below) as per the education qualification and experience.

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Physical Director

### Ministerial Staff

- Office in charge / Training Coordinator / Student Trainer / CG Cell Coordinator / NBA Accreditation Coordinator / Office Assistant / Junior Assistant / Telephone Operator

### Technical Staff

System Admin / System Analyst / Lab Technician / Programmer / Lab Assistant /

### General

Instructor Electrical Supervisor / Electrician / Electrical Technician / Attender / Turner /

### Services

Carpenter / Welder  
/Security/House keeping

### Mode of Selection of Support Staff:

- All the positions are advertised in the Newspaper. After scrutiny of applications received and short listing by a committee consisting of
  - a) Administrative Officer
  - b) HODs
  - c) Section In charges

### Promotion:



The Promotions under Career Advancement Scheme of teaching faculty will follow the guidelines given below Subject to the condition that the candidate possesses the prescribed minimum qualification the candidate should present herself / himself before the selection committee.

- Self-appraisal reports (required)
- Research contribution, books, articles, etc published. (At least 2 papers in referred journals required)
- Seminars/Conferences attended. Must have attended at least 4 seminars /conferences at national or international level or must have attended summer /winter schools (short-term courses) of total duration of 4 weeks. .
- Significant contribution to teaching / academic environment / institutional corporate life.
- Development of course material / monographs.
- Participation in Continuing Education programme
- Any other academic contributions.
- For every upward movement, a selection process as per the rules and regulations of AICTE / University to which the institution is affiliated will be followed.

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the Corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

**Resignation:**

1. Any member of the faculty in permanent service shall give THREE month's notice incase he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
2. Any member of the Support Staff in permanent service shall give THREE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.
3. Any member of the faculty/Support staff during probation shall give ONE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay ONE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
4. However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

## 9. Code of Conduct:

### Principal

- Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
- Coordination the activities with the University, AICTE, DOTE, Government and NBA/ NAAC for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- Making the short term and long term plans in setting out the priorities based on the 10 years strategic plan of the institution.
- Carrying out the mission, goals and the policy of the institution approved by the governing council giving top priority for discipline and quality education.
- Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and excellence.
- Managing the curricular, academic and other related activities.
- Monitoring the overall discipline, growth and development of the college. Arranging HOF and staff meetings periodically and also monitoring the university examinations.
- Encouraging Research / consultancy activities in the college by interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MoU.
- Encouraging and motivation the staff and students by identifying the hidden talents within them.
- To support in all aspects pertaining to the development of the individual and the institution.
- To take necessary steps to improve the placement services for the students.
- Coordination with the management for the recruitment of teaching and non teaching staff.
- Attending other works assigned by the Management.

### Head of the Department

- Coordinating the activities of the faculty in the department to offer quality education to the students and achieve the desired goals of the college.
- Planning and monitoring the overall department's activities.
- Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- Arranging for the departmental requirements such as staff, equipment's, library books, and other infrastructural facilities.
- Developing, installing and maintain department laboratories.
- Convening departmental meetings.
- Counseling and guiding students.
- Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.
- Assisting the Principal in all administrative, academic and other matters.
- To motivate staff and students to become members in professional organizations.
- To take necessary steps to develop industry institute interaction.
- To check the course files of the faculty members and suggest corrective measures.
- Maintain all records as stipulated by University, NBA and equivalent Accrediting bodies.

### **Administrative Officer**

- Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- Financial benefits/aids/concessions such as scholarships/first graduation from Government/Private shall be notified and availed for the best interest of the students, especially to the students of deprived class such as SC/ST/MBC
- Maintain the documents related to leave/qualification/University/students/faculty.
- Coordinate/supervise all activities related to maintenance of the college.
- Addressing/implementing HR rules in the campus
- Recruit personnel as per Department requirements in comply with the guidelines of the interview/selection panel.
- Admission/Approval/Communication related to University shall be taken care of.

### **Librarian**

- Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.
- Preparation and co-ordination of annual budget of the library and library activities.
- Collection of indents from various departments and processing them for procurement, purchase and maintenance of books, new journals and renewal of subscriptions.
- Administration of library records, furnishing information on all matters relating to library, updating the records, books and computers.
- Arranging annual stock verification, collection and preservation of statistical records related to library and planning for changes and reorganization whenever need arise.
- Maintenance of library Automation and digitization of library.
- Maintenance of good inter-departmental relationship for better co-ordination.
- Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

### **Physical Director**

- Assisting the Principal in maintain discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
- Coordinating the activities of the staff in the physical education department for ensuring effective functioning.
- Suggesting changes and development, preparation and submission of the annual budget to the Principal.
- Planning and time scheduling for student's accessibility to the equipment's, grounds and other facilities made available in the department.
- Attending the meeting at the university level regarding physical education.
- Arranging for the training of himself/herself and the colleague/s in advance programs.
- To organize and conduct sports and games at the university level, district / state level.
- To organize inter-departmental sports, inter collegiate and university competitions.

### **Technical / Supporting Staff**

- Assisting in installation, operation and maintenance of laboratory equipment's and their calibrations.
- Assisting in scheduling and conducting practical and drawing classes.
- Helping in indenting and purchasing of stores and consumables for laboratories and workshops.
- Helping the faculty in research, consultancy and testing works in respect of projects.
- Assisting the faculty in matters relating to design, fabrication and computer work.
- Assisting in the operating of telephones, intercom, Internet, Audio visual aids and other housekeeping activities in the campus.
- Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.

### **10. Benefits to Employees**

#### **Higher Studies**

The faculty is granted study leave for higher studies in the fields of specialize desirable from the point of view of the institution at IITs and Indian Institute of Sc, Bangalore and the like. The said facility is limited to one faculty member every year

Preference will be given for the doctoral programmes, followed by Master Degree and Second Masters Degree Programmes on execution of a bond to the effect that he/she shall serve the institution for a period of 3 years in respect of Doctoral programmes and 3 years in respect of Master's Prgorammes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bong) executed: and further that he/she would refund the assured amount on prorated basis in case he/she does not serve the College for the full period as per the bond on return after successfully completion of studies.

Faculty are encouraged to pursue Doctoral research work within the college by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee of which the Research Guide will be a member. Also financial help in preparation of the Doctoral Thesis towards the end of the Research work and procuring of books related to the research work may be considered in deserving cases.

#### **Sabbatical Leave**

Faculty is granted sabbatical leave for working in reputed institutions abroad. It will be limited for a period of one year for every five years of completed service in the college. This facility is limited to one faculty member every year.

#### **Seminars / Workshops / Conferences**

The faculty is being deputed to short term/orientation courses during vacation or non vacation days without hindrance or dislocation to 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.

Promotion of Research The college aims at providing, promoting research, development, consultancy and such other profession - promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations. Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible

Awards Excellent Teacher Awards and Excellent Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

#### **Staff Development & Training - Ministerial / Supporting Staff**

Arranging in house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

#### **Staff Development & Training– Technical Staff**

Support Staff [Technical] In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

#### **Service Benefits & Welfare Measures**

- The management grants maternity leave to the women employees, for a period from 2 months to 1 year and limited to the first two living children.
- Medical Assistance for major accidents
- Educational loan for higher studies
- Marriage benefits
- Group Insurance Scheme.
- Free admission for children of employee and concession of fees for them.
- Free food for supporting staff and drivers.
- Free holiday trip for staff.
  - All the members of staff drawing salary upto Rs 15000/- per month are covered under

Employment Provident Fund Scheme as per the act. The employee and the management contribute 12% of the pay of such employee.

### **11. Service Conditions**

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such as may be stipulated from time to time by the competent authority.
2. Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal / Registrar or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.

3. Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal / Registrar.

4. Notwithstanding anything contained above, whenever any consultation work for any Institution is private firm or undertaken by the college, such members of the staff as are required will be commissioned by the College from time to time.

5. Any staff member, on appointment, except on contract, shall be on probation for a period of one year. The probation period may be extended by another year based on his / her performance.

6. All the teaching staff recruited as per AICTE norms shall be paid AICTE scale of pay and other allowances as per College norms. After successful completion of probation period, contribution shall be made by the management towards the employees' provident fund at a rate fixed as per EPF Act.

## 12. Leave Rules

### Permission

- Maximum of 3 permissions per month of 1 hour each can be availed. Permission will be granted for 1st and last hour and not in between.
- Half a day casual leave will be deducted for exceeding three permission. Late at attendance will be treated as permission.
- More than 1 hour permission on single day will be treated as half day CL.

### Casual leave

- Staff members can avail 12 days of casual leave in the academic year
- For staff members who join in the middle of the academic year, casual leave will be credited on pro-rata basis. i.e. one day of CL after completing one full month of service from the Date of joining.  
Casual leave cannot be combined with any leave other than OD
- Balance of casual leave, if any, at the end of the academic year will not be carried over to the next academic year and it will lapse.
- Members, who have completed one full year of service, are eligible to avail two days of advance CL anytime.

### On duty Leave

- For teaching staff, a Maximum of 12 days of OD with pay will be granted per academic year for higher study related activities, parent University Exam related work, for attending seminars, conferences and paper presentations. An additional 12 days of OD per semester may be granted to those who have executed bond to the college for pursuing higher studies.
- For Non-Teaching staff three days of OD per semester may be granted to those who are doing Part Time (Diploma or B.E./ B.Tech.) course.
- OD certificate is to be produced on return from OD; otherwise it will be treated as loss of pay.
- OD cannot be combined with any leave other than CL
- Balance of OD if any at the end of academic year will lapse.

### Vacation leave

- Teaching staff members are permitted to avail 14 days of winter vacation and 21 days of summer vacation in an academic year and Non-Teaching staff may avail 7 days of Winter Vacation Leave and 14 days Summer Vacation Leave.
- Un-availed vacation leave at the end of the semester will not be carried over to the next semester. Shifting of vacation will not be granted on any grounds.
- Vacation leave should be availed within the stipulated period only, otherwise it will lapse. However for genuine reasons, a relaxation may be given up on approval by Principal
- For availing vacation leave, staff members must have completed one full semester of continuous and active service (a semester runs from the day one of instruction to the last day of University exam).
- Vacation leave cannot be combined with any other leave.
- Intervening holidays and Sundays will be counted as vacation leave.
- Prefixing and / or suffixing holidays with vacation leave will be counted as vacation leave.
- Vacation leave application should be submitted in advance
- Vacation leave will be sanctioned in rotation without affecting smooth
- Functioning of the college and can be availed only on approval of authority.

### Compensatory leave

- Compensatory leave will be granted to employees when they are required to work on holidays. The leave shall be availed within 2 months, otherwise it will lapse. Paid duties on holidays will not be eligible for compensatory off, like Exam duty etc.
- Alternate arrangement is to be made before proceeding on any kind of leave/ OD
- All these rules will not apply to hostel supervisors. CL rules are applicable to them as given above.

### **13. Employee Communications**

#### Open Communication

The institution encourages employees to solve any issues with a co-worker amicably that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the issue is not properly addressed, employees should contact the Principal. Any information discussed in an open communication meeting is considered confidential, still allowing management to respond to the problem. At no point will an employee use offensive methods against any employee for appropriate usage of open communication channels.

#### Suggestions

INFO IE welcomes employees suggestions and innovative ideas about making the institution a better place to work and enhancing service to the society at large as envisioned. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

#### Closing Statement

Pleasant working environment and relationships solely rely on communication success. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at INFO IE.

### **14. Acknowledgment**

I acknowledge that I have received a copy of the INFO IE employment policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding INFO IE policies I should direct them to my immediate superior or the Principal.

I know that INFO IE policies and other related documents do not form a contract of employment and are not a guarantee by INFO IE of the conditions and benefits that are described within them. Nevertheless, the provisions of such the institution policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that INFO IE at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.