RAJALAKSHMI INSTITUTE OF TECHNOLOGY

CHENNAI – 600 124

HR Manual

BELIEVE IN THE POSSIBILITIES

Approved by AICTE, Affiliated to Anna University
Accredited by NBA (CSE, ECE & MECH)

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RAJALAKSHMI INSTITUTE OF TECHNOLOGY
HUMAN RESOURCES POLICY

ABOUT OUR INSTITUTION

We at RAJALAKSHMI INSTITUTE OF TECHNOLOGY (RIT), have dedicated ourselves to impart technical and engineering education at its best. We strive to provide the students with the right environment to acquire and impart quality technical education that fosters learning and research. Rajalakshmi Institute of Technology is determined to spawn creative, highly employable, disciplined and competent global citizens.

COURSES OFFERED

01. B. E. Mechanical Engineering
02. B. E. Computer Science & Engineering
03. B.E. Electronics & Communication Engineering
04. B.E. Electrical & Electronics Engineering
05. B.Tech Artificial Intelligence & Data Science
06. B.E. Computer & Communication Engineering

COLLEGE VISION

- To set a benchmark for the education providers in the field of Engineering and Technology
- To provide quality technical education that fosters the spirit of learning and research.
- To spawn creative, globally competent, highly employable and disciplined professionals through an innovative synergistic model of education that promotes academic excellence, scientific pursuit, and professionalism.

COLLEGE MISSION

- To impart education that caters to the growing challenges of the Industry and social needs of our Nation.
- To constantly upgrade the standards of teaching and learning in the field of engineering and technology.
- To build a good rapport between the academia and Industry
- To bridge the gap between the academia and industry.
- To promote and encourage the spirit of research in engineering and technology.
- To empower the youth not only technically but also to serve the society selflessly.

HR VISION:

Human Resource is the very important asset for any organization, particularly for an educational institution, as it imparts knowledge to generations of students, who form the core fabric of a nation. The contribution this asset can make is does truly unlimited. HR Cell will be instrumental in the process of development of a vast pool of competent manpower, capable of excellent performance in the areas of teaching, research, and consultancy and in the support functions. HR Cell will actively support the college in becoming an institution of excellence in Engineering, Technology and Management.

HR MISSION:

We will seek to implement the best human resource practices and constantly strive to innovative newer human resource solutions. We will maintain a dedicated focus on serving the internal customers and lay emphasis on continuous improvement. We will remain committed to fostering an environment that sustains the creative urges of the enlightened manpower.

The HR Department shall aim at:

- Creating and sustaining an ecosystem that supports, develops and maintains the most important asset of the organization, the human resources

- Hiring of competent professionals with passion for teaching, research, consultancy and also suitable personnel with skills for providing support functions

- Continuous development of the key competencies of the employees

- Retention of the employees for a long and mutually beneficial relationship

- Developing and communicating sound policies and procedures that balance the needs of employees and the growth of the institution

- Provide strategic leadership stressing on honesty, integrity and teamwork
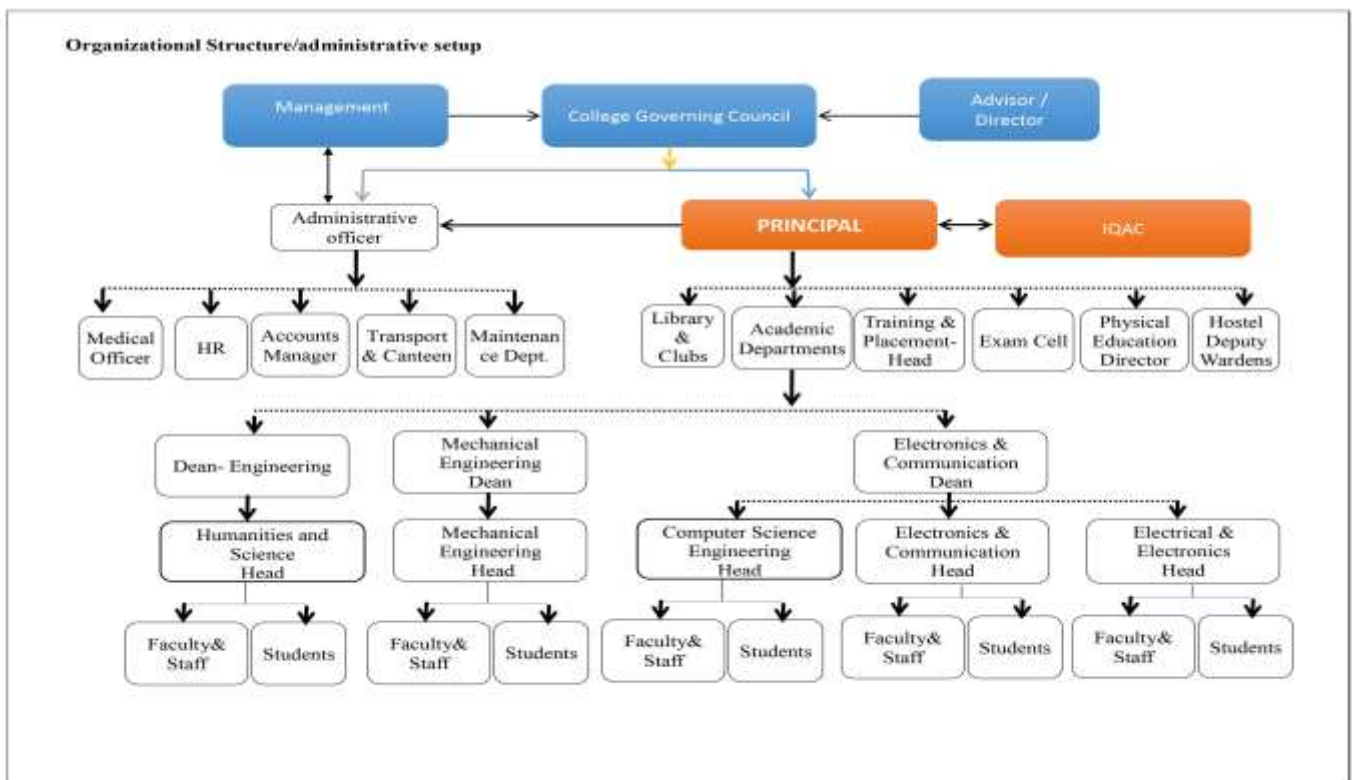
1.1 RECRUITMENT

In a competitive scenario where the talents are in short supply, the primary function of HRD is to create a competitive edge and a strategic advantage to the college by providing a pool of capable and committed faculty members and other workforce.

1.2 Identifying the vacancy

The departments send their manpower requirements after analyzing the workload, availability of manpower and the expansion planned.

1.3 Recruitment process

Direct Recruitment to all cadres is based strictly on merit. The selection is done by duly constituted Committees for the various departments. The following procedure is adopted in selection of faculty members.

- Advertisement in Newspapers.
- Scrutiny of application received till the last date as mentioned in the advertisement
- Constitution of the Selection Committee
- Intimation to candidates about the date and time of Interview
- Personal interview with demonstration of teaching capabilities
- Based on the recommendations made by the Selection committee the candidates are informed of their selection.
- Appointment orders are issued to the selected candidate occasionally, senior positions at the level of Professor and Associate Professor are filled by inviting working or retired persons from industry / research institutes.

2. Qualifications / Experience / Pay

2.1 Norms: The qualifications, experience and pay for the various teaching positions are in line with AICTE norms.

2.2 Increment: Annual increment will be decided based on the Faculty Performance Appraisal.

2.3 Probation

Initially the selected candidate will be on probation for a period of one year, after which the performance of the appointee will be reviewed to regularize their appointment.

2.4 Promotion policy

Promotion to higher level of service is time-bound and as per experience except in cases where an improvement in performance is required.

2.5 Retirement

1) Teaching staff of the college shall retire from the services when he / she attains the age of 70 years

2) Non-Teaching staff of the college shall retire from the services when he / she attains the age of 60 years

2.6 Resignation

1) Any member of the faculty in permanent service shall give three months notice in case he / she desire to be relieved from the services. Alternatively, he / she shall pay three months salary in lieu thereof. Normally they will not be relieved in the middle of a semester.

2) If the member of the faculty intends to resign during the month of April, no notice period shall be applicable (since this falls during the end of the academic year)

2.7 Termination of services

- The services of a temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.

- The services of an employee are liable to be terminated with one month's pay in lieu of the notice period, in the event of insubordination, dereliction of duty, professional misconduct and other undesirable activities.

2.8 Other general conditions

1) A service file shall be maintained in respect of each employee of the college where all his / her service particulars shall be recorded under the signature of the Principal / Administration

2) Notwithstanding anything said above, matters which involve financial commitments will be subject to availability of funds and the decision of the management will be final.

3) The Management, subject to the ratification of the Governing Council, is the authority for introducing, repealing or amending any service rule it deems necessary for day-to-day administration of the college.

4) The service conditions of the incumbent will be governed by the rules and regulations of the college amended and issued from time to time.

3.0 C O D E OF CONDUCT

1) An employee of the college shall devote his whole time to the service of the college and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his / her duties. The provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the principal.

2) Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college and shall extend utmost courtesy in his / her relationship with all faculty members, staff, Students and Visitors to the college.

3) No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any objective whatsoever except for routine, farewell and felicitation functions connected with the college.

4) No Staff member of the college shall engage himself / herself in coaching students for any remuneration. No Employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the college.

5) No Employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications

6) An employee shall not, without the knowledge and approval or the Principal & Management, have recourse to any organization / authority or the press for vindication of his grievances.

7) No employee may absent himself / herself from duty without prior permission. In case of emergency and where prior permission was not sought, he / she must explain the circumstances which were beyond his / her control, before rejoining duty.

8) Every employee shall be at work punctually at the timing fixed unless permitted otherwise by his / her superior

9) No employee shall, after reporting for work, be found absent during the course of working hours. Internet and other social media should be used with utmost discretion.

4.0 CAREER PROGRESSION:

Aspiring candidates with relevant qualifications and a passion for teaching can join as Assistant Professors. They can move forward in their career to the subsequent stages of Assistant Professor (Senior Scale), Assistant Professor (Selection Grade), Associate Professor, and Professor. This is subject to their proven commitment and all round performance and their obtaining the necessary qualifications / experience as set out in the statuary norms

Teaching Staff

5.0 DUTIES AND RESPONSIBILITIES

5.1 Duties and responsibilities of the Principal:

- Principal shall be the Head of the Institution
- Principal is responsible for the overall excellence in all spheres of activities of the College.
- He will be the Ex-Officio Member-Secretary of the Governing Council.
- He will issue circulars on all matters of Administration and Academics
- He will be the reporting authority for all academic and administrative staff.
- He will sanction and regulate leave in accordance with leave rules.
- He will forward all personal and official correspondence from staff and HODs addressed to the Management with his remark / comments / recommendations.
- He will conduct monthly meeting of HODs and Monthly Staff meeting and arrange to send the minutes to the Management
- He will regularly report all activities pertaining to administration and academics to the Management
- He will ensure smooth conduct of theory and lab classes, syllabus coverage, and orderly conduct of the internal and university examinations.
- He will monitor the co-curricular and extra-curricular activities, initiate and encourage measures for the participation of staff and students in such activities.

- He will guide the staff members in their career development and ensure their dedicated participation and performance in all institutional activities.
- He will call for annual budgets from various departments.
- He will form a committee which will scrutinize the budget proposals and then finalize the annual budget.
- **Principal is authorized to make financial approval upto Rs. 2 lakhs**

5.2 Director

- Accreditation and inspection related activities and monitoring
- Research enhancement activities / monitoring Research Labs
- Carry out the tasks assigned by the management
- Mentoring faculties for writing proposals.

5.3 Dean

- Accreditation and inspection related activities and monitoring
- Support for AICTE / Anna University approval process
- Guide the Principal in Academics / Teaching Learning process
- Part of quality initiatives in Teaching learning
- Accreditation related activities

5.4 IQAC Director

- Planning of academic activities,
- Monitors the academic activities,
- Assessment audit and analysis
- Implementing and analysis of activities,
- Ensuring quality in all the institutional process, etc.
- Ensuring the quality in Institutional Activities

5.5 Duties and Responsibilities of the Heads of the Departments:

- Will be responsible for the overall development of the department
- Will design the mission, quality objectives and the short term, medium term and long term goals for the department
- Will be directly responsible for the performance of staff of the department
- Will assign workload for various faculty members.
- Will have periodical review of all academic activities and send a copy of the review to the Principal and the Management
- Will draft proposals for academic activities such as Symposia / Workshop / Seminar, value added courses, purchases for labs / other activities and send them for the approval of the Management through the Principal.
- Will interact with industries and arrange for In-plant training, Guest Lectures, Industrial Visits, etc. and coordinate with the Placement & Training cell for Placement Activities.
- Will form Staff Advisory Committee consisting of Senior Faculty Members to handle the different activities of the department in his / her absence.
- Will form Staff Panels for different activities and monitor the progress activities.
- Will ensure effective coordination for all centralized activities such as ISO, IQAC Accreditation

and other activities related to institutional functions such as College Day, Graduation Day, etc.,

- Will ensure, maintain and develop active intra and inter departmental coordination towards achieving the quality objectives of the department and the College.
- Will send periodical confidential report on staff performance and discipline and assist the Principal and Management in maintaining dedicated team of staff.
- Will maintain active interaction with students, collect feedback and take steps to improve the service delivery of the department.
- Will prepare the annual budget and send the same to the principal
- **HODs are authorized to make financial approval up to Rs. 20,000/-.**

5.6 Duties and Responsibilities of the Faculty members

- Will maintain punctuality in reporting to the college, class and lab
- Will maintain a high sense of dedication towards duties and responsibilities
- Will maintain a sense of belongingness towards the institution and work towards achieving the vision and mission of the institution.
- Will discharge all the duties and responsibilities assigned by superiors from time to time.
- Will abide by the rules and regulations of the institution and maintain very high order of integrity and character.
- Will formulate Course Outcomes (CO's) for the subjects handled by them and design the course delivery in such a way that the Program Outcomes (PO's) and Program Specific Objectives (PSO's) are aligned with them.
- Will conduct the classes with thorough preparation and use the best teaching practices to make the classroom learning an interesting and productive experience for students. Will be responsible for all the equipments and materials provided by the institution for effective teaching-learning process
- Will attend to teaching, lab guidance, counseling and guidance, R&D, publication of books and papers and other such activities as prescribed by the AICTE and the college.
- Will supplement the syllabus with upgraded and updated inputs.
- Will motivate students towards constant improvement in performance and kindle their R & D pursuits
- Will maintain the class in perfect order and discipline.
- Will encourage students participation in co- curricular and extra activities
- Will pursue higher studies, equip with latest development in the chosen field and will always upgrade the knowledge base
- Will actively associate with all departmental and institutional activities

Non-Teaching Staff

5.7 Duties and responsibilities of the Non-Teaching Staff:

- Will abide by the rules and regulations of the institution and maintain very high order of integrity and character.
- Will maintain punctuality in reporting to the respective work place in the college
- Will discharge all the duties and responsibilities assigned by superiors from time to time, either individually or as a team, be they in the Administrative office, Academic departments, central facilities and all other General services.

5.8 Administrative Officer

- Overall in-charge of administrative functions responsible to register for Transport, Campus maintenance, Security of college property. Canteen operations, Public Relations, Health Centre etc.,
- Co-ordinates with Directorate of Technical Education / AICTE.
- Drafting letters to University /AICTE/ Government / UGC/ affiliation work.
- Co-ordination with all concerned for preparation of Calendars, College Magazines, Brochures, invitations, Greeting Cards, Advertisement etc.,
- Collect and maintain MIS Report of department Activity
- Liaison with Police / Panchayat/ Labour Office / other government and private agencies as and then required with the approval of Vice Chairman.
- Liaison with Head Office
- A custodian of the college property maintains records and manages filing, storage and security of documents.
- Responsible for the preparation of contract agreements / documents for Security Services. General maintenance, as required.
- Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff.
- Liaisons with consulting architects/engineers for translating colleges needs into specific requirements.
- Coordinates provision of and maintains the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus green cover, transport vehicles, telephones, photo copies, Air conditioners, Computers, Printers, CCTV cameras, Water Coolers etc.
- Manages admission process for students
- Ensure the required Statutory and Institution related compliances and regulations with regard to AICTE/ UGC /SSC regulations are fulfilled within the stipulated time.
- Participate and provide documents required pertaining to various accreditations like NAAC, NBA etc.
- **Administrative Officer is authorized to make financial approval up to Rs. 50,000/-.**

5.9 HR Manager

- Prepare Staff Appointment and Relieving Order
- Provide Comprehensive HR Support to the Management Team and All Staff.
- Work independently to research and update HR policies and procedures ensuring compliance with related teaching bodies recruitment guidelines and recommendations.
- Manage Employee Relations - grievance and disciplinary processes relating to teaching and non-teaching staff.
- Responsible for Leave Management System & Salary processing in time
- Responsible for the recruitment, selection and induction process for teaching staff
- Ensure the required documents pertaining to teaching and non-teaching staff in line with AICTE/AU regulations.
- Managing all database pertaining to teaching and non-teaching staff
- Contributing to HR data reports
- Working directly with the Head of the Departments with respect to Performance Management System.
- Be updated with legislative changes
- Any other duties as may be required

5.10 Medical Officer

- Undertaking patient consultations and physical examinations (Inside the college, boys hostel and girls hostel)
- Monitoring and administering medication
- Promoting health education
- Treating the students and employees of the Organization
- Free Medical facilities
- Attend to Minor Accidents inside the laboratories
- Check the quality of the food in the hostel mess and canteen

5.11 Systems Administrator

- Manages all the activities relating to Computer systems and networking
- Looks after the repairs and maintenance of Computer systems and its networking
- Prepares a schedule for providing computer service to all concerned
- Arrange availability of Internet connection whenever required.
- Performing systems requirements and related activities pertaining to obtaining quotations for procurement of software and hardware.
- Administering and configuring servers and system performance tuning
- Facilitating and maintenance of software for the systems in the campus including operating system updates and configuration changes
- Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running.
- Installing and configuring new hardware and software.
- Performing back up of data and files.
- Adding, removing or updating user account information, resetting passwords etc.

5.12 Accounts Manager

- Keep account of financial transactions such as admission fees, semester fees, Hostel fees etc.,
- Maintenance of Salary pertaining to IT, PF etc.,
- Keep account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburse salaries for teaching and non-teaching staff.
- Coordinate with SC/ST/BC/MBC/Minority Department for Scholarship.
- Property Insurance remittance
- Prepare the annual accounts and get it audited
- Responsible for all bank transactions
- Payment regarding purchases made and maintenance of records.
- Will be responsible for filing of annual returns
- Liaison with Head Office in connection with Accounts Maintenance of all Accounts books.
- Will abide by the rules and regulations of the institution and maintain very high order of integrity and character.
- Will maintain punctuality in reporting to the respective work place in the college.
- Will discharge all the duties and responsibilities assigned by superiors from time to time either individually or as a team

5.13 Librarian

- Overall Library Administration
- Arrangement of books following Dewey Decimal Classification
- Maintenance of Library Management System in LMS Software
- Planning for and procurement of books and Periodicals
- Collect the requirement of student text books from faculty members, procure and issue the same
- Coordinate Photography and Videography and maintain photos and videos of various events
- Maintenance of soft/hard copies of project reports of students
- Maintenance of Books and Periodicals
- Library Circulation Counter Activities (Issue and Receipt of books to students and members – Returning and Renewal – Overdue books fine collection)
- Displaying on the college notice board, news items of importance and news items that come in dailies about the college
- Increasing Library Utilization
- Maintenance of Digital Library comprising of DELNET, NPTEL, NDL & E Journals
- Carry out stock verification once a year and report status
- Monitor the timely receipt of periodicals and follow up against delayed or non-payment of subscriptions
- Review of feedback received from students and members and initiating corrective action

5.14 Physical Director

- Maintaining stock of sports goods.
- Planning & organizing selection trials.
- Selection of house team / college team.
- Conducting practice trials before representing college in external events.
- Arranging for purchase of sports goods.
- Review of student's feedback on physical education and its activities
- Analysis of data related to physical education process and plan for improvements in consultation with the Principal
- Ensure students participate in Inter College and Inter State Competitions.

5.15 Warden

- Maintaining list of admitted students
- Allocation of rooms to students
- Ensuring dress code among hostellers when they go to classes
- Providing medical assistance to hostellers, whenever required
- Ensuring discipline among hostellers including adherence to study hours and upkeep of rooms
- Ensuring timely provision of food to the students
- Collecting feedback from students on overall hostel facilities including food, hygiene etc.
- Communication to parents on status of studies, health and outdoor visits of hostellers
- Monitoring hostellers' leave and permission
- Alert the management on any disciplinary issues observed

- Vendor coordination for proper maintenance of hostel infrastructure including electricity, water, plumbing, house-keeping etc.
- Ensuring hygiene and cleanliness in the hostel premises
- Counseling the students if any indiscipline is observed
- Regular monitoring of hostellers' activities including study hours
- Managing security guards stationed in different places of the campus
- Vendor coordination for Natural's Salon located inside the campus
- Ensuring hoisting and de-hoisting of the National Flag in the campus
- Ensuring attendance of hostellers for coaching classes conducted after college working hours

5.16 Transport In-charge

- The institute buses are running on "No Profit No Loss" basis.
- Making sure vehicles are properly maintained
- Inspecting vehicles
- Arranging repairs and routine maintenance
- Ensuring that all drivers and operators have the correct, up to date qualifications
- Reducing the risk of vehicle overloading
- Maintaining and completing accurate records
- Keeping schedules and organising team members.
- A full-fledged Transport department functions in the college with buses to provide transport facility to students and staff from various places. This service is offered ensuring a hassle-free and safe transportation.

5.17 Canteen In-charge

- The provision of an efficient and effective canteen within the college campus provides opportunities to reinforce healthy eating practices.
- Maintain safe work environment in accordance with the Work Health Safety Act
- Day-to-day management and operation of the canteen services
- Manage Canteen Staff and workload of Canteen Staff
- Manage stock levels of the Canteen and timely ordering of stock
- Manage catering for functions when required
- Monitoring the general cleaning and maintaining of a hygienic kitchen
- Serving customers – staff and students
- Maintaining and balancing of financial transactions
- Any other tasks as determined by the Business Manager.
- The college is equipped with a vegetarian canteen to serve hygienically prepared food to staff and students where food is sold at subsidized rates.
- We also provide free lunch for all staff on all days the college is operational.

5.18 Head – Training & Placement

- To build strong network with top MNC's for arranging on campus drive.
- To motivate, guide and prepare students towards final placement.
- To visit core domain companies and build contact with HR for arranging campus drive
- Arrange interaction programme for students with Core Company
- Prepare and categorise the students based on their eligibility and capability for successful

completion of final placement and training.

- Prepare and categorise the students based on their eligibility and capability for successful completion of final placement and training
- To build strong network with Placement Officers of reputed college
- Invite Industry personnel periodically to enrich the knowledge of our student community with the latest technological innovations and industry practices.
- Identify reputed companies for Signing MoU
- Maintain good rapport with all the industries/software companies in all over India through letter/phone calls/emails etc.
- Arrange Campus/ Group Campus interviews from reputed Industries/ Software companies for the placement of our university students.
- Organize Seminars/ Guest Lecturers from eminent qualified and experienced persons
- Guiding in plant training for the students
- Organizing career planning and development programmes for students
- To report the results of all activities to the Principal
- To carry out any other instructions given by the Principal.
- Maintaining database of the students.
- **Head – Training & Placement is authorised to make a financial approval upto Rs. 20,000/-.**

6.1   WORKING HOURS

The College's working week consists of 35 working hours per Week. The normal working hours of the College is from 8.00 a.m. to 3.00 p.m. with a 40 minutes lunch break. The college normally works for 5 days in a week.

6.2   Teaching Days

The College shall have at least 180 full teaching days per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room / laboratory contacting teaching days and do not include days of examination / tours / sports etc.,

6.3   Workload

Workload of a teacher will be assigned as per the norms and circular of the Principal.

7 INDUCTION

Selected candidates will join RIT with proper onboarding and induction formalities

7.1   EMPLOYEE ON-BOARD:

- On the date of joining, before getting the approval of the appropriate authority,
- The documents i.e. original certificates, percentage of marks and other required parameters are to be verified by the HR personnel

Submission of Documents:

- Individual should submit their academic credentials with the HR Department like SSLC, XII UG, PG, PhD and any other certificates as per requirements on the date of joining.

- In addition to the above following documents are also to be submitted:
    a) Copies of appointment order, relieving and salary certificate of previous employer.
    b) Copies of all experience certificates.
    c) 3 passport size photographs.
    d) Copies of Form 16, PAN Card, Aadhar Card, Voter ID Card and Passport (if held).

- **Joining Report:**

    Individual should complete joining formalities by submitting duly signed joining report to the HR Department

- **Bank Account Opening**

    After joining the college, the individual needs to open a Bank account for salary transaction and submit the account number to the Accounts Department and HR Department.

- **Salary for Faculty**

    1. Professor (at Rs.10000 AGP in Pay band Rs.37,400-67,000)
    2. Associate Professor (at Rs.9000 AGP in Pay band Rs.37,400-67,000)
    3. Assistant Professor – (Senior Grade) (at Rs.8000 AGP in Pay band Rs.15,600-39,100)
    4. Assistant Professor – (Selection Grade) (at Rs.7000 AGP in Pay band Rs.15,600-39,100)
    5. Assistant Professor (Ordinary Grade) (at Rs.6000 AGP in Pay band Rs.15,600-39,100)

TRAINING & DEVELOPMENT

- The new incumbents are inducted to the concerned departments where they are familiarized to the people, process, and practices in order to orient the towards the work culture of RIT.

- To make them familiar with the other co staff members, the new recruits are introduced by the Management to all the members of the Institution at a gathering.

- The Management of RIT strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and also lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

7.2 PERFORMANCE APPRAISAL

a. Annual Staff Performance Appraisal Systems have been established. Employees shall fill the appraisal forms and submit the same to the HR department

b. The faculty will be assessed based on their performance on the following parameters
  - Pass percentages in the AU examinations in the subjects handled
  - Number of 'S' and 'A' grades in the subjects handled
  - Student feedback
  - Performance in the areas of research & consultancy
  - Papers presented
  - Extra responsibilities handled
  - Additional inputs to the students
  - Participation and contribution at the college level
  - Organising conferences, seminars etc.

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The system consists of:
- Self-Appraisal by Staff
- Appraisal by Head of Department
- Appraisal by Students Feedback
- Appraisal by Principal & Management

8. Effective Welfare Measures for Teaching and Non-Teaching Staff

The teaching and non–teaching staff plays a vital role in the growth of the institute and therefore, the Institute is recognizing their productiveness and acknowledges their needs and requirements regularly. As a result, the institution is implementing various effective welfare schemes. These welfare measures enrich the physical and mental health of the employees and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment towards the institute. The following list shows the various welfare structures:

8.1 Financial Benefits

- Every year, two departments are selected as a winner and runner based on the performance of faculty member and students in academics, placements and other activities and encouraged with cash prize of Rs.1000 per faculty from best department and Rs.750 for each faculty from runner up department.
- Post appraisal incentives provided for best performing staffs.
- Best Non-teaching staff and driver awards are given with cash prize.
- PhD allowance is given to the Doctoral Faculty members.
- A Gift voucher worth of Rs.1000/- is given to all Teaching and Nonteaching faculties every year during Ayudha Pooja celebration.
- Marriage gift for staff members.
- Providing financial support to attend FDP, workshop, training programs and National & International Conferences.
- Providing Sabbatical leave and financial support for the faculty members interacting with industries.
- Two sets of free Uniform are provided for Non-Teaching Staff.
- Maternity leave for the woman Teaching & Non-teaching Staff members as per norms.
- Special leave for religious festivals.
- Celebrations of the festivals in the campus.
- Monthly one-day Casual Leave and two one-hour permission will be allowed to avail.
- Yearly 37 days of Vacation leave have been given to faculty members.
- For non-teaching faculty, Yearly 7 days of Vacation leave have been given.
- During college day, awards are provided to the faculty members provided with excellent results.

8.2 Non Financial Benefits

- Free Transport facilities to and from their home to Institute.
- Subsidized canteen facility for breakfast - Teaching and Non-teaching members
- Free breakfast for supporting staffs
- Free Lunch to all the staffs
- Car facilities and allowance for senior staff members.
- On any medical need, medical room available in campus.

- Free accommodation in hostel for out station employees.
- ATM inside the campus.
- Free Wi-Fi inside the campus.
- Providing On duty for attending FDP, workshop, training programs and National & International Conferences.
- All non-doctoral faculties are encouraged to get enrolled for Ph.D. program in various Universities.
- Providing professional body membership fees.

9 LEAVE POLICY

9.1 Casual Leave

All staff members can avail **12 days** of Casual Leave in an academic year i.e. from 01 Jun to 31 May. Staff joining in the middle of the academic year will avail CL proportionately. Casual Leave is authorized to a staff after one month from the date of joining. Suffix and prefix to weekends or other holidays cannot be availed; either of the two can be availed. If both suffix and prefix are availed, intervening holidays during the leave period will also be accounted as CL.

A maximum of 3 days can be availed at a single time. More than 3 days will be considered as LLP. Absent on the re-opening day and the last working day of the odd and even semesters, without prior permission will render the entire period of vacation to be accounted as LLP.

9.2 Winter Vacation:

Winter vacation will be for a period of 7 days, during Jan / Dec of every year for teaching staff. This is subject to the staff completing one year of service. The exact dates of winter vacation will be announced after the receipt of the University Examination Time- table.

9.3 Summer Vacation:

Summer vacation for the teaching staff will be for a period of 30 days, in May / June. The exact dates of summer vacation will be announced after the receipt of the University Examination Time-table. Those who join in the middle of the academic year will avail Annual Leave proportionately.

9.4 INSTITUTIONAL HOLIDAYS

The College will declare institutional holidays through the college calendar

9.5 'ON DUTY' ABSENCE FROM COLLEGE

9.5.1 OD for official work

Staff members deputed by the College to attend any official work including purchase of equipments for the lab, arrangements for Institutional programmes, University work, etc., will be granted On duty Leave of maximum 5 days (exclusive of examination duties) and 10 days (inclusive of examination duties) in a semester. Maximum of 2 days in a semester for Staff invited for paper presentation in Conference / Symposia / Seminar conducted by other Colleges / Universities / Professional societies etc.,

9.5.2 OD for Higher Studies (OD-HS)

One day per month for PhD research work only for three years from the date of registration for Ph D. On Duty report / Attendance should be submitted to the HR after approval of the competent authority before 24th of every month, failing which the OD leave will not be regularized.

However, OD leave cannot be availed as a matter of routine and should be restricted to ensure that regular duties and responsibilities in the College are not affected. This OD should not be taken on Mondays or Fridays

9.6 Compensatory Leave:

Compensatory leave is discouraged. The Management may, in exceptional cases, sanction Compensatory Leave to staff members who are required to work extra hours and on an official holiday.

However, no compensation shall be provided for the duty performed in connection with the inspection visits of AICTE, DTE, Anna University, ISO External Audit, NBA Visits or for any other work in which a honorarium is received by the staff and matters in which the participation of the staff members is official and inevitable.

Six hours of classroom teaching, laboratory teaching and project guidance will qualify for a single day compensatory off.

Compensation Leave cannot be combined with CL or any other leave. Sanctioned compensatory leave should be availed only after the last working day of the semester and within six months from the date of duty for which the leave is sanctioned.

9.7. Maternity Leave:

All married female employees are eligible for maternity leave for a maximum period of 90 days. Staff who have completed one year of service in RIT are eligible one and a half month pay and staff with two years of service in RIT are eligible three months of pay.

The leave is extendable for a period of 45 days which will be treated as Leave on Loss of Pay (LLP). Under any circumstances, the Maternity Leave shall not exceed (90+45) 135 days. Any further extension, violating the regulations, will lead to the discontinuation of service of the employee with immediate effect.

9.8 Leave on Loss of Pay (LLP):

LLP should be avoided in all possible manners. Availing of LLP will lead to an adverse entry in the Personal File of the Staff concerned which shall affect the career prospects of the staff such as increment, promotion besides award of minor or major penalties as the case may be. However, this regulation will not apply to the LLP availed by a staff member as part of her maternity leave and Post graduate examination.

9.9 Permission:

Every staff member can avail permission of one hour twice a month. If the permission hour exceeds this, the same shall be accounted as Casual Leave for half-a-day.

9.10 Regulations:

a. All types of leave and permission should be availed with prior approval. However in exceptional cases, CL or Permission can be availed under intimation to the HOD and HR over phone or through mail. The same will be regularized only after submitting proper application on the same day of reporting for duty, failing which the entire period of absence will be accounted as Leave on Loss of Pay and an entry shall be made in the Personal File of the staff concerned. Absence without intimation (before 9 a.m.) will be treated as LLP and will be entered in the personal file of the staff.
b. Without alternative class arrangement details, leave shall not be sanctioned. For leave requested over phone, the HOD or any other designated staff concerned shall make alternative arrangements under intimation to the Principal.
c. Staff members who are getting relieved from the institution are not authorised to avail vacation (Winter & Summer) during the notice period.
d. Staff members should enter their staff code in all the official correspondence, leave letters, forms etc.

9.11   FACULTY DEVELOPMENT PROGRAMS

- Each faculty member is entitled to a grant of upto Rs 5000/ during an academic year towards attending FDPs, National Conferences, seminars etc. In case, grants in excess of Rs 5000/ are required, the same will be considered on merit by the competent authority.
- Faculty members are permitted to attend one FDP organized by Anna University (for a course in Anna University syllabus) in an academic year without affecting their work.
- The college also organizes FDPs for the newly recruited junior faculty members in the general areas of effective teaching / communications/ pedagogies as well as on core engineering subjects.
- Faculty Members publishing technical papers in Scopus indexed journals are given an incentive of Rs. 5000/- per paper.

10.0   GRIEVANCE REDRESSAL SYSTEM

Grievance may be any genuine or imaginary feeling of dissatisfaction which an employee experiences about his job and its nature, about the policies and procedures. It must be expressed by the employee and brought to the notice of the management and the organization.

In order to address the grievances of the employees, a grievance redressal cell is being formed as per the guide lines of AICTE.

Grievance Redressal System in the College shall aim at providing a channel or avenue by which any aggrieved employee may present his grievance; providing a procedure which ensures that there will be a systematic handling of every grievance. It also aims at providing a method by which an aggrieved employee can relieve his feelings of dissatisfaction arising out of various factors

Employees are requested to mail their concerns to grievancecell@ritchennai.edu.in only the mails sent from the college email system will be attended to.

11. INTERNAL COMPLIANTS COMMITTEE

The College has a women harassment prevention cell to handle the sensitive issues regarding the women's right and security. Whenever a complaint is received by HR department from a women employee, it is submitted to the principal who forwards the compliant to the cell and the cell duly conducts an enquiry and submits a report to the principal. The Principal initiates an appropriate action based on the report and settles the issue.

The cell includes Senior Lady Faculty members of the college. As per the guidelines of UGC.

12. SUGGESTION SCHEME

Main objective of this scheme is to encourage and utilize the creativity of individuals through suggestions. This is a forum which promotes employee's intellectual contribution in the management process. The Suggestion Scheme in the college is not confined to any particular area but encompasses different ideas which help the organization in conservation of resources, efficiency improvement, productivity enhancements and every other aspect which will result in an overall improvement in the life of our students and employees

NOTE: ALL THE ABOVE ARE SUBJECT TO CHANGE FROM TIME TO TIME.THE MANUAL IS SUBJECT TO AMENDMENTS AND MODIFICATIONS FROM TIME TO TIME IN ACCORDANCE WITH THE AMENDMENTS MADE IN VARIOUS RULES, SYSTEMS, PROCEDURE PRESCRIBED IN VARIOUS STATUTES OR RULES OF THE COLLEGE FROM TIME TO TIME. THE PROVISIONS CONTAINED IN THIS MANUAL ARE IN BRIEF AND ARE TO BE READ WITH THE DETAILED WRITTEN INSTRUCTIONS ALONG WITH FOOTNOTES/CLARIFICATIONS, IF ANY, ISSUED BY THE MANAGEMENT VIDE VARIOUS CIRCULARS, NOTICES, OFFICE ORDERS/MEMORANDUMS ETC. ANY ERRORS AND OMISSIONS CONTAINED IN THIS DOCUMENT ARE UNINTENTIONAL AND ARE LIABLE TO CORRECTIONS WHENEVER NOTICED.