



Gnanamani College of Technology

(AUTONOMOUS)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
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GCTPD#01

HR POLICY

w.e.f: June 2023

1. SERVICE RULES

1.1 STAFF PATTERN

The staff pattern, cadre structure, and student-staff ratio will follow the norms prescribed by AICTE and Anna University.

1.2 QUALIFICATION

The minimum qualification and experience requirements for various teaching posts will adhere to AICTE and Anna University norms. Requirements for non-teaching posts will be determined based on the respective department's requests.

1.3 RECRUITMENT

The recruitment of staff members for all cadres shall be based strictly on merit via open selection and public advertisement. Selection is conducted by a Competent Selection Committee duly constituted by the Management, consisting of representatives from management, administration, the department, and external experts.

The recommendations of the Committee will be approved by the Chairman of the Trust before appointment orders are issued. Internal candidates are permitted to apply for higher posts, provided they possess the required qualifications and experience. The decision of the management is final in all appointments.

1.4 JOINING REPORT

At the time of joining, the staff member must submit the following to the college office:

- Joining Report
- Original educational and experience certificates (for verification)
- Photocopy of all certificates

- Passport-size photo as required
- Aadhar card
- PAN card

(Note: Xerox copies of all credentials will be retained by the office.)

Staff must provide both temporary and permanent addresses, along with a contact phone number and email ID. Any changes to these details must be communicated to the administrative office immediately.

1.5 REGULARIZATION OF SERVICE

All appointments are temporary until regularization and may be terminated without assigning a reason. Employees' services are regularized after the successful completion of a one-year probation period.

1.6 TEACHING DAYS AND WORKLOAD

In accordance with University norms, the institution will fulfill the minimum number of teaching days required per semester. The workload for teachers will follow AICTE norms. Two tutorial or laboratory hours will be counted as one teaching hour.

1.7 WORKING DAYS AND TIMINGS

The college normally functions from Monday to Friday for students. The working hours are 9:15 A.M. to 4:50 P.M. For staff members, alternate Saturdays are also working days. Administrative office staff shall work from 9:15 A.M. to 6:00 P.M.

1.8 MAINTENANCE OF ATTENDANCE REGISTER

All teaching and non-teaching staff must register their attendance before the reporting time (9:15 A.M.) and at the end of the day (4:50 P.M.) on all working days. They must sign the attendance register for both forenoon and afternoon sessions.

Failure to mark attendance shall be treated as an absence unless permitted by the Principal. Staff members may avail of two "permissions" (late arrival or early departure) per month (9:15 A.M. to 10:15 A.M. or 3:50 P.M. to 4:50 P.M.). More than two permissions will be treated as a half-day of casual leave.

1.9 SALARY

Monthly salary is fixed for each staff member based on qualifications, experience, and management norms. Salaries are credited directly into the individual's savings bank account. Income tax, (TDS) if applicable, will be deducted from the salary and paid to the government.

1.10 STAFF BENEFITS

- **Pay Revision and Promotion:** Pay revision is based on Performance Appraisal (Refer Performance Appraisal Policy) reports and occurs at the beginning of each academic year. Performance and other credentials are integral to pay revisions and promotions.
- **Employees' Provident Fund (EPF):** All staff members are covered under the EPF scheme.
- **Group Insurance:** All staff and students are covered by a group insurance scheme providing benefits in the event of disability or death.
- **Higher Studies:** Staff are encouraged to improve their qualifications and may be provided with "On Duty" (OD) leave.
- **Professional Development:** Faculty members are motivated for FDPs, conferences, and seminars. Faculty members are permitted a maximum of two such programs per semester if the duration is within 5 days. Programs exceeding 5 days must be attended during vacation periods. Registration fees may be reimbursed.
- **Campus Facilities:** Free transport via college bus; rent-free accommodation and food for hostel staff; fee concessions for the children of staff members.

2. CONDUCT RULES (Refer code of conduct policy for more Details)

- Staff must be at their workplace during prescribed hours. Leaving the workplace requires prior written permission from the Principal through the HOD.
- Staff shall not engage in any outside business, trade, or part-time employment.
- Staff must not involve themselves in activities not conducive to their work during office hours.
- Consultancy or research projects require management permission.
- Accepting valuable gifts from students, parents, or vendors is prohibited.
- Involvement in political activities is prohibited.
- Staff must adhere to the college dress code.

3. LEAVE RULES

3.1 GENERAL

Leave cannot be claimed as a right. Management reserves the right to refuse or revoke leave based on institutional needs. All leave applications must be submitted through the proper channel to the Principal. In emergencies, casual leave may be taken with telephonic information, followed by a formal application upon return. Staff must arrange for substitute coverage of their duties during their absence.

3.2 CASUAL LEAVE (CL)

Full-time employees are eligible for 12 days of CL per academic year (June to May). CL can be carried over to the next year. CL cannot be both prefixed and suffixed to holidays; if it is, the intervening holidays will also be counted as leave.

3.3 MATERNITY LEAVE

Female staff with one year of continuous service are eligible for 90 days of maternity leave (permitted twice during their entire service). These 90 days must be taken continuously. The staff member must agree to work for at least one year after returning from such leave.

3.4 VACATION LEAVE

After one year of service, staff are eligible for 7 days of winter vacation and 14 days of summer vacation. Vacation cannot be accumulated and must be taken during declared periods.

3.5 ON DUTY (OD) LEAVE

Staff with six months of service are allowed 7 days of OD per semester for University-related duties (valuation, meetings, so on). Staff with one year of service are allowed an additional 7 days of "Special OD" for conferences/seminars.

3.6 STUDY / SABBATICAL LEAVE

Teaching staff with a minimum of three years of service can be granted leave for higher education. This requires an agreement to serve the institution for at least three years after the completion of the studies.

3.7 LEAVE ON LOSS OF PAY (LOP)

Unauthorized absence or leave exceeding prescribed limits will be treated as LOP. If LOP exceeds 10 days in a year, it will be considered a "break in service" unless justified by acceptable documentation.

The Policies are discussed and approved in the Governing Council of Gnanamani College of Technology.

CHAIRMAN