



Jaya College of Arts and Science, Thiruninravur – 602024

(Affiliated to University of Madras)

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## **1.HR POLICY**

### **1.SERVICE CONDITIONS FOR THE STAFF**

1.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.2 Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed.

1.3 Any staff member, on appointment, except on contract, shall be on probation for a period of two years.

1.4 Staff attendance should be signed every day, before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave.

1.5 Staff should be available in the college premises during the entire period of office hours, on all working days.

1.6 If a staff member on any kind of leave/vacation has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave/vacation application.

1.7 In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Designated Authority has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal/Designated Authority.

1.8 For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

1.9 Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

1.10 If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

### **CHAPTER 2 - METHOD OF RECRUITMENT**



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## **2.1 SCREENING**

2.1.1 Number of vacancies is notified by Principal/Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.

2.1.2 Vacancies are advertised in leading newspapers – both Tamil and English.

2.1.3 Short listed candidates are informed over telephones by HR Department.

2.1.4 At times, Walk- in interviews is also conducted for immediate postings.

## **2.2 INTERVIEW**

2.2.1 Interview Committee consists of Principal, Director/Designated Authority, Academic Co-ordinators and respective Heads of the department and subject experts. Selection is based upon the Technical Skill and Depth in Knowledge.

2.2.2 The short listed candidates from the interview shall be called for personal interview and selection be made on merit.

2.2.3 Direct interview is conducted for senior posts. Selection committee shall be constituted by the Secretary as per the guidelines approved by the Governing Council.

## **2.3 PAY FIXATION**

2.3.1 Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.

## **CHAPTER 3- PROVISIONS & RULES RELATING TO LEAVE/ PERMISSION**

### **3.1 ELIGIBILITY & APPLICABILITY**

3.1.1 All employees on regular rolls as per UGC norms.

### **3.2 GENERAL POLICES**

3.2.1 For the purpose of leave, “Year” shall mean the Academic Year starts on 1st June and ending 31st May.

Categories of leave available to the employees are:

→ Casual Leave (CL)

→ On duty (OD)



- Vacation Leave (VL)
- Leave on loss of Pay (LOP)
- Marriage Leave (ML)
- Maternity Leave (MTL)
- Permission

3.2.2 Leave accounts of all staff members are maintained in the Administrative Office.

3.2.3 Sanctioning authority:

Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to Heads for administrative convenience. Secretary of the college is the competent authority to sanction leave of the Principal.

3.2.4 All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules.

### **3.3 CASUAL LEAVE (CL)**

3.3.1 Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in an academic year (June 1st to 31st May). Staff members can avail maximum of 6 days CL per semester. The lapsed CL in the odd semester will be carried over to the even semester. ODD Semester (June – November), EVEN Semester (December – May).

3.3.2 However, in case an employee joins duty during the course of the year, such leave will be granted in proportion to the months of service in the said academic year. (i.e. one day CL on completion of a month)

3.3.3 CL cannot be carried over to the next year if it is not availed during that year.

3.3.4 Casual leave is to be ordinarily applied in offline at least 1 day in advance. The classes and other duties, if any, to be assigned to other competent staff. However if casual leave is taken on any emergency, the same has to be informed to the Principal office and HOD at the earliest possible.

### **3.4 ON OTHER DUTY (OD)**

3.4.1 The College can permit any faculty member to take special assignments with other Colleges or industrial units, for specific period of time or to attend seminars/faculty development programmes/winter or summer training programme with prior approval from the Head of the Department and Principal/designated authority.



### **3.5 VACATION LEAVE (VL)**

3.5.1 These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

3.5.2 Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

3.5.3 VL can be availed in two spells. When all or majority of the staff are opting for same spell and if the HOD feels that it would disrupt the normal function of the department, the HOD can direct the staff to avail VL without affecting normal work.

3.5.4 The staff, after giving option for the slot(s), will not be allowed to change the slots under any circumstances. For the purpose of calculating number of days of vacation leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.

3.5.5 It will be the responsibility of each faculty to see that their academic commitments like invigilation work, and centre valuation are not disrupted while they are proceeding on vacation leave.

3.5.6 The Vacation leave of a staff member can be cancelled by the authorities concerned if the presence of the staff becomes necessary for official work.

### **3.6 MARRIAGE LEAVE (ML)**

3.6.1 A Male/Female employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Marriage Leave for a maximum of one week from the vacation leave, subject to prior approval of the Principal/ Designated Authority.

### **3.7 LEAVE ON LOSS OF PAY (LOP)**

3.7.1 Absence without prior permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay.

3.7.2 Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP).

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### **3.8 MATERNITY LEAVE (MTL)**

3.8.1 A woman employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Maternity Leave (MTL) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal/Designated Authority with one month salary.

3.8.2 The employee shall inform the HOD & Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate

### **3.9 RULES RELATING TO APPLY FOR PERMISSION**

3.9.1 Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

3.9.2 If the number of permission for short absence exceeds 2 in a month, it shall be considered as half day CL for the 3rd permission.

3.9.3 Permission Timings – MORNING – 8.40 AM - 9.40 AM – EVENING – 3.40 PM - 4.40 PM

## **CHAPTER 4 - CONDUCT & DISCIPLINE**

### **4.1 CONDUCT**

4.1.1 Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

4.1.2 Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

4.1.3 Every employee shall Endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.

4.1.4 No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

### **4.2 DISCIPLINE**

4.2.1 The Secretary or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.



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4.2.2 An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the authority competent to do so.

## **CHAPTER 5 - APPEALS AND REVIEWS**

5.1 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / SECRETARY for review and redressal.

## **CHAPTER 6- GENERAL**

6.1 Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.

6.2 Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

6.3 The Faculty Members are expected to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.

6.4 Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings

## **CHAPTER 7 – DEPARTMENT**

7.1 Work load will be allotted by the HOD after taking into account of the Faculty Member's interests.

7.2 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or any extracurricular activities.

7.3 Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

7.4 The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.



## **CHAPTER 8 - CLASS ROOM TEACHING**

8.1 Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

8.2 The Faculty Member should get the lesson plan and course file approved by HOD.

8.3 The Faculty Member's Log Book must be regularly updated and put up for inspection by HOD/Principal as the case may be.

8.4 The Faculty Member should get the feedback from students and act /adjust the teaching appropriately.

8.5 The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

8.6 The Faculty Member should motivate the students and bring out the creativity / originality in the students.

## **CHAPTER 9 – LABORATORY**

9.1 The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

9.2 The lab observations must be corrected within 2 days.

## **CHAPTER 10 - TEST / EXAM**

10.1 While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

10.2 During invigilation, the Faculty Member should be continuously moving around. He/ She should watch closely so that nobody does any malpractice in the exam/test.

10.3 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).



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10.4 The faculty members should be fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms.

## **CHAPTER 11 - STAFF SPORTS**

11.1 Staff sports are conducted during the sports day and the winners are awarded with shields and medals.

11.2 Staff members are allowed to participate in sports events inside and outside the college. The college will sponsor for participation.

## **CHAPTER 12 – FINANCIAL ASSISTANCE**

12.1 Faculty members are financially supported for presenting papers in conferences/attending Seminars, Workshop, FDP, SDP etc. with full registration fee and TA/DA as under.

## **CHAPTER 13- YEARLY INCREMENTS**

13.1 Staff members are eligible to the increment at the end of 12 month service in the institution.

## **CHAPTER 14 – RESIGNATION / TERMINATION OF SERVICE**

14.1 Faculty member can get relieved at the end of an academic year with three month notice after completion of 2 years of service in the college.

14.2 In case of resignation during the middle of an academic year he/she has to pay 3 months' salary to the Institution.

14.3 The Secretary shall have the authority to terminate the services of a member of the staff of the college, for any of the following reasons.

- Serious misconduct and wilful negligence of duty,
- Physical or mental unfitness





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## **ROLES & RESPONSIBILITIES**

**Principal:** As the head of the institute, principal should have the vision and leadership ability to ensure the continuous growth of the institute.

### **Academic:**

- To monitor and conduct academic activities of the institute under the guidance of the management and assistance of Head of the Departments.
- To plan and take the necessary actions for improvement for producing better academic results.
- To promote industry institution interaction, research & development activities.
- To maintain cordial relations with staff members, students, parents and with all those connected to the institution both directly and indirectly.

### **Administration:**

- To conduct the periodical meetings of the HoDs & faculty members for effective administration of the institution.
- To make the employee and students aware of the rules, policies and procedures laid down by the institution and see to it that they are enforced.
- To initiate recruitment of teaching and non-teaching staff members as per rules laid down by the institution.
- Approves and ensures the implementation of the department's & Institute academic calendar for Odd and Even Semester.
- To sanction the leave of the faculty members as per the norms.
- To reviews internal test analysis report and initiates necessary corrective actions.

### **Finance**

- To recommend allocation of budget for the departments as requested by the Head of Departments to the Governing body.
- To authorize for cash advances for urgent purchases required in the institute.



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### Promotion of Co-curricular and Extra-curricular and Strategic Activities

To monitor and promote technical and non-technical, co-curricular and extra-curricular activities like seminars, workshops, cultural and sports events with the assistance of HoD's and staff members.

→ To maintain the infrastructure of the institution with the help of concern staff and protecting the life and property of all those connected with the institution.

### **HEAD OF THE DEPARTMENT**

HOD will be

→ Monitoring the proper functioning of the Department as per the education policies formulated by the college.

→ Reporting to the Principal daily about the activities carried out and activities in progress in the department.

→ Allocating the academic roles and responsibilities equally among the members of faculty

Finalizing the portion for the internal examinations and ensuring the completion of the portion before every examination.

Monitoring the progress of the students in both co-curricular and extracurricular activities.

Ensuring the proper maintenance of all the department files with the help of the faculty in charges.

Ensuring the discipline of the faculty members and students by being disciplined.

### **TEACHING FACULTY MEMBERS**

All members of the faculty need to

Prepare lesson plan for the subject's assigned using academic calendar and get approval from the Head of the Department.

→ Choose appropriate mode of delivery for their subjects to make the teaching and learning process more interactive and interesting.

→ Maintain students' attendance for every hour through CAMS web portal both for theory and lab classes.



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Demonstrate the experiments to the students at first and make them to do the experiments later by following the procedures given during lab hours

Evaluate the Internal exam papers within 3 days and submit the mark statements to the HOD.

Identify the slow learners in their subject and conduct appropriate remedial coaching classes to improve their performance in the next exam.

### **EXAM CELL**

- To update the time table of semester examinations.
- To collect attendance proforma and internal marks for conduction of examinations.
- Conduction of practical examinations for all the departments.
- Arrangement for conducting examination and collection of answer papers.
- To appoint qualified internal and external examiners to conduct and valuate practical, soft skill and NME exams.
- To Arrange for re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees
- Maintenance of all records, statistics and database of candidates pertinent to examinations
- Processing and passing of bills of exam duty remuneration for internals,  
TA, DA, other conveyance/allowance for externals.