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**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
Established Under Sec. 3 of UGC Act, 1956 • NAAC Accredited

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think • innovate • transform

# HUMAN RESOURCE POLICY

**Placed in 45<sup>th</sup> Board of Management**

Date: 1.3.2018

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## **HUMAN RESOURCE POLICY**

It is imperative that for a sustainable growth, institutional effectiveness and employee satisfaction, every institution should have a sound set of Human Resource Policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in consonance to the mission, vision and objectives of the institution. The Human Resource Policy encourages its employees to uphold the motto of this institution **THINK, INNOVATE & TRANSFORM** to translate the objectives into reality.

This Human Resource Policy Document has been prepared for the staff working in PMIST to make them aware of the Rules and Regulations that would govern their working in this Institution. It is expected that staff members are adhere to the policies mentioned in this document. All the Deans, Directors, HoDs and Section Heads need to disseminate the contents of this policy to all the staff working in their respective departments.

PMIST upholds the principles of equality and self respect which is the cardinal philosophy of Thanthai Periyar the great social revolutionary. Hence PMIST does not discriminate peoples on the basis of race, colour, gender, religion, age, origin, disability in the matters of employment.

The institution reserves the right to amend or repeal any of these policies from time to time and the institution may incorporate, withdraw or modify the policies whenever circumstances warrants.

### **SERVICE CONDITIONS**

All staff will be governed by the terms and conditions as mentioned in the letter of appointment and Bye-Laws of this Institution.

## **1. Appointments:**

### **Classification of Service**

The employees of the deemed to be University shall be classified into four classes as detailed below:

#### **(a) Class A**

The employees whose basic pay is more than or equal to that of Asst. Professor.

#### **(b) Class B**

Employees whose basic pay is less than that of Asst. Professor but more than or equal to that of Section Officer.

#### **(c) Class C**

Employees whose basic pay is less than that of Section Officer but equal or more than that of Junior Asst.

#### **(d) Class D**

Category whose basic pay is less than that of Junior Asst.

## **2. Joining report:**

Individual should complete joining formalities by submitting joining report, Employee Data Sheet and other required certificates / documents to the Establishment Section after getting signatures of Department Head, Dean of Faculty, Dean (Academic) and Registrar.

## **3. Opening of Bank Account:**

After joining the institution, the individual shall to open a salary account with bank at this premises and will submit the account number to Finance Section and Establishment Section.

#### **4. Probation:**

Every employee of the deemed to be University will be on probation for a period of two years and may be extended for a period of one year.

On completion of the period of probation, the deemed to be University shall make an assessment of the performance of the probationers and on the basis of such assessment either declare the individual to have satisfactorily completed the period of probation or extend the probation by such period as may be considered necessary, not exceeding one year to make a further assessment of the individual's suitability provided such orders shall be issued within three months from the normal date on which individual would have completed the probation of the first instance or the extended period as the case may be.

#### **5. Mode of Assessment:**

A committee constituted by the Vice-Chancellor shall evaluate the work of the employees of class 'A' and make recommendations to the Vice-Chancellor whether the individual can be declared as having completed the probation satisfactorily or otherwise. The committee shall comprise:

- Dean Academic
- Dean of Faculty concerned
- One Professor (nominated by Vice Chancellor)

For class 'B, C & D' Employees, the Registrar along with two other members nominated by the Vice-Chancellor will evaluate their work to declare their probation.

If the Annual Performance Index (API) of any regular employee is not meeting the required index, then the employee concerned will be given a notice for improvement within six months.

In case of no considerable improvement in the performance to meet the required Performance Index (PI) then the employee will be relieved of from the services of the Deemed to be University as per the Bye-Law.

**6. Agreement for Probationers and Contract Appointments:**

All employees appointed on probation or on contract shall execute an agreement with the Deemed to be University embodying the clauses of these Bye-laws in the prescribed form.

**7. Agreement after completing probation:**

All employees who are approved probationers shall execute an agreement with the Deemed to be University in the prescribed form on a stamp paper.

All employees who are willing to undergo part time study or research shall execute an agreement with the Deemed to be University in the prescribed form on a stamp paper.

**8. Notice for leaving by staff member:**

The services of any employee of the deemed to be University are terminable by giving one month notice on either side or on payment of one-month salary in lieu thereof.

The services of any employee of the Deemed to be University is terminable by following due process of law for the:

- (i) Dereliction of Duty.
- (ii) Acting against the institution.
- (iii) In-disciplined way of conduction himself/herself etc.,
- (iv) In-Subordination
- (v) Malpractice
- (vi) Misappropriation of Money or any kind of resources of institution
- (vii) Criminal Offence

## **9. Resignation:**

Resignation letter should be handed over to the Registrar in person during working hours. Any other mode of communication will not be acceptable. Employees will be given their relieving order once the exit formalities are completed.

Resignation will not be accepted to relieve in the middle of an academic year.

## **10. Retirement:**

Any employee shall be permitted to retire from the services of Deemed to be University on the last day of the month, in respect of non-academic staff on completion of **sixty years** of age and in respect of academic staff on completion of **sixty five** years of age.

Provided that the academic staff shall be permitted to retire on the last day of that academic year with the approval of Vice-Chancellor.

## **11. Pay and Allowances:**

The scales of pay admissible to the various categories of academic and non-academic posts in the Deemed to be University shall be fixed in accordance with the recommendation of the University Grants Commission/Govt. of India.

## **12. Leave:**

The following are the various kinds of leave admissible to the members (Academic and Non-academic) of the Deemed to be University, namely:

- (a) Casual Leave
- (b) Earned Leave
- (c) Unearned Leave on Medical Certificate
- (d) Maternity Leave
- (e) Study Leave
- (f) Sabbatical Leave
- (g) Leave on Loss of Pay

The leave taken more than the eligible days will be treated as Loss of Pay (LoP). An employee who has LoP will not be eligible for an increment in the following year.

### **Casual Leave**

Casual leave shall be granted upto a limit of 12 days in a calendar year; but absence on casual leave shall be treated as duty for purpose of calculation of pay and allowances. The maximum period for which a Deemed to be University employee may absent continuously on casual leave inclusive of holidays shall not exceed ten days. Casual leave can be granted for half a working day. Casual leave cannot be combined with any other leave.

Unavailed CL will not be carried over to the next calendar year.

When the exigencies of the services so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

### **Earned Leave**

The employees are entitled for Earned Leave for the period of their service in the Deemed to be University at the ratio of 1: 22 (i.e. one day for every twenty two days on duty including public holidays). The employees will not be eligible to earned leave for the period for which they have availed any kind of leave other than casual leave. They are eligible to accumulate and retain the credit of earned leave up to sixty days at a time and they will be permitted to avail the earned leave in a slot not exceeding fifteen days at a time.

The EL can be availed during the academic period as applicable without causing any academic disturbance and should be recommended by HoD.

EL cannot be Inter-fixed and can be prefixed/suffixed with Sundays or any other holidays.

**Unearned Leave on Medical Certificate:**

- a. Every employee of the Deemed to be University is entitled for ten days of Unearned Leave on Medical Certificate for every completed year of service, can rejoin duty on obtaining a fitness certificate obtained from a medical officer not below the rank Civil Asst. Surgeon. However, the maximum leave that can be availed by an individual for the entire service is only 180 days.
- b. Staff Members who have been on leave on Medical Certificate for a period more than ten days would be considered on the recommendation of the Medical Board duly constituted by the Competent Authority. When the necessities arise, the Medical Board will give its recommendations on the request of the staff to the Registrar.
- c. To avoid any delay in getting sanction for medical Leave, the following time limit is laid down.
  - (i) A member intending to go on leave on medical grounds should submit her/his application within three days from the date of entering on such leave.
  - (ii) On receipt of such application, where reference to the Medical Board is deemed necessary, such reference will be made by the Deemed to be University.

**Maternity Leave:**

For regular employees and approved Probationers (Women employees of the deemed to be University only) Three Months of Maternity leave with pay and allowances is admissible from pre-confinement rest to post confinement recuperation at the option of the member. However she may avail maternity leave of another three months without pay.



The maximum period entitled to maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than six weeks shall precede the date of her expected delivery.

The benefit of grant of **six weeks** in case of miscarriage / abortion in the entire service with pay and allowances to women employees who **completed two years of service**.

A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother.

### **Study Leave**

The employees of the deemed to be University are eligible for study leave as detailed below:

- (i) **Conditions:** The staff member should have completed, at least three years of continuous service and should have eight years of service for retirement. Staff Members of all classes of service are eligible for study leave. Those who are availing study leave shall execute an agreement with the Deemed to be University so as to serve the Deemed to be University after completion of study for a period equal to or greater than the period of study.
- (ii) **Quantum of leave:** Study leave shall be granted for the required period of the course of study, twelve months at a time and forty-eight months in all.
- (iii) **Purpose:** The purpose for grant of such leave is to study scientific or technical problems or courses of instructions in or outside India and for acquiring higher qualification.

(iv) **Leave Salary:** During study leave an individual is not entitled for salary but he/she they may avail of any scholarship or fellowships of the deemed to be University/outside agencies. However, relaxation to this may be given by Board of Management if deemed fit.

### **Sabbatical Leave**

The permanent fulltime teachers who have completed seven years of service as an Associate Professor or a Professor will be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the institution and higher education system. The duration of leave shall not exceed one year, at a time and two years in the entire career of the teacher.

### **Leave on Loss of Pay**

The employees should not be permitted to take leave on loss of pay in a routine manner and the sanctioning authorities, must ensure, granting of leave on loss of pay, must be avoided as far as possible. Any period for which leave on loss of pay is permitted, will not count for future increment of the employee concerned for that period.

### **13. Grant of Leave:**

The procedure of sanctioning the leave and the authority competent to grant such leave will be as follows:

(a) The Head of the Department	-	Casual Leave for the staff of Department
(b) Dean (Academics)	-	Permission of absence due to 'on other duty'.

(c) The Registrar	-	(i) Grant of any kind of leave to the staff of the Office of the Registrar. (ii) Grant of Leave other than the Leave granted by the HOD's / Deans /Directors only to the staff of the department.
(d) The Vice-Chancellor	-	(i) Grant of any kind of leave to the Registrar, Finance Officer, Controller of Examination, Deans, Directors and Head of the Departments. (ii) Grant of any Special Leave not covered under the Bye-Laws on discretion to any category of staff.

#### 14. Recall to Duty:

Any kind of leave cannot be claimed as a matter of right and when the exigencies require the services of the individual, the authority empowered to grant such leave may refuse or revoke leave of any description.

The employees of Deemed to be University, on leave shall not accept or take any employment or service to receive any remuneration without permission of the competent authorities.

Willful absence from duty after the expiry of leave may be treated as misconduct, which will involve disciplinary action.

#### 15. Conduct and Disciplines:

No employee shall take part in any act or movement which is considered in the opinion of the Board of Management to bring the Institution into disrepute. It shall be the duty of every employee to honour the confidence reposed in him by the Institution.

No employee shall divulge any information obtained by him in the course of his official duties to outsiders or make use of it against the Institution.

No employee shall indulge in any criticism of the administration of the Institution.

No employee shall associate herself/himself with or take active part in politics or in any trade union activities. On this aspect the decision of the Board of Management shall be final.

Employees of the Institution shall submit their applications for appointment to higher posts, classes etc. only through the officers under whom they are working.

A whole-time employee of the Institution may be employed in any manner as required by the concerned authority without any additional remuneration. Without the previous sanction of the Vice-Chancellor in writing, no employee shall accept any additional employment on full time or part time basis, with or without emoluments.

Any persons in-charge of posts dealing with cash, stores and other valuables including books shall furnish security for such amount as may be determined by the Board of Management.

**16. Promotion:**

All promotions shall be by selection based on merit from among the candidates possessing the qualifications prescribed, seniority being considered only when merit and efficiency are approximately equal.

**17. Attendance:**

The establishment section shall be responsible for maintaining attendance records for all staff.

Punctuality is the most important character of an employee of the institution. It is a sign of professionalism and helps the employee stand out as a reliable and trust worthy employee.

- a. All staff members are expected to maintain punctuality.
- b. All the staff members of the institution shall mark their biometric attendance both in time and out time.
- c. One minute after the scheduled In-time and one minute before the scheduled Out-time up to 10 minutes will be treated as Late arrival or Early out. However, an employee will be allowed 2 times late arrival or early out in a month. But for every three late/early out, 1/2 a day C.L. will be deducted. In case of no C.L. in the credit, the staff may apply Compensation Leave. If the staff member has no CL/Comp. Leave at his/her credit, the salary will be recovered accordingly.
- d. For every 10 minutes Late after the scheduled in time and 10 minutes early out before the scheduled Out-time in a single day, 1/2 a day will be deducted in the available CL/Comp. Leave or salary as the case may be.
- e. In respect of the staff working on shift mode, the section head of Transports, Security, Electrical, Plumbing, Hospital, Library, Chakravarthi Hostel & Annai Nagammaiyar Hostel shall post the scheduled duty timings (In time and Out time) for them, for the specific period, in BRAIN. Any failure in posting the scheduled timings for the staff on shift mode will result in loss of leave/salary. In the event of the staff members working in shift basis, continue their duty for the following shift, they should punch in and punch out, for every shift.
- f. The staff posted in Hostels and Securities can avail of two days of Casual Leave in a month. They are entitled for compensation leave where they have work on declared Holidays (Except Sundays).
- g. Every staff can take permission two times in a month for one hour each either at starting or closing of working hours. However, the permission will not be allowed during the course of working hours.

- h. Any Leave or On-duty should have the approval of the Registrar on or before the last working day of every month, failing which salary will be withheld proportionately. However, any claim in this regard will be processed only in the following month.
- i. Earned Leave & Medical Leave approval process will be done manually. Once the approval is obtained, details should be entered in BRAIN, after rejoining the duty, along with the request approved by the Registrar before the last working day of every month.
- j. If any staff member failed to mark her/his out punch (for a single day) in the biometric system, that day will be treated as Leave / LLP.
- k. Staff members, who want to work during holidays, should get prior approval from the Registrar through Head of Department and posting the details in the biometric system for availing of compensation leave. The Compensation Leave must be availed within 3 months from the day of working on holidays.
- l. Any kind of leave/On duty, the Teaching Staff should get the final approval from the Registrar. The Non-Teaching Staff should get the final approval from the Head concerned.
- m. In an unavoidable situation, if any staff experiences difficulties in applying leave / getting approval before the last working day of every month, he/she should apply for approval to the Registrar thro' their respective Head / Dean, to sanction the pending / withheld salary before 3<sup>rd</sup> of the successive month. The salary for such period will be paid, along with the salary due for next month on the approval of Registrar.

- n. All staff members should be present in their respective workplace. If anyone goes out during office hours he/she must mark (Out/In) at the punching system.
- o. The staff members who wish to avail of leave on the Afternoon, the leave will be counted after 1.00 p.m. only.
- p. The staff members advised to avoid applying Henna, Turmeric, etc. in their fingers which may cause problem while punching.

## **18. Code of Professional Ethics:**

### **Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his /her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his /her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

### **Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;

- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices, tradition and ethos.
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

### **Teachers and Students**

#### **Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;



- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **Teachers and Colleagues**

#### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

**Teachers and Authorities:****Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and inconformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as possible with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**Teachers and Non-Teaching Staff:****Teachers should:**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

### **Teachers and Guardians**

#### **Teachers should:**

Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **Teachers and Society**

#### **Teachers should:**

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

**19. Summer/Winter Vacation:**

A circular on Summer Vacation/Winter and its terms and condition shall be released every year for the Staff. The vacation for such staff member may be applied well in advance to their respective Authorities with the consent of HoD/Dean.

**20. Dress Code / Uniform:**

All the faculty members must wear overcoat uniform, while taking the classes / conducting lab/attending Examinations related duties. The Male faculty members have to wear full pants and shirts tucked in with tie and formal shoes. The Female faculty members have to wear Saree or Churidar with properly pinned thupattas.

**21. CUG Sim Card Policy:**

The SIM Card (CUG) is provided to the employees.

**22. Health Checkup Policy:**

PMIST aims to help employees to undergo a health checkup by conducting medical camps and to foster preventive measures wherever required and to ensure physical and mental fitness in carrying out their roles effectively.

This policy applies to all the staff members who are experiencing any health issues during their employment. This periodical health check up will help them to manage their health.

**23. Residential Accommodation:**

Residence facility at campus will be provided to the staff members.

Allotment of rooms will be on the basis of availability and first-cum-first served basis. For availing campus accommodation, the individual should give an application along with a copy of Appointment Order/Joining Report, duly recommended by the Warden and submit to the Registrar for approval.

#### **24. Transport Facility:**

- i. Contact Transport Manager for availing Transport facility.
- ii. The bus charge, as applicable, will be deducted from the salary of the individual.
- iii. All staff should reach the designated boarding point before 5 minutes of the scheduled time to board the bus to avoid inconvenience to self and others.
- iv. All staff should board / drop the bus at designated boarding/dropping points only.
- v. Everyone travelling in the bus to carry bus passes, issued by Transport Dept.
- vi. Everyone to travel in the allotted buses only.

#### **25. DO'S & DON'TS FOR FACULTY:**

Some of the DO's and DON'Ts for faculty members are enumerated below. These are to be strictly followed for achieving academic excellence.

##### **DO'S**

- i. Be at campus before 09:00 AM.
- ii. Strictly obey the instructions and circular issued by the institution from time to time.
- iii. Be in time for all classes and leave classes exactly in time after completion of session.
- iv. Take attendance at start of class.
- v. Insist on timely submission and accuracy of lab records.
- vi. Timely submission of all tasks allotted and proper feedback.
- vii. Be ethical, thorough professional and a good team member.
- viii. Contribute in academic and administrative activities.
- ix. All should attend functions/ meetings/Trainings etc., as and when arranged.

##### **DONT's**

- i. Don't avail leave without prior sanction (In emergency only, inform HoD timely).
- ii. Don't absent from Lab or classes on any pretext.

- iii. None of the resources of the Institution should be used for personal purposes.
- iv. Don't avoid feedback.
- v. Don't get into altercation with seniors and students.
- vi. Don't give lame excuses for not doing a job in time.
- vii. Avoid Grape Wine Communication, discuss technology instead.
- viii. Don't spread rumors or accept them.
- ix. Don't be disgruntled.
- x. It is forbidden to conduct any common meetings/protest against the institution, inside or outside the premises.
- xi. Avoid unethical exit.