AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING
AVADI IAF, CHENNAI 600055

<u>HUMAN RESOURCES POLICY</u>

Aalim Muhammed Salegh Trust was founded in the year 1990. With the starting of Aalim Muhammed Salegh College of Engineering in the millennium year 2000, the long cherished dream of our Founder & Chairman Alhaj Dr. S.M. Shaik Nurddin, has become a reality. The institution offers undergraduate programmes in EEE, ECE, CSE, IT, Mechanical, Civil, AI&DS and post graduate programmes in Management and Computer Applications. The College is affiliated to Anna University Chennai, Chennai. Thecollege places thrust on providing quality and valuebased education to the underprivileged and the needy.

1. The Governing Body of the College consists of:

MEMBERS	DESIGNATION
Mrs.M.S.Habibunnisa	Chairperson
Mr.S.Segu Jamaludeen	Secretary & Correspondent
Mr.T.S.K Shaik Fareed	General Manager
Mr.Shaik Athaullah	Trustee Administrator
Prof. Dr. S. Sathikh,	Academician Former Vice-Chancellor, University of Madras,Chennai
Prof.Dr. S.Sathish	Principal
Dr. M.Afzal Ali Baig	Faculty of the Institution
Prof.Dr.N.R.Shanker	Faculty of the Institution
Prof.Dr.S.B. Mohan	Professor/EEE Academician Sri Venkateswara Engineering College, Tirupati
Dr.A.M.Junaid Basha	Adl. Director,Scientist Scientist"G", M/s Combat Vehicles Research and Development Establishment (CVRDE) Defence Research and Development Organisation (DRDO) Ministry of Defence Chennai, India

2 (a) OUR VISION:

"To be a college with cutting-edge excellence in learning, teaching and research integrates academia, industry and sustainable society."

(b) OUR MISSION: To achieve the vision, the institutional Mission envisages dedicated efforts:

M1: To offer, project based learning for all the subjects beyond the syllabus.

M2: To create, multidisciplinary and interdisciplinary research environment among the students through solving complex social technical problems.

M3: To motivate students and Faculty members to undergo MOOC's courses and certifications.

M4: To collaborate with Academia and Industry for intellectual ecosystem to develop holistically and improve human capabilities.

(C) OUR QUALITY POLICY

- The College has published a handbook under the guidance of the Governing Council detailing all service rules and regulations.
- Awareness is created every year among the employees and students, by placing the rules and regulations of the college, promotion land recruitment policies in the website.

3 RECRUITMENT OF FACULTY

(a) Cadre structure for Teachers:

LEVELS	CADRE
1.	Principal
2.	Professors
3.	Assistant professors
4.	Lecturer
5.	Librarian
6.	Director of physical Education

(b) Qualification- Faculty members are recruited based on the qualifications prescribed by AICTE for various cadres. At Present the following criteria are followed.

Engineering and Technology

Sl No	Cadre	Qualification	Experience
1.	Lecturer	BE/B.Tech and ME/ MTech in relevant branch with First class or equivalent either in BE/BTECH or ME/MTech	No Minimum requirement
2.	Asst. Professor	Doctorate in the appropriate branch Engineering/Technology with First Class Bachelor's& Master's Degree in the appropriate Branch of the Engineering/Technology	8 Years teaching Experience
3.	Professor	Doctorate in the appropriate branch Engineering/Technology with First Class Bachelor's& Master's Degree in the appropriate Branch of the Engineering/Technology	15 Years teaching Experience
4.	Principal	Doctorate in the appropriate branch Engineering/Technology with First Class Bachelor's& Master's Degree in the appropriate Branch of the Engineering/Technology	15 Years' experience in teaching/industry/r esearch out of which 5 Years must be at the level of Professor or above in Engineering/ Technology

Humanities & Sciences

Sl No	Cadre	Qualification	Experience
1.	Lecturer	Good Academic record with at least 60% mark or an equivalent CGPA at the Master Degree level in the relevant subject from an Indian University. Beside fulfilling the above qualifications candidates should be cleared the National Eligibility Test (NET) for lecturer conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum requirement

2.	Asst. Professor	Good Academic record with at least 60% mark or an equivalent CGPA at the Master Degree level in the relevant subject from an Indian University. Beside fulfilling the above qualifications candidates should be cleared the National Eligibility Test (NET) for lecturer conducted by the UGC, CSIR or similar test accredited by the UGC	8 years teaching experience for MSc/MSc./M Phil/Ph.D.
3.	Professor	Doctorate in the appropriate field in addition to Good Academic record with at least 60% mark or an equivalent CGPA at the Master Degree level in the relevant subject from an Indian University. Beside fulfilling the above qualifications candidates should be cleared the National Eligibility Test (NET) for lecturer conducted by the UGC, CSIR or similar test accredited by the UGC	15 Years teaching experience

Note: If a class/division is not awarded at BE/ME/equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to First class / division. If a gradepoint system is adopted the CGPA will be converted into equivalent marks as givenbelow.

In the discipline of Computer Science / Engineering / Technology, in lieu of "First ClassDegree at Bachelor's/ Master's level in the appropriate branch", a First class Master'sDegree in Computer Science and Engineering Technology together with a first classBachelor's Degree in any area of Engineering / Technology will be acceptable.

Librarian

SI.No	Cadre	Qualification	Experience
1.	Librarian	Master's degree in Library science / Information science/ Documentation or an equivalent professional degree with at least 60% marks or its equivalent CGPA and consistently good academic record. Qualification in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.	Experience in computerization of library.

Director of Physical Education

SI.No	Cadre	Qualification	Experience
1.	Director of Physical education	A master's degree in Physical Education (tow year courses) or Master's degree in Sports or an equivalent degree with at least 60% marks or its equivalent CGPA and consistently good academic record. Passed the physical fitness test. Qualifying in the national test conduced got the purpose by the UGC or any other agency approved by the UGC.	Represented the university/college at the inter university /intercollegiate competitions or the State in national championships.

(c) Mode of Selection of Faculty Members

Direct Recruitment to all Cadres is based strictly on merit Selection is done byduly constituted Committees. The following procedure is adopted in selection of facultymembers.

1. Advertisement in leading Newspapers
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Selection committee is constituted.
4. Intimation to short-listed candidates about the date and time of Interview
5. Based on the recommendations made by the Selection Committee the candidates are informed of their selection.
6. Appointment Orders are issued to the selected candidate
7. All appointments will have to be ratified by the Governing Council in its next earliest meeting

(d) Composition of Selection Committee to recruit faculty members.

A selection committee is constituted with the following members.

(i) Secretary & Correspondent
(ii) Principal
(iii)Heads of the Departments concerned
(iv)One Expert Members - nominated by the University and AICTE.

(e) Recruitment of Support staff:

I) Cadre structure of support staff

Category: ADMINSTRATIVE STAFF

Sl No	Cadre	Qualification	Scale of Pay (Rs)
1.	Officer superintendent	A Graduate from any recognized University	9,300 - 34,800
2.	Cashier	A Graduate from any recognized University	9,300-34,800
3.	Senior Accountant	A Graduate from any recognized University	9,300-34,800
4.	Accountant	A Graduate from any recognized University	9,300-34,800
5.	Assistant	10th Standard/ HSC	5,200-34,800
6.	Maintenance Supervisor	A certificate from ITI in relevant trade	9,300-34,800
7.	Purchase Assistant	10th Standard	5,200-20,200

Category: TECHINICAL STAFF

Sl No	Cadre	Qualification	Scale of Pay (Rs)
1.	Placement Assistant	A Graduate from any recognized University	9,300-34,800
2.	Laboratory Instructor	First class Diploma in branch concerned	9,300-34,800
3.	Electrician	First class Diploma in branch concerned. / A Certificate from ITI in relevant trade	4,440-7,440
4.	Attender	8th Standard/10th Standard	3,200-6000
5.	PD marker	10th Standard	5,200-20,200
6.	Gardener	No formal Education required	4,400-7440

Category: MINISTERAL STAFF

Sl No	Cadre	Qualification	Scale of pay (Rs)
1.	Supervisor	No Formal education is required	5,200-20,200
2.	Watchman	No Formal education is required	4,400-7,440
3.	Luskar	No Formal education is required	3,200-6000

Category: TRANSPORT STAFF

Sl No	Cadre	Qualification	Scale of Pay (Rs)
1.	Supervisor	10th standard and should possess professional driving license	9,300-34,800
2.	Mechanic	First class Diploma in branch concerned. / A certificate from ITI in relevant trade	9,300-34,800
3.	Driver	10th standard and should possess professional driving license	5,200-20,200
4.	Bus Attender	No formal education is required	3,200-6000

Category: HOSTEL STAFF

Sl No	Cadre	Qualification	Scale of Pay (Rs)
1.	Supervisor	10th standard	9,300-34,800
2.	Deputy Warden	A graduate from any recognized University	5,200-20,200
3.	Cook	Previous Experienced is required	9,300-34,800
4.	Cooking Assistant	Previous Experienced is required	3,200-6000
5.	Wash boys	---	3,200-6000

Category: MEDICAL STAFF

Sl No	Cadre	Qualification	Scale of Pay (Rs)
1.	Medical Officer	MBBS from Recognized University	15,600-39,100

In deserving cases relaxation like qualification and age maybe given by the Management subject to ratification by the governing body.

Mode of selection of support staff:

All the position are advertised in the press. After scrutiny of applications received and short listing by committee consisting

(a) Secretary & correspondent

(b) Principal

(c) Administrative Officer

(d) All HODs,

Limitations are sent to the short listed suitable candidate for personal interview.

1. (a) SERVICE CONDITIONS INCLUDING PROMOTION POLICY

i. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms.

ii. Every appointee shall be subject to the conditions that he/she is certified as insound mental health and physically fit for service by a Medical authority asspecified from time to time.

iii. The pay of Teaching Staff shall be as fixed by the Selection Committee inaccordancewith the following scale of pay prescribed by AICTE.

Designation	Scale of Pay (Rs)
Lecturer	15,600-39,100
Assistant Professor	15,600-39,100
Professor	37,400-67,000

iv. The pay of Support Staff shall be as fixed by the Selection Committee inaccordance with the following scale of pay prescribed by State Government.

v.   The seniority of an employee in any Grade shall, unless he/she has been reducedto a lower rank on punishment, leave on LOP, be determined by the date ofhis/her first appointment on probation.

vi.   The appointing authority shall, at the time of appointing two or more personssimultaneously to a Grade, fix the Seniority for them with reference to the rankfixed by the Selection Committee at the time of appointment, irrespective of dateof joining.

vii.   All appointments in the academic services shall be made by open competition byan advertisement and selection, where in all the in-service personnel who possessthe qualification prescribed shall also be permitted to apply.

viii. Save as otherwise provided every employee of the College shall be appointedunder a written contract and the conditions of service relating to them shall as faras possible be uniform except in respect of salaries payable to them. Thecontract shall be lodged with the Principal and a copy thereof shall be furnishedto the employee concerned.

PROBATION:

i.   Initially the appointment of the selected candidate will be temporary, for a periodof one year, after which the performance of the appointee will be reviewed toregularize the appointment. The service conditions of the incumbent will begoverned by the rules and regulations of the College issued from time to time.

INCREMENTS:

i.   Increments will be sanctioned only on satisfactory report of performance of the employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.

ii.   In all cases, the increment is sanctioned based on the report of the appraisal of the employee by

    (i) Students
    (ii) HODS Concerned
    (iii) Principal
    (iv) Management

In case of Support Staff, the appraisal is made only by

    (i) HODs concerned
    (ii) Principal
    (iii) Management

CAREER ADVANCEMENT

- Minimum length of service as Lecturer for eligibility to move into the grade ofAsst. Professor would be 6 years for those with Ph D., 7 years for others with MPhil/ME/M Tech and 8 years for others.
- An Assistant Professor with a minimum of 15 years services will be eligible forconsideration for appointment as Professor.
- For every upward movement, a selection process as per the rules and regulationsof AICTE / University to which the institution is affiliated will be followed.
- Period spent for higher studies is reckoned for the purpose of awarding higher scale.

An employee who completes 8 years of service and earns 8 annual increments ina particular cadre carrying a particular scale is eligible for next higher scale (even thoughthe special grade post does not involve assumption of duties and responsibilities ofgreater importance), subject to the stipulations mentioned hereunder:

☐ That there are no adverse comments against him by his superiors

☐ That he should not have gone on leave on loss of pay during the qualifying period, inwhich case the award of special grade gets postponed to the extent of duration ofLeave on Loss of Pay.

PROMOTION POLICY:

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

ii. Promotions are based exclusively on Performance Appraisal. The appraisal scores will count for:

- Internal promotions
- Selection to HODs
- Eligibility for study Leave and other benefits

iii. Clear guidelines for addressing cases of non-achievement of targeted performance are being evolved.

iv. Similarly, a system of awards accountability are being instituted based on the appraisal systems

v. While for selection, Promotions and Appoints, the Appraisal scores for previous three years will be taken into account, yearly scores will be taken into account for Awards, Incentive.

RETIREMENT:

- The faculty and Principal shall retire from service in accordance with the age fixed by AICTE.
- The age of retirement ofall faculty members andPrincipals / Directors of institutions shall be65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those facultymembers who are physically fit, have written technical books, published papers and have average360o feedback of more than 8 out of 10 indicating them being active during the last 3 preceding yearsofservice.
- If the date of retirement is during the month ,the incumbent can continue in service till the end of that month.

RESIGNATION:

- Every candidate employed in the college will be considered for a minimum of one year as a probationary period. .
- He/She shall be relieved only at the end of the semester and that too after completing all the academic work pertaining to that semester.
- They should give atleast three months' notice after completing their probationary period.

TERMINATION OF SERVICES OF AN EMPLOYEE:

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

ii.   The Management may terminate the service of an Employee whether probationer or regular on medical grounds giving ONE month's notice or in lieu thereof ONE month's pay.

iii.   The Management may terminate an Employee whether temporary, probationer or permanent if/she is involved in political activity, or in a criminal case or in a criminal case or in the event, it is proved by a competent Committee appointed for this purpose that the Employee has failed to do his duty leading to moral turpitude or negligence of duties.

iv.   A personal file shall be maintained in respect of each employee of the college Where all his/her services particulars shall be recorded under the signature of the principal.

v.   Notwithstanding said anything anywhere, any service rules, which involve financial commitments, will be student to availability of funds and decision of the principal.

vi.   The Management subject to the ratification of the Governing Council is Authority for introducing, Repealing or amending any services rule it deems necessary for day-to-day administration of the College.

CODE OF CONDUCT:

i. An employee of the college shall devote his whole time to the services 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. This provision shall not apply to the academic work like giving guest lectures, giving talks any other work undertaken with prior permission of the Principal.

ii. 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, particularly in his relationship with the Principal, Staff, Students and Visitors to the College.

iii. 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 object whatsoever except for routine, farewell and felicitation functions connected with the College.

iv. No Staff-member of the College shall, engage himself/herself in coaching privately, students for any remuneration.

v. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with College.

vi. 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.

vii. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any another election as independent or on any party ticket.

viii. No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she resort to media with his/her grievances.

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

x. The Governing Body in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

xi. No employee may absent himself / herself from duty without prior permission. In case of emergency of processing on leave without prior permission, he/she must explain the circumstance, which were beyond his/her control before re-joining duty.

xii.   every employee shall be at work punctually at the timing fixed unless permitted otherwise by his/her Superior.

xiii. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

The following acts of commission / omission shall be treated as misconducts.

- ☐ Failure to exercise efficient supervision on the subordinate staff
- ☐ Insubordination or disobedience to any lawful Order of his/her superior Officer.
- ☐ Gross negligence in teaching or any other duty assigned.
- ☐ No outsider shall be allowed to get inside the premises of the College or to damage the College property.
- ☐ Any act involving moral turpitude punishable under the provisions of the IPC
- ☐ Intemperate habits affecting the efficiency of the teaching work.
- ☐ Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

(c) DISCIPLINARY PROCEEDINGS

No order imposing any punishment on a Member shall be imposed except after:

i.   The member will be informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.

ii. Such representation, if any, is taken into consideration by the Authority competent to impose penalty

DISCIPLINARY PUNISHMENTS AND APPEALS:

The following penalties may, for sufficient reasons be imposed upon the Employees of the College namely:

a) Censure
b) Fine
c) With-holding of increments / promotion.
d) Reduction to a lower post or a lower stage in the time scale.
e) Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders
f) Suspension
g) Compulsory Retirement.
h) Removal from the College Service.
i) Dismissal from the College Service.

Authorities who impose penalties and the Appellate Authority is tabulated below

Sl No	Penalties/ Punishments	Faculty/Executives		Support staff	
		Authorities who impose fine / Punishment	Appellate Authority	Authorities who impose fine / Punishment	Appellate Authority
1.	Censure	Principal	Secretary & Correspondent	HOD	Principal
2.	Fine	Principal	Secretary & Correspondent	HOD	Principal
3.	With holding Promotion	Principal	Secretary & Correspondent	Principal	Secretary & Correspondent
4.	Recovery from pay of the whole or part of the pecuniary loss to college	Principal	Secretary & Correspondent	Principal	Secretary & Correspondent
5.	Recovery from pay of whole or part of the pecuniary loss to college	Principal	Secretary & Correspondent	principal	Secretary & Correspondent
6.	Removal from service	Secretary & Correspondent	Governing council	Secretary & Correspondent	Governing council
7.	Suspension	Principal	Secretary & Correspondent	Principal	Secretary & Correspondent
8.	Dismissal	Secretary & Correspondent	Governing Council	Secretary & Correspondent	Governing council

Where it is proposed to impose on an employee, any of the penalties specified, he/she shall be given an opportunity for making any representation that he/She may desire to make, and such representation. If any shall be taken into consideration before the order, imposing the penalty is passed.

No employee of the college shall be dismissed or removed or compulsorily retired or reduced in the rank except after an enquiry in which he has been informed of the charges against him and given opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him / her any such penalty proposed, but only on the basis of the evidence adduced during such enquiry.

The enquiry shall be made by a Board of Enquiry constituted for the purpose. The principal of the college shall be constituted the boards.

Every Employee of the college shall be entitled to one appeal to the Appellate authority, from an order imposing on him/her any of the penalities specified

In case of appeal, the decision of appellate authority is final.

Teaching Faculty Job Responsibilities-AICTE guidelines

The job responsibilities as a faculty consist of components viz. Academic Research & consultancy, Administration and Extension services. A brief description of these 4 components as described by the AICTE pay commission (1997) is given below. Your annual increment is subject to your satisfactory in above components.

Job Responsibilities

As per AICTE pay commission (1997) recommendation, The Job responsibilities of Faculty consist of 4 components viz..,

1. Academic

2. Research & consultancy

3. Administration

4. Extension Services

Each of them is described below:

Academic:

- Class Room instruction
- Laboratory Instruction
- Curriculum Development
- Development Learning Resources Material & Laboratory Development
- Student Assessment & Evaluation including examination work of university.
- Participation in the co-curricular & Extra-curricular activities
- Students guidelines counselling and helping their personal, ethical, moral, overall character development
- Keeping abreast of new knowledge and skills, help generate a new knowledge and help dissemination of such knowledge through book publications, seminar etc.
- Continuing Education activities
- Self-development through upgrading qualification, experience & profession activities.

RESEARCH AND CONSULTACY

- Research & development activities, and Research guidance
- Industry sponsored projects
- Providing consultancy and testing service
- Promotion of industry institution interaction and R&D

ADMINSTRATION

- Academic and administrative management of development / Institution.

- Policy planning, monitoring & Evaluation and promotional activities both at departmental and institutional level
- Design & development of new programmes
- Preparing project proposal for funding in areas of R&D work, Laboratory development, Modernisation expansion etc.
- Monitoring and evaluation of academic and research activities.
- Participation in policy planning at the regional / national level for development of technical education
- Helping mobilization of resource for the institution
- Develop, update and maintain MIS

EXTENSION SERVICES

- Interaction with Industry and Society
- Participation in Community Services
- Providing R&D support and consultancy services to industry and other User agencies
- Providing non-formal modes of education for the benefit of the community
- Promotion of entrepreneurship and job creation
- Dissemination of knowledge.
- Providing technical support in areas of social relevance
- Any other relevant work assigned by the Head of the institution

WORKING HOURS

The college's working week consists of 35 working hours per person. This excludes lunch break. The normal working hours of the College is form 9:00 a.m. to 3:50p.m. with 50 minutes lunch break. The college normally works for 5 days in a week. Hower, the 6th day in the week will be a working's days if necessary / for completion of allocated work.

TEACHING DAYS

The college shall have at least 18- 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.,

WORK LOAD

Workload of a teacher should not be less than 35 hours per week, of which teaching contact teaching contact hours should be as follows:

Professor   : 4 hours/week
Assistant Professor   : 8 hours/week
Lecturer   : 12 hours/week

PERFORMANCE APPAISAL OF EMPLOYEES

Annual staff performance Appraisal System have been introduced. The system consists of:

- Appraised by Head of Department
- Appraised by Principal
- Appraised by Management

In case of Faculty and staff having interaction with students like Library staff, Laboratorystaff and Accounts staff. Appraisal by Students

Weightages given to the Appraisal

In case of Faculty

- Appraisal by Students 50%
- Appraisal by Head of Department30%
- Appraisal by Principal10%
- Appraisal by Management10%

In case of Support staff having interaction with students

- Appraisal by Students40%
- Appraisal by Head of Department 30%
- Appraisal by Principal20%
- Appraisal by Management10%

In case of other Support staff

- Appraisal by Head of Department 50%
- Appraisal by Principal 30%
- Appraisal by Management20%

Transparency

The Principal and HOD will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- Internal promotions
- Selection to HODs
- Promotions
- Eligibility for Study Leave and other benefits
- Awards

Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.

LEAVE RULES

(a) CASUAL LEAVE:

- All Faculty and staff are eligible for 12 days CL in a year during the calendar year
- Faculty and Staff who have not completed one year of service can avail only on apro-rata basis of 1 day of CL in a month.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Saturdays (if not working days), Sundays and Holidays availed during the period ofcasual leave are not counted as part of casual leave and compensatory leave.
- Vacation and OD cannot be combined with CL.
- Casual leave not availed in any calendar year cannot be carried over to the nextcalendar year.
- Half a day casual leave can be availed if an individual starts working immediatelyafter lunch for the afternoon session or going for lunch immediately after half day'swork, in the forenoon, and not returning for duty for the rest of the day.
- The recognition of the presence of the individual for work is done only based on thesignature of the individual in the attendance register kept for that purpose.
- Saturdays (if not working days), Sundays / public holidays / restricted holidays /weekly offs can be prefixed or suffixed to casual leave.
- Casual leave is availed by individuals only on prior sanction. However, on anyemergency, the individual can be absent from duty on reporting about the factimmediately on joining duty. This is permitted only on emergency. The number ofabsences will be governed as per the casual leave rules so far mentioned. However,the absence must be intimated by telephone to the competent authority. Thecompetent authority for all employees will be the concerned Heads of theDepartments. For all the Heads of the Departments, the competent authority is thePrincipal.
- It is the responsibility of the faculty to make an alternative arrangement for theclasses the faculty missed because of the casual leave. The HOD will monitor andtake suitable steps to see that no class is unattended. The same should be intimated tothe Principal.
- The rules and regulations given above may be followed while working out the paybill for that month.
- Staff members who take leave without prior permission or without giving any information through any one for two days continuously will be deemed to be absent.

(b) PERMISSIONS

Two permission of one hour duration each can be availed of by the faculty andstaff in a month.

(c) VACATION LEAVE

- Faculty who have completed 1 year of service are eligible for a vacation leave of 45days. Those who have not completed 1 year of service are eligible for vacation on apro-rate basis.
- The vacation leave can be availed of at one stretch of 30 days or in part of aminimum of 10 days each during summer and 15 days during winter.
- Only intermediate Saturdays, Sundays and Public Holidays will be added to thevacation leave.

- Vacation leave cannot be combined with CI or OD.
- Vacation leave should not be availed during the courses of a semester except in the case emergency and with prior permission.
- Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year.
- Support Staff will be eligible for 30 days' vacation per year

(e) ON DUTY
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- Faculty are allowed 12 days of OD / year which includes practical, theory valuation and University related examination work.
- OD related to sponsored programme are not covered in Clause 1.
- Persons sponsored for higher studies shall not be eligible for university work including invigilation / vacation
- Faculty on duty are expected to produce proof of attendance to the HOD concerned immediately on return.
- If a person sponsored for higher education is away from the college for more than 6 hours per week, they shall not function as department coordinator, HOD, etc.

(f) GENERAL RULE

As far as possible, faculty and staff are requested to avail leave without affectingregular working.

(g) MATERNITY LEAVE:

All women employees irrespective of cadre appointed on regular basis, includingprobationers, are eligible for 3 months of Maternity leave on full pay only for the firsttwo child deliveries. This leave is not debited to leave account.

(h) PATERNITY LEAVE

All male employees irrespective of cadre appointed on regular basis, includingprobationers, are eligible for 7 days of Paternity leave for the first two children. Thisleave is not debited to leave account.

8. FACULTY DEVELOPMENT

Higher Studies

The faculty is granted study leave for higher studies in the fields of specialisation desirable from the point of view Anna University Chennai, University of Madras and the like. The said facility is limited to one faculty member every year.

Preference will be given for the doctoral programmes, followed by Master Degree on execution of a bond to the effect that he/she shall serve the institution for a period of 5yearsin respect of Doctoral programmes and 3 years in respect of Master's Programmes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bond executed: and further that he/she would refund the assured

amount on pro-rata basis in case he/she does not serve the College for the full period as per the bond on return after successfully completion of studies.

During the study leave, faculty will be paid 100% of the salary (drawn while proceeding on leave). He /She will not be eligible for any increment / revised salary during the leave period. However, immediately after return from leave on successful completion of studies, he/she will be paid a revised salary with an increment granted.

Seminars / Workshops / Conferences

Selected staff members are sponsored by the management for seminars, workshops and conferences while meeting the expenses towards delegation fee and also treating the period of absence as "ON DUTY".

The faculty who are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance or dislocation to the academic work, preference will be given to those, who full fill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

Promotion of Research

The college aims at providing, promoting research, development, consultancy and such other profession - promotional activities, involving the faculty at various levels. Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.

Reward / Incentive Schemes

The following scheme of incentives has been suggested

SI.NO	Details	Frequency	Amount Rs.
1.	More than 90% result in a subject	Semester	1,000
2.	Handling subject in full without taking Leave during class days	Semester	1,000
3.	Support Staff attending college on all class days	Semester	1,000
4.	Teaching / Support Staff attending colleges on all days without taking leaves	Semester	2,500
5.	Innovative ideas from Teaching / Support Staff		1,000
6.	Obtaining PhD within 3 Years		3,000
7.	Guiding PhD candidates- (Per candidate/year)		1,000
8.	Conducting International Conference		5,000
9.	Publishing paper in National Journal		1,000
10.	Publishing paper in International Journal		3,000
11.	Extra Ordinary contribution to College		5,000
12.	Publishing Books		1,000
13.	Articles publishing in National Conference Proceeding (With ISBN/ ISSN) conducted by reputed University / Institutions		1,000

SI NO	Details		Amount Rs.
14.	Articles publishing in International Conference Proceeding (with ISBN/ISSN) conducted by reputed University / Institutions		2,000

Incentive Schemes for Student

SI NO	Details	Frequency	Amount Rs.
1.	Best outgoing student (College / Department)	Year	2,000
2.	Class Toppers(Boys / Girls)	Semester	1,000
3.	Student paper presentation – National		1,000
4.	Student paper presentation – International		2,000
5.	Student winning prizes in higher learning institution		1,000
6.	Outstanding contribution to Cultural		1,000
7.	Outstanding contribution in Sports		1,000
8.	Outstanding contribution to College		2,000

Staff Development & Training: Support Staff [Administrative]

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

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

Staff Development & Training: Support Staff [Technical]

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

SERVICE BENEFITS & WELFARE MEASURES

9. WELFARE MEASURES

The following are the service benefits and welfare measures extended to the staff of the College:

- Provision for a separate lunch room for the benefit of staff members and girl students.
- Provision of canteen in the campus.

- In the event of death of an employee while in service, an ex-gratia of Rs.10,000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- The management grants maternity leave to the women employees, for a period of 60 days and limited to the first two living children.
- Medical Reimbursement for major accidents.
- Interest free educational loan for higher studies.
- Grant of Rs.5,000/- for marriage and for the first child for the supporting staff.
- Group Insurance Scheme.
- Interest Free loans for higher education and medical expenses.
- Concession of fees for children of faculty and staff.
- Free breakfast for drivers.
- Free holiday trip for staff.
- Free Transport for faculty and staff.
- In the event of death of an employee, while in service his/her dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.
- All the members of staff are covered under Employment Provident Fund Scheme as per the act, according to which persons drawing salary upto Rs 6500/- per month are covered. The employee and the management contributes 12% of the pay of such employee.

Grievances Redressal Cell

- To redress the genuine grievances of staff and students, so that congenial atmosphere for studies and smooth working of administration, the College shall constitute the grievances redressal cell.

- There is a women's cell which looks after the interests of women students and employees in the campus.

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GUIDELINES
ANNUAL PERFORMANCE
ASSESSMENT OF FACULTY

I. OBJECTIVE:

It is proposed to introduce an open, transparent and objective performance Appraisal System for Faculty members based on AICTE guidelines starting from the academic year 2009 – 10. The objective of this scheme is to motivate each member of faculty to perform better and better in delivering quality education and training to the students. The results of this assessment shall be used for the following purposes:

(i) Award of annual increment in the pay scale.
(ii) Award of special increments and rewards in recognition of superior performance.
(iii)Award of career advancement / promotion.
(iv)Monitoring and recording the regular growth of each member of faculty for ready reference.

II. PERIOD OF ASSESSMENT:

Assessment shall be carried out every academic year after the completion of theacademic year ending 30th June.

III. TOOLS USED FOR ASSESSMENT:

The following tools shall be made use of to arrive at a Faculty Performance Index (FPI)for every teacher for every academic year:

(i) Self Appraisal Form specially designed for this purpose, to be filled up by the member of faculty.
(ii) Student Feedback (in the prescribed form) on the performance of the teacher in each course taught by the member of the faculty during the respective two semesters.
(iii)Results of the End Semester University Examinations in the courses taught by the teacher during the two semesters.

COMPONENTS OF ASSESSMENT

The job responsibilities of a member of faculty can be broadly categorized into the following four components (vide AICTE guidelines):

(i) Academic Activities
(ii) Research Activities
(iii)Extension Activities
(iv)Administrative Activities

The performance of a teacher on the four major components listed above can be estimated by breaking each one of them into subcomponents and assessing the performance of the teacher in each one of the sub components as detailed below:

1.0 Academic
    1.1 Teaching
    1.2 Developmental Activities
    1.3 Continuing Education

1.1 Teaching:

The effectiveness of class room teaching and laboratory instruction imported by a teacher in the courses taught by him/her during the two semesters can be assessed using the following tools:

1.1.1 University Examination Results in the Theory/Lab Courses taught.
1.1.2 Student Feedback in the Theory Courses taught.

1.2 Developmental Activities

The performance will be assessed by the participation of the faculty member in one or more of the following developmental activities during the year:

(i)   Contribution to Review / Development of curriculum / Syllabi at the College level /University level.
(ii) Development of Learning Resource material :
    -Models developed for instruction.
     -CD's prepared for courses taught.
(iii)Preparation / Publication of Books / Monographs / Laboratory Manuals.
(iv)Lectures delivered in Faculty Induction / Development Programmes at the College/University level.
(v) Development of new Teaching Methodologies using web-based learning through Intranet and Internet and guiding students in web based learning.
(vi)Industrial visits organised.
(vii) Development of new laboratories.

1.3 Continuing Education

The performance will be assessed by the participation of the faculty members in one or more of the following activities during the year:

(i) Upgrading qualification: Diploma, Masters Degree or Doctoral Degree Programmes in a time bound manner.

    -Registered/Pursuing: Progress made during the year.
    -Completed if any during the year.

(ii) Participation in Conference / Symposium / Workshop / Seminars / Summer and Winter Schools.
(iii)Participation in Intensive Courses organized on Thrust / Emerging areas by Industries /Institution.

2.0 Research

2.1 Project Guidance
2.2 Publication of Research Papers and Reports

2.1 Project Guidance

The Performance will be assessed by the total number of projects guided by the faculty member under the U.G., P.G. and doctoral programmes during the year.

2.2 Publication of Research Papers in Journal / Conference

The performance will be assessed by the faculty member's participation in one or more of the following activities during the year.

(i) A Research Paper is accepted and / or presented in a National / International Conference.
(ii) Acceptance of a Research paper for publication in National/International referred Journals or "other" Journals.

3.0 EXTENSION

3.1 Interaction with Industries and Institutions
3.2 Interaction with the Society
3.3 Others

The performance will be assessed by the faculty member's participation in one or more of the following activities during the year:

3.1 Interaction with Industries and Institutions:

(i) Providing Consultancy Service on payment basis to Industries / Institutions.
(ii) Providing Routine and Developmental Testing Service as per Indian / International Standard son payment basis.
(iii) Organizing short term Intensive Course / Summer or Winter School on topics of relevance to practicing Engineers and Engineering College Teachers.
(iv) Organising Seminar / Symposium / Workshop either self-supported or funded by the college or outside agencies on topics of relevance to industries.

3.2 Interaction with the Society

(i) Participation in Community Services

3.3 Others

(i) Membership in Professional Society and participation in its activities.
(ii) Submission of proposal to funding agencies for organizing Intensive Course, Summer/ Winter school, Seminar, Workshop on emerging and thrust areas.

4.0 Administration

1.1 At the Institute Level
1.2 At the Department Level

The performance will be assessed by the faculty member's participation in one or more of the activities listed under 4.1 & 4.2 in addition to teaching.

4.1 At the Institution Level

Officer in charge of
- (i) Examination
- (ii) Library
- (iii) Hostel Management
- (iv) Industry – institute interaction Cell
- (v) NSS
- (vi) Cultural Activities
- (vii) Youth and Red Cross
- (viii) Student Discipline and Welfare
- (ix) Others

4.2 At the Department Level
- (i) Student Counsellor
- (ii) Class Advisor
- (iii) Laboratory-in-charge
- (iv) Co-ordinator, Research & Development proposals
- (v) Co-ordinator, Professional Society
- (vi) Others

V. COMPUTATION OF FACULTY PERFORMANCE INDEX

Overall performance of a faculty member during an academic year will be defined by a single index termed as "Faculty Performance Index"(FPI) based on a five point Grade system as given below :

Grade	Grade Description	Grade Point
A	Excellent	5
B	Very Good	4
C	Good	3
D	Fair	2
E	Unsatisfactory	1

The FPI is computed using the Performance Indices (PI) of the four components and their weights. The P.I. of the four components are computed using the P.I of their sub components and their weight. The details are given below:

Faculty Performance Index (FPI)

		P.I.		Weight		
				Professor	Asst Prof	Lecturer
1.0	Academic	$I_{1.0}$	$W_{1.0} =$	0.35	0.45	0.60
2.0	Research	$I_{2.0}$	$W_{2.0} =$	0.20	0.20	0.15
3.0	Extension	$I_{3.0}$	$W_{3.0} =$	0.20	0.20	0.15
4.0	Administration	$I_{4.0}$	$W_{4.0} =$	0.25	0.15	0.10
	Total =			1.00	1.00	1.00

1.0 Academic

		PI	Weight	
1.1.	Teaching	1.1	$W_{1.1}$	= 0.70
1.2.	Development Activities	1.2	$W_{1.2}$	= 0.15
1.3.	Continuing Education	1.3	$W_{1.3}$	= 0.15
			Total	**1.00**

1.1 Teaching

		PI	Weight	
1.1.1	Univ. Exam. Result	1.1.1	$W_{1.1.1}$	= 0.6
1.1.2	Student Feed Back	1.1.2	$W_{1.1.2}$	= 0.4
			TOTAL	= 1.0

1.1.1. Setting of Index 1.1.1 for university Examination Result obtained in each theory course taught by the teacher:

Step 1: The Percentage of pass obtained in the theory course is normalized by multiplying the percentage by the following scale factor to get "Normalized Percentage Pass (NPP)", if the NPP exceed 100% fix it at 100.

Category of theory course taught	Scale factor
Highly analytical	1.3
Others	1.0

Step2: Convert the NPP obtained for the theory course into 5 point scale grade as given below.

Range of NPP	Grade	Grade Point
>90%	A	5.0
80-89%	B	4.0
60-79%	C	3.0
45-59%	D	2.0
<45%	U	1.0

Step 3: If more than one theory courses is taught during the year under review, compute the grade points for each courses and set the index $I_{1.1.1}$ as the highest grade point obtained.

1.1.2. Setting of index I1.1.2 for student Feedback in each theory course taught by the teacher:

Number of Courses taught: Only one:	set the index $I_{1.1.2}$ grade point obtained from student Feedback
Number of courses taught: More than one:	Set the index I1.1.2 as the highest grade point obtained in all the courses taught

1.2 Setting of index $I_{1.2}$ for Development activities.

$$I_{1.2} \begin{cases} 5: & \text{If faculty member has carried out at least one of the activities listed under subsection "1.2 Development Activities" under Section "IV Components of Assessment"} \\ 1: & \text{No activity} \end{cases}$$

1.3 Setting of Index I1.3 for Contributing Education

$$I_{1.3} \begin{cases} 5: & \text{If the faculty member has participated at least in one of the activities listed under subsection "1.3.continuing Education" under Section IV Components of Assessment.} \\ 1: & \text{No activities} \end{cases}$$

2.0 Research:

		PI		Weight Engineering	Science & Humanities
2.1	Project Guidance	$I_{2.1}$	$W_{2.1}$	0.6	0.6
2.2	Publication of Research Paper	$I_{2.2}$	$W_{2.2}$	0.4	0.4
			Total	1.00	1.00

2.1 Setting of Index I 2.1 for Project Guidance:

Let N be the total number of project guided by the faculty member under the U.G., P.G. and doctoral programmes during the year. Then

$$I_{2.1} \begin{cases} 5 & : \text{If} \quad N \geq 3 \\ 4 & : \text{If} \quad N = 2 \\ 3 & : \text{If} \quad N = 1 \\ 1 & : \text{If} \quad N = 0 \end{cases}$$

2.2 Setting of Index I2.3 for Publication of Research Paper etc

$I_{2.2}$

- 5: If a least one research paper is accepted for publication in a referred Journal (National / International).
- 4: If at least one research paper is accepted for publication in other (Other than referred Journals).
- 3: if at least one research paper is accepted and presented in a National / International Conference.
- 2: If at least one research paper is accepted and not presented in National / No activity.

3.0 EXTENSION ($I_{3.0}$)

$I_{3.0}$

- 5: If the faculty member has carried out all the activities listed under subsection 3.0.
- 4: If the faculty member has carried out 2 or more of the activities listed and sub-section 3.0.
- 3: If the faculty member has carried one of the activities listed under subsection 3.0.
- 1: No Activity.

4.0 ADMINISTRATION ($I_{4.0}$)

$I_{4.0}$

- 5: If the faculty member satisfies the activities listed under sub section 4.1 at the "Institution Level" as well as under sub-section 4.2 "Department Level".
- 3: If the faculty member satisfies the activities listed under sub section 4.1 at the "Institution Level " or under sub-section 4.2"Department Level".
- 1: No activity.

VI IMPLEMENTATION OF THE SYSTEM

The performance Assessment System may be processed in the month of August every year. The University examination results for the even semester will be available by this time. Every faculty member will have to fill up and submit to the faculty member's activities and achievements as well as the 'FACULTY PERFORMANCE INDEX (FPI)' which quantifies the overall performance of faculty member during the period.

The Head of the department shall offer his or her remarks and observations on the report submitted by the faculty member and forward the report to the Principal by the end of end week of August every year.

Performance Assessment Committee headed by the Principal shall review the reports received and finalise the FPIs of the various faculty members.

VII CONCLUSION

The proposed Performance Assessment System may be reviewed after the first year of implementation for possible improvements.

Encl: ANNUAL PERFORMANCE APPRAISAL REPORT FORM

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
ANNUAL PERFORMANCE APPRAISAL REPORT
ACADEMIC YEAR
PART A: SELF APPRAISAL

Name   :

Designation   :

Department   :

Scale of Pay / Present Pay   :

Note :

1. Before filling up read the "Guidelines for the Annual Performance Assessment of Member of Faculty" in general and Section V "Computation of Faculty Performance index"in particular.

2. Tick the"yes" or "No" boxes provided against certain items. If you have ticked the box "Yes" , then provide all relevant information to support your participation and achievement in that activity as an enclosure to the Report.

3. Fill up the Box "Number" provided against certain items. If your entry is non-zero, provide all relevant information to support your statement as an enclosure to the Report.

ACTIVITIES AND CONTRIBUTIONS MADE:
1.0 ACADEMIC ($I_{1.0}$)

   1.1 Teaching ($I_{1.1}$)

   1.1.1   University Examination Result – Theory Courses ($I_{1.1.1}$)

SI No.	U.G. P.G.	Theory Course Taught		Result % Pass	Scale Factor	NPP*	Grade Point
		Code	Title				
1							
2							
3							
4							
					Total Grade Point		

*NPP = Normalized Percentage Pass = Scale Factor * (% pass)

University Exam Results – Lab Courses:

SI No.	U.G. P.G.	Theory Course Taught		Result % Pass	Scale Factor	NPP*	Grade Point
		Code	Title				
1							
2							
3							
4							
Total Grade Point							

1.1.2 Student feedback – theory Courses (I$_{1.1.2}$)

SI No.	U.G. P.G.	Theory Course Taught		Result % Pass	Scale Factor	NPP*	Grade Point
		Code	Title				
1							
2							
3							
4							
Total Grade Point							

1.2 Development Activities (I$_{1.1.2}$)

(I) Contribution to curriculum / Syllabi Review and development at the College level / University level   Yes ☐ No ☐

(II) Development of learning Resources Material

- Models development for instruction   Yes ☐ No ☐

- CD's prepared for course taught   Yes ☐ No ☐

(III) Presentation / Publication of Books / Monographs / laboratory Manuals   Yes ☐ No ☐

(IV) Lecture delivered in Faculty Induction/ Development Programs at the college / University level   Yes ☐ No ☐

(V) Deployment of New Teaching Methodologies   Yes ☐ No ☐

(VI) Organized Industrial Visits   Yes ☐ No ☐

(VII) Development of New Laboratories   Yes ☐ No ☐

1.3   <u>Continuing Education</u>

    (i)   Upgrading Qualification: Diploma, Masters Degree and Ph.D. Degree

    - Registered / pursuing (if yes, give the details of the progress made as annexure).   Yes ☐   No ☐

    - Participation in Conference / Symposium / Workshop / Seminars / summer or Winter Schools.   Yes ☐   No ☐

     Participation in Intensive courses organized on Trust / emerging areas by Industries / Institutions.   Yes ☐   No ☐

2.0   Research

2.1 <u>Project guidance</u>

Project guided during the year: **Number**

    - Number of BE Project Guided / Completed.   ☐

    - Number of PG Project Guided / Completed.   ☐

    - Number of Ph.D. Project Guided / Completed.   ☐

         Total Number   ☐

2.2 <u>Publication of research Paper etc.</u>   **Number**

    (I)   Number of research Paper accepted for publication in a referred national / International / Journal / Transaction.   ☐

    (II)   Number of research Paper accepted for publication in other (other than refereed journal)journal / Transaction.   ☐

    (III)   Number of research Pare accepted and presented in National / International Conferences.   ☐

3.0 EXTENSION

3.1 <u>Interaction with industries and institutions</u>   **Number**

    (i)   Number of Consultancy Services offered
           on Payment basics   ☐

    (ii)   Numbers of Routine and development Testing
           Services offered on Payment basis   ☐

    (iii)   Number of shortTerm Intensive Courses/
           Summer / Winter Schools organized   ☐

    (iv)   Number of Seminars / Symposium / Workshop
           Organized   ☐

3.2 <u>Interaction With Society</u>   **Number**

    (i) Number of Community Services Participated   ☐

3.3 <u>Others</u>   **Number**

    (i) Number of membership in Professional
        Society   ☐

    (ii) Number of proposals submitted to funding
        Agencies for organizing Intensive Courses,
        Summer / Winter Schools, Seminars,
        Workshops.   ☐

4.0 ADMINSTRATION

4.1 At the institution Level
      Offers in charge of Examination / Library/
      Hostel management / Industry – institute
      – Interaction Cell / NSS / Cultural Activities/
      Youth Red Cross / Student Discipline &   ☐
      welfare / others

4.2 At the Department Level
      Holding the post of Class Advisor /
      Laboratory In-charge / Co-coordinator,
      Research & Development Proposals /   ☐
      Co–coordinator, Professional Society /
      Officer in-charge of other activities.

5.0 FACULTY PERFORMANCE INDEX: (FPI)

ADDITIONAL INFORMATION NOT COVERED ABOVE IF ANY:

Date: **Signature of**
                                                                the Faculty member

Part-B REMARKS OF REPORTING OFFICER*

6.0 VERIFICATION OF INFORMATION

Verified the information provided in Part-A
including FPI and found them to correct to the best   Yes ☐   No ☐
of the knowledge.

Note: If you ticked the box **No** enclose another from with recomputed FPI.

7.0 OTHER REMARKS, IF ANY :

Date: **Signature of   Head of the department**

EVALUATION OF FACULTYBY PRINCIPAL AND MANAGEMENT

TO BE FILLED IN BY THE PRINCIPAL AND MANAGEMENT

S.NO		1	2	3	4	5
1.	Involvement in Academic management of the institution					
2.	Involvement in Administrative in institution					
3.	Planning at Departmental and institutional level					
4.	Monitoring & evaluation of activities at institutional level					
5.	Participation in Academies & Research activities					
6.	Organizing of seminars/ conferences/Workshop/FDPs					
7.	Participation in seminars/ conferences/Workshop/FDPs					
8.	Initiatives in staff Development activities					
9.	Interaction with Industry					
10.	Updating Qualifications					
	Summary Grade Points					

General Observation :

Score   /20
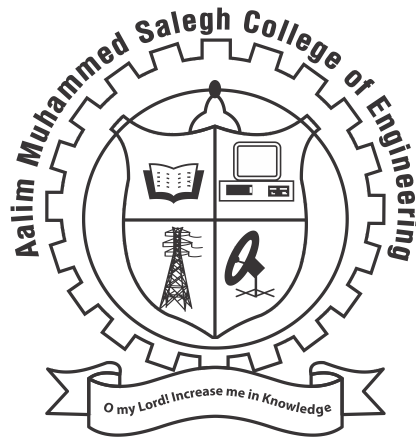
AALIM MUHAMMED
SALEGH COLLEGE OF ENGINEERING

SERVICE REGISTER

AALIM MUHAMMED
SALEGH COLLEGE OF ENGINEERING

SERVICE REGISTER
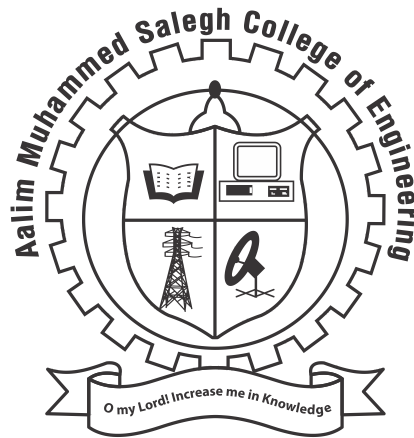
MAINTENANCE OF
SERVICE BOOK

The Service Book should be opened as soon as the individual joins duty on allotment by Aalim Muhammed Salegh College of Engineering.

Entries should be made in Service Book as and when orders are issued regarding regularisation, declaration of probation, sanction of increment, leave, etc., and got attested by the Officer concerned.

The movement of Service Book should be watched by maintaining a separate register.

In order to ensure that the entries are made in the Service Book, the files pertaining to the sanction of increments, leave, etc., need not be closed unless the entries are recorded in Service Book.

The leave salary and advance contribution and the recovery thereof will be recorded in the Service Book by the Accountants Department.

SECTION-1
BIO-DATA OF THE FACLTY
(Teaching/Technical Support/Non-Teaching)
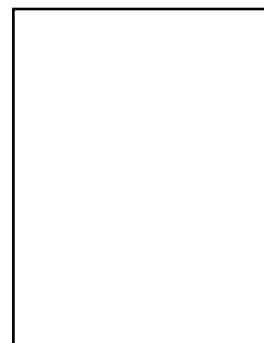
1. Name (in Block Letters) :	
2. Scheduled Caste / Scheduled Tribes / Backward Class / Others,	
3. Permanent Address (Name of Town or Village Taluk and district to be given)	
4. Communication Address (Name of Town or Village Taluk and district to be given)	
5. Name of Father	
6. Name of Mother	
7. Contact Number	

8. Email ID	
9. Gender	
10. Physical Status	
11. Martial Status	
12. Name of the Spouse	
13. Date of Birth	
14. Place of Birth	
15. Aadhar No	
16. PAN No	
17. Mother tongue	
18. Languages Known	
19. Educational and other qualification	
20. S.S.L.C. Certificate No	
21. Under Graduate Degree Certificate No	
22. Post Graduate Degree Certificate No	
23. Doctorate Degree Certificate No	
24. Height and Weight	

25. Visible Identification Marks 5	
26. Name of the Post to which Initially appointed and Department	
27. Blood group	

I do hereby declare that the above particulars are correct to the best of my knowledge.

Date :

Place :   Signature

Date :

Place :   Signature of the Authority

SECTION II

RECRUITMENT DETAILS

Deputation Department	Authorities Conducting Interview	Date of Selection	Appointment No	Attestation

SECTION -III

PROBATION

The appointment to any post in the Institute is temporary for a period of one year. After assessing the performance during the year and if found to be satisfactory, the services will be continued for another year.

At the end of the second year, he/ she will be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of one year.

In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated.

SECTION-IV

DETAILS OF TRAINING

Training Under Gone	Period/Duration of Training	Name and Address of Institution Imparting Training	Attestation

Training Under Gone	Period/Duration of Training	Name and Address of Institution Imparting Training	Attestation

Training Under Gone	Period/Duration of Training	Name and Address of Institution Imparting Training	Attestation

SECTION-V

PROBATION AND CONFIRMATION

Name of the post	Date of Regular Appointment	Date of Completion of Probation	Date of Confirmation	Authority Sign

SECTION VI

ABSTRACT OF DETAILS OF POST HELD

Name of the post	Designation	Date of Assumption of Charge	Date of Relief	Length of Service in Each Post

SECTION VII

SUSPENSION

Date on which placed under suspension with Reference Number	Whether the Subsistence Allowance paid and rate of subsistence allowance paid	Whether the period of suspension extended.	Period of suspension how regularised	Signature of Authority

Date on which placed under suspension with Reference Number	Whether the Subsistence Allowance paid and rate of subsistence allowance paid	Whether the period of suspension extended.	Period of suspension how regularised	Signature of Authority

SECTION   VIII

LEAVE ACCOUNT

PART-I

EARNED LEAVE (For Non-Vacation Staff)

All members of staff (Teaching & Non-Teaching) are permitted to earn leave at the rate of 1/30 of duty, subject to a maximum of 30 days for the first 2 years of service.

After completion of 2 years' service all staff members are permitted to earn leave at 1/15 of duty and the maximum of the accumulation of earned leave is 90 days only over the whole service period.

EARNED LEAVE

Academic Year :

Month	No of Leaves Taken into account	Balance of Return of Leave	Authority Sign
JAN			
FEB			
MAR			
APR			
MAY			
JUNE			
JULY			
AUG			
SEP			
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DEC			

__EARNED LEAVE__

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APR			
MAY			
JUNE			
JULY			
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PART-II
CASUAL LEAVE (CL)

All the staff members are eligible for 12 days of casual leave per calendar year

Academic Year:

Month	No of Leaves Taken into account	Balance of Return of Leave	Authority Sign
JAN			
FEB			
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PART-III

MEDICAL LEAVE (ML)

Medical Leave for all staff members who complete one year of service are eligible for sanction of 10 days of Medical leave.

Medical Leave for all staff members who complete two years of service are eligible for sanction of 20 days of Medical leave.

Medical leave can be availed only in the case of severe Injuries and Disease.

MEDICAL LEAVE (ML)

Academic Year	From	To	No. of Days	Authority Sign

MEDICAL LEAVE (ML)

Academic Year	From	To	No. of Days	Authority Sign

PART-IV

MATERNITY LEAVE (MNL)

Maternity Leave for all staff members who complete two years of service are eligible for sanction of 3 months of Medical leave.

Academic Year	From	To	No. of Days	Authority Sign

PART-V

EXTRA ORDINARY LEAVE ON LOSS OF PAY (EOL)

A staff member may be granted Extra-ordinary leave on loss of pay (EOL) to the extent required depending upon the circumstances. However, if the Institute requires the services, the staff member should re-join duty within three days of the letter dispatched from the Institute

Academic Year	From	To	No. of Days	Authority Sign

PART-VI

STUDY LEAVE

A staff member may be granted study leave with salary for pursuing PhD

Study Leave for all staff members who complete two years of service in this Institution are eligible to avail leave based on their requirements.

After Completing the PhD Degree,Faculty members should serve for three years in this Institution.

Academic Year	From	To	No. of Days	Authority Sign

PART-VII

VACATION LEAVE

The vacation staff members are permitted to avail a total of 45 days of vacation in a year. This not applicable for probation period (one year)

During summer vacation, a staff member can avail 30 days with prior permission. During winter vacation 15 days can be availed.

A staff member may be granted vacation on upon the circumstances.

They are declared as non-vacation staff:

a. AdminOffice

b. AdmissionsDirector and his Office

c. HODs, Deans and Directors

The above three categories of staff are permitted to avail a Earned Leave.

SECTION IX

TRAVELLING ALLOWANCE (TA)

TA / DA for travel will be paid to staff members for attending High level conference and other travel for official purposes. The travelling allowance proofs should be submitted to accounts Department.

Date	Purpose	Travel Allowance	Authority Sign

SECTION -X

SOCIAL SECURITY BENEFITS

PART-I GRATUITY

All the members of staff (Teaching & Non-Teaching) who have put in a minimum of 5 years continuous service in this Institute shall be paid service gratuity. TheGratuity is based on Indian Gratuity rules

Date	Experience in the Institute	Gratuity Amount	Authority Sign

PART-II

INSURANCE DETAILS

All members of staff (Teaching &Non-Teaching) are covered by a Group Personal Accident cum Hospitalization Insurance policy. The premium is paid by the management

Insurance Agency:

Policy Number:

INSURANCE CLAIM DETAILS

Date	Experience in the Institute	Gratuity Amount	Authority Sign

PART-III

INTEREST FREE FESTIVAL ADVANCE

Members of Non-Teaching staff who have completed two years of service and those who apply for Festival Advances are sanctioned interest free advance of Rs.12000/- each for the festivals viz Ramzan, Bakrid, Deepavali, Pongal & Christmas every year and it is recoverable in equal instalments from the salary of the staff member

Academic Year	Date	Festival Amount	Sanction Amount	Authority Sign

Academic Year	Date	Festival Amount	Sanction Amount	Authority Sign

Academic Year	Date	Festival Amount	Sanction Amount	Authority Sign

EMPLOYEES' STATE INSURANCE DETAILS (ESI)

PROVIDENT FUND DETAILS

PARTICULARS OF TERM ADVANCES
SANCTIONED MARRIAGE ADVANCE

Sl.No.	Date	Sanctioned Amount	Number of Instalments to be receovered	Attestation

SECTION XI

NOMINEE DETAILS

Nominee Name	
Relationship	
D.O.B	
Aadhar Number	
PAN Number	
Address	
Contact No	
Email ID	

SECTION XI

FAMILY DETAILS

Sl.No.	Relation Name	Relation Ship	Age	Contact Number

SECTION XIII

RESIGNATION OF EMPLOYEES:

Exit Policy on Resignations: In general no resignation shall be accepted once the class work has commenced during the semester.

An employee shall have to give a willingness form before three months of Resignations.

Management has powers to relax the conditions in very special cases

Joining Date	Resignation Date	Service Period	Authority Sign