



SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

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HR Policy



SRI RAAJA RAAJAN COLLEGE OF ENGINEERING AND TECHNOLOGY

HR policy

Duties and Responsibilities:

Each and every employee in the institute has their own responsibilities and the employee should carry all the tasks assigned to them with the fullest of ability.

GOVERNING BODY

- Set and monitor the institution's vision and mission.
- Oversees policy implementation.
- Conduct governing body meeting once in a year and discuss the functioning and improvements of the institution.
- Discuss and approve the functions of various institutional committees.
- Influence the decisions and finances.
- Risk management
- Monitor the progress of the institution

CHAIRMAN

- He is the supreme authority of the institution.
- Play the key role in the overall governance of the institution.
- Articulate long term policies for the institution.
- Releasing funds according to the budgetary approvals and contingent cases on specific cases.
- Approve all appointment orders and relieving orders of the employees
- Authorized to take decisions on all college related activities
- Acquiring endorsement of annual budgets

.PRINCIPAL

As the figure head of the institute, principal should have the vision and leadership ability to keep the college developing.

➤ *Academic*

- To monitor and conduct academic activities of the institute under the guidance of the management.
- To take institute, faculty feedback and accordingly take remedial actions.

- To plan and take the necessary actions for improvement of college results and academics.
- To promote industry institution interaction and research & development activity.

➤ *Administration*

- To conduct the periodical meetings of the faculty members for effective administration of the college.
- To define the responsibilities of all teaching and non-teaching faculties.
- To make the employee and students aware of the rules, policies and procedures lay down by the college and see to it that they are enforced. To initiate recruitment of non-teaching staff & teaching staff as per rules lay down by Anna University / AICTE.
- To approve vendors for resources as required in the institute.
- To sanction the leave of the staff as per the norms.
- To monitor and update the institute website with complete information about the institute.
- To communicate with Anna University, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
- To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and maintain minutes of the meeting.
- To execute any other work assigned by the management.

➤ *Finance:*

- To recommend allocation of budget for the departments as requested by the Head of Departments to the Management.
- To authorize for cash advances for immediate purchases required in the institute.
- To ensure that all financial transactions are executed as per the norms.

DEAN

- Assists the chairman in the administrative activities
- Interview and recruit faculties for appropriate vacancies.
- Ensure the quality policy is implemented and maintained.
- Support and participate in college related activities.
- Manage faculty resources, administrative staff members and other college resources.

- Providing leadership, management, and administrative services for the college.
- Plan budget and allocate resources.
- Maintain a harmonial relationship with the key stakeholders.

IQAC

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.

HEAD OF THE DEPARTMENTS

➤ *Academics:*

- To monitor and conduct academic activities of the department under the guidance of the Principal.
- To take department and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To coordinate term work assessment and conduction of practical /oral examinations as lay down by Anna University.

➤ *Administration:*

- To maintain discipline and enforce rules as laid down by the institute, in the department.
- To monitor the day to day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty. To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
- To initiate recruitment of non- teaching staff & teaching staff as per rules laid

down by Anna University/AICTE.

- To execute any other work assigned by the Management/Principal.

➤ *Finance:*

- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.

TEACHING FACULTY

Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor.

The Duties and responsibilities are as follow:

- To understand the Quality Management Policy and Quality objectives of SRR CET.
- To uphold and act towards Vision/Mission of the Institute.
- To follow all rules and regulations as laid down by the institute which includes working time in the institute, signing of the muster, leave updating, and submission of tax documents etc.
- To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- To use innovative teaching aids and adopt innovative teaching – learning methodologies and to ensure all students score good marks.
- To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- To participate proactively in any research and development activities conducted in the department.
- To perform other academic/ administrative duties assigned by Head of the Department /Principal.

NON-TEACHING STAFF

- In charge: System and Technical Support
- To update and maintain institute website with institute data.

- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- To initiate purchasing of equipments.
- To provide support for various software servers.
- To ensure continuous internet service during assigned hours.
- To give support to On-line exam, Seminar, Workshop, technical training program.

LABORATORY/ TECHNICAL ASSISTANT

- To prepare the laboratories for smooth conduct of laboratory session.
- To assist faculty and students during laboratory sessions.
- To maintain dead stock register, Instrument Issue register and maintenance register.
- To conduct installation of new equipments and maintenance of existing equipments.
- To maintain and update the approved supplier list for equipments.

LIBRARIAN / LIBRARY IN-CHARGE

- To implement all library rules as defined by the management.
- To ensure the documented Quality Management System is followed at various stages of library processes.
- Responsible for overall functioning of the library.
- Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines .
- To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- To execute any other work given by Management.

EXAMINATION CELL

- Arranging internal assessment tests and model examinations as per the academic schedule given by Anna University.
- Conducting university examinations as per University examination time table.
- Procuring stationery items needed for conducting internal assessment tests and

model examinations.

- Maintenance of records for conducting internal assessment tests, model examinations and university practical and theory examinations.

RESEARCH AND DEVELOPMENT COMMITTEE

- Guides the researchers
- Arranging facilities for doing researches
- Applying for patents for the innovative researches
- Organizing and conducting competitions for the best minor/major projects with the help of subject experts.

SPORTS COMMITTEE

- Arranging for sports and games practices for our students.
- Arranging for Inter College and Intramural sports competitions.
- Procuring sports and games items required and taking care of its maintenance.
- Maintaining records of sports events attended by our students.

ADMINISTRATIVE OFFICER

- Takes care of student scholarships like first graduate, S.C, S.T, M.B.C scholarships.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the College.
- Takes care of HR policies of the institutions and outside the College.
- Conducts Interview as per HOD 's requirement.
- Takes care of all admission approval procedure and communicating with universities in person.

ACCOUNTS OFFICER

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account get if audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filing of annual returns.

Placement Officer

- Responsible for all the activities relating to the students placement.

- Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in the organizations.
- Responsible for interaction with different industries for functioning of EDPs.

Physical Education Director

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, playfields and other items related to the Physical Education.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.
- Responsible for GYM activities for students & Staff.

Transport Manager

- Responsible for arrangement of transport for students and staff from College to surrounding locations & viceversa.
- Responsible for periodical maintenance of all the buses and incase of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the logbooks maintained by the drivers.
- Arranges for an agreement with Transport Company for additional buses if required.
- Arranges for the transport for the students and staff for any educational tour, visit for sports competitions.etc..
- Responsible for time management of buses.
- Responsible for fuel Management.

Hostel Warden

- Responsible for allotment of rooms to the students.
- Responsible for maintenance of Hostel.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline in incoming and outgoing of students from the hostels.
- Reports to the Principal incase of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

Security Officer

- Acts as incharge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- Incharge for monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitor.

Supporting Staff

- Performs the duty assigned by the estate officer
- Helps to maintain the eco-friendly environment of the institution.

Electrician/Plumber

- Takes care of all the electrical connection and maintain the safety of the campus.
- Looks after the incessant water supply.

Mode of Selection:

Selection of the faculty member shall be made by Management.

Termination of Service/Resignation:

(a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.

(b) No employee of the College will be allowed to resign in the mid of the semester. At the End of every semester a cutoff date decided by the management will be provided by the HOI for the employees who have decided to resign shall submit their resignation and they will be relieved within a month.

(c) The other terms and conditions and Roles and Responsibilities of such employment shall be specified by the appointing authority in the letter of appointment.

Promotion, Break of service and Retirement

(a) The age of retirement of teaching faculty member shall be as per AICTE Norms. The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Trust.

(b) Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.

- (c) The faculty leaving the institution without any prior information and resigning strictly not permitted.
- (d) Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.

Leave

- (a) Staff Members are eligible to avail One day Casual Leave for month of service.
- (b) Such leave can normally be availed only with prior approval of the Head of the Institution i.e. the Principal.
- (c) Leave application should be submitted to the Head of the Institution(Principal)before 12.00PM of the previous day/day of avail of leave.
- (d) In emergency cases whenever the Staff Member is unable to get prior sanction of leave, he/she should inform to the Head of the Department concerned, over the phone after altering the workload, about his/her absence or leave. In such case, the leave application should be submitted for approval on the immediate reporting day with Relevant supporting documents; otherwise his/her absence will b treated as“ **Absent**”.
- (e) CPL is given to Staff Members for carrying out the assigned works during Holidays.

ONDUTY

- (i) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum Period of 10 days for University Examination duty purpose and 5 days for attending FDP/Workshop/Conference/Symposiums/Seminars etc.

Teaching Staff Members who are deputed for specific purpose on “Other Duty” should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.
 - (ii) The Staff Members who are proceeding on “Other Duty” with the approval of Principal should produce the “Attendance Certificate” immediately on the date of joining the duty after availing “OD”.
- [iv] Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.

Conduct and Discipline

The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Members and students for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

Awards/Incentives for Staff Members:

Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates. Performance appraisal of the staff will be monitored as per their contribution towards academic, research and administration.

Amenities

- The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefiting from such academic qualification/training
- All Teaching and Non-teaching Staff will be provided with Group which they shall claim during the period