

# **HUMAN RESOURCE POLICY HANDBOOK**



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**Approved by:**

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**C Abdul Hakeem College of Engineering & Technology, Melvisharam**

**C.ABDUL HAKEEM COLLEGE OF ENGINEERING AND TECHNOLOGY**

**HR POLICY HANDBOOK**

**C. ABDUL HAKEEM COLEGE OF  
ENGINEERING AND TECHNOLOGY,**

**MELVISHARAM-632509**

**Vellore District, Tamilnadu**

**C.ABDUL HAKEEM COLLEGE OF ENGINEERING AND TECHNOLOGY**

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**VISION:**

- **Providing quality technical education on par with global standards**

**MISSION:**

- To nurture world class intellectual growth of our students by imparting high quality, futuristic technical education in a cost effective manner.
- To inculcate love for integrity and moral values among students and enable them to contribute to the development of humanity through application and dissemination of technical knowledge.
- To strive for advancement in engineering research and develop into a center par excellence in engineering and technology.

**QUALITY POLICY:**

C. Abdul Hakeem College of Engineering & Technology strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching-learning process for students' benefits and making our institution a center of excellence in engineering and technological studies.

**1. PLANNING:**

**1.1 HUMAN RESOURCE PLANNING**

1.1.1. The Principal shall assess in the month of April every year, the staff requirement for the subsequent academic year.

1.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines.

1.1.3 He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher - student ratio prescribed by All India Council For Technical Education (AICTE), New Delhi and Anna University, Chennai.

1.1.4 The teacher student ratio shall be 1:20, as per AICTE.

1.1.5 The minimum contact hours during the week for each category shall be maintained as follows:

Principal	- 4
Professors	- 12
Associate Professors	- 12
Assistant Professors	- 18

1.1.6 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisor/ Experts.

**1.2 RECRUITMENT**

1.2.1 The selection committee shall prepare a job description for the candidate to be recruited.

1.2.2 The committee shall augment candidature atleast in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

1.2.2.1 Online resources / Advertisement in the Newspapers.

1.2.2.2 Files maintained for storing the unsolicited applications.

1.2.2.3 Campus recruitment

1.2.2.4 District or Special Employment Exchanges.

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1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

1.2.4 The committee shall short list the candidates in the following processes

1.2.4.1 Personal Interviews.

1.2.4.2 Aptitude tests, including classroom demonstrations

1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.

1.2.6 An Offer of appointment shall be released by the Principal/Chairman/Correspondent in the Form 1 appended to this manual.

1.2.7 B.E./B.TECH. with 1<sup>st</sup> Class and M.E./M.TECH. 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professors in Engineering Departments. M.Sc./M.A. with additional M.Phil. Qualification, 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professors in Science and Humanities Department.

1.2.8 Ph.D. in Engineering with 2 years of experience or B.E./B.TECH. and M.E/M.TECH, with 15 years teaching/industry/research experience is eligible for appointment as Associate Professor

1.2.9 Ph.D. with ten years teaching/industry/research experience is eligible for appointment as Professor.

### **1.3 ORIENTATION**

1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal or the day of his/her joining.

1.3.2 The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department.

1.3.3 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.

1.3.4 He will also take him/her on tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.

1.3.5 The HOD will also ensure that all the registration formalities including submission of joining report etc., by obtaining the assistance of the Office team.

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1.3.6 The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

## **2.0 SALARY INCENTIVES:**

### **2.1 POSITIONS AND PAY SCALES**

2.1.1 The College will have the following positions of hierarchy in the teaching departments

- a. Principal
- b. Special positions - including Deans and Directors
- c. Professor
- d. Associate Professor
- e. Assistant Professor

2.1.2 In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

a. Office Superintendent (to verify with Correspondent)

- b. Cashier, Accountant, Senior Assistants, Junior Assistant, Computer Operators
- c. Office Assistants

2.1.4 Pay as per AICTE and 6<sup>th</sup> pay commission norms, commensurate with the qualifications and experience. The scales of pay for various teaching positions will be as follows:

- a. Principal / Dean / Director: Basic 37400, Grade Pay: 10000, DA, HRA
- b. Professor : Basic 37400, Grade Pay: 10000, DA, HRA
- c. Associate Professor : Basic 37400, Grade Pay: 9000, DA, HRA
- d. Assistant Professor : Basic 15600, Grade Pay: 6000, DA, HRA
- e. Pro-Term Lecturer : Consolidated 16000

2.1.5 In addition to the pay as per AICTE norms, performance based variable pay is followed. At the time of joining / start of every academic year, the target achievement will be set for the faculty member by the respective HoD / Principal. On achieving the set target performance (evaluated using Faculty appraisal), "performance incentive" will be added to the salary. This performance component is applicable for one performance appraisal cycle.

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#### **2.2 DEARNESS ALLOWANCE**

2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Faculties, Support and Admin Staff Members, with the exception of those in consolidated pay category, in the following manner:

a. On completing Probation, 3 – 20 % of the basic pay per year, that is decided based on the Faculty Appraisal.

#### **2.3 INCREMENTS**

2.2.4 Staff Members are eligible to the increments prescribed at the end of 12 months services in the Institution. The increments are based on the Faculty Appraisal. The increments will be effected at the beginning of every academic year, i.e. In the month of June.

2.2.5 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

#### **2.4 INCENTIVES AND REWARDS**

2.3.1 Staff Members are eligible for the following incentives and rewards based on their performance, contribution and years of service at the Institution. Points d to l are applicable to staff members with minimum one year of service at the Institution

a. For producing 100% results in a theory paper: Rs.2,000/- Cash award.

b. For producing 90% results in a theory paper: Rs.1,500/- Cash Award.

c. For producing 80% results in a theory paper:Rs.1,000/- Cash Award.

d. Every year "MOULANA ABUL KALAM AZAD Award" for the best teacher of the College: Rs. 2,500/- Cash Award.

e. Every year "G.D NAIDU Award" for the best Researcher of the College: Rs. 5,000/- Cash Award

f. Professional Society Life Membership Fee 50% paid by the Management for Faculties with minimum 3 years of service at the Institution (Maximum One Professional Society per Staff Member)

g. Paper presentations / publications in National Conferences 50% TA, 50% Registration Fees.

h. Paper presentations / publications in International Conferences abroad, 100% Registration Fees.



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i. Summer/Winter Schools/Seminars/Conferences 50% TA, 50% Fees for faculties with 5 years experience at the Institution. 100% TA, 100% Fees payable for faculties with more than 10 years Rs.1,000/- each.

j. Accredited departments with 5 years Faculties are given onetime cash award of Rs. 10,000/- each and Support Staff Members Rs. 1,000/- each.

k. Accredited departments with 2 years Faculties are given one time Rs.2500/- cash award and Support Staff Members Rs.500/- each.

2.3.2 Support Staff Members are provided with free computing skills programmes. In addition, they can avail fees and on duties towards higher education against service agreements.

### **3.0 LEAVE**

#### **3.1 Annual Leave**

3.1.1 The teaching staff of the College will be eligible for annual leave on the following basis:

- a. For the first year of service - 7 days
- b. For the second year of service - 10 days
- c. From the third year to 10 years of service - 15 days
- d. After 10 years of service - 21 days

3.1.2 The annual leave can be availed during the annual vacation period, unless under special circumstances the Principal grants it on the basis of the merit of the case.

3.1.3 The annual leave can also be offset against leave due to sickness or maternity

3.1.4 In addition, the Management gives 30 days paid maternity leave.

3.1.5 The annual leave can be accumulated upto 120 days during the service and en-cashable at the time of leaving or during the service.

3.1.6 When the staff member leaves the service under the circumstances that he had left the College causing any pecuniary loss to the College, encashment of leave at the time of separation will not be available.

#### **3.2 Casual Leave**

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3.2.1 The teaching staff will be eligible for 1 day of casual leave with pay every month

3.2.2 Casual leave can be accumulated till the end of the academic year and can be availed during vacation, along with annual leave.

### **3.3 Study Leave**

3.3.1 The teaching staff of the College can be granted leave for advancement of their education, in India or abroad.

3.3.2 Faculties undergoing full-time, higher education (Ph.D./ME/M.TECH, etc) fees 100%, 50% Salary against 5 years' Service Agreement on completion of degree. Faculties undergoing part-time, higher education (Ph.D./ME/M.TECH, etc) Fees 100% against 3 years' Service Agreement on completion of degree.

3.3.3 The teacher will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Chairman/Correspondent on case to case basis.

3.3.4 The Management, at its discretion will extend assistance towards higher education fees, as interest free loan.

3.3.5 Staff members availing facilities for full time study need to sign agreements with the Management to serve the Institution after studies, along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank Interest.

3.3.6 Staff members availing facilities for part time study need to sign agreements with the management to serve the Institution for three years, along with Sureties. In case of breach of agreement, staff member has to repay the fees amount availed along with bank interest.

3.3.7 Staff members undergoing part time programs can have flexi-timing and On-Duties. They can't leave the Institution during the program tenure and have to serve minimum one year after completion of higher education. In case of any pre-mature departure, they have to repay amount equivalent to the number of on-duty days.

### **3.4 On Duty Assignments**

3.4.1 The College can permit any staff member to take special assignments with other Colleges or industrial units, for specific period of time or to attend seminars or training programs.

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3.4.2 The period of absence due to such assignments shall be treated in the following manner:

a. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.

b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the College.

Under such circumstances, the Principal/Chairman/Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.

c. Where the staff is proceeding on a training programme duly sponsored by the College, the entire period will be treated as On Duty and he/she will be eligible for the pay and perquisites as though he has been working in the College during such period.

## **4.0 PROMOTION POLICY**

4.1.1 All promotions shall be considered on the basis of merit basis.

4.1.2 The principal shall appoint a committee for promotion in which he shall be the chairman, with two professors and invited experts from Industries/Other Institutions.

4.1.3 The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per the AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidates for promotion, for any misconduct he/she has committed during the service.

4.1.4 Those who are promoted shall be fitted in the scale of pay applicable to that category.

4.1.5 All decisions on promotions shall be taken up from the month of June every year.

## **5.0 RETIREMENT**

5.1 Retirement from Service

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5.1.1 All teaching and non-teaching staff shall retire on completing the age of Superannuation, which is 58 for teaching and 58 non-teaching

5.1.2 When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.

5.1.3 The college will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.

5.1.4 If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.

5.1.5 The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

### **5.2 Retirement Benefits**

5.2.1 All employees who are coming under the purview of the Employee's Provident Fund legislation, shall be enrolled as members as such, on the date of their joining the College and with their satisfactory completion of service for one year.

5.2.2 The college shall contribute 12% of the pay subject to the ceiling of Rs. 1800 per pension, towards the Employer's contribution to the EPF scheme.

5.2.3 The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme.

5.2.4 The College shall remit both the contributions as stated above to the EPF scheme authorities.

5.2.5 The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.

5.2.6 The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.

5.2.7 The College shall also pay to the employee the following benefits at the time of his/ retirement

a. Gratuity, if any, payable under Payment of Gratuity legislation.

b. Encashment of Salary towards accumulated leave on his/her Annual Leave account.

## **6.0 DISCIPLINE AND GRIEVANCE PROCEDURE**

### **6.1 Code of Conduct for Teachers**

6.1.1 Teachers shall be at the appointed classroom at the appointed time without any exception

6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.

6.1.3 Every teacher shall close the hour punctually at the end of the hour.

6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be

- taking correctional action if it is within his/her power, or
- reporting the matter to the Principal

6.1.5 Every staff member shall attend all the departmental and Institutional functions and carryout responsibilities assigned by employing best of their skills and attention.

6.1.6 Faculties and staff members shall not engage themselves in other activities/business, which affects their effective contribution in the Department and the College.

6.1.7 Faculties and Staff Members shall not receive gifts of any kind from the students or their parents for any favoritism.

6.1.8 Teachers shall maintain a respectable work conduct in terms of

- a. Preparation for the particular day's classes, with latest Information added to earlier course content.
- b. Keeping all teaching aid material required for conducting the class in an orderly manner.
- c. Going according to session plan for the day and completing the syllabus for the semester without any backlog
- d. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

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e. Ensuring the orderly arrangement of classroom and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

f. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy

6.1.9 Teachers shall observe good personal conduct in terms of:

Not using any abusive language towards students, fellow teachers, parents and other members of public

Not entering into quarrels, fights or any act of disrespectable nature.

Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

6.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

## **6.2 DISCIPLINE**

6.2.1 Any teacher who is violating the code of conduct defined in section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

6.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.

6.2.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.

6.2.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

6.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

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6.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include punishment.

6.2.7 The course of action for disciplining a teacher shall be under the following categories

- a. Memo and Censure
- b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
- c. Suspension from work without remuneration
- d. Dismissal or discharge from service
- e. Any staff member receiving more than two memo or warning will be given punishment mentioned in c or d.

6.2.8 Where the punishment proposed is in the categories c or d under section, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

6.2.9 The Principal shall report the proceedings periodically to the Chairman/Correspondent

### **6.3 GRIEVANCES**

6.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

6.3.2 The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments Principal/Director/Dean and Chairman/Correspondent.

6.3.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

6.3.4 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.

6.3.5 The Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

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6.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/ Correspondent.

6.3.8 The Member Secretary shall record and maintain the minutes of the meetings.

## **7.0 CONSULTING, RESEARCH & DEVELOPMENT**

### **7.1 CONSULTING, RESEARCH & DEVELOPMENT**

7.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.

7.1.2 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies

7.1.3 The teacher shall undertake such assignments when the Colleges is approached for such help and the college assigns such engagement to the particular teacher or When the teacher himself herself is approached by the outside agency for such help

7.1.4 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal Chairman Correspondent in writing.

7.1.5 The Teacher shall avail the administrative and infrastructure facilities available in the College for carrying out his/her assignment.

7.1.6 The teacher shall also associate other members of the faculty in working on the assignments.

7.1.7 The teacher shall levy such professional charges on the benefiting agency, however, the charges shall be shared with the College on the following basis:

a) In all other cases like consultancy assignments, it shall be 60:40 (40% to College)

7.1.8 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by faculty appropriately, in the presence of the Principal/ Chairman/Correspondent.

### **7.2 Teaching assignments.**

7.2.1 The College permits its teachers to take up teaching assignment with other educational Institutions subject to the conditions stipulated in this section:



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7.2.2 A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

7.2.3 Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

## **8.0 IN-HOUSE R&D AND SEMINARS WORKSHOPS**

### **8.1 In-house R&D**

8.1.1 The College encourages its faculties to undertake department-wise R & D Activities along with students and other staff members.

8.1.2 Each Department is given a sanction of Rs.3,00,000/- in a year towards in-house R&D activities,

8.1.3 Staff members can submit their proposals through the Head of the Department and can avail a maximum of Rs.75,000/- per project, towards developing a prototype or model.

### **8.2 Seminars Workshops**

8.2.1. The College encourages its faculties to organize AICTE/ISTE/DST funded Seminars and Workshops for the benefit of fellow teachers and students.

8.2.2. The Management provides additional 100% funds for any AICTE/ISTE/DST funded programs and 50% funds for other programs organized by the Department (maximum of Rs. 50,000/- per program)

## **9.0 INCENTIVES TO STUDENTS**

### **9.1 INCENTIVES TO STUDENTS**

9.1.1 The Management is pleased to announce the following incentives and rewards for students:

9.1.2. Student securing 1<sup>st</sup> and 2<sup>nd</sup> ranks in a semester, Rs 500/- and Rs.300/- Cash awards and additional library tokens.

9.1.3. Students achieving maintaining 1<sup>st</sup> and 2<sup>nd</sup> College ranks are eligible for Rs.5000/- Rs 2500/- Cash awards respectively.

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9.1.4 For any University Rank holder (Top three positions), Rs. 25,000/ cash award and for others rank holders (4 -10 positions), Rs.10,000/- Cash award.

9.1.5. There will be a **BEST STUDENT AWARD (Institution-wise)**.

9.1.6. There will be a **BEST STUDENT AWARD (Department-wise)**.

9.1.7. 50% of Professional Society Fees (annual) will be paid by Management for Students with 80% aggregate CGPA.

9.1.8 There will be subsidized personality development, entrepreneurship, ethics, communication skills, computing skills and placement specific programs for students.

9.1.9. There will be subsidized add-on skills Programs as per Industries Requirements

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**Annexure 1: Format of Appointment letter**

Date:

To

**APPOINTMENT ORDER**

Sub: CAHCET - Appointment as \_\_\_\_\_ Professor Order issued — Reg.

In pursuance of the recommendations of Selection Committee, you are hereby appointed as \_\_\_\_\_ Professor in the Department of \_\_\_\_\_ of C. Abdul Hakeem College of Engineering and Technology, Melvisharam,

1. You will be paid a basic salary of Rs. \_\_\_\_\_/- P.M. + AGP Rs. \_\_\_\_\_/- in the pay scale of Rs. \_\_\_\_\_ You will be paid D.A \_\_\_\_\_% of Basic pay, HRA of \_\_\_\_\_% of Basic pay and other Performance allowance \_\_\_\_\_% of basic pay. Thus, you will be paid Gross Salary of Rs.(Basic pay + DA+ HRA+ Performance allowance = \_\_\_\_\_/- PM).

2. You will be on probation for a minimum period of one year. The probationary period shall stand and will automatically extended until confirmation orders are issued in writing by the management.

3. You cannot leave the college service during an ongoing semester since it leads to dislocation in class work and disruption of academic schedule. You will have to serve three months' notice or you are liable to pay three months' salary.

4. Your appointment can be terminated at any time with three months' notice during ongoing semester.

5. Your service conditions will be governed by the Rules and Regulations and Human Resource Policy of the College, from time to time

6. You are to give all your data in the format of AICTE/Anna University which is enclosed herewith for office record.

7. You are required to report for duty to Principal, C.Abdul Hakeem College of Engineering and Technology and submit the joining report through the Head of the Department concerned latest by \_\_\_\_\_

Correspondent

**ACKNOWLEDGEMENT OF APPOINTMENT ORDER**

I, the undersigned, hereby acknowledge the appointment order dated \_\_\_\_\_ and further submit that I understood conditions mentioned in the appointment order and would abide by the same.

Signature

Cc:

1. Principal
2. Concerned HOD
3. Accounts Officer
4. HR/Administrative Officer

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**Annexure 2: Letter of Confirmation**

Date:

To

Dear Mr.

Further to our letter of appointment dated \_\_\_\_\_ we are pleased to confirm your services in the College as a \_\_\_\_\_ with effect from \_\_\_\_\_.

You will continue to receive the same salary and allowances, as you have been receiving at present.

With best wishes

Yours faithfully,  
For C. Abdul Hakeem College of Engineering Technology

Correspondent

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**Annexure 3: Personal Data Form  
PERSONAL DATA SHEET**

Name :		Photograph	
Residential Address:			
Telephone No.			
Permanent Address:			
Telephone No			
e-mail ID:			
Date of Birth:			
<b>Education</b>			
Qualification	Year of passing	University	Ranks & Marks obtained
<b>Experience</b>			
Place Worked		Position	From To
<b>Family Details</b>			
Name of the Member		Relationship	
<b>References</b>			

I hereby declare that the information furnished above are true to the best of my knowledge and belief.

Place :

**Signature**

Date :

**Annexure – 4**

**Duties and Responsibilities of Principal / Director**

<b>S.No</b>	<b>Description</b>	<b>Responsible Person</b>	<b>Description of Duty</b>
1.	Head of ALL Institutional Activities	Principal	<ul style="list-style-type: none"> <li>• Strategic Planning for academic year and implement the college's Vision, Mission and Goals</li> <li>• Prepare college/ institutional budget in conjunction with Departments</li> <li>• Supervise, evaluate and support Departments to promote excellence in teaching and learning process</li> <li>• Coordinate, supervise IQAC, all functional heads and cells and committees</li> <li>• Evaluate the college standing in Zone and State</li> <li>• Plan, instruct and supervise activities / process to improve the standing of the college</li> <li>• Appraisal / Evaluate college faculty and staff in consultation with HR cell and HoDs;</li> <li>• Appraisal / Evaluate Department Heads;</li> <li>• Review procedures and recommendations for appointment, salary, retention, tenure, and/or promotion of faculty, and ensuring that all HR policies are followed;</li> <li>• <b>KPI:</b>                      College NBA status                      College NIRF Status                      Pass Percentage of students                      Placement, Higher Studies and Entrepreneurship percentage</li> </ul>

## C.ABDUL HAKEEM COLLEGE OF ENGINEERING AND TECHNOLOGY

### HR POLICY HANDBOOK

#### Appendix 1a: Job description - Assistant Professor

Name of Faculty:

Title: Assistant Professor

Department:

Reports to: Head of the Department

Responsible to: Director / Principal

#### Summary of the job:

To carry out teaching, involve in research, assist in administration activities in the Department and the College. Assistant Professors are expected to have and / or an urge to develop a significant teaching experience and desire to conduct research.

#### Main duties and responsibilities:

##### Teaching:

- a. To undertake teaching at different levels of undergraduate and/or postgraduate taught courses, regularly collecting, and responding to, student feedback.
- b. To develop innovative approaches to learning and teaching as appropriate.
- c. To provide timely feedback and assessment of coursework and examinations.
- d. To provide general support and guidance to students, and to supervise students undertaking projects as appropriate.
- e. To contribute at an appropriate level to department and college policy and practice in teaching.

##### Research, Innovation and Impact:

- a. To take part in research activities, where appropriate and feasible.
- b. To pursue, develop and conduct research, innovation activities and impact at an appropriately benchmarked level.

##### Administrative and academic leadership through:

- a. Effective contribution to the management and administrative processes and various functional departments and the college.
- b. The promotion of the moral and ethical values within the academic community.

#### Key Performance Indices (KPI): (use Format: CAHCET/HR/FAC-EVAL-01)

	<b>Teaching (60)</b>	<b>Research (20)</b>	<b>Administration (20)</b>	<b>Total (100)</b>
Required	<b>40</b>	<b>5</b>	<b>20</b>	<b>60 MIN</b>

Faculty member

HoD

Principal

Correspondent

# C.ABDUL HAKEEM COLLEGE OF ENGINEERING AND TECHNOLOGY

## HR POLICY HANDBOOK

### Appendix 1b: Job description - Associate Professors

Name of Faculty:

Title: Associate Professor

Department:

Reports to: Head of the Department

Responsible to: Director / Principal

#### Summary of the job:

To develop on extensive academic excellence and to carry out teaching, research, leadership and administration in the Department and the College. Associate Professors are expected to have a significant publication record, together with proven teaching and research experience, and to have demonstrated academic leadership/administrative skill.

#### Main duties and responsibilities:

##### Teaching:

- To undertake teaching at different levels of undergraduate and/or postgraduate taught courses, regularly collecting, and responding to, student feedback.
- To develop innovative approaches to learning and teaching as appropriate.
- To provide timely feedback and assessment of coursework and examinations.
- To provide general support and guidance to students, and to supervise students undertaking projects as appropriate.
- To contribute at an appropriate level to department and college policy and practice in teaching.

##### Research, Innovation and Impact:

- To pursue, develop and conduct research, innovation activities and impact at an appropriately benchmarked level.
- To maintain a high quality record of regular and original research publications of external standing as appropriate to the field or discipline.
- To attract research funding on an individual and collaborative basis, as appropriate to the field or discipline, to underpin high quality research activity.
- To take part in knowledge transfer activities, where appropriate and feasible.

##### Administrative and academic leadership through:

- Effective contribution to the management and administrative processes and various functional departments of the college.
- The promotion of the moral and ethical values within the academic community.

#### Key Performance Indices (KPI): (use Format: CAHCET/HR/FAC-EVAL-01)

	<b>Teaching (40)</b>	<b>Research (40)</b>	<b>Administration (20)</b>	<b>Total (100)</b>
Required	<b>30</b>	<b>20</b>	<b>20</b>	<b>65 MIN</b>

Faculty member

HoD

Principal

Correspondent



## C.ABDUL HAKEEM COLLEGE OF ENGINEERING AND TECHNOLOGY

### HR POLICY HANDBOOK

#### Appendix 1c: Job description - Professors

Name of Faculty:

Title: Professor

Department:

Reports to: Head of the Department

Responsible to: Director / Principal

#### Summary of the job:

To develop on extensive academic excellence and to carry out teaching, and with strong emphasis on research, leadership and administration in the Department and the College.

#### Main duties and responsibilities:

##### Teaching:

- f. To undertake teaching at different levels of undergraduate and/or postgraduate taught courses, regularly collecting, and responding to, student feedback.
- g. To develop innovative approaches to learning and teaching as appropriate.
- h. To provide timely feedback and assessment of coursework and examinations.
- i. To provide general support and guidance to students, and to supervise students undertaking projects as appropriate.
- j. To contribute at an appropriate level to department and college policy and practice in teaching.

##### Research, Innovation and Impact:

- e. To pursue, develop and conduct research, innovation activities and impact at an appropriately benchmarked level.
- f. To maintain a high quality record of regular and original research publications of external standing as appropriate to the field or discipline.
- g. To attract research funding on an individual and collaborative basis, as appropriate to the field or discipline, to underpin high quality research activity.
- h. To take part in knowledge transfer activities, where appropriate and feasible.

##### Administrative and academic leadership through:

- c. Effective contribution to the management and administrative processes and various functional departments and the college.
- d. The promotion of the moral and ethical values within the academic community.

#### Key Performance Indices (KPI): (use Format: CAHCET/HR/FAC-EVAL-01)

	Teaching (40)	Research (40)	Administration (20)	Total (100)
Required	30	30	20	75 MIN

Faculty member

HoD

Principal

Correspondent

**C.ABDUL HAKEEM COLLEGE OF ENGINEERING AND TECHNOLOGY**

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**Other Functional Heads:**

<b>S.No</b>	<b>Description</b>	<b>Responsible Person</b>	<b>Description of Duty</b>	
1	Research & Development	Dr. C Md Yousuf	<ul style="list-style-type: none"> <li>• Set annual target of number of publications according to NBA/NIRF requirements</li> <li>• Seek and acquire research collaborations in India and abroad.</li> <li>• Facilitate faculty members with collaborators</li> <li>• Facilitate faculty members to prepare research publications</li> <li>• Coordinate Patent filing</li> <li>• <b>KPI:</b></li> <li>• No of papers</li> <li>• No of collaborations</li> <li>• No of research projects</li> <li>• No of patents</li> </ul>	
2.	Ranking and Accreditation (Dr. S.Faritha)	NIRF	Dr. Muzaffar Hussain	<ul style="list-style-type: none"> <li>• Evaluate successful NIRF ranked institutions</li> <li>• Set target activities attain NIRF</li> <li>• Disseminate the target activities with heads of various functions.</li> <li>• Follow and coordinate towards attaining NIRF rank</li> <li>• Collect data from various heads of the College.</li> <li>• Participate in NIRF ranking.</li> <li>• <b>KPI:</b></li> <li>○ Improvement in NIRF rank</li> </ul>
		NBA	HoDs	<ul style="list-style-type: none"> <li>• Evaluate successful NBA certified institutions</li> <li>• Set target activities to attain NBA</li> <li>• Disseminate the target activities with heads of various functions.</li> <li>• Follow and coordinate and participate in NBA.</li> <li>• <b>KPI:</b></li> <li>• Attainment of NBA status</li> </ul>
4.	Start-Up Cell		<ul style="list-style-type: none"> <li>• Prepare students as they gain benefits from GoI's 'Start-up India' programme.</li> <li>• Encourage Science and Technology students to choose entrepreneurship as their careers.</li> <li>• Motivate students to convert their Detailed Project Reports (DPRs) and projects into viable B-plans.</li> <li>• Create a common virtual platform and ask institutions to submit students' projects on this platform to make the project nationwide.</li> <li>• Inculcate social responsive behaviors among students aspiring to launch start-ups.</li> <li>• Offer students, from rural regions of India, training in business opportunity identification in their local areas.</li> <li>• Orient students as to how they can conceptualize social business start-ups that will address social issues.</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Provide handholding support to students for launching their startups during the entire course of their study.</li> <li>• Equip students with the necessary skills for managing their business enterprise.(Refer <a href="https://www.aicte-india.org/downloads/startup%20policy.pdf">https://www.aicte-india.org/downloads/startup%20policy.pdf</a>)</li> <li>• <b>KPI:</b></li> <li>• No of start-ups identified</li> <li>• No of succesful start-ups</li> <li>• No of participation in start-up competitions</li> </ul>
5.	Placement Cell	Prof. Abdul Khader	<ul style="list-style-type: none"> <li>• Facilitate and counsel all placement related activities.</li> <li>• Form Students' Placement Committees</li> <li>• Prepare Placement Brochure</li> <li>• Communicating with industry for campus interviews.</li> <li>• Communicating with Alumni for available openings</li> <li>• Pre-placement visits (PPV) to the companies.</li> <li>• Communication, networking and relationship building with the potential recruiters</li> <li>• Invite potential recruiters to visit the Institute.</li> <li>• Grooming and training of the candidates for the placements so that their chances of selection increase.</li> <li>• General follow-up, joining formalities and other administrative activities</li> <li>• <b>KPI:</b></li> <li>• Percentage of Students placed</li> <li>• No of companies visited</li> <li>• No of students - Higher education</li> </ul>
6.	Training Cell		<ul style="list-style-type: none"> <li>• Identify training needs of students in consultation with HoDs and the industry requirements</li> <li>• General Training on             <ul style="list-style-type: none"> <li>○ GATE / UPSC/TNPSC/DEFENCE</li> <li>○ GRE</li> <li>○ IELTS</li> <li>○ TOEFL</li> </ul> </li> <li>• SOFT skills - Training on:             <ul style="list-style-type: none"> <li>○ Communication Skills &amp; Vocabulary</li> <li>○ Resume &amp; CV preparation</li> <li>○ Interview Skills</li> <li>○ Group Discussion &amp; Personality Development</li> <li>○ Aptitude Training &amp; Practice Tests</li> </ul> </li> <li>• <b>KPI:</b></li> <li>• No of training programs conducted</li> <li>• No of training days / student</li> <li>• Feedback from Students on Training programs (effectiveness in attaining jobs)</li> <li>• Feedback from Employers on Training programs</li> </ul>
7.	Human Resources	Syed Amjad Ahmed	<ul style="list-style-type: none"> <li>• Set College current and future faculty requirement of faculty, cadre, qualifications, skills, expertise and ability.</li> <li>• Conduct the process of Interview to recruit</li> <li>• Conduct Orientation of the new faculty members</li> </ul>

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			<ul style="list-style-type: none"> <li>• Disseminate Employment and HR policies</li> <li>• Identify training and development</li> <li>• Facilitate faculty members to ensure continuous learning and development</li> <li>• Evaluation / Appraisal of faculty members</li> <li>• Recommended promotions</li> <li>• <b>KPI:</b></li> <li>• Completion of HR audit, appraisal and recommendations to Principal and Management.</li> </ul>
8.	Anna University & AICTE	K.Abrar Ahmed	<ul style="list-style-type: none"> <li>• Complete and Submit Anna University Affiliation form every year.</li> <li>• Liaison with Anna University for Affiliation and coordinate Inspection</li> <li>• Disseminate the information from Anna University on Affiliation to the Heads</li> <li>• AICTE Process Hand Book</li> <li>• Disseminate Process Hand Book to all heads of the college</li> <li>• Complete AICTE Approval every year</li> <li>• Liaison with Anna University for Affiliation and coordinate Inspection</li> <li>• <b>KPI:</b></li> <li>• Completion of ANNA University and AICTE process and requirements.</li> </ul>
9.	Industry-Institute Interaction Cell	Dr. Ashraf Ali	<ul style="list-style-type: none"> <li>• Arranging industrial training for students and faculty members.</li> <li>• Identifying the opportunities of internships for practical training to our students.</li> <li>• Tie-ups or MoU' s with Industries.</li> <li>• Research and development activities with industry.</li> <li>• Promoting consultancy activities.</li> <li>• Industrial Visits</li> <li>• Inviting practicing architects for guest lectures, seminars and expertise sharing.</li> <li>• Organize lectures, interactive workshops, conferences, seminars; brain storming sessions, technical discussions, consultancy Sessions, training, orientation courses, meetings, visits etc, involving members of the Industry, outside experts, eminent personalities, faculty and students.</li> <li>• Organize and conduct Field Visits, Industrial Visits inside and outside India, Seminars and workshops by practicing architects.</li> <li>• Take up projects from Industry and other funding agencies as consultancy activity.</li> <li>• Provide technical consultancy services.</li> <li>• Invite industry experts to deliver lectures in symposia, seminars and conferences organizing exhibitions / model contests / competitions to show case the efforts taken up by the students</li> <li>• Encourage entrepreneurial activities among the students.</li> </ul>

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S.No	Description	Academic Year	Performance Index				Improvement
			2015	2016	2017	2018	
							<ul style="list-style-type: none"> <li>Professional consultancy by the faculty to industries.</li> <li>Practical training of students in industries</li> <li><b>KPI:</b></li> <li>No of MoUs</li> <li>No of collaborators interacting with our college (training. Projects, visits, placements, faculty interaction)</li> </ul>
1.	<b>NBA (20)</b>						<ul style="list-style-type: none"> <li>No of consultancy activities initiated / collaborated and funds generated</li> <li>Conduct Inspirational Talks to Pursue the path of Entrepreneurship</li> <li>Conduct Entrepreneurial Awareness training and workshop</li> <li>Administer GETT</li> <li>Evaluate students Entrepreneurship qualities</li> <li>Facilitate Interaction with Successful Entrepreneurs</li> </ul>
2.	Entrepreneurship Cell <b>NIRF (15)</b>	S. Senthilkumar					
3.	<b>Goal Setting, Budget plan and Action Plan (25)</b>						<ul style="list-style-type: none"> <li>Conduct motivational lectures on Entrepreneurship and guidance on Business Plan</li> <li>Insight into Family Managed Businesses &amp; Second Generation Entrepreneurs</li> <li><b>KPI:</b></li> <li>No of awareness programs</li> <li>No of successful entrepreneurs / start-ups</li> </ul>
<b>Key Performance Indices (KPI)</b>							
4.	<b>Students Pass Percentage (30)</b>	<b>Principal / Director Appraisal and Evaluation</b>					
5.	<b>Placement &amp; Higher Studies (10)</b>						
<b>Overall KPI</b>							

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**1.  $\Delta = \text{CAY} - (\text{AVG OF CAY-1, CAY-2, CAY-3}); \text{Improvement } (\Delta) \geq 3 - 5 \% - \text{full marks, else enter proportional marks.}$**

**Evaluated by:**

IQAC Coordinator

Correspondent

Chairman

S.No	Self-Assessment Form	Tick appropriate	Remarks by Audit Committee (after verification of document)
1	Annual development plans for the institutional growth / summary of annual report with % of achievement on the last academic year annual plan.	Yes No <input type="checkbox"/> <input type="checkbox"/>	
2.	Student pass percentage planned for this academic year. Is the last academic year planned pass percentage achieved?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
3.	Meeting students, Counselors to identify Grievances and follow up action	Yes No <input type="checkbox"/> <input type="checkbox"/>	
4.	Reviewed the reports of the analysis of test marks of the students and arranging special care etc for academically poor student and followup action.	Yes No <input type="checkbox"/> <input type="checkbox"/>	
5.	Reviewed Class Committee meetings and its follow up action. Reviewed Class Committee meetings and its follow up action.	Yes No <input type="checkbox"/> <input type="checkbox"/>	
6.	Ranking of our college in the district wise and state wise. Plan of action to improve the ranking of the college	Yes No <input type="checkbox"/> <input type="checkbox"/>	
7.	Is Placement percentage of college improved?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
8.	HODs and Faculty meeting. Minutes of Meeting maintained. Follow-up action.	Yes No <input type="checkbox"/> <input type="checkbox"/>	
9.	Recommended and implemented any Innovations	Yes No	

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	in teaching-learning and research practices and its outcome	<input type="checkbox"/> <input type="checkbox"/>	
10.	Appraising Weekly / Monthly reports of the departmental / institutional activities to the Management	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.No	Review Committee members: Description Submitted to Management:	Performance Index				Improvement (Δ)
		Academic Year				
		2015 -2016	2016 -2017	2017 -2018	2018 -2019	
6.	<b>NBA (20)</b>					
<b>Key Performance Indices (KPI)</b>						
7.	<b>Goal Setting, Budget plan and Action Plan (10):</b>					
8.	<b>Students Pass Percentage: (25)</b>					
9.	<b>Placement &amp; Higher Studies: (15)</b>					
10.	<b>Students Training: (5)</b> GATE training, Aptitude training, Add-on Courses, Soft skills training					
11.	<b>Students participation in events: (5)</b> Paper presentation/ Student Projects / Internships / In-plant trainings / Workshops					
12.	<b>Faculty Publications &amp; Sponsored Projects (10)</b>					
13.	<b>Entrepreneurship / Innovation and Start-up (10)</b>					
<b>Overall KPI</b>						

**HoD Appraisal and Evaluation**

**Name of the Department:**

- Students pass percentage – target: Overall pass percentage 75%**
- Placement and Higher Studies - target: 75%**  
For others:  $\Delta = \text{CAY} - (\text{AVG OF CAY-1, CAY-2, CAY-3})$ ; Improvement ( $\Delta$ )  $\geq 5$  % – full marks, else enter proportional marks.

**Evaluated by:**

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IQAC Coordinator

Principal

Correspondent



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CAHCET/HR/FAF-01-ver 2.0

**C. Abdul Hakeem College of Engineering and Technology**

**Faculty Appraisal Form**

**Name of the Faculty :** \_\_\_\_\_ **Designation :** Asst. Prof. / Asso. Prof. / Prof.

**Department :** \_\_\_\_\_ **Academic Year :** \_\_\_\_\_

Evaluation Parameters	Max. Points	Evaluation					Description	Points Obtained	HOD
<b>Teaching &amp; Learning Process</b>									
<b>Avg. Pass % in subjects handled (10 pts/subjects)</b> <b>For theoretical subjects:</b> (50-55:1pt, 56-60:2pts, 61-65:3pts, 66-70:4pts, 71-75:5pts, 76-80:6pts, 81-85:7pts, 86-90:8pts, 91-95:9pts, 96-100:10pts) <b>For problematic subjects:</b> 50-55: 2pts, 56-60: 4pts, 61-65: 6pts, 66-70: 8pts, 71-100: 10pts	10 per Subject		<b>Odd Sem</b>		<b>Even Sem</b>		Marks will be converted to 50*		
		<b>S. No.</b>	<b>%</b>	<b>Pts</b>	<b>%</b>	<b>Pts</b>			
		1.							
		2.							
		3.							
Laboratory Extra Experiments (Manual, Sample Observation, Sample Record)/ Project Work (Project Expo)/ Internship (with external/internal participation certificate) (MBA/MCA) (2 per project)	5 per Subject	<b>S. No.</b>	<b>Exp.</b>	<b>Pts</b>	<b>Exp.</b>	<b>Pts</b>	Marks will be converted to 50*		
		1.	3		3				
		2.	3		3				
<b>Sub Total</b>							50*		

\* Additional points for additional workload i.e. excess of 4+2/year.

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<b>Evaluation Parameters</b>	<b>Max. Points</b>	<b>Evaluation</b>	<b>Description</b>	<b>Points Obtained</b>	<b>HOD</b>
<b>Research &amp; Professional Development</b>					
SCI / ISI journals (1 <sup>st</sup> , 2 <sup>nd</sup> author or 3 <sup>rd</sup> author with outside collaboration)	60 * IF		Marks will be converted to 30		
Scopus journals (1 <sup>st</sup> , 2 <sup>nd</sup> author or 3 <sup>rd</sup> author with outside collaboration)	40 * IF				
Paper presentation in conferences conducted by recognised professional societies e.g. IEEE, CSI, ASME, SAE, ACS etc	5				
Patents (Applied In process-10/Granted-30)	10/30				
Establishment of Research Labs / Cof E – TCS, Infosys, Grundfos, Bosch, NI labs)	30				
Publication of book/book chapter (ISBN/ISSN) (Recognized Publishers and not for any University Syllabus)	10				
External funded project proposals (Sent - 2 pts (max 4 points), Granted - 20 pts)	2/4/20				
Consultancy work > 1 Lakh	10				
PhD guidance	10				
Organizing external (Industry (5)/Govt (10)) sponsored FDP / Seminar / Workshops	5/10				
<b>Sub Total</b>	<b>30</b>				

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<b>Evaluation Parameters</b>	<b>Max. Points</b>	<b>Evaluation</b>	<b>Description</b>	<b>Points Obtained</b>	<b>HOD</b>
<b>Administration</b>					
NBA/ NAAC/IQAC/HOD/Placement Officer/ Research Officer/IIPC/Training Officer/ EDC (Innovation and Startup Cell).	20		Marks will be converted to 20		
<b>Department activities</b> Results Analysis I/C, IIPC (Internships /In-plant trainings/ Industrial Visit) Organizing internal funded FDP/ National Conferences Accompanying IV (1/day) Time Table I/C, NBA (Criteria 2 – 9) / NAAC/IQAC / Placement / Research /Training/Test/Alumni Coordinator, Guides for students external participation (i) projects (ii) paper presentation (iii) competitions, NIRF/AICTE/Anna University/ Facilitating MOUs (2) EDC ( Innovation and Startup Cell) Sending Progress report to parents trough SMS Lab In-charges Seminars/Workshops/Guest Lectures (2/day Max. 5)	5/2				
NBA department coordinator/NIRF/EDC/AICTE/Anna University/ NSS / YRC and RRC / Human Resource / International Conference/Alumni and Stakeholders	10				
MOOC/FDP Participation as per NBA Norms ( 5 days (5), 3/4 days (3), online 8 weeks (5))	5/3				
College work (Website, Exam cell, Electrical Maintenance, Civil, Fabrication, Convenors of college/cultural/sports/graduation day)	5				
<b>Sub Total</b>	20				

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**Key Performance Indices (KPI) attained:**

	<b>Teaching</b>	<b>Research</b>	<b>Administration</b>	<b>Total (100)</b>
Target / Planned / Required				
Attained				

Evaluator:

IQAC

HoD

Principal

Correspondent

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**Annexure 5: For Show Cause Notice**

Date:

To

SHOW CAUSE NOTICE / MEMO

It has been reported against you that on \_\_\_\_\_ at you have \_\_\_\_\_.

The original report of which is appended for your information

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken experts.

Principal

Encl: Copy of the original report.

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**Annexure 6: Letter of intimation of superannuation**

Date:

To

Dear Prof./ Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on \_\_\_\_\_ and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30,.....

The College places on record the services rendered by you for years and months, and wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully  
For C. Abdul Hakeem College of Engineering & Technology

Correspondent