

HUMAN RESOURCE

POLICY HANDBOOK



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**C. ABDUL HAKEEM COLLEGE OF ENGINEERING
AND TECHNOLOGY, MELVISHARAM - 632509,
Ranipet District, Tamilnadu**

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.

C. Abdul Hakeem College of Engineering & Technology is committed to creating a supportive and enriching work environment that promotes academic excellence, innovation, fairness, and integrity for the employees. The HR policy ensure that all employees—faculty, academic staff, and administrative personnel—work within a framework of mutual respect, transparency, and professionalism.

The employees of our college are categorized as:

Faculty: Employees engaged in teaching, research, curriculum development, project guidance, and student mentorship.

Non-Teaching Academic Staff: Personnel who support academic functions, such as laboratory assistants, librarians, and technical staff.

Administrative Staff: Employees involved in the management, administration, and support services of the institution.

Based on the nature of employment, the categories are:

Probationers: New appointees who undergo a probation period of two year; performance during probation is assessed to decide confirmation.

Permanent Employees: Individuals whose appointments have been confirmed after successful probation completion.

1. HUMAN RESOURCE (FACULTY & STAFF) PLANNING

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

1.2 He will obtain the staff requirement lists from all the Heads of Departments and determine at the number of faculty members and administrative staff required with the following guidelines.

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.

1.4 The teacher student ratio shall be, as per AICTE, 1:20 or better.

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

Principal	- 4
Professors	- 8
Associate Professors	- 12
Assistant Professors	- 18

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.

2 RECRUITMENT

2.1 Vacancies are filled purely on merit, ensuring adherence to norms set by AICTE, New Delhi and Anna University, Chennai.

2.2 Vacancies are publicized widely via college website, print media, and employment portals.

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

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

- Online resources / Advertisement in the Newspapers.
- Files maintained for storing the unsolicited applications.
- The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

2.5 The committee shall short list the candidates in the following processes
Personal Interviews.

2.6 Aptitude tests, including classroom demonstrations

2.7 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.

2.8 The Offer of appointment shall be released by the Principal / Chairman / Correspondent in the Format - 1 (refer Appendix) of this manual.

2.9 Selected candidates receive official offer letters. Joining is subject to submission and verification of original documents. Probationary period is two years.

2.10 The designation of the faculty as per AICTE shall be followed as indicated below.

ENGINEERING & TECHNOLOGY

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E., / B.Tech., / B.S., and M.E., / M. Tech., / M.S., or Integrated M.Tech, in relevant	Experience not mandatory

	branch with first class or equivalent in any one of the degrees	
Associate Professor	Ph.D degree in the relevant field and First class or equivalent at either Bachelors or Masters level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D experience
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
Professor	Ph.D degree in the relevant field and First class or equivalent at either Bachelors or Masters level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least total 10 research publications in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	

MASTER OF COMPUTER APPLICATIONS

(as per AICTE Gazette Notification dated 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E., / B.Tech., / B.S., and M.E., / M. Tech., / M.S., or Integrated M.Tech, in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
	OR	
	B.E., B.Tech., and M.C.A with First Class or equivalent in anyone of the two degrees	Experience not mandatory
	OR	
	Bachelor Degree of three years duration with Mathematics as a compulsory subject and MCA with First Class or equivalent	2 years of relevant experience after acquiring degree of MCA
Associate Professor	Ph.D degree in the relevant field and First class or equivalent at either Bachelors or Masters level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D experience
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
Professor	Ph.D degree in the relevant field and First class or equivalent at either Bachelors or Masters level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which
	AND	

	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D guided as Supervisor / Co-supervisor till the date of eligibility of promotion	at least 3 years shall be at a post equivalent to that of an Associate Professor
	OR	
	At least total 10 research publications in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	

MANAGEMENT PROGRAMMES

(as per AICTE Gazette Notification dated 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A / ICWA / M.Com. with First Class or equivalent	2 years of relevant experience after acquiring degree the Master's degree
Associate Professor	Ph.D degree in the relevant field and First class or equivalent at either Bachelors or Masters level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D experience
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
Professor	Ph.D degree in the relevant field and First class or equivalent at either Bachelors or Masters level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least total 10 research publications in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	

HUMANITIES & SCIENCES

(as per AICTE Gazette Notification dated 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.	Experience not mandatory
	Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the	

	CSIR or similar tests accredited by the UGC, like SLET / NET Ph.D., Candidates shall be exempted from the requirement of SLET / NET	
Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject.	8 years of experience teaching and /or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry
	AND	
	Minimum of seven publications in the peer-reviewed or UGC-listed Journals	
Professor	Ph.D. degree in the concerned / allied / relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research published in the peer-reviewed or UGC-listed Journals	A minimum of 10 years of teaching experience in university / college as Assistant Professor / Associate Professor / Professor, and / or research experience at equivalent level at the University / National Level Institutions with evidence of having successfully guided doctoral candidate
	OR	
	Ph.D degree in the relevant / allied / applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned / allied / relevant discipline, supported by documentary evidence provided he/she has ten years of experience	

3. ORIENTATION

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.

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

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.

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.

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.

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.

4. POSITIONS AND PAY SCALES

4.1 The College will have the following positions of hierarchy in the teaching departments (also refer Organization chart)

- Principal
- Dean(s)
- Professor(s)
- Associate Professor(s)
- Assistant Professor(s)

4.2 In addition, each department shall have support staff like Laboratory Assistants, Support Clerk and Department Attendant.

4.3 The College Administrative Office will have the following positions:

- Manager and Assistant Manager
- Cashier, Accountant, Senior Assistants, Junior Assistant, Computer Operators
- Office Assistants

5. SALARY INCENTIVES:

Salary shall be as per AICTE norms and commensurate with the qualifications and experience. The scales of pay for various teaching positions will be as follows:

6 DEARNESS ALLOWANCE

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, as per the following: On completing Probation, 3 – 15% of the basic pay per year, that is decided based on the Faculty Appraisal.

7. INCREMENTS

7.1 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.

7.2 Additional Increments shall be given to staff members based on their contributions to the students and the development of institution, at the discretion of the Management.

8. PERFORMANCE INCENTIVES AND REWARDS

In addition to the pay as per AICTE norms described above, performance based incentives shall be offered to faculty members. At the beginning of every academic year, the target performance (based on University results, contribution to students and college, research activities etc.) will be set for the faculty member by the respective HoD / Principal. On achieving the set target performance (evaluated using Faculty appraisal), "performance incentive/variable pay" will be accordingly disbursed (refer Faculty Appraisal Policy & Procedure). This performance component shall be applicable for the respective performance appraisal cycle.

Further, the following are the support and benefits to the faculty members:

- Professional Society Membership Fee 50% paid by the Management for Faculties with minimum 5 years of service at the Institution (Maximum One Professional Society per Staff Member).
- Paper presentations / publications in Conferences conducted sponsored by Professional Societies, 50% TA, 50% Registration Fee for Faculties with minimum 5 years of service at the Institution.
- Faculty Development Program 50% TA, 50% Fees for faculties with more than 5 years' experience at the Institution.
- Faculties of NBA - Accredited departments with 5 years are given onetime cash award of Rs. 10,000/- each and Support Staff Members Rs.1000/- each.
- Faculties of NBA - Accredited departments with 2/3 years are given one time Rs.5000/- cash award and Support Staff Members Rs.500/- each.
- Other Employee Benefits
- All eligible employees are covered under Employees' Provident Fund and Employees' State Insurance.
- The College shall pay 12% of the salary every month, towards his/her contribution to the Employer's contribution to the EPF Scheme. Additional contribution of 12% shall be borne by the employee.
- In case of any faculty member not interested in provident Fund Scheme, he/she may opt-out of the scheme.
- All eligible non-teaching staff are provided with Gratuity benefits as per applicable Gratuity Act.
- Subsidized Tuition fee for the children / wards of staff
- Group Accident and Medical Insurance for staff
- Subsidized housing and transport facilities for staff

9. TEACHERS TRAINING POLICY

The Teachers Training Policy (TTP) of C. Abdul Hakeem College of Engineering & Technology is formulated in accordance with AICTE guidelines (A Comprehensive Training Policy for Technical Teachers).

9.1 Objectives

- To identify the training needs at various career stages and for different categories of teachers, considering the expectations from a competent teacher and the current technical education landscape.
- To ensure continuous updating of technical subject expertise by completing at least one subject course offered through technology-based methods annually.
- To stay informed about the latest trends in technology through interactions between industry and academia and develop technology-oriented academic and research culture in the institute that eventually benefits students.

9.2 Training Policy

The training requirements for teachers is categorized as follows:

- Faculty Induction Program (FIP), which is offered immediately upon joining the institute.
- An In-Service training Program (ITP) tailored to specific needs at various stages of their careers.

9.3 Faculty Induction Program:

- Basic understanding of the teaching-learning process, Outcome-Based Education, and details regarding the institute's Academic, R&D, and Internship Policies.
- Introduction to relevant ICT tools that support effective teaching and learning, and resources for lifelong (continuous) learning.
- Acquaintance to best teaching practices, laboratory development, and Industry-Institute Interaction
- Awareness of roles of an organization, including vertical hierarchy (Department under the Head of Department) and horizontal hierarchy (Functional Committees under Deans) and other administrative procedures, financial processes, and legal implications.

9.4 In-service training program at various levels of teaching career:

9.4.1 With 1-5 years of experience:

- To participate in various refresher modules offered by, in particular by **NITTTR**, "National Initiative for Training of Technical Teachers (for Inductee Teacher) (NITTT) 2020" policy of AICTE. In addition, various training programs by **MHRD, AICTE (UHV), SWAYAM and other STTPs, and FDPs** conducted by IITs and institute of national repute, to update knowledge, stay abreast of new developments, and with a focus on key areas in their respective fields.
- Training for maintaining necessary records for evaluations by bodies such as **ISO, NAAC, NBA**, etc.,
- Training for developing laboratory facilities, and on organizing conferences, workshops, and symposiums.
- Training for providing research guidance, planning and conducting sponsored projects, and offering consultancy services and on issues related to intellectual property rights, patenting, technology transfer/dissemination, and ethical

considerations in research and development.

9.4.2 With greater than 5 years of experience

- Training on developing curriculum, creating resource materials, and adopting effective teaching and research practices.
- Training for maintaining necessary records for evaluations by bodies like NAAC and NBA, including roles as criterion in-charges at department or institute levels.
- Training to contribute to institutional functioning as heads of functional committees under Deans, as per the organizational structure and Planning for the growth and development of departments and the institution, enhancing motivation and efficiency.
- Participation in refresher modules to stay current with knowledge, new developments, and critical areas within the fields.
- Training on conducting collaborative research with industry, institutions, government agencies, and NGOs.
- Training for effective interaction and liaison with governmental monitoring, regulatory bodies and collaborating agencies.

10. LEAVE POLICY

The faculty members and staffs of C. Abdul Hakeem College of Engineering & Technology, are entitled to the following categories of leave of absence.

Leave	Entitlement per year (Teaching)	Entitlement per year (Admin & Technical Staff)
Casual Leave (CL)	12 days (1 CL per month)	12 days (1 CL per month)
Annual Leave (AL) / summer vacation <i>(includes weekend holidays / other holidays, if any during the vacation period)</i>	a. Completion of 1year of service - 7 days b. Completion of 2 years of service - 14 days c. After completion of 3 years of service - 18 days	
On-Duty – OD (Anna University exam work / Ph.D work)	24 days (12 days per semester or 24 days per year)	Not Applicable
On-Duty – OD (FDP / QIP / participation in International and / or National Conference / Seminar)	6 days (3 days per semester or 6 days per year)	
Maternity Leave (ML)	90 days (max: 2)	

- **On Duty Assignments & study leave:** When the assignment(s) is/are under arrangement between the College and the other unit, the absence shall be considered

as On-duty assignments.

- The College permits staff member to take Anna University exam related assignments (AUR / Squad / practical exam duty / paper valuation) and special assignments with other Colleges or industrial units / to attend seminars / training programs.

- **Study leave:** The faculty and staff members are encouraged to enroll in higher education (like B.E., M.E., Ph.D) who have completed at least 3 years of service in the institution.

- To ensure that the college also benefits from the higher qualifications and enhanced skills of the faculty member, the faculty members shall provide an undertaking to remain with the college for a minimum of **three years** after the completion of studies. In the absence of undertaking, the Principal shall NOT issue the NOC, consequently the leave (if availed) shall be treated as Loss of Pay. In case of reneging / non-conformance of this agreement by the faculty member, **penalty (salary received during the availed leave)** shall be imposed.

Pilgrimage Leave:

- The teaching and non-teachings staff are eligible to apply for pilgrimage leave after completing a **minimum of three (3) years** of continuous service in the institution.

- The Pilgrimage leave of **maximum 15 days can be availed without loss of pay ONCE in 10** years, and with prior (15 days in advance) approval by the Principal / Vice-Principal.

- The Pilgrimage leave will be granted **ONLY during the non-academic session*** in order to ensure uninterrupted academic operations. However, exceptions may be considered where the schedule of the pilgrimage is mandatorily fixed and cannot be altered.

- Any additional pilgrimage leave beyond the one-time entitlement within the ten-year period shall be treated as Loss of Pay (LOP) as applicable.

- Pilgrimage leave entitlement is non-transferable and is not exchangeable with other category of leave.

Excess Casual Leave (CL):

- During the academic session, after exhaustion of the allotted **casual leave (CL)**, for any **additional** day of leave (on Loss of Pay basis), prior written approval from Principal / Vice-Principal is mandatory.

**The academic and non-academic sessions shall be designated by the Principal / Vice-Principal based on the communications received from Anna University, Chennai.*

Notes:

- All types of applicable leaves are on academic year basis (as announced by Anna University)

- The teaching and non-teaching staffs must have completed at least 1 academic year (12 months) to be eligible for leave other than CL. CL may be granted to a new

joiner on pro-rata basis.

- Faculty members are **not allowed to take any leave (CL / OD)** during college functions, University inspections / other audits.
- In case of medical exigencies (for self / spouse / children / parents ONLY), 6 days of eligible Annual Leave (summer vacation) may be availed in advance (applicable only when the faculty members have completed minimum 4 years of service in our Institution).
- HoDs are not permitted for On-Duty (Anna University exam duty) / CL during the conduct of **respective department practical exams** in the campus. In case of extreme emergency situation, maximum of 1-day CL is allowed during this period.
- Unavailed Casual leave (CL) will lapse automatically at the end of academic year.
- Maternity leave is applicable after completion of 1 year of service.
- Compensation leave: Any employee, who works on any holiday, would be allowed to take a compensatory off on a working day. Such compensatory leave should be availed within 1 month of claim subject to approval by HoD and Principal.

11. PROMOTION, RETIREMENT, RESIGNATION AND TERMINATION POLICY

11.1 Promotion

11.1.1 All promotions shall be considered on the basis of AICTE / Anna University, Chennai norms.

11.1.2 The principal shall appoint a committee for promotion in which he shall be the Chairman along with two senior faculty members of Professor / Associate Professor cadre.

11.1.3 The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in 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.

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

11.1.5 All decisions on promotions shall be taken up at the beginning of academic year.

11.2 Retirement from Service

11.2.1 All teaching and non-teaching staff shall retire at the age of 65, with 5 more years extendable (at the discretion of Management) on superannuation.

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

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

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

11.2.5**Resignation:** Notice period of 3 months (faculty) or 1 month (other staff).

11.2.6**Termination:** The Management reserves the right to terminate the staff (both teaching, non-teaching and administrative staff) on the disciplinary grounds, for misconduct or policy violations following due disciplinary procedures.

11.3 Retirement Benefits

11.3.1 Applicable Employee's Provident Fund and Gratuity benefits as discussed in the Section 8 are applicable for eligible staff members.

11.3.3.

11.3.4 The College shall pay gratuity to eligible non-teaching staff as per Gratuity legislation at the time of his / her retirement.


PRINCIPAL
C. ABDUL HAKEEM COLLEGE OF
ENGINEERING & TECHNOLOGY
MELVISHARAM - 682 509.
(Principal)

Annexure 1: Format of Appointment letter

Date:

To

Dear Sir / Madam

With reference to your application dated: _____ and subsequent interviews you had with us, we are pleased to appoint you as an Assistant Professor in the Dept. of _____ in our college, under the following terms & conditions;

1. You will be reporting to the duty on _____
2. You will receive a monthly salary as per AICTE Norms
3. You will be paid DA as per AICTE Norms
4. You will be governed by the Service regulations of the College.
5. If you want to resign the post, you should give three months notice in advance. You will not be relieved in the middle of the semester. You will be relieved only at the end of the semester, by then the notice period of three months must be completed. In case there is shortage of notice period, you should pay for the shortage of notice period.

Please sign the duplicate copy of this letter of appointment in token of having accepted the above terms & conditions and return the same indicating the proposed date of your joining the College.

Wishing you to the College and wishing you a successful teaching career.

(Correspondent)

Annexure – 2

Duties and Responsibilities of PRINCIPAL

Reports to: Correspondent / Chairman

1. Assisting the Management in making policies and taking decisions on setting and achieving the goals.
2. Making the short term and long term planning and setting out the priorities.
3. Carrying out the mission, goals and the policy of the Governing Council giving the top priority for discipline and quality education.
4. Coordinate, supervise IQAC, all functional heads and cells and committees
5. Managing the curricular, academic and other related activities and develop required faculty.
6. Monitoring the overall discipline, growth and development of the college.
7. Interacting with industries, leading institutions, research organizations etc. in the National and International level and sign MOU.
8. Encouraging and motivating the students and staff for a good teamwork.
9. Identifying the hidden talents of individual students and to do everything possible to develop their personality.
10. Co-ordinating the activities with the Anna University, AICTE State Government and NBA for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
11. Improving the environmental conditions of the campus and creating a congenial atmosphere for study and work by providing a steady supply of good water, electricity etc. and by forming good roads, planting of avenue trees and flower plants, developing of lawns, etc. and by installing fountains in the campus.
12. Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution as an institute with high potential and excellence
13. To take necessary steps to improve the placement service for our students.
14. Coordinating with the management for the recruitment of Teaching and Non Teaching Staff.
15. Appearing for Legal and Judicial matters.
16. Monitoring the University and other Examinations.
17. Attending other works assigned by the Management & Governing Council.
18. Arranging the periodical HOD and staff meetings.
19. Encouraging Research / consultancy activities in the college.
20. To conduct Graduation Day, College Day, Sports Day and Fresher's Induction Day Functions.

Annexure 3

Roles and responsibilities of Head of the Department (HOD)

Reports to: Principal

1. Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired goals of the college.
2. Planning and monitoring the overall departmental activities especially relating to:
3. Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.
4. Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructure facilities.
5. Preparing and submitting the annual departmental budget to the Principal.
6. Developing, installing and maintaining departmental labs.
7. Convening departmental meetings.
8. Identifying brilliant and talented students and encouraging them to pursue for higher growth.
9. Counseling and guiding students.
10. Identifying and encouraging the faculty to apply for Research projects to different funding agencies and to carry out the activities successfully.
11. Assisting the Principal in all administrative and other matters.
12. Reporting to the Principal periodically on all matters in respect academics, administration, discipline, Research etc.
13. Organization of, and participation in, seminars and continuing education programmes and to arrange for revision of syllabus in coordination with the university.
14. To become members in professional societies / organizations.
15. To take necessary steps to develop Industry Institute interaction.
16. Encourage the staff members to apply for research projects, to carry out consultancy and to publish papers in National and International Journals having the high impact factors.
17. Arrange number of continuing education programmes for Practicing Engineers and Workers of the Industry.
18. To check the course files of the faculty members and suggest corrective measures.
19. Maintaining all records as stipulated by NBA / NAAC / ISO for Accreditation.
20. HOD shall conduct Performance appraisal for each faculty in the department and submit to the Principal every year along with his/her self assessment form.

Annexure 4a:

Job description - Assistant Professor

Title: Assistant Professor

Department:

Reports to: Head of the Department

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.

Annexure 4b:

Job description - Associate Professors

Title: Associate Professor

Department:

Reports to: Head of the Department

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:

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

Administrative and academic leadership through:

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

Annexure 4c:

Job description - Professors

Title: Professor

Department:

Reports to: Head of the Department

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.

S. No	Description	Description of Duty
1	Dean – Academics & Administration	- Support the Principal in formulating policies, planning, and decision-making for institutional development, including infrastructure, academics, and future expansion. - Oversee curriculum execution, faculty coordination, and academic schedules to ensure quality education and adherence to university/AICTE norms. - Monitor student discipline, conduct, and welfare initiatives, including talent development and personality enhancement programs. - Manage university exams and compliance with regulatory bodies (Anna University, AICTE). - Facilitate MOUs with industries, research organizations, and other academic institutions for student and faculty benefits. - Ensure upkeep of facilities (electricity, water, greenery) and oversee minor developmental projects. - Encourage teamwork and organize events (graduation day, sports day, freshers' induction). - Assist in strengthening placement cell activities and industry interactions for student employability. - Manage scholarship disbursement and student welfare schemes. - Support the Principal in handling judicial matters and institutional compliance. - Address staff/student grievances and act as the Principal's representative in their absence. KPI: - College NBA status - College NIRF Status - Pass Percentage of students - Placement, Higher Studies and Entrepreneurship percentage
2	Dean - Research & Innovation	- Set annual publication targets per NBA/NIRF standards. - Establish and maintain research collaborations nationally and internationally. - Support faculty in research, publications, and collaboration. - Conduct entrepreneurship awareness programs, training, inspirational talks, and motivational lectures. - Evaluate and develop students' entrepreneurial skills; facilitate interaction with successful entrepreneurs. - Arrange industrial training, internships, and tie-ups/MoUs with industries. - Promote research, consultancy, and professional services with industry. - Organize guest lectures, workshops, seminars, technical discussions, and industrial visits. - Encourage student participation in competitions, start-up initiatives, and patent filing. - Support students in Start-up India schemes and social impact ventures. - Provide ongoing training and virtual platforms for project submissions and business skill development. KPI: - Number of active collaborators (MoU Signed) (training, projects,

		visits, placements, faculty interaction) • Number of consultancy projects and funds generated • Number of successful entrepreneurs/start-ups • Number of papers published and patents filed • Number of research collaborations/projects
3.	Dean - IQAC (ISO / NBA / NAAC / NIRF)	• Evaluate successful NIRF ranked institutions • Set target activities attain NIRF • Disseminate the target activities with heads of various functions. • Follow and coordinate towards attaining NIRF rank • Participate in NIRF ranking. • Improvement in NIRF rank • Evaluate successful NBA certified institutions • Set target activities to attain NBA • Disseminate the target activities with heads of various functions. • Follow and coordinate and participate in NBA. KPI: • Attainment of ISO / NBA / NAAC / NIRF status
4.	Director - Placement Training Cell	• Facilitate and counsel all placement related activities. • Form Students' Placement Committees • Prepare Placement Brochure • Communicating with industry for campus interviews. • Communicating with Alumni for available openings • Pre-placement visits (PPV) to the companies. • Communication, networking and relationship building with the potential recruiters • Invite potential recruiters to visit the Institute. • Grooming and training of the candidates for the placements so that their chances of selection increase. • General follow-up, joining formalities and other administrative activities. • Identify training needs of students in consultation with HoDs and the industry requirements • General Training on ✓ GATE / UPSC / TNPSC / DEFENCE ✓ GRE ✓ IELTS ✓ TOEFL ✓ Communication Skills & Vocabulary ✓ Resume & CV preparation ✓ Interview Skills ✓ Group Discussion & Personality Development ✓ Aptitude Training & Practice Tests KPI: • No of training days / student • No of training programs conducted. • Feedback from Students on Training programs (effectiveness in attaining jobs) • Feedback from Employers on Training programs Percentage of Students placed • No of companies visited • No of students - Higher education
5.	Human Resources	• Set College current and future faculty requirement of faculty, cadre, qualifications, skills, expertise and ability. • Conduct the process of Interview to recruit

		• Conduct Orientation of the new faculty members • Disseminate Employment and HR policies • Identify training and development • Facilitate faculty members to ensure continuous learning and development • Evaluation / Appraisal of faculty members and recommend promotions KPI: • Completion of HR audit, appraisal and recommendations to Principal and Management.
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Annexure 5:
For Show Cause Notice

Date:

To

SHOW CAUSE NOTICE / MEMO

It has been reported against you that on_____ that 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.

C.ABDUL HAKEEM COLLEGE OF ENGINEERING AND TECHNOLOGY
HR POLICY HANDBOOK

Annexure 6:

Letter of intimation of superannuation

Date:

To

Dear Prof./ Mr.

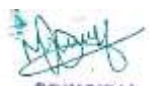
We wish to bring it to your attention, that you will be attaining the age of superannuation on _____ and you will be due to retire on that date.

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,

Correspondent


PRINCIPAL
C. ABDUL HAKEEM COLLEGE OF
ENGINEERING & TECHNOLOGY
MELVISHARAM - 632 509.
(Principal)

C.ABDUL HAKEEM COLLEGE OF ENGINEERING AND TECHNOLOGY
HR POLICY HANDBOOK