SRI RAMAKRISHNA
COLLEGE OF ARTS & SCIENCE

AN AUTONOMOUS INSTITUTION
(FORMERLY SNR SONS COLLEGE)
Affiliated to Bharathiar University

Approved by Govt of Tamilnadu, UGC & AICTE, New Delhi
Re-Accredited with "A" Grade by NAAC
AN ISO 9001:2015 Certified Institution

HUMAN RESOURCE POLICIES
&
ADMINISTRATION MANUAL

Authorized by	Principal & Secretary
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SECTION 1

Introduction

1.1 About the Organization

Sri Ramakrishna College of Arts & Science (SRCAS), Formerly SNR SONS College was established in the year of 1987 by our esteemed SNR Sons Charitable Trust with a vision to extend educational services to the needy people living in this Coimbatore region.

Sri Ramakrishna College of Arts & Science (SRCAS) is dedicated to forming students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success. This Human Resource Policies & Administration Manual collects in one place the human resources philosophies, policies and Administration procedures of SRCAS.

This manual is designed to be a working guide in the day-to-day administration of our human resources in a way that supports a positive work environment at SRCAS. Faculty members, Manager, Office Staff, Support Staff, etc., are expected to become familiar with these philosophies, policies and administration procedures and to apply them consistently so that all employees, regardless of work area, location or any assignment are treated fairly.

1.2 Vision, Mission and Core Values

1.2.1 Vision Statement

"To Explore, Experiment and Excel in the field of Higher Education Globally"

1.2.2 Mission Statement

"Our Mission is to educate the youth to meet the global challenges and enable them to excel in the field of their choice and instill in them a sense of social responsibility through enriched trainings and research"

1.2.3 Core Values

- Excellence
- Transformational Learning & Growth
- Leadership

- Integrity for Institutional Wellness
- Diversity

SRCAS Core values are focused on the following United Nation's Sustainable Development Goals:

No poverty, Zero hunger, Good health and well-being for people, Quality education, Gender equality, Clean water and sanitation, Affordable and clean energy, Decent work and economic growth, Industry, Innovation, and Infrastructure, Reducing inequalities, Sustainable cities and communities, Responsible consumption and production, Climate action, Life below water, Life on land, Peace, justice and strong institutions & Partnerships for the goals.

Based on our Vision, Mission & Core Values, yearly **College Objectives** are fixed and attached in **Annexure III**.

1.3 Quality Policy

Sri Ramakrishna College of Arts & Science (SRCAS) is committed to provide knowledge and training to meet the requirements of the Students, Industry, Society and the Nation.

This will be achieved through

- ❖ Well framed syllabus to satisfy the needs of and on par with the Global Standards and Industry requirements.

- ❖ Committed, planned practical teaching and training to develop both the students and society.

- ❖ Improving the Service Process, Resources and Faculty continually.

1.4 Human Resources Management Policy

Human Resource is the heart of an organization and forms the lifeline and determines its destiny. SRCAS is committed to set high standards of personnel management with due place for efficiency and transparency.

1.4.1 Objective

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels, as mentioned below:

- ❖ Recruitment of the different categories of staff
- ❖ Defining roles and responsibilities
- ❖ Training and positioning
- ❖ Appropriate compensation & incentives
- ❖ Improving the performance and effectiveness
- ❖ Maximizing the efficiency through enhancing knowledge, skills and attitudes
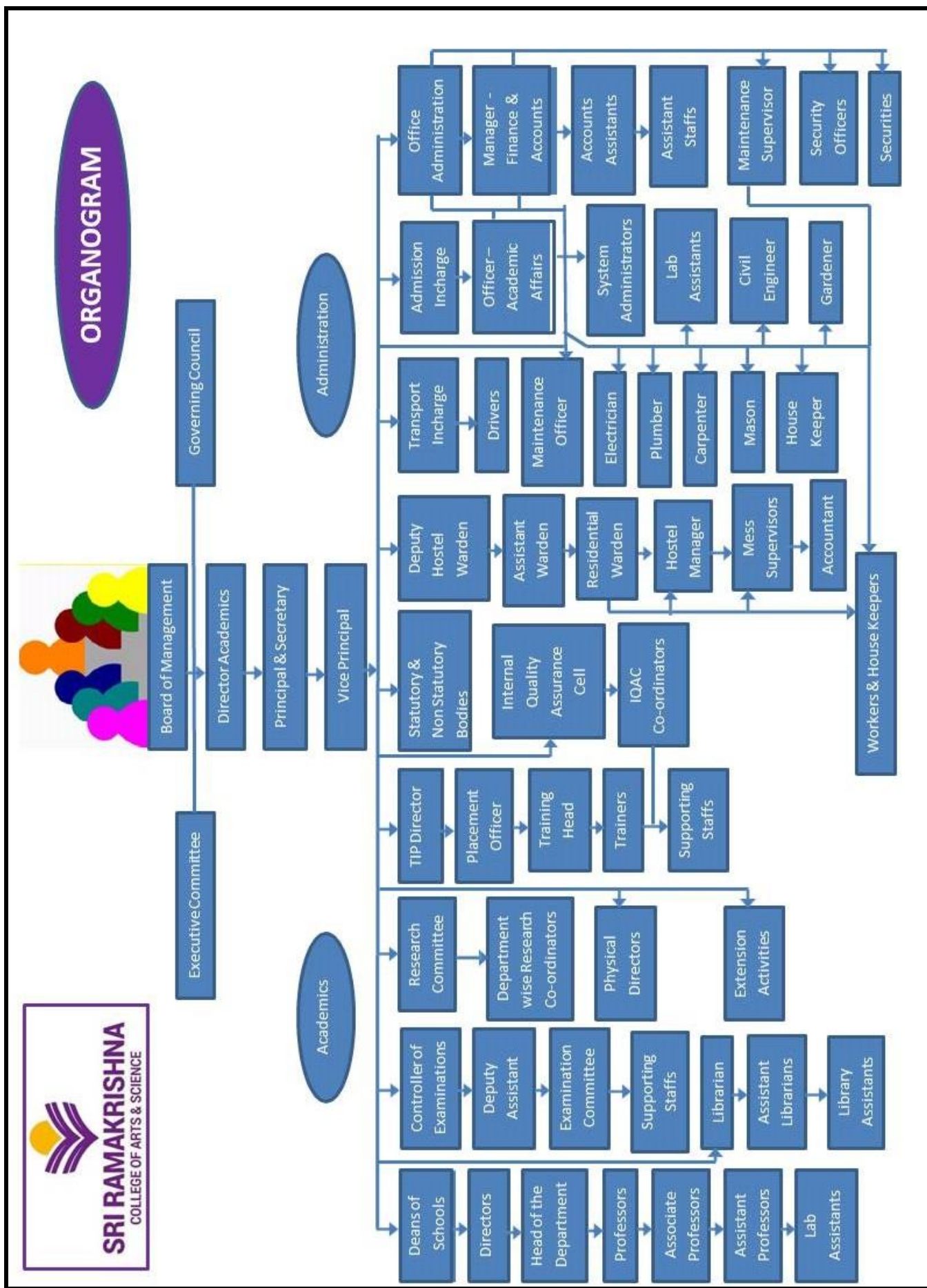- ❖ Creating comfortable working conditions.

1.5 Definitions of Terms used in this Policy

In this policy manual, unless the context otherwise requires:

1. **Basic Pay:** The component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her but does not include

2. **DA:** Dearness Allowance declared by the Management periodically.

3. **AGP:** Academic Grade Pay declared by the management

4. **HRA:** House Rent Allowance declared periodically by the Management of SRCAS.

5. **Calendar Year:** A period commencing from 1st day of January of the year and ending with 31st day of December in the same year.

6. **Academic Year:** The normal period stipulated in the Academic calendar for activities of an odd semester and even semester. In the present system it is stipulated from June to May.

7. **Competent Authority:** The authority appointed by the Trust for the purposes of these rules.

8. **Date of Appointment:** The first day of joining the duty by the employee as mentioned in the appointment order.

9. **SRCAS:** "Sri Ramakrishna College of Arts & Science" which is run by SNR Sons Charitable Trust.

10. **GB:** means the Governing Body of SRCAS

11. **OM:** means the duly appointed Office Manager of SRCAS

12. **HOD:** Head of the Department

13. **Employee:** Any person who is employed for salary in any kind of work including teaching, support service including lab, office or otherwise, or in connection with the work of SRCAS and who gets his salary directly from SRCAS

14. **Financial Year:** A period commencing from the 1st day of April of the current year ending with the 31st day of March of the succeeding year.

15. **Rules:** Rules stipulated in the HR Policies and Procedures Manual of SRCAS and include all schedules and annexure appended to this manual and any amendments made from time to time thereto.

16. **HRIC:** Human Resource In-Charge

1.6 Organogram

The below chart shows the present Organization Structure of Sri Ramakrishna College of Arts & Science. Functions of Statutory Bodies are attached in Annexure X.

ORGANOGRAM

Board of Management → Director Academics → Principal & Secretary → Vice Principal

Governing Council

Executive Committee

Administration

Office Administration → Manager – Finance & Accounts → Accounts Assistants → Assistant Staffs

Maintenance Supervisor → Security Officers → Securities

Admission Incharge → Officer – Academic Affairs → System Administrators → Lab Assistants → Civil Engineer → Gardener

Transport Incharge → Drivers

Maintenance Officer → Electrician → Plumber → Carpenter → Mason → House Keeper

Deputy Hostel Warden → Assistant Warden → Residential Warden → Hostel Manager → Mess Supervisors → Accountant

Statutory & Non Statutory Bodies

Internal Quality Assurance Cell → IQAC Co-ordinators

Workers & House Keepers

Academics

TIP Director → Placement Officer → Training Head → Trainers → Supporting Staffs

Research Committee → Department wise Research Co-ordinators → Physical Directors → Extension Activities

Controller of Examinations → Deputy Assistant → Examination Committee → Supporting Staffs → Librarian → Assistant Librarians → Library Assistants

Deans of Schools → Directors → Head of the Department → Professors → Associate Professors → Assistant Professors → Lab Assistants

SECTION 2

Recruitment, Appointment, Induction and Transfer

Recruitment, Appointment, Induction and Transfer

2.1 Planning for Human Resources

SRCAS believes in professional excellence. To this extent SRCAS believes in employing competent persons for its programmatic and administrative functions. The organisation is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organisation to respond to emerging human needs with estimation of resource requirements.

2.2 Classification of Human Resource in SRCAS

SRCAS recognizes the following classification of its staff.

    a. Regular Employee: One who holds permanent post in the organisation and whose appointment has been confirmed in writing by the appointing authority.

    Categories of Employees at SRCAS are divided into:

      i. Teaching Staff: Deans, Directors, Professors, Associate Professor, Asst. Professors, Physical Education Director and Librarian.

      ii. Technical Support Staff: System Administrator, Computer Programmer, Lab Assistants and Lab Attendants, Electricians, Drivers.

    iii. Administrative Staff: Administrator, Director, Principal, Office Manager, Accounts Manager, Office and Accounts staff, Library staff, Hostel Wardens / Staff, and Project Staff, Academic and Controller of Examination Staffs, Workers, House Keepers etc.,

b. Contract Employee: One who is employed due to his/her experience and expertise on a contract for a specified period, or for specified work not exceeding two years but can be extended for a mutually agreed upon period based on the performance evaluations review and the needs of SRCAS at that point of time. Contract employees are governed by the terms and conditions offered to him/her at the time of appointment.

c. Temporary Employee: One who is appointed either to fill a regular position, which is temporarily in nature

d. Visiting Faculty: Any faculty engaged from time to time as visiting faculty.

e. Any other class of Employee: Any other category of employees can be engaged from time to time as requirements of the institution and are governed as per the terms given.

2.3 Appointing Authority

a. Appointment of Principal & Secretary:

The authority as decided by the SNR Sons Charitable Trust from time to time.

b. Appointment of Faculty / Support Staff / Employees:

All other staff of SRCAS will be appointed by the Principal & Secretary on behalf of the Board of Trustees. The Board of Trustees be briefed of staff requirements, appointments and other details on a routine basis.

2.4 HR In-Charge (HRIC)

(i) The Principal & Secretary shall be the in-charge of HR Management.

(ii) Any other person who is expressly appointed / delicated with powers to manage the HR related responsibilities.

2.5 Recruitment Policy & Process

2.5.1 Job Analysis, Job Description and Terms of Reference

All positions in the organisation shall be based on a need assessment and work analysis. The Principal & Secretary together with the Dean / HoD concerned will determine the need to open a new position or to close an existing position.

Each job and position needs to be analysed in terms of job content and broken down to knowledge and skill requirements. However, this analysis will be done by Deans and HoDs as per the laid down procedures from time to time. Recruitment is done as per the Annexure VII.

The Job description and Terms of References are as per the regulations in force from time to time and intimated to the appointees at the time of offer of appointment.

2.6 General Criteria Governing Recruitment

2.6.1 Age

For any post including Assistant Professors, Associate Professors and Professors, the person recruited should not be above 58 (Fifty Eight) years.

- ✓ The minimum age for recruitment is 18 years.
- ✓ SRCAS does not permit child labour in any
- ✓ Maximum Age limit for teaching staff engaged on contract shall be up to 70 years and for non-teaching shall be 65.
- ✓ SRCAS reserves the right to do a background check on any person selected for employment.

2.6.2 Assessment process

The assessment process consists of either or both Skill Test and Interview, based on need. Non-teaching staff shall be recruited based on the assessment of their skills and references.

2.6.3 Checking of References

The college reserves the right to do reference checks with the referees given / obtained from the candidate. As a policy, SRCAS will contact the current employer as a part of reference check.

2.6.4 The Offer Letter

Upon finding the references to be satisfactory, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing.

2.6.5 Medical Fitness

Before issuance of offer letter, selected candidates at their own cost have to undergo a pre-employment medical examination according to prescribed medical standards by the organisation.

2.6.6 Letter of Appointment

The selected candidate must bring the relieving order from the previous organization before joining duty, if previously appointed. An appointment letter duly signed by the Appointing Authority is issued to the candidate subject to the reference checks and pre-employment medical examination.

The Appointment letter should contain:

1) The Designation/ Title of the Job and responsibilities specific to the job

2) The level of commands / reporting to and taking responsibilities in the absence of supervisors.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

2.6.7 Joining Report

On joining, the candidate should give the joining report duly filled and signed before the Principal & Secretary / HRIC.

2.6.8 Redeployment / Transfer

SRCAS enjoys the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another.

2.7 Probation and Confirmation

1. All new staff will initially be on a probation period. It shall be 12 months.

2. The HoDs concerned are responsible to conduct monthly review and report to the Principal & Secretary (or) HRIC. The Principal & Secretary will decide on the confirmation or termination of the probationer.

3. Principal & Secretary enjoys the right to waive Probation period in the case of experienced staff chartered by the organisation. Expertise/experience/competence of the staff and the reason for waiving probation should be documented.

4. Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion.

2.8 Personal File

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate

2. Bio-data

3. Copy of certificates of birth, education and medical fitness

4. Written comments of reference, if any

5. Appointment letter / Contract letter

6. Joining Report

7. Job Description, Performance & Development Plan

8. Personal details of employees like permanent / current address/blood group

9. Relieving letter or experience certificate from the previous employer or last employer

10. Letters of annual salary revisions & copies of performance appraisal

11. Two colour passport size photograph

12. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc

13. Any other personal memos

14. Resignation / Contract termination letter

15. No Claim Certificate

16. Any other information deemed appropriate by SRCAS.

The Principal & Secretary (or) HRIC will maintain personnel files of all employees including those at office. The employees would have to inform Principal & Secretary (or) HRIC in writing when there are changes regarding marital status or contact address.

2.9 Training and Development & Induction of Staff

All newly joined employees shall upon completion of the formalities undergo appropriate training and induction programmes, intended to familiarize them with the dynamics of the organisation. The methodology would be that of guided interaction with the various sections in the staff. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

2.10 Identity Card

All SRCAS employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. Principal & Secretary (or) HRIC will issue these cards to new staff within 15 days of their joining the organisation. At the time of cessation of service, employees are required to return their Identity Card to the organisation which should be destroyed by Principal & Secretary (or) HRIC immediately. HRIC keeps a register for issuing ID Card.

SECTION 3

Salary / Welfare Measures / Allowances Recognition / Terminal Benefits

3.1 Salary

3.1.1 Basic Pay and allowances

    a. SRCAS shall pay wages including allowances to its employees as per the agreement / appointment order.

    b. Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 7th working day of the following month.

    c. Payments of Monthly Salary shall be made after deductions under statutory provisions.

3.1.2 Wage Fixation

    a. **Faculty:** The Management shall respect the practice of Grades and varying Scales for regular staff on service. Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

    b. **Non-Teaching Staff:** Scales of Pay & Grade is based on their qualification and experience. Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

3.2 Increment Policy

In an effort to recognize and reward the performance of employees, it is the organisation's philosophy that enhancing compensation shall be through annual increment based on performance evaluations.

3.3 Provident Fund

SRCAS is committed to comply with statutory provisions of Employees Provident Fund. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization.

3.4 Welfare Measures

All the staff members in SRCAS, irrespective of their cadre enjoy the following welfare measures:

1. ESI / PF / Group Gratuity

2. Medical claim (Accidents) - for staff and students

3. Reward for employees on completion of 25 years service in SRCAS

4. School Fee concession to children of SRCAS staff / employees

5. Concessional medical treatment to parents / family members / staff of SRCAS at Sri Ramakrishna Hospital.

6. Gift to newly wedded staff members

7. Maternity Leave

Details of Incentives & Other Benefits for Faculty members – Attached as Annexure IX

SECTION 4

Leave Rules

Leave Rules

SRCAS provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college. The following types of leaves are available for staff.

4.1 Casual Leave

❖ Casual leave of 12 days is granted per annum. However for temporary and probationary staff of each category the eligible casual leave is only 1 day for every completed month of service.

❖ Casual leave is granted on the basis of calendar year that is from 1st January to 31st December of every year.

❖ Only with due permission of Principal & Secretary casual leave can be availed prefixing or suffixing Sundays and other sanctioned / declared holidays. However Duty Leave & Compensatory off can be combined with the Casual Leave.

4.2 Earned Leave

Earned leave of 8 days per annum is allowed. EL can be availed only after completing one year of service.

4.3 Study Leave / Leave to attend QIPs

The faculty members, on discretion of the Principal & Secretary, shall be allowed to avail study leave for higher education, and / or attending Quality Improvement Programmes (QIPs) / Internships. However, the decision will be taken in the best interest of the institution and the decision of the Principal & Secretary will be final. **Annexure VIII report is to be submitted for the attended QIP**.

4.4 On-Duty (OD)

The faculty members can avail up to 10 days per annum (calendar year) as on-duty (OD) for academic purposes with prior intimation and approval from the Principal & Secretary on recommendation of the Head of the Department. **Annexure VIII report** is to be submitted for organized or participated **Conference /**

Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Academic Visit / Guest Lecture.

However, the faculty members who are in-charge of NSS / NCC, etc., can avail more than 10 days, based on the need and necessities with prior intimation and approval from the Principal & Secretary.

4.5 Maternity Leave

All women employees are entitled to maternity leave up to six (6) months in which three (3) months with salary & three (3) months without salary.

4.6 Compensatory Leave

All employees are eligible to Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.

4.7 Leave on Loss of Pay (LLP)

If an employee has no leave available to his / her credit, he/ she may request for leave on Loss of pay under exceptional circumstances.

4.8. Vacation

In addition to the above, the teaching staff and the technical support staff are eligible for vacation as follows:

Faculty members who have put in one year of service are eligible for four week vacation per year. Three weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be reduced as per needs. The faculty whose service is less than one year cannot avail vacation. Technical and support staff are eligible for vacation 2 weeks. The College has the right to prevent any staff member from availing a portion or whole of the vacation if his / her services are considered essential during that period. However Vacation Leave will be subject to the Management Decision for both Teaching & Non Teaching.

4.9 Encashment of Earned Leave

Only Staff members who have completed ONE year service are eligible for this benefit and can encash leave upto a maximum of 8 Days.

4.10 Absence from Duty due to Bandh etc.

As such SRCAS does not subscribe to bandh / hartal as legitimate means of protest and therefore no special leave will be sanctioned to the staff on days of bandh or hartal.

4.11 Furnishing address on leave

A staff member, who has been sanctioned leave and leaves his place of duty, should furnish to office of SRCAS the address at which he can normally be contacted while out of station.

4.12 Declared Holidays

The office of SRCAS including its all offices will remain closed on Government declared holidays.

SECTION 5

Performance Appraisal System (PAS) and Promotions

5.1   General

5.2   Principles of Performance Management System

5.3   The System Basis

5.4   Performance Planning

5.5   Assessment, Recognition, Reward & Penalty

5.6   Consequences of Performance Assessment

5.7   Promotions

5.1 General

SRCAS considers it very important to assess the performance of each employee against planned results so that it can recognize / appreciate / reward deserving employees, make efforts to bring under-performers to satisfactory levels of result achievements and replace non-performers.

The SRCAS Performance Management System (PMS) comprises of performance planning, feedback & counselling system, assessment, recognition and capacity enhancement mechanisms.

Performance assessment shall be against set performance objectives and value based behaviour in job management. Also Student Feedback as per **Annexure IV**, Corrective Action & Preventive Action Reports **(Attached as Annexure V & Annexure VI)** are considered for Performance Assessment. It is the policy of SRCAS to encourage its staff to develop their skills and potential.

5.2 Principles of Performance Management System

a. Link plans to the Short- term goals which is in line with the overall vision and Mission of the Organisation as well as its immediate strategic objectives.

b. Focus on priority results (not routine activities) related to strategic objectives.

c. Ensure regular feedback from colleagues and students.

d. Link Annual Incentive and/or Increment to performance appraisals / results.

5.3 The System Basis

The basis of the system is the Job description.

5.4 Performance Planning

This involves selection of achievable and results based objectives from the short term organisational plan.

a. Performance plan for the year for each employee will be prepared in April-June timeframe each year specifying realistic objectives and respective results to be achieved.

b. These can be stated as Key Result Areas (KRA) for the Staff. Against these Key Result Areas, indicators should be specified.

c. This plan is to be worked out in consultation with the immediate supervisor/HOD and approved by the Principal.

d. It should then be signed by the employee and a copy given to him/her and another filed in respective personal file. A digital file equivalent is also equally acceptable

e. The employees should revisit their approved performance plans at least once in a quarter along with the supervisor to ensure that result achievements are progressing satisfactory.

5.5 Assessment, Recognition, Reward & Penalty

Annual performance appraisal will be conducted at a time fixed by the organisation. This is very important as it is during this exercise that the employee's achievements / shortfalls of their performance objectives and results for the year will be critically measured based on the set objectives and the findings of the quarterly / half yearly reviews. Each employee will be rated for their performance on pre-determined common scale. The Principal & Secretary and Rewards Committee will decide the kind of award to be given each year. **Faculty Appraisal is done as per Annexure II.**

5.6 Consequences of Performance Assessment

a. If an employee fails to perform as per his/her performance plan, the HOD shall draw up a Performance Improvement Plan for the concerned employee for a period of six months. During this period the employee is required to improve his/her performance to the expected levels.

b. Failing to meet these expectations within the stipulated/ extended time frame, the employee may be terminated from SRCAS service. However, the ultimate decision may rest with the Principal & Secretary.

5.7 Promotions

Promotions to higher positions are based on competencies, past performance and on merit. Hence, on promotion the individual's work profile and responsibility will change. The organisation will always consider the UGC rules and regulations in this matter.

For Non-Teaching staff, time-bound Grade Promotions as stipulated in the Pay Revision will be granted along with performance criterions.

SECTION 6

Office Discipline and Decorum

Office Discipline and Decorum

6.1 Office Hours

a. The usual office timings are from 8.30 A.M. IST to 5.00 P.M. IST with one hour lunch break from 1.00 P.M. IST to 2.00 P.M. IST.

b. The class timings are from 9.10 A.M. IST to 3.30 P.M. IST but in case of necessities, the Heads of the Departments shall extend the time till 5.00 PM with proper written approvals.

c. Management enjoys the right to shift to a different pattern for working days and working hours.

d. Any change in the Class and Office timings shall be notified to the respective staff.

e. All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.

f. All Teaching staff shall sign in their respective Attendance Register and place their finger on the reader window (and the reader quickly and automatically captures and encrypts the finger prints) at the biometric reader, both in the morning before 9.00 A.M. IST and afternoon after 4.00 P.M. IST respectively. For all other staffs, the working hours will be 8.30 AM to 5.00 PM & the same procedure is followed.

6.2 Late Attendance with Permission:

Normally permission for coming late is granted only for one hour on two occasions in a month with due permission from principal in one day in advance. In this case, while closing the attendance, office will mark "P" against the name of the staff member. When the staff member reports for duty, the member shall sign in the late attendance register kept in the office mentioning the time of signing the attendance.

a. The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given. Monthly 2 permissions of 'one hour' is permitted. No carry forward of permission is granted.

b. Late Attendance without Permission: The staff members are required to be prompt in reporting for work. Only those who are held up due to unforeseen circumstances will be allowed to sign the Late Attendance Register till 9.03 A.M. IST.

c. Reporting thirty minutes later than the scheduled time will be treated as leave for half-a-day.

d. Regulations for late Attendance:

   ✓ After exhausting the two officially permitted permissions, any late attendance will result in half-a-day leave with loss of pay or CL as the case may be.

   ✓ Frequent late attendance without permission will result in one day leave

   ✓ If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.

6.3 Movement Register

A movement register is to be maintained by the Principal/ Administration and all staff shall record movement during office hours for official purposes.

6.4 Duties and Responsibilities of the Deans / Directors / Heads / Faculties

For faculty members, the duties and responsibility are as per the norms of the UGC / Bharathiar University. However, any additional work allocated by the principal in view of college / student development and at the time of exigencies, the staff members must complete that additional work as directed by the Principal and Secretary.

6.5. Conflict of Interest

A conflict of interest could be defined as a situation that arises when a decision making authority is seen to have a personal stake in the outcome of the decision itself. This policy covers various situations, which a SRCAS employee may face in the areas of financial control, personal integrity, conflicts etc. and the role which they should play in such circumstances. This policy provides a common code of conduct, which should be adhered to by all SRCAS employees.

The activities of SRCAS employees must be lawful and free of conflicts with their responsibilities. They are not to misuse SRCAS resources or influence, or discredit the good name and reputation of the organisation.

It is the policy of SRCAS that no employee shall take any action or make any statement intended to influence the action of another, including donors and beneficiaries, to benefit the private interest of the employee or the employee's family members, rather than the interest of the SRCAS.

The following are to be avoided in the best interest of the organisation:

- Soliciting subcontractors and vendors for donation / advertisements to a charity, in which the employee is involved
- Using SRCAS facilities for personal purposes or for spouses / relative's business
- Treating personal expenses / trips as official expenses / trips
- Making a promotion decision about a spouse or relative
- Authorisation of self in case of leave, travel advance, etc.
- Buying equipment from suppliers for personal use at high discounts in the name of SRCAS
- Using the buying power of SRCAS to acquire goods or services for the benefit of the employee or his/her family members
- No employee may solicit or accept, directly or indirectly, any gift, gratuity or favour that has substantial economic value, where either party could infer any obligation
- All offers of donations to SRCAS shall be drawn in the form of Demand Draft or Cheque or by on line in the name of "Sri Ramakrishna College of Arts & Science".
- No employee shall authorize for use by SRCAS any product or service furnished by a firm in which the employee or the employee's immediate family members has a financial interest.

6.6 Consumption of intoxicating drinks and drugs

SRCAS work places must be totally drug free and all staff member shall strictly abide by any law relating to intoxicating drinks or drugs in force in all the workplaces of SRCAS.

6.7 Disciplinary Action

SRCAS reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.

6.8 Competent authority to initiate disciplinary proceedings and impose penalties

Principal & Secretary/Principal is the competent authority to take disciplinary proceedings and impose any of the penalties specified hereunder, according to the nature of the misconduct unless otherwise specified by the Executive committee.

6.9 Misconduct

Code of Conduct is framed and attached in **Annexure I** for Faculties & Non-Teaching Staffs. Students – Rules & Regulations, Hostel Code of Conduct and Transport Rules are framed and attached in Annexure XI, XII, XIII respectively**.** Any violation of the rules and regulations of the Institution is a misconduct, which needs to be corrected through disciplinary action by the Management.

6.10 Harassment

SRCAS Management is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honour of employees will be permitted and tolerated. Harassment of any sort – verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

6.11 Sexual Harassment

The Policy on Prevention of Sexual Harassment at Workplace declared by the SRCAS is in place and framed as per the statutory requirements / the orders passed by the Hon'ble Supreme Court of India. The definition of sexual harassment, mode of complaint, enquiry procedures, punishment, etc are as per the policy declared by SRCAS. Zero percent tolerance with immediate termination, if found.

6.12 Grievance Redressal Procedure

A Grievance Redressal Committee is set up to address the grievances of the employees. The Grievance Redressal Committee will consist of at least three staff with representation from both genders. The Committee will be a permanent arrangement for in-house investigation to handle grievances of employees. The Chairperson of the Committee will be the Principal & Secretary or any other person as appointed by the Principal & Secretary.

The definition of grievance, mode of expression of grievance & redressal mechanism are as per the policy declared by SRCAS.

6.13 Consequence of Misconduct

Offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence.

6.14 Penal Actions

The following steps are to be followed with regard to all disciplinary actions:

- ❖ Verbal Warning
- ❖ Written Warning (Memo)
- ❖ Show cause notice

6.15 Suspension

On receipt of a report in writing from the Principal or HRIC, the competent authority may suspend an employee for any act of alleged misconduct, pending domestic enquiry. During the period of suspension, the employee shall not leave station except with the written permission of the Management.

6.16 Domestic Enquiry

No order of punishment shall be made without the employees having been given an opportunity of explaining to the satisfaction of the Management the circumstances alleged against him/her. Accordingly, a charge sheet will be issued calling for the explanation of the delinquent employee. In the event, the Management is not satisfied with such an explanation, an enquiry officer will be appointed who will be required to conduct the domestic enquiry.

6.17. Punishments

Upon completion of enquiry and in the event of the employee being proved to have committed offence, the punishments will be awarded according to the gravity of the offence, inviting maximum penalty, in which the concerned staff will be dismissed from service. The likely order of punishments is:

a. Withhold the Increment (cumulative/without cumulative)

b. Barring the Promotion

c. Such other punishments ordered by the Principal & Secretary

d. Dismissal.

6.18 Right to Appeal

Any employee aggrieved by the decision of the Principal & Secretary may file an appeal in writing to the President of SRCAS within fifteen days of the date of the decision. The President has the option to appoint a fresh committee to review the penal action. The decision of the President of SRCAS shall be final and binding.

6.19 Retirement

The rule of superannuation of the Govt. of Tamilnadu will be followed by this college. It is 58 (Fifty Eight) years as on date. The age of retirement of an employee of SRCAS shall be 58 (Fifty Eight) which will be the age of superannuation. An employee may be re- hired by the Management after retirement on an annual basis with proper Memorandum of Understanding (MoU) / Re- appointment order.

6.20 Voluntary Retirement

An employee can resign from their post by giving required notice, as specified in their contract letter / appointment letter. The resignation becomes effective as soon as it is accepted in written by the Management. An employee may not be permitted to withdraw his/her resignation after it is accepted. All payment of dues will be made with the approval of Management. Such employees who opt to resign shall submit a 'No Claim Certificate' upon which a relieving order will be issued by the Management.

6.21 Termination of Services

6.21.1 Medical Grounds:

During the on-going employment period, Management retains the right to terminate the services of an employee by giving one month notice in writing or one month's pay in lieu, on medical grounds. (e.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the Organisation).

6.21.2 Termination on Disciplinary Grounds

During the on-going employment period, Management retains the right to terminate the services of an employee on grounds of violation of discipline as detailed in this HR manual.

6.21.3 Termination on grounds of Judicial Conviction / Observation

Notwithstanding anything contained in these rules, the competent Authority may impose any of the penalties specified hereinabove if the staff member has been convicted on a criminal charge or on the strength of facts or conclusions or comments arrived at by a judicial trial.

6.21.4 Termination for Prolonged Absence

When a staff member is absent from work for a period of fifteen days (15) or more days without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally/subsequently or when there is satisfactory evidence that he/she has taken up employment elsewhere or when the Management is reasonably satisfied that he/she has no intention of joining duties, the Management may at any time thereafter issue a show-cause notice stating, inter-alia, the grounds for coming to the conclusion that the staff member has no intention of joining duties and furnishing available evidence. Unless the staff member is able to respond with explanations satisfactory to the Management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of SRCAS.

6.21.5 Premature Termination of Contract

In the event of premature termination of the contract, one month notice in the form of a letter will be given to the Contract Staff Member.

6.21.6 Termination on grounds of non – performance

The Management reserves the right to terminate the services of a staff for the following reasons other than matters of discipline:

1. If a staff employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification.

2. For any reason whatsoever or if a staff becomes under- qualified consequent to changes in the policies of and/or the guidelines issued by the Government or the authorities concerned from time to time

3. If a staff member, for three consecutive years in annual appraisal of his performance, has received ratings "unsatisfactory" or "average" and despite the appraisal reports of the first two years having been communicated to him there has been no improvement or insufficient improvement in his performance.

6.21.7 Notice Period

In the case of Resignation/Termination, the notice period in the Appointment order holds good. For staff on probation seven days' notice by either party is necessary for voluntary separation by the staff or the Management opting to terminate the service of the staff. Notice period may be waived by payment of seven days salary in lieu of failure to give sufficient notice from the part of Management or by surrender of seven days salary by the staff in lieu of notice period. For all staff confirmed in service one month notice from either side is mandatory for all premature separation.

6.21.8 Resignation in the wake of Disciplinary Proceedings

1. A Staff member against whom disciplinary proceedings are pending shall not resign from the service in SRCAS without the prior approval in writing from the Principal & Secretary and any notice of resignation given by such staff before or during the disciplinary proceedings shall not take effect unless it is accepted by the Principal & Secretary.

2. Staff member against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he was in service until the proceedings are concluded and final order is passed in respect thereof.

6.21.9 Death

In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Principal & Secretary. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

6.21.10 Documents to be submitted on Separation from SRCAS

In the event of separation from SRCAS the following documents are required to be submitted by the staff:

✓ In case of resignation, letter of resignation

✓ Non Liability Certificate

✓ ID Card issued from the SRCAS

✓ Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on date

✓ Other Properties of SRCAS in the possession of the individual

✓ Exit Report.

SRCAS must provide Experience Certificate/ Service Certificate to Staff on the event of his/her separation on his/her written request. However, SRCAS retains the right for withholding certificates in situations including, but not limited to, failure on the part of staff to return to SRCAS its property or reconcile all outstanding payments, failure of the staff to produce the Non-Liability Certificate etc.

6.21.11 Exit Interview

The exiting staff member shall generally be required to participate in a face-to-face exit interview and submit the exit interview form duly filled on or before the last day of employment. Exit interviews shall be conducted with departing staff before they leave. Exit interviews will provide useful information about the organisation, to assess and improve all aspects of the working environment, culture, processes and systems, management and development. The exit interview form shall be analysed and corrective action devised. If necessary, policies, procedures and other aspects of Human Resources

The exit interview shall be coordinated by the Principal & Secretary (or) HRIC Department. The exit interview shall be recorded in the outgoing staff member's personal file. The Management shall critically analyse the exit interview forms filled in by staff members who have separated and learnings should lead to appropriate follow up action.

6.22 Professional Demeanour of SRCAS Employees

All employees of are expected to present a professional appearance at all times. They are to conform to the standards of Professional education attire most common to the location of their job and site assignment.

SECTION 7

General

7.1 Monitoring & Evaluation

It is essential for SRCAS to reflect on and review its HR practices from time to time, to ensure systems remain robust, flexible, consistent and relevant to the organisation's needs related to the mission, values, principles and culture.

7.2 Policy Practice Compliance Audit

Policy practice compliance will be assessed through regular, structured HRM audits.
.
- ✓ Reviews will be conducted once every three years.
- ✓ Review teams may include peers from within SRCAS, including senior staff members, relevant staff members from partner organisations, external experts on HR or relevant members from like-minded organisations.
- ✓ These reviews shall be in consistent with Accountability, Learning and Planning processes.

7.3 HR Information System

The Principal & Secretary (or) HRIC will maintain effective staff data systems through a database. Such data will be disaggregated by gender and diversity. The report generated by staff data systems will be used proactively by Principal & Secretary (or) HRIC to analyse trends and to improve and refine systems and practices.

Besides gender and diversity at all levels, data systems will record staff training and development activities and their impact, performance review records, staff attitude surveys, grievances, recruitment and staff turnover analysis and staff casualty together with data that meet local needs such as leave usage trends, organisational age index, ratio of Human Resource Organisation Development (HROD) staff to overall staff, functional staffing ratios and staff support costs.

7.4 Amendments

These rules and regulations may be amended, altered or rescinded at any time by the Governing Body and shall be superseded by such amendments. Amendments if any shall be communicated to all employees by a notice issued by the Principal & Secretary in this regard.

7.5 Jurisdiction

All disputes related to these rules may be deemed to come under the jurisdiction of the courts of law in Coimbatore and hence the organisation may sue and be sued only within the jurisdiction of the above mentioned courts of law.

Annexure I - Other Rules & Regulations

CODE OF CONDUCT FOR PRINCIPAL

The Principal of an Institution should always be fair, honest, objective, protective, supportive and law abiding. The Principal has to

- Outline a policy and plan to execute the vision and mission of the institution.

- Provide leadership, direction and co-ordination within the Institution.

- Plan the budgetary provisions and go through the financial audited statements of the Institution.

- Ensure that the long-term and short-term development plans of the Institution are duly processed and implemented through relevant authorities, bodies and committees.

- Direct and monitor the administration of the academic programmes and general administration of the Institution.

- Ensure that quality in education and academic services is maintained for continuous improvement.

- Promote industry institution interaction and inculcate research development activities.

- Form various college level committees which are necessary for the development of the Institution.

- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.

- Take necessary action as and when required to maintain discipline in the Institution.

- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.

- Listen to the student's ideas and set a supportive tone.

- Empower all the staff and students to reach their maximum potential.

- Submit annual report on the progress achieved in different developmental and collaborative programmes to the various Committees and Management.

- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.

- Carry himself with the highest integrity and exhibit outstanding and strong leadership skills.

ROLE OF DEAN/DIRECTOR

- Academic administration of the departments under his/her control.

- Assist the Principal in all matters of academic interest.

- Voice his/her view or opinion in all matters of academic interest when discussions take place at a higher level.

- Evolve strategies and action plans in coordination with concerned HODs for the development and quality improvement of the department.

- Initiate the introduction of innovative features in the curriculum and periodic revision of the curriculum befitting the current trends and demands of the industry and the employment market.

- Be aware of the various requirements of different courses as per the Bharathiar University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the college.

- Compute the manpower requirements as per work load of the department under his/her control along with the HOD and recommend the staff requirement to the Principal.

- Monitor the functioning of each department under his/ her control, and act as a strong interface between the Principal and HODs in implementing policies and programs formulated for improving the quality and effectiveness of teaching – learning process.

- Enrich the quality of academic life by helping to organize guest lectures, seminars, conferences, industry visits and encouraging the staff to bring out publications and participate in seminars, conferences and workshops and undertake research by tapping funding sources.

- Motivate and train the newly recruited members of the faculty. Oversee and monitor the faculty during the lecture hours and give constructive suggestions for their improvement.

- Make periodic assessment of teaching faculty particularly the new entrants and submit a report with suggestions / remarks to the Principal.

- Oversee the effective conduct of stay back hours, extra classes, PACE classes, career guidance and placement programs for the benefit of the students in coordination with training and placement cell.

- Interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with the Principal.

ROLE OF HODs

- Academic administration of the departments under his/her control.

- Assist the Dean in all matters of academic interest.

- Contribute in evolving strategies and action plans for the development and quality improvement of the department.

- Introduce innovative features in the curriculum and revise periodically revision of the curriculum befitting the current trends and demands of the industry and the employment market.

- Be aware of the various requirements of different courses as per the Bharathiar University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the college.

- Work out the manpower requirements as per work load of the department and recommend the staff requirement to the Principal through the Dean.

- Ensure the quality and effectiveness of teaching – learning process.

- Organize guest lectures, seminars, conferences, industry visits and encourage the staff to bring out publications.

- Depute staff to participate in seminars, conferences and workshops and motivate them to undertake research by tapping funding sources.

- Oversee and monitor the faculty particularly the new entrants during the lecture hours offer suggestions for their improvement.

- Ensure effective conduct of stay back hours, extra classes, PACE classes, career guidance and placement programs in coordination with training and placement cell.

- Interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance and monitor general discipline of the students inside the campus.

CODE OF CONDUCT FOR FACULTY MEMBERS

- Each faculty member shall at all times maintain absolute integrity and devotion to duty.

- Each faculty member should perform all professional activities through proper channel and extend co-operation to his/her colleagues and higher authorities.

- Each faculty member shall conduct himself/herself with absolute dignity and decorum in dealing with the superiors, colleagues and students at all times.

- Each faculty member should attend the college neatly dressed and follow dress regulations. Women faculty should wear over-coats inside the class rooms. Male faculty members should come in formal dress with tie and shoes. Jeans pant & T-Shirts are not allowed.

- Faculty members must always wear their identity cards while inside the college premises.

- Faculty members are barred from using cell phones while taking classes, engaging in examination duties and while attending meetings.

- No faculty member shall absent himself/herself from duty at any time without prior approval.

- Any instruction issued by the competent authority by way of circulars from time to time must be complied with.

- Faculty members are expected to be punctual in going to the classes, attending meetings, invigilation, college functions and attend National celebrations.

- Faculty members should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.

- Faculty members shall not provoke or instigate any student or staff against other students, colleagues or administration.

- Faculty members shall not by act or deed, degrade, harass or insult any other person for any reason or act in a manner inappropriate to the teaching profession.

- Faculty members shall not discriminate any student on grounds of caste, creed, religion, gender, nationality or language.

- Faculty members shall not demonstrate favoritism in assessment of students deliberately over marking, under marking or attempt at victimization on any grounds.

- Faculty members shall neither disclose confidential information about students to anyone nor disclose confidential information from Management to students.

- Faculty members shall not accept fees or honorarium, gift, etc., from the students.

- Faculty members shall respect the prerogative of parent/guardian to look after the interest of the student.

- Faculty members shall not misuse or carelessly use amenities provided to him/her by the Institution to facilitate the discharge of his /her duties

- Each faculty member shall set an example to his/her colleagues and students.

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CODE OF CONDUCT FOR NON-TEACHING STAFF

- Non-Teaching staff should remain on duty in the college from 8.30 am to 5 pm. They shall not leave the college premises without permission before 5 pm.

- Every non-teaching staff employed shall discharge his/her duties meticulously and efficiently and shall conform to the rules and regulations of the college.

- Non-teaching staff shall respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.

- Non-Teaching staff must always wear their identity cards during working hours.

- Non-Teaching Staff shall maintain honesty, integrity and equality in all activities.

- Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.

- Non-Teaching Staff assigned to laboratories should be responsible for the cleanliness and maintenance of the labs.

- The staff has to carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.

- The staff should take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.

- Non-Teaching Staff shall avoid personal calls and social networking sites such as Facebook, Whatsapp, etc during the working hours.

Annexure II

FACULTY APPRAISAL FORM

Academic Year _____ **(August-July)**   **DEPARTMENT:** _____

1. Name & Highest Qualification with Designation	
2. Date of Birth & Age	
3. Date of Joining at SNR & Previous Experience (including Industrial Experience)	
4. Present Basic Pay & Gross Salary	
5. No. of days attended & No. of working days	

6. Results produced in the last semester / year

	Subject 1	Subject 2	Subject 3/Lab
(a) Class (Branch, Sem. /Year&Sec.) (b) Name of the Subject handled (c) No. of Periods handled (d) No. of Students in the class (e) Percentage of Pass (f) Average % of marks			

7. Theory Classes

  (a) Mention innovative methods, if any, used by you in the class :
     (Play / Student centric / Online course / Multimedia / Moodle / Z to A / Role Play / …)

  (b) Do the students interact with you? If so, on what matters?   :

  (c) Do you have a good control over the class?   :

  (d) Do you take any extra training classes?   :

  (e) Contents beyond syllabus taught by you - Specify the
    topics covered and relevance   :

8. Laboratory Classes

  (a) No. of Sessions conducted and planned   :

  (b) No. of Experiments completed   :

  (c) Experiments beyond contents/mini projects conducted   :

9. Innovative projects guided :

10. (a) List of Seminars / Workshops attended :

    (b) List of Seminars / Workshops organized :

11. Trainings / Refresher / Orientation / FDP courses Undergone :

12. Certification Courses undergone with NPTEL, IIT, etc., :

13. Particulars of Papers / Articles Published / Presented during the year

    (a) Total No. of Publications :

    (b) Publications after Ph.D. :

    (c) Citations and h-index :

    (d) Highest Impact Factor :

    (e) Approved supervisor in any University, please specify the details :

    (f) No. of Ph. D. / M. Phil. awarded under your Supervision :

14. Project funding applied & obtained :

15. Resource person for any program outside the college :

16. Industry Interaction, if any :

17. Placements arranged for students, if any :

18. Appreciation / Awards / Recognitions earned :

19. Notable Achievements :

20. Involvement in College Level Activities :

21. Other Responsibilities held :

22. Mention your extraordinary efforts during the last one year :

23. Member in Editorial Board / Reviewer in Journal :

24. Any other information :

Note : To supplement your contributions / achievements you can attach annexures relevant to the Sl Nos.

Section B - Rate your Performance

1 - Never, 2 - Not often, 3 - Sometimes, 4 - Usually, 5 - Almost always

	Attributes	Self
1	I make classwork interesting.	
2	I am fair with all students.	
3	I maintain discipline in the classroom.	
4	I am well-prepared for my class.	
5	I give assignments related to the subjects.	
6	My students and I discuss and summarize each lesson just studied.	
7	I ensure that slow learners are counseled and encouraged.	
8	I like it when students ask questions.	
9	I ask questions in class to see if my students understand that has been taught.	
10	I explain new ideas in a way that is easy to understand.	
11	I monitor students' work, as they are doing it, to see if they understand the lesson.	
12	I am very knowledgeable about the subject I teach.	
13	I use PPT / NPTEL / Spoken Tutorial / Khan Academy or other supportive teaching tools for better understanding by students.	
14	I give quizzes, debates and seminars in class.	
15	I train my students' communication skills.	
16	I discuss puzzles / recent news in class.	
17	I guide the students in their innovative projects / ideas.	
18	I help my students in getting placements / career enhancements.	
19	I encourage my students to participate in cultural & technical events.	
20	I encourage my students to be a part of SPORTS/NSS/NCC/ YRC/Rotary/Clubs.	
21	I celebrate the success of my students.	
22	I involve in College Level activities.	
23	I involve in promotion of the brand image of the College.	
24	I maintain good inter-personal relationship with others in College.	
25	I give suggestions for the improvement of the College.	
26	I maintain records for ISO / NAAC / Academic Audit properly with updates.	
27	I refer always the recent edition of the book for reference.	
28	I execute examination related assignments.	
29	I maintain my workplace clean and neat.	
30	I am proficient with the rules & regulations relevant to students and staff of the College.	
	Total	/ 150
	Converted to 30%	/ 30

To the best of my knowledge, the information given by me is true and correct.

Date: Signature of the Faculty

Section A: Students feedback, converted to 20% from 4 point scale   _____
                (to be arrived from feedback held during Sept/Oct 2016)

Section B: Rate your Performance, converted to 30%   _____

Section C: Performance appraisal by HOD using the data given
             by Faculty and his/her own observations for 30%   _____

Section D: Performance appraisal by Principal for 20%   _____
             (In the case of HOD/Director, for 50%)

                                     Total (for 100)   _____

Annexure III

SRI RAMAKRSIHNA COLLEGE OF ARTS SCIENCE

COLLEGE OBJECTIVES - 2018-2019

1. To establish Government approved IPR centre.
2. To propose Centre of Excellence in Artificial Intelligence, Data Science, Human Excellence and Robotic Process Automation.
3. To establish a Centre for Testing and Consultancy in the area of Chemistry and Bio Technology.
4. Establishment of Incubation Centre to facilitate the spirit of innovation/entrepreneurship and critical thinking among the students and to promote avenues for display of their talents.
5. To ensure effective usage of National Digital Library (NDL) by all teachers and students.
6. To link with the National Academic Depositary (this upholds all the certificates digitally).
7. To propose SWAYAM Courses for Teaching, Learning and Content creation and to procure DTH connection for assessing SWAYAM Prabha Channels.
8. To establish Digital Campus, ie., digitalize processes like admission, attendance, assessment, result declaration, administration, payroll and finance and to implement Digital Action Plan as directed by MHRD.
9. To use ICT based learning tools for effective teaching- learning process.
10. To introduce digital payment modes like BHIM App to all the students.
11. To ascertain Smart Campus, i.e., planning of efficient and economical use of water, electricity, solar power and water recycling systems.
12. To engage the students in socially productive activities during their period of study in the institution.
13. To ensure Clean Campus, ie., participation in Swachh Bharat Abhiyan and application for Swachhta rankings.
14. To adopt villages for the overall social/economic betterment of the village communities ie., participation in Unnat Bharat Abhiyan programmes.
15. To introduce Swachh Bharat Summer Internship as per the guidelines of the UGC.
16. To constitute an Academic Advisory Committee.
17. To form Curriculum Development Cell.
18. To bring about reforms in conduct of exams-exit examinations may be introduced.
19. To track the student progress after completion of the programme.
20. To endorse the revision of outcome-based curriculum framework at regular intervals.
21. To structure the graduate outcomes for the students, so that 75% of them secure employment /self-employment or engage in pursuit of higher education.
22. To introduce one course abroad and one semester abroad with Foreign University under Twinning Program.
23. To encourage quality Research among students.
24. To train the students in essential professional and soft skills.
25. To train the students on English Proficiency Skills
26. To inculcate human values and professional ethics in the students.
27. To organize Induction training programme for all the new teachers and Orientation Programme for the first year students.

28. To offer Yoga classes for teachers and students.
29. To provide facilities like food court, Amphitheatre, Student Amenity Centre and Museum in the campus.
30. To set up cricket field and erect stadium to conduct TNPL/IPL matches.
31. To offer Incentive Scheme for teachers in the form of:
    (i)   Maternity leave, Paternity leave and Research leave
    (ii)   Research Guidance, Research and Development, Funding and Testing and Consultancy
    (iii)   Book publications and article publications in reputed journals
    (iv)   NET/SET Qualification
    (v)   Workload reduction are to be made for those who are undertaking projects

Annexure IV

SRI RAMAKRISHNA COLLEGE OF ARTS & SCIENCE

Students Feedback System

The students feedback system is modified as below with effect from 2018-19 odd semester.

Category	Mark Allocation			
	Excellent	Good	Satisfactory	Not Satisfactory
Subject Knowledge	8	6	4	2
Clear Explanation	8	6	4	2
Usage of Teaching tools (ppt, Videos, Khoot, Google Classroom,..)	4	3	2	1
Extra Input / Current Trends	4	3	2	1
Teacher – Student Relationship	4	3	2	1
Feedback will be calculated in a scale of 4				

The rating is given as (in 4 point scale)

Point Scale	Grade	Category
3.41 to 4.00	A grade	Appreciation
3.01 to 3.40	B grade	Need improvement
2.51 to 3.00	C grade	Critical review
Below 2.50	D grade	Withdraw

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Annexure V

	CORRECTIVE & PREVENTIVE ACTION REPORT FOR NON ATTAINMENT OF RESULT	Doc. No.: SRCAS/MR/F06A	
		Rev. No.	00
		Rev. Date	01/06/2018
		Page no.	01/01

Department :	Title of the Subject : Pass percentage : Faculty handled :

Details of the Non – Attainment of Result :

HOD

Root Cause Analysis :

Corrective Action:

Responsibility(Subject Faculty):   Target Date

Preventive Measures Taken:

HOD :   Dean :

Remarks :

Principal

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Annexure VI

	CORRECTIVE & PREVENTIVE ACTION REPORT FOR FEEDBACK ANALYSIS	Doc. No.: SRCAS/MR/F06B	
SRCAS		Rev. No.	00
		Rev. Date	01/06/2018
		Page no.	01/01

Department :

Title of the Subject   :

Average feedback score :

Faculty handled   :

Root Cause Analysis :

Corrective Action:

                                                        Target Date

Preventive Measures Taken:

                                                        HOD

Remarks :

                                                        Principal

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Annexure VII

Staff Recruitment & Training – Process Flow

START

1. Faculty Requirement Intimation to Principal based on the Statement Of Workload By Concern School/ Section — **Input**

2. Receipt of faculty requirement by Staff Recruitment Committee & conforming/ Finalizing the Requirement with Concern School/ Section

3. Advertisement in Newspaper/through Employees with due date & eligibility required for the concern Faculty requirement

4. Receipt of Applications from Candidates through vacancy at srcas-mail/ in person/ at Office/ through staffs & Screening of Applications as per Suitability, Selection & shortlisting of Candidate with Principal's Authorization by the Staff Recruitment Committee

5. Selection of External Panel member by Principal & Informing the details Regarding Interview to the specified Panel member by Staff Recruitment Committee

6. Finalizing & Fixing a date for Interview/ Calling the Shortlisted candidates for interview/ Intimating the Interview date to the corresponding External Panel member by Staff Recruitment Committee

7. Arrangement of Interview Hall & Arranging the day care requirements necessary for both External Panel member & Candidates for the Interview day by the Staff Recruitment Committee

8. On the venue of Interview, Verification of Original Certificates of Candidates, Conducting Interview as per the laid rules of Staff Recruitment Committee as said in the below Note . Day care arrangements for both External Panel member & available candidates is done

9. Selection of Candidates as per the referred norms & by the Final decision arrived by Principal/ Vice Principal/ Academic Director/ HOD/ Dean/ Senior Faculty/ Staff Recruitment Committee

10. Preparing Selection list of Candidates & getting Principal's Approval by Staff Recruitment Committee. Intimation to selected Candidates & submission of Joining letter by Selected candidate

11. Calling the Selected Candidates for Appointment / Issuing Appointment Order to the Selected Candidates & Receipt of Original Certificates from Candidate & Filing by Administration Office

12. Planning for Faculty Development Programme / Induction Training to the Appointed Candidates by the Induction team

13. Probationary Recruitment - One year Training & for Job Learning

page no: 01/02

Staff Recruitment & Training – Process Flow

Referred Norms: As per Bharathiyaar University/AICTE/ Government of Tamilnadu / UGC Guidelines

Note:
1. If the interview is conducted for one vacancy need, calling of the External Panel member for conducting Interview is not done. For more than one vacancy, procedure of calling External Panel member for conducting the interview is followed.
2. Interview of Candidates is conducted in Two rounds.
3. First round of interview is conducted by concern HOD/ DEAN/ Senior Faculty/ External Panel member. And the selection of candidates is done in the ratio of 1: 2 (That is for one vacancy, two best candidates will be selected for 2nd round interview)
4. Candidates selected for the second round are called again and the second interview is conducted by Principal/ Vice Principal/ Academic Director.

page no: 02/02

Annexure VIII

Report Format for
Conference / Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Academic Visit / Guest Lecture
Organized / Participated

Name of the Faculty :	
Department :	Designation :
	Employee ID :
Nature of the Course : Conference /Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Guest Lecture	
Category : International / National / State / Regional / Industry / University / College Level	
Title :	
Venue :	
No. of Days :	Dates : From _____ To _____
Funded by : UGC / CSIR / DST / DSIR / TNSCST / ICSSR /NCERT /INSA/….	
No. of Participants :	Registration charges (if any) :
Name and Designation of Resource Person(s) :	
Outcomes of the Event :	
Remarks and Feedback on the Event :	
Plan of Implementing in SR-CAS :	
Signature of the Faculty HoD Dean Principal	

Image of the Participation Certificate

Image of the Event Brochure	Photographs of Event – 2 Nos

* Report to be submitted within 3 days of the completion of the Event

Annexure IX

Incentives & Other Benefits for Faculty Members

The Management of Sri Ramakrishna College of Arts & Science is introducing the following policy for awarding incentives and other benefits for the Faculty Members to motivate to involve in R&D / Funding / Consultancy / Knowledge update.

Category 1 : Funded R&D Projects from the Government / Industry

1. 10% of the project value for a single member team.
2. 15% of the project value for a team of two or more members (variable %, as per the involvement)

Category 2 : Consultancy Projects from the Government / Industry / NGGO

1. 40% of the surplus revenue after deducting all the expenses.
2. It will be shared by the team members, as per their contribution.

Category 3 : Organizing funded Seminars / Conferences / Workshops

1. 5% of the receipt value for a single member team.
2. 8% of the receipt value for a team of two or more members (variable %, as per the involvement)

Category 4 : Attending Seminars / Conferences / Workshops outside Tamilnadu / outside India

1. Registration fee will be paid by the college.
2. On-duty will be extended including a day prior and a day after the progarmme.
3. Once in a year it can be availed.

Category 5 : Study Online Course in Advanced Domain Area

1. Examination fee will be paid fully, when elite grade (70% and above) is obtained.
2. 50% of Examination fee will be paid, if the exam is cleared.
3. Once in a year it can be availed.

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Annexure X

Statutory Bodies & Functions

S. No.	Statutory Body/Committee	Mandated by Whom
1	Governing Body	UGC
2	Academic Council	UGC
3	Finance Committee	UGC
4	Boards of Studies	UGC

Functions of Statutory Bodies

1. **Governing Body**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the Governing Body shall have powers to:

- Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve institution's new programmes of study leading to degrees and/or diplomas. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as Autonomous.

Meetings: A Minimum of Four times in a year

2. **Academic Council**
To review all academic matters of Sri Ramakrishna College of Arts and Science and provide guidance and advice to the college in maintaining a high academic standard

Meetings: At least once a year

3. **Finance Committee**
- To be an advisory body for the Governing Body
- To consider budget estimates relating to the grant received/receivable from UGC, and income from fees, etc collected for the activities to undertake the scheme of autonomy
- To audit accounts for the above

Meetings: At least twice a year

4. **Boards of Studies**
To review the curriculum and syllabi of the programme/discipline concerned and provide relevant guidance and advice such that the programme/s are always in keeping with current industry requirements

Meetings: As Many Times as Necessary

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Annexure XI

STUDENT RULES AND REGULATIONS

1. BEHAVIOUR

The foremost objective of education is moulding the character. The college lays great emphasis on decent behaviour of every student.

- Students should attend college neatly and decently dressed. Boys can wear T-Shirts with collar. Girl students should come in Sarees / Salwar Kameez / Churidhar. They should not come in any other dress.
- Any student found guilty of offending a staff member will be dealt with seriously and if necessary, the punishment may lead to suspension or dismissal from the college.
- In the intervals or during the unexpected absence of the teacher concerned, students should remain silent in the class rooms.
- Students should not loiter in the verandahs, sit on the steps of the portico and staircases.
- Students are not allowed to roam about the campus when a class is cancelled. They should remain in the class room or in the library reading silently.
- Smoking is prohibited inside the college premises.
- Students who are found using drugs or in a drunken state will be summarily dismissed from the college.
- Students should abstain from participating in party and communal politics.
- Students should park their vehicles in the space meant for parking.
- For any function, conference, meeting or any gathering of the kind, students should get prior permission of the Principal.
- The Principal has the absolute right to penalize or suspend or dismiss any student found guilty of gross misconduct inside or outside the college campus.
- Students should attend classes well on time.
- Scribbling on the walls & desks or doing any other kind of damage to the college property is strictly prohibited. Students will be held responsible for any such wanton damage and they will be severely penalized.
- **Students are directed to keep their mobile phones in switch off mode in classrooms.**
- **Students are not allowed to bring mobile phones to the examination hall.**

2. ATTENDANCE

- Students should be in their seats in the respective classes before the teacher enters the class.
- Students coming late by five minutes or more will not be allowed to attend the class without the permission slip from the Head of the Department.
- Absence for one or more hours during a session will be treated as absence for half a day.
- Calling students from the classroom during the lecture hours, except with the permission slip from the Principal/HOD concerned, is prohibited.

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3. IDENTITY CARDS

- Students should wear their identity card duly signed by the Principal. The cards will be issued to them immediately after admission in the college.
- They should wear the ID cards in the college premises. They must be able to produce the ID cards on demand by the Principal or Teachers.

4. LIBRARY

- The Library will be kept open on all working days from 8.30 am to 5.30 pm
- Strict Silence Should be maintained inside the library premises.
- No personal belongings of the students like bags, books and bound notebooks will be allowed inside the library.
- Using **Mobile Phones** shall not be entertained inside the library premises.
- Students from UG will be issued 2 books, Students from PG will be issued 3 books and Research Scholars will be issued 4 books, for their ID Card.
- Magazines, Dailies, Booklets and Reference Materials are not for Issue.
- Students should check the books when they receive them from the librarian. If there is any damage it should be reported at once.
- Students should not tamper with / highlight / underline / write in the books.
- Books should be returned on or before the due date. If a student fails to return the book on time, s/he will have to pay a fine of one rupee for each day of delay.
- Students should take great care of the library books. If a student happens to lose any book s/he should pay the current price of the book and a fine decided by the **PRINCIPAL.**
- Students before going on vacation should return the library books.
- Upon completion of the course students must surrender all the borrowed library books and membership in order get the **No Dues** form duly signed by the Librarian.

5. COLLEGE PROPERTY AND EQUIPMENT

- Students are expected to take proper care of the college property and to keep the premises neat and tidy. Any damage done to the property of the college by disfiguring walls, doors, fitting, breaking furniture etc., is a   breach of discipline. The students found responsible will be charged to the loss or damage.

6. MEETING OF PARENTS WITH PRINCIPAL / HOD

- Parents/Guardians are requested to meet the Principal / Head of the Department periodically to know about their wards' progress in their studies and behaviour.

Annexure XII

HOSTEL - CODE OF CONDUCT

- All inmates are expected to behave courteously and fairly with everyone both inside and outside the campus.

- All inmates are required to carry their valid Identity Cards issued to them by the Institution whenever they are going out of the Hostel.

- The rooms, common areas and surroundings should be kept clean and hygienic. Notice should not be pasted on the walls / doors and no scribbling is done on them. Students found to be making hostel premises dirty will be asked to vacate the hostel.

- All the Boy students are expected to be in the hostel on or before 9:00 PM and Girl Students are expected to be in hostel on or before 6:30pm. No students will be allowed to enter the Hostels after the time mentioned herein above. They may be allowed only after making written request to respective Wardens.

- If any student wishes to be away from the hostel during the weekend, holiday or any other time he/she will have to take prior written special permission from the respective Warden giving the reason.

- Rooms allotted to the students are their responsibility. The student is responsible for the upkeep of his /her room, hostel and its environment. Students should bring to the notice of the hostel office, all the routine maintenance related requirement (Civil, Carpentry and Electrical) to be carried out in their rooms.

- Students should co-operate in carrying out maintenance/repair work and vacate their rooms completely if the Hostel administration so desire for the purpose of its repair and maintenance. On such occasions, the administration will provide alternate accommodation.

- The students are not allowed to watch any pirated unauthorized and banned movies in their rooms and common rooms. Any violation will be dealt with severely. Punishment for the same will be as per provision of Institution rules.

- The inmate of a room is responsible for any damage to the property in the room during his /her occupancy of that room and hand over the furniture and other material in good condition when he / she changes / vacates the room /hostel.

- In case of damage or loss of hostel property the cost will be recovered from the student responsible for such damage or loss, if identified or from all the students of the hostel incase the identity is not established as decided by the Warden.

- The inmate shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are additional items other than the above belonging of the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he / she will be charged a penal rent as decided by the Warden.

- The inmate shall not remove any fitting from any other room and get them fitted in his /her room.

- Students are given leave to go home during working days, for attending important family function and on
  medical grounds after getting prior permission from their student Faculty Advisor and the Residential warden.

- The parents should get prior written permission from the Hostel Authority.

- Inmates leaving Hostel for any reason should get written permission from Hostel Authorities and also make proper entries in the **Out going/ Incoming Register**

- Any Complaint/Repair in inmate utility shall be obtained in the **Complaint register** kept at office & corrective action will be initialized accordingly by hostel authorities.

- Ragging is a Social Crime and as per Supreme Court direction it is prohibited in the Hostels, Institution campus and even outside the Campus. Any violation will lead to filing of police complaint against all the students involved. Ragging, which is CRIMINAL & a NON- BAILABLE offence, is defined in legal parlance as; display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student and includes 'teasing, abusing, playing practical jokes on or causing hurt, or asking the student to do any act or perform something which such student will not on the ordinary course be willing to do.

- Freshers are advised to bring any incidence of ragging to the notice of the Hostel Administration without any delay and fear.

- In situation where the person committing the crime of ragging are not identified, collective punishment will be given, in order to ensure community pressure on the potential raggers, not to indulge in ragging.

- Smoking and consumption of alcoholic drink and / or narcotic drugs in the hostel premises including Academic Areas is strictly prohibited. Student shall not be allowed to enter the hostel premises in intoxicated state. They should also not posses such materials. Students are liable for checking at entrance gates of Institution and Hostels by security staff.

- Any hosteller found to be in the state of intoxication or having consumed alcohol or in possession of alcoholic drinks / narcotic substance on person or in their room will be punished as per the Administration Decision.

- **The Institution has Zero Tolerance for possession and use of Narcotics substance(s), Ragging & Sexual Embarrassment.**

- Employing unauthorized person for personal work such as washing clothes. Etc., is not permitted.

- Any form of gambling is prohibited in Hostel. Defaulters will invite disciplinary action and/ Or fine as decided by Hostel Administration.

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- Any student who is found to be indulging in undesirable activates such as fights, physical assault, damage to the properties etc., will be liable for one or more punishments:
  1. Expulsion from the hostel.
  2. A record of his / her misconduct to be made in his or her personal file.
  3. He / she may also be fined commensurate with the offence committed.
  4. The privilege of appearing for campus interviews shall be denied, when he / she reaches
  5. the final year.
  6. No recommendations shall be given to him / her for studies abroad.
  7. The cost of damage to be fully recovered from him / her together with penalty.
  8. Student found repeatedly involved in serious indiscipline will also not be given character certificate from the Institution.

- Inmates should not participate in any anti-national, anti-social or undesirable activity in / or outside the campus.

- No one is allowed to visit the rooms of the students including parents without explicit permission from Hostel Administration.

Annexure XIII

TRANSPORT RULES

Transport facility is available in and around Coimbatore. And also College Buses are available from Mettupalayam, Karamadai, Tirupur, Palladam, Alandurai, Avinashi, Vadavalli, Pollachi Sundarapuram and Pachapalayam

1. The students who want to use the college transport should Register their name & Address details in the College Transport Office along with a photo to the college at the beginning of the Academic year.

2. Using of College Transport is not compulsory and only those students who are in need & agree to abide by the transport rules of the college are advised to use the college transport.

3. Once a student applies for and obtains a bus pass the transport fee will be charged for 12 Months.

4. The Transport fee should be paid in the beginning of the year in the Administration Office and the fee once paid will not be refunded under any circumstances.

5. The Transport charges will be notified every year and is subject to change depending on the Increase In the cost of fuel and other Operating costs.

6. Bus pass/ID Card will be issued for those students who have paid the transport fee for using the College Transport. The Bus pass will be valid for one Academic year.

7. The Boarding/Dropping point should be given clearly while registering in the Transport Office. The students should not change the boarding /dropping point, or routes without proper permission and such request will not be entertained during the middle of the Semester.

8. All Buses are allotted with students for its seating capacity (60 seats). No standing is entertained & this should be strictly followed by the students.

9. Attendance monitoring is done on daily Basis. No late coming is entertained in boarding or dropping points. Main stage waiting time is 3 minutes & 1 minute for all other stages.

10. Every day Buses will reach the college Premises by 8:40 AM & Leave by 4:00 PM. All students should assemble in the Bus before 4:00PM in evening, without fail. In case of unavoidable circumstances, a waiting time of another 10 minutes is allowed. By 4:10PM, all Buses will leave the college premises for dropping.

11. Students who are attending special/ extra classes after 4:00 PM should intimate the Transport In-charge and Parents well in Advance & they should go home at their own Interest & Safety.

12. Students are requested not to damage the seats or any other parts of the Bus during travel. Failure to do so, the student/students will be fined, disciplinary action will be taken and the student/ students may not be permitted to use the College Transport facility.

13. All the students traveling in the college bus should carry the bus pass/ID Card and produce the bus pass/ID Card at any time if demanded by the Driver or the Bus In-charge.

14. Those traveling in the bus without a bus pass/ID Card will be fined an amount and if necessary disciplinary action will also be taken.

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15. Strict discipline should be maintained inside the college bus. The students traveling in the bus should not create any disturbance to other students or staff members.

16. All the students/parents are expected to be aware of the transport rules of the college and Ignorance of the same will not be an excuse for any dispute/claim.

17. In case of any dispute, the decision of the Management will be final and binding on the students.

18. The college can change, alter, amend any of the above rules at any point of time and it will be binding on the students.