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## SECTION: 1

### 1.1 About the Institution

Sri Shakthi Institution of Engineering and Technology (SSIET) was established in the year **2006** with approval of All India Council for Technical Education (AICTE), New Delhi, and is affiliated to Anna University, Chennai. The primary vision of the Institution is to impart technical knowledge and skills to the students in accordance with the needs of the industry and to produce technologically superior and ethically strong engineers to transform life as a whole.

The College offers **12 UG courses** leading to **B.E** and **B.Tech** degrees and also **8 PG courses** leading to **M.E** degrees. The College has well qualified, experienced and dedicated faculty and supporting staff, state-of-the art laboratory and workshop facilities, computer facilities, library and information center, outdoor and indoor games, air conditioned seminar hall and round the clock Internet facilities & separate hostels for Boys and Girls on campus.

It is a matter of great pleasure and pride that the college provides an excellent quality of education and mentoring for the students, aspiring to be the competent professionals in engineering and technology. Ever since its establishment, the SSIET conglomerate of students, staff and faculty have endeavored towards creating young and dynamic engineers who will form the crux of the technical workforce of tomorrow.

The college provides facilities to students to take part in co-curricular and extracurricular activities. There is an active National Service Scheme (NSS) unit which organizes several programmes related to social service. Different societies and various clubs established at the Institution are used to inculcate not only the love for social service, discipline, compassion for nature, agility and awareness for one's rights and duties, but also make them good human beings and confident leaders.

The College encourages the faculty members through incentives and sops to acquire higher degrees, to publish text books, papers and participate in Seminar, Workshop and Conferences that are held not only within our country but also abroad.

With students' strength of more than two thousand at SSIET, our efforts are directed to accommodate and address the expectations of every student by the way of enabling

them to participate in seminars, workshops in and out of the Institution, apart from educational tours and industrial project works. The College has a full-fledged Placement and Training (PAT) Centre. This Centre organizes several training programmes related to development of soft skills to our college students. It has enabled our college students to participate in several recruitment programmes of several leading Institutions.

## **1.2. Vision, Mission and Philosophy**

### **1.2.1. Vision**

To make the institution one of our nation's best engineering schools recognized nationally and internationally for excellence in teaching, research and public service. We endeavor to be the preferred destination for students, practitioners seeking an engineering education, employers hiring engineering graduates and Institutions seeking engineering knowledge.

### **1.2.2. Mission**

To implement an encouraging environment to enrich the intellectual capacity, critical thinking, creativity and problem-solving ability of the students.

### **1.2.3. Philosophy**

We strongly believe...

Achieving excellent pass percentage is only the GATEWAY to success.

Breeding best employable / entrepreneurial engineers is the first MILESTONE.

Creating confident, contributing and self-realising citizens who will uphold the pride and cultural ethos of our great nation is our DESTINATION.

## **1.3. Quality Objectives**

- To provide our students technical knowledge and hands on experience by providing quality education system through Theory and Practical Classes including latest e-learning practices



- To impart necessary training for acquiring the soft skills and aptitude training to make them employable while in campus
- To empower our Faculty and Staff to update their knowledge from time to time for facilitating our students in their learning process
- To achieve excellent results for our students both in academics at the College / University Level and also on Campus Placement
- To continually improve our Quality Education System through customer satisfaction by duly monitoring their feedback frequently.

#### **1.4. Human Resource Management Policy**

Human Resource is the heart of an Institution and forms the lifeline and decides its destiny. The realisation of the mission of the Institution rests on the commitment of the personnel engaged for several assignments and tasks. Motivated and proficient human resource is necessary to accomplish the goals and objectives of the Institution. SIET is committed to set high standards of personnel management with due place for efficiency and transparency. The management of the team of people who are called upon to assist in the implementation of the programmes and projects requires a comprehensive Human Resource Management Manual covering policies and procedures that will provide a healthy atmosphere for work.

### **SECTION: 2**

#### **2.1 Planning for Human Resource**

SIET believes in professional excellence. To this extent SIET believes in employing competent candidates for its programmatic and administrative functions. The Institution is to plan the staff requirements sufficiently in new openings to enable the Institution to respond to emerging human needs with estimation of resource requirements. The human resource estimation and the profile of personnel requirement are important for the estimation of the types of human resource requirement and the skill requirement. The assessment of the existing resources against the resource requirement will provide the net

addition that needs to be made in the upcoming years. The Institution also needs to take into account the attrition rate of its employees annually based on the turnaround of the personnel in the last five years. The requirements arising out of these also need to be taken into account while planning for the human resources.

## **2.2. Classification of Human Resource**

At SIET employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:

- **Teaching Staff:** Professors, Associate Professor, Asst. Professors and Teaching Assistants, Librarian
- **Technical Support Staff:** System Administrator, Computer Programmer, Lab Instructors, Lab Assistants and Lab Attendants
- **Administrative Staff:** Director, Principal, Office Manager, Accounts Manager, Office and Accounts staff and Library staff.

## **2.3. Recruitment Policy & Process**

### **2.3.1. Objectives**

To recruit in place a qualified staff selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the Institution and with no discrimination on the basis of caste, creed, race, or disability. All recruitment will be based on proposed specific positions and competency. Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all needed positions.

### **2.3.2. Job Analysis, Job description**

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all needed positions.

**Staff Requirement:** All positions in the Institution are based on a need assessment and work analysis. Each job and position needs to be analysed in terms of job content and processed accordingly to knowledge and skill requirements. The job/position analysis carried out will form the basis for the HR department to document the skill and knowledge profile of each position. The number of persons required for each position will be assessed from the HR requirement plan.

### **2.3.3. Advertising**

Once the job requirement is ready, an advertisement will be posted on the college website ([www.siet.ac.in](http://www.siet.ac.in)), online job portal (Naukri) and at least one of the National or local English newspapers. All resumes or applications all correspondence related to the appropriate job position are to be sent to the Chairman.

**Publishing the Advertisement:** The advertisement are published in

1. Newspapers
2. Web site ([www.siet.ac.in](http://www.siet.ac.in))
3. Naukri , etc.

### **2.3.4. Shortlisting**

- All applications are scrutinised to ensure the confirmation of the minimum requirements of the position.
- Persons given as reference in the application are contacted to create the short list.
- For a single post, from the suitable applications received, appropriate numbers of candidates are invited for the interview process.
- Intimation for interview is sent thereafter.



### **2.3.5. Assessment Process**

The assessment process for Faculty and administrative staff recruitment are as follows:

- Written test 80% Technical and 20% Verbal Aptitude)
  - a. Technical Questions to test the subject knowledge.
  - b. Verbal Questions to assess the language ability.
- Skill Test
  - a. Candidates deliver a 20 minute lesson in a classroom with faculty and max 10 students belonging to the department.
  - b. Students should be selected to represent various personalities.
- Interview
  - Personal interview is conducted by a committee.

For the recruitment of non-teaching staff also, the same procedure is adopted.

### **2.3.6. The Assessment and Interview Panel**

An Interview committee consisting of Chairman, Principal, Head of the Department, another Head of the Department and two experts from either institution or industry interview the candidates as per norms.

### **2.3.7. Proceeding of Interview**

Detailed proceedings of the interview are reported to the Chairman by the Interview Committee.

### **2.3.8. Offer Letter**

Based upon the recommendation of the interview committee and will be consultation of the references, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance through mail ([principal@siet.ac.in](mailto:principal@siet.ac.in)).



### **2.3.9. Letter of appointment**

The Appointment letter should contain:

- The designation/ title of the job and responsibilities specific to the job
- The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.
- Issue of appointment orders by office staff

### **2.3.10. Joining Report**

On joining, the candidate should submit the joining report to the Principal.

### **2.3.11. Personal File**

A personnel file is opened for all employees by office. The personnel file contains the following:

1. Application of the candidate
2. Bio-data
3. Certificates of education
4. Appointment letter
5. Joining Report
6. Job Description, Performance & Development Plan
7. Personal details of employees like permanent/current address/blood group
8. Relieving letter or experience certificate from the previous employer or last employer
9. Letters of annual salary revisions & copies of performance appraisal
10. Resignation letter

## **SECTION: 3 TRAINING AND DEVELOPMENT OF FACULTY**

### **3.1. Induction to staff**

Every newly inducted employee has to undergo a formal orientation programme. Orientation to the Institution provides necessary information concerning the history, facilities and major policies of the Institution, staff responsibilities and faculty and staff benefits, etc. Heads of the Departments are responsible for providing each new faculty / staff member with the necessary details on job orientation.

The orientation program includes:

- The Vision, Mission and Guiding Principles of SIET
- Key office norms and policies, systems, manual of procedures etc.
- The job description with the employee
- Establishment of a good rapport and understand ability with respect to HODs and peers

### **3.2. Faculty Development Program**

FDP is organized with the help of external resource persons or agencies. These programs are conducted regularly, at least once in a semester.

## **SECTION: 4 SALARY / WELFARE MEASURES/ ALLOWANCES**

### **4.1. Salary**

- Total Monthly salary is directly deposited into employee's salary account on 5th of every month.
- A payment of Monthly Salary is made after deductions under statutory provisions, such as Provident Fund, Income Tax and other deductions as required.

### **4.2. Salary Fixation**

**Faculty:** The faculty with qualification prescribed by the AICTE Scales is paid as per AICTE norms. The Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

**Non-Teaching Staff:** Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade. Dearness Allowance and HRA are also granted to them similar to the principle adopted in the case of Faculty members.

**Re-employment of Retired Hands:** Retired hands are appointed on consolidated salary based on their Qualification, Experience and Grade on which they are appointed. The Grades, Scales and periodic revision of Dearness Allowance should be approved by the Executive Committee of the Trust and communicated to the Governing Body.

#### **4.3. Increment Policy**

In an effort to recognize and reward the performance of employees, it is the Institution's philosophy to grant annual increment based on performance evaluations.

- All employees with more than one year experience are eligible for yearly increment based on their Performance Appraisal conducted annually.

#### **4.4. Provident Fund**

SIET is committed to comply with statutory provisions of Employees Provident Fund Deduction that is made from the salary of employees and is deposited to the designated provident fund accounts along with the contribution of the Institution as per the provisions of the said Act. Employees should comply with the statutory requirements like the nomination and can avail of such ensuing benefits as prescribed by law.

### **SECTION: 5 LEAVE ELIGIBILITY**

SIET 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 Institution does not suffer. Leave sanctioning authorities will use their discretion in sanctioning the leave so that the normal functioning of the college is not affected.

### **5.1. Casual Leave**

- Casual leave is granted 12 days per annum.
- Casual leave is granted on the basis of calendar year that is from 1<sup>st</sup> January to 31<sup>st</sup> December of every year.
- Casual leave may be availed at a minimum of up to half day; however, it cannot be combined with any other type of leave. Casual leave availed should not exceed 3 days at a stretch.
- Casual leave is to be ordinarily applied at least 2 days in advance with alternate arrangements of classes and other duties. However if casual leave is taken on any emergency, the same has to be informed to the Principal or HOD at the earliest possible and the casual leave application has to be submitted on the day of resuming duties after the leave.

All requests for any leave should be mailed in the prescribed form to [leavesanction@siet.ac.in](mailto:leavesanction@siet.ac.in).

### **5.2. 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.
- Prior approval is to be obtained in writing from the Principal or his/her nominee for work on holidays and the same is to be noted in the prescribed register.
- Compensatory leave may be availed within a three months period.
- One day compensatory leave cannot be split into half days.

### **5.3. Vacation leave**

Vacation leave is granted to the eligible staff members as per DOTE norms.



#### **5.4. Medical leave**

- The minimum of three years of satisfactory service in SIET, and women employees belonging to this category are entitled to maternity leave for a period of 90 days.
- Application for Maternity leave should be supported by a certificate from the Registered attending Gynecologist starting the date of confinement or the birth certificate of the baby.
- Apart from Maternity leave, other employees are eligible for Medical leave not exceeding one month.

#### **5.5. Leave on Loss of Pay**

- If an employee has no leave available to his / her credit, he/ she may request for leave on Loss of pay under exceptional circumstances. It should be clearly understood that during Leave without Pay, each calendar day shall be recorded as a day without pay. Leave without pay is applicable to all employees.

### **SECTION: 6 PERFORMANCE MANAGEMENT SYSTEMS**

#### **6.1 Objectives**

SIET 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 SIET 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. It is the policy of SIET to encourage its staff to develop their skills and potential.

## **6.2 Performance Planning**

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

- Performance plan of the employee for each academic year is prepared in April-June timeframe each year specifying realistic objectives and respective results to be achieved. These can be stated as Key Result Areas (KRA) of the Staff. Against these Key Result Areas, indicators should be specified. Working relationships for each area with departments and with other staff vertically and horizontally across committees will be explicitly defined. The Institution chart is also expected to provide the required escalation matrix. It would also be important to set these in a time frame. There should be an overall acceptance of the rating system in relation to each of the KRAs.
- This plan is to be worked out in consultation with the HOD concerned and approved by the Principal

## **6.3 Performance Feedback System**

- At least one mid-year feedback on performance is to be provided to staff. A brief note on this review and related counseling provided shall be prepared and signed by both the employee and the HOD/Principal and maintained in the employee's personal file by the HOD. This will facilitate and provide references for annual appraisal.
- HOD/Principal will use the Half yearly revisit of performance plans to identify weak areas as well as strengths of each employee and provide appropriate feedback in terms of guidance and counselling to encourage and motivate employees to improve their performance and personal growth.
- Concrete observations arising from the review /counselling sessions along with the suggestions made for improvement should be recorded in the employee related files to assess improvement in the performance of each employee.

#### **6.4. Assessment, Recognition, Reward**

- Annual performance appraisal is conducted at a time fixed by the Institution. This is an important measure which analyses the employee's achievements / shortfalls of their performance objectives and results for the academic year. Each employee will be rated for their performance on pre-determined common scale.
- The system provides a platform for interaction, discussion and sharing of the observations / rating of the employee with the Management.
- Rewards and recognition are based on the half yearly and annual assessment, its rating and personal interview. The employee's job related behaviour in line with the value system of the Institution would also be considered for deciding on rewards on promotions.
- Performance appraisals and related documentation are treated strictly confidential. Only the HODs will have an access to the results.
- Rewards will be given once in a calendar year. This is appropriately done on the annual day of the Institution.
- Rewards will be recommended by the HOD/ Principal.

#### **6.5. Promotion Policy**

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 Institution will always consider the AICTE rules and regulations in this matter. Promotions are determined based on the criteria set by AICTE and SIET. These criteria are being listed below:

- Requisite qualification and experience
- Job knowledge



- Skill requirements/competencies of the job
- Performance history of past 3-5 years in the areas of Technical, Research and outreach
- Demonstrated leadership qualities and teamwork
- Value-based job related behaviour in the past.

Promotion is not automatic and cannot be claimed by an employee as a matter of right. Based on the recommendations by the HODs/Principal the final decisions are taken by the Management. Promoted employees are given a higher level of salary -Grade/Scale-appropriate to the increased responsibilities but it necessarily does not need to be the same drawn by the person previously occupying the post. Vacancies to the promoted positions are filled with internally and/or externally qualified candidates. Internal candidates are given equal opportunity to compete with external candidates.

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

#### **6.6. Notice Period**

In the event of resignation, the papers giving 3 months notice will be entertained and relieving orders will be issued accordingly.

#### **6.7. Exit Interview**

The exiting staff member shall generally be required to participate in a face-to-face exit interview by Principal. Exit interviews shall be conducted with departing staff before they leave. Exit interviews will provide useful information about the Institution, to assess and improve all aspects of the working environment, culture, processes and systems, management and development.