



Indra Ganesan

COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NAAC with 'B+' Grade, 2(f) & 12B Status Institution by UGC

IG Valley, Madurai Main Road, Manikandam, Tiruchirappalli - 620012

NAAC DOCUMENT

QUALITY INDICATOR FRAME WORK

CRITERION – 6

**GOVERNANCE, LEADERSHIP
AND MANAGEMENT**

SUBMITTED BY

IQAC

INTERNAL QUALITY ASSURANCE CELL

INDRA GANESAN COLLEGE OF ENGINEERING





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HR Policy



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HR Policy

Code of Conduct

Purpose:

The purpose of the code of conduct policy is to define guide lines regarding employee behavior with respect to their supervisor, colleagues and organization as a whole.

Scope:

This policy applies to all employees of the organization.

Clauses under the code of conduct:

Dress Code

Faculty members are expected to follow a formal dress code. Faculty members are also expected to follow a formal dress code and cleans haven for men. Saree for Women.

Cyber security

It is necessary to define guidelines for the use of the computer, phones, internet usage, social media to protect the assets and to enhance security.

Internet Usage

The institution provides internet to employees basically for official purpose. However, occasionally it can be used for a personal purpose, to the point; it is not obstructing normal job responsibilities of faculties. There are points which are to be followed while using the institution's internet.

- Downloading of obscene, offensive material.
- Sharing of confidential information with others.
- Interfering with other faculties privacy.

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- Downloading or uploading pirated movies or related material.
- Surfing of websites which can damage the institution's network

Institution's Email

As per code of conduct policy at the workplace use of email is being guided as follows:

Use institution email id for official purpose: The use of email for the official purpose can be without any limitation. Faculties can go to the institution's newsletter and other services required for professional growth.

Faculties should implement the model code of conduct for use of emails.

The general expectation regarding the use of email is as follows:

- No Signing up for illegal websites etc.
- No Sending of official content ore mail etc.
- No Sending of discriminatory messages and content
- No spamming other faculties emails.

Social Media

The institution provides access to social media for its faculties. Code of conduct for faculties defines the use of social media. Generally, social media can be used both for the personal and professional purpose.

Certain guidelines to be followed by the faculties while using social media on institution premises

- No excessive use of social media for personal purpose while in office.
 - It must not interfere with the normal routine of faculties.
 - No exchange of any offensive or derogatory material.
 - Institution's confidential information not to be shared on the social media platform.
- Any breach or rules and regulations will demand disciplinary action against the faculties.

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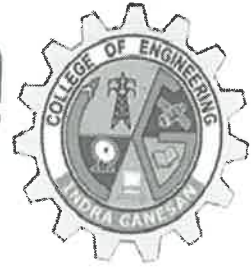
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Official use of social media

Following the guidelines mentioned under "code of conduct at work" are compulsory to be followed while using social media for official use.

- Be active and patient with the use of social media
- Have a discussion only on the topic of one's area of work
- Avoid getting in the discussion which does not belong to faculties area of work
- Seek help from social media team or concern authorities before posting major content.

Corporate Opportunity

Faculties is expected to advance the legitimate interest of the institution whenever an opportunity to advance arises. This is done while following the Professional code of ethics. Faculties are therefore guided to prohibit the following:

- Making use of opportunity which belongs to business for personal use
- Use of the institution's property, information etc., for personal use.

Confidential information

Faculties of the institution to maintain the confidentiality of information which is not to be shared outside as it might be harmful to the institution and gainful for the competitor.

Sometimes confidential information is shared with senior management basis their position. Such information when entrusted must not be shared in public. Disclosure of confidential information can be done only when permitted by senior institution or by laws to do so.

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Fair Dealing

One of the examples of the code of ethics is to deal rightly with faculties, suppliers, contractors, etc. No one is allowed under the code of conduct policy to take unfair advantage of any one through manipulation, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice.

Institution Assets

Institution assets should be used with caution. There must not be any wastage, misuse of assets as it results in loss of institution's credit. All business assets shall be used only for the legitimate business purpose.

Professionalism

The faculties are expected to follow the Professional code of ethics under which they must be have professionally in their work and while dealing with other colleagues, customer, supplier etc. They are also expected to maintain integrity & honesty in all their work. Ethical and legal standards should be maintained in business. Faculties must help the company to maintain an open and supportive environment. Faculties must also try that there should not be any misrepresentation of facts.

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Financial information

Financial information is needed in order to make the proper institution decision. Faculties must try not to share such information outside. Also, faculties are expected not to disturb financial data. All financial transaction must be recorded accurately in case there is any discrepancy. It must be reported immediately to the institution.

Gifts and other benefits:

The model code of conduct says that faculties should not be given or accepts benefits or privilege arising due to one's position in the institution and which are given or taken with intent to influence any business decision. Acceptance of money, gifts or other benefits is strictly prohibited.

However, as per code of conduct policy acceptance of gifts of minor values like a pen, diaries etc., are acceptable. In case of any doubt with the acceptance of gifts one can discuss the same with his/her supervisor and can take the decision accordingly. HR can also be consulted on the same.

Harassment

The Institution is committed to providing an environment which is free from any kind of discrimination based on religion, caste, creed, marital status etc. Faculties are also expected to support the institution on the same.

Relationship at work

Any personal involvement with a colleague, and the supplier can distract the normal working of the team. Any such issue must be discussed with Director or HR and corrective actions can be taken accordingly.

Responsibilities in following the code of conduct

Following the code of conduct is every faculties responsibility. It, however, varies from position to position but responsibilities can be documented. **Dr. G. Balakrishnan, M.E., Ph.D.,**

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Faculty responsibility

- Faculties responsibility to understand the code of conduct well.
- Faculties must adhere to the guidelines mentioned in the code of conduct to make the decision.

Principal's responsibility

- A principal must act as a role model following code in everyday working.
- Provide motivation to faculty members in raising concern in case they come across any incidence wherein codes of conduct guidelines are violated.
- Promotion of Code of conduct within the institution.
- Arranging training programmers for the team to follow the code of conduct followed by the institution.
- Responding well to faculties concern or issues.

Institution Responsibility

Institution responsibility lies in proper implementation of policy.

Revision of the policy

The institution serves the right to revise, modify any or all clauses of this policy depending up on the demand.

Explanation of the code of conduct policy

Institution HR department will be the sole authority to interpret the content of this policy

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CODE OF CONDUCT FOR THE TEACHING STAFF

The Code is intended to encourage the staff to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as professional teachers. Staff shall endeavor to be a role model and shall act within the community in a manner which enhances the prestige of the profession and the Institution and as a whole up to the expectation of the stakeholders.

1. PROFESSIONAL INTEGRITY

Based on their relationship with students on mutual trust and respect have concern for the safety and wellbeing of students under their responsibility, respect the uniqueness and diversity of the learning community. They are the part of work in a collaborative manner with colleagues and other professionals develop and maintain the relationships with the management, parents, Guardians and others take holders, act with honesty, integrity and fairness, and avoid biased behavior in their respective classes on time take responsibility for maintaining the quality of their professional practice. Uphold public trust and confidence in the teaching profession create learning experiences which engage, motivate and challenge students in an inclusive setting with a lifelong learning perspective comply with policies and procedures issued at college or national education level, regarding the use of property, facilities, finances and ICT in their educational setting;

1. Conduct assessment and examination-related tasks with integrity and in compliance with official regulations and procedures represent themselves, their experience, professional position and qualifications honesty.
2. Only disclose confidential information within the parameters allowed by Legislation actively participate in the programmers organized by the College.
3. Dress in a manner that is appropriate for an academic environment.
4. Wear their identity cards on the campus.
4. Not participate in any academic, religious or cultural activity of the College under the influence of alcohol or other drugs.

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2. PROFESSIONAL RELATIONSHIPS WITH STUDENTS

- a. Maintain professional ethics whilst inside and outside the College
- b. Avoid in appropriate communication via any form of media and any inappropriate relationship with students
- c. Maintain decorum while handling students of opposite sex
- d. Be duty bound and maintain a professional distance from the students
- e. Refrain from taking advantage of professional relationships with students for their own personal benefit, including by giving private tuition or who are under their administrative responsibility, against payment, whether monetary or in kind
- f. Conduct past or all interventions with students professionally and behave in keeping with their unique position of trust and status as role models, act appropriately towards students exercising care in their language, gestures and attitudes, ensuring that they do not act in such a manner that is embarrassing or disparaging and ensuring that they do not use abusive language or offensive name so make in appropriate remarks

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Terms of Employment / Leave Rules

Reporting

Staff members are required to report any information that they may have of any possible theft or fraud including possibilities to their HOD. Concealment of such information will be construed as misconduct.

Service Conditions

- Every member of the staff shall agree to abide by all the conditions here in stated and also such conditions as may be stipulated from time to time by the competent authority.
- Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Institution / Principal / Registrar or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as a fore said.
- Every member of the staff shall devote his / her duty time of the said faculty and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of are munerative kind or of an honorary nature without the specific written permission of the Institution / Principal.
- Any staff member, on appointment, shall be on probation for a period of one years. The probation period may be extended by another year based on his / her performance.
- All the teaching staff recruited as per AICTE / University norms shall be paid as per College norms. After successful completion of probation period, contribution shall be made by the management towards the faculties provident fund at a rate fixed as per EPF Act.
- Probation Period: Faculty members appointed in Indra Ganesan college of engineering will be under probation for a period of one years from the date of joining the service.


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Welfare Facilities for Staff

- Staff members are covered under Provident Fund. The staff covered under the Provident Fund Scheme is eligible for Family Pension subject to the rules of the Provident Fund.
- Personal Accident Insurance provided to all staff members.
- Staff quarters are provided at the minimum charges towards accommodation and electricity.
- Free Transport for all staff and Bus In-charge.
- Free boarding and Lodging for certain faculties, Staff holding Warden / Assistant Warden Post.
- Free / Subsidized food and free accommodation are provided to the Maintenance staff staying in the hostel.
- Free/Subsidized food is given to the drivers.
- Staff and students are permitted for Training Programs, meetings, etc.,
- Internet facility is made available in the campus.
- Special permission is granted to the staff participating in seminar/ conferences / tournaments.

Faculty Recruitment Process

Procedure

- The selected candidate who received the Offer letter should report for duty to the Principal on the specified date, as mentioned in the offer letter.
- The Joining Report have to be filled up by the staff.
- All the qualifications and service certificates, Transfer Certificate (all original) required as per the University norms have to be submitted on the date of joining the service. 2 set of copies of above mentioned certificates plus community certificate, Identity card, Address proof and 5 copies of recent colour passport size photographs have to be submitted. After verification the same documents returned to the faculty.

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- Each staff member is required to open a Bank Account with the Bank of Baroda, Main Branch, Trichy for the purpose of crediting their monthly salary. The ATM Card is also issued to the staff members for collecting their salary.
- The HOD will brief the newly joined staff about the department formalities and the workload.
- Email ID will be created for the staff by the ERP Team within a week time.
- Identity Card will be provided for each staff.
- Library utilization form needs to be filled up by the newly joined faculty.
- Induction program will be organized by the HR Department on the subsequent week to explain the rules and regulations of the Institution. The Induction kit will also be provided with all details.
- Visiting cards for the senior staff will be provided in the specified format in the subsequent week.

Probation

- All faculties irrespective of their cadre will be on probation for a period of one year when they are recruited for the posts or when they are promoted to higher grade/ post.
- During the period of probation, the employees will be assessed in their performance.
- Deficiencies in the performance will be notified to the faculties concerned and he will be advised suitably by their respective HODs to correct / rectify the same.
- Recommendation for extension of probation / confirmation of an faculties shall be approved by the Institution. The recommendation for the extension of probation should reach the authority concerned at least one month prior to the date of completion of probation so that a decision could be taken by the appropriate authority in time. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.


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- Faculties concerned should be advised regarding the deficiencies in the letter extending the probationary period.
- The extension of the probation period shall be to the maximum extent of twelve months.

Confirmation

- If the performance is satisfactory, the faculties will be confirmed in the service of the Institution after completion of the probationary period. Unless a probation extension letter is issued, it would be construed that the faculties service is confirmed.
- In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

Working Hours

- The College shall function from 8.45 a.m. to 5.00 p.m. for faculty. However for Non-teaching Technical and Administration Staff it will be and from 8.45 a.m. to 6 p.m. On Saturday, the Non-Teaching Technical / Admin staff alone will work between 8.45 AM and 05.00 p.m. Permitted Saturday and Sunday are holidays for Teaching Staff. The Lunch break will be for 50 Minutes depending upon the Time Table for Teaching / Non-Teaching Technical staff.

Attendance

- Every faculties shall ordinarily be at work in the Institution or any other designated area connected with the Institution, at the time fixed and notified. He shall register his attend ancient he Finger Print Machine and sign in the Attendance Register maintained in the Department / College both in the morning as well as in the evening. Faculties shall be present punctually at the specified time at his allotted place of work.

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- Faculties should normally obtain permission beforehand to arrive the Institution late or leave early.
- For non-teaching staff, habitual absence or late attendance will entail penal provision.
- Faculties are expected to be present in their respective Departments at least 10 minutes in advance before the working hours.

Finger Print (Bio-metric) Attendance Rules:

- Attendance of all staff members is generated by Finger Print Attendance Recorder Machine. There are Three Finger Print Attendance Recorder machines, which record the attendance of the staff. All staff members are required to mark their attendance both in the morning and evening sessions.
- Staff who report late due to the late arrival of the College Bus shall contact the Department of HRD for regularization of attendance and get approval from the respective authorities.
- Staffs who come late due to Permission or Leave or On Duty have to drop their approved Permission or Leave or On Duty format the Department of HRD.
- Staff should be available in the college premises during the entire period of office hours, on all working days.
- If a staff member is on any kind of leave has to be out of station, he should intimate the Principal / Registrar/concern authorities his exact out station address and phone numbers in his leave application.
- The staff members have to punch IN / OUT during the day or if they leave the campus even on official duty.

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Leave/Permission

- One day casual leave per month is allowed. Leave letter approved by HOD has to be submitted in the CL drop box kept in the office at least one day in advance along with reliever signature who will be responsible for the work on that day. Availing leave cannot be claimed as a matter of right.
- The late punch i.e. after 8.45 a.m. to 9.45 a.m. will be treated as permission. Same procedure has to be followed in the evening for early punch. ie. 4.00 p.m. to 5.00 p.m. will be treated as permission.
- The Compensation Leave (CPL) will be permitted by the authorities, if the staff working on holidays it may be permitted to take a compensation leave in another permitted day. It has to be mentioned in the leave form and also recorded in the Men on Duty provided by the concern college to HRD.
- The accumulation of CL will be permitted and approved by the authorities.
- Either Compensation Leave or Salary claim for the day may avail by the staff while working on Holidays and should get prior approval from the authorities for the option.

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Resignation / Termination

Termination

In case, if the services of a faculty member are not satisfactory, the institution reserves the right to terminate that faculty member with one month's notice.

Dismissal

If the faculty member is found to behave in unlawful manner, the institution reserves the right to terminate that faculty member even without prior notice.

Resignation


For proper resignation, three months' notice have to be submitted to the Principal / Authority after completion of two years of satisfactory continuous service.

Provisional Relieving

Faculty member submitted three months notice shall be provisionally relieved after three months. However, he / she should come and coach the students on all the days allotted by the HOD. Refusing to coach the students may lead to refusal for proper relieving.

Official Relieving

Official relieving and all the certificates shall be given only after satisfactory completing of coaching class, revision, valuation of test/model exam, submission of feedback of University exam and submission of all the records and documents responsible during their tenure, for the benefit of the students.


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