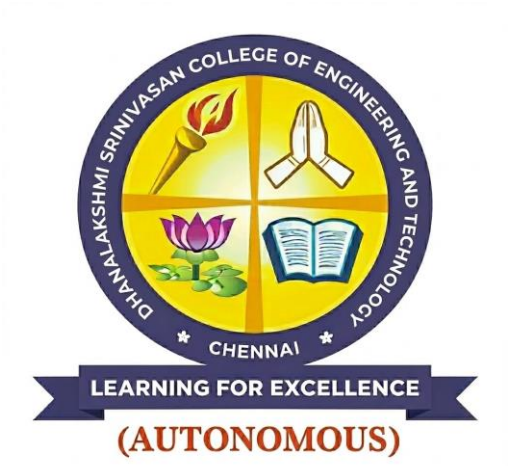
DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution)



Human Resources (HR) Policies

Objectives:

The Human Resources are one of important components of educational institutes. The policy intends to clearly mentions the employment, service conditions and leave rules for the all the employees of the college.

Scope:

Human resources are the one of the important assets of any organizations and so as in educational institutions. Dhanalakshmi Srinivasan College of Engineering and Technology gives top priority for recruiting the best possible talents for both academic and administrative activities.

The teachers and other staff are appointment following the procedure as laid down by the college. Each staff should be provided with an appointment order indicating salary and other service conditions. The staff should give in writing that they would abide by the conditions of appointment. Though everyone has liberty to move and go for better opportunities, the teachers are expected to leave only after the end of academic year.

All staff is eligible for annual increment and administration or management may consider granting increment on successful annual performance appraisal.

All employees should keep the college's interest in mind and never indulge in any activity that is detrimental to college's reputation.

Casual Leave (CL):

- Eligible employees may be granted 12 days of casual leave in each academic year, subject to institutional rules.
- Casual leave must be requested through the prescribed process and approved by the reporting authority before the leave is taken, except in emergencies.
- A maximum of one unused casual-leave day may be carried forward for up to two or three months, subject to the institution's approved rule. The institution should specify the exact carry-forward period and expiry date before implementation.
- Casual leave is not intended to be combined with other leave types unless permitted by the institution's rules.

Permission:

- Employees may request permission to arrive late, leave early or be away from duty for a short period, subject to approval.
- A maximum of two permissions (1 Hr) may be allowed per month, subject to the institution's attendance and working-hour rules.
- The permitted duration, whether permission is counted in hours or half-days, and the procedure for excess permissions must be specified in the approved attendance rules.

Notice Period and Relieving:

- The institution may issue annual employment-renewal, continuation or non-renewal notices during the first week of March, where applicable to the employee's appointment terms.
- Where an appointment is scheduled to conclude at the end of the academic year, the relieving date shall be communicated in writing and handled in accordance with the appointment order and applicable law.
- Resignation, termination, non-renewal and relieving shall follow the employee's appointment terms, due process and applicable statutory requirements. This clause should not be interpreted as an automatic termination provision.

Vacation:

- Eligible employees may be granted up to 15 days of vacation per academic year, subject to the academic calendar, workload requirements and institutional approval.
- Vacation dates may be scheduled or staggered to ensure that examinations, admissions, inspections, student support and other essential institutional work continue without interruption.
- Eligibility, treatment of vacation during joining or separation, and whether vacation is paid shall be specified in the applicable appointment terms and institutional rules.

Maternity Leave:

- Maternity leave shall be granted in accordance with applicable Indian law and the employee's eligibility, including the Maternity Benefit Act, 1961, as amended, where applicable.
- The duration of leave, salary/benefit entitlement, eligibility conditions, documentation and application procedure shall be determined by the applicable law and institutional rules. The institution should not set a lower entitlement than the statutory minimum.
- Where an employee is not eligible for statutory paid maternity benefit, any unpaid leave or other support may be considered under the institution's approved policy, subject to applicable law.
- HR shall maintain confidentiality of medical and family information and shall communicate the approved leave in writing.

Termination of Employment:

- Employment may be ended only for reasons and through procedures permitted by the appointment order, institutional service rules and applicable law.
- Depending on the circumstances, the process may include a written explanation or show-cause notice, a fair opportunity to respond, review by the competent authority and a written decision.

- Notice period or payment in lieu of notice, where applicable, shall follow the appointment terms and applicable law.
- Serious misconduct, unauthorised absence, falsification of records, harassment, breach of confidentiality or other policy violations shall be handled through the institution's applicable disciplinary procedure.
- Final settlement, return of institutional property, access closure, service/experience documentation and relieving formalities shall be completed as applicable.

On-Duty (OD):

- On-duty permission may be considered for approved institutional work such as University/AICTE/PCI meetings, inspections, official training, conferences, examination duties, research activities or other authorised assignments.
- The employee must obtain prior written approval from the competent authority, except where advance approval is impracticable.
- Supporting documents, such as an invitation, duty order, attendance certificate or participation proof, may be required.
- OD shall be recorded in the attendance system and shall not be treated as leave when properly approved under institutional rules.

Memo and Disciplinary Communication:

- A memo or written explanation notice may be issued to record and seek clarification regarding attendance irregularities, failure to complete assigned work, non-compliance with instructions, misconduct or other performance concerns.
- The memo shall state the relevant facts, date(s), policy/instruction involved and the response deadline.
- The employee shall be given a reasonable opportunity to submit an explanation. The response shall be reviewed objectively before any further action is taken.
- Any warning, disciplinary action or closure of the matter shall be documented and communicated by the authorised officer in accordance with institutional rules.

Research, Innovation and Incentives:

The institution may encourage faculty research, innovation and external funding through recognition, workload support and incentives approved by the competent authority. Eligibility, incentive amounts, budget limits, verification and payment timelines must be set out in a separate approved incentive schedule.

Faculty with a Ph.D.:

- **Funded research projects:** Recognition or incentives may be considered for projects secured from recognised government, industry or other eligible funding agencies, based on the sanctioned grant and the faculty member's documented role.
- **Indexed journal publications:** Incentives may be considered for eligible original research articles published in journals indexed in databases approved by the institution. Indexing and publication details shall be verified.
- **Patents:** Recognition or incentives may be considered for patent applications, published applications, grants or commercialisation, according to the institution's approved schedule. The stage eligible for incentive must be clearly defined.

Faculty without a Ph.D.:

- **Funded research projects:** Faculty members may be recognised for securing eligible external research funding, based on the sanctioned project and their documented contribution.
- **Indexed journal publications:** Eligible publications in institution-approved indexed journals may qualify for recognition or incentives, subject to verification and the approved schedule.
- **Patents:** Patent applications, published applications, grants or commercialisation may qualify for recognition or incentives as defined in the approved schedule.

Common Conditions for Research Incentives:

- The institution's name and affiliation must be correctly acknowledged in the research output, wherever applicable.
- The work must be genuine, ethical and compliant with research-integrity, authorship, plagiarism and intellectual-property policies.
- Predatory or misleading journals, duplicate publications, fabricated data and unverified claims shall not qualify.
- Where multiple faculty members contribute, incentive sharing shall follow a pre-approved written rule.
- The institution should publish a separate schedule specifying eligible databases, incentive amounts, project-grant thresholds, patent stages, documentary evidence and approval authority.

Administration, Interpretation and Review:

- HR shall maintain records of leave, permissions, OD, memos, employment notices and approved research incentives.

- Any exception shall require written approval from the competent authority and shall be consistent with applicable law.
- These policies shall be reviewed periodically and amended only through the institution’s approved governance process.
- In the event of a conflict, applicable law, regulatory requirements and valid appointment terms shall prevail over this draft.