



RAJALAKSHMI
ENGINEERING COLLEGE
An AUTONOMOUS Institution
Affiliated to ANNA UNIVERSITY, Chennai

HUMAN RESOURCE MANUAL



CONTENTS

	PG.NO
ABOUT THE COLLEGE	1
HR VISION & MISSION	3
RECRUITMENT	4
QUALIFICATIONS / EXPERIENCE / PAY	5
CODE OF CONDUCT	7
CAREER PROGRESSION	8
DUTIES AND RESPONSIBILITIES	8
WORKING POLICY	18
PERFORMANCE APPRAISAL	19
LEAVE POLICY	19
FACULTY DEVELOPMENT PROGRAMS	23
SUGGESTION SCHEME	23
BALANCED SCORECARD (INCENTIVE)	28
STAFF WELLNESS PROGRAMME (INSURANCE)	29
STARTUP INCUBATION	29

UPDATED IN MAY 2024

ABOUT THE COLLEGE

Rajalakshmi Engineering College, an autonomous institution affiliated to Anna University, Chennai, was established in the year 1997, under the aegis of Rajalakshmi Educational Trust, whose members have had consummate experience in the fields of education and industry. The College has grown from strength to strength in the last 25 years and is progressing towards Excellence in Engineering Education, Research and Development. Started in 1997, with 3 Under Graduate programmes in Engineering, with an annual Intake of 180 students, the College presently offers 19 Under Graduate and 9 Post Graduate programmes, with an annual Intake of more than 2000 students.

The approval of AICTE and affiliation of the Anna University for such a progressive intake is a standing testimony for the continuous growth of the college over the years. 9 of our Departments are recognised as Research Centres of Anna University to conduct Ph.D. programmes and many scholars have obtained Ph.D. through these research centres. Ours is one among the few Colleges to receive accreditation for eleven Under Graduate and one Post Graduate programme from the National Board of Accreditation (NBA), New Delhi, as soon as attaining the eligibility to apply for accreditation. The College is accredited by the National Assessment and Accreditation Council (NAAC) with 'A++' Grade. All these achievements have resulted in REC securing 86th ranking among Engineering Colleges in the National Institutional Ranking Framework (NIRF) of MHRD and top ranking by several other ranking agencies, leading to national reputation. The college has also secured 12(b) status from UGC. Anna University, Chennai has granted Permanent Affiliation for 10 UG and 4 PG programmes. The Department of Scientific and Industrial Research (DSIR), Government of India has recognized the College as a Scientific and Industrial Research Organization (SIRO), considering its potential for Research and Development activities. There are 15 Centres of Excellence in the college, in various emerging areas, actively engaged in carrying out extensive research and industrial consultancy activities.

Vision:

To be an institution of excellence in Engineering, Technology and Management Education & Research.

To provide competent and ethical professionals with a concern for society.

Mission:

- To impart quality technical education imbued with proficiency and humane values.
- To provide right ambience and opportunities for the students to develop into creative, talented and globally competent professionals.
- To promote research and development in technology and management for the benefit of the society.



HUMAN RESOURCE POLICY

HR VISION

Human Resource is the most critical resource particularly for an educational institution and the contribution, this important asset can offer, is unlimited. HR Cell is instrumental in the process of development of a vast pool of competent HUMAN RESOURCES capable of excellent performance in the areas of teaching, research, and consultancy and in all the other support functions. HR Cell constantly strives to support the college to be an institution of excellence in Engineering, Technology and Management, as per its vision statement.

HR MISSION

The HR Cell relentlessly plans the best human resource practices and implements them with innovative solutions. The cell upholds a dedicated focus on serving the internal customers and lays emphasis on continuous improvement, by maintaining an enlightened HUMAN RESOURCE.

The HR Cell shall aim at:

- Creating and sustaining an ecosystem that supports, develops and maintains the most important asset of the organization, namely, the human resource.
- Hiring of highly competent professionals with passion for teaching, research, consultancy and also suitable personnel with skills for providing support in all the academic and administrative functions.
- Continuous development of the key competencies of the employees.
- Retention of the employees for a long and mutually beneficial relationship.

- Developing and communicating sound policies and procedures
- That balance the needs of employees and the needs of the Institution.
- Providing strategic leadership emphasizing on honesty, integrity and teamwork.

1. RECRUITMENT

In present competitive scenario, primary function of HRD is to create a competitive edge and a strategic advantage to the college, by providing a pool of capable and committed faculty members and other workforce.

1.1 IDENTIFYING THE VACANCY

The departments send their HUMAN RESOURCE requirements after analyzing the workload, availability of HUMAN RESOURCE and the expansion planned in terms of new courses and students' strength.

1.2 RECRUITMENT PROCESS

Direct Recruitment to all Cadres is based strictly on merit. The selection is done by duly constituted Committees for the various departments. The following procedure is adopted in the selection of faculty members:

- i) Advertisement in Newspapers and Digital media.
- ii) Scrutiny of applications received till the last date as mentioned in the advertisement.
- iii) Constitution of Selection Committee.
- iv) Intimating the date and time of Interview to the candidates.
- v) Personal interview to assess the subject expertise and teaching capabilities, by the committee.
- vi) Based on the recommendations made by the Selection Committee, the candidates are informed of their selection.
- vii) Appointments are issued to the selected candidates

Occasionally, senior positions at the level of Professor and Associate Professor are filled by inviting working or retired persons from reputed industries/ research institutes.

The institution has also recruited the industry experts as Professor of Practice (POP) in the emerging technology areas as per AICTE recommendations.

The institution encourages staff members to pursue online NPTEL, Swayam and Atal courses for skill upgradation in the emerging technologies as per AICTE guidelines.

2.QUALIFICATIONS / EXPERIENCE / PAY

2.1 NORMS:

The qualifications, experience and pay for the various teaching positions are in line with AICTE norms.

2.2 INCREMENT:

Annual increment will be decided based on the Staff Appraisal.

2.3 VACATION SALARY:

Vacation Salary will be on the same scale, as granted during the preceding month.

2.4 PROBATION

Initially the selected candidates will be on probation for a period of one year from the date of joining, after which the performance of the appointee will be reviewed to regularize the appointment.

2.5 PROMOTION POLICY

Promotion to higher level of service is time-bound and as per experience and qualification, except in cases where there is a need for improvement in performance.

2.6 RETIREMENT

- a. Teaching staff of the college shall retire from the service when, he / she attains the age of 70 years.
- b. Non-Teaching staff of the college shall retire from the service when he / she attains the age of 60 years.

2.7 RESIGNATION

Any member of the faculty in permanent service shall give three months' notice, in case he / she desires to be relieved from the service. Alternatively, he / she shall pay three months' salary in lieu thereof. Normally they will not be relieved in the middle of a semester.

If the member of the faculty intends to resign during the month of April/May, no notice period shall be applicable (since this falls during the end of the academic year).

2.8 TERMINATION OF SERVICES

The services of a temporary employee are liable to be terminated at any time, without assigning any reasons whatsoever.

The services of an employee are liable to be terminated with one month's pay in lieu of the notice period, in the event of insubordination, dereliction of duty, professional misconduct and other undesirable activities.

2.9 OTHER GENERAL CONDITIONS

- a. A service file shall be maintained in respect of each employee of the college, where all his / her service particulars shall be recorded under the signature of the Principal / Administration.
- b. Notwithstanding anything said above, matters, which involve financial commitments, will be subject to availability of funds and the decision of the management will be Final.
- c. The Management, subject to the ratification of the

Governing Body of the college, is the authority for introducing, repealing or amending any service rule it deems

- necessary, for day- to-day administration of the college.
- d. The service conditions of the incumbent will be governed by the rules and regulations of the college amended and issued from time to time.

3.CODE OF CONDUCT

- An employee of the college shall devote his/her whole time to the service of the college and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his / her duties. This provision shall not apply to
- the academic work, like delivering guest lectures / talks and any other work undertaken with prior permission of the principal.

Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college and shall extend utmost courtesy

- in his / her relationship with all faculty members, staff, students and visitors to the college.

No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance

- in pursuance of any objective whatsoever, except for routine, farewell and felicitation functions connected with the college.

No Staff member of the college shall engage himself / herself

- in coaching students for any remuneration. No Employee shall, without the previous sanction of the Principal, accept any remunerative or honorary work not connected with the college.

No Employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any newspapers or other

periodical publications.

An employee shall not, without the knowledge and approval of the Principal and Management, take a recourse to any organization / authority or the press for vindication of his/her grievances.

No employee may absent himself / herself from duty without prior permission. In case of emergency and where prior permission was not sought, he / she must explain the circumstances, which were beyond his / her control, before rejoining duty.

Every employee shall be at work punctually at the timing fixed, unless permitted otherwise by his / her superior.

No employee shall, after reporting for work, be found absent during the course of working hours.

Internet and other social media should be used with utmost discretion.

4. CAREER PROGRESSION:

Aspiring candidates with relevant qualifications and a passion for teaching can join as Assistant Professor. They can move forward in their career to the subsequent stages of Assistant Professor (Senior Scale), Assistant Professor (Selection Grade), Associate Professor, and Professor. This is subject to their proven commitment and all round performance and their possessing the necessary qualifications / experience as set out in the statutory norms.

5 DUTIES AND RESPONSIBILITIES

5.1 PRINCIPAL

The Principal shall be the Head of the Institution

The Principal is responsible for the overall excellence in all the Academic and Administrative functions of the College.

The principal is the Ex-Officio Member-Secretary of the Governing Body and the Chairman of the Academic Council and Finance Committee of the college.

1. Will also conduct regular meeting of HODs and arrange to send the Minutes to the Management.
2. Will regularly report all the activities pertaining to administration and academics to the Management.
3. Will be the reporting authority for all academic and administrative staff.
4. Will forward all personal and official correspondence from HODs and staff, addressed to the Management, with his remarks and recommendations.
5. Will ensure smooth conduct of all the academic teaching, learning and training activities by the Deans, Directors and HoDs and faculty members in the departments, and orderly conduct of all the Examinations and Assessment procedures, by the Controller of Examinations as per the set regulations.
6. Will guide the staff members in their career development, ensure their dedicated participation and performance in all institutional activities and monitor the upgradation of the infrastructural facilities, planned and carried out by the academic and other support departments.
7. Will monitor the various sections and committees/cells/forums and ensure participative management and performance of their defined activities effectively, as per the policies laid down and approved by the Governing Body.
8. As the Chief Warden of the hostels, will oversee the functioning of the Deputy Wardens in smooth running of the hostels.
9. Will monitor the co-curricular and extracurricular activities, initiate and encourage measures for the participation of staff and students in such activities for the all-round growth of the college.

10. Will issue circulars on all matters concerning Academics and Administration.
11. Will call for annual budgets from various departments, form a committee which will scrutinize the proposals, finalize the budget and submit to the management and ensure spending as per the budget approved.
12. Will coordinate with relevant internal committees promoting various activities leading to publication of technical articles, books and book chapters, patent and copyrights. Also will take steps to promote entrepreneurial activities pursued by EDC.
13. Will monitor the progress of Industry Institute Cell (IIC) to promote industry institute interactions including consultancy projects undertaken by the cell.
14. Will ensure the completion of all the necessary activities and availability of the documents, by the various sections and Heads, for the NBA and NAAC accreditation.

5.2 DEAN (ACADEMICS)

1. Dean (Academics) is responsible for framing the Regulations for the autonomous UG and PG programmes of the college,
2. Revising them once in four years, making any amendments required in between, with due approval of the Academic council and publishing them in the College web portal.
3. Arrange Academic council meetings periodically, being the secretary of the council, preparing and maintaining the Minutes of the meetings and implementing its recommendations .
4. Will frame the semester wise academic calendar, well before the beginning of the academic year, indicating the instructional days, duration of conducting the Continuous Assessment Tests and End semester Examinations, general counselling sessions for students and Online feedback from

students, and parent-teachers meetings.

5. Will oversee the curriculum and syllabi of all the UG and PG programme, framed by the Boards of studies for the overall content and total credits.
6. Will organize bridge courses and induction programmes for first year students and also for new faculty members to familiarize them with rules and regulations of the college.
7. Approving the credit transfer for eligible students, who have undergone Online courses /Internship and approving permissible official break of study, as per norms.
8. Issuing break of study for students having lack of stipulated percentage attendance, and informing the suitable addition or exemption of course for such re-joining students, if regulations are changed when they re-join the programme.
9. Will motivate the faculty members to get involved in research and produce quality publications.

5.3 DEAN - STUDENT AFFAIRS

1. Responsible for Student Welfare, Scholarship, grievances.
2. Will oversee the functioning of Hostels, Canteen & Transport facilities.
3. Will Co-ordinate all student support services.
4. Will handle if any disciplinary issue arises.

5.4 DIRECTOR - TRAINING & PLACEMENT

1. Will be responsible for conducting residential Employability Training Camps during vacation periods
2. Will plan and execute of all Training programs and value added courses.
3. Will plan Placement opportunities for all eligible students, taking into account their programme specialization.
4. Will Interact with companies for campus recruitment,

schedule placement interviews and arrange for placing students in reputed companies.

5.5 DIRECTOR - ALUMNI AFFAIRS

1. Will ensure registration of passed out students in the Alumni Association.
2. Will arrange periodic meetings of alumni association.
3. Will involve alumni in the relevant Institute activities through consistent and positive communication using electronic, print, and social media, for mutual benefit and invite their participation in the various college events and programs.
4. Will Plan and organize Annual Reunion Events in the college, along with the present faculty and staff.
5. Will maintain the details alumni units in India and abroad and guide them in strengthening their activities.
6. Will oversee the selection and distribution of several alumni association scholarship awards, as well as awards that recognize outstanding alumni accomplishments.

5.6 IQAC COORDINATOR

1. Ensuring that faculty members formulate well planned study material for FPP (Faculty Preparation Programme) before the commencement of the semester, for their allotted theory and lab classes, get it verified by the subject mentor and Dean (Academic) and be ready for commencing the classes.
2. Preparing and submitting data to various Ranking agencies.
3. Periodically conducting IQAC meetings and responsible for the execution of the recommendations of IQAC committee.
4. Conducting awareness programmes to faculty on various quality enhancement initiatives.
5. Guiding the preparation of criterion wise data, collecting

them in order and submitting Self-Assessment Report (SAR) for NBA and Self-Study Report (SSR) for NAAC and coordinating the programmes scheduled during the accreditation visits.

6. Encouraging students and faculty to pursue NPTEL courses, being the SPOC for registration and issue of certificates.
7. Ensuring initiatives for sustainable Green environment in the campus and regular conducts of Audits (Green, Energy & Environment)
8. Arranging and coordinating internal and external Annual Academic and Administrative Audits.

5.7 CONTROLLER OF EXAMINATIONS

1. The Controller of Examinations (COE) is responsible for Scheduling Continuous Assessment Tests (CATs) and End Semester Examinations (ESEs) for all the UG and PG

programmes and for Course work subjects for Ph.D. scholars, as per the Academic calendar and arranging to get question papers, print and keep them securely for distribution on the date of examinations.

2. Will conduct examinations, schedule Invigilation duty and Squad duty for faculty members and send the answer scripts to the departments.
3. Will receive the mark list for CATs from the departments and maintain their records.
4. Will arrange to conduct central valuation for the End Semester Examinations.
5. Will combine the CAT and ESE marks and prepare the tabulation of marks and also arrive at the students' grades for the various subjects and has the responsibility to arrange for the Result passing Board meeting and present the results and other connected details and after approval by the Board

announce the results.

6. Will Print and distribute of semester-wise Grade sheets to students of various programmes.
7. Will apply to the University for provisional certificates for students, who have completed the programme satisfactorily after due verification of all the relevant data, as per the regulations of the programme.
8. Will look into any other issues relating to the conduct of examinations, evaluation, declaration of results.
9. Maintenance of all the records of examinations conducted, copies of Mark Lists and Grade Sheets, any request to University and replies /certificates received from the University, COE office related statistics, details of communication with the College Main Office, relevant stock registers and database of candidates pertinent to examinations, very meticulously.
10. Will prepare the Annual Budget for stationary and other requirements and get the approval as per norms and Will make arrangement to conduct of audit by competent panel of experts.

5.8 HEAD OF THE DEPARTMENT

1. Will be responsible for the overall functioning and development of the department.
2. Will design the mission, quality objectives and the short term, medium term and long term goals for the department.
3. Will formulate the Programme Specific Outcomes (PSOs) and Programme Educational Objectives (PEOs).
4. Will organize, with Faculty and external members, meetings of Board of Studies (BOS) for framing the curriculum and syllabi for the UG and PG programmes offered by the Department and Department Advisory Committee (DAC) to seek their suggestions for effective organization and running of the various activities of the Department.

5. Will assign teaching and other department administrative workload for the faculty members and will be directly responsible for their performance.
6. Will draft proposals for academic activities such as Symposia,/Workshop / Seminar, value added courses, purchases for labs /other activities through the concerned faculty in-charge and send them for the approval of Management through the Principal
7. Will interact with industries and arrange for In- plant training, Guest Lectures, Industrial Visits, etc., and coordinate with the Placement & Training cell for Placement Activities.
8. Will maintain active interaction with students, collect feedback and take steps to address them suitably, for the smooth running of the teaching -learning processes, co-curricular and extra -curricular activities with their active participation
9. Will ensure effective coordination with other departments, COE's office for examination related and all centralized activities such as IQAC, Accreditation bodies and other activities related to institutional functions such as College Day, Graduation Day, etc.
10. Will send periodical confidential report on performance of the Faculty and staff to the Principal and seek guidance for any further improvement.
11. Will execute the decisions taken in HoDs meetings conducted by principal and send data and reports to the principal whenever asked for.
12. Will be responsible for the infrastructural development laboratory and other required facilities for preparing the annual budget and send the same to the principal.
13. Will effectively participate in the Academic Council Meetings conducted by the principal

5.9 SENIOR ADMINISTRATIVE OFFICER

1. Senior Administrative Officer is responsible for organising all the administrative functions of the college and ensuring that they are carried out by the various sections in time, meticulously.
2. Will be the nodal person to coordinate with DOTE/Affiliating University for completing the process of admission as per norms.
3. Will maintain the correspondence with the statutory bodies such as AICTE, UGC, Affiliating University and other government bodies and carry out activities as per their norms.
4. Will maintain the records of students' admission and their certificates after due verification.
5. Will arrange students' scholarships, fee concession, issue of bona fide certificates, Transfer Certificates after verifying their eligibility.
6. Is responsible for organising the allotment of class room facilities and organizing annual College Day, Graduation day and other events conducted by the college.
7. Arranging the purchase of general consumable items for the college and for departments based on the request by the Heads of the Departments.

5.10 IT MANAGER

IT Manager is responsible for coordinating, planning, leading, and implementing computing needs of the institute to fulfill the institute's information and communication systems requirements. Regardless of areas of ownership, IT Manager will work cross-functionally with faculty, engineers, operators, security practitioners, product managers, and people across the organization.

- Lead large IT projects, including the design and deployment of new IT systems and services.
- Help defining IT infrastructure strategy, architecture, and processes.

- Oversee the annual IT budget and ensure cost-effectiveness.
- Monitor daily operations, including server hardware, software, and operating systems.
- Assess the performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure.
- Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs
- Coordinate technology installations, upgrades, and maintenance.
- Test and Troubleshoot hardware and software issues related to internal IT so that they operate effectively.
- Evaluate technology risks in order to develop a network disaster recovery plan and backup procedures.

5.11 FACULTY MEMBERS

1. Will maintain a high level of dedication towards duties and responsibilities with a sense of belongingness towards the institution and work towards achieving the vision and mission of the department and the institution.
2. Will effectively participate in the BOS meetings in formulating the curriculum and syllabi for the course, considering the recent developments in the field and also as per AICTE and University norms.
3. Will formulate the Notes for FPP (Faculty preparation Programme) well ahead of the beginning of the semester for the allotted theory and lab classes, get it verified by the subject mentor and Dean (Academic) and be ready for handling the classes.
4. Will formulate the Course Outcomes (COs) for the course handled and do the mapping of COs with POs and PSOs for further calculation with students' performance.
5. Will maintain punctuality in reporting to the college, theory and lab classes and maintain the class in perfect order and discipline.
6. Will maintain the performance record of students of the class

being handled, carry out the task of students' counseling and motivating the students not only in curricular but also in co-curricular and extra-curricular activities.

7. Will discharge all the duties and responsibilities assigned by superiors from time to time, like Time-table preparation and other administrative work of the department assigned by the HOD and duties assigned by the Principal in serving the various Committees, Cells and Forums as per the stated policies and Will actively associate with all departmental and institutional activities.
8. Will actively participate in Faculty Development Programmes, Sabbatical training and other up skilling programmes and learn the emerging developments in their field of specialization and allied fields
9. Will pursue Research, Consultancy, Publication and securing patents and promote Industry-institution collaboration.
10. Will abide by the rules and regulations of the institution meticulously and maintain very high order of integrity.

5.12 LIBRARIAN

1. Will maintain the existing Books and journal back volumes for the various Programmes and arrange to purchase new ones as required by the departments, based on the recommendation of the HODs with the approval of the Principal and will arrange and classify according to the Dewey Decimal Classification Scheme and adopt Open Access System in the library for the benefit of the users.
2. Will arrange to renew the subscription for national and international print and E-journals.
3. Will maintain a separate 'Electronics Resources Wing' with thousands of CD ROMS, digital library and remote access for online e-journals and e-books.
4. Will maintain the institutional membership of other libraries

such as Anna University Library, DELNET, MALIBNET, NDL and Institution of Engineers India, in order to facilitate the staff and students to have access to the resources from these libraries also.

5. Will arrange to issue the library cards and maintain the stipulated working hours and for issue and return of borrowed books, for smooth functioning of the Library, all the students and staff being members of the college library.

5.13 DIRECTOR - PHYSICAL EDUCATION

1. Director - Physical Education is responsible for the purchase of Sports and Games items, based on the students' strength, maintaining and utilising them appropriately.
2. Arranging periodical maintenance of sports ground and courts/Fields for various Games and Sports.
3. Promoting the training of students' teams in various sports and games.
4. Encouraging students to participate in Zonal/ National / International tournaments.
5. Conducting Annual sports and games events for students and staff and smooth conduct of Sports day and organizing award of Prizes and medals to the winners.
6. Maintaining the database of events organized and winners list.

5.14 LABORATORY TECHNICIANS

1. Will maintain all laboratory equipment in clean and good condition and arrange for recalibration and repair when needed, maintain the stock and be responsible for the safe custody of all the items.
2. Will report to the Lab in-charge regarding the requirement of consumable items and arrange to procure them with proper approval.
3. Will assist the teachers in conducting Lab classes, issue

instruments, and verify their condition after the experiments are over.

4. Maintain the Electrical power supply and go through the laboratory to see that the students handle all the systems, with the stipulated dress code and observe all the safety precautions.

6. WORKING POLICY

6.1 WORKING HOURS

There are 35 hours of working per week for the college and the normal working hours is from 8.00 a.m. to 3.00 p.m. with a 40 minutes lunch break. The college normally works for 5 days in a week.

6.2 TEACHING DAYS

The College shall have at least 180 full teaching days per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room/laboratory contacting teaching days and do not include days of examination / tours / sports etc.

6.3 WORKLOAD

Workload of a teacher will be assigned as per the norms and circulars of the Principal.

7. PERFORMANCE APPRAISAL

- a) Annual Staff Performance Appraisal System has been established. Employees shall fill the appraisal forms and submit the same to the HR cell.
- b) The faculty will be assessed based on their performance on the following parameters:
 - Pass percentage of the students in the subjects handled in every semester.
 - Number of 'O' and 'A+' grades in the subjects

handled.

- Additional inputs to the students.
- Students' feedback
- Performance in the areas of research, papers published / presented, consultancy activities, sponsored projects and patents secured.
- Organizing conferences, seminars etc.
- Extra responsibilities handled and participation and contribution at the college level.
- The system consists of Self- Appraisal by the faculty members and Appraisal by the Principal and Management and Students' feedback.

8. LEAVE POLICY

8.1 CASUAL LEAVE

All staff members can avail 12 days of Casual Leave in an academic year i.e. from 01 Jun to 31 May. Staff joining in the middle of the academic year will avail CL proportionately. Casual Leave is authorized to a staff after one month from the date of joining.

Both Suffix and prefix to weekends or other holidays cannot be availed; either of the two can be availed. If both suffix and prefix are availed, intervening holidays during the leave period will also be accounted as CL.

A maximum of 3 days can be availed at one time. More than 3 days will be considered as LLP. Absent on the re-opening day and the last working day of the odd and even semesters, without prior permission will render the entire period of vacation to be accounted as LLP.

8.2 WINTER VACATION

Winter vacation will be for a period of 7 days, during Jan / Dec of every year for teaching staff. This is subject to the staff completing one

year of service. The exact dates of winter vacation will be announced towards the end of the odd ~~semester~~

8.3 SUMMER VACATION

Summer vacation for the teaching staff will be for a period of 30 days, in May / June. The exact dates of summer vacation will be announced towards the end of the even semester. Those who join in the middle of the academic year will avail Annual Leave proportionately.

8.4 INSTITUTIONAL HOLIDAYS

The College will declare institutional holidays through the college calendar.

8.5 Absence from the college on Other Duties

8.5.1 OD FOR OFFICIAL WORK

Staff members deputed by the College to attend any official work including purchase of equipment for the lab, arrangements for institutional programmes, University work, etc., will be granted 'On duty' Leave for a maximum 5 days (exclusive of examination duties) and 10 days (inclusive of examination duties) in a semester. Maximum of 2 days in a semester for Staff invited for paper presentation in Conference / Symposia / Seminar conducted by other Colleges / Universities / Professional societies etc.

8.5.2 OD FOR HIGHER STUDIES (OD-HS)

One day per month for Ph.D. research work, only for three years from the date of registration for Ph.D. On Duty report / Attendance should be submitted to the HR after approval of the competent authority before 24th of every month, failing which the OD leave will not be regularized. However, OD leave cannot be availed as a matter of routine and should be restricted to ensure that regular duties and responsibilities in the College are not affected. This OD should not be taken on Mondays or Fridays.

8.6 COMPENSATORY LEAVE:

Compensatory leave is discouraged. The Management may, in exceptional cases, sanction Compensatory Leave to staff members who are required to work extra hours and on an official holiday. However, no compensation shall be provided for the duty performed in connection with the inspection visits of AICTE, DTE, Anna University, NBA and NAAC Visits or for any other work in which a honorarium is received by the staff and matters in which the participation of the staff members is official and inevitable.

Six hours of classroom teaching, laboratory teaching and project guidance will qualify for a single day compensatory off.

Compensatory leave cannot be combined with CL or any other leave. This leave should be availed only after the last working day of the semester and within six months from the date of duty for which the leave is sanctioned.

8.7 MATERNITY LEAVE:

The employees, who need maternity leave, can avail this leave for a maximum period of 180 days; and those with two years of service in REC are eligible for three months of pay and three months leave, during this period. Staff members, who have completed one year of service in REC, are eligible for one and a half month pay and four and half month leave. This leave is extendable for a period of 30 days, which will be treated as Leave on Loss of Pay (LLP). Under any circumstances, the Maternity Leave shall not exceed (180+30) 210 days any further extension, violating the regulations, will lead to the discontinuation of service of the employee with immediate effect.

8.8 LEAVE ON LOSS OF PAY (LLP):

LLP should be avoided and LLP will lead to an adverse entry in the Personal File of the Staff concerned which shall affect their career prospects, such as increment, promotion, besides award of minor or major penalties as the case may be. However, this regulation will not apply to the LLP availed by a staff member as part of her maternity leave and leave taken for appearing for examinations, related to higher studies.

8.9 PERMISSION:

Every staff member can avail permission of one hour twice a month. If it becomes more than that, each such permission hour, shall be accounted as Casual Leave for half-a-day.

8.10 REGULATIONS:

All types of leave and permission should be availed with prior approval. However, in exceptional cases, CL or Permission can be availed under intimation to the HOD and HR over phone or through mail. The same will be regularized only after submitting proper application on the same day of reporting for duty, failing which the entire period of absence will be accounted as Leave on Loss of Pay and an entry shall be made in the Personal File of the staff concerned. Absence without intimation (before 9 a.m.) will be treated as LLP and will be entered in the personal file of the staff.

Without alternative class work arrangement details, leave shall not be sanctioned. For leave requested over phone, the HOD or any other designated staff concerned shall make alternative arrangements, under intimation to the Principal.

Staff members who are getting relieved from the institution are not authorized to avail vacation (Winter & Summer), during the notice period.

Staff members should enter their staff code in all the official correspondence, leave letters, forms etc.

9. FACULTY DEVELOPMENT PROGRAMS

Each faculty member is entitled for a grant of up to Rs 7500/ during an academic year towards attending FDPs, National Conferences, seminars etc. In case, grants in excess are required, the same will be considered on merit by the competent authority.

Faculty members are permitted to attend one FDP organized by Anna University (for a course in Anna University syllabus) in an academic year, without affecting their work.

The college also organizes FDPs for the newly recruited junior faculty members in the general areas of effective teaching communications/ pedagogies as well as on core engineering subjects.

Other Facilities:

Lunch and refreshment are provided at no cost for all the teaching and non- teaching staff.

To and fro bus facility is provided for all the teaching and non-teaching staff.

Cab facility and allowances is offered for the senior faculty members.

Group Insurance and Partial financial support with medical leave is given for all the teaching and non- teaching staff for hospitalization.

Gift coupons are given for certain festival celebration.

Incentives are given for publication in reputed journals, citations, and patents as per certain norms.

Faculty members are enabled for taking up Faculty exchange programmes in universities abroad.

Grievance Redressal System:

There is a Grievance Redressal Committee, which looks into the specific grievances reported by the employees, which are resolved with suitable recommendations.

10. HR SUGGESTION SCHEME

Main objective of this scheme is to encourage and utilize the creativity of individuals through suggestions. This is a forum, which promotes employee's intellectual contribution to the management process. The Suggestion Scheme in the college is not confined to any particular area but encompasses different ideas, which will help the organization in conservation of resources, efficiency improvement, productivity enhancements and every other aspect, which will result in an overall improvement in the life of our students and employees.

11. BALANCED SCORECARD (INCENTIVE)

Balanced Scorecard is a powerful tool introduced by the institution to objectively measure the contributions of each faculty member of the institution. BSC is designed to give due credit to those who are able to align their performances with the goals of the institution. All faculty members can participate in the BSC Programme. Launched in January 2024, as a pioneering effort among any Higher Education institution in the country, the BSC aims to foster a positive work environment where all faculty members are naturally inspired and motivated to strive and work towards excellence in accomplishing their personal and professional objectives, and benefited from the opportunity for

earning themselves Recognition and Rewards (incentives). This encapsulates a wide variety of action points for faculty members to target. Expected to remain a transparent process, valuing the academic and research activities of the faculty members.

12. STAFF WELLNESS PROGRAMME (INSURANCE)

Staff Wellness Programme introduced in the institution to ensure the wellbeing of all staff members and accordingly following initiatives to support the objectives

- Employee Engagement - Birthday Cakes
- Popular Movie Vouchers - Family Day Out
- Festival Celebration - Diwali Sweets, Pongal Celebration
- Family Passes for Pro Shows (RECHARGE)
- Group Medical Insurance Policy (Family Floater of Rs.5 Lakhs Annual Coverage) for staff, spouse and children
- Wellness Management - Psychological Counselling, Meditation Programme, Yoga Sessions, Financial Counselling, Medical Leaves (Special), Salary Advance

13. STARTUP INCUBATION

The Startup Incubation Programme launched by the institution recently aims to incubate and promote creation and development of the original ideas, new findings, inventions (IP), patents, copyrights, trademarks, and new project development from the students, alumni and faculty members and encourage them to be entrepreneurial and explore development of their ideas into reality. The VC has announced allocation of funds for startup incubation. An exclusive office to promote and identify potential investments from venture capitalists, funding agencies, government grants, bankers and encourage the student entrepreneur to thrive in their endeavors.



RAJALAKSHMI ENGINEERING COLLEGE,
RAJALAKSHMI NAGAR THANDALAM, CHENNAI - 602 105.
PHONE : +91-44-67181111, 67181112
EMAI:ADMIN@RAJALAKSHMI.EDU.IN
WWW.RAJALAKSHMI.ORG