

HUMAN RESOURCES MANUAL

of

T. John Institute of Technology

A Unit of

Marougen Education Foundation

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T. John Group of Institutions

Bangalore - 560083

Human Resources Policy of T. John Institute of Technology

T. John Group of Institutions are a group of Educational Institutions started operating since 1993. The T. John Group of Institutions are governed by Marougen Education Foundation, a non-profit organization dedicated to the cause of imparting quality Education.

The president of the Marougen Education Foundation (MEF) is the Chairman of the Governing Council of the T. John Institute of Technology.

The Governing Council for the T. John Institute of Technology (TJIT) is as follows;

1. Dr. Thomas P John	Chairman
2. Wn. Com. (Rtd.) David Yohan	Member
3. Wn. Com. Sambasivan	Member
4. Dr. Padmanabha-Principal TJIT	Member-Secretary
5. VTU Nominee	-
6. AICTE Nominee	-
7. Mr. Anil Sivadas	Member-Industry Representative
8. Dr. Sham Vasudeva	Member-Industry Representative
9. Mr. Ravishankar Achar	Member-Management Consultant

1. T. John Group of Institutions governed by MEF commenced their Educational services since 1993 with the sole aim of imparting Quality Education with a Global Perspective. The following are the institutions run by MEF

1. T. John College
2. T. John Institute of Management and Science
3. T. John college of Nursing
4. T. John School of Nursing
5. T. John college of Pharmacy
6. T. John Business School
7. T. John Institute of Technology

2 VISION & MISSION, QUALITY POLICY AND QUALITY OBJECTIVE

2 (a) VISION: To achieve excellence in delivering quality education of global standards, coupled with innovative practices using advanced technology and expertise, transforming the student community into potential global leaders with accountability to meet the societal, national and dynamic global challenges.



2 (b) MISSION:

- To create and nurture a learning and knowledge based environment, conducive to the pursuit of quality education which would transform a socially responsible generation to act on their professional values and beliefs.
- To bring about their overall personality development, fostering a caring and creative. Environment that emphasizes physical, social and intellectual development.
- To instill a sense of understanding, remarkable resilience and enduring adaptation to a diverse, competitive and dynamic society.

The vision and mission statement complements the objectives of the institution which draw inspiration from the Higher Education policies of the Nation.

2 (c) QUALITY POLICIES

We continually aim at striving to improve our Educational Quality Management System (EQMS) to make our students qualified, independent and responsible citizens, to enable them to excel in various fields, including Research & Development and Industry, thereby contributing immensely towards nation building. We inspire and assist our faculty members to upgrade their knowledge and improve the quality of Teaching through achieving higher Educational Levels and learning advanced Teaching Skills.

2(d) QUALITY OBJECTIVE

- Better Academic Results aiming at University Ranks.
- Faculty growth and development.
- Considerable contribution to society and nation.
- Better Placement opportunities.

3 RECRUITMENT OF FACULTY

(a) Cadre Structure for Teaching Faculty:

LEVEL	CADRE
1	Asst. Professor
2	Associate Professor
3	Professor
4	Principal

(b) Qualifications: - Faculty Members are recruited by recruitment committee based on the qualifications prescribed by AICTE/UGC for various cadres. At present the following criteria are followed.

(c) MODE OF SELECTION OF FACULTY MEMBERS

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

1. Advertisement in leading Newspapers/websites etc.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Constitution of the selection committee.
4. Intimation to candidates about the date and time of Interview.
5. Written test, demo class and personal interview are conducted.
6. Based on the performance recommendations are made by the selection committee and the candidates are informed of their selection.
7. Appointment orders are issued to the selected candidate.

Occasionally, senior positions at Professor and Associate Professor levels are filled up [by inviting retired persons or those taking voluntary Retirement from other educational institutions and/or industry] on contract basis for a specified period.

(d) Composition of selection committee to recruit faculty members (maximum of 6 members).

A SELECTION COMMITTEE IS CONSTITUTED WITH THE FOLLOWING MEMBERS.

- i) Chairman of GC
- ii) Principal of the college concerned
- iii) Campus Director
- iv) Heads of the Department concerned.
- v) One member of MEF Nominated by the Chairman of the GC.

Besides the above, experts may be invited to be a part of the Selection Committee, as directed by the Chairman.

4 RECRUITMENT OF NON-TEACHING STAFF:

i) Cadre Structure of Support Staff

Category ADMINISTRATIVE STAFF

Administrative Officer / Systems Manager / Finance and Accounts Officer / Systems Analyst / Programmer.

II. MINISTERIAL STAFF

Category 1 Senior Level
Superintendent / Asst. Librarian / Senior Assistant

Category 2 Junior Level
Junior Asst / Housekeeping Supervisor

TECHNICAL STAFF

Category 1 Systems Administrator / Lab Asst / Lab Technician / Lab Instructor

GENERAL SERVICES

Category 1 Works Superior / Electrician / Drivers
Category 2 Non-skilled / Attender / Sweeper / House Keeping Assistant

ii) Qualifications:

Sl. No.	Cadre	Qualification	Experience
1	ADMINISTRATIVE OFFICER	A Graduate from any recognized University	5 years experience in a responsible administrative position, preferably with knowledge of working in an Educational Institution.
2	SENIOR ASSISTANT	A Bachelor's Degree of equivalent	5 years service in the lower category.
3	JUNIOR ASSISTANT	A Bachelor's Degree of equivalent	1 year experience is desirable.
4	ELECTRICIAN	A certificate of I.T.I. in relevant Trade.	Three years experience is desirable.
5	DRIVER	10th Standard, and should possess Professional driving license.	1 or 2 Years experience as Driver is desirable.
6	OFFICE BOY/ ATTENDER	10th Standard.	--
7	HOUSE KEEPING ASSISTANT	No formal education is required.	

N. B: *In deserving cases relaxation like qualification and age may be granted by the Management subject to ratification by the Governing Body.*

Mode of Selection of Non-Teaching Staff:

All the positions are advertised in the News Papers/websites. After scrutiny of applications received and short listing and selection will be done by a committee (maximum of 6 members) consisting of;

- a) Chairman of Governing Council
- b) Campus Director
- b) Principal
- c) Administrative Officer
- d) Department Head

Intimations are sent to the suitable candidates for a trade test, if necessary, and subsequent personal interview, with the selection committee as above.

SAVING CLAUSE:

Nothing in these rules shall adversely affect the interests of any person who was appointed to the service of the Institute before the commencement of these rules, subject, however, to the condition that such person shall not be eligible hereafter for appointment to any other post in this Institute without possessing or acquiring such qualifications as are prescribed for that post.

5. PAY SCALES AND SERVICE CONDITIONS INCLUDING PROMOTION POLICY:

The pay structure for different categories of teachers and equivalent positions shall be as per AICTE norms.

ALLOWANCES:

(i) Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with those accepted by the Central Government for Central Government employees on the recommendations of 6* Central Pay Commission or as per managements policy.

(ii) For Technical teachers in AICTE approved Institutions and equivalent positions in Library as defined by AICTE, the rates of allowances as applicable to Central Government Group 'A' employees shall be adopted.

(iii) Technical Teachers in AICTE approved Institutions and equivalent positions in Library as defined by AICTE, with visual, orthopedic hearing *or* other disabilities under the provisions of 'Persons with Disabilities (Protection of Rights, Equal Opportunities and Full Participation) Act, 1995' .shall be entitled

to twice the normal rate of transport allowance as accepted by the Central Government on the recommendations- of 6th CPC for Central Government Employees with disabilities.

NOTE: Save as otherwise provided every employee of the Institute shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with the Chairman and a copy thereof shall be furnished to the employee concerned.

PROBATION:

- i) Initially the selected candidate will be appointed on probation for a period of one year from the date of reporting to duty. After which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the Institute framed from time to time.
- ii) If any candidate is appointed on purely temporary basis in a vacancy, the candidate has no right to claim a permanent post. However, such candidates may also apply for permanent post following the regular procedure adopted to the candidates of open competition.
- iii) If a person, having been appointed temporarily to a post, is subsequently appointed on regular establishment, he/she shall commence probation from the date fixed for appointment on probation.
- iv) Any candidate appointed on temporary/ad hoc basis, his/her services can be terminated without any notice and without assigning any reason.

INCREMENTS:

- i) Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increment also. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.
- ii) In all cases, the increment is sanctioned based on the report of the appraisal of the employee by
 - a) Students
 - b) Head of Department
 - c) Principal
 - d) Performance Appraisal

In case of Non-teaching employee, the appraisal is made by

- a) HODs concerned

6. PROMOTION POLICY:

- i) Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

RETIREMENT:

- i) A faculty of the Institute shall be retired on Superannuation when he/she attaining the age of 65 years. All non-teaching and administrative staff shall retire on attaining the age of 60 . Provided that the authority shall have the right to issue orders of premature retirement of an employee who has or not attained the age of fifty eight (60) years for reasons of inefficiency, ill-health and the like.

However, this rule does not apply to those who are appointed on contract basis for whom the Management will decide.

RESIGNATION:

- i) Any member of the Teaching Faculty in permanent service shall give three month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relieving whichever is earlier. Normally they will not be relieved in the middle of a semester.
- ii) Any member of the Support Staff in regular (not temporary) service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier
- iii) Any member of the Non-teaching/Support staff during probation shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
- iv) However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

TERMINATION OF SERVICES OF AN EMPLOYEE:

- i) The Services of temporary employees are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- ii) The Management reserves the right to terminate the service of an Employee whether probationer or regular on medical grounds giving one month notice or in lieu thereof one months' pay.
- iii) The Management may terminate an Employee whether temporary, on probation or permanent if he/she is involved in political activity, or in a criminal case or in the event, it is proved by a competent Committee appointed by the management for this purpose that the Employee has failed to do his duty leading to moral turpitude or negligence of duties.
- iv) A service file shall be maintained in respect of each employee of the Institute where all his/her service particulars shall be recorded under the signature of the Principal or Chairman.
- v) In case of doubt or interpretation of a rule of Marougen Education Foundation, the decision of Chairman will be final and binding.
- vi) Notwithstanding said anything anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vii) The Management, subject to the ratification of the Governing Council, is the Authority for introducing, repealing or amending any service rule it deems necessary for day-to-day administration of the Institute.

7. CODE OF CONDUCT:

- i) An employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or service 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, delivering talks and any other work undertaken with prior permission of the Principal/Chairman.
- ii) Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institute, particularly in his relationship with the Management Staff, Students and Visitors to the Institute.
- iii) 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 object whatsoever except for routine, farewell and felicitation functions connected with the Institute.

- iv) No Staff-member of the Institute shall engage himself/herself in coaching privately, students for any remuneration.
- v) No employee shall, except with the previous sanction of the Chairman, accept any remuneration or honorary work not connected with the Institute.
- vi) No employees shall, except with the previous sanction of the Chairman, own, wholly or in part, conduct or participate in editing or management of any news papers or other periodical publications.
- vii) No employee shall, while being on duty, take part in politics which includes holding office, election or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- viii) No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the Institute to disrepute, nor shall he/she resort to media with his/her grievances.
- ix) An employee shall not, without the knowledge and approval of the Chairman & Management, have recourse to any organization/authority, court, or to the press for vindication of his grievances.
- x) The Governing Body in exercising the provisions of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- xi) No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xii) Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her Superior.
- xiii) No employee shall, after reporting himself/herself for work, be found absent during the period of work assigned to him.
- xvi) No employee shall divulge any information over the business/service activity of MEF and he/she should keep all the information confidential.

However, the above rules do not apply to Employees appointed on deputation, contract basis and for persons appointed temporarily for a specific period.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.

- No outsider shall be allowed to get inside the premises of the Institute without prior permission.
- Any act involving moral turpitude punishable under the provisions of the IPC
- Intemperate habits affecting the efficiency of the teaching work.
- Frequent absenteeism.

Failure on the part of an Employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

8. DISCIPLINARY PROCEEDINGS (As detailed below)

No order imposing any punishment on a Member shall be imposed except after:

- i) The member will be informed in writing by the Chairman or Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii) Such representation, if any, is taken into consideration by the Authority competent to impose penalty.

DISCIPLINARY PUNISHMENTS AND APPEALS:

These rules shall apply to all Employees of the Institute.

The following penalties may, for sufficient reasons be imposed upon the Employees of the Institute namely;

- a) Censure
- b) Fine
- c) With-holding of increments / promotion.
- d) Reduction to a lower post or a lower stage in the time scale.
- e) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders
- f) Suspension
- g) Compulsory Retirement
- h) Dismissal from the services.

Authorities who impose penalties and the Appellate Authority is tabulated below

Sl No	Penalties/ Punishment	Authorities who impose F/P				
		Teaching	Non-teaching	Others	Executive rank (Principal & above)	Appellate
1	Censure	Principal	Principal	Principal	Principal	Chairman
2	Fine	Principal	Principal	Principal	Principal	Chairman
3	Withholding Increment	Principal	Principal	Principal	Chairman	Chairman
4	Withholding Promotion *	Chairman	Chairman	Chairman	Chairman	Chairman
5	Recovery from pay of the whole or part of the pecuniary loss of the institute *	Chairman	Chairman	Chairman	Chairman	Chairman
6	Suspension *	Chairman	Chairman	Chairman	Chairman	Governing Council
7	Compulsory retirement *	Chairman	Chairman	Chairman	Chairman	Governing Council
8	Dismissal from service *	Chairman	Chairman	Chairman	Chairman	Governing Council

Where it is proposed to impose, on an employee, any of the penalties specified, he/she shall be given an opportunity for making any representation that he/she may desire to make, and such representations, if any, shall be taken into consideration before the order, imposing the penalty is passed.

No employee of the Institute shall be dismissed or removed or compulsorily retired or reduced in Rank except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him / her any such penalty, until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.

*The enquiry shall be made by a Board of Enquiry Constituted by the Chairman for the purpose.

Every Employee of the Institute shall be entitled to one appeal from an order imposing on him any of the penalties specified to the Appellate authority.

In case of appeal, the decision of Appellate authority is final.

9. JOB RESPONSIBILITIES OF FACULTY

As per AICTE Pay Commission Recommendations, the Job Responsibilities of Faculty consists of 4 components viz;

- 1 Academic
- 2 Research & Consultancy
- 3 Administration
- 4 Extension Services

Each of them is described below:

ACADEMIC

- Class Room Instruction
- Laboratory Instructions
- Curriculum Development
- Development of Learning Resource Material & Laboratory Development
- Students Assessments & Evaluation including examination work of University
- Participation in the Co-curricular & Extra-curricular Activities
- Students guidance & Counseling & helping their personal, ethical, moral, and overall character development
- Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Continuing Education Activities
- Self development through upgrading qualification, experience & professional activities

RESEARCH & CONSULTANCY

- Research & Development Activities and Research Guidance.
- Industry sponsored Projects.
- Providing Consultancy and Testing Service.
- Promotion of industry institution interaction and R&D.

ADMINISTRATION

- Academic and Administrative management of the Department / Institution.
- Policy Planning, Monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- Design and development of new programs.
- Preparing project proposals for funding in areas of R&D Work, Laboratory Development, Modernization, Expansion, etc.
- Monitoring and Evaluation of academic and research activities.
- Participation in policy planning at the Regional / National level for development of technical education.

- Helping mobilization of resources for the institution.
- Develop, update and maintain MIS.
- Plan and implement Staff Development activities.
- Conduct Performance Appraisal.
- Maintain accountability.

EXTENSION SERVICES

- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D support and consultancy services to industry and other User agencies.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge
- Providing technical support in areas of social relevance.

Any other relevant work assigned by the Head of the Institution.

10(a) WORKING HOURS

Usually from 9 am to 4 pm on all days except on 1st and 3rd Saturday of every month.

(b) TEACHING DAYS

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

(c) WORK LOAD

Workload class-room teaching of a teacher is as per AICTE norms

- | | | | |
|----|---------------------|---|-------------|
| a) | Principal | : | 4 hrs/week |
| b) | Professor | : | 8 hrs/week |
| c) | Associate Professor | : | 12 hrs/week |
| d) | Assistant Professor | : | 16 hrs/week |

In addition to the above class-room teaching, all the above are expected to carry out their duties in academic, Research & Consultancy, Administration and Extension Services. In all totally a minimum of 40 hrs per week.

11. PERFORMANCE APPRAISAL OF EMPLOYEES

Faculty Performance Appraisal Systems consists of:

- Self assessment
- Appraisal by Student
- Result Analysis
- Appraisal by HOD
- Appraisal by Principal

Weightage given to the Appraisals.

In case of Faculty and support staff (who have interaction with students)

- 20% - Self Assessment = 100
- 10% - Student = 50
- 50% - Result = 250
- 10% - HOD = 50
- 10% - Principal = 50
-

In case of other Staff

- Immediate supervisor 50%
- Superintendent/HOD 50%

TRANSPARENCY

The Principal / Head of Department will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for:

- Internal promotions
- Selection to HoDs / Chairpersons of Committees
- Selection Grade promotions
- Eligibility for Study Leave and other benefits

Results of the appraisal will find a place in the Personal file. Non-performance will be suitably dealt with.

12 LEAVE RULES

These rules shall be called T. John Institution Leave Rules and are applicable from 01.04.2013

a) Casual leave:

- All Faculty and staff are eligible for 10 days casual leave in a calendar year.
- Casual Leave can be availed at a time not exceeding two days, including General holidays and Sundays, prefixed, suffixed or occurring in between should be limited to seven days.
- Faculty and Staff who have not completed one year of service can avail casual leave only on a pro-rata basis of 1 day of casual leave in a month after completion of 6 months service.
- Sundays and Holidays availed during the period of casual leave are not counted as part of casual leave and compensatory leave.
- Vacation and On Duty (OD) cannot be combined with casual leave.
- Casual leave not availed in any calendar year cannot be carried over to the next calendar year.
- Half a day casual leave can be availed if an individual starts working immediately after lunch break for the afternoon session or leaving immediately after half day's work in the forenoon and not returning for duty for the rest of the day.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.

- Sundays / public holidays / restricted holidays / weekly offs can be prefixed or suffixed to casual leave.
- Casual leave is availed by individuals only on prior sanction of atleast one day. However, on emergency, the individual can be absent from duty after informing at least by telephone/email/fax to the competent authority and administration office. This is permitted only on emergency. The number of absences will be governed as per the casual leave rules so far mentioned. The competent authority for all employees will be the concerned Principal*. For the Principal, the competent authority is the Campus director.
- Leave cannot be taken for granted as a matter of right. It is only at the discretion of management and also keeping in view the students interests. Leave is granted to the employees upon exigencies.

It is the responsibility of the faculty to make alternative arrangement for the classes the faculty missed because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal.

- The rules and regulations given above may be followed while working out the pay bill for that month.

The Sanctioning authority will be Principal

a) Restricted Holiday (RH):

All staff members both Teaching & Non-Teaching are eligible for two days RH as per the identified festival list of RH which will be issued every calendar year.

The Sanctioning authority will be Principal

b) Vacation Leave

Faculties who have completed one year of service are eligible for a vacation leave of 30 days per academic year. Wherever semester is in place; the faculty / staff shall avail 15 days of vacation in a semester.

The Sanctioning authority will be Principal

The following cadres are classified as Vacation and Non-Vacation staff.

1) Vacation Staff

- 1 Professor
- 2 Associate Professor
- 3 Assistant Professor

II) Non-vacation Staff

- 1 Principal
- 2 Prof & Head of Department
- 3 Chief Accounts Officer
- 4 Administrative Officer/Accounts Officer
- 5 Librarian
- 6 Physical Education Director
- 7 System Administrator
- 8 All Administrative & Accounts Staff
- 9 Network Engineer
- 10 Instructor / Assistant Instructor
- 11 Lab Technician
- 12 Mechanics
- 13 Group D Employees

Procedure of Sanction:

The Principal is authorized to sanction leave to the individual staff on written request subject to the following conditions:

- i) The faculty shall be available for examination work such as Practical examination, Invigilation and valuation work.
- ii) The faculty should be available for any urgent work, if called by the Principal.

c) Marriage Leave:

Staff members both Teaching & Non-Teaching who are getting married are eligible for Marriage leave of Ten (10) days only. They should submit the Leave application enclosing the Marriage Invitation Card for sanction. The faculty should make alternative arrangement for entrusting his / her teaching time/responsibility to any other faculty and he / she has to make up that subject teaching before the Last working day.

The Sanctioning authority will be Principal

d) Earned Leave:

- a. Full time employees (except vacation staff) will earn Earned Leave at the rate of 1½ days for each completed calendar month (excluding probationary period).
- b. Employees can accumulate up to a maximum of 180 days earned leave in their credit after which time the earned leave accumulated will expire. EL can be prorated if necessary. Employees are not eligible for EL during the First year of probationary period. EL can be en-cashed (30 days) once in 5 years which consists of block period. The first block period shall be from 2007-2008 to 2011-2012 and second block period is 2012-2013 to 2016-2017 and so on.

- c. Earned leave can be availed thrice in a calendar year for minimum period of 4 (four) days and maximum of 18 days. In exceptional cases, earned leave beyond the maximum limit can be availed with the approval of the Principal.
- d. Application for earned leave shall be made in advance of one week.

The Sanctioning authority will be Principal. For sanction of encashment of leave, the authority will be the Chairman.

e) Maternity leave:

All married woman employees irrespective of cadre appointed on regular basis and have completed at least 2 years of service with the institute are eligible **for 3 months** of Maternity leave on full pay only once during the entire service period. This leave is not debited to leave account. Leave is eligible only if they do not have more than two children. This benefit will be available only if the employee rejoins and continues her duties immediately on completion of the 3 months.

The Sanctioning authority will be Principal in consultation with Chairman.

f) General Rule

As far as possible, faculty and staff have to avail leave without affecting regular working.

13 CAREER ADVANCEMENT:

As per AICTE norms.

The institute also grants an incentive at Rs.2000/- per month to pursue Ph.d and Rs.1,000/- for pursuing M. Phil.

14 FACULTY DEVELOPMENT

Higher Studies

The faculty is granted study leave for higher studies in the fields of specialization desirable from the point of view of the institution. The said facility is limited to one faculty member every year.

Preference will be given for the doctoral programmes, followed by Master Degree and Second Masters Degree Programmes on execution of a bond to the effect that he/she shall serve the institution for a period of 5 years in respect of Doctoral programmes and 3 years in respect of Master's Programmes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bond executed: and further that

he/she would refund the assured amount on pro-rata basis in case he/she does not serve the Institute for the full period as per the bond on return after successful completion of studies.

Seminars / Workshops / Conferences

Selected staff members are sponsored by the management for seminars, workshops and conferences while meeting the expenses towards delegation fee and also treating the period of absence as "ON DUTY".

As an encouragement to the faculty to present papers in Seminars/Workshops of their interest, the management of T. John Institute is pleased to provide a partial reimbursement of expenses to the faculty, presenting papers in Seminars / Workshops.

The following Incentive per each article published in Journal is also available:-

- | | |
|--------------------------------|--------------|
| a) International level journal | – Rs.5,000/- |
| b) National level Journal | – Rs.3,000/- |
| c) Samyoga | – Rs.2,000/- |

Promotion of Research

The institute aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D work or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.

Staff Development & Training: Support Staff (Administrative)

Arranging in-house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

Staff Development & Training: Support Staff (Technical)

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical area, as required in view of changed curricula (Lab Practicals) and also as suggested by the respective Program Managers and functional heads.

15 WELFARE SCHEMES FOR FACULTY & SUPPORTING STAFF

WELFARE MEASURES

The following are the service benefits and welfare measures extended to the staff of the Institute:

- Free transport facility to & from work.
- Provision of canteen in the campus,
- In the event of death of an employee while in service, an amount of Rs. 10,000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- Educational loan for higher studies in deserving cases.
- Vehicle loan
- Grant of Rs. 5,000/- for marriage of the Administrative Staff, Maintenance, House Keeping staff and drivers
- Interest Free advances during emergency.
50% concession for First child of employee and 25% concession on fees for the second child.
- In the event of death of an employee, while in service his/her dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.
- Reimbursement of part of school fee of the children of lower level staff.
- ESI for the staff drawing up to Rs.15000/-per month.
- Contributing PF to the extent of 12% of pay.
- Uniforms to attenders, drivers, and house keeping staff.
- Reimbursement of part of expenses of faculty attending valuable seminars, conferences etc.
- Reimbursement of conveyance expenses.
- Issue of free Laptops to staff who have completed 3 years of service.
- Grant of extra duty allowance to transport and house keeping staff performing late duty.
- Encashment of accumulated CL/VL.
- Grant of incentives on achieving good results.