

# **EASWARI ENGINEERING COLLEGE**

**BHARATHI SALAI, RAMAPURAM,**

**CHENNAI – 600 089, TAMIL NADU.**



## **Human Resources Policy Handbook**



## HUMAN RESOURCE PLANNING

- 1.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 1.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- 1.1.3 He will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Lecturers required in accordance with the teacher student ratio prescribed herein.
- 1.1.4 The teacher student ratio shall be **1:15** and for this purpose the Professor shall also be included in counting the number of teachers.
- 1.1.5 The minimum contact hours during the week for each category shall be maintained as follows:

Principal	4
Professors	8
Associate Professors	12
Assistant Professors	16

- 1.1.6 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

## RECRUITMENT

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
  - 1.2.2.1 Advertisement in the Newspapers
  - 1.2.2.2 Files maintained for storing the unsolicited applications
  - 1.2.2.3 Campus recruitment
  - 1.2.2.4 District or Special Employment Exchanges
- 1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following processes:
  - 1.2.4.1 Personal Interviews
  - 1.2.4.2 Aptitude tests, including class room demonstrations
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Principal/Chairman /Correspondent in the Form 1 appended to this manual.
- 1.2.7 ME/MTECH 1<sup>st</sup> Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. MSc/MA with additional MPhil Qualification, 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.
- 1.2.8 Ph.D with 1<sup>st</sup> Class in BE/BTECH or ME/MTECH with three years teaching/industry/research experience or ME/MTECH from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**. Existing Assistant Professors in 5<sup>th</sup> pay scale are retained as Associate Professor in 6<sup>th</sup> pay implementation. However, they are advised to complete their Ph.D. at the earliest.
- 1.2.9 Ph.D with 1<sup>st</sup> Class in BE/BTECH or ME/MTECH with ten years teaching/ industry/ research experience or ME/MTECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.

## ORIENTATION

- 1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- 1.3.2 The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.
- 1.3.3 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 1.3.4 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 1.3.5 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- 1.3.6 The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.



## 2.1 POSITIONS AND PAY SCALES

2.1.1 The College will have the following positions of hierarchy in the teaching departments:

- a. Principal
- b. Professors
- c. Associate Professors and
- d. Assistant Professors

2.1.2 In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

- a. Administrative Officer
- b. Accountant, PA to Principal/Chairman, Clerical Assistants
- c. Office Assistants.

2.1.4 The Scales of pay for various teaching positions will be as follows:

- a. Principal and Special Positions....

*Pay as per AICTE norms, commensurate with the qualifications and experience*

- b. Professor - Rs 37,400 – 67,000- Grade Pay 10,000.
- c. Associate Professor Rs 37,400 – 67,000 – Grade Pay 9000.
- d. Assistant Professor (S.G).Rs 15,600 – 39,100 – Grade Pay 8000.
- e. Assistant Professor(Sr.G).Rs 15,600 – 39,100 – Grade Pay 7000.
- f. Assistant Professor(O.G)Rs 15,600 – 39,100 – Grade Pay 6000.

2.1.4 Scales of Pay for non teaching positions shall be as follows:

- a. Programmer – Rs.8000-275-13500.
- b. Technical Assistants – Rs.4000-100-6000.
- c. Lab Assistants – Rs.3200 – 85 – 4900.
- d. Administrative Officers – Rs.8000 – 275 – 13500.
- e. Librarians – Rs.8000 – 275 – 13500.
- f. Assistant Librarians – Rs.6500 – 200 – 10500.
- g. Managers/Assistant Managers – Rs.6500 – 200 – 10500.
- h. Accountant / Cashier – Rs.5500 – 175 – 9000.
- i. Junior Asst./Steno – Rs.4000 – 100 – 6000.
- j. Attender – Rs. 2550 – 55 – 2660 – 60 – 3200.
- k. Gardener / Scavenger – Rs. 1325 – 125 – 1825.

## **2.2 DEARNESS ALLOWANCE**

- 2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties.
- 2.2.2 Management can also decide other allowances for Professor, Principal and Special posts.

## **2.3 YEARLY INCREMENTS**

- 2.3.1 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
- 2.3.2 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.
- 2.3.3 Staffs are not eligible for increment who have been found guilty of misconduct and liable for penalty during the service.
- 2.3.4 Staff cannot claim Increment every year as a matter of right and / or the quantum of increment & it is the discretion of the Management and based on the financial viability.

## **2.4 BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF**

- 2.4.1 Employees Provident Fund (EPF).
- 2.4.2 Group Insurance.

