HR POLICY

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PREPARED BY	VERIFIED BY	APPROVED BY
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HR MANUAL

SECTION 1

INTRODUCTION

I. PREAMBLE

The Farouk Educational Trust (FET) is a registered public Charitable Trust / Society established by the founder and chairman Er. B. Mohamed Farouk in the year 2003. The main objective of the trust is to render social services towards nation-building. The trust has been contributing in the field of School Education, Higher Education, Medical Services and other related actives. The trust is committed to educate aspiring youth and support social issues that will transform life and communities.

To create a sustainable world for the future generations, the trust has been promoting six Higher Educational Institutes and two Higher Secondary Schools in union territory of Pondicherry and Tamilnadu.

II. VISION AND MISSION OF THE INSTITUTION

VISION

Our most important responsibility is to provide an excellent Value-added education for our students, one that recognizes and embraces the importance of interdisciplinary collaborations to define and solve fundamentally important problems and to respond to national and international needs. We will have a positive impact on the world through excellence in education, research, engagement and economic development programs and by preparing students for leadership roles in a diverse and global society.

MISSION

Our mission is to do purposeful work that impacts our global society. This important work includes:

- Providing an excellent education for students.
- Generating new knowledge, by kindling their insights.
- Applying that knowledge to develop and implement solutions for global problems.
- Working with internal and external partners to conduct meaningful engagement.
- Stimulating local, regional and global economic development.

III. CORE VALUES

- Student-Centered: We are committed to quality professional education, inquiry and service in order to meet students' changing needs. We foster lifelong learning, civic and social responsibility, leadership, and individual and career growth.

- Learning-Centered: We nurture intellectual flexibility, knowledge and skills by integrating teaching, research, assessment and learning to promote continuous improvement of our scholarly community.

- Excellence: We pursue excellence within the campus through opportunities for achievement in teaching, research, scholarship, creative activity and service.

- Diversity: We embrace diversity in all of its dimensions realizing that mutual respect for individuality and the inclusion of all are vital for both personal and institutional success.

- Service: We support and recognize service at all levels of the college. We strive to contribute to the benefit of the state, the nation and the world.

- Integrity: We hold high standards of character and integrity as the foundations upon which the institute is built.

IV. QUALITY POLICY

The Quality Policy of RAAK College of Engineering and Technology is a cornerstone of its commitment to providing a premier educational experience. At RAAK College, we are dedicated to upholding the highest standards of academic excellence, ensuring that our students receive a rigorous and comprehensive education that prepares them for successful careers and lifelong learning. We continuously strive to enhance the quality of our programs, facilities, and services through ongoing assessment, evaluation, and improvement initiatives.

Our Quality Policy places a strong emphasis on student success and satisfaction. We are deeply committed to supporting our students throughout their academic journey, providing them with the resources, guidance, and opportunities they need to thrive academically, professionally, and personally. We believe that by fostering a supportive and enriching learning environment, we can empower our students to reach their full potential and achieve their goals.

This will be achieved through

- Well framed syllabus to satisfy the Global Standards and Industry requirements.
- Continuous evaluation and enhancement of programs.
- Ongoing faculty development and training.
- A student-centered approach, incorporating feedback.
- Encouraging research and innovation among faculty and students.
- Establishing strong partnerships with industry.
- Upholding ethical governance and transparency.
- Active community engagement.
- Integration of technology to enhance learning and operations.

V. HUMAN RESOURCES MANAGEMENT POLICY

The Human Resources Management Policy of RAAK College of Engineering and Technology is designed to ensure the effective recruitment, development, and retention of a highly skilled and

motivated workforce. Central to this policy is the commitment to creating a positive and inclusive work environment where all employees are valued, respected, and given equal opportunities for professional growth and advancement.

Objective

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels, as mentioned below:

- Recruitment of the different categories of staff.
- Defining roles and responsibilities.
- Training and positioning
- Appropriate compensation & incentives
- Improving the performance and effectiveness
- Maximizing the efficiency through enhancing knowledge, skills and attitudes
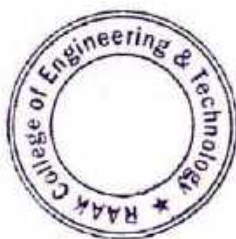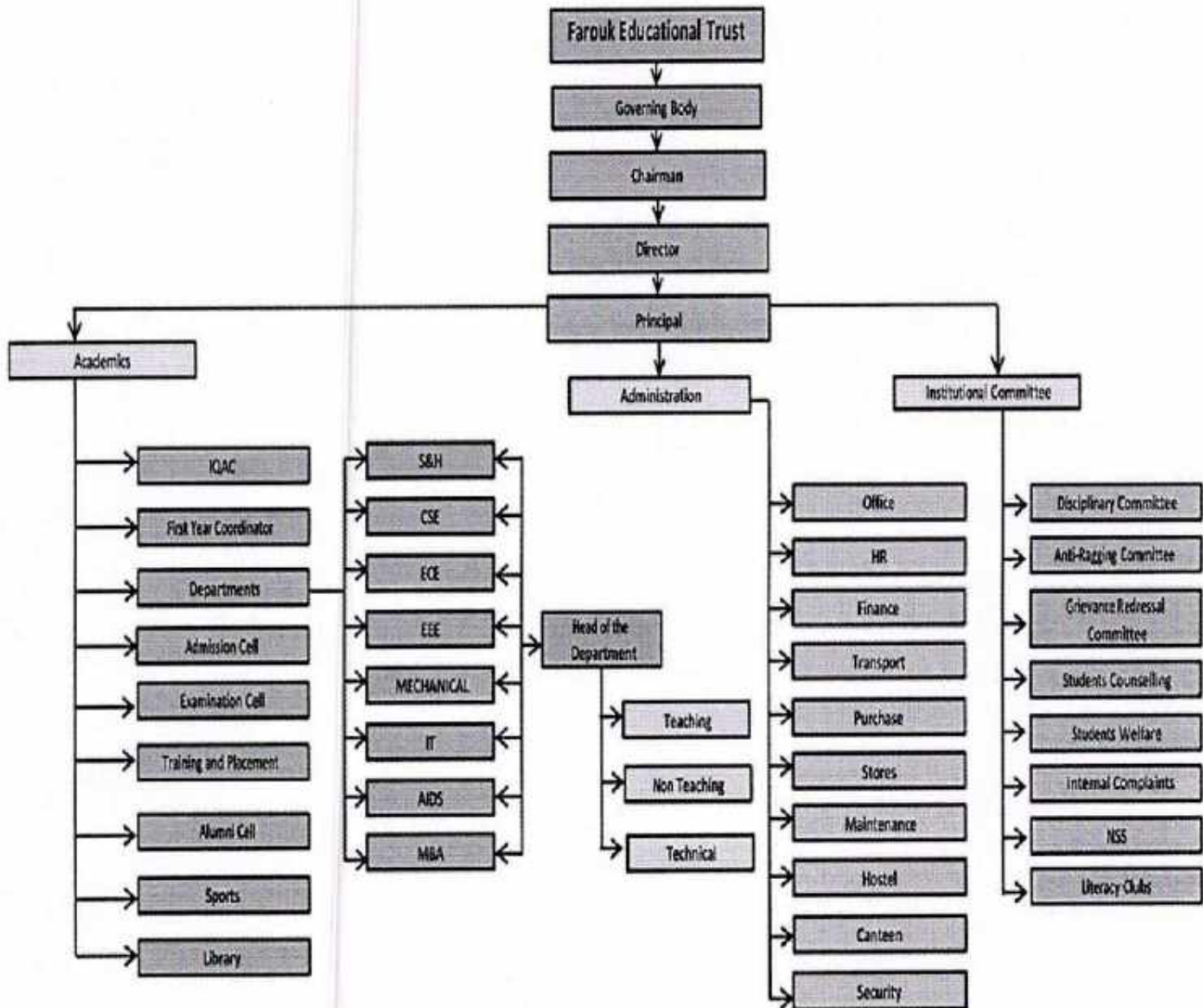- Creating comfortable working conditions.

VI. ORGANOGRAM

RAAKCET ORGANIZATIONAL CHART

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                          Farouk Educational Trust
                                   │
                              Governing Body
                                   │
                               Chairman
                                   │
                               Director
                                   │
                               Principal
        ┌──────────────────────────┼──────────────────────────┐
     Academics                Administration          Institutional Committee
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Academics	Departments	Head of the Department	Administration	Institutional Committee
IQAC	S&H	Teaching	Office	Disciplinary Committee
First Year Coordinator	CSE	Non Teaching	HR	Anti-Ragging Committee
Departments	ECE	Technical	Finance	Grievance Redressal Committee
Admission Cell	EEE		Transport	Students Counselling
Examination Cell	MECHANICAL		Purchase	Students Welfare
Training and Placement	IT		Stores	Internal Complaints
Alumni Cell	AIDS		Maintenance	NSS
Sports	MBA		Hostel	Literacy Clubs
Library			Canteen	
			Security	

SECTION 2

RECRUITMENT, APPOINTMENT, INDUCTION AND TRANSFER

I. PLANNING FOR HUMAN RESOURCES

In order to effectively manage human resources at RAAK College of Engineering and Technology, a comprehensive approach encompassing recruitment, training, development, and retention strategies is essential. Firstly, the college should focus on attracting and selecting highly qualified faculty and staff members who not only possess the necessary academic credentials but also demonstrate a commitment to the institution's values and mission. This can be achieved through targeted recruitment efforts, including partnerships with professional organizations and universities, as well as utilizing online job portals and social media platforms. Additionally, fostering a positive work environment and providing competitive compensation and benefits packages are crucial for employee satisfaction and retention. Regular performance evaluations and feedback mechanisms should also be established to recognize and address any areas needing improvement. By prioritizing these initiatives, RAAK College can cultivate a talented and motivated workforce dedicated to delivering quality education and fostering academic excellence."

II. CLASSIFICATION OF HUMAN RESOURCE IN RAAKCET

RAAKCET recognizes the following classification of its staff.

a) **Regular Employee:** One who holds permanent post in the organization and whose appointment has been confirmed in writing by the appointing authority.

Categories of Employees at RAAKCET are divided into:

a) *Teaching Staff:* Deans, Directors, Principal, Professors, Associate Professor, Asst. Professors

b) *Technical Support Staff:* System Administrator, Computer Programmer, Lab Assistants and Lab Attendants, Electricians, Drivers, Physical Education Director and Librarian.

c) *Administrative Staff:* Administrator, Director, Principal, Office Manager, Accounts Manager, Office and Accounts staff, Library staff, Hostel Wardens / Staff, and Project Staff, Academic and Controller of Examination Staffs, Workers, House Keepers etc.,

b) **Contract Employee**: One who is employed due to his/her experience and expertise on a contract for a specified period, or for specified work not exceeding two years but can be extended for a mutually agreed upon period based on the performance evaluations review and the needs of RAAKCET at that point of time. Contract employees are governed by the terms and conditions offered to him/her at the time of appointment.

c) **Temporary Employee:** One who is appointed either to fill a regular position, which is temporarily in nature.

d) **Visiting Faculty:** Any faculty engaged from time to time as visiting faculty.

e) **Any other class of Employee:** Any other category of employees can be engaged from time to time as requirements of the institution and are governed as per the terms given.

III. APPOINTING AUTHORITY

a) **Appointment of Principal & Secretary/ Director:** The authority as decided by the Farouk Educational Trust from time to time.

b) **Appointment of Faculty / Support Staff / Employees:** All other staff of RAAKCET will be appointed by the Principal & Secretary/ Director on behalf of the Board of Trustees. The Board of Trustees be briefed of staff requirements, appointments and other details on a routine basis.

IV. HR IN-CHARGE (HRIC)

(i) The Principal & Secretary/ Director shall be the in-charge of HR Management.

(ii) Any other person who is expressly appointed / delicate with powers to manage the HR related responsibilities.

V. RECRUITMENT POLICY & PROCESS

Job Analysis, Job Description and Terms of Reference

All positions in the organization shall be based on a need assessment and work analysis. The Principal &Secretary/ Director together with the HoD concerned will determine the need to open a new position or to close an existing position. Each job and position need to be analyzed in terms of job content and broken down to knowledge and skill requirements. However, this analysis will be done by Secretary/ Director and HoDs as per the laid down procedures from time to time. Recruitment is done as per the norms. The Job description and Terms of References are as per the regulations in force from time to time and intimated to the appointees at the time of offer of appointment.

General Criteria Governing Recruitment

(i) **Age:** For any post including Assistant Professors, Associate Professors and Professors, the person recruited should not be above 58 (Fifty-Eight) years.

- The minimum age for recruitment is 18 years.
- RAAKCET does not permit child labour in any
- Maximum Age limit for teaching staff engaged on contract shall be up to 70 years and for non-teaching shall be 65.
- RAAKCET reserves the right to do a background check on any person selected for employment.

(ii) **Assessment Process:**The assessment process consists of either or both Skill Test and Interview, based on need. Non-teaching staff shall be recruited based on the assessment of their skills and references.

(iii) **Checking of References:** The college reserves the right to do reference checks with the referees given / obtained from the candidate. As a policy, RAAKCET will contact the current employer as a part of reference check.

(iv) **The Offer Letter:** Upon finding the references to be satisfactory, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing.

(v) **Letter of Appointment:** The selected candidate must bring the relieving order from the previous organization before joining duty, if previously appointed. An appointment letter

duly signed by the Appointing Authority is issued to the candidate subject to the reference checks.

(vi) Joining Report: On joining, the candidate should give the joining report duly filled and signed before the Principal & Director/Secretary / HRIC.

(vii) Redeployment / Transfer: RAAKCET enjoys the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another.

(viii)   Probation and Confirmation:

    (i) All new staff will initially be on a probation period. It shall be 12 months.

    (ii) The HoDs concerned are responsible to conduct monthly review and report to the Principal & Secretary/Director/ HRIC. The Principal &Director/ Secretary will decide on the confirmation or termination of the probationer.

    (iii)Principal &Director/Secretary enjoys the right to waive Probation period in the case of experienced staff chartered by the organization. Expertise/experience/competence of the staff and the reason for waiving probation should be documented.

    (iv)Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion.

(ix) Personal File: A personnel file shall be opened for all employees. The personnel file shall contain the following:

    i.   Application of the candidate
    ii. Bio-data
    iii. Two colour passport size photograph
    iv. Copy of certificates of birth, education and AADHAR ID
    v. Written comments of reference, if any
    vi. Appointment letter / Contract letter
    vii. Joining Report
    viii. Relieving letter or experience certificate from the previous employer or last employer
    ix. Letters of annual salary revisions & copies of performance appraisal.

(x) Training and Development & Induction of Staff: All newly joined employees shall upon completion of the formalities undergo appropriate training and induction programmes, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff.

(xi) Identity Card: All RAAKCET employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. Principal & Director/Secretary (or) HRIC will issue these cards to new staff within 15 days of their joining the organization. At the time of cessation of service, employees are required to return their Identity Card to the organization which should be destroyed by Principal & Director/Secretary (or) HRIC immediately. HRIC keeps a register for issuing ID Card.

SECTION 3

SALARY/ WAGE/ WELFARE MEASURES

SALARY

i) Basic Pay and allowances

a) RAAKCET shall pay wages including allowances to its employees as per the agreement / appointment order.

b) Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 7th working day of the following month.

c) Payments of Monthly Salary shall be made after deductions under statutory provisions.

ii) Wage Fixation

a) Faculty: The Management shall respect the practice of Grades and varying Scales for regular staff on service. Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

b) Non-Teaching Staff: Scales of Pay & Grade is based on their qualification and experience. Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

iii) INCREMENT POLICY

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that enhancing compensation shall be through annual increment based on performance evaluations.

iv) PROVIDENT FUND

RAAKCET is committed to comply with statutory provisions of Employees Provident Fund. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization.

v) WELFARE MEASURES

RAAKCET are designed to prioritize the well-being and satisfaction of our faculty and staff members. We understand that a supportive and nurturing environment is essential for fostering academic excellence and achieving organizational success. Therefore, we have implemented a comprehensive range of initiatives to address various aspects of employee welfare. All the staff members in RAAKCET, irrespective of their cadre enjoy the following welfare measures: ESI, PF and Maternity Leaveetc.
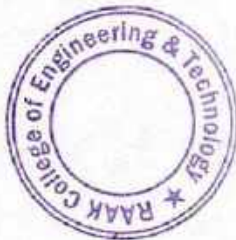
SECTION 4

LEAVE RULES

I) LEAVE POLICIES FOR FACULTY & TECHNICAL STAFF:

i) As per the norms/requirement of approving/affiliating bodies (like AICTE/UGC/PU/RAAKCET), **minimum 240 working and 180 teaching days are** required. In view of this, leave rules are being framed as given below.

ii) No leave shall be claimed as a matter of right by an employee. The Principal reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/ in the interest of the Institutions. The leave application should be submitted to the concerned HOD for the recommendation and then to the Principal for approval.

iii) Employee must inform his / her Reporting Authority if he / she won't be coming to work due to any reason or emergency – immediately he / she is coming to know about his emergency. Leave application must be submitted on or before next working day. In case of failure to produce the leave application, itshall be treated as Leave on Loss of Pay

iv) The academic year stars from **1ˢᵗ July of a calendar year to the 30ᵗʰ June** of next calendar year.

v) No kind of leave shall be admissible to casual and part time employees, if any. Adhoc/ purely temporary employees shall be entitled for consideration only for casual leave.

vi) The **sandwich leave policy** is applicable, (i.e.) the non-working weekend days get added to the total leaves if an employee takes leave in the midst of two general leaves or his leaves fall near to the week off. Example, an employee takes leave from 15ᵗʰOct 21, i.e., Friday to 18ᵗʰ Oct 21 i.e., Monday, and 17ᵗʰ being Sunday, under the sandwich rule, the total leaves of Employee shall be counted as 4 days instead of 2 days. Here, the employer or management can deduct leave taken by an employee for both Saturday (a working day) and Sunday.

vii) No member of staff **will leave campus** at any time whether on leave or otherwise without the prior permission. The application for leaving campus must be submitted and got sanctioned before proceeding on leave.

viii) Employees may require to work on weekly off, Holidays and on non-working days as per the requirements. In an event employee are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmes/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., employee shall attend duties without fail and no extra remuneration will be payable for the same. In such scenario, **Compensatory Benefits policy shall be applicable**.

ix) It is mandatory for all the Employees to mark their attendance daily in Attendance Register.

x) All Employees should mark their attendance daily in the morning and in the evening in Biometric Attendance system as per given instruction.

xi) Employees should mark their attendance in Bio-Metric Attendance system every time going out of Institute for official or personal work and when back to Institute.

xii) The attendance shall be verified and calculated based on attendance records present in Attendance system. (Bio Metric Attendance system and / or Attendance register as per the applicability)

xiii) Any attendance records in the register found tempered (i.e. re-writing with on white Ink, cancelling and re-writing) shall attract that Days absent. Under no circumstances the same shall be reversed.

xiv) Leave account shall be maintained for each employee by the HR Office.

xv) Leave status can be ascertained by the employee from the HR Office.

II) KINDS OF LEAVES ADMISSIBLE TO FACULTY & TECHNICAL STAFF:

The following kinds of leaves shall be admissible:

1. CASUAL LEAVE:

a) Casual Leave is intended to meet urgent, personal requirement / circumstances.

b) Maximum of 12 days during a year at the rate of 1 per month.
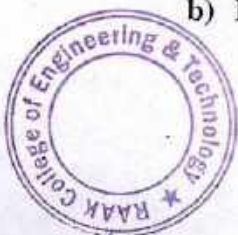
c) Casual leave will not be carry forwarded (i.e) corresponding month CL must be availed on the same month)

d) Casual leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.

e) Application for leave is ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of Principal.

f) Casual leaves will lapse after expiry of Academic year.

2. SECOND SATURDAY:

a) Second Saturday of the month shall be off day.

3. FIFTH SATURDAY:

a) Fifth Saturday fall in any month shall be off day.

4. MEDICAL/SICK LEAVE:

a) An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious diseases forcing him/her on bed rest. However, the Competent Authority will examine seriousness of incidence and his/her decision will be final.

b) Medical Leave without pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.

c) The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.

5 MATERNITY LEAVE:

a) Maternity Leave facility will be admissible to only those female employees who have completed one years of service in the Institute.

b) A female employee shall be eligible for 6 months Maternity Leave

c) A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

6 VACATION:

a) A faculty and technical staff will be entitled for a **total of 30 days'** vacation in maximum of 02 (Two) slots during summer and winter in the academic year.

b) **A minimum of one-year service** will be needed in the Institute to avail full winter or summer Vacations. One year will be counted from July to June for entitlement of Summer/Winter vacations.

c) Employee who have not completed one year of service will be entitled for summer/winter vacations on prorate basis (1 leave for every completed month of service). In this case if employee joined before 15 of any month than only she/he will entitled for summer/winter leave for that month.

d) Sundays, holidays and off days falling in between leave shall be counted as a part of the vacation leave.

e) Availing Vacation is not a right of a faculty member /teaching supporting staff. Head of the Department can recommend detention of any faculty member / teaching supporting staff. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.

f) All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members/ teaching supporting staffs in batches such that during Vacation adequate (50%)faculty members/ teaching supporting staffs will always be available for College/Department work.

g) Faculty members/ teaching supporting staff who are under notice period are not eligible for vocations.

7 OD/ DL:

a) **OD – Official Duty:** An employee who has gone for official work, assigned by the Principal / Management in the interest of Institute will be treated as on official duty

b) **DL- Duty Leave: 12 Days for academic year (6 days per semester)**

Duty Leaves will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned

person. The forwarding authority shall ensure alternative arrangement made before forwarding the application for such leave.

DL may be granted to the Teaching Faculty for:

1. Attending conference / seminar / workshop in an academic year.
2. Delivering lectures at other Colleges or Universities on invitation.
3. Conducting Examination/related works of Universities/ Institutions.

(Attendance certificate must be submitted for Duty leave)

8 STUDY LEAVE:

a) A request of faculty member may be considered for study leave for Pursuing part time P.G / Ph.D. programme.

b) A faculty member shall have to sign a bond on a Rs. 100/- non-judicial stamp paper to serve the College for a least three years to avail Study Leave for regular/part-time Ph.D. programme and two years for regular/part-time PG programme after availing the Study Leave.

c) A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.

9 COMPENSATORY LEAVE:

Ordinarily no compensatory leave will be generated for routine work however, in case of emergent or issues / reasons decided by the Competent Authority compensatory may be generated.

10 PERMISSION / GRACE PERIOD:

a) Two 1-hour permission per month may be allowed. Two 1-hour permissions can't be combined.

b) Three 10 minutes grace period per month may be allowed for biometric late attendance and it cannot be combined

c) Any employee coming after grace time shall be considered as late.

d) Three (3) late marks shall attract deduction of a half day's leave

11 HALF DAY

Half day shall be defined as 4 hours of work excluding the lunch

12 LEAVE ON LOSS OF PAY (LLP):

a) If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority shall be treated as Leave on Loss of Pay.

b) If the Competent Authority finds that the employee has absented intensely to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave then, such act shall invite disciplinary action as deemed fit.

SECTION 5

OFFICE DISCIPLINE AND DECORUM

I. DUTIES AND RESPONSIBILITIES OF THE DEANS / DIRECTORS/ SECRETARY / HEADS / FACULTIES

For faculty members, the duties and responsibility are as per the norms of the UGC / Pondicherry University. However, any additional work allocated by the principal in view of college / student development and at the time of exigencies, the staff members must complete that additional work as directed by the Principal and Secretary.

II. CONFLICT OF INTEREST

A conflict of interest could be defined as a situation that arises when a decision making authority is seen to have a personal stake in the outcome of the decision itself. This policy covers various situations, which a RAAKCET employee may face in the areas of financial control, personal integrity, conflicts etc. and the role which they should play in such circumstances. This policy provides a common code of conduct, which should be adhered to by all RAAKCET employees. The activities of RAAKCET employees must be lawful and free of conflicts with their responsibilities. They are not to misuse RAAKCET resources or influence, or discredit the good name and reputation of the organization. It is the policy of RAAKCET that no employee shall take any action or make any statement intended to influence the action of another, including donors and beneficiaries, to benefit the private interest of the employee or the employee's family members, rather than the interest of the RAAKCET.

III.SUSPENSION

On receipt of a report in writing from the Principal or HRIC, the competent authority may suspend an employee for any act of alleged misconduct, pending domestic enquiry. During the period of suspension, the employee shall not leave station except with the written permission of the Management.

IV.PUNISHMENTS

Upon completion of enquiry and in the event of the employee being proved to have committed offence, the punishments will be awarded according to the gravity of the offence, inviting maximum penalty, in which the concerned staff will be dismissed from service. The likely order of punishments is:

a) Withhold the Increment (cumulative/without cumulative)

b) Barring the Promotion

c) Such other punishments ordered by the Principal & Secretary

d) Dismissal.

V. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

RAAKCET work places must be totally drug free and all staff member shall strictly abide by any law relating to intoxicating drinks or drugs in force in all the workplaces of RAAKCET.

VI.DISCIPLINARY ACTION

RAAKCET reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.

VII. CODE OF CONDUCT FOR TEACHING & NON-TEACHING STAFF

- Teaching & Non-Teaching staff should remain on duty in the college from 8.30 am to 5 pm. They shall not leave the college premises without permission before 5 pm.

- Every Teaching & non-teaching staff employed shall discharge his/her duties meticulously and efficiently and shall conform to the rules and regulations of the college.

- Teaching & Non-teaching staff shall respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.

- Teaching & Non-Teaching staff must always wear their identity cards during working hours.

- Non-Teaching Staff shall maintain honesty, integrity and equality in all activities.

- Teaching & Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.
- Teaching & Non-Teaching Staff assigned to laboratories should be responsible for the cleanliness and maintenance of the labs.
- The staff has to carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
- The staff should take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.

VIII. HARASSMENT

RAAKCET Management is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honour of employees will be permitted and tolerated. Harassment of any sort – verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

IX. SEXUAL HARASSMENT

The Policy on Prevention of Sexual Harassment at Workplace declared by the RAAKCET is in place and framed as per the statutory requirements / the orders passed by the Supreme Court of India. The definition of sexual harassment, mode of complaint, enquiry procedures, punishment, etc are as per the policy declared by RAAKCET. Zero percent tolerance with immediate termination, if found.

X. PENAL ACTIONS

The following steps are to be followed with regard to all disciplinary actions:

- Verbal Warning
- Written Warning (Memo)
- Show cause notice

XI. TERMINATION OF SERVICES

Termination of services at RAAK College of Engineering and Technology (RAAKCET) is conducted with careful consideration and adherence to established policies and procedures. Instances leading to termination may include breach of conduct, failure to meet performance standards, or organizational restructuring. Prior to termination, employees undergo counseling and performance improvement plans when appropriate. Termination decisions are made in accordance with legal requirements and with sensitivity to the affected individual's circumstances. RAAKCET is committed to handling terminations with professionalism, fairness, and respect for the dignity of HRIC members.

XII. DOCUMENTS TO BE SUBMITTED ON SEPARATION FROM RAAKCET

In the event of separation from RAAKCET the following documents are required to be submitted by the staff:

i)   In case of resignation, letter of resignation

ii) Non Due Certificate

iii) ID Card issued from the RAAKCET

iv) Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on date.

v) Other Properties of RAAKCET in the possession of the individual.

RAAKCET must provide Experience Certificate/ Service Certificate to Staff on the event of his/her separation on his/her written request. However, RAAKCET retains the right for withholding certificates in situations including, but not limited to, failure on the part of staff to return to RAAKCET its property or reconcile all outstanding payments, failure of the staff to produce the Non-Due Certificate etc.

SECTION 6

GENERAL

I. MONITORING AND EVALUATING

RAAKCET is vital for ensuring alignment with the institution's mission, values, and culture. This involves regularly reviewing performance metrics, gathering feedback, conducting compliance checks, and benchmarking against industry standards. By fostering a culture of continuous improvement and aligning HR practices with organizational goals, RAAKCET can enhance effectiveness, remain competitive, and meet the evolving needs of its stakeholders.

II. POLICY PRACTICE COMPLIANCE AUDIT

i) Policy practice compliance will be assessed through regular, structured HRM audits.

ii) Reviews will be conducted once every three years.

iii) Review teams may include peers from within RAAKCET, including senior staff members, relevant staff members from partner organizations, external experts.

iv) These reviews shall be in consistent with Accountability, Learning and Planning processes.

III. AMENDMENTS

These rules and regulations may be amended, altered or rescinded at any time by the Governing Body and shall be superseded by such amendments. Amendments if any shall be communicated to all employees by a notice issued by the Principal &Director/Secretary in this regard.

VI. JURISDICTION

All disputes related to these rules may be deemed to come under the jurisdiction of the courts of law and hence the organisation may sue and be sued only within the jurisdiction of the courts of law.

V. CODE OF CONDUCT FOR PRINCIPAL

The Principal of an Institution should always be fair, honest, objective, protective, supportive and law abiding. The Principal has to

- Outline a policy and plan to execute the vision and mission of the institution.
- Provide leadership, direction and co-ordination within the Institution.
- Plan the budgetary provisions and go through the financial audited statements of the Institution.
- Ensure that the long-term and short-term development plans of the Institution are duly processed and implemented through relevant authorities, bodies and committees.
- Direct and monitor the administration of the academic programmes and general administration of the Institution.
- Ensure that quality in education and academic services is maintained for continuous improvement. Promote industry institution interaction and inculcate research development activities.
- Form various college level committees which are necessary for the development of the Institution.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Take necessary action as and when required to maintain discipline in the Institution.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Listen to the student's ideas and set a supportive tone.
- Empower all the staff and students to reach their maximum potential.
- Submit annual report on the progress achieved in different developmental and collaborative programmes to the various Committees and Management.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.

- Carry himself with the highest integrity and exhibit outstanding and strong leadership skills.

VI. ROLE OF DEAN/DIRECTOR/SECRETARY

- Academic administration of the departments under his/her control.
- Assist the Principal in all matters of academic interest.
- Voice his/her view or opinion in all matters of academic interest when discussions take place at a higher level.
- Evolve strategies and action plans in coordination with concerned HODs for the development and quality improvement of the department.
- Initiate the introduction of innovative features in the curriculum and periodic revision of the curriculum befitting the current trends and demands of the industry and the employment market.
- Be aware of the various requirements of different courses as per the Pondicherry University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the college.
- Compute the manpower requirements as per work load of the department under his/her control along with the HOD and recommend the staff requirement to the Principal.
- Monitor the functioning of each department under his/ her control, and act as a strong interface between the Principal and HODs in implementing policies and programs formulated for improving the quality and effectiveness of teaching – learning process.
- Enrich the quality of academic life by helping to organize guest lectures, seminars, conferences, industry visits and encouraging the staff to bring out publications and participate in seminars, conferences and workshops and undertake research by tapping funding sources.
- Motivate and train the newly recruited members of the faculty. Oversee and monitor the faculty during the lecture hours and give constructive suggestions for their improvement.
- Make periodic assessment of teaching faculty particularly the new entrants and submit a report with suggestions / remarks to the Principal.

- Oversee the effective conduct of stay back hours, extra classes, PACE classes, career guidance and placement programs for the benefit of the students in coordination with training and placement cell.

- Interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with the Principal.

VII. ROLE OF HODs

- Academic administration of the departments under his/her control.

- Assist the Dean in all matters of academic interest.

- Contribute in evolving strategies and action plans for the development and quality improvement of the department.

- Introduce innovative features in the curriculum and revise periodically revision of the curriculum befitting the current trends and demands of the industry and the employment market.

- Be aware of the various requirements of different courses as per the Pondicherry University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the college.

- Work out the manpower requirements as per work load of the department and recommend the staff requirement to the Principal through the Dean/Director/Secretary.

- Ensure the quality and effectiveness of teaching – learning process.

- Organize guest lectures, seminars, conferences, industry visits and encourage the staff to bring out publications.

- Depute staff to participate in seminars, conferences and workshops and motivate them to undertake research by tapping funding sources.

- Oversee and monitor the faculty particularly the new entrants during the lecture hours offer suggestions for their improvement.

- Ensure effective conduct of stay back hours, extra classes, career guidance and placement programs in coordination with training and placement cell.

- Interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance and monitor general discipline of the students inside the campus.

VIII. CODE OF CONDUCT FOR FACULTY MEMBERS

- Each faculty member should perform all professional activities through proper channel and extend cooperation to his/her colleagues and higher authorities.

- Each faculty member shall conduct himself/herself with absolute dignity and decorum in dealing with the superiors, colleagues and students at all times.

- Each faculty member should attend the college neatly dressed and follow dress regulations.

- Faculty members must always wear their identity cards while inside the college premises.

- Faculty members are barred from using cell phones while taking classes, engaging in examination duties and while attending meetings.

- No faculty member shall absent himself/herself from duty at any time without prior approval.

- Any instruction issued by the competent authority by way of circulars from time to time must be complied with.

- Faculty members are expected to be punctual in going to the classes, attending meetings, invigilation, college functions and attend celebrations.

- Faculty members should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.

- Faculty members shall not provoke or instigate any student or staff against other students, colleagues or administration.

- Faculty members shall not by act or deed, degrade, harass or insult any other person for any reason or act in a manner inappropriate to the teaching profession.

- Faculty members shall not discriminate any student on grounds of caste, creed, religion, gender, nationality or language.

- Faculty members shall not demonstrate favoritism in assessment of students deliberately over marking, under marking or attempt at victimization on any grounds.

- Faculty members shall neither disclose confidential information about students to anyone nor disclose confidential information from Management to students.
- Faculty members shall not accept fees or honorarium, gift, etc., from the students.
- Faculty members shall respect the prerogative of parent/guardian to look after the interest of the student.
- Faculty members shall not misuse or carelessly use amenities provided to him/her by the Institution to facilitate the discharge of his /her duties
- Each faculty member shall set an example to his/her colleagues and students.

IX. CODE OF CONDUCT FOR NON-TEACHING STAFF

- Non-Teaching staff should remain on duty in the college from 8.30 am to 5 pm. They shall not leave the college premises without permission before 5 pm.
- Every non-teaching staff employed shall discharge his/her duties meticulously and efficiently and shall conform to the rules and regulations of the college.
- Non-teaching staff shall respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff must always wear their identity cards during working hours.
- Non-Teaching Staff shall maintain honesty, integrity and equality in all activities.
- Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.
- Non-Teaching Staff assigned to laboratories should be responsible for the cleanliness and maintenance of the labs.
- The staff has to carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
- The staff should take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.

X. STUDENT RULES AND REGULATIONS

1. BEHAVIOUR

The foremost objective of education is moulding the character. The college lays great emphasis on decent behaviour of every student.

- Students should attend college neatly and decently dressed.
- Any student found guilty of offending a staff member will be dealt with seriously and if necessary, the punishment may lead to suspension or dismissal from the college.
- In the intervals or during the unexpected absence of the teacher concerned, students should remain silent in the class rooms. •
- Students should not loiter in the verandahs, sit on the steps of the portico.
- Students are not allowed to roam about the campus when a class is cancelled. They should remain in the class room or in the library reading silently.
- Smoking is prohibited inside the college premises.
- Students who are found using drugs or in a drunken state will be summarily dismissed from the college.
- Students should abstain from participating in party and communal politics.
- Students should park their vehicles in the space meant for parking.
- For any function, conference, meeting or any gathering of the kind, students should get prior permission of the Principal.
- The Principal has the absolute right to penalize or suspend or dismiss any student found guilty of gross misconduct inside or outside the college campus.
- Students should attend classes well on time.
- Scribbling on the walls & desks or doing any other kind of damage to the college property is strictly prohibited.
- Students will be held responsible for any such wanton damage and they will be severely penalized.
- Students are directed to keep their mobile phones in switch off mode in classrooms.
- Students are not allowed to bring mobile phones to the examination hall.

2. ATTENDANCE

- Students should be in their seats in the respective classes before the teacher enters the class.

- Students coming late by five minutes or more will not be allowed to attend the class without the permission slip from the Head of the Department.

- Absence for one or more hours during a session will be treated as absence for half a day.

- Calling students from the classroom during the lecture hours, except with the permission slip from the Principal/HOD concerned, is prohibited.

3. IDENTITY CARDS

- Students should wear their identity card duly signed by the Principal. The cards will be issued to them immediately after admission in the college.

- They should wear the ID cards in the college premises. They must be able to produce the ID cards on demand by the Principal or Teachers.

4. LIBRARY

- The Library will be kept open on all working days from 8.30 am to 5.30 pm

- Strict Silence Should be maintained inside the library premises.

- No personal belongings of the students like bags, books and bound notebooks will be allowed inside the library.

- Using Mobile Phones shall not be entertained inside the library premises.

- Students from UG will be issued 2 books, Students from PG will be issued 3 books and Research Scholars will be issued 4 books, for their ID Card.

- Magazines, Dailies, Booklets and Reference Materials are not for Issue.

- Students should check the books when they receive them from the librarian. If there is any damage it should be reported at once.

- Students should not tamper with / highlight / underline / write in the books.

- Books should be returned on or before the due date. If a student fails to return the book on time, s/he will have to pay a fine of one rupee for each day of delay.

- Students should take great care of the library books. If a student happens to lose any book s/he should pay the current price of the book and a fine decided by the PRINCIPAL.

- Students before going on vacation should return the library books.

- Upon completion of the course students must surrender all the borrowed library books and membership in order get the No Dues form duly signed by the Librarian.

5. COLLEGE PROPERTY AND EQUIPMENT

Students are expected to take proper care of the college property and to keep the premises neat and tidy. Any damage done to the property of the college by disfiguring walls, doors, fitting, breaking furniture etc., is a breach of discipline. The students found responsible will be charged to the loss or damage.

6. MEETING OF PARENTS WITH PRINCIPAL / HOD

- Parents/Guardians are requested to meet the Principal / Head of the Department periodically to know about their wards' progress in their studies and behaviour.

7. HOSTEL - CODE OF CONDUCT

- All inmates are expected to behave courteously and fairly with everyone both inside and outside the campus.

- All inmates are required to carry their valid Identity Cards issued to them by the Institution whenever they are going out of the Hostel.

- The rooms, common areas and surroundings should be kept clean and hygienic. Notice should not be pasted on the walls / doors and no scribbling is done on them. Students found to be making hostel premises dirty will be asked to vacate the hostel.

- All the Boy students are expected to be in the hostel on or before 8:00 PM and Girl Students are expected to be in hostel on or before 6:30pm. No students will be allowed to enter the Hostels after the time mentioned herein above. They may be allowed only after making written request to respective Wardens.

- If any student wishes to be away from the hostel during the weekend, holiday or any other time he/she will have to take prior written special permission from the respective Warden giving the reason.

- Rooms allotted to the students are their responsibility. The student is responsible for the upkeep of his /her room, hostel and its environment. Students should bring to the

notice of the hostel office, all the routine maintenance related requirement (Civil, Carpentry and Electrical) to be carried out in their rooms.

- Students should co☐operate in carrying out maintenance/repair work and vacate their rooms completely if the Hostel administration so desire for the purpose of its repair and maintenance. On such occasions, the administration will provide alternate accommodation.

- The students are not allowed to watch any pirated unauthorized and banned movies in their rooms and common rooms. Any violation will be dealt with severely. Punishment for the same will be as per provision of Institution rules.

- The inmate of a room is responsible for any damage to the property in the room during his /her occupancy of that room and hand over the furniture and other material in good condition when he / she changes / vacates the room /hostel.

- In case of damage or loss of hostel property the cost will be recovered from the student responsible for such damage or loss, if identified or from all the students of the hostel incase the identity is not established as decided by the Warden.

- The inmate shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are additional items other than the above belonging of the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he / she will be charged a penal rent as decided by the Warden.

- The parents should get prior written permission from the Hostel Authority. • Inmates leaving Hostel for any reason should get written permission from Hostel Authorities and also make proper entries in the Out going/ Incoming Register.

- Freshers are advised to bring any incidence of ragging to the notice of the Hostel Administration without any delay and fear.

- In situation where the person committing the crime of ragging are not identified, collective punishment will be given, in order to ensure community pressure on the potential raggers, not to indulge in ragging.

- Smoking and consumption of alcoholic drink and / or narcotic drugs in the hostel premises including Academic Areas is strictly prohibited. Student shall not be

allowed to enter the hostel premises in intoxicated state. They should also not posesssuch materials. Students are liable for checking at entrance gates of Institution and Hostels by security staff.

- Any hosteller found to be in the state of intoxication or having consumed alcohol or in possession of alcoholic drinks / narcotic substance on person or in their room will be punished as per the Administration Decision.

- The Institution has Zero Tolerance for possession and use of Narcotics substance(s), Ragging & Sexual Embarrassment.

- Any form of gambling is prohibited in Hostel. Defaulters will invite disciplinary action and/ Or fine as decided by Hostel Administration.

- No one is allowed to visit the rooms of the students including parents without explicit permission from Hostel Administration.

8. TRANSPORT RULES

- The students who want to use the college transport should Register their name & Address details in the College Office along with a photo to the college at the beginning of the Academic year.

- Using of College Transport is not compulsory and only those students who are in need & agree to abide by the transport rules of the college are advised to use the college transport.

- Once a student applies for and obtains a bus pass the transport fee will be charged for semester.

- The Transport fee should be paid in the beginning of the year in the Administration Office and the fee once paid will not be refunded under any circumstances.

- The Transport charges will be notified every year and is subject to change depending on the Increase In the cost of fuel and other Operating costs.

- Bus pass/ID Card will be issued for those students who have paid the transport fee for using the College Transport. The Bus pass will be valid for one Academic year.

- The Boarding/Dropping point should be given clearly while registering in the Office.

- The students should not change the boarding /dropping point, or routes without proper permission and such request will not be entertained during the middle of the Semester.

- All Buses are allotted with students for its seating capacity (60 seats). No standing is entertained & this should be strictly followed by the students.

- Attendance monitoring is done on daily Basis. No late coming is entertained in boarding or dropping points. Main stage waiting time is 3 minutes & 1 minute for all other stages.

- Every day Buses will reach the college Premises by 8:40 AM & Leave by 4:00 PM. All students should assemble in the Bus before 4:00PM in evening, without fail. In case of unavoidable circumstances, a waiting time of another 10 minutes is allowed. By 4:10PM, all Buses will leave the college premises for dropping.

- Students who are attending special/ extra classes after 4:00 PM should intimate the Bus In-charge and Parents well in Advance & they should go home at their own Interest & Safety.

- Students are requested not to damage the seats or any other parts of the Bus during travel. Failure to do so, the student/students will be fined, disciplinary action will be taken and the student/ students may not be permitted to use the College Transport facility.

- All the students traveling in the college bus should carry the bus pass/ID Card and produce the bus pass/ID Card at any time if demanded by the Driver or the Bus In-charge.

- Those traveling in the bus without a bus pass/ID Card will be fined an amount and if necessary disciplinary action will also be taken.

- Strict discipline should be maintained inside the college bus. The students traveling in the bus should not create any disturbance to others.

- All the students/parents are expected to be aware of the transport rules of the college and Ignorance of the same will not be an excuse for any dispute/claim.

- In case of any dispute, the decision of the Management will be final and binding on the students.

- The college can change, alter, amend any of the above rules at any point of time and it will be binding on the students.