



SASURIE COLLEGE OF ARTS & SCIENCE

Recognized with UGC 2(F) & 12(B) Status

Affiliated to Bharathiar University

Vijayamangalam, Tirupur 638 056

HR POLICIES AND PROCEDURES



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Sasurie College of Arts & Science was established in the year 2010, by Ponmudi Muthusamy Gounder Trust, Tirupur. It was founded in memory of the beloved father of our Chairman Shri A.M. Kandaswami, a philanthropist and industrialist with a resolve to serve society by providing quality education.

The Institute intends to mould students with integrity and honesty in accordance with the highest academic, professional and ethical standards as per growing needs in future.

Our Vision

To be a leading state college that provides a transformative education to create leaders, innovators. Generates of new knowledge for society and industry.

Our Mission

To create an atmosphere in which new creative ideas flourish, and from which the leaders and innovators of tomorrow emerge.

Classification of Human Resource

Sasurie College of Arts & Science recognize the following classification of its staff.

- Administrative Staff: Principal, Administrative Officer, Heads of the Departments, Course Coordinators, Accountants, Office staff and Library staff
- Teaching Staff: Course Coordinators, Professor, Associate Professor and Assistant Professors.
- Technical Support Staff: System Administrator, Computer Programmer, Lab Instructors Technicians.
- Non-Technical Support Staff: Attenders, Drivers, Supervisor, Housekeeping, Security and Gardeners.

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Job Responsibility

The responsibilities of various faculty positions are designed as per the norms of UGC, New Delhi and Bharathiar University, Coimbatore in line with the vision & mission of the Sasurie College of Arts & Science.

Appointment and Selection for Teaching Position

The recruitment of faculty members is need-based Deans, Heads of the Departments and Course coordinators projects the staff requirement based on the workload. Staff selection committee shall be constituted. The candidates applied for Professor, Assistant Professor and Associate Professor are required to give a demo class and take an interview by a selection committee followed by one- on-one interview by the Chairman, Secretary, Principal and a subject Expert. The candidates identified shall be recommended for appointment. An appointment letter duly signed by the Appointing Authority is issued to the candidate. The Appointment letter should contain: The designation / title of the job and responsibilities specific to the job.

- On joining, the candidate should give the joining report duly filled and signed. If the candidate joins at the Department, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Principal Office.
- The candidates appointed for the faculty position will be asked to submit the following original certificates for verification.

1. Degree Certificates of UG, PG, M.Phil, & Ph.D.
2. Consolidated Mark Statements of UG & PG
3. SSLC mark Statement & HSC Mark Statement
4. Service certificate of previous experiences (if any)


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5. Relieving orders of previous institutions (if any)
6. University Qualification approval orders (if any)
7. Guide Approval Order (if any)

Appointment and Selection for Non-Teaching Position

The employment of Non- Teaching Staff members is also need-based. Head of the Relieving from Service Department and Administrative Officer projects the staff requirement based on the requirement. The applications received for the staff positions shall be scrutinized by the Scrutiny Committee constituted by the Principal. The Candidates called for interview and selected by the selection committee. The candidates identified shall be recommended for appointment.

Relieving from service

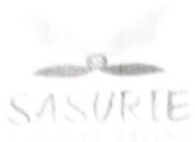
The relieving procedure will be followed as per the conditions specified in the appointment order except exceptional cases.

Feedback Evaluation

Twice in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format. The computer on-line-evaluation pertains to teaching process dimensions such as punctuality and regularity of the teacher. Teacher discussion of class tests, tutorial, assignments and syllabus coverage. Assessment of college environment, facilities and Management responsiveness measured on the following dimensions such as College environment, Cleanliness / sanitation, library facilities, canteen, water supply, games / sports, transport, etc.

Absolute privacy and confidentiality are maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee


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consisting of professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent increments or promotion.

Age

For any post including Professor, Associate Professors and Assistant Professors the person recruited should not be above 60 (Sixty) years. Sasurie College of Arts & Science does not permit any child labour. Maximum Age limit for teaching staff engaged shall be 60 and for non-teaching shall be 65.

Staff Induction

All newly joined employees shall upon completion of the formalities undergo induction and appropriate training programmes, intended to familiarize them with the dynamics of the organization.

Increment

The entire faculty is eligible for increment in the month of September every year. The salary increment shall be subject to the performance, feedback, research & publications and contribution of admissions to the institution.

Welfare Measures

All the staff members in Sasurie College of Arts & Science irrespective of their cadre enjoy the following welfare measures:

1. Medical claim (Accidents) - for staff and students.
2. School Fee concession to children of Sasurie College of Arts & Science staff/employees.
3. Gift to newly wedded staff members.
4. Free transport facilities for Sasurie College of Arts & Science staff/employees.


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Leave Rules

The Members of faculty and other staff are entitled to the following:

1. Casual Leave (CL)
2. Compensation Leave (COL)
3. On Duty (OD)
4. Medical Leave (ML)
5. Maternity Leave (MTL)

Casual Leave

Staff can avail 12 days CL. Casual leave and permission will not be granted for a period of over 10 days continuously, including holidays. Staff should take the leave with the prior approval of the Head of the department and the Principal. Submission of leave form is mandatory.


Compensation Leave

Compensation holiday will be granted to the employees as a compensation for working on Sundays and other notified holidays under the written orders of the Principal. The maximum compensation holiday shall not exceed ten days in an academic year.

On Duty

ON DUTY (OD) during regular working period will be granted to staff for official work only. The official work for the teaching faculty includes the following:

- Attending Conference / Seminar / Workshop / Summer School / Winter School / Doctoral Committee Meeting and similar such programmes.


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- Attending Central Valuation / Project Viva- Voce evaluation / Practical Examination / External Invigilation / University Representative of the Parent University
- For attending the meetings of Board of Studies / Board of Examiners / Academic Council / Senate / Syndicate, to function as Expert members in Inspection Committees of Parent and other Universities and for attending certain works assigned by Management and/or Principal, ONDUTY may be granted.

Prior permission has to be taken from the Principal for availing ONDUTY. The members of the faculty can be prevented from availing Leave ONDUTY by the Principal, if any Academic work is pending or any other work has to be attended in the Institution.

Medical Leave

In Case of Medical Emergency an employee can avail 15 days leave maximum and it is mandate to provide medical certificate or authorised medical proof signed by the Doctor. (Only for employees who has completed more than 3 years service)

Maternity Leave

Maternity leave will be provided maximum for three months (only for employees who have completed more than 3 years service).

Permission

Only two permissions of maximum one hour in a month. Submission of permission form is mandatory.


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Career Advancement

Members of Faculty with good performance and academic qualification as per UGC norms can apply for career advancement at the end of the academic year to the Principal. Principal, with his recommendation, forwards the application to Management for approval.

Misconduct

Any of the following acts of omission or commission inter alia, by an employee shall amount to misconduct. The item specified are only illustrative and not exhaustive.


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