

HUMAN RESOURCES MANUAL
of
YENEPOYA INSTITUTE OF TECHNOLOGY

A unit of
ISLAMIC ACADEMY OF EDUCATION

INDEX

Sl. No.	Content	Page
1.	YENEPOYA INSTITUTE OF TECHNOLOGY MEMBERS	3
2.	VISION & MISSION AND QUALITY POLICY	5
3.	RECRUITMENT OF FACULTY	5
4.	RECRUITMENT OF NON-TEACHING STAFF	6
5.	PAY SCALES AND SERVICE CONDITIONS INCLUDING PROMOTION POLICY	8
6.	PROMOTION POLICY	9
7.	CODE OF CONDUCT	11
8.	DISCIPLINARY PROCEEDINGS	12
9.	JOB RESPONSIBILITY OF FACULTY	14
10.	WORKING HOURS AND WORK LOAD	16
11.	PERFORMANCE APPRAISAL	16
12.	LEAVE RULES	17
13.	CAREER ADVANCEMENT	19
14.	FACULTY DEVELOPMENT	20
15.	WELFARE SCHEMES FOR FACULTY & SUPPORTING STAFF	21

YENEPOYA INSTITUTE OF TECHNOLOGY

MANGALORE –

HUMAN RESOURCES POLICY OF YENEPOYA INSTITUTE OF TECHNOLOGY

Yenepoya Group of Institutions is a group of Educational Institute started operating since 1992. The Yenepoya Group of Institution is governed by Islamic academy of education, a non-profit organization dedicated to the cause of imparting quality Education.

The President of the Islamic academy of education (IAE) is the Chairman of the Governing Council of the Yenepoya Institute of Technology.

The Governing Council for the YENEPOYA INSTITUTE OF TECHNOLOGY (YIT) is as follows:

Sl. No.	Name	Title	Background
2	Yenepoya Abdulla Javeed YMK Group Ashok Nagar Mangalore-575 006	Chairmen	Industrialist
3	Mr. Moideen Khurshid Director Purchase Yenepoya University Mangalore-575006. Email: moideenkursid@yenepoya.org	Member	
4	Shri A. Ramachandra Shetty 7 th Cross, Khailbattal, Kadri Mangalore-575 002 Phone: 9845233368	Member	Industrialist
5	Mr. Farhaad Yenepoya Director, Finance Yenepoya University Deralakatte, Mangalore-575 018. Phone: 9880279802 Email: yenepoya@gmail.com	Member	Mechanical Engineer MBA
6	Prof. Srinikethan Chemical Engg. Department NITK, Surathkal- 575025 Phone: 9448858691 Email: srinikethan.g@gmail.com	Member	Chemical Engineer
7	Sri L. Vasudevamurthy EC Member, VTU #856, 6 th Cross, 9 th Main BSK 1 st Stage, II Block Bengalure. Phone: 9341210402	Nominated Member (VTU)	VTU Nominee

8	Director Technical Education Dept. Palace Road Bangalore- 560 001.	Nominee of the State Board of Technical Education	Government Nominee
9	Dr. Ramesh Unnikrishnan Regional Officer All India Council for Technical Education South Western Regional Office P.K. Block, Road Bangalore-560 009	Nominee of the All India Council for Technical Education	
10	Mr. K.T. Prakash Alva Consulting Marine Engineer 4-3/298, Kodialguttu Road Near Veterinary Hospital Kodialbail, Mangalore-575003 Phone: 9945045982 Email: alvak.p@outlook.com	Member	Industrialist

Yenepoya Group of Institutions governed by IAE their Educational services since 1992 with the sole aim of imparting Quality Education with a Global Perspective.

2. VISION & MISSION, QUALITY POLICY AND QUALITY OBJECTIVE

Vision:

YIT will set the standard for engineering sciences education in the twenty first century. We are committed to creating new milestones and standards for students to experience an unparalleled educational journey that is intellectually, socially and personally Tran's formative.

MISSION:

YIT will endeavor to educate and transform the student community by instilling in them pride in their gifts and talents nurturing them and guiding them in how best to utilize it for human welfare and progress.

QUALITY POLICIES:

We continually aim at striving to improve our Educational Quality Management System (EQMS) to make our students qualified, independent and responsible citizen, to enable them to excel 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.

QUALITY OBJECTIVES:

- 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 of Teaching Faculty:

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

(b) Qualification: Faculty Member is recruited by recruitment committee based on the qualification 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 candidates.

Occasionally, senior positions at Professor and Associates Professor level 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.

Composition of selection committee to recruit faculty members (Maximum of 5 members)

A SELECTION COMMITTEE IS CONSTITUTED WITH THE FOLLOWING MEMBERS:

- i) Chairman
- ii) Principal of the college concerned
- iii) HR Manager
- iv) Heads of the Department concerned
- v) One member of MEF nominated by the Chairman of the GC

- vi) Designated member by VTU

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 Supporting Staff

ADMINISTRATIVE STAFF

Administrative Officer/HR Manager/ Systems Manager/ Finance and Account Officer / Systems Analyst / Programmer.

MINISTRIAL STAFF

Category 1 Senior Level
Superintendent / Asst. Librarian / FDA

Category 2 Junior Level
SDA / Housekeeping supervisor

TECHNICAL STAFF

Category 1 Systems Administrative / Lab Asst / Lab Technician / Lab Instruction

GENERAL SERVICES

Category 1 Work Supervisor / Electrician / Drivers/Warden
Category 2 Non-skilled / Attender / Sweeper

Qualification

Sl. No.	Qualification	Experience
1	FDA	Bachelor's Degree of equivalent 10 years service in the lower category.
2	SDA	Bachelor's Degree of equivalent 1 year experience is desirable
3	ELECTRICIAN	certificate of I.T.I in relevant Trade 3 years experience is desirable.

4	DRIVER	10 th Standard, and should possess Professional driving license	1 or 2 years experience as driver is desirable.
5	OFFICE BOY/ ATTENDER	10 th Standard.	-----
6	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-Technical Staff:

All the positions are advertised in the News Papers/Websites/Employee reference. After scrutiny of applications received and short listing and selection will be done by a committee (maximum of 5 members) consisting of :

- a) Chairman of Governing Council
- b) HR Manager
- c) Principal
- d) Administrative Officer
- e) 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) Allowance such as House Rent Allowance (HRA), Deputation Allowance, Traveling Allowance, Dearness Allowance, Area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education cadres, as decided by management from time to time.

ii) For Technical Teachers in AICTE approved institutions and equivalent positions in Library

as defined by AICTE, the rates of allowances as acceptable by the Management

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 condition 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 adapted 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/adhoc 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 withholding 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 result
 - b) Head of Department feedback

- c) Principal feedback
- d) HR feedback
- e) Over all Performance.

In case on Non-Teaching employee, the appraisal is made by :

- a) Head of Department feedback
- b) Principal feedback
- c) HR feedback.

6. PROMOTION POLICY:

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:

A faculty of the institute shall be retired on Superannuation when he/she attaining the age of 60 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 sixty (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 members of the teaching faculty in permanent service shall give **three months** notice in case he/she desires to be relieved on a 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 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.

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 **one 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.

- 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 month's 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 YENEPOYA INSTITUTE OF TECHNOLOGY, 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 engaged 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 time 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 employee shall, accept 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, elections 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 strikes, incitement thereto or similar activities 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 organisation/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 or 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 YIT and he/she should keep all information confidential.

However, the above rule does 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:

- The member will be informed in writing by the Chairman, Principal or HR 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.
- Such representation, if any, taken into consideration by the Authority competent to impose penalty.

DISCIPLINARY PUNISHMENT 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;

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

Authorities who impose penalties and the Appellate Authority is tabulated below.

Sl. No.	Penalties/Punishment	Authorities who impose F/P				Appellate
		Teaching	Non-Teaching	Others	Executive rank (Principal & above)	
1	Censure	Principal/ AO/ HR	Principal/ AO/ HR	Principal/ AO/ HR	Chairman	Principal/HR

2	Fine	Principal/ AO/ HR	Principal/ AO/ HR	Principal/ AO/ HR	Chairman	Chairman
3	Withholding Increment	Principal/ AO/ HR	Principal/ AO/ HR	Principal/ AO/ HR	Chairman	Chairman
4	Withholding Promotion *	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman	Chairman
5	Recovery from pay of the whole or part of the pecuniary loss of the institute *	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman	Chairman
6	Suspension *	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman	Governing Council
7	Compulsory retirement *	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman	Governing Council
8	Dismissal from service *	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman/ AO/ Principal /HR	Chairman	Governing Council

Where 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 compulsory 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 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
- 5 Co-curricular activities

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 Consulting 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 resource for 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 : WORKING HOURS & WORK LOAD

Usually from 9 AM to 4.40 PM on all days.

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.

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 |

Note : Teaching hours may exceed to complete allotted portion of Theory, Practical, Tutorial, also Test-IA-VTU Examination with the help of teaching staff available in the department.

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 System consists of:

- Self assessment
- Appraisal by Student
- Result Analysis
- Appraisal by HOD
- Appraisal by Principal
- Feedback by AO & HR

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
- 5% - Principal = 25
- 5% - AO&HR = 25

In case of other Staff

- Immediate Supervisor 50%
- Superintendent / HOD 50%

TRANSPARENCY:

The Principal/HR/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/Chair persons 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 YENEPOYA INSTITUTE OF TECHNOLOGY Leave Rules and are applicable from 01.04.2016.

a) Casual Leave

- All faculty and staff are eligible for 12 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-rate 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.
 - Sunday/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 at least two days. 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 and 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.

i) Vacation Staff

- 1) Professor
- 2) Associate Professor

3) Assistant Professor

ii) Non-Vacation Staff

- 1) Principal
- 2) Prof & Head of Departmental
- 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 and 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 & HR

d) MATERNITY LEAVE:

All married women employees irrespective of cadre appointed on regular basis and have completed at least 2 years of service with the institute are eligible for 6 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 Rs.5000/- per month to Ph.d.

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 programs followed by Master Degree and Second Master Degree Programs 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 programs and 3 years in respect of Master's Programs 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/CONFERENCE

Selection staff members are sponsored by the management for seminars, workshops and conference 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 YIT is pleased to provide a partial reimbursement of expenses to the faculty, presenting papers in Seminar/Workshops.

Only to the staff approved Governing council in consultation to Principal in rotation and as per department.

The following Incentives per each article published (**first time & not repeated**) in Journal is also available

- | | | |
|----|-----------------------------|-----------|
| a) | International Level Journal | Rs.1000/- |
| b) | National Level Journal | Rs.500/- |

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 writing, (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 official 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 Technician etc. refresher Training & Retraining Programs shall be arranged in such technical area, as required in view of changed curricula (Lab Practical's) 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.

- 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 dependents of the deceased employee, towards funeral expenses.
- Educational loan for higher studies in deserving cases.
- 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 dependent 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.
- 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.
- Laptop free of cost to HOD's / department only for Institutional work and to use within the College Campus.

- Grant of extra duty allowance to transport and housekeeping staff performing late duty.
- Grant of incentives on achieving good results.