FRANCIS XAVIER ENGINEERING COLLEGE

AN AUTONOMOUS INSTITUTION

ACCREDITED BY NBA

ISO 9001:2015 Certified | DST-FIST Supported Institution

Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Vannarpettai, Tirunelveli - 627003, Tamil Nadu

HR POLICY MANUAL
VERSION 04
(With effect from 1st June 2025 onwards)

VISION

To provide education in Engineering with excellence and ethics and to reach the unreached.

MISSION

To create innovative and vibrant young leaders and entrepreneurs in Engineering and Technology for building India as a super knowledge power and blossom into a University of excellence recognized globally.

HR POLICY MANUAL

[Version: 04]
(With effect from 1st June 2025 onwards)

OUR GROUP OF INSTITUTIONS:

Colleges:

Francis Xavier Engineering College, Tirunelveli | SCAD College of Engineering & Technology, Cheranmahadevi | St. Mother Theresa Engineering College, Thoothukudi | SCAD Polytechnic College, Cheranmahadevi | FX Polytechnic College, Tirunelveli | SCAD College of Education, Cheranmahadevi .

Schools:

St. Xavier Matric Hr. Sec. School, Tirunelveli | FX CBSE School, Tirunelveli | Good Shepherd Model School, Thoothukudi | SCAD World School [CBSE], Chengalpattu

Institutes:

SCAD Industrial Training Institute, Cheranmahadevi & Vagaikulam | SCAD Teacher Training Institute, Cheranmahadevi

HR POLICY MANUAL

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FOUNDERS

Dr. S. CLETUS BABU & Dr. AMALI CLETUS BABU

> We, in SCAD look at education differently. We don't just cater knowledge, but we form caliber and character of our students. We want them to become competent, committed, creative and compassionate global leaders.

OUR VISION:

"To provide Education with Excellence and Ethics and to reach the Unreached"

i SCAD GROUP OF INSTITUTIONS

SCAD Group of Institutions is an offshoot of SCAD (Social Change and Development) a socially committed institution striving for the development of deprived communities in Southern India for the past 34 years. It was founded by Dr.

S. Cletus Babu, along with Dr. J. X. Amali Cletus Babu who walked along with him in accord, understanding and untiring support for the great cause of service. Their far - reaching goals are well executed by its versatile Managing Director, Mr. C. Arun Babu, with the help of highly qualified and committed faculty members, able educational administrators, Industry - Institute partners and community at large.

The educational institutions of SCAD have been established in chosen areas with the principle of "Reaching the Unreached". It is an exemplary outcome on the demand of the people for a quality Engineering & Higher Education in the Southern Region. Dr. Babu's dreams are guided by God's direction and his dedication. His emotional and spiritual intelligence transforms risks into opportunities and threats into avenues to serve the community as much as possible. A man with enormous power in his vision is entreated to offer quality education at an affordable cost.

ii ABOUT THE COLLEGE

The Francis Xavier Engineering College, now an Autonomous Institution, came into being in the year 2000. This college is a Christian minority institution run by St.Xavier's Educational Trust with the vision of empowering the budding engineers with technical and entrepreneurial skill enabling them to contribute to the socio- economic augmentation of the nation. The college is located in a beautiful campus at Vannarpettai, the heart of Tirunelveli town exactly equi- distant about 3 kms from the main Bus Station, 4 kms from the City Railway Junction, and 38 kms from the nearest Airport at Vagaikulam, Tuticorin. It is well connected with all the neighbouring cities and towns and is easily reachable.

The institution was approved by AICTE and affiliated to Anna University Chennai. The Institution has all necessary requirements such as infrastructure, Lab facilities which includes Physics, Chemistry and basic Engineering labs, Library and Playgrounds. All the students at FXEC are given the opportunity to pursue first-rate and advanced technical education regardless of background, gender or financial constraints.

At present the FXEC is accredited by NBA with the sanctioned intake of 720 strength for UG and 210 strength for PG. Eight UG programmes are offered which include B.E Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering, Civil Engineering and B.Tech Information Technology, Artificial Intelligence and Data Science, Computer Science and Business Systems. Seven PG Programmes such as M.E Computer Science and Engineering, Communication Systems, Power Electronics and Drives, Industrial Safety Engineering, M.Tech Information Technology, Master of Business Administration and Master of Computer Applications.

FXEC has an excellent infrastructure, Well-equipped Laboratories and Workshops, state- of-the-art Computer and IT Centres, Central Library, spacious Auditorium, Indoor Stadium, Play Ground with synthetic court, hygienic Canteen and separate Hostels for Boys and Girls. In our efforts towards academic excellence and growth, we have initiated action to bridge the gap between the institution and industry.

I. RECRUITMENT & SELECTION PROCESS

1. ELIGIBILITY CRITERIA

A. For Engineering Streams

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees. Besides that candidate must have cleared the NET or SLET/SET (OR) who have been awarded a Ph. D degree.	Experience not mandatory
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI Journals / UGC / AICTE approved list of journals.	
Professor	Ph. D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Professor in SCI journals / UGC / Associate AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion.	

B. For Master of Computer Application

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M.Tech. in relevant branch with First Class or equivalent in any one of the degrees.	Experience not mandatory
	(OR)	
	B.E., B.Tech. and M.C.A. with First Class or equivalent in any one of the two degrees.	Experience not mandatory

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	(OR)	
	Bachelor Degree of three years duration with Mathematics as a compulsory subject and MCA with First Class or equivalent.	2 years of relevant experience after acquiring degree of MCA.
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.	
Professor	Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.	

C. For Master of Business Administration

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	Bachelor's Degree in any discipline and First Class or equivalent in Master's Degree in Business Administration or equivalent. Besides that candidate must have cleared the NET or SLET/SET (OR) who have been awarded a Ph.D degree.	2 years of relevant experience professional experience after acquiring the Master's degree.
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2
	AND	
	At least total 6 research publications in SCI journals / UGC /	

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
	AICTE approved list of journals.	years shall be Post Ph.D. experience.
Professor	Ph. D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion. Co-supervisor till the date of eligibility of promotion.	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.	

D. For Science & Humanities:

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D. Candidates shall be exempted from the requirement of NET/SLET/NET.	Experience not mandatory
Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject.	8 years experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry.
	AND	
	Minimum of seven publications in the peer- reviewed or UGC-listed Journals.	

	Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals	A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate.
Professor		
	OR	
	Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.	

E. For Principal

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Principal	a) Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. b) At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.	Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

F. For Librarian:

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Librarian	Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.	Experience Not Mandatory.

G. For Physical Director:

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Physical Director	Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships; Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies. Record of organizing such events as student's convener or in later part of life.	Experience Not Mandatory.

H. For Non-Teaching Staff:

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Lab Instructor	AIME or BE in the relevant field.	Experience Not Mandatory.
Lab Technician	Diploma in the relevant field.	Experience Not Mandatory.
Lab Attendant	Minimum 12th Qualification.	Experience Not Mandatory.

2. JOB REQUIREMENTS & SCREENING PROCEDURE


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        ┌──────────────────────────┐
        │  VACANCY LIST FROM       │
        │  CONSENT                 │
        │  DEPARTMENT HOD'S        │
        └──────────────────────────┘
                     │
                     ▼
        ┌──────────────────────────┐
        │  LIST SUBMITTED TO       │
        │  PRINCIPAL               │
        └──────────────────────────┘
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                     ▼
        ┌──────────────────────────┐
        │  GENERAL MANAGER DEVELOPMENT │
        │  (VERIFICATION & APPROVAL)   │
        └──────────────────────────┘
                     │
                     ▼
        ┌──────────────────────────┐
        │      HR DEPARTMENT       │
        └──────────────────────────┘
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ANNOUNCEMENT OF VACANCIES

CONDUCT INTERVIEW IN HEAD OFFICE (FXEC CAMPUS)

SHORTLIST CANDIDATES

Assessment

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                              ┌──────────────────────────┐
                              │  FINAL SELECTION         │
                              │  PROCESS WILL BE         │
                              │  HELD IN THE HEAD        │
                              │  OFFICE (FXEC)           │
                              └──────────────────────────┘
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FINAL SELECTION PROCESS WILL BE HELD IN THE HEAD OFFICE (FXEC)

F A C E T O F A C E I N T E R V I E W

APPROVAL BY HR DIRECTOR

I

CANDIDATE WILL BE INTERVIEWED BY THE PANEL MEMBERS

II

LIST OF SHORTLISTED CANDIDATES FROM 1ST PANEL WILL BE INTERVIEWED BY EXECUTIVE DIRECTOR

III

BEST CANDIDATES ARE FINALLY SENT TO CHAIRMAN/MANAGING DIRECTOR

ACCOUNTS DEPARTMENT WILL FIX SALARY AS PER NORMS

AFTER MAINTAINING RECORDS OF THE SELECTED CANDIDATES, THE SHORTLISTED PROFILE WILL BE SENT TO CONSENT DEPARTMENT HoD

THE HR DEPARTMENT WILL INFORM TO THE CANDIDATE ABOUT THE SELECTION

CONSENT DEPARTMENT HoD WILL INFORM TO HR DEPARTMENT IF THE SELECTED CANDIDATES HAVE REPORTED TO WORK

3. RECRUITMENT POLICY

a. Recruitment Authorities

1. The Chairman, Vice Chairperson and The Managing Director
2. Executive Director
3. General Manager (D)
4. Human Resource Officer (HRO)
5. The Principal
6. Respective Department Head (HOD)

b. Recruitment Procedure

1. The Head of the Departments should estimate the Manpower Requirement both Teaching and Non-Teaching three months before the start of each semester (i.e., before February or September) and send the report to the Principal

2. Principals sort the vacancies which have to be filled and send the report to the General Manager (Development) within a week time.

3. GM (D) verifies the documents furnished by the Principal and ascertain the vacancy and gets concurrence from the Management for further process and proceedings.

4. HRO makes Formal announcement in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.

5. HRO with the support of The GM (D) screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications.

6. The shortlisted candidates are called for an interview.

7. The candidates are to fill in the Application form of the institution and then subjected to a Interview with the Interview Panel with members includes Management Representative, GM(D), Internal /External Experts, Principal, HoD of the Department).

8. Interview Panel decides on whether the candidate can be selected for the final round of interview with the Management Panel and then presents the potential candidates to the Management Panel.

9. The Management reviews the performance of the candidate in the previous rounds of interview and checks for the stability, attitude and educational adequacy of the individual with the organizational culture and then selects the candidate for employment.

10. The other terms of employment including monitory and non-monitory benefits are discussed with the candidate and Date of Joining is scheduled. If the employee satisfies the expectation of the Management an Appointment Letter is issued and the Date of Joining is decided

4. JOINING FORMALITIES

a. Joining Procedure

The new joiners are welcomed with a folder which contains Welcome Letter, List of Documents to be submitted, Employee Application Form, Bank Application Form, ID card Application Form, Website application form, Certificate Acknowledgement form, Central Library Membership Form. Softcopy of HR manual will be sent to the individual.
The Description of the above-mentioned documents is given below.

i. List of Documents to be submitted

A checklist is provided for every new employee so that he/she does not miss to submit relevant documents for personnel file. The documents to be submitted are (a) Address proof (b) ID Proof, (c) Age proof, (d) Education proof, (e) relieving and experience certificate from last employer, (f) Photograph and (g) Joining letter.

ii. Employee Application Form

This form is used to collect information like marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. This information further is uploaded in Campus Management software. This form is signed by employee hence becomes authentic document for future references.

iii. Bank Application Form

This form is used to open an account in Bank where the monitory emoluments of the employee can be credited.

iv. ID card Application Form

This is the format which should be filled by employee attaching one of his/her photographs and same form can be send to ID Card Printing Department to print ID card of the employee.

v. Website Application Form

This document is used to get the information that is essential to add the employee's

data in the website of the institution.

vi. HR Manual

The Human Resource Manual is a document with all the necessary information that an employee should know about the institution. This document contains descriptions of all the policies and procedures followed by the institution.

vii. Staff Mail ID

Official mail id created for individual staff in order to have effective paperless official communication.

viii. Central Library Membership Form

This form is used to register the employee in the Library database

5. INDUCTION

Given below are the processes and the procedures that will be followed while inducting a new employee and all queries at variance with this policy are to be addressed to the HRO. The induction will include the following:

a. Completion of joining formalities

b. Overview about SCAD Group its services and its Institutions

c. Introduction about the Educational Institutions and Industry

d. Orientation of Teaching Methodologies and its processes

e. Orientation in the specific areas of work. Eg. ERP, NAAC, NBA etc.

f. Training for 3 days for fresher on Teaching Methods and on Specific topics

6. CONTRACT OF EMPLOYMENT

To provide clear and transparent terms and conditions of employment which are in tandem with all legal requirements, the terms and conditions of employment provided for employees are given below.

A. Classification of Employees based on the Nature of the Job Teaching Staff

The employees who are actively involved in giving lectures/seminars with the objective of imparting technical/non-technical knowledge/skill to the students are categorized as Teaching Staff.

Non- Teaching Staff

The employees who are not directly involved in the teaching/ training the students are categorized as Non-Teaching Staff.

i. Lab Instructor

ii. Lab Technician

B. Classification of Employees based on tenure

Trainee

A trainee is one who is in the induction training period and engaged in acquiring the skill sets required for the job assigned to him/her. The period of such learning shall not exceed three months. He/she shall have no right to employment after the completion of the training period.

Probationer

Probationer is provisionally employed staff to fill a permanent vacancy and who has not completed the prescribed period of probation.

Permanent Employee

Permanent Employee is the one who is employed at a permanent post and includes any person who has satisfactorily completed the prescribed period of probation. However, their performance will be assessed every year by the management.

Temporary Employee

Temporary Employee is one who is engaged on a daily basis for work, which is essentially occasional or casual in nature on a day-to-day basis. Mostly they come under the Non-Teaching category.

C. Proof of Age

Every employee at the time of employment is required to declare his/her age in the application form. Employee for this purpose shall provide any of the following documents as proof of age.

i. Birth certificate

ii. 10th / 12th standard mark sheet or Transfer Certificate

iii. Certificate issued by the registrar of births or any other local authority.

D. Proof of Address

All employees shall provide proof of permanent and temporary address on the date of joining and all written correspondence wherein there is to be addressed to the employee's residence shall be sent to the last address provided by the employee. When an employee is shifting or relocating his/her residence, he/she shall provide the new address in writing at least three days prior to his shifting or relocating. Employee(s) for this purpose shall provide any of the following documents for proof of address. They are

i. Driving license
ii. Ration card
iii. Aadhar card
iv. Certificate issued by the registrar or any other local competent authority

E. Payroll Calculation Period

The salary period is calculated from 21st to 20th of the succeeding month.

F. Dress Code

Men

- The employees should wear half sleeve/full-sleeve shirt and tie. It is recommended that color of the shirt is mild, basic and decent.

- Dress should be clean and not crumpled.

- Hair should be clean, neatly cut. It should be always well combed.

- Face should be clean shaven without beard or with trimmed beard.

- Well polished Shoes

- Wrist watch and other accessories should be formal and with appropriate size.

Women

- Saree/ Chudidhar are the dress code for the female faculties.

- Hair should be well kept and neatly combed.

- Make up should be light and properly applied.

- Should wear low heeled shoes or sandals in good condition.

- It is recommended that the faculties wear over coat while handling classes.

7. CODE OF CONDUCT

The successful performance and reputation of Francis Xavier Engineering College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation on integrity and excellence requires careful observance of all applicable laws and regulations, as well as the highest standards of conduct and personal integrity. To maintain that the following conduct rules were followed in our Institution

i. Phone Calls

Making and receiving of personal phone calls must be limited to a maximum of five minutes in duration, unless otherwise approved by the HOD.

ii. Email

Email has legal status as a document and is accepted as evidence in a court of law. Even what it is used for private purpose, the employees will be held responsible for the content of email messages, including any attachments.

(a) No material is to be sent as email that is offensive, in breach of copyright or business confidentiality.

(b) Email not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening and discriminatory, involves the harassment or concerns personal relationships.

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.

iii. Internet

The internet is a facility provided for official purpose. Using College internet access is not permitted for the following activities:

(a) Attending to personal activities of a business nature.

(b) Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material.

(c) Downloading or printing material as described above.

(d) Repeated or prolonged use that is irrelevant to the employees' work.

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.

iv. Staff Welfare

Tuition fee concession for the children of the staff is allowed with respect to the years of service at FXEC. If they are pursuing their education in any one of the sister concern institutions.

v. Grievance

Francis Xavier Engineering College supports the right of every employee to lodge a grievance with his/her acquaintances in the institution if the individual believes a decision, behavior or action that effects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as essential. Grievances will be dealt promptly with an objective manner.

vi. Feedback System

The feedback system is the biggest forte at FXEC. Any stakeholder of FXEC is open to write their feedback through the specified mail to The Managing Director.

vii. Misconduct

Compliance with this policy of ethics and conduct is the responsibility of every employee and associated members.

i. A verbal warning will be given to an employee for minor misconduct. A record of warning will be kept by the HOD and will be signed by the employee. The employee will be given the opportunity to respond.

ii. If the unacceptable behavior continues, a written warning will be issued and signed by the employee as being received and understood. The employee will be given the opportunity to respond.

iii. A second written warning will be given to an employee if he/she requires further discipline for the same or a related issue and also signed by the employee as being received and understood.

iv. Employees who have been disciplined three times are subject to removal from the service.

v. Details of disciplinary actions should be recorded on the employee's personnel file.

viii. Conduct with the students

i. The faculty members are expected to maintain a reasonable professional space with the students and at any circumstance should not extend the relationship to the personal spheres.

ii. Any grievance related to the issue should be reported to the management immediately. If the employee does not abide by this procedure strict disciplinary action will be taken.

ix. Visitors in the Work Place

i. To provide safety and security of employees and facilities, only authorized visitors are allowed in work place.

ii. Restricting unauthorized visitors helps maintain safety standards, protect against theft, protect confidential information, safeguards employees and students, and avoid potential distractions and disturbances.

iii. Hence, all visitors should enter the institution at the reception area. Authorized visitors will receive directions or to be escorted to their destination.

x. Sports

Members of the staff are allowed to involve themselves in sports and Games (both indoor and outdoor) after the regular working schedule at 4.30 p.m.

xi. Pantry

With a great motive to keep the members of the staff energized, a Pantry (Coffee Making Point) shall be set inside the department in a neat and cleanliness way. Utensils and other utilities may be bought and maintained by the department.

8. PROBATION POLICY

i. Probationers are those whose performance is being evaluated to determine whether further employment in a specific position with the institution is appropriate. Employees who satisfactorily completed the probation period will be notified of their new employment classification.

ii. Probation period is normally for one completed year.

iii. The management has the right to terminate the period of probation on completion of a year; or may extend the period of probation, further up to a maximum of six (6) months and monitor the work or the conduct of any employee, during the probation.

iv. The performance of the probationers will be periodically evaluated by the respective Head of the Departments (HOD's) and the Head of the Institution.

v. The method of evaluation done through analysis of the 360-degree feedback mechanism. Analysis of the feedback from Students, Colleagues, Senior Faculty Members, Reporting Authority (HOD), Members of the Management and Result of Anna University Examinations will be used to decide on the performance of the Probationer.

vi. Confirmation of services of a probationer shall be in writing and in absence of such written order the employee shall be deemed to continue on probation.

vii. On successful completion of the probation period the probationer is employed on a permanent basis.

II. WORKING HOURS AND LEAVE RULES GUIDELINES

I. WORKING HOURS

The institution works six days a week on an 8 hours swing, which excludes two tea breaks one in the morning and one in the evening for 15 minutes each and a lunch break for Forty-five minutes.

Teaching Staff: The weekly off will be on all Sundays as well as **Every 1st Saturday** is a Holiday. In order to enhance the Work-Life Culture, in addition to every 1st Saturday, every 3rd Saturday is also announced Holidays for the Teaching Staff. However, if a faculty is assigned with any work by the Head of the Department/Head of the Institution, he/ she should report to the college.

Non-Teaching Staff: The weekly off will be on all Sundays and First Saturday. However, skeleton staff will work on all first Saturday on rotation basis to carry out administrative correspondence in the department and office

II. ATTENDANCE

Timings:

In a bid to create a better conducive environment among the teaching faculty of the Institution and support in maintaining a healthy work-life balance, the following **system** are implemented.

TWIN-SLOT SYSTEM

The **single slot work schedule** (i.e) from 8.30 a.m to 4.30 p.m, **A TWIN-SLOT** system is introduced with the **core office working time of 8 hours per day.**

First Slot : 8.30 a.m to 4.30 p.m

Second Slot: 9.30 a.m to 5.30 p.m

Every faculty has the flexibility of choosing any one of the slots on all days.

a) However, if a member of the faculty has **class in the first hour as per the timetable or has been assigned with any other task by the Head of the Department/Higher Officials**, he/she is expected to report at 8.30 a.m. (i.e First Slot)

b) A member of the faculty, if not assigned with the First Hour Class, can report choosing any one of the slots as per his/her convenience.

c) Under extraordinary circumstances, if a faculty with the FIRST HOUR work assignment, wants to choose the II slot on a particular date, shall alter/swap the work assignment/class

with other faculty members. However, the same must be approved by the HoD.

CUMULATIVE LATE PROVISION

Instead of the existing **2 Late** provision as per the HR Policy 2018, **a cumulative of 15 minutes** late shall be availed by a faculty in a month.

In order to give consideration on LATE due to a few minutes, **CUMULATIVE LATE** coming may be permitted in a month. Provided, the accumulated late coming may not exceed **15 minutes in a month**.

Under unavoidable circumstances, if the late coming exceeds 15 minutes in a month but less than 30 minutes, the availed late minutes in excess of 15 minutes will be deducted as one permission if available or unutilized by the faculty. (If permission has been availed or utilized it will be treated as CL).

If a faculty exceeds 30 minutes (the permitted cumulative late) in a month, it will be treated as casual leave (as per the norms of the casual leave)

Further, if a member of the staff is late by 15 minutes for two days, the cumulative late gets exhausted. In such a case, he or she should apply for permission.

PERMISSION

The existing **1** Permission a month remains the same. However, with the introduction of TWIN-SLOT System, morning permission has been exempted and the faculty may exercise evening one time permission in a month.

LUNCH TIMINGS & OUT PASS

As per the prevailing system, a member of the faculty is allowed to go out during the lunch break only after getting prior permission from the Head of the Institution. With this revised amendment, every faculty is permitted to take an additional privilege of going out for lunch between 12 noon and 2 p.m **limited to 45 minutes of lunch timings (as existing).**

However, The faculty going out to have lunch is expected to adhere to the following norms:

a) Faculty members going out of the campus during the lunch break must make their exit and entry in the biometric device.
b) The time taken to stay out of the campus should not exceed 45 minutes.

If a faculty is entering the campus late - exceeding the permitted lunch time of 45 minutes, the availed late minutes will be deducted from the permitted cumulative 30 minutes late

Non-Teaching Staff: IN Time: 8.15A.M.

i. Every employee shall "Sign in" and "Sign out" his/her attendance at the time of entering and leaving the institution respectively. The employee should also manually register attendance in the respective department register or office.

ii. Teaching Staff Prayer starts at 8.30 A.M.

iii. Every employee shall be present at the place of his/her work in his/her respective department at the beginning of the day.

iv. Any employee who after signing in is found absent from his/her place of work at any time during the working hours without permission will be liable for disciplinary action.

v. The members of the teaching faculty, if working two hours beyond the regular timing shall avail additional permission as required in the morning or evening. If the OT is accumulated to 8 hours, he/she may avail a work holiday.

III. HOLIDAYS

Francis Xavier Engineering College will grant holidays to all employees on the State Government, Central Government holidays, First Saturday of the month and Third Saturday of the month.

IV. LEAVE RULES

a. Casual Leave (CL)

➢ Eligible after completing one month of service in FXEC

➢ Calculated for the Calendar month (January 1st to December 31st)

➢ Eligible for one CL per month (12 Days per year)

➢ Only one CL per month, if CL is not availed in a month it can be carried forward to next month until end of the year.

➢ Not more than 2 CL in a month shall be taken by the employee

➢ OD can be prefixed or suffixed with CL

➢ CL can be prefixed **or** suffixed with holidays

➢ But CL should not be prefixed **and** suffixed with the holiday. In such case, the CL will be treated as LOP

b. Medical Leave (ML)

➢ Eligible after completion of three years of service in FXEC

➢ Eligible to earn 15 ML per annum

➢ ML can be accumulated up to a maximum of one months in the entire service

➢ Medical leave will be Approved by the Management

➢ ML will be sanctioned only for critical/ serious illness of the faculty members who are admitted in the hospital

➢ Prefixing / Suffixing holiday permitted, provided the staff joins duty at the end of ML

c. Maternity Leave (MaL)

➢ Eligible after completion of Two years of service in FXEC

➢ More than 2 years of service, Eligible for 30 days leave with salary

➢ Greater than 1 years but less than 2 years service in FXEC - 15 days leave with salary

- Beyond one month Maternity Leave would be treated as Leave on Loss of Pay (LOP) subjected to a Maximum of 3 months
- Prefixing / Suffixing holiday permitted, provided the staff joins duty at the end of MaL
- MaL will be approved by the ED

d. Marriage Leave

- Eligible if the staff, he/she has more than one year of service in FXEC
- Five Days Marriage Leave will be sanctioned for staff members who are getting married
- Marriage leave, prefixed or suffixed with holidays will taken count within five days leave
- More than five days will be treated as LOP subjected to maximum of ten days put together
- This leave will also be approved by the ED

e. Vacation Leave (VL) – Teaching Staffs

- Eligible after completion of six month of service in FXEC
- More than six month less than 1 year of service in FXEC: 1 week
- More than 1 year less than 3 years of service in FXEC: 10 Days
- More than 3 years of service in FXEC: 2 weeks
- Suffixing/ Prefixing holiday (if any) will be taken count within VL
- Teaching Staff can avail minimum of 3 day VL
- VL can be availed at the maximum of 2 slots per semester
- VL can be availed only during Vacation period announced by the Principal
- Faculty has to obtain prior sanction before proceeding on vacation
- However, staff has to attend essential duties during vacation as and when called for
- At least 50% of staff must present in the department during the vacation period

f. Vacation Leave (VL) – Non – Teaching Staffs

- Eligible after completion of one year of service
- On completion of two year of service: 3 days

- ➢ On completion of three years of service : 6 days
- ➢ Suffixing/ Prefixing holiday (if any) will be taken count within VL
- ➢ Staff can avail minimum of 3 day VL
- ➢ VL can be availed at the maximum of 2 slots per semester
- ➢ VL can be availed only during Vacation period announced by the Principal and Management
- ➢ Staff has to obtain prior sanction before proceeding on vacation
- ➢ However, staff has to attend essential duties during vacation as and when called for
- ➢ At least 50% of staff must present in the department during the vacation period

g. On-Duty (OD)

- ➢ Eligible after the completion of 6 months of service in FXEC
- ➢ Eligible for 8 days per semester.
- ➢ Unutilized OD cannot be carried over for the next semester.
- ➢ OD can be availed for the purpose of University related work (AUR/ Invigilation/ Practical exam/ Central Valuation), Attending Workshops & conferences, Higher Studies. In case, if the members of the staff pursuing Ph.D need additional OD to attend any proceedings/meetings with regard to Ph.D the same will be considered as special OD.
- ➢ Staff member attending external exam duty in the FN and AN session should attend the college in the AN or FN respectively otherwise the absence will be treated as CL
- ➢ The faculty members who are pursuing Ph.D can avail On-duty to a maximum of 3 days in a semester. To carry out such Ph.D related activity, they have to furnish attendance certificate from the competent authority/supervisor.
- ➢ PhD leave without attendance certificate from the competent authority / supervisor will be treated as leave on LOP
- ➢ The faculty members who intend to participate in paper presentation and seminars organized by other institutions can avail On-Duty over and above the University Exam purpose OD up to a maximum of 3 days in a semester subjected to prior approval of the Principal / M Team
- ➢ Over and above any on other duty administrative work assigned by the Principal / M Team with the approval of the Management is treated as On Other Duty leave (OD).

h. Compensatory Leave

Teaching Faculty is eligible for compensatory leave who work on Sunday or in any Holiday announced by the college. The faculty must get prior approval from the Principal / M Team for working on the holidays.

i. Extra –Ordinary Leave

➢ This is considered when long leave is required on health or specific personal reasons.

➢ No salary is paid during this period and this period will not be considered for increment or promotion.

➢ This leave should be approved by the Chairman / MD

j. Other Leave Rules

➢ Leaves cannot be accumulated and carried forward to the next calendar year except Medical Leave

➢ Vacation leave will not be sanctioned for the staff member who is under notice period towards resignation or is being relieved by the management

➢ If the staff member avails LOP, the prefixing and suffixing holidays will also be treated as LOP

➢ Leave for one week will be sanctioned for higher studies (PhD/ Abroad courses) will be adjusted in vacation leave if he/she had more than one-year service in FXEC

➢ All SM Team members leave will be recommended by the HoD and approved by the M Team members

➢ HoD and the M Team members will get leave sanction from the MD / Professor Planning.

➢ All other Teaching and Non- Teaching leaves shall be recommended by the HoD or employee's reporting authority and sanctioned by the Principal

➢ The employee should get approved the leave prior to the day of absence

➢ On unavoidable circumstances CL may be reported over phone to HoD or employee's reporting authority before 09:00 AM, otherwise the CL will be treated as LOP

➢ In the above clause of any emergency, the employee can submit the prescribed leave application form within one working day after the day of absence.

➢ Two half days leave will be treated as one full day leave

III PROVIDENT FUND & EMPLOYEE'S STATE INSURANCE

i. Provident Fund

As per the Employees Provident Funds and Miscellaneous Provision Act of 1952,

Employees will be covered with EPF

Eligibility: Employee should complete two years of service in FXEC

ii. Employee State Insurance (ESI)

All employees, whose monthly income (excluding overtime, bonus, and leave encashment) does not exceed Rs. 21,000 per month, are eligible to avail benefits under the Scheme.

IV PERFORMANCE APPRAISAL SYSTEM

To constantly monitor the progress, capabilities and achievements of employees and to facilitate the ongoing development of the faculty, FXEC is having the Performance Appraisal System.

a. Employees who have completed six months of service (one semester) with the institution will be put into the performance appraisal but they could not able to earn incentive

b. Employees who have completed one year of service with the institution will be eligible for the annual performance appraisal proceeding with appropriate incentive based on the point score obtained by them in that academic year.

c. In the month of July of every year, the performance appraisal will be done. The employees are requested to fill in the Performance Appraisal Form and submit the same to the reporting authority.

d. The Performance Appraisal Form rates the employee in Teaching Learning, Co-curricular Proficiency, Research, Professional Development activities, other skills such as interpersonal relationships, communication skills and attitude.

e. Performance Appraisal Meeting is then scheduled with the employee by the panel members includes the HoD, Principal and The Management Representatives.

f. The appraisal forms are evaluated and each of the fields in the form is weighted against a predetermined score card and the final score is calculated for each employee.

g. Based on the points scored by the employees in the performance appraisal, Monthly incentive will be sanctioned by the management to a maximum of Rs.6000/- per month to an employee.

V EMPLOYEE GROWTH AND DEVELOPMENT POLICY

a. Faculty Development Programs:

1. To get updated in the current trends and techniques and to make the students Industry ready, Management will observe the performance of the Faculty Members and organize relevant/suitable Training programs for Teaching and Non-Teaching staff members during the semesters holidays

2. All employees must indent to attend such training programs without fail.

3. The member of the faculty who undergoes online courses like NPTEL, Pay the registration fee by his/her own, the same shall be reimbursed on successful completion of the course.

b. Transfer:

1. In the interest of the institution's work process, any employee shall be liable to be transferred at the discretion of the management from one Department to another or from one Institution to another Institution within our group.

2. Staff members (if required) may also represent in writing to the management through the Principal for transfer among our group of Institutions. In such cases, Management will conduct an interview with the employee and based on the satisfactory conditions and also based on the vacancy positions availability transfer orders will be accorded.

c. Higher Studies:

1. The faculties are motivated to pursue Higher Education.

2. The Management approves OD for the faculties who are to appear for Examinations.

3. Those Faculty Members who are pursuing Ph.D can avail On Duty to carry out the activities of Ph. D subjected to the norms specified in the HR policy manual.

d. Incentive for Members of the Staff Pursuing Ph.D & Research:

1. PhD Fee Concession: Faculty pursuing doctoral studies will receive a PhD fee concession of Rs. 5,000 annually, aimed at alleviating academic advancement expenses. The members of the faculty pursuing Ph.D shall be given an incentive of Rs 500 per month from the second year of registration.

2. The faculty members who published papers in the "SCI Indexed (Web of Science) Journals Will Get Incentive of Rs. 5000/- per paper

3. The faculty members who published papers in the Scopus Indexed Journals will get incentive of Rs. 2000/- per paper.

4. Patent Registration Support: Financial support for patent registrations, charging a subsidized fee of Rs. 6,600 per patent to cover essential filing and processing costs.

5. Consultancy:

To promote consultancy initiatives among the staff and students, the management of FXEC, SCAD Group of Institutions proposes the following guidelines. Under this scheme, the staff members who are directly involved in this venture will be herein after called as the principal Investigator and the staff and students assisting the venture will be called as the co-investigator(s).

The principal Investigator and the co- investigator(s) will be given an incentive based on the income generated .If there is no co-investigator, Principal investigator will be given with total rate of incentive i.e., incentive of PI and co-Investigator put together.

The following guidelines need to be following for the consultancy services:

➢ Agreement between the concern offering the consultancy and the coordinator of the Applied Lab for each consultancy services

➢ Mutually agreed Time frame of work

➢ Name list of staff and students involved in the consultancy work

THE RATE OF INCENTIVE

Income generated (RS.)	Rate of incentive		Contribution To Institution (%)
	Principal Investigator (%)	Co-investigator (%) (if No Co-PI % will be added to PI)	
≤RS.1,00,000	30	20	50
>RS.1,00,000	25	15	60

Note:

➢ Institution contribution may be operated as separate account in the name of the applied lab and jointly operated by the principal and the Laboratory in – charge

➢ Revenue generated by the lab may be utilized for the establishment of lab say procurement of equipment, utilities and etc.,

➢ Procurement of equipment / utilities should be done after approval from the chairman / MD by proper routing of budgetary proposals and indent.

E. Funded Project:

To promote Research Initiatives among staff and students, the management of FXEC, SCAD Group of Institutions proposes the following guidelines. Under this scheme, the staff member s who are directly involved in Research project and MODROBS will be herein after called as the principal Investigator. The principal Investigator will be given 2.5% of the fund received from any funding agency as incentive.

1. The following guidelines need to be followed to claim the incentive:

2. The receipt of amount credited should be attached.

3. The letter of authorization for sanctioning the amount must be attached.

The research project should be carried out with due diligence and submitted as per the guidelines and requirement otherwise the incentive received will have to be reimbursed.

F. Industrial Training and Visits:

Financial support extended for industrial training and visits, covering up to 100% of approved expenses to facilitate hands-on exposure and skill upgradation.

G. Conference Attendance Support:

Reimbursements for attending national and international conferences, covering registration, travel, and accommodation costs, subject to prior approval and relevance to teaching or research domains.

H. Awards and Recognition:

1. Annual Day Awards Program: Recognition of exemplary performance through dedicated categories, including the Best Mentor Award for exceptional guidance in student development, the Best Teacher Award for innovative pedagogical practices, and the Best Researcher Award for significant scholarly outputs.
2. Award Benefits: Each award recipient will receive a certificate, a cash prize, and priority consideration for future professional opportunities, with nominations open to peers, students, and department heads.

VI PROMOTION POLICY

Francis Xavier Engineering College has established a detailed process for career progression for its staff members. The norms fixed by the MHRD affiliating and approving authorities like AICTE/Anna University are followed for the staff Promotion.

(i) TEACHING FACULTY

The career progression for a faculty who joins as Assistant Professor is Associate Professor and then to the Professor. The faculty members are promoted considering their educational qualification, experience and the continuous performance appraisal points earned every year.

A. ENGINEERING & TECHNOLOGY:

1. **Assistant Professor to Associate Professor** (with PhD) – Total 5 years of experience, of which, 2 years shall be after completion of PhD.

2. **Assistant Professor to Associate Professor** (without PhD) – Total experience of 13 years after completion of Under Graduate Degree (BE/B.Tech. and M.E/M.Tech or equivalent in the appropriate branch of Engg.)

3. **Associate Professor to Professor** – PhD along with a first class in Under Graduate/Post Graduate is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor.

B. SCIENCE & HUMANITIES:

1. **Assistant Professor to Associate Professor** (with PhD) – Total 7 years of experience, of which, 2 years shall be after completion of PhD.

2. **Assistant Professor to Associate Professor** (without PhD) – Total experience of 15 years after completion of Post Graduate with M Phil Degree. (Desirable:3 Publications in International Journal)

3. **Associate Professor to Professor** – PhD with at least 55% marks in Post Graduate Degree is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor. (Desirable: Post Doctoral work and guiding PhD students in the relevant subject)

C. MASTER IN COMPUTER APPLICATIONS:

1. **Assistant Professor to Associate Professor:** B.E / BTech and or ME / MTech with PhD – Total 5 years of experience, of which, 2 years shall be after completion of PhD.

MCA with PhD – Total 7 years of experience, of which, 2 years shall be after completion of PhD.

2. **Assistant Professor to Associate Professor:** B.E / B.Tech and or ME / M.Tech with without PhD – Total experience of 13 years after completion of Under Graduate Degree. MCA with without PhD – Total experience of 15 years after completion of Under Graduate Degree

3. **Associate Professor to Professor**– B.E / B.Tech and or ME / M.Tech with PhD along with a first class in Under Graduate/Post Graduate is essential - Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor. MCA with PhD - Total of 15 years of experience or Total 12 years of experience of which 5 years should be as Associate Professor.

D. MANAGEMENT:

1. **Assistant Professor to Associate Professor** (with PhD) – Total 5 years of experience, of which, 2 years shall be after completion of PhD.

2. **Assistant Professor to Associate Professor** (without PhD) – Total experience of 13 years after completion of Master Degree

3. **Associate Professor to Professor** – PhD along with a first class in Under Graduate/Post Graduate is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor.

(ii) NON – TEACHING STAFF

a. ADMINISTRATIVE STAFF:

1. **Assistant to Senior Assistant** - Bachelor's Degree in Arts or Science or Commerce, A pass in Type-Writing English, Basic knowledge in Computer operations and 10 years of experience

2. **Assistant to Accountant** - Bachelor's Degree in Commerce, A pass in Computer Tally software, Knowledge of account maintenance through centralized automation

3. **Accountant to Superintendent -** Bachelor's Degree in Commerce, A pass in

Computer Tally software, Knowledge of account maintenance through centralized automation and 15 years of experience

  b.   **LAB IN-CHARGES / ASSISTANTS**

   1. **Assistant Technician to Technical Assistant** - ITI / Diploma in the respective trade and 5years of Experience.

   2. **Technical Assistant to Senior Technician** - ITI / Diploma in the respective trade and 10 years of experience

   3. **Senior Technician to Instructor** - ITI / Diploma in the respective trade and 15 years of experience

   4. **Library Assistant to Assistant Librarian** – Master Degree in Library science with 5 years of experience

   5. **Assistant Librarian to Librarian** – Master of Library science with M Phil with 5 years of Experience

VII RESIGNATION POLICY

1. Any permanent employee desirous of leaving the service shall provide two months notice or two month's wages in lieu of notice to the Management in writing.

2. The employee shall formally inform the Management in writing either in the month end of September (for the employees who intend to get relieved by the end of the Odd Semester) and in the month end of March (for the employees who intend to get relieved by the end of the Even Semester) about their intention to get relieved from the services.

3. The HRO and the representatives from the Management will conduct an exit interview with the separating employee to ascertain feedback on the institution and the management.

4. All the leaves that the employee applies during the notice period should be approved by the HoD and the Principal with the prior consent of the Management.

5. All payments due to the employee or the management will be settled in full before the discharge.

6. Staff Exit Interview is conducted in order to get the feedback from the staff.

VIII. EMPLOYEE TERMINATION

1. In the case of termination of Service, a permanent employee's one month notice or one month's period wage in due off may be issued.

2. The reason for terminating the employee shall be communicated in writing at the time of discharge.

3. All payments will be settled in full before the notice period expires.

IX. FINANCIAL POWER:

The Principal/ HoDs/ Vertical Head are vested with the power of utilizing the department amount for Student/Departmental activities.

The Principal has the power to approve upto Rs10000/- for the honorarium of the Chief guests, Guest lectures and Experts. For the functioning of the various clubs, for organising of events, for procurement of small components for the labs, for the institutional ranking fee and to meet out the various contingencies of the day to day, the Principal can provide the approval.

The Head of the Departments (HOD) are given with the financial power upto Rs 5000/- for association activities, alumni activities, marketing related activities for departmental level.

The Vertical Head are given with the financial power upto Rs 1000/- for relevant activities.

X.   POWER TO MODIFY THE RULES

Rules mentioned above are subject to modifications or amendments as may be made from time to time by the Management.