



GLOBAL

INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE & Affiliated to Anna University)

257/1, Bangalore – Chennai High Way, Melvisharam, Ranipet – 632 509

HUMAN RESOURCES

POLICY HANDBOOK

VISION

To Foster technical skills into budding technocrats and upgrade the rural youth to develop technologically by providing education of global standards and to uphold the social values and make the nation proud through globalization.

MISSION

To dedicate and commit ourselves, sustain and foster unmatched excellence in Technical Education by pursuing continuous development of infrastructure and enhancement in state-of-art equipment to provide our students a technologically up-to-date and intellectually inspiring environment of learning, research, creativity, innovation and professional activity and inculcate in the ethical and moral values.



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QUALITY POLICY

At Global Institute of Engineering and Technology, we are dedicated to providing high-quality education and ethical skill sets to our engineering and management students so they can become exceptional professionals and responsible citizens who advance both social transformation and technological innovation. Our goal is to become a world-class institution by achieving continuous improvement via the use of quality systems.

1. INTRODUCTION:

1.1 Organizing Human Resources

- 1.1.1** Every year in April, the principal will determine the number of employees needed for the upcoming academic year.
- 1.1.2** In order to determine the overall number of academic staff and administrative staff needed for the upcoming academic year, he will receive the staff requirement lists from each department head.
- 1.1.3** He will designate a professor to head of each discipline in addition to the quantity of assistant and associate professors needed to meet the requirements set forth by statutory bodies on the faculty-student ratio.
- 1.1.4** The teacher-student ratio (as per the AICTE regulation, which is subject to periodic modification) shall be 1:20. The Professor will be counted among the teachers for this reason.



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1.1.5 In accordance with the standards published by AICTE/UGC/Anna University, each category's minimum contact hours per week must be maintained.

1.1.6 The HOD, one senior employee and the department's advisors or experts with HR head knowledge will form the selection committee and appoints for hiring in each field.

1.2 Recruitment

1.2.1 The job specification and description for the candidate to be hired will be prepared by the selection committee.

1.2.2 For each post that has to be filled, the committee will increase the number of candidates at a ratio of 1:3 from any or all of the following sources:

- Advertisement in the News Papers
- Files maintained for storing the unsolicited applications

1.2.3 In order to supplement the necessary candidates, the committee may also conduct walk-in interviews.

1.2.4 The committee will use the following procedures to create a short list of candidates:

- Personal Interviews
- Aptitude Tests, including classroom demonstrations

1.2.5 The committee will next compile the short-listed candidates' resumes, recommendations, and personal information sheets, which it will send to the Principal and Management Committee for interviewing the candidates and making the appointment decision.



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1.2.6 The Management Committee or the Principal will make an offer for appointment.

1.2.7 Faculty Recruitment Norms (*As per AICTE Gazette Notification*)

1.2.8 AICTE, UGC, and Anna University may amend the regulations at any time.

1.3 ORIENTATION

1.3.1 The Principal will provide a brief overview of the college to each newly appointed teacher on the day of their arrival.

1.3.2 The Principal will accompany the individual to the work department and acquaint them with the Head of the Department.

1.3.3 The HOD will provide a concise overview of the department and acquaint all Teaching and Non-Teaching members of their team with the New Incumbent.

1.3.4 The HOD will also ensure the completion of all registration formalities, including submission of joining report etc. with the assistance of the office team.

1.3.5 The HOD will introduce the new faculty member in the first class where he/she is going to handle the subjects as per the workload/ time table allotment.



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2 POSITIONS AND PAY SCALES

2.1 The college will have the following positions of hierarchy in the teaching department:

- a) Principal
- b) Professor
- c) Associate Professor and
- d) Assistant Professor

2.2 In addition, each department shall have supporting staff like Programmers, Lab Assistants, Department Clerk and Department Attender etc.

2.3 Each department will also have support personnel such as lab assistants, programmers, department clerks, department attenders, etc.

2.4 The College office will have the following positions of hierarchy in the administrative department.

- a) Manager
- b) Assistant Manager
- c) Accountant
- d) Office Assistant
- e) DTP Operator
- f) Attender



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2.5 The following roles in the college's hierarchy for the library

- a) Librarian
- b) Asst. Librarian

2.6 The college will have the following position for counseling the students

- a) Student Counselor

2.7 YEARLY INCREMENTS

2.7.1 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. Yearly increment is the sole discretion of the management.

2.7.2 Staff members are eligible to receive increments based on the yearly performance appraisal review ratings.

2.8 WELFARE MEASURES: TEACHING & NON-TEACHING STAFF

2.8.1 Employees Provident Fund (EPF)

2.8.2 Group Insurance (Staff/Students and Single Parent of Students)

2.8.3 Transportation

2.8.4 Children Education – Fees Concession

2.8.5 Medical Treatment



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3 CASUAL LEAVE

3.1 Every employee is eligible to avail up to a maximum of 12 days of Casual leave (CL) in a calendar year.

3.2 Normally only one day casual leave will be sanctioned in a month.

3.3 If an employee's earned leave is insufficient to cover their actual number of days missed, any absences more than nine days will be considered Leave on Loss of Pay.

3.4 COMPENSATORY LEAVE

3.4.1 In general, the HOD must have the principal's agreement before staff members perform any work where compensatory leave (COL) is scheduled. However, compensatory leave for unplanned work hours assigned to a Staff shall be given special permissions on occasions designated by the HOD due to urgency, provided that they provide written recommendations and a precise reasoning within three days of the date/period on which the task was completed.

3.4.2 Afterwards, access to the Compensatory Leave will require authorization from the Principal. The Office will keep a record of all such compensating leaves. It is necessary to use the compensatory leave within two months after the actual date of employment.

3.4.3 Employees will not be eligible for compensatory leave for extracurricular activities, educational excursions, university practical exams, ISO, accreditation, AICTE/University



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inspections, other organizations, emergency repairs, or Saturday work and so forth.

3.5 ON DUTY

3.5.1 Permission to be On Duty (OD) will only be given if previous written permission from the Head of Department and Principal approval are obtained. In order to be eligible for On Duty, employees must also sign the office register.

3.5.2 A maximum of 15 working days may be allotted to teaching staff members during an academic year when they are ON DUTY to attend board meetings, external examinations for practical experience, and central valuation in other institutions. Exams related to the University or DOTE held during college business hours. Staff members are required to present proof from the Competent Authority that they completed the planned task. The absence will be considered "on leave" if it is not.

3.5.3 The HOD or Principal should assign specific tasks for any additional ON duties that are related to the college, if any. The Principal must be consulted well in advance for permission to do the same.



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3.6 VACATION LEAVE

3.6.1 Vacation leave is only available to Teaching Staff members, which includes Professors, Associate Professors, and Assistant Professors.

3.6.2 Only during the designated vacation period may one use vacation leave. The principal will announce the vacation time. In general, the locations for the semester and vacation are as follows:

- i. The Odd Semester runs from June to October, with the Winter Vacation following from November to December.
- ii. Even Semester: November through April, with Summer Vacation following in May to June.

The vacation period for both the odd and even semesters begins on the day the university theory examinations begin and concludes on a date that will be published at that time.

3.6.3 Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail 45 days of vacation leave during the Academic year subject to completion of twelve months from the date of joining. In November – December, the vacation leave will be restricted to a period not more than 15 days and during summer the balance 30 days can be availed. For service period less than two semesters, the vacation leave will be calculated on pro-rata basis.



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3.6.4 The eligibility for vacation leave of the staff members who are doing part-time Ph.D. programs etc on sponsor will be finalized according to the merits of the case and announced by the Principal by the end of April every year.

3.6.5 Two periods of vacation leave, each lasting at least fifteen days, may be taken.

3.6.6 Vacation Leave cannot be associated with CL, EL, COL, OD.

3.6.7 Before taking a vacation, leave should be requested well in advance and approved.

3.6.8 Depending on the demands of work, vacation time may be reduced or denied.

3.7 MATERNITY LEAVE

- Maternity leave is available to female employees who are teachers as well as. non-teaching

3.8 MEDICAL LEAVE

3.8.1 Medical Leave is available for the treatment and hospitalization of major health conditions such as tuberculosis, cancer, leprosy, heart surgery, kidney transplant or retina transplantation, and cataract operation, among others. (ML) will be awarded based on each case's merits.

Subject to the following requirements, medical leave for other illnesses and hospital stays will be granted upon the presentation of a medical certificate and a discharge certificate from an accredited hospital.

5 – 10 Years of Service (station experience) - 1 Week



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11 -15 Years of Service (station experience) - 2 Weeks

4 PROMOTION AND PERFORMANCE APPRAISAL- FACULTY DEVELOPMENT SCHEME

- 4.1** Performance Appraisal Review shall be done for all Teaching and Non-teaching staff members every year.
- 4.2** The Management Committee will promote only qualified and eligible employees to higher positions when vacancies arise in such higher cadre. Promotions will be effected strictly on the basis of Merit, Performance and previous year Annual performance review ratings as per statutory bodies notified from time to time.
- 4.3** Promotion will be granted to the top performer in accordance with performance rating.
- 4.4** All promotions shall be considered on the basis of Merit –cum Seniority basis.
- 4.5** Based on the performance rating, there will be a promotion and increment. The right to increment cannot be asserted.
- 4.6** The Committee shall consider promotion of teaching staff to the next higher
Position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidates, and also there has not been any misconduct by him/her during the service.
- 4.7** Normally, consideration for promotion to the next higher level position will be given to the staff member with the most seniority. But, in order to be eligible for this post, he or she must meet the conditions set forth



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by Anna University and the AICTE and have served the necessary number of years in the current role.

4.8 The pay scale appropriate for that category will be awarded to those who are promoted.

4.9 EXCELLENCE AWARD/ APPRECIATION CERTIFICATE

4.9.1 Excellence Award / Appreciation Certificate shall be given to the faculty as recognition of his / her meritorious role in Academics, Research and Administrative activities of the Institution for the Academic Year.

5 RETIREMENT

5.1 Retirement from Service

5.1.1 When they reach 65 years old, all teaching staff members must retire from their positions; non-teaching staff members must do the same at 58 years of age.

5.1.2 In an effort to help the departing employee, the College will notify them in writing 3 months prior to the date of retirement.

5.1.3 The age of retirement as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

5.1.4 Professors of Retired and posts under the Special Category have been released from the previously stated retirement age.



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6 DISCIPLINE AND GRIEVANCE REDRESSAL

6.1 Code of Conduct for Teachers

- 6.1.1** Teachers shall report to the classroom on time without any exception.
- 6.1.2** Every teacher shall take attendance at the beginning of the teaching hour.
- 6.1.3** Every teacher shall close the hour punctually at the end of the hour
- 6.1.4** Provided a teacher witnesses a student engaging in any kind of wrongdoing in the classroom or on college property, they have two options: they can report the issue to the principal or take prompt corrective action, provided it is within their authority.
- 6.1.5** Each employee is expected to participate in all departmental and institutional events and complete given tasks with honesty and the utmost skill.
- 6.1.6** The teaching and non-teaching staff members shall not engage themselves in other activities/businesses, which affect their effective contribution to the Department and the Institution.
- 6.1.7** Gifts of any type from students or their parents are not permitted for the teaching or non-teaching staff out of favoritism.
- 6.1.8** Teachers are expected to conduct themselves at work in a decent manner regarding:
 - a) Preparing ready for the classes that day, adding the most recent information to the previously covered material.



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- b) Maintaining the instructional resources needed to run the lesson in an engaging and disciplined way.
- c) Organizing the classes in accordance with the daily schedule and finishing the semester's syllabus without any delays.
- d) Checking in on students' homework and tests, providing timely evaluations, and providing comments.
- e) Ensuring, when necessary, that the classroom is clean and organized with the support of the cleaning staff.
- f) Getting approval in advance for a leave of absence and notifying the students of such a leave of absence out of consideration.

6.1.9 Teachers are expected to act with integrity in the following areas:

- Avoiding using any inappropriate language toward parents, other students, teachers, or members of the public.
- Not getting into arguments, conflicts, or any other disrespectful behavior.
- Not doing any business on college property, including as lending money or soliciting customers to buy goods or distribute goods.
- Avoiding affiliation with any political organization that could potentially interfere with a teacher's obligations and the institution's reputation.
- Faculty members are expected to follow by the Ethical



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Standards described in this handbook.

6.2 DISCIPLINARY PROCEDURE

- 6.2.1** The Principal/Management Committee will take appropriate disciplinary action against any teacher who violates the code of behavior outlined in Section 6.1 of this manual.
- 6.2.2** Anyone can report in writing to the principal if a teacher violates the code of conduct in an act of misconduct or misdemeanor.
- 6.2.3** The Principal shall hold a preliminary enquiry on the matter, by calling the person about whom the report has been given, as quickly as possible and such enquiry shall be held in the presence of the delinquent employee.
- 6.2.4** Depending on the reality of the infraction, the Principal will proceed with the disciplinary procedure if he is satisfied with the facts of the complaint after conducting such an inquiry.
- 6.2.5** He or she will then go ahead and issue a Show Cause Notice, outlining the offense in detail as well as the suggested course of action and allowing enough time for the accused teacher to respond.
- 6.2.6** After receiving the explanation, or after the deadline for submitting it has passed, the Principal will consider its merits and determine the best course of action, which may involve a punishment.
- 6.2.7** **The following categories will govern the teacher's disciplinary actions:**
 - a)** Memo and Censure.



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- b) Warning in writing, with recovery of money, where financial loss is involved in the act.
- c) Suspension from work without remuneration.
- d) Dismissal or discharge from service.
- e) Any staff member receiving more than two memos or warning, will be given the punishments mentioned in c (or) d

6.2.8 Before imposing the punishment specified in categories c (or) d in Section 6.2.7, the Principal will form a committee to discuss the specifics in front of the guilty employee, providing them with a fair chance to state their case while adhering to the natural fairness principle.

6.2.9 The Principal shall report the proceedings periodically to the Management committee

6.3 GRIEVANCE REDRESSAL PROCEDURE

6.3.1 In order to address the grievances of the teaching and non-teaching staff, the principal will form a Grievance Committee.

6.3.2 The Head of Departments, Principal/Director, and Member of the Management Committee will comprise the Grievance Committee.

6.3.3 At the start of each academic year, the Principal will announce the names of the Committee members and its Constitution.

6.3.4 The committee for grievances shall:

- Have a member secretary to oversee the activities.
- Get together once a month at a designated time and date.



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- 6.3.5** Every member of the teaching or non-teaching staff is required to present their complaints to the complaints Committee.
- 6.3.6** If any member of the teaching or non-teaching staff may file a grievance by addressing the grievance committee.
- 6.3.7** Unless the grievance is of a serious enough nature to require an urgent meeting, the Member Secretary of the Grievance Committee will place the complaint on the agenda for the following week's meeting.
- 6.3.8** The Management Committee and Grievance Committee will take prompt action to resolve the grievance.
- 6.3.9** The meeting minutes must be kept on file by the member-secretary.

6.4 INTERNAL COMPLAINTS COMMITTEE (Sexual Harassment)

- 6.4.1** An Internal Complaints Committee will be established with appropriate representation from the staff and management committee, as well as an equal number of female staff members, to receive and consider complaints from female employees regarding sexual harassment.
- 6.4.2** If the committee receives complaints in this manner, it will meet once a month at a predetermined time and day to review the complaints, unless the urgency of the grievance demands an urgent meeting to document the steps taken to address the problems mentioned in the complaint.
- 6.4.3** Any one or more of the following unwanted behaviors, or implications (whether directly, indirectly, or through



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implications) are considered forms of sexual harassment:

- Physical contact and advances
- A demand or request for sexual favors
- Making sexually colored remarks
- Showing pornography
- Sending mails or any messages with pornography or sexually colored content
- Any other unwelcome physical, verbal or non- verbal conduct of sexual nature

6.4.4 All topics discussed, choices made, and sanctions decided upon, if any, ought to be documented in the meeting minutes and forwarded to the management committee.

7 CONSULTING, R&D AND TEACHING ASSIGNMENTS

7.1 Consulting and R& D

7.1.1 Faculty members are encouraged by the college to accept consulting and research and development assignments both within the institution and with other institutions or industries that fit the teacher's area of expertise.

7.1.2 The faculty is responsible for carrying out these tasks.

- When the outside agency approaches the teacher directly for assistance, or when the college receives a request for assistance and assigns the teacher to that particular assignment.

7.1.3 In either scenario, the teacher will begin the task after receiving written permission from the management committee along with



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the principal.

- 7.1.4** The faculty member will use the college's administrative and physical resources to complete their assigned tasks.
- 7.1.5** The faculty members will collaborate with one another to complete the assignments.
- 7.1.6** Professional fees will be assessed by the faculty to the agency that receives benefits:
 - Faculty members and the institution must appropriately share any consultation work or projects affecting the infrastructure facilities.
- 7.1.7** If additional employees are involved in the work that a faculty member is doing, the faculty will, in front of the principal and management committee, pay the related employees an honorarium in accordance with the arrangement.
- 7.1.8** The Project Co-ordinator will make use of the funds obtained for the project in accordance with the guidelines and policies decided upon by the financing agencies.

7.2 Teaching assignments

With respect to the limitations provided for in this section, the College permits its faculty members to accept teaching duties at other educational establishments.

Teachers who are asked to give guest lectures at other educational institutions should submit a request to the principal, who will review the assignment and grant permission without interfering with their usual duties.



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Unless approved by the Principal, a teaching staff member shall not take any Teaching or non-teaching assignment in another institution, whether for Remuneration or on honorary basis.

8 IN-HOUSE R& D AND SEMINARS/WORKSHOPS

8.1 In-House R& D

8.1.1 The College encourages its faculty members to organise seminars and workshops funded by AICTE, ISTE, and Anna University for the benefit of other students and teachers.

The Management Committee provides additional funds for any AICTE/ISTE /Anna University sponsored programs.

9 INCENTIVES – STUDENTS

9.1 Students – Incentives and Rewards

With great pleasure, the Management Committee announces the following student incentives and rewards:

- Certificates of merit are given to deserving students.
- Prize money is awarded for the best projects, stream-wise.
- Championship awards and recognition for sports activities at institute level, gender-wise individual performance.
- Rewards and recognition for cultural performance at Institute level and individual level
- Project funding for the interested students.
- Free training programmes in ethics, entrepreneurship, communication, computer skills, and personality development will be available to students, along with placement-specific training.



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- There will be free / subsidized value-added training programmes as per special domain and industry requirements

10 PROFESSIONAL VALUE GUIDELINES FOR FACULTY MEMBERS

A faculty member shall live and lead by example in every sphere of conduct particularly to inculcate a culture of good attitude and discipline in students.

- To respect Parents, Teachers and all Elders.
- To express the love of brotherhood to fellow students
- To accept and extend due respect to every religion and social groups.
- To love the Nation and commit their endeavors to its progress.
- To have a sense of belonging to the Institution.
- To always have an urge to excel in professional field.

A. Faculty Member

- Shall wear a respectable attire, befitting the society's expectations
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation of ill feeling of any sort.
- Shall assume total dedication to the teaching profession.



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B. Faculty Member

- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.