

12/8/24



BUILDERS ENGINEERING COLLEGE

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
(An ISO 9001: 2008 Certified Institution | Accredited with B++ Grade by NAAC)
Nathakadaiyur, Kangayam, Tirupur - 638 108, Tamilnadu.

PERSONNEL POLICY MANUAL

The following shall govern the various aspects of personnel management of the institutions until revised by the Management in due course. The revision can be done once in a year or when need arises.

1. Recruitment and selection of various categories of employees.

a. The employees of the institution shall be classified as:

- 1) Executives
- 2) Teaching faculty
- 3) Technical & Non-teaching
- 4) Administrative and
- 5) Supporting staff

- i. **Executive:** Principal, HODs, Students' Welfare Officer and Administrative Officer shall come under the Executive category.
- ii. **Teaching Faculty:** Professors, Associate Professors, Asst. Professors, Academic Coordinator, R & D Coordinator, Placement Officer, Training Officer, Librarians, Assistant Librarian and Physical Directors come under this category. Placement Officer Position will be considered equal to any of the teaching positions based on the experience.
- iii. **Technical & Non-teaching:** Lab Technicians, System Administrators, Assistant System Administrator, Maintenance staff such as Electricians, Plumbers and Carpenters form this category.
- iv. **Academic Administration:** Office Superintendent, Cashier, PA to Principal, Assistant, Junior Assistant, Data Entry Operator, Receptionist, and Office Attender come under this category.
- v. **Non Academic Administration:** Campus Manager, Transport Manager, Mess Manager.
- vi. **Supporting Staff:** Attenders, Drivers, Security Staff, Housekeeping staff, Mess & Hostel Workers and Gardeners come under this category.

b. The induction level qualification for various categories of Staff shall be:

- i. Administrative Officer- Persons of eminence with not less than **15 years** of experience in their relevant fields in **academic or industry** side in the equivalent or next below level.

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- ii. Principal, Professors, Associate Professors, Asst. Professors, Placement Officer, Librarians and Physical Directors as per AICTE norms.
- iii. **Technicians & Lab Assistants:** Diploma or Degree as the case may be in the relevant areas of work. ITI certificates with three years of experience for Electricians, Plumbers and Carpenters.
- iv. **Administrative staff:** Degree in Arts / Science / Commerce / Engineering with computer skill and minimum -
 - **10 years** of experience in Engineering College for Office Superintendents
 - **5 years** of experience for Assistant / Junior Assistants
 - **2 years** of experience for Data Entry Operator and Cashier
 - **2 Years** of experience for PA to Principal preferably MBA
- v. **Supporting staff:**
 - Bus Drivers: Heavy Vehicles Driving License with **10 years** of experience
Age: not less than **40 years**.
 - Security staff: Pass in **8th STD** and fitness for the job. **Age:** not more than **45 years**.
 - Campus and Maintenance Team: Suitability for the job.
- vi. 1 Year of service @ BEC is the probation period for all the new staff members. All the benefits can be availed only after the successful completion of probation period.

2. **Scales of pay & fixation formula:**

- a. **Principal:** Senior scale at the discretion of the Management.
- b. **Professor, Associate Professor, Assistant Professor, Placement Officer, Librarian and Physical Director:** As per AICTE norms. Other allowances at the discretion of the Management.
- c. Scale for Administrative Officer from any one of the above positions (2.b) at the discretion of the Management.
- d. Special privileges can be given to HoDs in addition based on the need and requirements.

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Weightage for experience

❖ 100% for Teaching and Industry Experiences.

e. **Technical & non-teaching Staff:** As per the scale with admissible allowances / consolidated salary at the discretion of the Management.

f. **Administrative and Supporting Staff:** As per the scale with admissible allowances / consolidated salary at the discretion of the Management.

g. **Dearness Allowance:**

Dearness allowance will be given at the discretion of the management.

h. **House Rent Allowance:**

Applicable only to those who are on regular scale of pay.

i. **Probation Period:**

All the Faculty members shall be joined on probation for a period of one year.

3. Promotion and Increment:

a. Promotion:

i. There shall be a Performance Appraisal system (Annexure 'I') for promotion of Faculty members through a) Superior's appraisal b) self-appraisal and c) Student appraisal. This shall be used to clear probation and to allow full allowances to those who are receiving restricted allowances.

ii. Promotions shall be on seniority cum fitness basis after assessment as fit by a Promotion Committee. The Promotion Committee shall comprise of:

- Correspondent - Chairperson and b) Principal, HoD of respective department and Administrative Officer – Members.

| S.No. | Designation | Qualification | Experience | Duration |
|-------|---|---|------------|----------|
| 1) | Assistant Professor – (Direct Recruitment) | | | |
| | a) Engineering / Technology | M.E / M.Tech. (with first class in B.E. or M.E. or both) (Ph.D. preferable) | | 0-5 |
| | b) Science & Humanities | M.Sc / M.Phil (Ph.D. preferable) | | |
| | c) MBA | MBA / M.Phil (Ph.D. preferable) | | |


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|---|-----------------------------|---|--|
| Assistant Professor (Sr. Gr.) - (Promotion) | | | |
| 2) | a) Engineering / Technology | M. Tech / M.Tech. (with first class in B.E. or M.E. or both) (Ph.D. preferable) | Min of 5Years experience as Asst. Prof. |
| | b) Science & Humanities | M.Sc / M.Phil (Ph.D. preferable) | |
| | c) MBA | MBA / M.Phil (Ph.D. preferable) | |
| Assistant Professor (Sl. Gr.) - (Promotion) | | | |
| 3) | a) Engineering / Technology | M.E / M.Tech. (with first class in B.E. or M.E. or both) (Ph.D. preferable) | Min of 4Years experience as Asst. Prof (Sr. Gr.) |
| | b) Science & Humanities | M.Sc / M.Phil (Ph.D. preferable) | |
| | c) MBA | MBA / M.Phil (Ph.D. preferable) | |
| Associate Professor - (Direct Recruitment / Promotion) | | | |
| 4) | a) Engineering / Technology | M.E / M.Tech. with Ph.D. | Promotion <ul style="list-style-type: none"> Min. 3 Years of experience as Asst. Prof (Sl. Gr.) with Ph.D in relevant field Min of 8 Years of experience in teaching /Research/Industry out of which at least 2 years shall be post Ph.D experience Direct Recruitment <ul style="list-style-type: none"> Min of 8 Years of experience in teaching /Research/Industry out of which at least 2 years shall be post Ph.D experience |
| | b) Science & Humanities | M.Sc / M.Phil with Ph.D | |
| | c) MBA | MBA / M.Phil with Ph.D | |
| 12-15 | | | |


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| Professor - (Direct Recruitment / Promotion) | | | | |
|---|-----------------------------|--------------------------|--|-----------|
| 5) | a) Engineering / Technology | M.E / M.Tech. with Ph.D. | Min. 3 Years of experience as ASP with Ph. D in relevant field | 15+ Years |
| | b) Science & Humanities | M.Sc / M.Phil with Ph.D | | |
| | c) MBA | MBA / M.Phil with Ph.D | | |

Weightage shall be given in the assessment for:

- a) Getting Patents, b) Organizing Conferences/Seminars/Workshops through Funding Agency, c) Publishing papers in National and International journals, d) Attending Seminars/Symposia e) NPTEL Courses completion and f) Significant contribution to the growth of the institution will be given due weightage during promotion.

4. Awards & Rewards:

- Faculty members can claim Rs. 5,000 per paper for a Scopus listed journals publication (First 2 authors or Corresponding author only).
- Faculty members can claim Rs. 2,000 per paper for a UGC listed journals publication (First 2 authors or Corresponding author only).
- **Consultancy, Value Added Courses (VAC):**

Proposals on the above activities may be taken up with prior approval of the Principal / Consultancy Coordinator. The proposals may be submitted with the following details.

1. Name of the Department / Organizer / Project Leader
2. Client with designation and address
3. Nature of Work (Consultancy / VAC)
4. Period / Duration
5. Project Technical Team (Teaching, Non-teaching)
6. Institutional / Departmental facilities to be used
7. Total Chargeable Cost: (Where the expenditure involved is expected to be more than 10% of the chargeable cost, it should be provided for separately).


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- a. Expenditure
 - b. Consultancy / VAC fees
8. The total cost is payable to the college account (EBET Group of Institutions) either by money transfer / cheque. Payment in cash is permissible if the project cost is less than Rs. 20,000.
 9. In completion of the project, the project funds will be distributed as provided in table below by the project leader / organizer.
 - I. Any document in balance after meeting the expenditure shall be transferred to the department. If the expenditure exceeds the estimate cost, which should not occur normally, the same may be charged towards the department share on approval by the HODs / Principal.
 - II. Consultancy / VAC Fees

| S. No | Description | % of Shares |
|-------|---|-------------|
| 1 | Project Technical Team (Faculty + Lab Staff) | 60 % |
| 2 | Administrative Staff (i) HOD – 5% (ii) HOD's Office – 1.5 % (iii) Principal - 2 % (iv) Principal's Office – 1 % (v) Consultancy Coordinator – 0.5 % | 10 % |
| 3 | Department Concerned (All expenses related to the project not exceeding 10 % of the total cost and department developmental activities agreed by the faculty are chargeable to this head) Department funds (40%) can be utilized for the following purposes. | 30 % |


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|--|---|--|
| | <p>* Purchasing any new equipment for laboratories as well as for consultancy work. (Seed amount will be adjusted with the consultancy work done by purchased equipment)</p> <p>* Any common department development works</p> <p>* Special approval from the management should be obtained if the amount is spent for students and faculty welfare.</p> | |
|--|---|--|

The distribution as above submitted by the project leader and approved by the HOD, Consultancy Coordinator and the Principal shall be sent to the Accounts Office of the College for disbursement.

10. The department may maintain a register, where all entries regarding receipts, bills for payment, payment details on separate pages for each office project shall be recorded, signed by the HOD / Principal

- International level Awards & rewards- Rs.10,000
- National level Awards & rewards - Rs.5,000
- State level Awards & rewards - Rs.2,000
- Patent Publication (First 2 authors or Corresponding author only)- Rs. 3,000
- Patent Awarded - 7,000

• **Increment:**

Increment & Promotion shall be allowed at the beginning of every academic year (June) as a routine. Increment is based on the performance evaluation as applicable to the category of employment of individual staff members.

Incentive Increment:

At the completion of Ph.D, the incentive increment of Rs. 5,000 will be added in the salary from the next month of qualifying Ph.D. In addition to that another


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Rs. 5,000 will be added in the salary after getting Research Supervisor recognition from the Anna University Chennai. This is applicable from the month of obtaining Guideship.

5. Travelling allowance & Daily allowance on official tours.

The following shall be the entitlement to various categories:

| Category | Mode of Travel | Hotel stay / day | Local Conveyance and Food Allowances / day |
|--|--|---|--|
| Principal and Administrative Officer | Actual or AC First Class fare or Air | Metros: Not exceeding Rs. 4000/= Non Metros: Not exceeding .2000/= | Actual |
| Professors, and Associate Professor, | Actual or not exceeding AC 3 Tier fare or AC Sleeper Bus | Metros: Not exceeding Rs. 1500/= Non Metros: Not exceeding Rs.750/= | Maximum Rs. 600 |
| Placement Officer | Actual or not exceeding AC 3 Tier fare or AC Sleeper Bus | Metros: Not exceeding Rs. 1500/= Non Metros: Not exceeding Rs.750/= | Maximum Rs. 600 |
| Asst. Professor, System Administrator, Librarian, PD and Office Superintendent | Actual or not exceeding II Class (SL) fare or AC Sleeper Bus | Metros: Not exceeding Rs. 1000/= Non Metros: Not exceeding Rs.750/= | Maximum Rs. 500 |
| Others | Actual or not exceeding II Class (SL) fare | Metros: Not exceeding Rs. 1000/= Non Metros: Not exceeding Rs.750/= | Maximum Rs. 400 |

* - Exemptions may be approved by the Principal on a case to case basis

For local travel using four wheelers, TA will be given as per the following rule:

$$\text{(Fuel Rate per liter / 15)} \times 1.5 \times \text{Distance travelled in km}$$

For local travel using two wheelers, TA will be given as per the following rule:

$$\text{(Fuel Rate per liter / 40)} \times 1.5 \times \text{Distance travelled in km}$$


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6. Leave Benefits for Staff:

| Category | Casual Leave | Medical Leave | Vacation | OD Official (A) | OD Exam (B) | OD Career (C) | Compensation |
|--|--------------|---------------|--------------------------------------|-----------------|--------------------------|---------------|--|
| Principal & Administrative Officer | 12 | 8 | 1 Week in Winter + 3 Weeks in Summer | No Limit | | | For every one day worked during holiday, one day compensation leave will be given. |
| Professors, Associate Professors | 12 | 8 | | No Limit | 21 Days | 21 Days | |
| Asst. Professor | 12 | 8 | | No Limit | 21 Days | 21 Days | |
| Placement Officer, System Administrator, Librarian and Physical Director | 12 | 8 | 1 Week in Winter + 2 Weeks in Summer | No Limit | NA for Placement Officer | | |
| Non-Teaching & Admin Staff | 12 | 8 | 1 Week in Winter + 1 Week in Summer | No Limit | NA | 7 Days | |

- Deputed by Principal / Administrative Officer for institutional development.
- Includes Invigilation, Valuation and University Representative assignments.
- Includes Higher Studies and Career development

• **Casual Leave:**

- One day per month of service for new recruits. If Date of Joining of new recruits is before 15th of any month, 1 day CL is eligible. If DOJ is after 15th of any month no CL will be granted.
- Head of the departments may ensure that the regular academic/administrative work is not compromised. Appropriate alternative arrangements are made by the applicant.
- More than permitted number of casual leave if any will be treated as Loss of Pay.
- Availing two or more days of CL in continuation should be with prior approval of the HOD.
- Un - availed CL will be compensated with one day salary per CL.


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- **Medical Leave:**
 - It can be availed only after 3 years of service in BEC. ML for more than two or three days in continuation can be availed by producing Medical Certificate with the competent authority.
 - On special cases, permission can be obtained from Correspondent through Principal.
- **Maternity Leave:** Maximum of 6 months allowed. Half salary will be paid for 3 months for those who have completed 3 years of service in BEC.
- **Vacation Leave:**
 - Vacation should be availed during the designated span and cannot be carried forward. Principal, Administrative Officer and Placement Officer will be exempted from this clause.
 - One spell of Vacation is seven days. Staff members can avail vacation only in spells.
 - Teaching & Non - teaching members with less than one year of service at BEC can avail only one spell of VL during his/her first academic year in BEC during summer.
- **Compensation Leave:**
 - Compensation leave may be availed after the last working day of every semester [Non - academic days].
 - Permitted for all non - remuneratory works with prior approval from Principal.
 - Un - availed COL will be compensated with half a day salary per COL.
- **Permission:** Any 1 hour during working hours can be availed. (Only 2 permissions per month is permitted more than that will be accounted as CL)
- **Leave on Loss of Pay:** Not permitted. If Loss of Pay is availed more than 10 days, it will be treated as break of service. Staff members should get proper approval from Principal to avail LOP.
- **Long Leave:** Treated as Loss of Service. (6 Months permitted. Further extension on approval)
- **On Duty – Official:** Any college assignments / Consultancy Assignments etc...
- **On Duty – Exam:**
 - Staff members can avail OD Exam by producing the Proof (External appointment order / Attendance Certificate etc.)


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- Maximum two days in a semester is permitted for Autonomous External Assignments.
- Faculty members should attend the exam related University Assignments without fail.
- **On Duty – Career:**
 - Faculty members can avail OD Career Development by producing required evidence to the concern authority for the following assignments.
 - Guest Lectures, Chairing Conferences, Seminars etc...
 - DC meeting, progress report submission, Course work exams, Submission of thesis, synopsis and Viva - Voce.
 - Any other Ph.D related official meeting. (Attendance Certificate should be produced with Guide's signature and Seal)

7. Staff Discipline

Conduct:

All the members of the Executive, Faculty and other categories of staff shall at all times

- Dedicate themselves to their job and maintain devotion to their duty,
- Maintain absolute integrity and
- Shall do nothing which shall bring disrepute to the institution.

Violation of these shall constitute an offence which shall be met with - stringent punishment. There shall be a committee comprising of:

- A designated HoD as Chairman with 3 Faculty Members.

The report of this committee shall be submitted to the Principal who in turn shall place it before the recommendation Committee Comprising Principal as Chairman, Senior Professors and administrative officer as secretary. Disciplinary Committee Report together with the Recommendation Committee Report shall be placed before the Correspondent for further decision.

- In case any official meeting is scheduled by the top officials of the college for the staff members with prior notice, all the staff members should attend


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the meeting without fail. Any unapproved leave availed on the day of Official Meeting will be treated as LOP.

8. Dress code:

Faculty Members

i. Gents

- Formal shirts inserted in formal Trouser with formal shoes.
- Sports shoes not permitted.
- Shall come with clean shave.

ii. Ladies:

- Saree or Churidar with Cut Shoe. Shall wear white overcoat while handling classes.

iii. Lab Assistant / Office Assistant: Light Green Striped shirt + Dark Green Trouser with shoes.

iv. Bus Drivers:Khaki shirt and khaki Trouser.

v. House Keepers:Green Color Coat / Shirt + Pant as the case may be.

vi. Security: Light Sandal Shirt + Brown Pant + Blue Dark Cap with shoes.

9. Faculty relationship with students:

- a. Faculty shall be cordial and considerate so as to create a conducive environment for the students to maximize their learning potential and motivate the students in positive path.
- b. Evaluation of students should be based on transparent, impartial and objective criteria.
- c. Faculty should complete the syllabus within the stipulated time frame.

10. Concessions on Bus fare:

- ❖ 50% concession for staff members in bus-fare for 10 months in an academic year.
- ❖ 100% Concession for 2 months at the beginning of the academic year.
- ❖ No Fee for Bus in-charges.

11. Academic Working Hours:

- a. Working Hours - (09:00 AM to 04:30 PM)


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- i. In time on or before - 09:00 AM
 - ii. Out time on or after - 04:30 PM
- b. Half a Day Timings:**
- i. **FN Leave (09:00 AM - 12:45 PM)**
 - In time on or before - 12.45 PM
 - ii. **AN Leave (12:45 PM - 04:30 PM)**
 - Out time on or after -12.45 PM

Note: For R&D, Testing and Consultancy work, they have to spare time beyond working hours.

12. Recreation:

- a. Recreational activities shall be arranged through the staff club constituted for this purpose.
- b. A fund known as staff fund shall be mobilized to meet expenses incurred for family get together (both inside and outside the campus), gifts and mementoes on occasion of marriage of members and send-off parties.
- c. Contributions: Rs. 100/month by teaching faculty and Rs.50/month by non-teaching and Admin. Staff.

13. Notice Period

- Staff member will be relieved from BEC at the end of any semester with prior 2 months notification.
- If immediate relieving is required, Staff members should pay 2 months last drawn salary.

14. Staff Club

- Recreation Activities
- Advance facility for Medical expenses and other expenses - Permitted by submitting proper records.
- Club can contribute funds to Social activities, Relief fund to Government and Non - Government etc.


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15. Benefits to Staff

- Group Insurance (Accident & Health)
- EPF & ESI applicable to all employees.
- Emergency advance for medical treatment
- Sponsorship for higher studies (Ex - PGDIM - IIMA etc.,). After the successful completion of higher studies the faculty members should work minimum 2 years at BEC.
- Sponsorship to attend seminars, conferences, Paper presentations, FDP, STTP, etc., by the management considering the value of the program.
- Free lodging facility is available to the staff members who are staying in hostel.
- Staff quarters available.
- Free uniform and shoes are given to non-teaching staff.



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