

# Jerusalem College of Engineering

(An Autonomous Institution affiliated to Anna University, Chennai)

NBA and NAAC Accredited Institution

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## HUMAN RESOURCES POLICY

### SERVICE RULES, POLICIES AND PROCEDURES

(with effect from 2024)

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## **1. PREAMBLE**

### **1.1 ABOUT THE COLLEGE**

Jerusalem College of Engineering was established in the year 1995 under the umbrella of Jerusalem Educational Trust to impart Quality Engineering Education. Over the period of 29 years it has made a mark for itself and got established as an Institution which offers excellent Engineering Education. It is one of the very rare Institutions which is situated in close proximity to premier educational Institutions and also the IT Hub of Chennai. The Institution offers 9 Under-graduate and 6 Post-graduate courses in Engineering, Technology and Management.

The Institution has very good infrastructural facilities and laboratories with state-of-the-art equipment. The faculty of the college have a nice blend of both academic and industrial experience. The alumni of the college holding key positions in various National/International industries and academic Institutions have brought laurels to the Institution.

The Institution was granted the status of autonomy by UGC and Anna University in the year 2019. The Institution is accredited by NAAC with A grade and the programs B.E. BME and B.E. CSE are accredited by NBA.

### **1.2 VISION**

Jerusalem College of Engineering is committed in emerging as an International Institution of Excellence in imparting the finest quality Engineering, Technology and Management Education rooted in ethical and societal values through various academic programmes, multi-disciplinary research, consultancy and entrepreneurship activities, and hence in contributing towards social transformation and nation building.

### **1.3 MISSION**

- Generating abundant resources and making conducive policies, the management led by the Chairperson strives towards promoting globally competitive academic programmes augmented with value added courses, in-plant training, co-curricular activities and ambience that support intellectual growth and skill acquisition.
- Promoting collaborative trans-border research programmes, continuing education in synergy with academia, industries and research organizations leading to real time solutions and lifelong learning.
- Transforming young men and women into competent professionals and entrepreneurs motivated by a passion for professional excellence, driven by human values and proactively engaging in the betterment of the society through innovative practices and academic excellence.

- Facilitating effective interaction among faculty and students, and fostering network of alumni, industries, institutions and other stakeholders for successful career gain and placement.

## 1.4 QUALITY POLICY

Qualitative Education and sense of high discipline are promises, we at the Jerusalem College of Engineering make to posterity and accordingly shall adopt and adhere to Quality policies, constantly monitor accountability and assure all stake holders that

“WE SHALL KEEP OUR PROMISE”

## 2. SERVICE RULES

### 2.1 RECRUITMENT OF TEACHING FACULTY

#### 2.1.1 Cadre Ratio

The minimum cadre ratio of 1:2:6 is maintained for Professor, Associate Professor and Assistant Professor respectively to maintain 1:15 Faculty - Student ratio.

#### 2.1.2 MINIMUM QUALIFICATION

#### ENGINEERING STREAM

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
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/SCIE/UGC / AICTE approved list of journals	
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 10 years of experience in teaching / research / industry out of which at least 3 years
	AND	

	At least 6 research publications at the level of Associate Professor in SCI / SCIE / 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	shall be at a post equivalent to that of an Associate Professor.
	OR	
	At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	
Principal of Engineering College	<ul style="list-style-type: none"><li>❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering &amp; Technology</li><li>❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals.</li><li>❖ 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</li></ul>	

### **MANAGEMENT PROGRAMMES**

<b>CADRE</b>	<b>QUALIFICATION</b>	<b>MINIMUM EXPERIENCE</b>
Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with First Class or equivalent	2 years of 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 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
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 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 / SCIE / 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/SCIE journals / UGC /AICTE approved list of journals till the date of eligibility of promotion	

### **SCIENCES AND HUMANITIES**

<b>CADRE</b>	<b>QUALIFICATION</b>	<b>MINIMUM EXPERIENCE</b>
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 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 of experience in 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	
Professor	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
	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 of experience	

The norms shall be updated as and when modified by AICTE/UGC/Anna University.

### 2.1.3 MODE OF SELECTION

- Direct Recruitment to all cadres is strictly based on merit.
- Advertisement is given in leading newspapers and websites like [www.facultyplus.com](http://www.facultyplus.com).
- Scrutiny of applications received till the last date mentioned in the advertisement is done and candidates are shortlisted for interviews.
- Original certificates and other credentials are verified before the interview by IQAC team.
- Interviews are conducted by duly constituted selection committee.
- Selected candidates are given offer letter along with the expected date of joining.

Note: Chairperson, Management Representatives, Principal, Anna University representative, Subject Expert, form the Selection Committee.

## 2.2 RECRUITMENT OF NON-TEACHING STAFF

### 2.2.1 MINIMUM QUALIFICATION

#### NON-TEACHING STAFF

S. NO.	CADRE	QUALIFICATION	EXPERIENCE/ADDITIONAL REQUIREMENT
1.	Administrative Officer	A graduate from any recognized University	10 years of experience in a responsible administrative position, preferably with

S. NO.	CADRE	QUALIFICATION	EXPERIENCE/ADDITIONAL REQUIREMENT
			knowledge of working in an Educational Institution
2	Librarian	Master's degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 60% marks or its equivalent CGPA and consistently good academic record	Experience in Computerization of Library
3	Director of Physical Education	A Master's degree in Physical Education (two year course) or Master's degree in sports or an equivalent degree with at least 60% marks or its equivalent CGPA and consistently good academic record, passed the physical fitness test qualifying in the National test conducted for the purpose by the UGC or any other agency approved by the UGC	Represented the University / College at the Inter-university / Inter-collegiate competitions or the State in National championships
4	Finance Officer	A post graduate in commerce or equivalent in the relevant field	10 years of experience in the field of finance.
5	System Manager	A Bachelor's degree or equivalent in the relevant field	5 years of experience in a recognized academic institution or industry of repute
6	System Analyst	A Bachelor's degree or equivalent in the relevant field	3 years of experience in a recognized academic institution or industry of repute
7	Assistant Programmer	A Bachelor's degree or equivalent in the relevant field	2 years of experience in a recognized academic institution or industry of repute
8	Laboratory Instructor (Engineering)	First class Diploma in branch concerned	3 years of experience in a recognized academic institution or industry of repute



S. NO.	CADRE	QUALIFICATION	EXPERIENCE/ADDITIONAL REQUIREMENT
9	Laboratory Instructor	First class B.Sc. in branch of Science concerned	3 years of experience in a recognized academic institution or industry of repute
10	Laboratory Technician	A certificate from I.T.I in relevant trade	3 years of experience in a recognized academic institution or industry of repute
11	Draughtsman	First class Diploma Civil / Mechanical Engineering	3 years of experience in a recognized academic institution or industry of repute
12	Assistant Finance Officer	A Graduate in Commerce	8 years of experience in the field of Finance
13	Superintendent	A Bachelor's degree or equivalent	8 years of service as Senior Asst.
14	Stores-Incharge	A Bachelor's degree or equivalent	More than 5 years of experience in the relevant field
15	Senior Stenographer	A Bachelor's degree or equivalent Technical : Typewriting-English higher grade and shorthand English lower grade, knowledge of MS Office	3 years of services as junior stenographer is desirable
16	Senior Assistant	A Bachelor's degree or equivalent	5 years of service in the lower category
17	Assistant	A Bachelor's degree or equivalent	3 years of experience is desirable
18	Junior Stenographer	A Bachelor's degree or equivalent Technical : Typewriting-English higher grade and shorthand English lower grade, Knowledge of MS Office	3 years of experience as Asst. stenographer is desirable
19	Junior Assistant	A Bachelor's degree or equivalent and Knowledge of MS Office	1 year experience is desirable
20	Assistant Stenographer	A Bachelor's degree or equivalent Technical : Typewriting-English grade	2 years of services is desirable

S. NO.	CADRE	QUALIFICATION	EXPERIENCE/ADDITIONAL REQUIREMENT
		higher and shorthand English lower grade, knowledge of MS Office	
21	Typist	A Bachelor's degree or equivalent Technical : Typewriting-English higher grade, knowledge of MS Office	3 years of experience is desirable

### 2.2.2 MODE OF SELECTION

All the positions are advertised in the press. After scrutiny of applications received, short listing of candidates is done. Selection committee consisting of Chairperson, Principal, Administrative Officer and HODs concerned/Reporting authority conduct interviews and select candidates.

### 2.3 SAVING CLAUSE

Nothing in these rules shall adversely affect the interests of any person who was appointed to the service of the college before the commencement of these rules, subject, to the condition that such person shall not be eligible hereafter for appointment to any other post in this college without possessing or acquiring such qualification as prescribed for that post. All the appointments (Faculty & Staff) are ratified by the Governing Council.

### 2.4 PROBATION

- Initially the appointment of the selected candidate will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment.
- Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for a period of 1 to 2 years and the period of probation can be extended by management in case of non-satisfactory performance.
- If any candidate is appointed on purely temporary basis in a vacancy, he/she has no right to claim a permanent post. However, such candidates may also apply for permanent post following the regular procedure adopted to the candidates of open competition.
- Any candidate appointed on temporary/adhoc basis, his/her services can be terminated without any notice and without assigning any reason.

## **2.5 INCREMENT**

- Increments will be sanctioned only on satisfactory report of performance of the employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority/appraisal committee ordering such with-holding of increment shall reserve the rights for postponing future increments also. It shall further be stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed. For extraordinary performance in a year, the employee shall be given additional incentive based on the recommendation of the appraisal committee.
- In all cases, the increment is sanctioned based on the report of the 360 degree appraisal of the employee.
- In case of Non-Teaching staff, the increment is based on reports made by
  - HODs concerned/Reporting authority
  - Principal
  - Management and as per the regulations deemed appropriate by the management.

## **2.6 PROMOTION POLICY**

Promotions of teaching faculty shall be strictly based on Section 2.1.2. Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the academic life in the Institution. Other things being equal, seniority will be the deciding criterion.

## **2.7 RETIREMENT POLICY**

An employee of the college shall retire on superannuation when he/she attains the age of 65 years, provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like. However, this rule does not apply to those who are appointed on contract basis for whom the management will decide appropriately.

## **2.8 RESIGNATION**

- No member of the faculty/staff shall be permitted to resign during the academic session in both odd and even semesters.
- Faculty/Staff is entitled to submit resignation only at the end of the academic semester. If submitted at the end of the respective academic semester, he/she shall be relieved immediately after the last working day with due endorsement from the authority concerned related to his/her duties at the Institution.

- If resignation is submitted after the commencement of the academic semester or in between the academic semester, then he/she will be relieved only at the end of the academic semester after due endorsement from the authority concerned related to his/her duties at the Institution. In an emergency situation, he/she shall pay two months' salary in lieu thereof for the same after due endorsement from the authority concerned related to his/her duties at the Institution to get relief.
- If resignation is submitted prior to the commencement of the academic semester (or) during the vacation, then he/she shall pay two months' salary in lieu thereof for the same, and he/she shall be relieved immediately after due endorsement from the authority concerned related to his/her duties at the Institution.
- The appointing authority reserves the right to waive the notice period or the compensation thereof.

### **3. JOB RESPONSIBILITIES**

#### **3.1 TEACHING FACULTY**

Job responsibilities as a faculty consists of four components viz. Academic, Research & Consultancy, Administration and Extension Services. A brief description of these four components as given below.

##### **3.1.1 ACADEMIC**

- Class Room Instructions
- Laboratory Instructions
- Curriculum Development
- Learning resource material & Laboratory development
- Students' Assessment & Evaluation including examination related duties
- Enriching knowledge through FDPs
- Students' guidance & counseling, helping their personal, ethical, moral, and overall character development.
- Keeping abreast of new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Self-development through upgrading qualification, experience & professional activities.

##### **3.1.2 RESEARCH AND CONSULTANCY**

- Research & Development Activities
- Research Guidance
- Industry sponsored projects
- Providing consultancy

- Promotion of Industry Institution Interaction
- Patent grants
- Preparing project proposals for funding in areas of R&D work, laboratory development, modernization, expansion etc.

### **3.1.3 ADMINISTRATION**

- Academic and administrative management of the department/Institution.
- Policy planning, monitoring & evaluation and promotional activities both at departmental and Institutional level.
- Design and development of new programmes.
- Monitoring and evaluation of academic and research activities.
- Participation in policy planning at the regional/National level for development of Technical Education.
- Helping mobilization of resources for the Institution.
- Plan and implement staff development activities.
- Conduct performance appraisal.
- Maintain accountability.

### **3.1.4 EXTENSION SERVICES**

- Interaction with Industry and Society.
- Participation in community services.
- Providing non-formal modes of education for the benefit of the community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge by conducting awareness programs
- Providing technical support in areas of social relevance.
- Any other relevant work assigned by the Head of the Institution.

### **3.2 NON-TEACHING STAFF MEMBERS**

- Non-teaching staff members shall abide by the rules and regulations of the Institution and maintain very high order of integrity and character.
- They shall maintain punctuality in reporting to the respective work place in the college
- They shall discharge all the duties and responsibilities assigned by superiors from time to time, either individually or as a team, in the Administrative office, Academic departments, central facilities and all other general services.

### **3.3 WORKING HOURS**

The working hours of the college is from 8.15 a.m. to 3.40 p.m. with 40 minutes lunch break. The college normally works for 5 days in a week. However, the 6th day in the week will be a working day if necessary for completion of allotted work.

### 3.4 TEACHING DAYS

The college shall have at least 150 full teaching days per year or 75 full teaching days per semester. "Teaching Days" here shall mean actual class room/ laboratory contacting teaching days and do not include days of examination/tours/sports etc.

### 3.5 WORKLOAD

The minimum teaching contact hours for various positions are as given below.

Designation	(Teaching/Laboratory hours)/Week
Assistant Professor	28
Associate Professor	24
Professor / Senior Professor	14
Director / Principal	6

## 4. 360 DEGREE PERFORMANCE APPRAISAL

### 4.1 PROCEDURE

- Every faculty member shall fill a self-appraisal form each academic year (July 1 to June 30) and submit the same to HOD with relevant proofs.
- A committee constituted by Principal verifies the forms submitted by faculty and shall evaluate their performance on a scale of 10.
- Individual faculty shall meet the committee wherein they are informed of their areas of strengths and weaknesses.
- Sustained good performance will be a requirement for promotions, study leave, awards and other benefits

### 4.2 WEIGHTAGE

Category	Maximum Points
A. Teaching Process	05
B. Students' Feedback	05
C. Departmental Activities	15
D. Institutional Activities	10
E. Annual Performance Score	50
F. Contribution to Society	05
G. Evaluation by HOD	05

H. Evaluation by Office of the Controller of Examinations	30
<b>Total</b>	<b>125</b>

## 5. LEAVE RULES

### 5.1 CASUAL LEAVE (CL)

Casual leave cannot be claimed as right. The faculty and staff must get proper sanction of his/her leave from the principal through the HOD atleast one day prior to the date of leave application.

#### **(I) Faculty and staff who have completed one year of service in the institution:**

- i. All faculty and staff who have completed one year of satisfactory service in the institution are entitled to avail a maximum of 12 days of casual leave during the calendar year Jan 1-Dec 31, out of which 6 days can be availed during the period of January to June and remaining 6 days can be availed during the period of July to December. This leave can be availed based on the following norms:
  - One casual leave per month. However, the same can be cumulated and availed for 3 days only at a stretch.
  - Half day casual leave can be availed.  
Forenoon working hours: 8.15 am-12.15 pm  
Afternoon working hours: 12.15 pm-3.40 pm
- ii. Saturdays (if not working days), Sundays, public holidays and restricted holidays can be prefixed **OR** suffixed to casual leave and these days availed during the period of casual leave are not counted as part of casual leave. Prefixing **AND** suffixing of holidays are **NOT** desirable, if found then all the days can be counted and the following cases are considered:
  - Case 1: If the total number of days (including holidays) are lesser than available C.L limit then the total number shall be deducted from available C.L.
  - Case 2: If the total number of days (including holidays) are greater than available C.L limit then the available C.L. can be deducted from the total number of days and the remaining shall be taken as leave without pay.
- iii. Any casual leave availed by faculty and staff over and above the allotted casual leaves will be treated as leave without pay.
- iv. Casual leave cannot be combined with any other leave such as vacation and “on duty”, S.L., C.C.L.
- v. Casual leave not availed in a calendar year cannot be carried over to the next calendar year.

- vi. Proceeding on leave without proper sanction would be treated as leave without pay.
- vii. No leave shall be sanctioned on phone or via mail except in case of extraordinary circumstances. This shall however be regularized immediately on joining the duty in writing. The leave taken along with the alternate arrangements of his/her duty must be intimated to the concerned HEAD of the Department in the morning session of the same day itself.
- viii. Faculty members are required to make alternate arrangements of their classes with the other faculty members handling the same class and the same should be mentioned in the leave application counter signed by the concerned faculty.  
In case any faculty is engaged for teaching other departments, apart from his/her own, then the load adjustment plan accompanying the leave form, should bear the signatures of the Head of the Departments in which he/she is engaged on the day of leave.
- x. Casual leave availed without making proper arrangements of the duties will be liable for cancellation of that particular CL and the same may be treated as Loss of Pay.
- xi. If an employee remains absent for consecutive seven days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, this period of absence will be considered as loss of pay. Such absence will also be considered as a Break-in Service.
- xii. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay/promotion for that year and also for availing vacation leave in the semester in which the second break in service occurs. The same can also be liable for termination based on the performance of the employee.

**(II) Faculty and staff who have not attained regular status:**

- i. Faculty and staff who have not completed one year of service in the institution can avail only one casual leave for every completed service of one month for a period upto one year. Prefixing and suffixing holidays are not permitted.
- ii. After the completion of one satisfactory year of service, the norms stated in (1) will be applied.

**5.2 PERMISSIONS**

- i. Two permissions of one hour duration each can be availed by the faculty and staff in a month.
  - i. Forenoon permission: 8.15 am -9.15 am
  - ii. Afternoon permission: 2.40 pm-3.40 pm
- ii. **No one is permitted to leave the campus during the working hours.** Leaving the college early without permission of HOD and principal or not physically present during working hours shall be viewed seriously and he/she may be marked absent and the same will be treated as leave without pay.



- iii. Permissions can be availed by faculty and staff only if no academic or administrative duties are assigned to them during the duration in which permission is sought.
- iv. Two permissions cannot be availed on the same day.
- v. A faculty or staff who has availed the forenoon permission must sign the permission register kept in the principal's office at 9.15 am on that day and an employee who wishes to avail the afternoon permission must sign in the permission register at 2.40 pm on that day when permission is availed.
- vi. No permission shall be sanctioned over phone or via mail except in case of extraordinary circumstances. This shall however be regularized immediately on joining the duty in writing. The permission request along with the alternate arrangements of his/her duty must be intimated to the concerned Head of the Department before 7.30 am on that day.
- vii. Faculty and staff are required to strictly adhere to the prescribed college timings regarding coming to the college and leaving the college. Leaving the college before the prescribed time or coming late in exceptional cases would require prior approval of the principal after forwarding it through the department head.
- viii. In case a faculty or staff is unable to take the prior approval of HOD for coming late to the college due to some exceptional circumstances, it is the responsibility of the faculty to ensure that the information about his/her late coming has reached to his/her HOD prior to the start of classes for that day, or else it may be treated as one day casual leave or leave without pay as the case may be.

### 5.3 COMPENSATION CASUAL LEAVE (C.C.L)

- i. Academic related activities such as special class for syllabus completion, parent teacher meeting, symposium which are bounded duties of faculty may be conducted on Saturdays. **This does not entail the faculty to avail C.C.L**
- ii. If a faculty or staff has worked for an entire day on a holiday for a specific duty assigned by the HOD or principal, they alone can claim for a full day C.C.L
- iii. For getting approval from principal to avail C.C.L, HOD'S shall forward the details of the work carried out on the unscheduled working day within three days and also recommend a one day compensation casual leave (C.C.L) for the employees who worked on that day.
- iv. Faculty and staff can avail C.C.L only after applying to the principal through HOD and getting it sanctioned in advance. The compensatory leave should be availed within two months from the actual date of working. The record of such leave must be maintained both in the department and the principal's office.
- v. C.C.L cannot be combined with casual leave.
- vi. Not more than one C.C.L can be availed at a time.

## **5.4 VACATION LEAVE (VL)**

i. Faculty and staff are eligible to avail vacation leave only after the completion of allotted academic activities and other responsibilities as below:

### **Category (i): One year of Completion:**

Faculty/Staff those who complete their one year service

- During July to November, shall avail a vacation leave of 45 days/30 days respectively.
- During December to April, shall avail a vacation leave of 30 days/15 days respectively.

Note: If faculty/staff completes one year in May or June, category (ii) shall be applicable.

### **Category (ii): Less than one year completion (calculated upto April 30):**

Faculty/staff members those who do not complete their one year service

- Shall avail 2.5 days/1.5 days per month respectively if they have served more than six months in the institution.
- Shall avail 2 days/1 day per month if they have served less than six months in the institution.

Note: If common vacation is declared by the college then above norms do not hold good.

**Category (iii):** Faculty/staff members who do not belongs to above two categories are eligible for a vacation leave of 45 days/30 days respectively.

- i. Vacation leave must be availed only during the slots in which vacation is announced for that particular academic year.
- ii. While calculating the number of days of vacation leave, all intervening declared public holidays, Saturdays and Sundays will be included.
- iii. Vacation leave cannot be combined with any other leave such as C.L, C.C.L, SL, ML or OD
- iv. If a faculty or staff is required during vacation period, on cases of necessity, must report to duty without fail.
- v. Any unused vacation leave cannot be carried over to the next academic year.
- vi. Vacation leave should be applied and get it sanctioned well in advance
- vii. Vacation leave mentioned above is inclusive of common vacation if any, declared by the college.
- viii. Vacation cannot be quoted as a reason for non-completion of academic responsibility on time.
- ix. Sanction of vacation leave will be subjected to fulfilling of norms which may vary from time to time.

- x. Faculty and staff should make themselves available for all examination related activities though they are on vacation.
- xi. Before going on vacation, faculty and staff must furnish the details of their contact address and their personal phone number to the concerned HOD.
- xii. If a faculty or staff required for an urgent duty at college during his/her vacation is proved to be not reachable over phone, then his/her vacation is liable to be cancelled.
- xiii. If a faculty or staff does not report to duty on the day of reopening meant for him/her, then his/her entire vacation will be treated as loss of pay.
- xiv. No cancellation of vacation is permitted by the faculty or staff once it is approved by HoD and Principal.

If the faculty/staff served in the Institution for four years and more and avails leave (Maximum of six months) with prior approvals and joins back then he/she is eligible to avail a vacation leave of 30 days and non-teaching staff can avail a vacation leave of 15 days.

### **5.5 SICK LEAVE (SL)**

- i. Faculty and staff members who have completed one year of service in the institution
- ii. can avail sick leave for a maximum of 7 days.
- iii. Intervening holidays will also be treated as SL.
- iv. If holiday are prefixed and /or suffixed with SL, they will also be counted along with SL.
- v. If SL extends 5 days, the extra days will be treated as loss of pay.
- vi. Sick leave will be sanctioned only on production of doctor's prescription along with medical certificate.

### **5.6 SPECIAL LEAVE (SP.L)**

Faculty and staff members in the institution can avail a maximum of 10 days leave from their vacation for his/her marriage and in case of death in the family (Blood Relation).

### **5.7 ON DUTY (OD)**

i. Faculty members may be considered to be "on duty" on the days when they take up examination related work after the proper approval of the HOD and principal.

ii. Faculty members are permitted to avail a maximum of 10 days of OD per year for the following:

- End Semester examination related work such as external invigilation, external examiner for Practical/viva voice for the colleges identified by the Principal's office / CoE office.

- Participation and/or presentation of paper in National/International Seminars/Conference/ Symposium/Workshops.
- To attend Faculty Development Programme
- Participation as a DC member / viva-voce examiner / Panel member / Resource Person.

iii. Senior faculty members are permitted to avail a maximum of 10 days of OD for the examination related works such as AUR once in two years in addition to the usual OD.

iv. Faculty on duty is expected to produce proof of attendance immediately on return.

## **5.8 MATERNITY LEAVE (ML)**

- This leave is applicable to all women members of faculty and staff who have completed one year of service with regular scale of pay only.
- Prior approval from the concerned HOD and Principal must be taken before availing this facility.
- Eligible women faculty and staff can avail three months of Maternity Leave on full pay only for first two child deliveries. This facility can be availed for the second child only after 3 years of availing ML for first child.
- A faculty who has attained regular status may be permitted to combine ML with VL and forego their 30 days' vacation in the succeeding vacation after re-joining.
- Extension of leave after availing maternity leave is not permitted.
- The ML sanctioned can be availed on a continuous basis and cannot be availed in instalments.
- Before availing this facility, faculty and staff must give an undertaking that they will serve the institution for at least one year after re-joining the duty and forego their vacation in the succeeding academic year.
- Employee must submit fitness certificate from a physician while re-joining the duty.
- This leave is not debited to leave account.

## **5.9 PATERNITY LEAVE (PL)**

- All male employees irrespective of cadre appointed on regular basis and have completed one year of regular service in the institution are eligible for 5 days of continuous Paternity leave for the first two children.
- This leave is not debited to leave account.

# **6. FACULTY DEVELOPMENT**

## **6.1 HIGHER STUDIES**

- The faculty is granted on duty for QIP/FDP in the fields of specializations. The said facility is limited to one faculty member per department every year.
- In the case of doctoral programs, upon signing a bond, the student agrees to serve the

institution for a period of 3 years upon completion of the doctoral program. If the student fails to successfully complete the program, they agree to refund the assured amount as specified in the bond. Additionally, if the student does not fulfill the full service period as per the bond after successfully completing their studies, they agree to refund the assured amount on a prorated basis.

#### **6.1.1 NORMS FOR REGISTERING Ph.D.**

- HOD of each department can permit a maximum of two faculty members per semester for pursuing Ph.D.
- For external candidates who want to attend course work in JCE, he/she shall pay Rs. 5,000/- (Rupees Five thousand only) per course.

#### **6.1.2 CONCESSIONS**

**On execution of bond, the following concessions may be availed.**

- Two half days of O.D. per week for two semesters for attending their course work as per timetable and exam schedule of the respective University (48 days).
- One day O.D. per month to meet the supervisor after the completion of course work for a period of 3 years (36 days).
- 15 days leave with pay for preparation of thesis during Semester end such as the regular functionality of the Department is not affected.
- The total number of O.D. including attending course work, interaction with supervisor and thesis preparation can be restricted to a maximum of 100 days.

#### **6.2 SEMINARS/WORKSHOPS/CONFERENCES**

- Selected staff members are sponsored by the management for seminars, workshops and conferences while meeting the expenses towards registration fee and also treating the period of absence as “ON DUTY”.

#### **6.3 AWARDS**

The following awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

- Best Teacher award
- Best Academic performance
- Women Achiever award
- Best Research performance

#### **6.4 STAFF DEVELOPMENT & TRAINING (ADMINISTRATIVE)**

- Arranging in house training programme for providing communication skills,

particularly skill of writing (with such inputs as grammar at basic level) with the help of the Department of English.

- Arranging two week training programme by way of requesting Resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering college.
- Arranging training programme to enable ministerial staff with practical computer skills through hands-on experience, utilizing the expertise of faculty from the computer center.

## **6.5 STAFF DEVELOPMENT & TRAINING (TECHNICAL)**

In respect of technical Staff such as Lab Assistants, Lab technicians etc. refresher training & Re-training Programmes shall be arranged in such technical areas, as required in view of changed curriculum (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

## **7. WELFARE MEASURES**

- In the event of death of an employee while in service, an amount of Rupees 10,000/- is granted to the dependents of the deceased employee, towards funeral.
- The management grants maternity leave to the women employees, with pay for a period of 90 days and limited to the first two living children.
- Educational loan for higher studies
- Vehicle loan.
- Subsidized house loan.
- Grant of Rs.5000 /- for marriage and for the first child for the supporting staff.
- Medical Insurance Scheme
- Interest free loans for emergency.
- Tuition fee waiver for children of employees.
- Refreshment to all faculty and staff.
- Free breakfast and lunch for drivers.
- Free holiday trip for staff.
- Ayudhapooja and Diwali gifts.
- Transport for faculty and staff.
- In the event of death of an employee, while in service his/her dependent will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant post.
- All the members of staff are covered under Employment Provident Fund Scheme.


Medical facilities are provided.

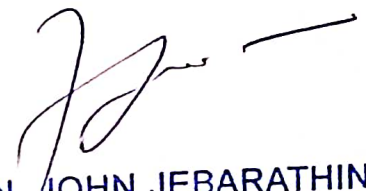
- Faculty members are sponsored to upgrade their qualification.
- Gratuity shall be given to faculty/staff members who have completed 5 years of service at JCE, as per Government norms.

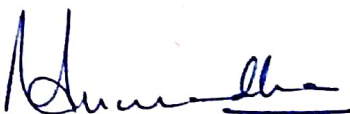
#### 8. GRIEVANCE REDRESSAL CELL

To redress the genuine grievances of staff and students, so that congenial atmosphere for studies and smooth working of administration prevails, the college has constituted grievance redressal cell.


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