

# **HUMAN RESOURCES POLICY**

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Coimbatore Institute of Management and Technology (CIMAT) was established in 1996 by Kovai Kalaimagal Educational Trust. The Institute is approved by the All India Council for Technical Education (AICTE), New Delhi, approved by the Ministry of Human Resource Development (MHRD), New Delhi, affiliated with Bharathiar University Coimbatore. The University Grants Commission has granted it autonomy. A Governing Council governs this college.

## **RECRUITMENT**

### **ASSESSMENT OF FACULTY REQUIREMENTS**

The Director of the respective Institute shall assess the faculty requirement (new/replacement as the case may be) at the time of approval of the annual budget in consultation with the Dean Academics and take the plan's approval from the Head office at the time of budget approval. Any new/ replacement appointment not covered under the annual budget plan shall be made with the prior approval of the Vice-Chairman only.

Resumes for all faculty positions can be sourced through any of the following means cost-effectively:

- a) Newspaper Advertisement
- b) Resumes in the database
- c) college website
- d) Employee Referral

The responses from all the sources mentioned above will be shortlisted based on the minimum qualification required for the faculty position.

**THE SELECTION PROCESS** of the faculty will be a two-tier system.

(a) Faculty Selection Seminar: - The shortlisted candidates shall give a presentation on a relevant teaching topic, as approved by the Institute, in the presence of all available faculty members and the Director of the concerned Institute. Each Member present in the faculty selection seminar will give their feedback about the presentation on an evaluation sheet.

(b) Personal interview: The candidates shortlisted from the faculty selection seminar will be called for a personal interview on the respective campus, depending on the situation.

The selection committee will consist of the following members: -

- a. One Member of the Board of Governors or their nominee (whenever available).
- b. Director of the Institute
- c. One expert in the subject area from outside,
- d. Dean/Associate Dean/Assistant Dean (Academics)

All the selection committee members will submit the interview evaluation sheet of each candidate shortlisted for the personal interview. The final candidate shall be selected based on the consensus of the panel. Members of the panel can join through Video Conferencing also.

### **NEGOTIATION OF SALARY**

The role of the interview committee shall be to shortlist the suitable candidate only. The Director of the concerned campus shall finalize the salary of the shortlisted candidate.

The final negotiated salary details of the candidates should be sent to the office in writing before issuing any letter. While negotiating salary, presumed DA and subsequent CTC at the date of joining should be considered.

### **STAFF**

#### **ASSESSMENT OF STAFF REQUIREMENTS**

The Director of the respective Institute shall assess the staff requirement (new/replacement as the case may be) at the beginning of the financial year in consultation with the Department Heads and incorporate an annual approved budget. Any new/ replacement appointment not covered under the annual budget plan shall be made with the prior approval of HO only.

Resumes for all staff positions can be sourced through any of the following means cost-effectively:

- a) Resumes in the database
- b) College website
- c) Employee Referral

**PROBATION:**

- i. Except those on tenure/contract/deputation, the teaching employee will be on probation for one year from joining. The employee's service conditions will be governed by the rules and regulations of the college issued from time to time. The probation for the Admin & Academic support staff will be one year from the date of joining.
- ii. In case of non-satisfactory performance, the management may extend the probation period.
- iii. If any candidate is appointed on a purely temporary basis in a vacancy, he has no right to claim a permanent post. However, such candidates may also apply for a regular post in an open competition.
- iv. If a person, having been appointed temporarily to a post, is subsequently appointed regularly, he/she shall commence a probation period from the date of appointment on probation.
- v. In the case of a candidate appointed on a temporary/Adhoc basis, his/her services can be terminated without any notice and without assigning any reason.

**INCREMENTS:**

Increments will be sanctioned only on the satisfactory performance of the employee.

An increment of an employee may be withheld if his/her conduct has not been good or his/her work has not been satisfactory. The authority ordering such withholding of the increment shall state the period for which it must be withheld.

**PROMOTION POLICY:**

Promotion to a higher level of service shall be made subject to API Score / Performance in the annual performance and availability of the posts, eligibility/merit and commitment of the staff. Other things being equal, seniority will be the deciding criterion.

**RETIREMENT:**

- i. A college employee shall be superannuated when he/she attains 58 years of teaching, administration, and Academic Support. The management may consider extending the service of teaching staff beyond 58 years without a gratuity, pension, and Provident fund benefits.
- ii. However, the authority shall have the right to issue an order of retirement of an employee who has not attained the age of fifty-eight (58) for reasons of inefficiency and ill-health.
- iii. However, this rule does not apply to those appointed on a contract basis for which management will decide retirement age.

**GRATUITY SCHEME:**

A regular employee who has worked for more than five years in the institution is eligible for gratuity. The staff above 58 years of age are not eligible for gratuity. The gratuity is calculated as per the government norms.

**EMPLOYEE'S PROVIDENT FUND:**

Employee's contribution towards the PF is 12% of their total salary (Basic Pay + Dearness Pay + Dearness Allowance). Employer's contribution towards the PF will be 12% of the total salary subject to a salary limit of Rs. 15,000/- per month. The EPF deduction will be credited @ 8.33% towards the pension scheme and the balance @ 3.67% towards PF Account.

**ESI:**

Eligibility and conditions for staff Those who are earning a gross salary of less than Rs.21,000/- per month will be covered under the ESI Scheme irrespective of the mode of appointment and their designation

**RESIGNATION:**

Those faculty/staff desirous of leaving the service of CIMAT have to submit their resignation letter by the 15th of February so that they will be relieved by the 15th of May every year. They usually will not be relieved in the middle of a year.

However, under an extraordinary situation, one can be relieved on resignation by paying three months' salary.

However, the appointing authority reserves the right to waive the notice period or compensation.

#### **SEPARATION FROM SERVICES/NOTICE PERIOD:**

1. The Organization or Employee may opt to terminate this Appointment of the Employee from the services of the organization without assigning any reasons whatsoever subject to the following conditions –

a) A minimum notice period of 3 months (for confirmed employees)/1 month (for employees on probation) is applicable from either side

b) The organization, at its sole discretion, may opt to pay relevant Notice Pay to the employee instead of serving the applicable notice period in the event of the organization's decision to initiate the termination of this appointment.

c) The organization, at its sole discretion, may choose to accept or reject the employee's offer to pay Notice Pay in lieu of serving the notice period as applicable based on the exigencies of the situation.

d) Further to the notice period as outlined hereinabove, no Employee from the Academic wing entrusted/engaged with teaching responsibility will be permitted to be relieved from the organization's services during the Academic year.

e) The Management reserves its discretion to review and recommend early release of any Employee from the Academic Wing (not assigned Teaching responsibility), Academic Support and General Administration on a case to case basis during the Academic year as per the Notice period and applicable conditions as mentioned hereinabove.

f) Where an Employee requests for being relieved during the Academic year - The Management reserves its discretion to review, and on case to case basis, any request from the employee for being relieved during the Academic year and any deviations will be at the sole discretion of the management.

The organization reserves the right to compulsorily relieve the employee from the services of the organization, without any pay (or in-kind) in lieu of serving any notice period that may be applicable, at any point in time for reasons including, but not limited to, the following –

- a) Not abiding by the Policies, Practices, Systems, Rules and Regulations that apply to all Employees of the Organization at any given point in time, including new additions, revisions and changes to Policies and Practices of the Organization by the Management.
- b) Wilfully or otherwise neglecting duty, responsibilities assigned, refusing to accept lawful instructions from the reporting supervisor or HOD or Principal or the Management including Trustees.
- c) Any act(s) that constitute disobedience, insubordination, incivility, intemperance, irregularity in attendance, inconsistency in workplace availability, instigating colleagues and/or students alike to act against the interests of the organization, misconduct and failure to discharge duty
- d) Performance not meeting expectations of the organization based on communicated standards.