



St. Peter's Institute of Higher Education and Research

(Deemed to be University U/S 3 of the UGC Act. 1956)

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HR POLICY MANUAL

VISION

To be a globally renowned institution in academic excellence, research and innovation by providing inspirational learning to produce socially conscious leaders capable of addressing future challenges with ethical values.

MISSION

- To provide a vibrant learning environment, fostering innovation and creativity inspired by cutting edge research.
- To instill ethical values, imbibe a sense of social responsibility and strive for societal wellbeing.
- To promote National and International alliances and collaborative initiatives to achieve global excellence.



Registrar

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INTRODUCTION

In order to further move towards the objectives of achieving eminence in academic and research, well thought-out rules and regulations are required which can be implemented in stages. The HR policy manual of St. Peter's Institute of Higher Education and Research provides information about the Institute so that employees can strive to achieve the goals of the organization. The HR policy covers in detail, the human resource philosophy, equal employment opportunity, code of conduct, work culture, planning recruitment and selection process, working times, annual appraisal system, exit policy, staff welfare policy, grievance redressal system and also the guidelines for the authorities to enforce these regulations and policies.

History of SPIHER:

St. Peter's Institute of Higher Education and Research (SPIHER) is located at Avadi in Chennai metropolitan city. It was formerly functioning as St. Peter's Engineering College which was established in the year 1993 under St. Joseph's Educational Trust and affiliated to Anna University, Chennai, with all the eligible programs accredited by NBA(AICTE), New Delhi. After becoming a Deemed to be University in 2008, the Institute has been focusing on academic excellence and research.

It offers undergraduate and postgraduate programs in Engineering, Technology, Management Studies, Architecture, Science and Humanities and Ph.D. programs. For encouraging innovation and entrepreneurship development, a Technology Business Incubator sponsored by the Department of Science and Technology, Ministry of Science and Technology, and SPIHER-MSME Business Incubators are functioning within the campus. It associates with many industries in and around the Institute including one of the largest industrial estates in Ambattur. It is now poised with greater thrust for high quality education and innovative programs leading to research and development. The vision of the institution is to impart value oriented technical education and to include a sense of discipline and humanitarian culture to mould the youth for future.




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RECRUITMENT POLICY:

Our recruitment policy aims at ensuring;

- Selection of best among the available candidates through a fair selection process as laid down by the Board of Management.
- Appropriate weightage for experience in Industry and Research while making selections to teaching positions.
- Priority to merit, qualifications and competency required for the given job without any bias on one's gender, caste, religion, marital status, nationality, ancestry, ethnicity, geographical origin, sexual orientation, disability, proximity to another employee, etc. with adhering to statutory norms.

SPIHER is committed to provide equal opportunities to all applicants and it seeks to foster diversity and capability in terms of qualifications, experience and skill among the workforce. The requirement of teaching staff in each Department, and all internal promotions due shall be placed before the Board of Management for approval as is the case of matters relating to non-teaching staff.

All regular appointments of teaching and non-teaching staff shall be on the recommendation of the duly constituted Selection Committee as prescribed in the rules with the approval of the Board of Management. Recommendations of Selection Committees will be placed before the Board of Management for its approval. The Institute shall advertise the vacancies on the University website and in National Newspapers as per the norms prescribed by the UGC or any other regulatory body. The University shall be authorized to appoint a selected person on such terms and conditions as may be determined by the rules.

RECRUITMENT AND QUALIFICATIONS FOR APPOINTMENT:

Officers of the University:

Appointment of officers to the functional positions in the University shall be in accordance with the provisions laid down in the Statutes and Memorandum of Association.



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Teaching:

The direct recruitment to the posts of Assistant Professor, Associate Professor, Professor and Senior Professor in the University shall be on the basis of selection by a Selection Committee constituted by the Board of Management.

The minimum qualifications required for the posts of Assistant Professor, Associate Professor, Professor and Senior Professor will be those as specified by the University Grants Commission or any other relevant statutory authority.

A minimum of 55% marks (or an equivalent grade in a 10-point scale) at Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level. The Ph.D. Degree shall be a mandatory qualification for the appointment and promotion to the post of Professor and Associate Professor.

Non-Teaching:


The number of persons required for non-teaching work is as per the norms laid down by the Board of Management.

COMPOSITION OF SELECTION COMMITTEES:

Selection and Recruitment Process for Teachers

As per the vacancies approved by the BoM, the Institute gives advertisement in leading newspapers. A Selection Committee will be constituted in accordance with laid down norms by the Board of Management. Four members of the Selection Committee with Vice Chancellor as chairman, of which at least two shall be experts, shall form the quorum. The Selection Committee will conduct interviews to list down a panel of selected candidates as per the merit. Appointments will be done as per the approved vacancies based on actual reporting against appointment letters issued by the Registrar.




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PAY SCALE AND ALLOWANCE

An employee holding a regular post substantively shall be placed in the appropriate scale of pay as prescribed by UGC from time to time. On substantive appointment, the initial basic pay in the scale shall be fixed at the minimum of the scale provided that the appointing authority may, on the recommendation of the Selection Committee, grant higher initial pay in the scale, as a special case. In addition to the basic pay, an employee may be allowed to draw the following allowances:

‘Dearness Allowance’ at the rates and subject to such conditions as the Institute may prescribe from time to time.

‘House Rent Allowance’ at the rates as may be prescribed by the Institute from time to time.

Provident Fund is an optional one.

Removal from Service:

The appointing authority shall have powers to terminate the services of an employee without assigning any reason or without giving any notice during the original or extended period of probation.

The appointing authority shall have powers to terminate the services of an employee by giving three months’ notice or paying three months’ pay in lieu thereof if the said employee has been declared by the medical authority appointed by the University to be medically unfit to continue in service. Except in cases where an employee may have signed a bond to serve the University for a specified period, the employee shall have a right to resign from his services by giving three months’ notice or by paying three months’ pay in lieu of notice. But for teaching positions, no request regarding resignation shall be entertained during currency of the Academic Year, relevant to the respective School.

Teaching Days:

The University must have at least 180 teaching days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non- instructional days for co-curricular (research and outreach activities), sports, annual day, etc. and 2 weeks may be attributed to various public holidays. Since




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the University has adopted a 5 days week for teaching, the number of weeks is correspondingly increased to ensure equivalence to 30 weeks of actual teaching with a 6 day week.

UNIVERSITY WORKING HOURS:

Working Hours:

The working hours of the University employees shall be from 8.30 am to 5.00 pm.

Work Load

The workload of the teachers in full employment shall not be less than 40 Hours a week for 30 Working weeks (180 teaching days) in an academic year. It shall be necessary for the teacher to be available for at least 8 Hours daily in the Institute.

The minimum teaching-learning process hours per week shall be as follows:

Assistant Professor	-	16 Hours
Associate Professor	-	14 Hours
Professor	-	12 Hours

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in administration and extension activities. Teaching staff with additional administrative responsibility may have reduced teaching load, as approved by the Competent Authority.

Annual Performance Appraisal Report:

The faculty shall submit an open and transparent performance report every year, containing the teacher's academic, research and administrative activities and achievements. The Heads shall forward this to the Vice Chancellor with his remarks and observation. The performance Appraisal Committee headed by the Vice Chancellor shall review the reports and have one to one meeting with concerned faculty for further recognitions and improvements.

On Duty:

ON DUTY permission can be availed for official work assigned by the Institute, for attending development programme such as FDP, Conference, Workshops, NPTEL examinations etc.,




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Faculty Empowerment Policy:

The Institute has taken a number of measures for attracting and retaining eminent faculty to improve the service quality to the students. Good infrastructural facilities and positive work environment are offered to the faculty members. Encouragement is given to the faculty members in pursuing research and consultation activities. Competitive remuneration is offered for all levels of faculty. Opportunity is provided to participate in programmes organized by the institution. Training and Faculty development programmes are organized for the professional development of the faculty. The faculty are encouraged to present papers in conference, seminars etc. organized by other institutions. Recognition for the faculty members with an incentive reward of Rs.3,000/- to 5,000/- along with an appreciation certificate is given annually for those receiving an International/National award for their outstanding performance in their field of work. The Institute also recognises the efforts of faculty members who publish research article in National/International Journals indexed in Scopus with a cash incentive of Rs. 3,000/- with a certificate of recognition. Similarly, the faculty who receive project grants are also given incentives. The Institute also recognises the efforts of the members who apply for patents by paying the entire fee towards the cost of patenting and giving a certificate of appreciation. Further, various welfare schemes such as Free Transport Facility, Canteen, Medical Facility, Health Insurance, privileged leave and vacation are provided to the faculty. Scholarships for the children of faculty and non-teaching staff, maternity leave for women employees are also provided.

ROLES & RESPONSIBILITIES

Chancellor

- (i) The Institute shall have a Chancellor who shall, when present, preside over the convocation of the Institute but shall not be the Chief Executive Officer;
- (ii) The Chancellor, who shall be appointed by SPIHER Trust, shall hold office for a period of 5 years from the date of assuming office, and shall be eligible for reappointment for one more term;
- (iii) Where powers is conferred upon the Chancellor to nominate persons to authorities, he/she shall,




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to the extent necessary, nominate persons to represent the various interests for furtherance of objectives of the Institute.

BOARD OF MANAGEMENT:

BOM principal executive of the Institute will have the following powers and functions such as:

1. To manage and administer the revenues and properties of the Institute and to conduct all administrative affairs of the Institute
2. To create teaching and academic posts, to determine number, qualifications and cadres thereof as approved by the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
3. To appoint such Professors, Associate Professors, (Readers, Asst. Professors (Lecturers) and other academic staff as may be necessary on the recommendation of the Selection Committee
4. To lay down the duties and conditions of service of the Professors, Associate Professors, Asst. Professors and other academic staff maintained by the Institute, in consultation With the Academic council
5. To provide for appointment of Visiting Fellows and Visiting Professors
6. To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee
7. To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action, wherever necessary
8. To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as it may deem fit.
9. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute
10. To Institute, Fellowships, including Traveling, Scholarship, Studentship, Medals and Prizes in accordance with the bye-laws to be framed for the purpose
11. To amend and receive payment of fees and other charges




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12. To establish on the advice of the Academic Council Divisions and Department for the academic work and functions of the Institute and to allocate areas of Study, Teaching and Research to them.
13. To establish maintain and manage hostels for the students of the Institute
14. Atleast **four** Meetings of BOM per year should be held
15. The Board of Management, shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Institute

VICE CHANCELLOR:

- (i). The Vice-Chancellor shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over its affairs, and shall be mainly responsible for implementation of the decisions of all its authorities;
- (ii). The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committee;
- (iii). The Vice-Chancellor shall have the powers to convene, or cause to be convened, meeting of the various authorities of the Institute;
- (iv). The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute under these Regulations of the Institute and take such action, or proceed to take such action, and shall report to the authority concerned on the action taken by him/her on such matters: Provided that if the relevant authority mentioned in Clause-(ii) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision shall be final; Provided further that if any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said Clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.




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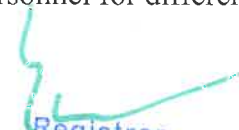
- (v). It shall be the duty of the Vice-Chancellor to ensure that these Regulations of the Institute are duly observed and implemented; and, he/she shall have necessary powers in this regard;
- (vi). All powers relating to the proper maintenance and discipline of the Institute shall be vested with the Vice-Chancellor;
- (vii). The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management;
- (viii). The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management
- (ix). The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by this MoA, Rules and Bye-Laws of the Institute.

ACADEMIC COUNCIL:

The Academic Council shall be the principal academic body of the Institute and shall, in addition to all other powers and duties vested in it, have the following powers and duties viz:

1. To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instructions, evaluation, research and Improvements in academic standards
2. To promote research within the Institute, acquire reports on such researches from time to time
3. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon
4. To make arrangements for the conduct of examinations in conformity with the bye-laws
5. To maintain proper standards of the examinations
6. To recognize diplomas and degrees of universities and to determine equivalence with the diplomas and degrees of the Institute
7. To prescribe courses of study leading to degrees and diplomas of the Institute
8. To appoint examiners, moderators, tabulators and such other personnel for different Examinations




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9. To suggest measures for departmental co-ordination
10. To make recommendations to the Board of Management on
 - i) Measures for improvement of standards of teaching, training and research
 - ii) Institution of Fellowship, traveling Fellowships, scholarships, Medals, Prizes etc.
 - iii) Establishment or abolition of departments/centers and
 - iv) Bye-laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations. Award of fellowships and studentships, free ships, concessions, attendance, attendance etc.
11. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management
12. To consider the recommendations of the sub-committees and to take such action (Including making of recommendations to the Board of Management) as the circumstances on each case may require
13. To take periodical review if the activities of the Department/Centers and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction
14. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws
15. To recommend institution of Teaching posts such as Professors, Readers and Lecturers to the Board of Management
16. The Academic Council shall, meet as may be necessary but not less than three times during the academic year.

PLANNING & MONITORING BOARD:

- (i). The Planning & Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute;
- (ii). The Vice Chancellor and Registrar shall be the Chairman and the Secretary, respectively, of the Planning & Monitoring Board, which may include seven members, internal to the Institute, and three experts of eminence from outside the Institute;




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(iii). The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules;

(iv). The Planning, & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the Institute;

(v). The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.

ADVISORY COMMITTEE:

1. For a period of first ten years the institution will have an Advisory Committee under the Chairmanship of a person nominated by the UGC for among members of the Commission including Vice-Chairman.
2. The Advisory Committee will include the Head of the Institution and its Faculties along with one/two experts nominated by the UGC.

BOARD OF STUDIES:

1. The powers and functions of the Board of Studies shall be prescribed by the Bye-Laws of the Institute
2. BOS shall prepare regulations and syllabi for each course and submit to Academic council for approval
3. BOS shall prepare and submit proposals to Academic Councils for new programmes

SELECTION COMMITTEE:

1. The meetings of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary




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2. Four members of the Selection Committee shall form the quorum consisting of atleast two experts
3. To make recommendations to the Board of Management for appointment to the posts of HOD's, Professors, Associate Professors and Assistant Professors in the Institute and such other Posts as may be prescribed by the Bye-laws
4. If the Board of Management is unable to accept recommendation of the Selection Committee it shall record its reasons about it and submit the case to the President whose decisions shall be final in the matter

REGISTRAR:

1. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities
2. The Registrar shall be directly responsible to the Vice-Chancellor of the Institute
3. The following shall be the duties of the Registrar:
 - a. To be custodian of the records, the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charge
 - b. To conduct the official correspondence on behalf of the authorities of the Institute
 - c. To issue notice, convening meetings of the authorities of the Institute and all committees and sub-Committee appointed by any of these authorities
 - d. To keep the minutes of the meetings of all the authorities of the Institute and of all the committees and sub-committees appointed by any of these authorities
 - e. To make arrangement for and supervise the examinations conducted by the Institute
 - f. To represent the Institute in suite or proceeding by or against the Institute sign powers of attorney and perform pleading or depute his representatives for this purpose
 - g. To enter into agreement sign documents and authenticate records on behalf of the Institute
 - h. To hold special custody of books and documents of the Institute
 - i. To safeguard and maintain the buildings , gardens, office, canteen, cars and other vehicles laboratories, libraries, reading rooms, equipments and other properties of the Institute




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j. To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of Management or the Vice-Chancellor from time to time

CONTROLLER OF EXAMINATIONS:

1. To prepare the panel of examiners and question paper setters for all courses of various programmes offered in the University
2. To prepare question paper for all courses by appointing eligible paper setters
3. To scrutinize applications for appearing for End Assessment Examinations and to issue hall tickets.
4. To prepare the schedule for End Assessment Examinations
5. To appoint qualified examiners and arrange for the valuation of answer sheets
6. To convene the result passing board, to finalize the results and to publish them
7. To convene disciplinary committee, to enquire malpractice cases and to implement punishments as recommended by the committee
8. To issue grade certificates / provisional certificates to the eligible students.

DEAN (ACADEMIC):

1. Preparation of consolidated Timetable, department wise and for college along with lesson plans
2. Preparing schedule for unit tests and model examinations
3. Collection and selection of question papers, finalizing of question papers and making copies of question papers
4. Conduct of unit tests and model examinations and arrange for evaluation
5. Arranging to send progress reports to parents and getting their feed back
6. Preparation of overall progress of all students and maintenance of students profiles
7. Formation of department societies, motivating and monitoring their functioning
8. Inspection of hostels and participating in hostel meetings convened by Warden
9. Member – Management Review Committee




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HEAD OF THE DEPARTMENT:

1. Head of the department is responsible for running the department and will report to the Vice-chancellor/ Registrar
2. HOD is responsible for the following:
 - a. Overall administration of the department
 - b. Ensure all subjects are allotted to Professors /Asst. Professors / Lecturers evenly according to their specialisation properly.
 - c. Appoint suitable faculty member as course in-charge and lab in-charge and ensure they carry out their duties properly.
 - d. Ensure use of available training aids to the full extent by the teachers
 - e. Ensure the lab are adequately equipped and maintained
 - f. Ensure proper accounting and maintenance of the lab equipments is carried out periodically
 - g. Ensure the syllabus is covered as per the master teaching programs/lessons plans
 - h. Ensure the unit & model examination papers are evaluated and given back to students
 - i. Ensure the unit & model examination results are compiled by the respective counselor of the students and progress report of the individual students are sent to the respective parents
 - j. Ensure conducting of students counseling for weak students
 - k. Coordinate laterally with other HODs for smooth conduct of classes for subjects pertaining to other departments
 - l. Arrange special lecturers of eminent personalities in the field in coordination with the management
 - m. Apply innovative ideas to achieve pass percentage of 100%
 - n. Periodically update /review directives issued to the faculty functioning of the same
 - o. Ensure proper handling/taking over procedure is followed at the time of changing the lab in-charge
 - p. Maintain the files pertaining to the department
3. The HOD is responsible for providing the budget planning for each academic year
4. HOD is responsible for upgrading the department/lab infrastructure, creation of new laboratories, applying for increasing the strength of students, accreditation, etc.,





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5. Ensure maintenance of students profile for each student by the student counselor
6. Call for quotations for the procurement of equipments/instruments/machineries and consumables and effects the purchase at the appropriate time

TEACHING FACULTY MEMBERS:

1. All the teaching staff are responsible to maintain subject wise Individual cumulative attendance
2. All the teaching staff are instructed to maintain subject log book giving details of date, hour, period, portions covered and remarks like total number of absentees during the period, if any etc.
3. The above shall be put up to verify by the head of the department and Dean (academics) every month
4. The assignment status and test marks should duly be submitted to the head of the department through the class faculty advisor and counselor concerned
5. Defaulting students for assignments may be marked absent from the proposed date of submission till the date the same is actually submitted
6. The test papers should be corrected within 5 days from the date of conduct and the test mark list may be submitted to the unit test cell
7. Other various activities scheduled for faculty members may be carried out within the scheduled time, so that they can earn merit in the institutional records
8. Regarding the practical sessions, the record showing the details of the students as attendance (P/A), experiment done (No.), complete or incomplete, viva and performance or grade in each experiment
9. The teachers must ensure that the lab records must be properly written with all necessary specifications & design and should be properly covered. At the top right corner of the record book, the student's name, year/branch, semester and subject must be written uniformly
10. All the teaching staff are responsible to keep a planning register, giving details of lesson plan like date, hour, period and portions to be covered
11. They should maintain the Students Profile for the students to whom he is the student counselor.




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LAB IN-CHARGE:

1. To maintain the equipments existing in the laboratory
2. To maintain the Stock Register, Service and breakage register
3. To request for requirements for the purchase of consumable and non-consumable items for the academic year
4. To call for quotations for purchase or give tender notifications and preparation of comparative statement
5. To report to the HOD periodically about lab conditions and have them corrected
6. To monitor the lab schedule

CLASS FACULTY ADVISOR:

1. To monitor the conduct of classes daily as per the time table
2. To monitor the completion of syllabus as per the lesson plan submitted
3. To co-ordinate and conduct unit tests and model examinations
4. To co-ordinate students counseling through identified counselors
5. To carry out any other instructions given by HOD

NON-TEACHING STAFF:

1. The non-teaching staff must issue working equipment and/or components to the students, receive in good condition and must maintain an issue register
2. They must check the equipments while receiving the same back from the students
3. They must see that the laboratory rooms are maintained clean on all working days and similarly, they must maintain all equipments and working tables clean
4. A breakage/condemn register should be maintained
5. A separate service record for internal servicing must be maintained by them and should be duly signed by the lab in-charge
6. While closing the laboratories they must see that the doors and windows are shut properly. Also they must switch off the power points properly




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7. A separate stock register must be maintained indicating date of purchase of the equipments, servicing clause and other details
8. They must help the class in-charge in preparing and dispatching to the students, the attendance for each month, assignments and test reports etc
9. They must assist the faculty during practical class hours by checking the circuit connection, etc after the issue of the equipments.



A handwritten signature in green ink, consisting of several loops and a long horizontal stroke.

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