



ACS College of Engineering

Approved by AICTE New Delhi, Affiliated to VTU, Belagavi

(A Unit of RajaRajeswari Group of Institutions)

CET Code : E186 COMED-K : E003 PG CET : T918



CODE OF CONDUCTS/SERVICE MANUAL



Mural

Principal

A.C.S. College of Engineering
Kambipura, Mysore Road, Kengeri Hobli,
Bangalore - 560 074



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1 About the Organization:

1.1 ACS College Of Engineering

ACS College of Engineering (ACS) is one of the India's leading educational institutions imparting technical education. A front- runner in the field of education today, ACS is in Bangalore-described as the Silicon Valley of India.

Established in the year 2009, ACS is characterized by its vast campus, quality of education across a broad range of disciplines. ACS seeks to be the fertile ground on which aspirations & ambitions are nurtured to become achievements. ACS has invested in facilities & faculty to enable this. The success that our students have achieved is, for us, truly a source of pride & a reflection of our success. In less than a decade, it has carved a reputation for itself as an Institution that makes a positive difference in the lives of its students.

ACS is Approved from AICTE, New Delhi, recommended by Government of Karnataka – Department of Higher Education and Affiliated to VTU Belagavi, also the Institution is Accredited by NAAC with Grade 'A', ISO & HLACT. Also ACS has the proud distinction of being NBA accredited (AE, BME, CSE, ECE, ME departments)

1.2 Trust

Moogambigai Charitable and Educational Trust was established with a visionary outlook. The aim was to provide quality education and health care services. Today with a glorious legacy of 25 years, it stands tall amongst its peers.

1.3 Vision

To consistently strive for academic excellence to become a leading institution in the field of engineering, management and research to produce competent and ethically sound manpower for the benefit of the industry, society, nation and global environment.

1.4 Mission

To emerge as one of the top ten technical & management in the State of Karnataka by 2020.

2. Details of the Courses :

2.1 Under Graduate Programs – B.E

1. Civil Engineering
2. Mechanical Engineering
3. Electronics and Communication Engineering
4. Computer Science and Engineering
5. Aeronautical Engineering
6. Aerospace Engineering
7. Biomedical Engineering

2.2 Post Graduate Programs :

1. M. Tech – Aeronautical Engineering
2. M. Tech – Structural Engineering
3. M.Tech- Product Design & Manufacturing

2.3 Research Programs : (R&D Centers) Approved by VTU, Belagavi) :

1. Civil Engineering
2. Mechanical Engineering
3. Electronics and Communication Engineering
4. Computer Science and Engineering
5. Aeronautical Engineering
6. Biomedical Engineering
7. Mathematics
8. Chemistry
9. Physics

3. Introduction :

The Governing Council of ACS College of Engineering formulates policy statement periodically and communicates the same to all the staff members through the Head of the Institution. The Human Resource Policy is for internal use and the information is authenticated at the time of its publication and till the revision is made.

3.1 Objective of the manual

The objective of this HR Manual is to lay down policies and procedures of ACS College of Engineering that will govern the management of personnel involved at different levels for the furtherance of the objectives of ACS. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

3.2 Definitions of terms used

- a. **“University”** means Visvesvaraya Technological University, Belgaum established under section 3 of the Visvesvaraya Technological University Act, 1994.
- b. **“AICTE”** means All India Council for Technical Education, established under All India Council for Technical Education Act, 1987.
- c. **“Commission”** means University Grants Commission.
- d. **“Trust”** means **MOOGAMBIGAI CHARITABLE & EDUCATIONAL TRUST (MC&ET)** was promoted by Sri. A.C.Shanmugam, as its Founder and Managing Trustee and registered at Bangalore under the Indian Trust Act with Registration No.62/92-93 on 29-05-92.
- e. **“Governing Council”** means the Governing Body of ACSCE constituted by the MC&ET to administer and manage the College.
- f. **“College”** Means ACSCE, Kambipura, Mysore road, Bangalore – 560074.
- g. **“Chairman”** means the Chairman of the Governing Council of the College.

h. **“Rector”** means the Rector of the Engineering College who shall be in charge of overall supervision of the college, academically and administratively.

i. **“Principal”** means Principal of the ACSCE duly appointed by Management and the Chief Executive who is also Ex-officio Secretary of the Governing Council.

j. **“Head of the Department”** means the Head of Department of each approved course of study in Engineering and/or Basic Sciences.

k. **“Academic Authority”** means freedom granted by the University to a college in all aspects of conducting academic programmes for promoting excellence.

l. **“Controlling Authority”** means the Governing Council in relation to all the Academic Staff.

m. **“Appointing Authority,”** means the authority competent to make appointments to any post as indicated in the Schedule.

n. **“Enquiry Committee”** means the Committee constituted by the Governing Council of the College.

o. **“Employee”** means the person employed in the service of the college in any post and is including the academic staff.

p. **“Academic Staff”** means any member of the staff engaged full time or part time in teaching or research in the College.

q. **“Permanent Employee”** means a person permanently employed in the service of the College in any post, duly confirmed by the Governing Council.

r. **“Temporary Employee”** means a person in the service of the college purely on temporary basis subject to prescribed terms and conditions.

s. **“Appendix”** means Appendix to this Manual.

Encouragement to the Students

- ✓ A BEST - OUTGOING STUDENT AWARD
- ✓ A BEST STUDENT AWARD (Department-wise)
- ✓ A BEST PROJECT AWARD.
- ✓ A BEST PERFORMANCE IN SPORTS
- ✓ A BEST PERFORMANCE IN CULTURAL ACTIVITIES
- ✓ Incentives for doing funded student project
- ✓ Free personality development, entrepreneurship, ethics, and communications skills, computing skills and Company specific programs for students on regular basis.
- ✓ Subsidized add-on skills programs as per Industries requirements.
- ✓ Chairman Scholarship for meritorious students

4. Recruitment :

4.1 Recruitment Policy

4.2 Objective:

Effectiveness of an Institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

4.3 Applicability

All new recruits in all grades

4.4 Man Power Planning :

4.4.1 The concerned HOD along with the Principal will assess the manpower requirement for the subsequent Academic Year.

4.4.2 The Principal will obtain the staff requirement lists from all the Heads of Department and arrive at the number of Faculty members and administrative staff required with the institutional guidelines in mind.

4.4.3 The Faculty - student ratio shall be as per AICTE and Institutional Norms.

4.4.4 The requirement list is then given to the Panel of Recruitment. The panel consists of Executive Director, Special Officer, Principal, concerned HOD and advisors / experts.

4.4.5 The panel shall prepare a detailed job description for the position to be filled up, in consultation with the concerned departments

4.5 Recruitment Process:

4.5.1 The panel shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference, walk-in interviews etc.

4.5.2 The Panel shall short list the candidates in the following processes:

- Screening of Applications
- Class room demonstrations and
- Interview

4.5.3 The panel will coordinate the entire process of conducting the interviews.

4.5.4 The Committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Executive Director who in turn Interview the candidates and decide on the appointment

4.5.5 An offer of appointment shall be released by the Chairman / Executive Director in the **Annexure 1** appended to this manual.

4.5.6 Eligibility for appointment: As per AICTE norms.

4.5.7 The Institution shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies.

4.6 ORIENTATION

4.6.1 Objective

To facilitate smooth assimilation of new employees into the institute and help them understand the institution as a whole, develop a sense of belongingness, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

4.6.2 Applicability

All new employees of the institute

4.6.2.1 Every faculty appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.

4.6.2.2 The Principal shall introduce him / her to the Head of the Department.

4.6.2.3 The HoD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.

4.6.2.4 He will also take him / her a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.

4.6.2.5 The HoD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office Team.

4.6.2.6 The HoD will introduce the new Faculty member in the first class he / she is going to handle in every section of his assignment.

4.6.2.7 The non teaching employees shall be given orientation by the establishment section within 7 days of them reporting to duty.

4.6.2.8 The duration and scope of Induction program may vary with the grade of the employee and the width and depth of information that needs to be shared during induction.

4.7 Probation Policy

4.7.1 Objective

To provide a policy framework for confirmation of regular employees after completion of the probation period.

4.7.2 Eligibility & Coverage

All new recruits of the Institute on regular rolls

4.7.3 Policy & Procedural Formalities for completion of Probation

4.7.3.1 All new employees will be on probation for a period of 12 months from the date of joining.

4.7.3.2 While the formal probation appraisal shall be at the end of 12 months, the concerned HOD will review the performance of the probationer at regular intervals. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation report will be submitted to the Principal.

4.7.3.3 During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the Management. The Management may also, at its sole discretion, accept notice in lieu of the notice period. Notice period pay shall mean gross salary of the employee including allowances, if any.

4.7.3.4 The Principal will send the Probation Appraisal form to the concerned HOD at least one month before completion of the probation period.

4.7.3.5 The HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee.

4.7.3.6 Duly completed Probationary Appraisal Form with the recommendation of the HOD for confirmation will be sent to the Principal at least one week before the completion of the probation period for the issue of Confirmation Letter. The Principal in turn will forward it to the Recruitment Committee to take the appropriate decision.

4.8 Extension of Probation Period

4.8.1 In such instances where an employee does not meet the required standards of performance, the HOD may recommend extension of the probationary period for the next Academic Year.

4.8.2 Probation period may be extended under any of the following circumstances:

- a. Performance of the probationer is not up to expectation
- b. Role and the skills of the probationer are not aligned
- c. Probationer's values are not aligned with the institute's values

4.8.3 A mutually agreed and detailed Performance Improvement Plan (**Self Appraisal**) involving counseling and training will be documented, and areas of improvement clearly communicated to the employee in the prescribed format.

4.8.4 The probationary period may be extended only once. The duration of the extension can be 6 months to one year. When probation is extended for an employee, the HOD shall send the Probationary Appraisal Form to the Principal at least 15 days before the expiry of probation, clearly stating the reasons for extension. The establishment section can send the reminders on time.

4.8.5 Based on the recommendation of the HOD, The Principal with the approval from the Recruitment Committee will formally communicate the extension of the probationary period through a letter to the employee through the HOD

4.8.6 The performance will be reviewed once again at the end of the extended probationary period. The probationer's services may be confirmed subject to satisfactory performance.

4.8.7 If the probationer's performance remains unsatisfactory, his/her services may be summarily terminated.

4.8.8 If the performance and the behavior of an employee (both teaching and non-teaching) is very much below the expectations of the organization, it is entirely up to the organization to terminate the services of the employee without extending the probationary period or within the probationary period.

4.9 Confirmation of services

4.9.1 On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.

4.9.2 Principal shall send the confirmation to the employee through the HOD within one week of the end of probationary period.

4.9.3 Upon confirmation, the notice period on either side will be three months.

5 Special Service Contract: A candidate may be employed on contract basis for a fixed period on such terms and conditions which the Governing Council deems proper and fit as per the requirement of the Institution/College.

6 Benefits :

6.1 Statutory Benefits :

6.1. 1. Employee Provident Fund

6.1.1.2 Maternity Leave

6.1.1.3 ESI Benefits

6.2 Health Care Benefits

6.2.1 Group Insurance Scheme:

6.2.1 Objective

To provide employee welfare through basic assurance of healthcare to employees and help them meet unforeseen personal expenses arising from medical emergency.

6.2.1.2 Eligibility & Applicability

a. All regular and contractual employees of the Institute, including probationers will be covered.

b. This scheme provides relief in case of death of an employee.

Concession for Health care services for the employees

All the employees are given concessional super specialty health care services at RajaRajeswari Medical College and Hospital (a sister institution)

7. ESI Benefits

7.1 ESI Benefit All Employees who are covered under ESI Act are entitled for the benefits as mentioned below:

- 1) Sickness Benefit
- 2) Medical Benefit
- 3) Disable Benefit
- 4) Maternity Benefit
- 5) Dependent Benefit 6) Funeral Benefit

8. College Fee Concession for Employee's children

Objective

8.1 To provide employee welfare through monetary assistance towards college fee concession

8.1.2 Eligibility & Applicability

8.1.2.1 The policy is applicable to all regular employees of ACSCE whose monthly Gross Salary is equal to or less than Rs.15,000/- (Rupees fifteen thousand only) per month, provided they are not already being assisted by the Group for education of their children, outside the scope of this policy.

8.1.2.2 The concession will be available for any two children of an eligible employee

8.2.2.3 The concession will ordinarily be given for children studying in ACSCE

9 Duty Hours :

9.1 Duty hours in different departments and sections of the Institution are to be followed as notified from time to time.

9.2 The duty hours notified may be changed as per the requirement of the Institution from time to time and the employee shall follow accordingly

10 Attendance :

Employees are to be prompt in reporting to work in time. It is expected that employees will remain on the job until the end of the workday unless excused by the Heads of the Department. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department in writing. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

- ✓ All employees shall mark their attendance in respective attendance registers maintained in the department/office of the college.
- ✓ On arrival for duty, the employee shall initial against their names on the duty date. The attendance register will not be available for such initialing after lapse of 30 minutes from the time fixed for the commencement of duty. In case of Electronic Attendance monitoring, it will be closed after 15 minutes.
- ✓ Employee reporting 30 minutes late from the time fixed for commencement of duty will not be allowed to attend duty unless permission is obtained by the Heads of the Department/Principal.
- ✓ All employees on duty is required to be at their designated place of work during the working hours.
- ✓ Any employee not found at his/her place of work during working hours for more than one hour without prior permission of the Principal/Heads of the Department or section is liable to be treated as absent for duty.

10.1 National & Festival Holidays:

College may follow holidays as per VTU/Government of Karnataka as notified by the Heads of the Institution. However, the employee has to be present for the Flag Hoisting Ceremony compulsorily on 15th Aug (Independence Day) and 26th Jan (Republic Day) and also on other important college functions.

11. Awards / Incentives for Staff Members and Students

11.1 Certification:

- ✓ Students who secure 1st place in class (University Exam) will be awarded with Merit Certificates.
- ✓ Students having 100% attendance in each academic year will be awarded with Merit Certificates.

- ✓ Staff Members producing 100% result in the theory subjects during the University Examinations will be awarded with appreciation certificates.
- ✓ Staff Members who continue rendering their services to the Institution for a consecutive period for longer duration of time will be awarded with appreciation certificates.

✓

12 Leave Rules

12.1 CASUAL LEAVE

- Faculty members are eligible to avail 12 days casual leave for every Academic Year.
- After the completion of one month, an employee under probation, shall be eligible for one day CL.
- Leave title will be credited once in every 6 months at the rate of 6 days that is on 1st January and 1st July of every Academic Year.
- Such leave can normally be availed of only with prior approval of the Head of the Institution i.e. Principal.
- Leave application should be submitted to the Heads of the Institution /Principal on the previous day / day of availing leave.
- Faculty members can avail one hour permission either in morning (9.00 to 10.00 A.M) or evening (3.40 to 4.40 P.M) twice in a month.
- In emergency cases whenever the Faculty member is unable to get prior sanction of leave, he / she should inform to Head of Department concerned over phone after altering the workload, about her /his absence on leave. In such case, leave application should be submitted for approval on the very next day of absence.
- If there are Government holidays in between the Casual leave, then it shall be considered as a continuous leave. An employee can take a maximum of 3 days of CL in a month.
- In case of medical emergencies, more than 3 CL can also be taken provided that it is supported by appropriate medical documents and approved by the concerned HOD and the Head of the Institution.

12.1.1 Restricted Holidays

2 days in a year, once in 6 months after completion of the probationary period.

12.2 COMPENSATORY LEAVE

- In general, prior approval of Principal should be obtained by the HoD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HoD, will be granted on specific reason and recommendations of the HoD.
- Later the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office.
- Compensatory leave will be granted to any staff of Special Classes, Educational Tours, University Practical Examinations, Accreditation, Inspection of AICTE / University, other bodies, emergency works and special working on Saturday, etc.

12.3 ON DUTY

- Teaching staff members shall be permitted to avail ON DUTY for a maximum period of 12 days for University Examination duty purpose and 12 days for attending FDP / Workshop / Conference / Symposiums / Seminars, etc., in an Academic Year.
- ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).
- Teaching staff who are deputed for specific purpose on “**Other Duty**” should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.
- The staff members who are proceeding ON DUTY with the approval of Principal should produce the “**Attendance Certificate**” immediately on the date of joining duty after availing “**OOD**”.

12.4 VACATION LEAVE

Staff members are permitted to avail Summer / Winter Vacation on the following conditions.

(i) The eligible period of vacation for teaching staff is as follows.

Sl. No	Service	No of Days Vacation
1	Faculties with 2 or more years as on 01.08.2019	10 Days
2	Between one to two years as on 01.08.2019	07 days
3	Less than 1 year as on 01.08.2019	05 Days
4	Faculty those who have joined before period of 01.02.2019 to 01.12.2019 (less than six months)	03 Days

(ii) Vacation period shall include Saturdays, Sundays and holidays (proceeding, succeeding and in between).

(iii) The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Saturdays and Sundays

(iv) Un availed Summer / Winter Vacation cannot be combined. Also surrendering of vacation period for "claim of salary" cannot be allowed

(v) Staff members shall be permitted to attend Central Valuation duty during vacation / OD.

For Non- Teaching Staff

Sl. No	Service	No of Days Vacation
1	Non-teaching Staff's with more than 2 years as on 01.08.2019	5 Days
2	Staff's those who have joined before the period of 01.02.2019	4 Days
3	Less than 1 year as on 01.08.2019	3 days
4	Non-teaching Staff who have joined after 01.08.2019	2 days

PROMOTION POLICY

- All promotions shall be considered on the basis of merit - cum - seniority basis as per AICTE and Institutional norms.
- Staffs are eligible for promotion only after completion of two years of service in the Institution.
- Student's feedback which is taken once a semester and also the conduct of the faculty will be the major determinants while considering the faculty for promotion.

It is up to the discretion of the Management to promote a faculty based on the vacancy and other parameters.

Performance Appraisal :

Objective :

Performance Appraisal of the faculties are conducted twice in a year. There are two formats of Performance Appraisal. Self Appraisal to be filled by the faculties and Appraisal of the faculties have to be done by the respective HODs and then reviewed by the Principal. Then it goes to the Governing Council which takes a final decision.

Similarly the HODs will fill up their Self Appraisal and the Principal shall do the Appraisal. For the Review, it will come to the Governing Council and it will take a final decision.

The non-teaching and other staffs shall undergo performance appraisal system once a year for increments and promotions. The Performance of the Non- Teaching technical staffs are done by the respective Laboratory Incharges which will in turn ratified by the respective HODs and then reviewed by the Principal. Non-teaching Non- technical staffs are done by the Administrative Officer and again reviewed by the Principal.

Format of the Performance Appraisal Forms of Teaching Faculty, Self appraisal form of the faculties, Performance appraisal of Both Non- Teaching Technical and Non- Technical forms are shown as the **Annexure 3, 4, 5 & 6.**

Feed back and Suggestion Scheme

The institution encourages both open and close participation and involvement of all its employees, students and parents, academicians, industrialists, professional experts, alumni, employers of alumni and stakeholders in finding innovative ideas in the process of achieving its vision. Any employee or student can voluntarily give his/her suggestion orally or writing in a closed envelopewithout mentioning his identity and out the same in the suggestion box kept in the administration office.

However, the institution has a provision to collect students feedback once a semester and once a year from all staff members. All these feedback, suggestions will be examined and if they require immediate attention, it shall be forwarded to the Principal and necessary steps shall be taken. Those which require time, shall be forwarded to the Principal who in turn will take up the matter in the Governing Council meeting.

The student feedback shall be collected by the incharge IQAC and staff members shall be collected by the HODs.

13. Code of Conduct and Discipline

13.1 Discipline:

- i. **Uniform and I-card:** The faculties should wear be formally dressed every day.
- ii. **Reporting on duty upon arrival:** Every day staff members are required to register their attendance in the Attendance Muster as well as Biometric system.
- iii. **Late arrival:** Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 30 Minutes delay is permissible. Only two times late arrival of 30 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy). For 3 late arrivals one day leave is considered. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.
- iv. **Leaving the campus before time:** In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.

v. **On Duty leave:** All staff members should fill up the printed ON DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted to college office for records. In case of Head of the Department, the On Duty form should be submitted directly to Principal for approval. The On Duty form must be accompanied with suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

14. Grievance Cell :

Grievance cell is formulated at the institution level headed by the Senior Professor to look in to matters of the employees and redress them.

15. DISCIPLINE AND GRIEVANCE PROCEDURE

15.1 CODE OF CONDUCT FOR FACULTIES

- Faculties shall be at the classroom in time without any exception.
- Every Faculty shall take attendance at the beginning of the teaching hour.
- Every Faculty shall close the hour punctually at the end of the hour.
- A Faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be - taking correctional action if it is within his / her power, or - reporting the matter to the Principal
- Every staff member shall attend all the departmental and Institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculty and staff members shall not engage themselves in other activities / businesses, which affects their effective contribution in the Department and the College.
- Faculty and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favourism.

15.2 Faculties shall maintain a respectable work conduct in terms of:

- i. Preparation for the particular day's Classes, with latest information added to earlier course content.
- ii. Keeping all teaching aid material required for conducting the class in an orderly manner
- iii. Adhering to Lesson plan for the day and completing the syllabus for the semester without any backlog.
- iv. Follow up assignments and tests given to students, evaluating in time and giving feedback to the students.
- v. Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

15.2 Faculties shall observe good personal conduct in terms of:

- ✓ Not using any abusive language towards students, fellow Faculties, parents and other members of public.
- ✓ Not entering into quarrels, fights or any act of disrespectful nature.
- ✓ Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- ✓ Not to affiliate with any political organization which might cause conflict of interest with the duties of a Faculty and the reputation of the Institution.
- ✓ Faculty shall conform to the Ethical Standards of a Faculty as described in **Annexure 7.**

17.2 Competent authority to initiate disciplinary proceedings and impose penalties

- 17.3 Principal is the competent authority to take disciplinary proceedings and impose any of the penalties specified hereunder, according to the nature of the misconduct unless otherwise specified by the Executive committee.

18 **Misconduct**

- Dereliction, non-performance or negligence of duty
- Irregular attendance, absence without leaves or overstay after sanctioned leave, habitual late attendance
- Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior
- Theft, fraud or dishonesty in connection with the Institution's work or property
- Refusal to go on transfer or deputation
- Engaging in any trade, profession, or business falling outside the scope of his duties except with prior permission of the Management
- Giving or demanding or accepting bribe or illegal gratification to and from any constituent or stakeholders
- Riotous or disorderly behavior during working hours at the Institution
- Doing personal work or work of another organization during duty hours.
- Acts of misconduct outside working hours that negatively affects day to day work of ACSCE or its reputation
- Disorderly or indecent behavior in office premises or during official tours and engagements outside the office
- Threatening, abusing, assaulting, or harassing any other employee or partner
- Disclosure to external parties of any confidential information
- Refusal to accept any official communication in writing
- Misrepresentation of qualifications or information of any kind at the time of employment or thereafter
- All forms of harassment including sexual harassment
- Use of abusive/indecent language in office and indecent and unkind behavior to the beneficiaries and stakeholders of the organization, especially the poor, vulnerable and differently abled
- Falsification of records, misappropriation
- Breach of any rule, regulation, direction or instruction for carrying on the business or administration and pursuing any course of study without proper sanction from the authorities.
- Abetment or instigation of any of the acts/ omissions aforesaid

- Making false / malicious complaints against any employee to Higher Authority
- Misuse of mobile phones for taking photos without permission/using Blue tooth or any other mechanically available misuse.
- Taking personal cash advances or loans from partners/partner staff without the prior knowledge and consent of the supervisor
- Decisions taken by the staff in his capacity as a staff has put ACSCE to monetary loss even if no misconduct as such can be proved against him
- Any association with organizations or institutions that are involved in activities which are recognized as anti-national or terrorist
- Any other act, which constitutes an offence under any Government law or regulations
- Conviction by a Court of law for any offence involving moral turpitude
- Any act subversive of discipline or good behaviour either on the premises of the Institution or elsewhere, including at residential premises if provided by the Management
- Habitual breach of any law applicable to the Institution
- Any breach of provisions under the Rules

18.1 . Harassment

ACSCE Management is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honour of employees will be permitted and tolerated. Harassment of any sort – verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

Sexual Harassment

Sexual harassment in work place will be considered with all seriousness that it deserves and ACSCE is committed to the Constitutional Rights of women to honour and equity, provisions of the Indian Penal Code on the Trespass on the Modesty of Women, relevant Acts in force, and the directives of the Supreme Court regarding sexual harassment in workplace.

- Sexual harassment includes such annoying sexually determined behaviour whether directly or by implication like
- Physical contact and advances
- A demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Harassment through internet systems - email, chatting, forwarding obscene material, telephone messages/SMS and calls
- All such acts will come under the purview of disciplinary action of the Management in so far it affects the working environment or infringes the honour of the employee or disturbs the peace of mind of an employee.
- It shall be the duty of the Management to prevent or deter the acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution for acts of sexual harassment by taking all steps required.
- If anyone is found guilty of the above act, the same will be taken into account and disciplinary action be initiated on the offender as per rules. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Management shall initiate appropriate action in accordance with the law by making a complaint with the appropriate authority.

Sexual Harassment Committee Constitution at ACSCE

Sl. No.	Name & Designation	Position	Contact Number
1.	Dr. M.S.Murali, Principal	Chairman	9900028024
2.	Dr. B.H.Veena, HOD, Dept. of Mathematics	Member	9844538218
3.	Mr. Hemanth Kumar G, Asst. Prof., Dept. of BME	Member	7411874462
4.	Ms. Shwetha.K.R, Asst. Prof., Dept of Basic Science	Member	9663929774

16. DISCIPLINARY PROCEDURE

- 16.1 Any employee who is violating the code of conduct defined in Section 13 and 15 of this manual will be subjected to appropriate disciplinary action by the Principal / Executive Director / Governing Council
- 16.2 If a faculty commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- 16.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- 16.4 If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 16.5 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action

Investigation Procedures

- ✓ The ACSCE will process all complaints regarding harassment through approved procedure and with respect to due process. Investigation on the above will be handed over to Grievance Redressal Committee.
- ✓ Investigation on complaints of harassment should be conducted in an objective and unbiased manner. Investigation should be completed within ten days of receiving complaints.
- ✓ The employee who is alleged of harassment will have right to defend himself.
- ✓ The victim will have the option for not pressing the complaint provided the Management has sufficient reasons to believe that work atmosphere will not be disturbed further. But the Management will proceed with penal action if the allegation is of criminal nature.
- ✓ Management should make every effort to establish and maintain the feeling of security, privacy and confidentiality of the object of the alleged incident. It is important for Management to advise employees, though, that the agency may not always be in a position to guarantee confidentiality, depending on how the investigation and any follow-on actions progress.

- ✓ If the object of the alleged incident feels comfortable to submit their report in writing, then they should be encouraged to do so. If they do not feel comfortable to do this, then the investigating team designated for each case should document their verbal discussions with the staff person, and then run it past them to make sure that they fully understand all details of the alleged incident.
- ✓ Upon completion of the investigation, if it is determined beyond a reasonable doubt that an employee did, in fact, commit an incident of harassment, then ACSCE will take immediate and decisive action, as per the procedures outlined in this manual and the disciplinary action can include termination of employment. At the same time, if it is determined that an employee filed a complaint of harassment while knowing it to be false or untrue, that employee will also be subject to the same disciplinary action.

17. Grievance Procedure

- A Grievance Redressal Committee is set up and in station to address the grievances of the employees. The Grievance Redressal Committee will consist of at least three staff with representation from both genders. The Committee will be a permanent arrangement for in-house investigation to handle grievances of employees. The Chairperson of the Committee will be appointed by the Executive Director
- Any employee who feels that he/she is unjustly treated in the discharge of his/her duties either by the Management or by a colleague or a subordinate may submit such grievance in writing to the Chairperson of the Redressal Committee. Such grievance shall be duly considered by the Grievance Redressal Committee.
- The first step in grievance redressal shall be a verbal report by the grieved employee to his /her immediate superior who should listen to the employee, collect the relevant facts and try to settle the grievance. He/ she should also seek a verbal explanation from the person against whom the complaint is directed. Thereafter, he/she should in all cases submit a report in writing, particularly where the alleged grievance is not settled. The same is forwarded to the Management. Further, If the employee who has lodged the grievance is not satisfied with the decision of the Committee; thereafter he/she may approach the Principal for redressal. It is only on exhausting this procedure, that an employee may appeal to the Executive Director of ACSCE who may consult the Executive Committee if he deems fit.

- This procedure has been specifically provided so that disputes and differences, if any, are mutually and amicably resolved and settled within the organisation as if within a family.

Constitution of Grievance Redressal Committee- 2019-20

Sl. No.	Name	Designation
1.	Dr. T R Gopalakrishnan Nair, Rector, RRGI	Chairperson
2.	Prof. A.M.Prasanna Kumar, Professor, Dept. of ECE	Convener
3.	Dr. R Siva Subramaniam, Assoc. Prof., Dept of ME	Reptv Faculty
4.	Dr. S Selvanandan, Professor, Dept. of Physics	Student Welfare Officer
5.	Dr. Punal M Arabi, Professor, Dept. of BME	Reptv Faculty
6.	Ms. Nivetha R, Dept. of ECE	Staff Representative
7.	Mr. Vishnu Varthan, 7 th Sem ME Student	Student Representative
8.	Ms. Swetha Shree, 3 rd sem AS Student	Student Representative
Ombudsman		
9	Dr. M Venkatachalappa Retd. Professor & Chairman, Dept. of Maths, Bangalore University, Bengaluru	Ombudsman

18. Consequence of Misconduct

- Offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence. The following steps are to be followed with regard to all disciplinary
- If the employee does not answer the show cause notice in writing within a reasonable period (maximum seven days), it will be presumed that he/she has to state nothing and he will be proceeded against
- If an employee refuses to accept a charge sheet or any other communication, then he/she may be verbally informed about the charges in the presence of two witnesses.

19. Suspension

- a. On receipt of a report in writing from the Principal, ACSCE, the competent authority may suspend an employee for any act of alleged misconduct, pending domestic enquiry.
- b. The order of suspension shall take effect immediately on its communication to the employee. Charge sheet should be given within three months.
- c. Leave will not be granted to an employee kept under suspension.
- d. During the period of suspension, the employee shall not leave station except with the written permission of the Management.
- e. A suspended employee will get subsistence allowance @ 50% of the salary for a maximum period of 3 months subject to the condition that he/she does not take up any employment during the suspension period.

20 Domestic Enquiry

No order of punishment shall be made without the employees having been given an opportunity of explaining to the satisfaction of the Management the circumstances alleged against him/her. Accordingly, a charge sheet will be issued calling for the explanation of the delinquent employee. In the event, the Management is not satisfied with such an explanation, an enquiry officer will be appointed who will be required to conduct the domestic enquiry.

21. Punishments

Upon completion of enquiry and in the event of the employee being proved to have committed offence, the punishment will be awarded according to the gravity of the offence, inviting maximum penalty, in which the concerned staff will be dismissed from service. The likely order of punishments is:

- a. Withholding the Increment (cumulative/without cumulative)
- b. Barring the Promotion
- c. Such other punishments ordered by the EM/AM
- d. Dismissal.

Right to Appeal

Any employee aggrieved by the decision of the Governing Council may file an appeal in writing to the Chairman, ACSCE within fifteen days of the date of the decision. The Chairman has the option to appoint a fresh committee to review the penal action. The decision of the Chairman of ACSCE shall be final and binding.

22. Retirement

The age of retirement of an employee of ACSCE shall be as per AICTE norms. An employee may be re-hired by the Management after retirement on an annual basis with proper Memorandum of Understanding (MoU) / Re-appointment order.

22.1 Voluntary Retirement

An employee can resign from their post by giving required notice, as specified in their contract letter / appointment letter. The resignation becomes effective as soon as it is accepted in written by the Management. An employee may not be permitted to withdraw his/her resignation after it is accepted. All payment of dues will be made with the approval of Management. Such employees who opt to resign shall submit a 'No Objection Certificate' upon which a relieving order will be issued by the Management.

23 Termination of Services

23.1 Medical Grounds:

During the on-going employment period, Management retains the right to terminate the services of an employee by giving one month notice in writing or one month's pay in lieu, on medical grounds. (e.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the organization.

23.2 Termination on Disciplinary Grounds

During the on-going employment period, Management retains the right to terminate the services of an employee on grounds of violation of discipline as detailed in this HR manual.

23.4 Termination on grounds of Judicial Conviction / Observation

Notwithstanding anything contained in these rules, the competent Authority may impose any of the penalties specified hereinabove if the staff member has been convicted on a criminal charge or on the strength of facts or conclusions or comments arrived at by a judicial trial.

23.5 Termination for Prolonged Absence

When a staff member is absent from work for a period of fifteen days (15) or more days without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally/subsequently or when there is satisfactory evidence that he/she has taken up employment elsewhere or when the Management is reasonably satisfied that he/she has no intention of joining duties, the Management may at any time thereafter issue a show-cause notice stating, inter-alia, the grounds for coming to the conclusion that the staff member has no intention of joining duties and furnishing available evidence. Unless the staff member is able to respond with explanations satisfactory to the Management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of ACSCE.

23.6 Premature Termination of Contract

In the event of premature termination of the contract, one month notice in the form of a letter will be given to the contract staff member.

23.7 Termination on grounds of non – performance

The Management reserves the right to terminate the services of a staff for the following reasons other than matters of discipline:

If a staff employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification

For any reason whatsoever or if a staff becomes under-qualified consequent to changes in the policies of and/or the guidelines issued by the Government or the authorities concerned from time to time

If a staff member, for three consecutive years in annual appraisal of his performance, has received ratings “unsatisfactory” or “average” and despite the appraisal reports of the first two years having been communicated to him, there has been no improvement or insufficient improvement in his performance.

23.8 Notice Period

In the case of Resignation/Termination, the notice period in the Appointment order holds good. For staff on probation seven days’ notice by either party is necessary for voluntary separation by the staff or the Management opting to terminate the service of the staff. Notice period may be waived by payment of one month salary in lieu of failure to give sufficient notice from the part of Management or by surrender of seven days salary by the staff in lieu of notice period. For all staff confirmed in service one month notice from either side is mandatory for all premature separation.

23.9 Resignation in the wake of disciplinary proceedings

a. A Staff member against whom disciplinary proceedings are pending shall not resign from the service in ACSCE without the prior approval in writing from the Principal and any notice of resignation given by such staff before or during the disciplinary proceedings shall not take effect unless it is accepted by the Principal.

b. Staff member against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he was in service until the proceedings are concluded and final order is passed in respect thereof.

24. Death

In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Principal. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

Documents to be submitted in case of separation from ACSCE

In the event of separation from ACSCE the following documents are required to be submitted by the staff:

- i. In case of resignation, letter of resignation
- ii. No Objection Certificate
- iii. I D Card issued from the ACSCE
- iv. Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on date
- v. Other Properties of ACSCE in the possession of the individual

vi. Exit Formality

ACSCE must provide Experience Certificate/ Service Certificate to Staff on the event of his/her separation on his/her written request. However, ACSCE retains the right not to issue experience letter including, but not limited to, failure on the part of staff to return to ACSCE its property or reconcile all outstanding payments, failure of the staff to produce No Objection Certificate etc.

26. Exit Interview

The exiting staff member shall generally be required to participate in a face-to-face exit interview either with the Principal or any management representative and his/her comments which are taken orally.

The Management shall critically analyze the exit interview feedback given by staff members who have separated and learning should lead to appropriate follow up action.

Guiding Principles:

i. Leadership : The Institution's leadership at all sites and in all capacities, communicates the institution's goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the Institution's leadership encourages each employee to take active responsibility for the mission and vision of the Institution and foster the development and use of each employee's capability.

ii. Quality of Employment: The Institution is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages to balance work and personal commitments.

iii. Compensation, Reward and Recognition: The Institution's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

iv. Continuous Learning and Development: The Institution values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

v. Response to Change

a. The Institution is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institution creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institution.

b. During times when reduction or change in the nature of the workforce is required, the Institution will rely on attrition to the extent possible.

c. In support of these principles, the Institution commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications

6.1 General Policy

a) Policy for Physically Handicapped People: Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

b) Drug and Alcohol Free Workplace Policy: The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institution is prohibited as per the institution's policy. All employees as a condition of employment:

i. Abide by the institution's policy on prohibited substances; and

ii. Inform the institution if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institution. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

c) Equal Employment Opportunity: It is a policy of the Institution to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institution.

RETIREMENT

RETIREMENT FROM SERVICE

- The age of retirement of teaching Faculty member shall be as per AICTE Norms.
- The age of retirement of other non - teaching staff shall be as per State Government Rules or as may be decided by the Management.

CONSULTANCY / R&D / TEACHING ASSIGNMENTS

The College encourages its Faculties to take consultancy and R&D assignments within Institution, with other Institutions or Industries, appropriate to the Faculties' competence.

The Faculty shall undertake such assignments when the College is approached for such help and the College assigns such engagement to the particular Faculty or When the Faculty himself / herself is approached by the outside agency for such support.

In either case, the Faculty shall take up the assignment by obtaining the approval of the Principal / Chairman / Secretary in writing.

The Faculty shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

The Faculty shall also associate with other members of the Faculty in working on the assignments.

The Faculty shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on case to case basis.

Where members of staff are associated in the assignment undertaken by a Faculty, the associated staff members shall be paid honorarium by the Faculty appropriately, in the presence of the Principal / Concerned HOD.

The Project Co-ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

TEACHING ASSIGNMENTS

A Faculty who has been approached for giving guest lectures in other educational Institutions shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

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

Facilities and Amenities:

- a. Chapters and Professional Associations
- b. Library
- c. Digital Library
- d. Transport
- e. Medical Care
- f. Canteen
- g. Sports and Games
- h. Computing facilities
- i. Wi fi facility

Annexures : 1 – Appointment Letter

Employee Orientation Form (**Annexure 2**)

Date :

Name	Designation	Department	Particulars	Evaluation	
				Yes	No
			Did you get a proper orientation of ACSCE		
			Have you understood your Job Profile adequately?		
			Did you understand the Department structure and its functions?		
			Have you been told about the applicable HR Policies?		
			Were you satisfied with the orientation program?		