



**J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY**  
Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.

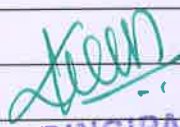
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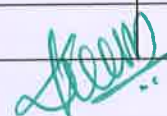


# HR MANUAL

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## DEFINITIONS OF TERMS USED IN THIS POLICY

The term 'Institution/ College/ Organization' wherever mentioned in the book means and includes JKK Munirajah College of Technology.

Employer refers to the chairman/secretary/correspondent who are appointed by the Annai JKK Sampoorani Ammal charitable trust or anyone appointed by the trust to act on its behalf.

GC refers to the governing council.

HOD refers to the Head of the department.

Faculty includes all employees who teaches subjects to the students in various departments.

The term 'staff member', wherever mentioned in the Human Resource Policy means teaching, non- teaching, technical, administration and ministerial staff.

Academic year refers to the normal period stipulated in the academic calendar for academic activities of odd and even semester. Usually the period is from June to May.

Employee refers to any person who is employed for salary for any kind of action in the college. He/she should receive salary directly from the college.

College premises means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college campus.



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## 1. INTRODUCTION

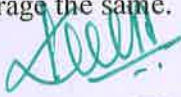
**HR POLICY** of JKKMCT provides generalized guidance on the approach adopted by the organization and therefore its employees. It states the intent of the organization in different aspects of human resource management such as recruitment, promotion, compensation, training etc.

The information in the HR Policy establishes a basis for developing the employee handbook. The successful implementation of the HR policy depends much on the management. The policies and procedures provide clear communication between the organization and the employees. It shall be reconsidered periodically and changes shall be effected to make it more meaningful and effective.

The policies are formulated by making decisions and taking actions on the day to day problem of the organization. Based on the instructions from various statutory bodies and state government the policies, practices and benefits described in the HR policy may change from time to time. On such occasions, the college reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this HR policy at its own discretion.

For a sustainable viable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the mission, vision, objectives and quality policies of the institution.

The institution encourages its employees to think, express and share their views in facilitating decisions and operations through collective contribution which is a noble approach in recognition of the staff member. It also recognizes the fact that the culture, values, loyalty, motivation, involvement, and development are the harbingers of glory for both the institution and the employees feels the need to encourage the same.

  
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## 2. EXPECTATION

What JKKMCT expects from you

- To contribute fully to the job and hence help to accomplish the organization's vision and mission.
- To carry out the activities using highest ethical principles.
- To give best of service to the students and clients.
- Quality of contribution is essential. Your first responsibility is to know your duties and how to do them effectively.
- To put forward any idea, which you feel would be useful and could add value to the organization.
- To have a cordial atmosphere wherein the Employees/Students shall approach the management at any time to discuss any issue

What you can expect from JKKMCT

- You will be appreciated and recognized for good work done, for making an extra effort and for coming providing innovative ideas.
- You will be treated equally without any bias of any kind what so ever.
- You will be given opportunity and resources to improve your competence.

  
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### 3. KNOW YOUR ORGANIZATION


J.K.K.Munirajah College of Technology, also called JKKMCT is located at Gobichettipalayam in the Erode district in the state of Tamilnadu. JKKMCT is a private and reputed self-financing institute. The college is approved by AICTE and is affiliated with Anna University, Chennai. The college was established in the academic year 2008-2009 and governed by the Annai J.K.K.Sampoorani Ammal Charitable Trust. The college covers an area of 250 acres (10 ha). Dr.J.K.K.Munirajah and Annai JKK Sampoorani Ammal Charitable Trust has been awarded the coveted National Award for Excellency by the President of India.

The trust also manages Munirajah matriculation school, Nehru Memorial Sampoorani Ammal School for differently abled, JKKM Institute of Health Sciences College Of Pharmacy, JKKM college of Agricultural Science, Annai JKK Sampoorani Ammal College of Nursing, ITI, Annai J.K.K.Sampoorani Ammal Polytechnic College, JKKM College of Physiotherapy to provide meritorious education with commitment to excellence and find opportunity to apply the knowledge and skills in the industry as well as the society we live

The missions of J.K.K.Munirajah College of Technology provides advance knowledge and educate students in science and technology and also teaching, research and innovation and pursue its mission of service to the nation and the world. The college is open for both men and women and also for all sections of society.

JKKMCT was started with 7 undergraduate programs in Engineering and technology with a sanctioned strength of about 400 students. The institution is approved by AICTE and affiliated by Anna University.

The physical infrastructure and human resource promote friendly teaching learning process and entrepreneurial ecosystem. Parent teacher Association, Alumni and various clubs work in tandem to implant academic attributes and humanistic values among the student.

  
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### **3.a. GENERAL INFORMATION**

#### **NAME OF THE COLLEGE**

J.K.K. Munirajah College of Technology

#### **CHAIRMAN OF THE INSTITUTION**

Dr.J.K.K. Munirajah M.Tech.,(BOLTON)

#### **SECRETARY OF THE INSTITUTION**

Mrs.Kasthuripriya Kribukarmurali

#### **ADDRESS OF THE COLLEGE**

T.N.Palayam(p.o), Gobi (TK),

Erode – 638506

#### **CONTACT DETAILS**

**Phone number:** 04285-260754 **Fax:** 04285-260755

**WEBSITE:** [www.jkkmct.edu.in](http://www.jkkmct.edu.in)

#### **AICTE APPROVAL ID:**

**1-11002585**

#### **ANNA UNIVERSITY APPROVAL ID:**

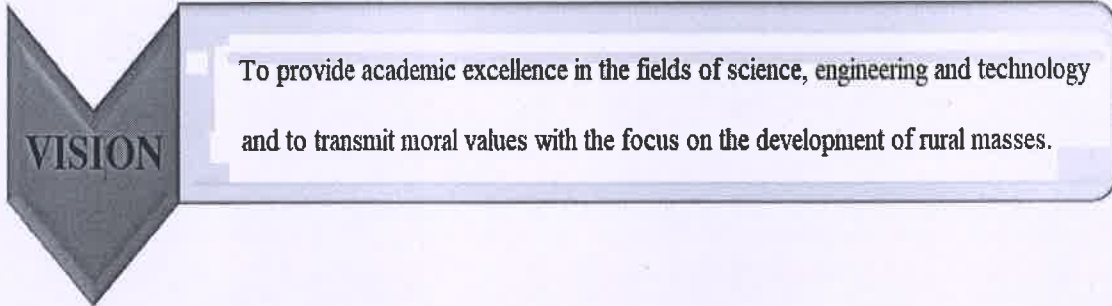
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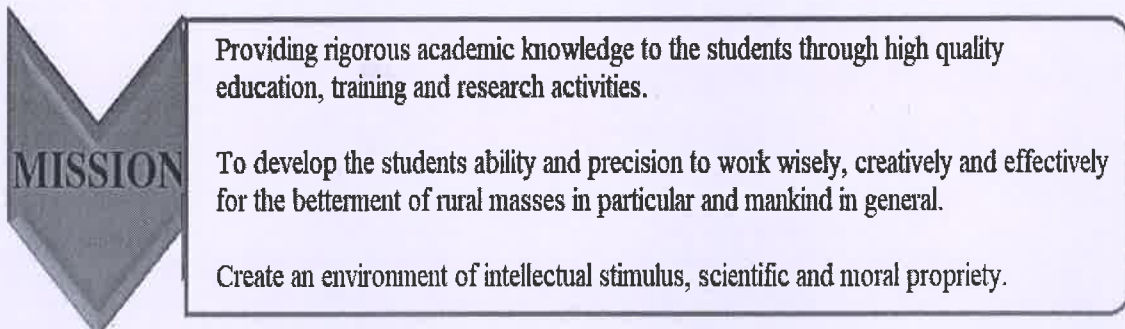
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### 3. b. VISION AND MISSION

#### VISION

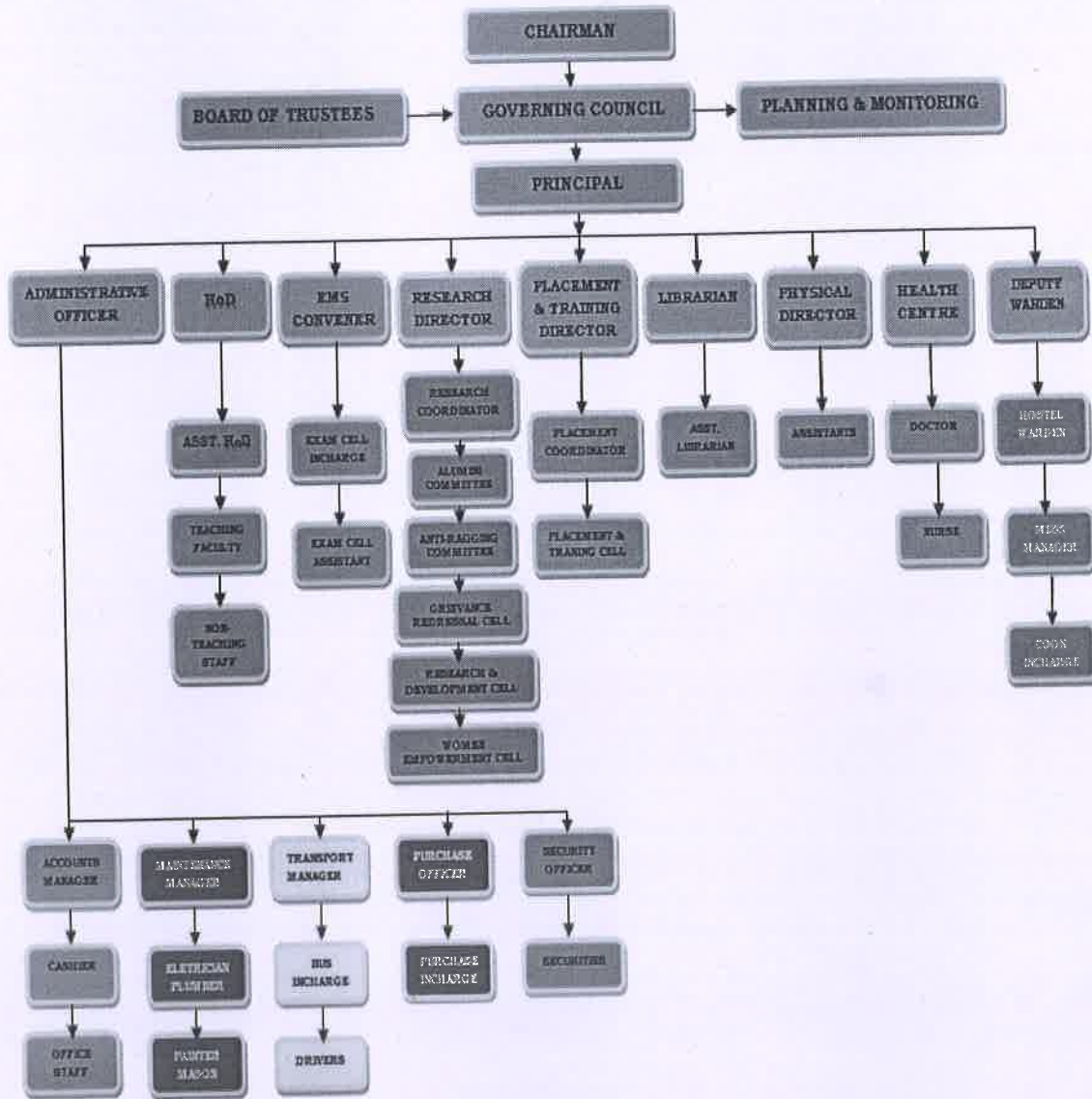



#### MISSION



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### 3.c. ORGANIZATION CHART



  
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## 4. RECRUITMENT PROCESS

### 4. a. Recruitment & Selection

#### Our Approach

We ensure the availability of right candidate, in the right time as per the manpower plan. Ensure the availability of quality human resources and support the smooth functioning of the business. We hope to establish as a quality employer attracting high quality applicants at all times and ensure that the best applicant is hired. We recruit internally wherever possible- either through career progress/Internal Promotion/Inter Department Transfer and also recruit externally if there are no suitable internal candidates. It is done through various sourcing activities like Job Posting / Free ads' / paper ad and Employee Referral. Use progressive, consistent, fair recruitment and selection methods. Continually help develop the skills and talents of our employee's.

The college aims to attract, recruit and retain the most talented staff across all areas of academic and professional activity to maintain and enhance our world leading reputation This policy aims to; provide the basic framework upon which institutions can build an effective recruitment process, promote equality and diversity principles and best practice, whilst also aiming to ensure that there is consistency across the University within the foundations of the recruitment process.

Different members of staff will be responsible for the necessary actions during a recruitment campaign. Ultimate responsibility for recruitment will be with the Head of Institution, A Selection Committee is formed by the Principal to conduct Interview. The responsibility of the committee is to

- Ensure the relevant supporting documentation for the position is accurate and that permission to fill has been granted in order to advertise the position.
- Oversee the planning, completion and retention of all related recruitment administration, including shortlisting, appointment and payroll documentation.
- Manage and oversee all candidate correspondence, seeking advice for potentially sensitive cases.
- Ensure that the relevant checks are carried out for the appointment, especially right to work checks.
- Staff who leads recruitment processes will hold delegated responsibility for ensuring that all recruitment processes are delivered in line with the recruitment policy.
- In open competition, an interview must form part of the assessment process and should comprise of more than one interviewer.
- Each candidate should be asked the same (or a comparable) set of questions and undergo the same assessments. Supplementary or probing questions (which are more specific to the applicant) can be asked following the responses given to the original question.
- Notes of responses given during the interview should be made and retained (as per current retention guidelines) for all applicants.

- All recruitment decisions must be based on merit so that decisions are free from unlawful discrimination on the grounds of a protected characteristic - even if the applicant discloses such information during one of the assessments.
- Internal and external candidates should receive equal treatment throughout the process
- The selection of the preferred candidate can only be made after all the selection activities are complete and the outcomes recorded.

**4. b. Constituent members of selection committee**

| S. NO. | MEMBERS   |
|--------|---|
| 1      | <b>CHAIRMAN</b><br><b>Head of the institution, Principal</b>                |
| 2      | <b>INTERNAL MEMBERS</b><br><b>HODs concerned</b><br><b>Subject experts</b>  |
| 3      | <b>EXTERNAL MEMBERS</b><br><b>Subject experts from reputed institutions</b> |
| 4      | <b>SPECIAL INVITEE</b><br><b>Management representative</b>                  |

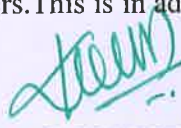
**Job Requisition:**

The respective department HoD/Principal provide the manpower requisition with the approval of CO for New position. Replacement shall be made without the approval of CO. HR facilities the sourcing of the right candidate after the validation of New Hiring/ replacement within budget.

**Selection:**

The selection of a candidate is done based on the recommendations of the Selection Committee for Academic, Administration, Technical and Business Development. All candidates are selected based on the following parameters. This is in addition to Qualification criteria.

- Functional knowledge
- Technical skills
- Attitude
- Relevant Experience
- Educational background

  
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- Career
- Communication skills and Personality.

#### **4.c. Employee Referral Program:**

The objective of this program is to encourage employees to refer deserving and eligible individuals for the open positions.

##### **Eligibility:**

All active employees are eligible to refer suitable candidates. If the referred candidate is hired, Cash reward will be given to the referrer. However, the following policy shall not be applicable to the employees of the following groups:

- Human Resources Team
- Respective Hiring Principal / Heads

##### **Procedure:**

Recruitment team shall notify employees of vacant positions internally. Employees should send the referral's CVs to HR department with the referrer's Name, Emp.no, Dept., & Division.

#### **4.d. Probation**

All the new employees who are on probation are subject to confirmation of service process after the completion of one year of service. The HR shall initiate the process in advance and forward the confirmation sheet to the concerned Principal / Head for reviewing the performance of the employee under probation. The concerned Principal/ Head is required to send the filled appraisal forms within 10 days from the date of receipt from HR. Based on the recommendations of the HOD, the services of the employee shall be confirmed on the roles of the Organization or the probation period may be extended depends on the recommendation from Head with the discretion of the Management.

### **5. Salary Cycle**

Salary Cycle for JKK Munirajah College of Technology employees as follows.

- Attendance is calculated from 1st to 30/31 st of the month to all the employees.
- Salary will be credited through Salary Account in the Bank every month.

#### **5.a.Other deductions from Salary:**

Employee's and Organization's Contributions towards Provident Fund and all other statutory deductions, which may be applicable from time to time will be deducted from the salary. The amounts deducted will be shown on the pay-slip.

#### **5.b.Benefits of Provident Fund:**

The Employees' Provident Fund (EPF) - A provident fund is a form of social safety net into which employee must contribute a portion of their salaries and employers must contribute on behalf of their employee. The money in the fund is paid on attaining retirement or in some cases to the disabled who cannot work.

### 5.c. Withdrawal benefit:

An employee can withdraw the entire amount from the fund in any of the following cases:

- On attaining retirement age
- Migration for permanent settlement abroad
- Transfer to an organization/university not covered under the act.

## 6. LEAVE POLICY

### 6. a. Attendance

It is mandatory for all the employees to register their attendance daily in "Attendance Register" and in Bio-Metric Attendance system. Employees need to register their attendance in Bio-Metric Attendance system whenever they leave the institute for official or personal work and when they returned to Institute. The establishments section verifies the attendance based on the attendance records present in the Attendance system. (Bio Metric Attendance system and /or Attendance register as per the applicability).

### 6.b. Casualeave

1. CLs cannot be availed both prefixed and suffixed with holidays and also for continuous leave of 3 days.
2. Casual Leave is intended to meet urgent, personal requirement / circumstances.
3. Maximum of 12 days during a year at the rate of 1 per month.
4. Casual leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.
5. Application for leave be ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of HOD / Principal.
6. Casual leaves will lapse after expiry of Academic year.
7. A faculty can avail a total of 12 Casual Leave (CL) in an academic year (1<sup>st</sup> June to 31<sup>st</sup> May) on proportion basis.
  - Faculty and Staff members need to avail leaves only if it is essentially needed. Late submission of leaves will be treated as loss of pay.
  - Faculty & staff members having more than one year of service from the date of joining in JKKMCT are eligible to avail Vacation leave as per HR policy.
  - Request for any types of leave need to be addressed to the Principal through the respective Head of the Department.
  - Leave can be availed by the faculty and staff member only with the prior permission from the Principal after making the due alternative arrangements.

- Any leave availed without alternative arrangements for exam duty will be treated as loss of pay.

#### 6.c. Medical leave:

- An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/ her on bed rest.
- For short illness Medical Leave will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.
- Five (05) days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital, Medical leave if not availed will be accumulated for three years up to the maximum of 15. Therefore, number of medical leaves accumulated, at a given point of time, will not exceed 15.
- The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty. Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

#### 6.d. Maternity leave:

- Maternity leave facility will be admissible to only those female employees who have completed one year of service in the Institute.
- A female employee shall be eligible for 3 months Maternity Leave with full pay in case of delivery.
- A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- One and half month pay will be paid after six month of resuming her duty and one and half month pay after two years from the date of resuming duty.

#### 6.e. Permission

All faculty and staff members are entitled to take 1 permission of one hour each either in the morning between 9.10-10.10 am or in the evening 3.30-4.30 pm per month.

#### 6.f. On duty

- **Official Duty:** An employee who has gone for official work, assigned by the Principal / Management in the interest of Institute will be treated as on official duty.
- **Duty leave:** Duty Leave may be granted to the Teaching Faculty for
  - a. Attending one conference / seminar / workshop in an academic year
  - b. Delivering lectures at other Colleges or Universities on invitation.

c. Duty Leaves will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person.

d. The forwarding authority shall ensure alternative arrangement made before forwarding the application for such leave.

#### 6.g. Vacation leave

- A faculty and technical staff will be entitled for a total of 15 days vacation in max 02 (Two) slots during summer or winter in the academic year.
- A minimum of one year service will be needed in the Institute to avail full winter or summer Vacations. One year will be counted from July to June for entitlement of Summer/Winter vacations.
- Employee who have not completed one year of service will be entitled for summer/winter vacations on prorata basis (1 leave for every completed month of service). In this case if employee joined before 15 of any month than only she/he will entitled for summer/winter leave for that month.
- Sundays, holidays and off days falling in between leave shall be counted as a part of the vacation leave.
- Availing Vacation is not a right of a faculty member /teaching supporting staff. Head of the Department can recommend detention of any faculty member / teaching supporting staff.
- All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period.
- Head of Department will recommend period of Vacation to faculty members & supporting staffs will always be available for College/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.

### 7. TRAVEL POLICY

#### 7.a. Process followed for travel

Employees of JKKMCT are encouraged to combine visit to fields of intervention as part of their duty. A balance is to be maintained between office work and field work. Employees while on travel, shall uphold the values of JKKMCT and shall be guided by the objective of travel and conduct themselves in an ennobling manner. While on travel the employees are envoys of the organization and hence should be conversant with the mission, vision, objectives, strategies and above all the particulars of the respective programme to which the travel is linked. They should adhere to the principles of time management and minimum comfort.

Travel plans of employees, for official purpose must be submitted for approval through the Principal and HOD. Travel advances should be requested at least two working days in advance and can be taken from the office on the day before commencement of travel. All travel expenses shall be submitted and reconciled with the travel advances if any and further claims made within three days of completion of the assignment.

### 7. b. Official visits

- The maximum amount of travel reimbursement that a staff can claim is limited to the sleeper class train fare or the bus fare or economy class for air travel to the place of visit through the shortest way. Actual ticket bills are to be produced
- Tickets may only be purchased from the official travel agents and normally through the administrative functionary of the office concerned
- In the event the tour is cancelled / postponed for whatever reasons, the travelling staff should immediately make arrangements for tickets cancellation

### 7. c. Local Conveyances

- Actual expenses incurred for auto rickshaw to reach place of visit or training centers may be claimed.
- Claims for travel by taxi are subject to the approval of ED/HOD.
- Taxi/auto fare cannot be claimed if the travel is from house to office and vice-versa
- Staff members are entitled to reimbursement of actual conveyance and food expenses during the course of travel for office purposes on production of bills in original.
- If the Staff chooses to make private visits along with official visits, no claim for such part of the visit will be honored.

## 8. BENEFITS AND WELFARES

### 8. a. Research policy

The management of JKKMCT is pleased to provide financial support to the faculty members for attending workshop/ Seminar/Conferences/paper presentation/journals and book publications in various colleges.

- The amount can be claimed after submitting the necessary documents.
- Faculty members are allowed once in a year for national conference with full registration fee and TA/DA with a maximum limit of Rs.4000/-
- Faculty members are allowed once in a year for international conference with full registration fee and TA/DA with a maximum limit of Rs.6000/-
- Faculty members are allowed once in a year for attending seminars, workshops, FDP etc. with full registration fee and TA/DA with a maximum limit of Rs.4000/- per participation.

**The faculty members pursuing Ph.D. are eligible for the following benefits**

- Members of staff pursuing Ph.D. can avail 12 days ON Duty leave per year for research work
- 50% fee will be paid to staffs who have completed minimum 10 years of experience in JKKMCT
- 25% fee will be paid to staffs who have completed minimum 6 years of experience in JKKMCT.
- No bond will be executed for availing this benefit.
- Any fund raised or earned by any faculty through grants, providing training and consultancy services etc. will be shared between the faculty member and the college in the ratio 70: 30 of the surplus.
- Any use of the college facilities like laboratories, lecture halls, workshops etc. are to be nominally charged and deducted from the fund.

**8. b. Higher education policy**

- Faculty members interested in pursuing higher studies (M.E/Ph.D.) on part time shall submit an application to the management through the principal seeking permission for recognition.
- The college shall grant ODs to the Ph.D. scholars to meet their supervisor for any discussion related to the research.
- The faculty members who is in the verge of completion of the research work and ready to submit the thesis shall be granted a special leave of one month to enable him/her to write the thesis.
- The facility shall be decided by the management based on the recommendation of the Principal on case to case basis.

**8. c. Incentives and rewards**

Staff members are eligible for incentives and rewards based on their performance, contribution and years of service in the institution.

To recognize the services of the staff in the college, the management offers cash awards according to their performances. Staff producing 100% results in academics are offered cash awards during the annual day ceremony.

Teaching and non-teaching staffs who have completed more than two years of service in the college are provided with good increments. Incentives are provided to staffs who publish books and present papers in

The following factors are effectively scrutinized in the appraisal system for teaching staff.

- The Students feedback
- University Examination results



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- Attitude, involvement, commitment and achievement of a faculty with respect to his/her non-academic secretarial activities,
- Feedback and review of performance from other faculties in peer groups.

The faculty who invigorated through attending various programs and presenting the same to the colleagues in turn pertaining to their feedback. The duly filled Self-appraisal form is received from each faculty at the end of every semester.

According to the class room teaching, presentation techniques, course delivery, evaluation of test papers, syllabus coverage and fulfilling the academic commitments in time; the performance of a faculty is assessed based on the mark allocation to the above criteria, The outcome of the performance appraisal will reflect in the annual increment, incentives and the promotion of the faculty.

An effective performance appraisal system helps the faculties in improvising their performance, enhancing their professional growth and contributing to institutional performance. The performance appraisals provide the information useful for promotion / increment determinations and at the same time, it offers an opportunity for evaluation and discussion of employee weaknesses and strengths.

#### **8. d. Performance appraisals**

The faculty appraisal process is based on Self-appraisal report; providing the information about academic performance, Research activities, developmental activities of department and institute. The student's feedback based on online and oral in class committee meeting.

The HOD's evaluation based on the above analysis subsequently the following actions are implemented; Faculty members are encouraged to evaluate and identify their strengths and weaknesses aspects. Faculty members are encouraged to incorporate changes suggested by the appraisal committee, to strengthen the quality deliverables.

The pace of their deliverables as per the students' requirements is satisfactorily matched by the faculty members. The completion of the syllabus on time is done by the faculty members based on the suggestions given to them and extra lecture classes are arranged if necessary.

The result analysis of internal assessment is done regularly and the remedial classes are arranged to low performing students in reference to academic progress of the students. Faculty members are encouraged to undertake R&D projects, consultancy work and apply for research grants. Financial support will be provided for filing patent / copyrights.

Encouragement is given to the faculty members, to participate in conferences and publish the research papers in the international / national journals. By granting OD to the faculty members based on their competency requirement, are counselled to attend FDP and workshops organized by the reputed Institutions / universities. The faculty members are encouraged to organize national / international seminars / guest lecturers / workshops/conferences by sponsoring such events from the institute.

Periodically appraisal interviews are conducted to evaluate the teaching skills, depth of subject knowledge. The performance of the faculty is observed by a team of subject experts, Head of department and Principal. The assessment results and concluding remarks are taken for the promotion, increments, recognition, and service continuation consideration. The report of the Head of the department is considered for the performance of non-teaching staff members.

### **8. e. Promotions**

The institution provides equal opportunity for all the faculty members. The college prefers to promote employees within the organization who are not only qualified but also contributed to a development of the institution. All promotions shall be considered based on the merit and subject to the fulfilment to AICTE norms.

The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other academic institutions along with management representative(s).

The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given here with and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate and any misconduct he/she has committed during the service for promotion.

Under normal circumstances the senior most member of the faculty shall be considered for promotion to the next higher level position, subject to the AICTE prescribed qualification and their demonstrated performance in the college. Those who are promoted shall be fitted in the nearest scale of pay applicable to that corresponding category.

### **8.f. HEALTH CARE UNIT**

A health care unit is run by the college inside the campus to ensure physical wellness of the employees. The health care professionals provide appropriate medical services to address the needs of the students.

### **8.g. RECREATION**

With the aim of promoting social interactions and to cater the recreational needs of the staff, the college encourages the staff to participate actively in all the recreational activities such as sports, yoga etc.

## 8. h. OTHER MEASURES

The other facilities which are provided by the management for the welfare of the staffs include:

- a. Wi-Fi and internet facilities
- b. Transportation at reasonable cost
- c. Food court inside the campus at reasonable charges
- d. Hostel accommodation for needy staffs

## 9. DRESS CODE

JKKMCT College prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the College. This image is affected by the manner of dress we use within our offices, in the offices of our constituents, and in public when we are representing the College. As stated above, this policy applies only during those less busy business times (i.e., summer session or semester break) and is contingent on supervisory permission. Employees who prefer to dress more formally should feel free to do so.

Wearing Identity card is compulsory in Institute premises, on duty in a manner that it is visible. This Identity card shall also facilitate entry at customers' and vendors' place, in some restricted areas etc. Employees must return their Identity card at the time of separation from the Institute. It is expected from employees to take proper care of the ID card including its safe preservation. This Identity card is the property of JKKMCT and shall be surrendered immediately when demanded by the Management. It is expected that employees do not misuse the Identity card in any manner.

JKKMCT expects its employees to wear formal dresses from Monday to Friday. The College allows them to wear casuals on Saturdays alone in a neat and decent manner. Female faculties are expected to wear coats while attending classes, meetings and laboratories.

## 10. GRIEVANCE MANAGEMENT

### 10.a . Procedure

The term "grievance" denotes any discontent or dissatisfaction whether expressed or not and whether valid or not, arising out of anything connected with the company that an employee thinks, believes or even feels is unfair, unjust or inequitable.

It is different to find a company where the employees do not have grievances of one kind or the other. The grievances may be real or imaginary, valid or invalid, genuine or false. A grievance produces unhappiness, discontent, indifference, low

morale, frustration, etc. Ultimately, it affects employee's concentration, efficiency and productivity.

A majority of the industrial disputes that result in grave repercussions originate from minor grievances. If such grievances are settled amicably in time, many of the disputes could be prevented. It is the rationale of the mutual acceptability of the grievance procedure. Therefore, grievance procedure is expected to be effective tool in the tool kit of corporate managers handling manpower as well as human relations in the Indian industry.

Organizations are a part of society and employee has certain expectations which must be fulfilled by the organization where he is working. Due to different social background and various psychological factors employees occasionally have to be uncomfortable or aggrieved about certain managerial decisions, practices or service conditions.

In some cases, the employees have complaints against their employers, while in others it is the employers who have a grievance against their employees. For smooth selling of the organization, it is necessary to pay immediate attention on these grievances and complaints.

#### **10. b. Acts amounting to misconduct**

The following acts and omissions (not to be taken to be an exhaustive list) May amount to misconduct:-

- Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the employer's business or property.
- Strike, picketing work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
- Gross moral misconduct- Acts subversive of discipline- Riotous or disorderly behaviour during office hours at the establishment or any act subversive of discipline.
- Habitual late attendance.
- Habitual negligence or neglect of work.
- Habitual absence without permission and over-staying leave.
- Conviction by a criminal court.

#### **10. c. Whistle blower policy**

JKKMCT provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization

## 11. DISCIPLINARY MATTERS

### 11. a. Discipline policy

A disciplinary procedure is a process for dealing with perceived employee misconduct. Organizations will typically have a wide range of disciplinary procedures to invoke depending on the severity of the transgression.

- Any staff member who is violating the code of conduct defined in this Manual will be subjected to appropriate disciplinary action by the Principal/Secretary/Correspondent.
- If a staff member commits an act of misconduct or by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
- 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.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving HIS/HER explanation.
- 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, which may include a punishment.

### 11. b. Disciplinary actions

- All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.
- Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.
- Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.
- The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations or this Code.

### 11. c. Memo and censure

- Warning in writing, with recovery of financial loss is involved in the act.
- Suspension from work without remuneration.
- Dismissal or discharge from service.
- Any staff member receiving more than two memo or warning will be given punishments as mentioned above.

- The Principal shall report the proceedings periodically to the Chairman/Secretary/Correspondent.

#### **11.d. Peaceful working environment**

- Organization provides a platform for employees to disclose information abuse or wrong doing within the institute without fear of reprisal or victimization.
- To enable employees to voice concerns - in a responsible and effective manner
- To provide a platform for employees to disclose information internally, without fear of reprisal or victimization, where such employee has a reason to believe that the information shows serious malpractice, impropriety, abuse or wrongdoing within the Institute
- To enable disclosure of information, independently of line management (although in relatively minor instances the immediate Superior would be the appropriate person to be informed)
- To ensure that no employee of the institute feels she/he is at disadvantage while raising legitimate concerns

### **12. LEAVING THE ORGANIZATION**

#### **12. a. Notice Period**

- The period of notice for teaching and non- teaching staffs shall be three months.
- In case of academic staff, the institution may ask the faculty to complete the academic works and he/she may be relieved at the end of the academic year.
- Applicable notice period shall begin on the date when the concerned employee has given the resignation.
- All employees are required to serve full notice period
- Employees are encouraged to provide three months' notice to facilitate a smooth transition out of the institution.

#### **12. b. Cessation of employment**

Normally leave or sponsorship for training and development shall not be allowed during the notice period. The services of an employee can be terminated on the following grounds

- On Resignation
- On Retirement
- On being terminated from services of the institution
- On expiry of contract period
- On being found to be medically unfit to continue the services
- On death of the employee

- When employee's behaviour and conduct has the potential to damage the effective and harmonious operation of the organization

#### **12. c. Resignation**

- Employees can resign from the services of JKKMCT by giving notice applicable as mentioned in the appointment letter
- It is preferred and expected that the Employee must talk with his / her Reporting authority or with the Management on the reason/concerns before giving formal intimation for resignation.
- Final dues shall be settled after 30 days from the last working day after ensuring that the employee has completed with his / her obligations to JKKMCT.
- Employees not giving proper notice, hand over or failing to meet any process as laid down in the fore said „Exit Process“ may not be relieved, and settlements due to such employees may be withheld and / or forfeited.
- The Management shall have the right to refuse to accept the resignation of any employee when any disciplinary action is contemplated or pending against him/her and / or any task assigned to the concerned employee is incomplete or pending.

#### **12. d. Retirement**

- After attaining the age of superannuation, i.e. 60 years, the employee shall retire from the services of JKKMCT.
- The age of superannuation is decided on the basis of the date of birth of the employee as entered in the records of JKKMCT and proof submitted therewith. No subsequent justification towards the information furnished shall be entertained.
- Every employee shall retire on the last day of the month in which he / she attains the age of 60 and written intimation of the retirement date shall be sent to the employee at least 1 month in advance. The final dues of the employee shall be settled as per the normal procedure.
- Extension of services of an employee who has reached at the age of Retirement age shall be at the sole discretion of the Management. Such employees shall be given an appointment letter as fixed term contract for 11 months period, renewable of contract subject to fulfilling the physical, technical and other conditions as may be described in the letter.

#### **12.e. Termination**

The services of an employee are liable to be terminated in the following cases:

- Major misconduct (as per definitions under the AICTE & Anna University.
- Unsatisfactory performance (as decided within the performance appraisal & in conjunction with the Management.

- Giving false statements about his / her personal / professional background or suppression of relevant facts during the selection process / at the time of joining.
- Involvement in criminal offence(s).
- Violation of the terms Contract and undertaking given at the time of joining.
- Termination of services shall not be made unless the concerned employee has been given a reasonable opportunity to explain the facts relevant to the case & the Management decision will be final & binding.

#### **12. f. Expiry of contract period**

- Legal proceedings may be initiated against employees who violate any contractual obligations with JKKMCT.
- In the absence of intimation to the college after establishing the facts of abandonment of services, the name of such employee shall be removed from the muster and net dues.
- No relieving letter or experience certificate shall be issued in such cases of absconding / abandonment of service

#### **12. g. Return of office property**

Any property of the institution shall remain the property of the university and shall be handed over by the staff in any event of voluntary and involuntary separation from the organization.

#### **12.h. Lien on service**

Legal proceedings may be initiated against employees who violate any contractual obligations with JKKMCT. In the absence of intimation to the college after establishing the facts of abandonment of services, the name of such employee shall be removed from the register. No relieving letter or experience certificate shall be issued in such cases of abandonment of service.

#### **12. i.No due certificate**

Staff who wish to leave are required to get No Dues certificate signed by HOD and other authorities mentioned therein, before issuing relieving order. Else the management will withhold the relieving order until the process gets completed.

#### **12. j. Exit Interviews**

- Exit interviews are conducted by the human resource department with employees leaving the organization.
- The exit interview is conducted as a part of the employee separation process in addition to the rest of the steps.
- The employee exit interview feedback is useful for the organizational improvement and development.

## 12. k. Full and final settlement

- Employees separating through formal exits are eligible for full and final settlement
- Employee's accounts record be checked for any dues, or payable pending against him. After proper approval and sanctions from each department, he/she needs to get clearance and based on stipulated time lines his all dues and payables be cleared including recoveries if any.
- Employee's complete job record must be checked and evaluated for various entitlements and eligibilities therewith.
- His/ her inventory records must be verified for any dues etc.
- Employee's accounts record is checked for any dues, or payable pending against him. After proper approval and sanctions from each department, he/she needs to get clearance and based on stipulated time lines his all dues and payables be cleared including recoveries if any.
- Ensure that all the documentations be retained and preserved as per Institution policies.
- Surrender of ID card is a requirement for final settlement of dues.



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