



Dhirajlal Gandhi College of Technology

Accredited by NAAC | Approved by AICTE & Affiliated to Anna University | Opposite Salem Airport, Salem - 636 309.
www.dgct.ac.in.

STAFF POLICY



STAFF POLICY

1. SUMMARY:

The Staff Policy and Procedures aim to provide clear guidance to HR Team and HODs in relation, to both the selection and appointment of staff, leave, staff appraisal and retention of staff. This policy promotes and supports good practices for those with responsibility for recruitment and retention of staff.

2. OBJECTIVE:

- 2.1. To promote and maintain high standards of professional recruitment practice by adhering best practices.
- 2.2. The aim of recruitment is to attract potential employees who have the appropriate skills, both technical and personal skills, qualifications and experience to make a positive, innovative contribution in order to meet the college's current and future needs.
- 2.3. It is generally agreed that the achievement of DGCT strategic objectives is largely dependent on its ability to attract and retain high caliber individuals.

3. ETHICS TO BE FOLLOWED:

- 3.1. Internal candidates or others personally known to the interview panel must be treated in exactly the same way as all other candidates.

4. RECRUITMENT FUNCTION:

- 4.1. The Recruitment function encapsulates and analyses exhaustive details of applicants and matches the parameters to the job requisitions. Recruitment is the activity that links the employers and the job seekers.

5. STAFF RECRUITMENT:

5.1 Recruitment Process:

The recruitment of staff with the necessary skills attributes to enable DGCT to fulfill its Institutional aims and objectives.

Step1: Recruitment Plan

Recruitment plan is being initiated once in 3 months or once in semester.

Step 2: Approval of Recruitment Plan from Management

- In consultation with the respective department head, Principal and Human resources Head, the Chairman reviews and approves the recruitment plan and forward the same to HR department to kick-start the hiring process.
- Also management releases the news paper advertisement for the requirement.



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Step 3: Short listing the Resumes

- Receiving resumes vide emails / websites / postal's / walk-ins / internal & External references.
- Short listing the resumes in compliance with the recruitment plans, position requirements, AICTE and Anna University norms.
- Inviting the shortlisted candidates for the interview and discussion.

Step 4: Interview Process

HR department will conduct the preliminary interview with the short listed candidature and check the following points not limited to.

- Check the candidate expectation and requirement of the job are in sync.
- Check if the candidate is Active or passive job seeker.
- Check the candidate salary expectation fits in the budget.
- Check if the candidate is from other college or industry background.
- Brief the candidate about the responsibilities of the position.
- Collect the details missing in the resume.

The interview process is as follows:

Preliminary Interview	:	HR
Technical Screening	:	HOD, SME's, Principal, HR
Final Interview	:	Chairman / Secretary, Principal

Step 5: Classroom Demonstration

- Candidate is further escalated for class room demonstration test live with the students.
- Based on the Students feedback the candidate is recommended for further proceedings.

Step 6: Testing Linguistic fluency

Candidate communication skill are tested and evaluated vide written and oral test.

Step 7: Technical assessment

- Technical assessment Test is being conducted based on their domain expertise.
- Technical Interview is being conducted by respective department heads, Subject Matter Expert (SME) and Principal.

Step 8: Candidate Assessment:

- The candidate will be assessed based on their potential in his Linguistic fluency, domain expertise, performance in the class room, demonstration, attitude and on this competency level.
- Additional weightage is given for industry experience, International certifications on Technical subject and proven expertise in the domain.
- Based on the feedback from HR, HOD, SME and Principal the candidate is recommended for final interview with the Chairman.



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Step 9: Interview Panel

- If HR department finds Step 4 to 7 process satisfactory then the candidate is recommended to follow the "Final Interview".
- Interview Assessment Form (IAF) shall be processed at all the levels of discussion and shall be sent to HR irrespective of the result of the discussion.

Step 10: Salary Negotiation & Selection

- During the final interview process the final interview committee decides the salary and shares the same with the candidate.
- The provisional offer letter will be given to the candidate with the notice period mentioned as per his request (if feasible).

5.2 JOINING FORMALITIES / POST RECRUITMENT PROCESSING:

• Verification of Original Documents:

After physical scrutiny of the original documents, the new employees details shall be entered in employee database.

• Letter of Employment:

The formal letter of appointment will be given after submitting the photocopies of documents as prescribed along with the Experience certificate of previous employer if any.

• ID card:

New employee is issued a temporary ID card for the smooth entry and Permanent ID card along with access shall issued within 3 days timeline from the date of Joining.

5.3 Training on policies procedures:

HR shall present the policies and procedures for the new employee and shall train him on the systems that have to be followed in compliance with the policy.

5.4 Job Description:

On appointment, the employee shall be given a job description.

5.5 Introduction & Tour inside the office:

- HR shall do a formal orientation/introduction to all staff personally and over email.
- HR/Assigned staff from Department, shall take him/her for a tour inside the office and share him the facility points such as conference, meeting rooms, water point, rest room, food court, emergency exit etc.

5.6 Delivering the resource to the Department:

After the initial induction is done, the new resource is handed over to the respective HOD with information checklist.



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6. STAFF LEAVE

S. No.	Leave	Faculty members having below one year service in DGCT	Faculty members having more than one year service in DGCT
1	Casual Leave (CL)	1 day CL per month, No advance CL is Permitted	12 days CL per annum. Advance CL are permitted to Maximum of 3 days.
2	Special leave (SL) ♦ Marriage (self) ♦ Condolence of Blood relation (Father, Mother, Father-in-law, Mother-in-law, spouse, brother & Sister)	Not Applicable	7 days during event / Occurrence.
3	Medical Leave (ML) ♦ Surgery ♦ Accident ♦ Serious infection like- Jaundice, typhoid, conjunctivitis & Chicken pox	Not Applicable	♦ Maximum 7 days per annum, as per the recommendation by HOD/Principal ♦ Medical Certificate to be provided while rejoining
4	Vacation Leave (VL) - Teaching	Not Applicable	♦ 14 days in summer ♦ 7 days in winter
	Vacation Leave (VL) - Non Teaching – Supporting Staff	Not Applicable	07 days in Summer 04 days in Winter
	Vacation Leave (VL) for Administrative Staff & Secretarial Assts	Not Applicable	07 days in a year
	Vacation leave (VL) for Drivers / House Keeping staff	Not Applicable	04 days in a year
5.	Maternity Leave (ML)	3 months leave without salary Note : Only Service duration will be Continued for seniority.	3 months leave with Basic salary for Two children only. Note : Only Basic salary will be paid after 01 Year from the date of rejoining without any break of service (except CL)



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7. STAFF - PERFORMANCE APPRAISAL & REVIEW

7.1 Performance Appraisal / Evaluation System is an ongoing communication process, undertaken in partnership, between an employee and his/her Head of Department with a clear cut understanding /expectations about:

- the essential job functions of an employee expected to do
- whether the job functions are in line with the DGCT goals
- the meaning of "doing the job well" – Quality Job within the fixed time line
- how staff and the HOD will work together to sustain, improve, or build on the current employee skill & performance.
- how job performance will be measured (Weightage)

7.2 Employee Responsibilities:

- Employees have the responsibility to seek out clarification of roles, responsibilities and deliverable at any time whenever, there is a doubt or confusion surrounding performance expectations of the management through the HR Department and HOD.
- Employees should also be proactive in providing input towards the goals and priorities surrounding their positions. We do expect all our employees to carefully understand their current performance standards and the need for the improvement in concurrence with DGCT Mission & Vision objectives.

7.3 Strategies for Staff Appraisal:

The appraisal results are much helpful to recognize the better performing employees, who should get the appropriate merit in compensation and career. Also, it would throw light to initiate appropriate preventive and corrective actions.

- **Process: (Objective to be set by Management & Head of Department)**
- At the beginning of each academic Odd semester cycle (May, June) HOD will be required to set up Performance Objective(s) in consultation with the peers and management. They are encouraged to discuss their capabilities/ constraints to set up realistic and challenging goals for the year.
- The following shall be the schedule towards proceeding the regular Performance Appraisal / Evaluation Review (PAR) for the year. As per the DGCT policy we have decided to do the evaluation during the month of June-July and January-February. The appraisals (salary review) shall be effective from July of the year.



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Process, Implementing dates & Deadlines			
Process Description	Action to be performed by the position	Duration / Period	Time Line
		June-July	
PAR Templates Circulating to HOD	HR	June 1 st week	2 days
Orientation to HODs about PAR	HR	June 1 st week	1 day
PAR Circulating to Staff Members	HODs	June 2 nd week	1 day
Orientation to Staff Members about PAR	HODs	June 2 nd week	1 Day
PAR Self appraisal completion & returning to the HODs	Staff Members	June 3 rd week	3 days
One on one discussion with the staff self Vs HOD	HOD	June 4 th Week	3 days
Normalization meeting % of increase recommended	HR, HODs, Finance Head, Secretary, Principal and Chairman	July 1 st week	2 days
Approval from Management	HR & Finance	July 2 nd week	3 days
Issuance of the letter (Increment/promotion/Re-designation etc.,)	HR	July 3 rd week	3 days
Sharing the objectives with each team member	HODs	July 4 th week	1Day

7.4 Eligibility:

Employees are considered for the appraisal/evaluation based on their uninterrupted tenure of service with DGCT.

7.5 Performance Evaluation:

- Any employee shall be entitled for the evaluation during the month of July and January of the year or end of each semester terms, subject to the following:
- On successful completion of probation period, the employees hired under the capacity of "Trainees" are considered for Performance Evaluation irrespective of the above-cited month, which is being in force as per the DGCT standard.



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- Employees hired under **various capacities other than Trainees** shall be entitled for market correction, on successful completion of probation period and performance metrics, on case-to-case basis under the discretion of management.
- Informal evaluation cycle shall be done during June & December at any time vide Personal Interview / Discussions by HODs with the employee.
- Students assessment and feedback will be taken on every semester end, to ascertain the Faculty Performance & their competency levels in training students.
- A self appraisal form mentioning their skills, performance outcome, contribution to the college etc needs to be filled in by the staff members. (As attached in Appendix)

7.6 Performance Appraisal:

- Any employee shall be entitled for the appraisal (salary review) effective July of the year. Employee should have completed **01 year successful completion of probation period without any break or long leave as on July of the year.**
- Any salary hikes recommended other than July assessment of the year shall be treated as interim hikes which shall be encouraged only during the Promotion of the employee.
- Employees joining on or after 01 June shall be entitled for the appraisal (salary review) during 01 July of the, **year after the subsequent year.**

7.7 Increment Policy:

- Increment process is set typically once in a year for employees who has completed ≥ 01 year of continuous service at DGCT as on 01 July of the year upon successful completion of probation period.
- Those who are having less than 01 year experience at DGCT as on 01st July, the Performance Appraisal shall be conducted **a year after the subsequent year**, on prorate basis as illustrated above.

Experience in NEXT	Process Adapted
≥ 01 year (as on 01 July)	Performance Evaluation + Appraisal (Salary review) (if applicable) (Appraisal Cycle: April)
< 01 year (as on 01 July)	Performance Evaluation (Appraisal Cycle: year after the subsequent year on prorate basis)

Note:

- All salary reviews shall be effective 1-July of the year subject to the policy.
- Interim hikes period shall be effective, during Promotions only.



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- There shall be 6 months gap maintained from one salary increase to another in what so ever the case may be.
- Designation changes other than Promotion shall not be necessarily signify the salary revisions.
- Any interim amendment or increase in the salary which are being considered, shall be purely on the discretion of the management.
- We urge all employees not to consider increments as natural entitlement, as all increments are subject to individual excellence/performance levels and other contribution to College and students society.

7.8 Performance Development, Monitoring & Training:

- All HODs with the guidance of management are expected and required to initiate a year long performance development process with team members. The organization reserves the right to be the final decision-maker in setting position goals, roles and accountabilities including expected level of performance. HR will be included in the process of documenting the strategy and planning. This process may include and is not limited to:
 - Setting individual goals reflecting the project schedule/priorities.
 - Developing a performance plan for each individual to address the priorities.
 - Periodic review of an individual's progress, which would ensure the right path for achieving the desired results.
 - Providing feedback when performance is not meeting expectations / set standards in order to effect change from a corrective viewpoint.
 - Conducting an annual assessment of staff achievement and challenges in order to plan forth-coming year's goals, priorities and development of an individualized Learning Plan (ILP).
 - Employee position /role descriptions for next level .
 - Department's annual performance plan.
 - Goals and objectives as outlined in the department's strategic plan.
 - Set specific goals, time lines;
 - Identify paths/criteria to reach goals
 - Identifying challenging assignments (specifying the staff road map)
 - Reasonable timeframes for meeting the set objectives.

7.9 Promotion Measure:

All promotions and designations to next level are made as per the guidelines of Anna University and AICTE norms.



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8. STAFF RETENTION

8.1 Initiatives:

- Attraction and retention initiatives will include monetary and non monetary interventions, and will be approached objectively and holistically.
 - The DGCT shall adopt best practices in its initiatives to attract and retain employees. This will be achieved by retaining employees who see the DGCT as a great place to work in and this is determined largely by the quality of leadership and good management practices which entail recognition program as per the norms. The following are the areas of focus to enhance motivation and job satisfaction amongst DGCT staff.
 - Remunerating employees well
 - Rewarding exceptional performance
 - Communicating openly and sharing information
 - Announcing the successes in public.
 - Research & publication.
 - Patent rights for innovations
 - Towards books and manuals published.
 - Best academic records
 - Best feedback from the students.
 - International/ Technical certification
 - Best paper presentation in National and International levels.
 - Ph.d., degree – an allowance of Rs. 10000 every month.
 - FDP, Symposium, technical workshop at various colleges (maximum of Rs. 5000 will be sanctioned every year for Faculty Development Program)
 - Performance evaluation every semester and subsequent appraisal – July of the year.
 - Promotions on completion of specified years of service as per AICTE and Anna University norms.
 - Leave benefits as per the policy (refer Leave policy)
 - Management cash contribution towards Staff Marriage.
 - EPF Benefits (as per Government norms)
 - Concession to staff wards on admission (Ref. Admission policy)
 - Special Leave (for one's wedding & Blood relation's condolence)
 - Maternity Leave for women candidates
 - 50% concession for staff's transport 50% concession for staffs' accommodation in hostel
- 8.2** In attracting and retaining of employees, the DGCT recognizes the concerned employees with appropriate monetary benefits as a taxable allowance in addition to their normal salary package vide their performance appraisal and evaluations.
- 8.3** The DGCT shall create a well managed recognition program that can contribute towards considerable contribution to the well being of employees and increase job satisfaction.



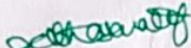
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8.4 Management interest and accessibility:


A culture of caring, valuing people, knowing staff and their interest shall be established by the leadership team of the management and Heads of Department which will develop a strength of motivation adds significantly to retain staff and their well-being.

Disclaimer: The Management reserves the right to change, amend or terminate the above policy and/or benefit plan at any time for any reason with or without prior notice.

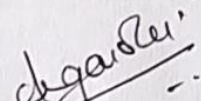
Created By


Head-HR

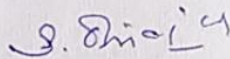
Reviewed By


Principal

Verified By


Secretary

Approved By


Chairman



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DUTIES & RESPONSIBILITIES

Dhirajlal Gandhi College of Technology, Salem

Duties & Responsibilities 2020-2021

S.No	Duties and Responsibilities	Staff Incharge & Team	
ADMINISTRATION			
1	Principal	Dr.A.Selvaraj	
2	Vice Principal	Dr.S.Venkatesh	
3	Dean / Academics	Dr.M.Sumathi	
4	Dean / CSE	Dr.R.Kumar	
5	Dean / Research & Development	Dr.A.Selvaraj	
6	Director Placement	Dr.J.Parthasarathy	
7	Director IQAC	Dr.S.Venkatesh	
8	Dean / Student Affairs & PRO	Dr.N.Thillaikkarasi	Mr.G.Vimal, AP/ECE
9	HOD - Civil	Mr.G.Silambarasan	Ms.S.Narmadha, AP/Civil
10	HOD - CSE	Ms.B.Narmada	Ms.J.Vaijayanthimala, AP/CSE
11	HOD - ECE	Dr.S.Venkatesh	Mr.B.Prasad, AP/ECE
12	HOD - EEE	Dr.S.Rajendran	Dr.P.Selvakumar, ASP/EEE
13	HOD - Mech	Dr.P.Senthilkumar	Prof.S.Krishnan, ASP/Mech
14	HOD - S&H	Dr.D.Rajeswari	Dr.S.Nalini, AP/Maths
15	Infrastructure and Maintenance	Ms.A.N.Meena	Mr.S.Elaiyarasu, AP/Civil Mr.Sivakumar, I/C Houskeeping, Mr.Senthilkumar, LT/ECE, Mr.Vetrivel, Electrician
16	System works & Maintenance	Mr.B.Arunkumar, AP/CSE	Mr.S.Vijayakumar, AP/CSE, Mr.Murugan, LT/CSE
17	Video & Camera, LCD Projectors, Intercom, PAS & CCTV	Mr.Vetriselvan, AP/ECE	Mr.R.Srinivasan, LT/ECE
18	Transport & Maintenance	Mr.T.Jayachandran, AP/Mech	Mr.Vadivel, Transport Mr.A.Venugopal, LT/ Phy, Mr.A.K.Gunasekaran, Mechanic
19	Anna University	Mr.B.Sathyaseelan, AP/EEE	Ms.Vanathe, AP/ECE, Mr.B.Karthikeyan, JA/Admin
20	Training & Placement	Dr.J.Parthasarathy, Director P& T	Mr.Mohammed yasar, AP/ECE
21	NAAC & NBA	Principal & All HODs	Mr.B.Karthikeyan, JA/Admin
22	AICTE	Mr.S.Sankar, AP/CSE	Ms.Sasikala, AP/CSE Mr.B.Karthikeyan, JA/Admin
23	MIS	HoD/CSE & Mr.S.Sankar, AP/CSE	
24	NIRF	Dr.P.Senthilkumar, HOD/MECH	All Dept. Coordinators

25	AICTE - CII Survey	Dr.S.Rajendran, HOD/EEE	All Dept. Coordinators
26	Security	Mr.R.Vasudevan,SO Mr.I.Sivakumar,PD	
27	Exam Cell	Mr.K.Gopinath, AP/CHEM Mr.B.Sathyaseelan,AP/EEE	Ms. Soniya, Jr.Asst
28	Library	Mr.S.Baskaran ,Librarian	Mr.K.Palanisamy Jr.Asst
29	Hostel	Mr.S.Boopathy, AP/ECE (Deputy Warden Boys) Ms.P.Vijayalakshmi, (Deputy Warden Girls)	Ms.Bhuvaneswari, AP/ECE Mr.Mani, Hostel
30	Accounts	Mr.V.Muniappan, AO	Mr.A.Venugopal - Accounts Ms.S.Sivakami - Accounts
32	Scholarship	Mr.C.Vinothkumar,AP/Maths	Ms.S.DivyaRanjani, Jr.Asst
33	Admission Officer	Mr.R.Joseph Henry, AP/Eng	Mr. S. Boopathy, AP/ECE
34	HR Department	Dr.D.Rajeswari, AP/Phy	Ms.P.Mariammal, Jr.Asst
35	Stores	Mr.A.Venugopal, LT/Phy	
36	Furniture	Ms.AN.Meena	All dept LTs
37	Online Exam	Mr.B.Arunkumar, AP/CSE	Mr.S.Vijayakumar, AP/CSE
38	Reception Suggestion Box (Main Building), Google review	Ms.P.Mariammal, Jr.Asst/Admin	Ms.R.Sangeetha, Jr.Asst/Admin
39	Daily Event Schedule	Ms.P.Mariammal, Jr.Asst	
40	Website Incharge	Mr.S.Sankar, AP/CSE, Ms.J.Vaijayathimala, AP/CSE	Ms.R.Sathya, AP/CSE
41	Social Media Publicity - Digital Marketing	Dr.N.Thillaikkarasi, Dean/ Student Affairs,& PRO	Mr.N.Prabhu, Web Designer
42	Online Education (System, Media)	Mr.B.Arunkumar, AP/CSE	CSE LTs

Clubs and Cells

43	Eco-Friendly Club	Dr.S.Sugan, AP/Phy	Ms.K.Karthi, AP/Chem
44	Music Club	Mr.T.Jayachandran,AP/Mech Ms.J.Vaijayanthimala, AP/CSE	
45	English Club	Mr.R.Joseph Henry,AP/Eng	Mrs. M. Poornima, AP/Eng

46	EDTIC	Dr.S.Rajendran, HOD / EEE	
	IPR	Ms.J.Vaijayanthimala, AP/CSE	
	NISP & IIIPC	Dr.R.Manikandan, AP/EEE	
	IIPC	Dr.J.Parthasarathy, Director P& T	
	IIC/Project Contest/ Hackathon/	Dr.P.Parandaman, Sr.AP/Mech	Mr.S.Sankar, AP/CSE, Mr.Maragatharaj, AP/ECE
	ARIIA	Dr.P.Selvakumar, ASP/EEE	
47	Alumni Association & Higher Education cell	Dr.J.Parthasarathy, Director P& T	Mr.Jayabharathi, P&T
48	YRC	Mr.C.Vinothkumar, AP/Maths	Mr.K.Selvakumar, AP/CHEM
49	Educational Loan Advisor	Mr.R.Joseph Henry, AP/Eng	Mr.K.Selvakumar, AP/Chem
50	External Programme Coordinator	Dr.G.Suresh, AP/Maths	Mr.S.Vijayanath, AP/Phy
51	Sports Club	Mr.I.Sivakumar, Physical Director	
52	ADITI	Dr.M.Sumathi, Dean / Academics & Dr.N.Thillaikarasi, Dean/ Student Affairs & PRO	
53	ISR Cell	Principal, Vice Principal, Dr.N.Thillaikarasi, Dean/ Student Affairs, & PRO Mr.R.Joseph Henry, AP/Eng, Mr.S.Boopathy, AP/ECE	
54	Grievance Redressal Cell	Principal, Vice Principal, PRO & Dr.J.Parthasarathy, Director Placement	
55	Prevention of Sexual Harassment Cell	Dr.M.Sumathi, Dean Academics Dr.N.Thillaikarasi, Dean/ Student Affairs, & PRO Ms.B.Narmada, HOD/CSE & Ms.S.Narmada, AP/Civil.	
56	UHV Cell	Dr.N.Thillaikarasi, Dean/ Student Affairs & PRO	Dr.S.Sugan, AP/Physics
57	SIP (Student Induction Programme) Cell	Dr.D.Rajeswari, ASP/Physics	Dr.S.Nalini, AP/Maths

58	Higher Education Cell/Government Exams / GATE, etc.	Dr.J.Parthasarathy, Director P& T	Mr.G.Kishore kumar, AP/Civil
59	FDP	Principal, Vice Principal, All HoDs, Dr.N.Thillaikarasi, Dean/ Student Affairs & PRO	
60	Tamil Mandram	Dr.N.Thillaikarasi, Dean/ Student Affairs,& PRO	Ms.M.Sasikala, AP/CSE & Ms.K.R.Deepa, AP/ECE
61	Rotract Club	Dr.N.Thillaikarasi, Dean/ Student Affairs,& PRO	
Professional Bodies			
62	ISTE	Mr.N.Pannerselvam, SAP/Mech	
	SAE	Mr.Sivasankaran, AP/Mech	
	IETE	Mr.V.Arun, AP/ECE	
	CSI	Ms.J.Vaijayanthimala, AP/CSE	
	IEI	Dr.P.Selvakumar, ASP/EEE	
Committee			
63	Discipline	Principal, Vice Principal, All Deans, All HoDs, PD & SO	
64	College Level Program Organizing Committee	Dr.D.Rajeswari, AP/Phy Dr.G.Suresh, AP/Maths, Mr.S.Vijayanath, AP,Phy	
65	Anti-Ragging Committee	Principal, Vice Principal, SAF/PRO, All HoDs, Mr.I.Sivakumar, PD & Deputy Warden	
66	SC/ST Committee, Minority Cell, OBC -Cell	Mr.C.Vinothkumar,AP/Maths	Ms.DiviyaRanjani, JA/Admin

19
29/12/20
Principal

Signature
29/12/20
Secretary