



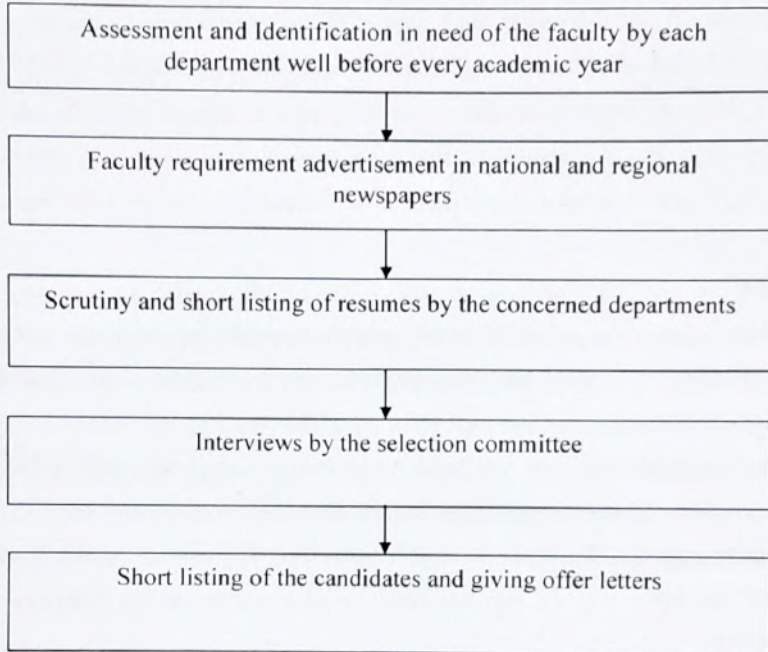
**PRIST**  
DEEMED TO BE  
**UNIVERSITY**  
NAAC ACCREDITED  
THANJAVUR - 613 403 - TAMILNADU

## **HUMAN RESOURCE POLICY**

## RECRUITMENT PROCEDURE

The institution follows the UGC and AICTE guidelines in the selection of faculty members in order to ensure that qualified and competent persons are selected by a well defined procedure.

### Recruitment procedure of faculty

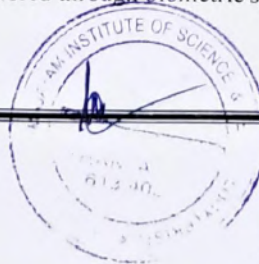


An identical procedure is also adapted in the case of non-teaching staff.

## SERVICE RECORDS

### Service Conditions

- All the employees of the University are subjected to the general disciplinary and conduct rules of the University.
- Staff should sign in the attendance register every day 15 minutes before the commencement of regular class hours, and at the end of the working hours unless they are on-duty or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.
- Staff attendance should also be monitored through biometric system.

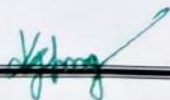


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THANJAVUR - 613 403, TAMIL NADU.

- All the employees of the University are required to be present in the University throughout the working hours of the University on all working days.
- For the development and progress of the University/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- An employee of the University shall devote his/her whole time to the service of the University and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to University examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Registrar.
- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his / her case. The Registrar is empowered to suspend any employee if it is in the interest of the University and report his action to the Management and the University as the case may be.
- The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc.. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination. In all such cases the A.P. State Govt. rules in force shall be applicable.
- No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service not more than two applications per academic year shall be forwarded for outside jobs.
- An employee shall have to give three months notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Director / Registrar or date of his / her relief whichever is earlier.

**Documents to be furnished by the employee during the joining time:**

- a) Resume
- b) Personal Profile in University Format



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THANJAVUR - 613 403, TAMIL NADU.



- c) Experience Certificate from the previous employer
- d) Pay slips from previous organization
- e) Educational Details and relevant certificates
- f) Joining Report

**List of Documents to be submitted at the time of Relieving:**

- a) No dues certificate from all the departments
- b) Handing over the documents like counseling file, course file, ID card, University belongings.

**RESIGNATION AND RELIEF, TERMINATION**

**Resignation and Relief**

The following procedure shall be adopted by the employees to resign from the post they are holding.

Teaching Staff who completed probation: 3 months notice or 3 months' salary in lieu of such notice. Supporting Staff who completed probation: 1 month notice or 1 month salary and teaching staff on temporary service salary in lieu of such notice. In case, applications are submitted through the Institution for seeking employment / pursuing higher education, the management may prescribe suitable conditions for relieving the employee and when the employee is selected so that there shall not be any inconvenience to the academic programme in the University.

**Termination:**

- The management reserves the right to terminate the service of an employee, without notice, if he/she is engaged/ involved in any in-disciplinary / unlawful activity detrimental for the interests of the Institution.
- If it becomes necessary to terminate the services of an employee for thereasons other than indiscipline, the following procedure is adopted.
- Supporting Staff who completed probation : One month notice or one month and teaching staff on probation salary in lieu of notice

**Orientation:**

- Every teacher appointed in the University shall be given a brief introduction about the University by the Registrar on the day of his/her joining.
- The Registrar shall take him/her to the department of his/her work and introduce to

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the Head of the Department.

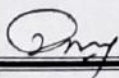
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and supporting members of his team.
- He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the University.
- The HOD will also ensure all the registration formalities, including submission of joining report etc, by obtaining the assistance of the office team.
- He will introduce the new faculty member in the first class that he/she is going to handle in every section of his / her assignment.

**Promotions:**

- Eligibility norms for selection to higher scale/category of the post are as laid down by AICTE
- A staff member is required to inform the Registrar about his /her acquiring higher qualification as it may be useful for his/her promotion. While informing the Registrar, the individual should also submit a copy of degree certificate or any other relevant document.
- Internal staff members also have to appear along with external candidates before one's selection to higher posts.

**Retirements:**

- All teachings and non- teaching staff shall retire on completing the age of superannuation, i.e., 60 which can be relaxed by the Chancellor. However, the age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and special category appointments.
- When a faculty member completes the age of superannuation on a day of any month he/she be retired on the last date of that month.
- The University will communicate to the employee in written format before 3 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period proceeding his/her retirement by making application to the Registrar and appropriate sanction by him.



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U/s 3 of the UGC Act. 1956)  
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## LEAVE RULES

### Leave rules:

- These rules are being followed since 2008 by our Institute.
- It came into effect from 01-09-2008 and shall be applicable to all the employees of the University.
- A leave account is maintained for each employee in an appropriate form.
- Leave cannot be claimed as a matter of right. The sanctioned authority has full discretion to refuse or revoke leave of any kind when the exigencies of service demand.
- The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- Unauthorized absence from duty may be treated as misbehavior and disciplinary action may be taken.
- An employee on leave shall not take up any service or accept an employment.
- Every application for leave on medical grounds shall be accompanied by a medical certificate given by a registered medical practitioner.
- An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.
- The Registrar shall be authority competent to grant leave to all the employees. In the case of Registrar, Secretary & Correspondent/President of Executive body shall be the authority to sanction leave.
- Second Saturday is a holiday if it is permitted by University Curriculum.

### Casual Leave:

Casual leave is a concession to absent from duty for short period, and without such absence, it is treated as a regular leave. The maximum number of days of casual leave that can be availed by an employee in a calendar year is 15 or proportional to the service put in by an employee during the year of his initial appointment. Casual leave may be granted combining with public holidays or Sundays subject to the condition that the total period of absence does not exceed 8 days at a time. Casual leave for half day may be granted for the forenoon or afternoon session. Teachers can be granted casual leave for half-day only if they have class work in the other half-day as per the time table.



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THANJAVUR - 613 403, TAMIL NADU

### **Special Casual Leave:**

An employee is eligible for special casual leave not exceeding 5 days for the purpose of marriage. She/he is required to produce proof of having undergone the operation for regularizing the leave availed.

### **Earned Leave**

- Leave is earned by duty only.
- Teaching staff and such other members of the staff declared as vacation staff of the University and are eligible for vacation limited to 60 days in a calendar year. However, in case of post graduate courses the last date of instruction shall coincide with the last date of instruction of University for such courses. Besides they are eligible for 15 days of earned leave in a calendar year. The non-teaching staff (non-vacation staff) will be entitled to 30 days of earned leave in a calendar year.
- Employees of all categories can accumulate earned leave up to a maximum of 120 days.

### **Half-Pay Leave**

- Every employee will be entitled to half-pay leave of 20 days for every completed year of service with facility to commute the leave to full pay and allowances on medical grounds.
- Half pay leave can be accumulated up to a maximum of 120 days.
- Employees appointed on ad hoc/contract/contingent basis are not entitled to half pay leave.

### **Maternity Leave**


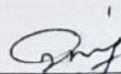
All women employees who have completed the period of probation are entitled to maternity leave not exceeding 60 days with full pay and allowances. They are entitled to maternity leave only once during the service.

### **Extra-Ordinary Leave**

Extra-ordinary leave may be granted to the employees on the recommendations of the Executive Body/Governing Body on private affairs or academic affairs. They will not be entitled for any pay or allowances during this period.

### **Study Leave**

Based on the requirements of the individual departments and recommendations of the Registrar, the Executive Body/Governing Body may grant study leave to one teaching staff member per

  
REGISTRAR



year for higher studies.

#### **Delegation of financial powers**

Institution should explicitly mention financial powers delegated to the Registrar, Heads of the Departments and relevant in-charges. Demonstrate the utilization of financial powers for each year of the assessment years.

All purchases are handled by a Purchase committee who receive requisitions from various departments and the committee evaluates the need, timeframe of supply, budgetary provisions and accordingly processes the purchases requirements. The Committee is headed by Registrar and has senior faculties and administrators as members.

The Registrar in term abreasts the management about the purchases to be made and all such proposals are finally put up in Governing Body meetings for approval.

Financial power of the Registrar: Rs.50,000/- for a single procurement

Financial power of the HOD : Rs.10,000/- for a single procurement

Financial power of the In-Charge Rs.2000/-for a single procurement.

### **CONDUCT & DISCIPLINE**

#### **Discipline Committee**

➤ Self-discipline is desirable and all members in the environment adhering to rules and regulations is an ideal situation. Any aberrations in this regard are to be referred to the Discipline Committee, who should dispose of the case expeditiously. All discipline matters of students and matters related to Teaching and non-Teaching staff are to be referred to Discipline Committee, consisting of

Chancellor / Chair Person	-	Secretary
Convener	-	Registrar
Sr. Member	-	Co-convener
Members	-	Staff / Student

#### **Conduct Rules**

- Every employee is governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- Every employee should maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite



  
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THANJAVUR - 613 403, TAMIL NADU.



in his/her dealings with the Management, with other members of the staff, students and with members of the public. He shall exhibit utmost loyalty and shall always act in the interests of the University.

- An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave the University except with the prior permission of proper authority. Whenever an employee leaves station, the employee shall inform the Registrar in writing through the respective HOD or the Registrar directly and if he/she happens to be a HOD, shall inform the address at which he/she would be available during the period of his/her absence from the head-quarters.
- No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner and any political movement or activity.
- No employee shall make any statement, publish or write through any media which has the effect of any adverse criticism of any policy or action of the University.
- No employee can engage himself directly or indirectly in trade or any private tuition or undertake employment outside his official assignment, whether or not for any monetary gain.
- An employee against whom an insolvency proceeding commenced in the court of Law shall forthwith report full facts thereof to the University.
- An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the University regarding the details thereof.
- No employee shall, except with the prior permission of the competent authority, have recourse to the law or to the press for the vindication of any official act of the University which has been the subject matter of criticism or attack of the defamatory character.
- Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- An employee who commits any offence or dereliction of duty or does any act detrimental to the interests of the University is subject to an enquiry and punishment by the competent

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THANJAVUR - 613 403, TAMIL NADU.

authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the executive body and the decision of the executive body, thereon, is final and binding on the employee.

➤ No employee shall engage in strike or incitements thereto or similar activities such as absence from the work or neglect of the duties or participation in hunger strike etc., violation of this rule will amount to misconduct and attract deterrent punishment.

### Do's

An employee at all times, shall

- Abide by the rules and regulations of the institution.
- Maintain absolute integrity and devotion to duty
- Attend the University regularly and punctually
- Engage classes, both theory and practical, punctually and effectively.
- Correct the assignments and lab records systematically.
- Be meticulous in submitting the question papers and marks of the internal tests.
- Warn the students concerned for their irregular attendance and poor performance in the internal tests.
- Be honest, impartial in dealings and be courteous with others.
- Promote dignity and discipline among staff and students.
- Institute devices & mechanisms to improve academic standards.
- Acquire professional competence and enhance interpersonal competence among the staff and students.
- Facilitate team work and reinforce the feeling of oneness.
- Cooperate with the administration in complying with the imposed restrictions.
- Behave like a true academician.

### Don'ts

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Knowingly or willfully neglect duties

- Propagate communal or sectarian outlook or incite / allow any student to indulge in communal or sectarian activity.
- Discriminate against any person on the grounds of caste, creed, language, place of origin, social and cultural background.
- Indulge in or encourage any form of 'malpractice' connected with examination or any other activity.
- Leaving the campus, while on duty in the institute, without prior permission of the Head of the Institution.
- Remain absent from the institution, without leave or without the prior permission of the Head of the Institution.
- Undertake private tuition, either to students of TEC or other Universities.
- Enter into any monetary transactions with any student or parent.
- Cause, or incite any other person to cause any damage to institution property.
- Indulge in any violence or any conduct which involves moral turpitude.
- Organize or attend any meeting without permission.
- Discussion in corridors.
- Pass comments on the students' religious, regional, personal or cultural sentiments.
- Be a member of a political party or shall take part in politics and committing an offence or dereliction of duty or does an act detrimental to the interest of the University is liable for consequences.
- Bikes and mobile phones are strictly prohibited for the students.

#### **Disciplinary Action**

- Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.
- If a teacher commits an act of misconduct or misdemeanor, anyone can report in writing to the Registrar.
- The Registrar shall hold a preliminary enquiry whenever the code of conduct is violated.
- If the Registrar is satisfied with the facts of such enquiry, he shall proceed

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THANJAVUR - 613 403, TAMIL NADU.

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, and shall give 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 Registrar shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following categories.

➤ Memo and censure.

➤ Warning in writing, with recovery of amount, where financial loss is involved.

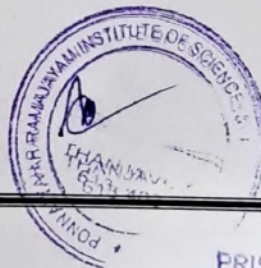
➤ Suspension from work without remuneration

➤ Whenever the dismissal or discharge from service is proposed, the Registrar shall constitute a one man court of domestic enquiry to go into the details in the presence of the accused, giving fair opportunity to the accused to present his / her case, by observing the principle of natural justice.

➤ The Registrar shall report the proceedings periodically to the Chancellor/Secretary & Correspondent.

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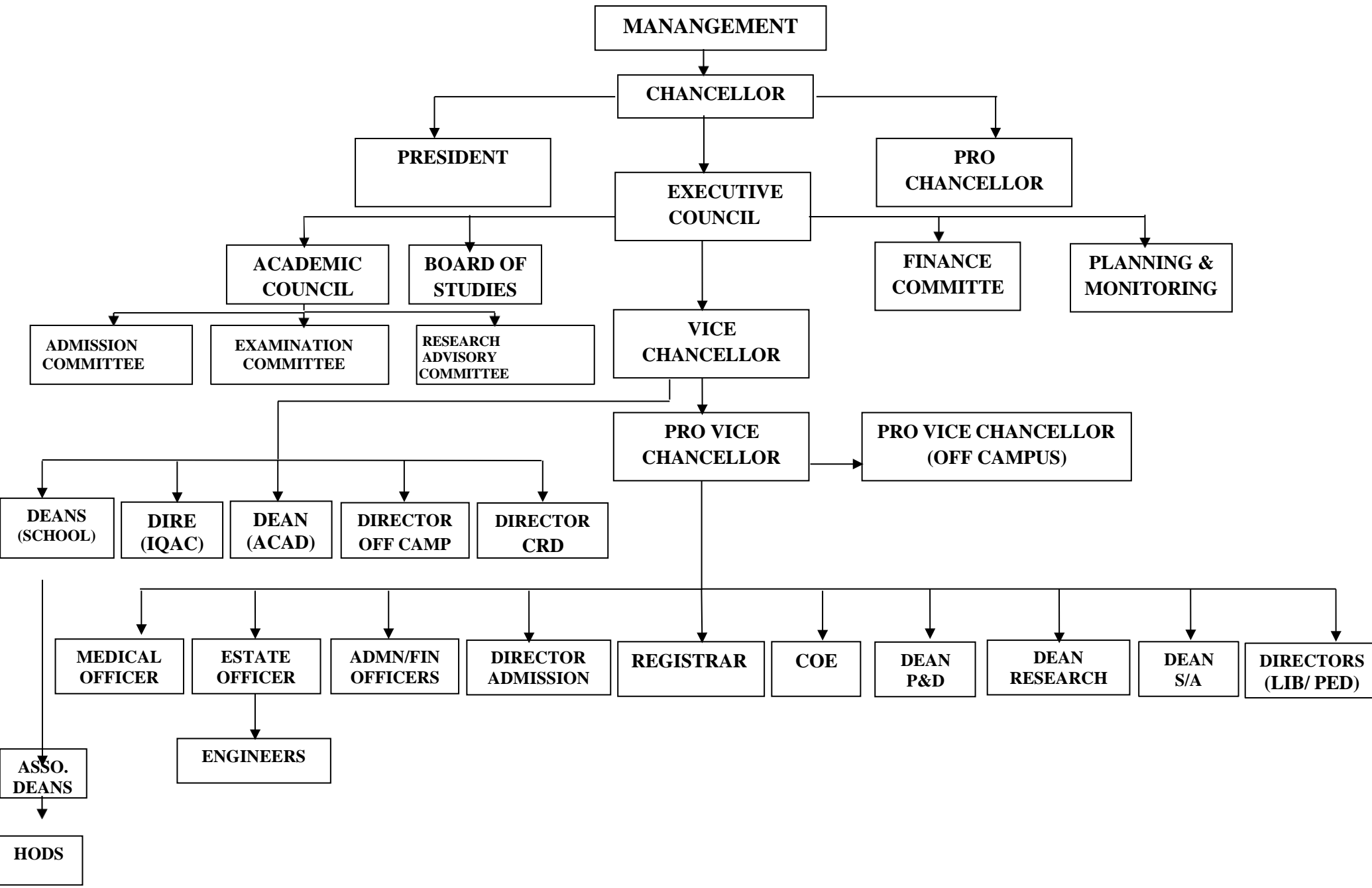
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**MANAGEMENT**

**CHANCELLOR**

**PRESIDENT**

**PRO CHANCELLOR**

**EXECUTIVE COUNCIL**

**ACADEMIC COUNCIL**

**BOARD OF STUDIES**

**FINANCE COMMITTEE**

**PLANNING & MONITORING**

**ADMISSION COMMITTEE**

**EXAMINATION COMMITTEE**

**RESEARCH ADVISORY COMMITTEE**

**VICE CHANCELLOR**

**PRO VICE CHANCELLOR**

**PRO VICE CHANCELLOR (OFF CAMPUS)**

**DEANS (SCHOOL)**

**DIRE (IQAC)**

**DEAN (ACAD)**

**DIRECTOR OFF CAMP**

**DIRECTOR CRD**

**MEDICAL OFFICER**

**ESTATE OFFICER**

**ADMN/FIN OFFICERS**

**DIRECTOR ADMISSION**

**REGISTRAR**

**COE**

**DEAN P&D**

**DEAN RESEARCH**

**DEAN S/A**

**DIRECTORS (LIB/ PED)**

**ASSO. DEANS**

**ENGINEERS**

**HODS**