

STAFF HANDBOOK

Conquer the World of Professional Education through Quality

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1. GENERAL

1.1 ABOUT INSTITUTE

Ahalia School of Engineering & Technology is an in-house institution of Ahalia Health, Heritage and Knowledge Village, Palakkad. After establishing itself in the U.A.E., Ahalia Group spread its wings to India with the establishment of Ahalia Health, Heritage and Knowledge Village in Palakkad, Kerala in 2005. The focus on health, heritage and knowledge is visionary and critical as they are inherited from the past, maintained in the present and bestowed for the benefit of future generations.

Ahalia School of Engineering & Technology (ASET), Palakkad, is private self-financing engineering college, which is an ISO 9001:2015 certified institution in its early days itself. College is approved by All India Council for Technical Education (AICTE) and affiliated to A. P. J. Abdul Kalam Technological University, Kerala. In 2023, Ahalia School of Engineering & Technology was received NAAC accreditation. We deliver world-class technical education and training in Science, Engineering, Technology, and Management, empowering talented students from all socio-economic backgrounds to excel and lead in their fields.

The college is located in a lush green campus with a beautiful view of the Western Ghats. It provides a peaceful and congenial atmosphere, ideal for students for their overall holistic development. Not only ASET, whole campus of Ahalia Health Heritage & Knowledge Village is an Eco-friendly campus under the vision of “Go Green” theme. With this visionary thought, started Green Ahalia which Promotes conservation and sustainable use of botanical resources including ethno medicinal plants for the welfare of community. Also promotes Alternative energy resources and Plastic free campus to make carbon free environment.

Ahalia School of Engineering and Technology offers Six Bachelor of Technology (B.Tech.) courses in Artificial Intelligence and Machine Learning, Civil Engineering, Computer Science and Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering and Mechanical Engineering, that is complemented by various co-curricular and extra-curricular activities.

Other institutions are Ahalia Public School, Ahalia School of Pharmacy, Ahalia School of Management, Ahalia School of Optometry & Research Centre, Ahalia School of Paramedical Sciences, Ahalia School of Commerce & Mathematics, Ahalia School of Nursing, Ahalia Multi Skill Training Institute, Ahalia Ayurveda Medical College & Hospital, Ahalia Eye Foundation Hospital, Hospital Ahalia Diabetes Hospital, Ahalia Women and Children’s Hospital etc.

1.2 OUR VISION

“Grow as a center of learning and research, transforming students to professionals with knowledge, skill, competence, commitment, confidence through decisive learning and contribute to the sustainable development of the society.”

1.3 OUR MISSION

- ❖ To instill technical expertise in order to address current and emerging challenges in the quest for creating sustainable and high-quality livelihoods.
- ❖ To foster a culture of research, innovation and entrepreneurship through determined learning
- ❖ To promote an environment that supports the welfare of society through ethical and professional conduct.

1.4 OUR VALUES

Academic Excellence & Professional Competence

The institution prioritizes "Determined Learning" to transform students into industry-ready professionals. Through the activities like Add-on Certification courses, Industrial visits, Hands-on Workshops and training with Professional bodies have empowering the students, knowledgeably.

Innovation & Entrepreneurship

ASET fosters a culture where students are encouraged to be creators rather than just consumers of technology. Through the Innovation and Entrepreneurship Development Centre (IEDC) and Institution's Innovation Council (IIC), students are encouraged to develop startups and innovative solutions.

Social Responsibility & Community Welfare

Ahalia School of Engineering and Technology (ASET) views education as a vital instrument for nation-building, instilling a deep sense of social duty in its students. This commitment is realized

through active participation in the **National Service Scheme (NSS)** and **Unnat Bharat Abhiyan**, where students lead community development, health awareness, and rural service projects.

Inclusivity & Support

The institution fosters a culture of openness and collective spirit, prioritizing a transparent environment where diverse perspectives are met with mutual respect and constructive dialogue. By celebrating the richness of varied backgrounds and cultures among staff and students, it strengthens a resilient campus community dedicated to inclusive growth. This collaborative atmosphere ensures that every individual's contribution is valued, driving both personal development and institutional excellence.

1.5 APPROVALS & AFFILIATIONS

Ahalia School of Engineering and Technology (ASET) is a recognized institution that meets all mandatory regulatory requirements for technical education in India. Its status is summarized below:

Statutory Approvals

The institution is approved by the **All India Council for Technical Education (AICTE)**, New Delhi. It receives regular Extensions of Approval (EoA) to conduct its various B.Tech program.

University Affiliation

ASET is currently affiliated with **APJ Abdul Kalam Technological University**, Kerala (formerly known as Kerala Technological University).

1.6 ACCREDITATIONS

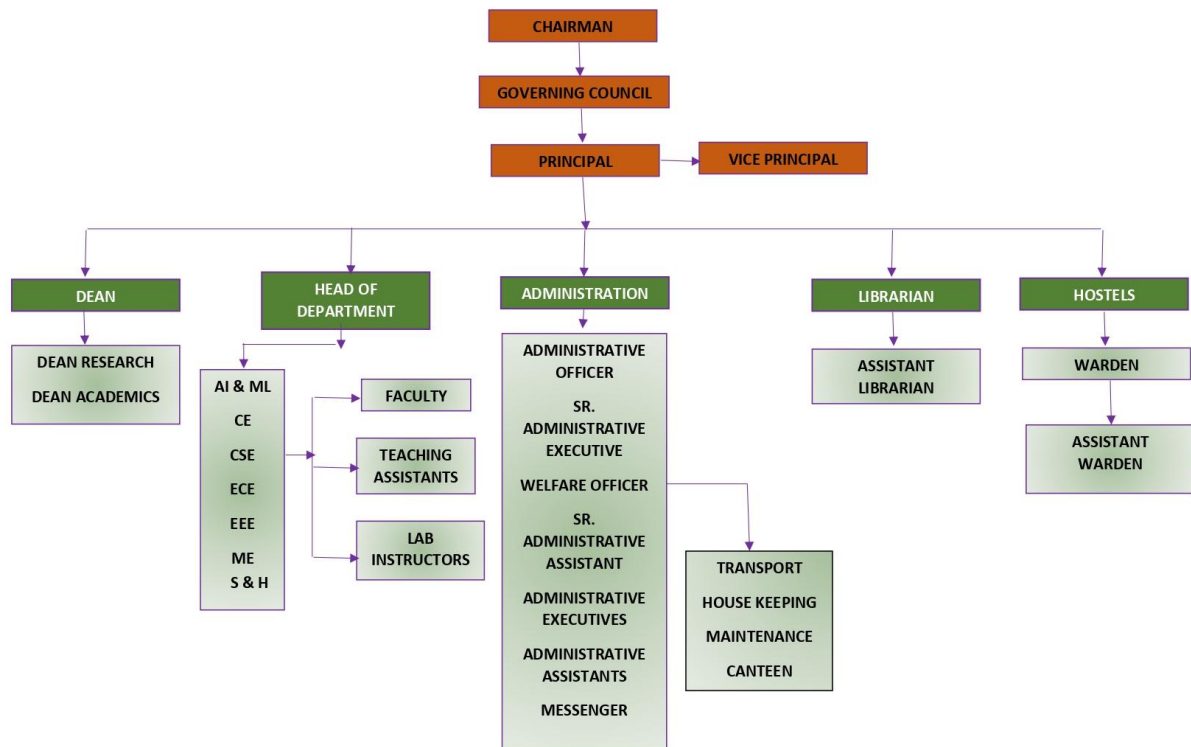
Accreditations & Certifications

NAAC Accredited: The college is accredited by the **National Assessment and Accreditation Council (NAAC)** with a **B++ Grade**. This accreditation is valid through February 2028.

ISO Certification: The institution is an **ISO 9001:2015** certified organization, reflecting its commitment to maintaining a quality management system in providing technical education.

KIRF Ranking: In the **KIRF tiered system**, ASET listed into **Rank Band-I** (Ranks 51–65).

1.7 ORGANIZATION CHART



1.8 EMPLOYEE STRUCTURE

❖ Teaching Staff

Sl. No.	Designation
01	Principal
02	Professors
03	Associate Professors
04	Assistant Professors
05	Teaching Assistants

❖ Non-Teaching Staff

Sl. No.	Designation
01	Administrative Officer
02	Sr. Administrative Executive
03	Sr. Administrative Assistant
04	Administrative Executive
05	Administrative Assistant
06	Librarian
07	Assistant Librarian
08	Trade / Lab Instructors

2. ORGANIZATION POLICIES

Our organizational policies are designed to create a fair, safe, and productive environment where every team member understands their rights and responsibilities. By following these guidelines, you help maintain our professional standards and contribute to a workplace culture built on integrity and mutual respect.

2.1 RECRUITMENT POLICY

In line with the academic and administrative requirements of Ahalia School of Engineering and Technology, and in accordance with AICTE norms and guidelines, the Management hereby grants approval to initiate the recruitment process for Teaching and Non-Teaching staff.

The recruitment shall be conducted for the following positions:

- Professors, Associate Professors, Assistant Professors, and Teaching Assistants in various Engineering, Science, and Humanities departments
- Technical and Laboratory Staff
- Administrative and Supporting Staff

Guidelines for Recruitment:

Eligibility Criteria: As per AICTE/UGC norms and university affiliation requirements.

Mode of Recruitment: Open advertisement on the institution's website, social media, and employment portals.

Selection Committee: A duly constituted selection committee comprising the Principal, subject expert, and Management representative shall oversee the selection process.

Approval & Appointment: Recommendations of the selection committee will be submitted to the Management for final approval and issue of Offer Letter via mail communication.

The Principal is authorized to initiate and oversee the entire recruitment process and ensure compliance with statutory and affiliating body norms.

Appointment And Joining Formalities

Pre-Joining Formalities

Offer Letter & Acceptance: Issued thru mail and acknowledged by the candidate with Joining Date.

Verification of Documents:

- Educational qualifications (UG, PG, Ph.D.)
- Previous employment experience
- PAN, Aadhaar, and address proof
- Publications and patents (if any)

2.2 INDUCTION POLICY / ORIENTATION

On Joining – HR Induction Process

- Joining Report Submission: Signed by the staff and acknowledged by the HOD/Principal.
- Personal File Creation
- Updated CV in prescribed format at Academic Institution
- Copies of all educational & experience certificates
 - Appointment letter copy
 - PAN, Aadhaar, bank details
 - Passport-size photographs
 - ID Card Issuance
 - Biometric Attendance Registration
 - Official Email ID Creation
 - Entry in Faculty Database

Employee Orientation Programme

Conducted for new employees to familiarize them with institutional policies, values, and work culture

2.3 STAFF TRAINING & DEVELOPMENT

The continuous professional development of faculty and staff is essential to maintaining academic

excellence and operational effectiveness at Ahalia School of Engineering and Technology. The institution is committed to providing structured opportunities for learning, upskilling, and personal growth through various training and development initiatives.

Objectives:

- To enhance the knowledge, skills, and competencies of all employees.
- To foster a culture of lifelong learning and innovation.
- To align individual development goals with institutional objectives.
- To support staff in meeting regulatory, pedagogical, and technological advancements in engineering education.

Scope:

This policy applies to all categories of employees—teaching and non-teaching staff—working on a full-time, part-time, or contractual basis.

Types of Training:

- **Orientation / Induction Training:**
Conducted for new employees to familiarize them with institutional policies, values, and work culture.
- **Faculty Development Programmes (FDPs):**
Programs focused on enhancing teaching effectiveness, curriculum development, research methodologies, and outcome-based education (OBE).
- **Technical Skill Training:**
Training sessions to update knowledge on the latest tools, equipment, software, and emerging technologies in various engineering disciplines.
- **Administrative and Soft Skills Training:**
Sessions on leadership, communication, teamwork, conflict resolution, time management, etc., are aimed at overall professional development.

- **Mandatory Compliance Training:**

Includes awareness programs on POSH, data protection, safety standards, and institutional code of conduct.

Implementation:

- The HR department, in collaboration with academic heads, will assess training needs annually.
- Internal resource persons or external experts may be engaged to deliver training programs.
- Faculty members are encouraged to attend seminars, conferences, workshops, and pursue higher qualifications with institutional support where applicable.

Support & Incentives:

- Duty leave or financial support may be provided for participation in approved external training programs.
- Participation in training programs may be linked to career progression, performance appraisals, and promotions.

Monitoring & Evaluation:

- Feedback is collected from participants for quality improvement.
- Training records are maintained by the HR department.
- The impact of training on performance is periodically assessed.

2.4 Incentive Policy for Research & Publications

Attending conferences, FDPs, publishing papers and engaging in research activities are important in academia for several reasons. It promotes dissemination of knowledge. Publishing provides a platform for faculty members to share their findings and ideas with a wider universe of academics and obtain their feedback. This will allow for better understanding in their field of study. Further publishing research paper is also a requirement for career advancement and serves to retain tenure.

In order to encourage and support academic excellence, research potential and innovation among

faculty and students, it is proposed to give financial assistance as follows: -

Attending Mine/online/hybrid FDPs and Conference”: (Rs. 3,000/- within Kerala and Rs. 5,000/- outside Kerala) OR 50% of expenses (travel + registration + accommodation charges) whichever is less.

” Limited to one FDP/Conference per academic year per faculty member.

This is applicable for attending indexed conferences (eg: IEEE, SCOPUS etc.) where the presenting author (only one person) will be eligible. Permission for attending non-indexed conferences will be based on discretion of the Management.

Modalities: -

Those who intend to proceed for FDP/conference to submit proposal giving all details such as name of programme, name of Institute/body conducting the FDP/Conference, registration fee, venue details etc. to the following committee consisting of: -

- Principal
- HoD
- MHR - Academics

Upon vetting the proposal, committee to put-up recommendation for Management approval. The faculty member may proceed for the FDP/Conference upon obtaining approval to be communicated by MHR - Academics.

Publishing of papers in Journals:

SCOPUS/WOS/UGC Care (Paid)	SCOPUS/WOS/UGC Care (Unpaid)	SCI/SSCI
Rs. 1,000/- *	Rs. 2,500/- *	Rs. 5,000/- *

*Per publication per author (up to and including 2 authors)

 **For publication in conference proceedings that are SCOPUS / SCI indexed, the decision is at the discretion of the committee and Management.**

Modalities: -

Those who have published papers, to submit the paper published, name of journal, whether paid or unpaid etc. to the following committee consisting of: -

- Principal
- HoD
- MHR - Academics

Upon vetting the paper published, committee to put-up recommendation for Management approval. The faculty member will be intimated on reward to be communicated by MHR - Academics.

 **Publication of subject-related book or book chapter: 3000/- per publication (only one person is eligible in case of joint publications)**

Modalities: -

Those who have published books or book chapters, to submit all relevant details to the following committee consisting of: -

- Principal
- HoD
- MHR - Academics

Upon vetting the paper published, committee to put-up recommendation for Management approval. The faculty member will be intimated on reward to be communicated by MHR - Academics.

 **Award for Patents: Rs. 5,000/- per patent* (only one person is eligible in case of joint publications).**

Modalities: -

Those who have received patent, to submit details of the patent, awarding authority etc. to the following committee consisting of: -

- Principal
- HoD
- MHR - Academics

Upon vetting the details, committee to put-up recommendation for Management approval. The faculty member will be intimated on reward to be communicated by MHR - Academics.

2.5 DOMESTIC TRAVEL / LOCAL CONVEYANCE RE-IMBURSEMENT

Regular employees of AHALIA SCHOOL OF ENGINEERING AND TECHNOLOGY, working in Administration, Accounts, Training & Development, other shared services, etc. depending upon the work exigencies and special approval from the Management and Principal shall be eligible for travel allowance. Employees using public transport or autos will be allowed Reimbursement at actual expenditure subject to submission of relevant bills.

2.6 LEAVE POLICY

This policy applies to all Teaching and non-teaching employees of ASET. Various kinds of leave are provided to the employees. Availing of leave should be with proper notice so that the work of the Institution is not adversely affected. **Leave shall not be claimed as a matter of right.**

Definitions:

- **Institutional Holiday:** Institutional Holiday is a day declared by the Institution as a non-working day for all teaching faculty and staff associated with the Institution.
- **Public Holiday:** A Public Holiday is a day declared by the Government as a non-working day for all employees except those who are specifically asked to attend to work of the Institution.
- **Vacation Employee:** A Vacation Employee is an employee who is entitled to summer and winter vacations. This is applicable for teaching faculty only, including HoDs.
- **Non-Vacation Employee:** Non-vacation employees include Principal, non-teaching staff such as Laboratory Assistants, Teaching Assistants, Technical Staff, Librarians, and administrative staff.

The following types of leaves are available:

As far as possible, all requests for leave should be made in writing for approval of the Head of the Institution/ Principal at least one day in advance through the concerned Reporting Officer.

1. Casual Leave (CL)

Casual leave is granted @ **14** days per annum for all Staff on a pro-rata basis.

- Casual leave is granted based on the calendar year that is from 1st January to 31st December of every year (1 CL per month will be credited on the first day of every month and 2 days each in June & December).
- It may be any noted that ordinarily, the eligibility is one CL per month. However, in case of genuine circumstances such as medical condition, etc., up to 3 CLs may be availed in advance, subject to approval.
- Balance CL, if any, at the end of the calendar year will lapse if unutilized.

- Casual leave can be availed, prefixing, sandwiching, or suffixing Sundays and other sanctioned/declared holidays.
- Casual Leave can also be combined with Sick Leave & Compensatory off.
- Casual leave may be availed at a minimum of up to half a day; However, it cannot be combined with any other type of leave, such as EL. While availing casual leave, the absence from duty should not exceed 5 days.
- Casual leave is to be ordinarily applied at least 2 days in advance and after ensuring that duties, if any, are adjusted with other staff and responsibilities, and the charge handed over is clearly indicated in the leave application. However, if casual leave is taken on any emergency, the same has to be informed to the Principal or HoD on the day of resuming duty, and the leave application has to be submitted the same day.
- Every employee, except temporary and probationary, can avail of 3 days of casual leave consecutively in case of sickness, with prior permission.
- Casual Leave is not permitted to be availed on the closing day or reopening day of the Institution/before or after vacation.
- If Faculty or any Staff comes late by 15 minutes 3 times in a month, half a CL will be deducted from his/her CL balance.

2. Earned Leave (EL)

EL can be availed of only by non-vacation staff after completing *three years of service*.

- Upon completion of three years of service, a total of 15 days of EL will be credited to the employee.
- Beyond that, EL @ 1 day for every completed month of service is credited to the individual EL balance.
- EL can be availed of only after prior sanction. Sundays and other holidays can be prefixed and or suffixed to the earned leave; however, intervening Sundays and holidays will be counted against EL entitlement.

3. Maternity / Medical Leave

- All women employees are entitled to maternity leave as per prevailing norms.

- In case of miscarriage/other related medical conditions, all employees eligible for Maternity leave shall be entitled to leave for 45 calendar days immediately following the day of their miscarriage. The request for such leave must be supported by a Medical Certificate from a qualified medical practitioner.
- Application for Maternity leave should be supported by a certificate from the Registered Attending Gynecologist, starting from the date of confinement/the birth certificate of the baby.

4. Compensatory Leave (C-Off)

- All employees are eligible for Compensatory Leave for work performed in the field or at the place of duty, on official holidays, to complete assigned work within the time frame.
- If any authority wants to assign work to staff members, prior approval is to be obtained in writing from the Principal/Administrator for work on holidays, and the same is to be noted in the prescribed register.
- Compensatory leave may be availed within 3 months of work on holidays or overtime and cannot be accumulated.
- One-day compensatory leave can be split into a half a day.
- Compensatory leave cannot be claimed for work on holidays or outside office hours to complete work left undone due to the negligence of staff, and as such, notified by the Principal or reporting officers to complete work in the prescribed time.

5. Leave for Part-time Employees

Part-time employees shall be eligible for leave as per the terms of their employment, which is normally decided on a case-by-case basis, at the time of appointment.

6. Leave on Loss of Pay (LoP)

- Leave without pay applies to all employees, and it is only a privilege and not a right.
- If an employee has no leave available to his / her credit, he/ she may request leave on Loss of Pay under exceptional circumstances.
- Leave without pay shall be availed only after prior sanction, as with any other leave.

- It must be clearly understood that during Leave without Pay, each calendar day shall be recorded as a day without pay.
- If the LoP exceeds 15 days in an appraised year, the increment will be postponed for one month, and the earned leave will be reduced for the corresponding days.

7. Vacation Leave (VL)

- All Faculty members, including HoDs who have put in one year of service, may be eligible for a maximum of 35 days' vacation per AY, with the provision that sanction of vacation leave will depend entirely on the academic schedule of the University for the AY.
- Depending on policy for the specific year, the vacation can be availed in 2 stretches during the mid-summer vacation and winter vacation without affecting the functioning of the Institution/Department, and also without affecting the invigilation, centralized valuation, etc.
- If, however, the exigencies of service do not allow an employee to avail of these vacations, the short fall in period of vacation not availed of by the employee will be converted into earned leave (EL) @ 1EL for 2 days of vacation leave subject to a maximum of 7 days of EL in a year and rules of earned leave will apply. The vacation leave shall be sanctioned in advance in writing, as with any other leave.
- The vacation period amongst the faculty members shall generally be staggered to ensure that the Institution's functioning is not hampered.
- Like earned leave, vacation leave shall first be earned. An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall, however, be entitled to a reduced period of vacation on a pro rata basis. Each six months will be counted from the first day of an academic session.

Sl. No.	Period of Service (As on date)	Eligible Vacation
1	Completion of one year or above	35 days
2	Completion of 6 months and below one year	14 days
3	Completion of 3 months and below six months	7 days
4	Less than 3 months	Nil

The Institution has the right to refuse permission to any staff member to avail a portion or whole of the vacation if his / her services are considered essential during that period.

8. Onam and Christmas Holidays

Apart from public holidays, all faculty members are eligible for Onam and Christmas holidays as declared by the Institution. However, they are required to be present on the last working day and the reopening day. Those who are absent from duty on the aforesaid days will have their entire holidays considered as LoP, except for medical reasons supported by a certificate from a registered medical practitioner. In the event the faculty member is required to attend a university evaluation or official duty on closing or reopening day, it will be considered as on duty (OD).

9. General Provisions on leave and vacation

- Employees shall apply for all types of leave and vacation in the prescribed form and get it sanctioned.
- Head of the Institution reserves the right to cancel leave or vacations sanctioned and call back the employee for duty. Noncompliance with the instructions of the head of the Institution shall render the employee liable to disciplinary action for misconduct.
- An employee who is unable to report back for duty after the leave in time due to circumstances beyond his/her control shall inform the Head of the Institution in time and do the needful to extend the leave on return to the Institution before assuming duty.
- An employee who is on leave shall not take up any work, engage in service, either honorary or otherwise.
- In the event of an employee submitting his/her resignation from service, he/she will only be eligible to avail CLs/Coff's to their credit purely on medical grounds.
- All the holidays during the period of leave or vacation shall be counted for the leave period, except in the case of casual leave.
- Temporary employees (Trainees) or guest lecturers are not eligible for any kind of leave.

2.7 TIME & ATTENDANCE MANAGEMENT POLICY

Lay down general guidelines to record the attendance by everyone in the institute as per the applicable timings. Applicability All employees on regular rolls & on a contract are covered under this policy.

Policy & Procedure:

- The timings of the institute are from 09.00 AM to 4.30 PM on all working days.
- Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register & in biometrics. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.
- Employees are expected to register outstation duty like tours, trainings etc. either in advance or immediately after resuming the work. The intimation of this should be provided to the Administrative policy after approval of HOD & Principal.
- A relaxation of 60 minutes will be given in 2 times, for each month.

2.8 PROMOTION POLICY

In order to foster academic excellence, retain qualified faculty, and ensure compliance with AICTE and university norms, the Management of Ahalia School of Engineering and Technology hereby implements the following Promotion and Placement Policy applicable to all full-time teaching staff of the institution with immediate effect.

1. Objective

To establish a transparent, merit-based, and structured framework for the career advancement and placement of faculty members in accordance with the AICTE Regulations and UGC Career Advancement Scheme (CAS) guidelines.

2. Scope

This policy applies to all regular faculty members working in various departments of the institution under the designations of:

- Assistant Professor
- Associate Professor
- Professor

3. Eligibility for Promotion/Placement

Faculty members may apply, if they are eligible for promotion/placement based on:

- Minimum qualifications and experience as per AICTE/UGC norms
- Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS)
- Feedback from students and peers
- Participation in research, FDPs, publications, patents, and consultancy
- Contributions to institution development and administrative roles

4. Procedure

- Notification: The institution will call for applications for promotion/placement whenever the vacancy arises.
- Scrutiny: Applications will be reviewed by the Internal Screening Committee.
- Assessment: Eligible candidates will be evaluated by a Duly Constituted Selection Committee as per university/AICTE guidelines.
- Implementation: Approved candidates will be issued promotion/placement orders with effect from the date mentioned in the selection proceedings.

5. Records and Communication

All promotion and placement records shall be maintained in the personnel file of each faculty member. The Principal's Office shall ensure timely communication of results and updating of institutional records. The Management expects all faculty members to strive towards continuous improvement and excellence in teaching, research, and institutional development.

2.9 CODE OF CONDUCT

- Submission of original certificates along with copies for verification.
- Originals will be returned to the employee. However, they must be produced on demand by the college office at all times for inspection purposes.
- A relieving letter from the previous employer to be produced on the day of joining. If not, joining will be considered provisional.

- College working hours for Faculty members are from 9:00 am to 4:30 pm & 9:00 to 5:30 pm for Non-Teaching Staff.
 - Men shall wear formal shirts and pants.
 - Lady Staff shall wear Sarees/Churidars.
- Casual Clothing is not acceptable in a Professional Environment.
- During working time, staff to involve only in academic and other activities as per their role assigned. No one should read or watch entertainment /religious videos/text.

2.10 GENERAL SERVICE POLICY

All the employees of the college shall abide by the general rules of conduct as specified by the College.

- All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
- An employee must dedicate their full time to the college and avoid any trade, business, private tuition, or work that interferes with their duties. This rule does not cover academic activities like university exams, setting question papers, or giving guest lectures, provided they have the Principal's prior permission.
- 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 Principal is empowered to suspend any employee in the interest of the college and report his action to the Management.
- An employee's services may be terminated immediately for negligence, gross indiscipline, or fraud. Termination can also occur for prolonged illness or inability to perform duties satisfactorily. In such cases, regular employees will receive one month's notice or one month's salary in lieu of notice.
- Employees are required to perform their assigned duties and any additional tasks or temporary roles assigned to them, which he is capable of doing.
- An employee shall stipulate to his / her notice period or atleast one month before he / she desires to be relieved on resignation or alternatively he/she shall pay Notice period salary in lieu thereof.
- Employees must complete all assigned tasks before leaving the institution. Failure to do so will result in their salary being withheld, and will be released only after completion of task. Employees should not generally resign during the academic year. The resignation shall come into force from the date of acceptance of the resignation by the Management / Principal or the date of relieving, whichever is earlier. Once an employee's resignation is submitted and accepted by the management, it cannot be withdrawn. Statutory deductions such as Income Tax, Professional Tax etc. will be made while disbursing the salary.
- Every employee will be issued an identity card, which must be worn while on duty. Upon

leaving the job, employees must surrender their identity card or badge to the HR office in Administration along their “No Due” Form filled.

- Promotion and Increment: Subject to the contract of service, if any, the promotion, increment etc. of an employee will entirely depend upon the performance of work. Based on the performance appraisal, faculty members who meet the benchmarks in academic research and outreach areas are eligible for promotion as per career advancement policy. The recommendations of the head of the departments are forwarded to the Head of the Institution for consideration. The Head of the Institution analyses, verifies and recommends if eligible and forwards to the Central HR for approval. It is made clear that the increment/promotion is not a matter of right of an employee and it will be a complete discretion of the management to consider an employee for promotion and/or increment in wages.

3. REDRESSAL POLICIES

3.1 GENERAL SAFETY RULES AND POLICY

Internal Compliance Committee (ICC):

An Internal Committee (IC) is constituted as per statutory guidelines and consists of:

- A senior female faculty member as the Presiding Officer.
- Two faculty or staff members committed to women’s causes.
- One external member from an NGO or legal background.
- At least one-half of the members are women.

Complaint and Redressal Procedure:

- Any aggrieved individual may file a written complaint to the ICC within **3 months** of the incident.
- The ICC shall conduct a fair, timely, and confidential inquiry.
- Both parties will be allowed to be heard.
- Appropriate disciplinary action will be taken if the complaint is proven, which may include warnings, suspension, or termination.

Confidentiality:

All proceedings and identities of the complainant, respondent, and witnesses shall be kept strictly confidential.

Awareness & Sensitization:

- Periodic workshops and awareness programs will be conducted for staff and students.
- Information about the POSH policy and IC members will be displayed prominently on campus and official websites.

False Complaints:

If the ICC concludes that the complaint was malicious or knowingly false, disciplinary action may be taken against the complainant.

3.2 GRIEVANCE MANAGEMENT

The function of the Grievance Redressal cell is to look into the complaints lodged by staff and judge their merit. The Grievance cell is also empowered to address genuine problems and complaints of staff, whatever be the nature of the problem, and anyone with a genuine grievance may approach the Department Head in person, or consult with the HoD or to Principal. The Grievance Cell will ensure that the grievance is properly solved within a stipulated time limit provided by the cell.

3.3 POLICY AGAINST SEXUAL HARASSMENT

It recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary, impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country. Sexual Harassment is strictly prohibited and includes any unwelcome physical contact, suggestive remarks, or verbal and written advances of a sexual nature. This zero-tolerance policy applies to all interactions with colleagues and superiors, ensuring a workplace free from intimidation, exploitation, and indecent conduct. This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; and peer relationships, and anyone else doing business on our premises, as well as to those involved in activities in which our name is associated. All must comply with this policy.

3.4 PROHIBITED ACTIVITIES

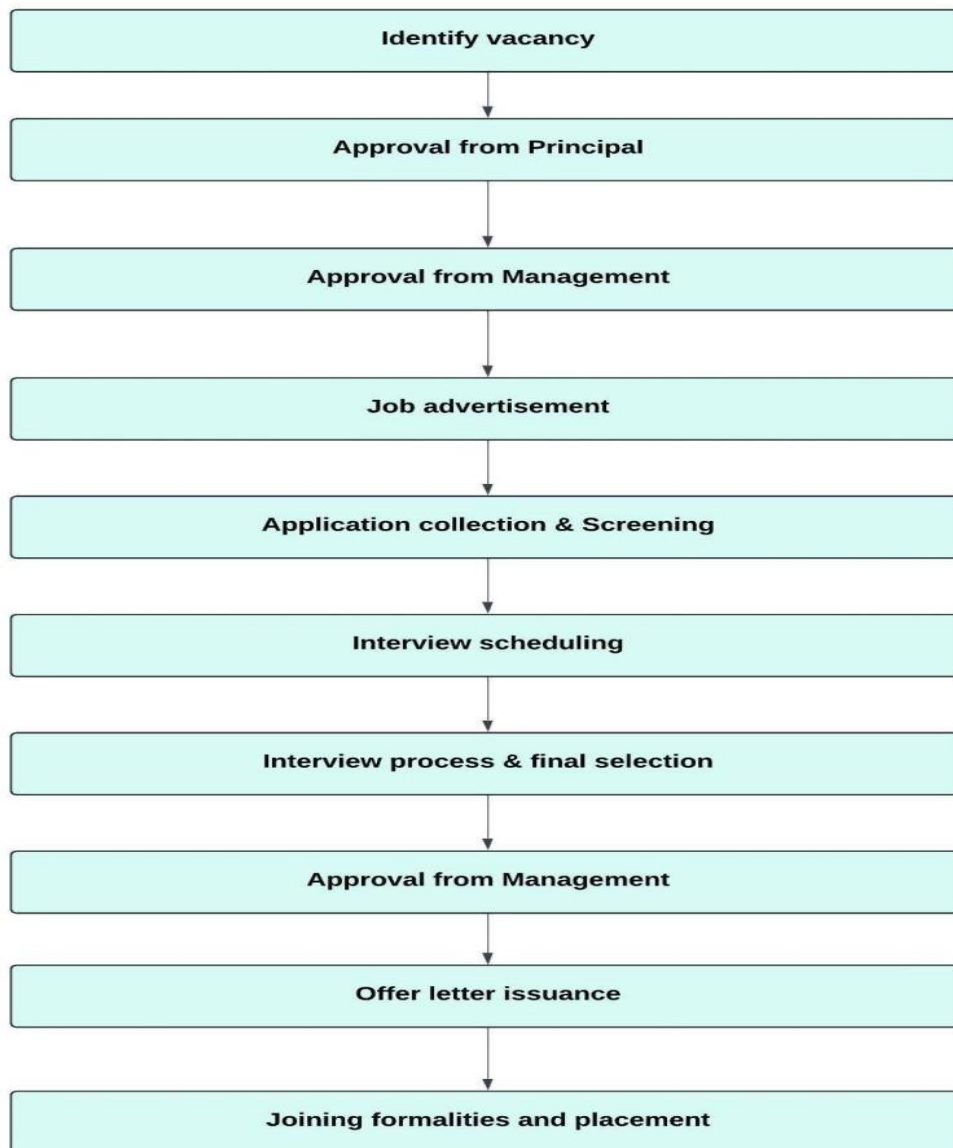
ASET wishes to create a work environment that promotes job satisfaction, respect, responsibility and value for all of our employees and other stakeholders. Every employee at ASET has shared responsibilities towards improving the quality of the work environment. Following are the examples of conduct considered improper which may result in disciplinary action, including Termination. (This is not a complete list and understands that other behaviors may also result in disciplinary action)

- Possessing, using, selling, negotiating the sale of, or being under the influence of alcohol, drugs or other controlled substances inside the campus. Smoking and/or Gambling on Campus.
- Theft or destruction of company property or that of visitors, clients of fellow employees.
- Possession of potentially hazardous or dangerous property, such as firearms, weapons, chemicals etc. without prior authorization.
- Fighting with or harassment of any fellow employee or other stakeholders because of that person's race, religion, color, sex, age, disability or national origin.
- Failure to follow or general neglect of safety rules and procedures.
- Excessive tardiness or absence.
- Failure to keep your work place in a neat and sanitary condition.
- Use of obscene or otherwise inappropriate language or conduct in the work- place.
- Criminal activity at, or outside of, the workplace.
- Being away from the work area without prior authorization.
- Spreading rumors in and outside institution

4. ANNEXURES

Sl. No.	Particulars
1	Recruiting Process Flow Chart
2	Employee Orientation Form
3	ERP Leave / C-Off / On Duty / LoP Application Form
4	ERP Performance Appraisal Form (Teaching & Non-Teaching)
5	Performance Appraisal Process Flow Chart
6	Grievance Redressal Flow Chart

1. Recruitment Process Flowchart



2. Employee Orientation Feedback Form

Date:	Time: to	Duration:			
<i>Please mark Tick (✓) against appropriate ratings:</i>					
Sl. No	Parameters	Excellent	Good	Average	Poor
Performance					
1.	Quality of content				
2.	Quality of presentation				
3.	Ability to involve participation				
4.	Communication Skill				
5.	Response to queries				
Physical Attributes					
1.	Venue				
2.	Seating arrangements				
3.	Quality of audio visual aids				
4.	Other arrangements				
Overall rating of the Programme:					
Remarks/opinions on the Programme:					
Unit (College)/dept.: Name & Signature:					

3. ERP Leave/ C-Off /On Duty / LoP Application Form

The screenshot shows a web browser window with the URL `academics.ahalia.in/web#id=8&view_type=form&model=hr.holidays`. The page title is "Leaves Request (January 2026) / Unnamed". The user is logged in as "Adithya S".

Left Sidebar:

- Employees
- 31 Calendar
- IT Support
- Leaves

Main Form:

Employee: Adithya S

Reason: (Empty text field)

Leave Type: (Dropdown menu showing options: Casual Leave (14 remaining out of 14), Earned (0 remaining out of 0), Compensatory (0 remaining out of 0))

Half Day: (Empty text field)

Leave Required on: (Empty text field)

Buttons: SAVE, DISCARD, CONFIRM, CANCEL REQUEST, TO SUBMIT, TO APPROVE, FIRST APPROVAL, SECOND APPROVAL, APPROVED

Handed Over To:

Substitute 1: (Empty text field) **Details of Work 1:** (Empty text field)

Substitute 2: (Empty text field) **Details of Work 2:** (Empty text field)

Taskbar: Windows taskbar showing search bar, task view, and open applications (Chrome, Excel, Word). System tray shows 28°C Mostly cloudy, 12:43 PM, 13-01-2026.

4. Performance Management Appraisal Form (Teaching)

Written By: HR Department		Issue No: 01
Approved By: Principal		Revision No: 02
Effective Date: 13-10-2022		Revision Date: 12-10-2022

FACULTY PERFORMANCE APPRAISAL

Assesment Period: 2024-07-15 to 2025-07-14

Ahalia School of Engineering & Technology's TPA system for new and experienced teachers is designed to:

- Promote teacher development
- Provide meaningful appraisals of teacher's performance that encourage professional learning and growth
- Identify opportunities for additional support where required
- Provide a measure of accountability

Section I : GENERAL INFORMATION

a) Name:

b) Designation:

c) Department:

d) Area of Specialization:

e) DOJ:

Section II : Curricular Activities

1. Theory subjects handled during the assessment period

Sl. No	Course code, Name of course	Branch, Batch, Semester, Credits	Number of:							Innovative teaching, knowledge, learning etc.	Student Feedback1 Score	Student Feedback2 Score	Student Feedback3 Score
			Hours as per syllabus	Lectures conducted	Tutorials conducted	Additional tests	Assign ments	Seminars/ Group discussions/ Group work	Coaching classes	Times the courses is handled previously			

2. University exam results in theory subjects handled in the previous semester

Sl. No	Course code, Name of course	Branch, Batch, Semester, Credits	University Exam			
			# of Students Appeared	# of Students passed	# of students failed	Overall Pass %

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3. Laboratories handled during the assesment period

Sl. No	Course code, Name of Course	Branch, Batch, Semester, Credits	Number of Experiments as per syllabus	Experiments conducted	Laboratory tests conducted	Additional tests	Viva-voice	Times the laboratory is handled previously
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4. Projects guided during the assesment period

Sl. No	Branch, Batch, Semester, Credits	Name of Project	Number of students per project	Remarks
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Section III : Co-Curricular Activities

1. External & internal publications (Eg. presentations (course-related) journal or conference publications, magazines, newspapers, university newsletter, newsletter of registered societies, book or book chapter publications, conference presentations, etc.)

Note:For updates, please email relevant document (s) to manager.hr@ahalia.edu.in with a copy to hrd@ahalia.edu.in

Sl. No	Title & Authors	Entry Type	Year
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2. Professional Membership

Note:For updates, please email relevant document (s) to manager.hr@ahalia.edu.in with a copy to hrd@ahalia.edu.in

Sl. No	Name of organization	Details (date of joining, membership number, type of membership)
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3. Patents

Note:For updates, please email relevant document (s) to manager.hr@ahalia.edu.in with a copy to hrd@ahalia.edu.in

Sl. No	Title/Name of The Patent Name	Name of Inventors/Applicants	Date of Patent Publication	Stage of Patent	Provisional	Patent Country	Brief about the patent	Patent Royalty
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4. Other works/responsibility

Sl.No	Position Held	Details	Ongoing	Start Date	End Date
1	Member	Member Of Committee which Is Formed Regarding To Perform NPTEL Activities Of College	✔	30/10/2024	
2	Class Advisor	Batch: 2023-2027 Branch: Computer Science & Engineering Academic Year: 2024-2025	✔	01/01/2025	

5. Participation in activities (Eg. field studies, educational tours, placement activity, technical competitions, exhibitions and project etc.)

Note:For updates, please email relevant document (s) to manager.hr@ahalia.edu.in with a copy to hrd@ahalia.edu.in

Sl. No	Event/Course Name	Date(s) of event	Event Venue	organisers	Nature of Program	Program Category	Program Duration	Supported By	Course Platform	Course Offered By	Certificate Date	Certificate Verification / Certificate ID	Grade / Percentage	Course Via
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Section IV : Additional Information

1. Honours and awards received

Note:For updates, please email relevant document (s) to manager.hr@ahalia.edu.in with a copy to hrd@ahalia.edu.in

Sl. No	Name	Details (organization details, data recieved, context, etc)
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2. Tasks / Goals For The Next AY

Sl. No	Description
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3. Any other information that you think is that you think is relevant (for example: innavative) approaches or facilities introduced to improve student learning in classrooms and laboratories, initiatives to increase industrial collaboration and contribution to society etc.) .

Sl. No	Description
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SIGNATURE OF STAFF

Date:

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Section V: Performance Appraisal (by HoD and Principal)

Please assess the performance using the scale given below. Ratings (1 to 5) should be assigned in an impartial and objective manner.

Evaluation Parameter Ratings: 5 - Exceptional; 4 - Very Good; 3 - Good; 2 - Satisfactory; 1 - Unsatisfactory

Sl. No	Evaluation Parameters	HOD Rating	Remarks By HOD
1	Knowledge in the sphere of work		
2	Submission of test question papers, evaluation of test papers and assignments, submission of marks, etc.		
3	Contribution to the administrative activities of the College (Admission-related work, Exam-cell, etc.)		
4	Initiative and adaptability		
5	Interpersonal relations and team work		
6	Communication skills		
7	Technical skills		
8	Discipline and general conduct (Punctuality/Taking leave with prior approval etc)		
9	Aptitude and Attitude towards work		
10	Integrity and trustworthiness		
Total			

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Sl. No	Description	Maximum Score	Actual Score By HoD	Remarks
1	Classes taken/Allotted	50		
2	Excess Classes taken	10		
3	Classes as per syllabus	20		
4	Innovative teaching, Knowledge learning etc	20		
5	Exam duties, Invigilation, evaluation etc	25		
6	Student related Co-Curricular activities, Events, Sports etc	20		
7	Management of department through academic and admission responsibilities	15		
8	Professional development activities like participation in seminars, conferences, short term training courses etc	15		
9	SCI indexed publication	15 per publication		
10	Scopus indexed publication	10 per publication		
11	Conference proceedings & Full paper	10 per publication		
12	Publication of a Book - International	50 for sole author/10 per chapter		
13	Publication of a Book - National/state level	25 for sole author/5 per chapter		
14	Publication of a Book - Local publishers	15 for sole author/3 per chapter		
15	Sponsored Projects > 30 Lakhs	20 per project		
16	Sponsored Projects 5 - 30 Lakhs	15 per project		
17	Sponsored Projects 50000 - 5 Lakhs	10 per project		
18	Consultancy project	10 per project		
19	Completed project evaluation	20 per major project/minor 10		
20	Project outcome/patent	30 national/ 50 international		

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21	Masters Research Guidance	3 per candidate		
22	PhD Research Guidance	10 per candidate		
23	Training Courses > 2 weeks	20 each		
24	Training Courses < 1 week	10 each		
25	Papers in Conferences/workshops International	10 each		
26	Papers in Conferences/workshops National	7.5 each		
27	Papers in Conferences/workshops State Level	5 each		
Total				

Remarks By HoD

Date:

Signature Of HoD:

Remarks By Principal

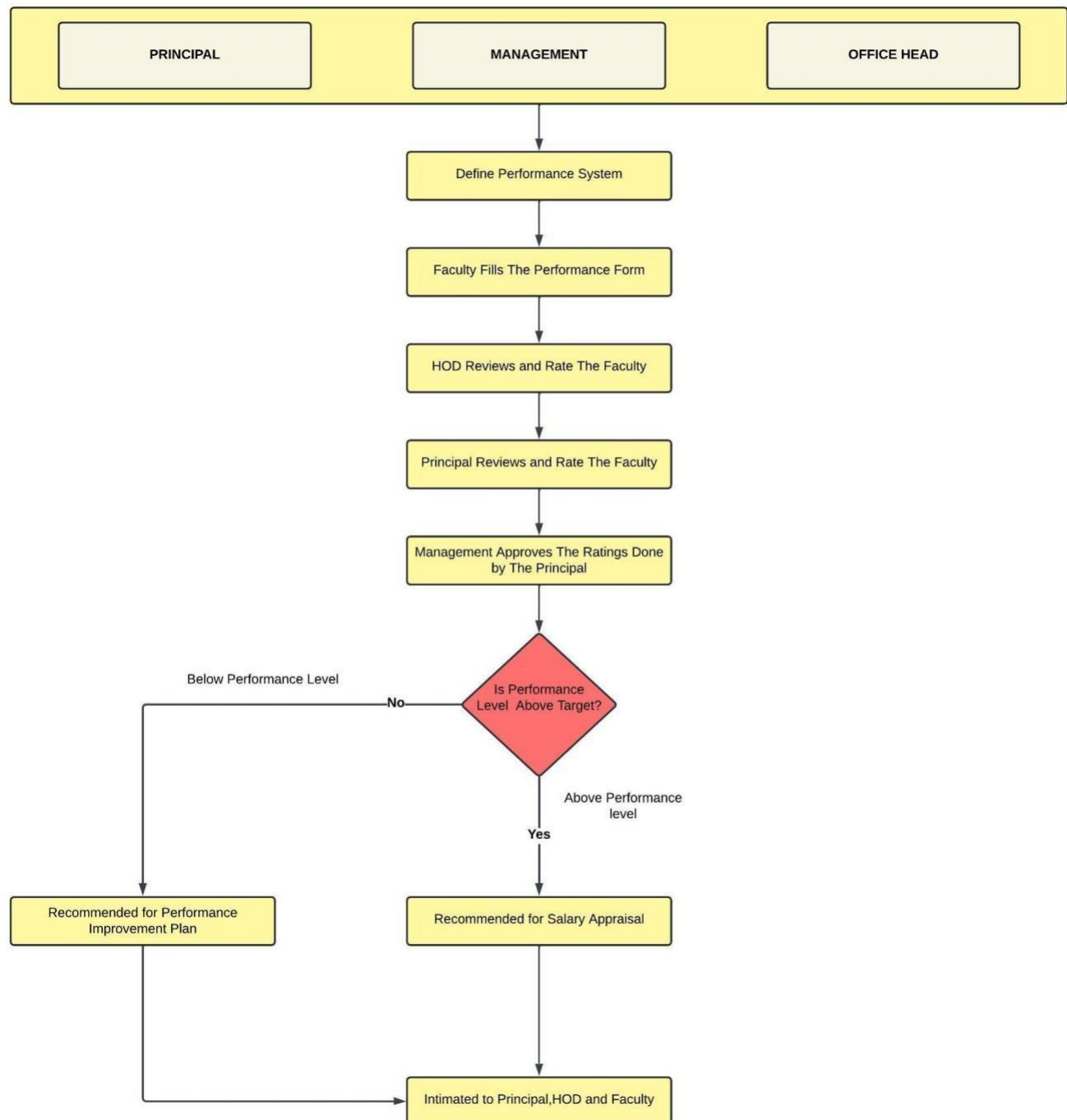
Date:

Signature Of Principal:

HR Academics:

Executive Director:

5. Performance Appraisal (Flow Chart)



6. Grievance Redressal Process Flow Chart

