Criteria 6:

Governance, Leadership and Management

6.3.1 Faculty Empowerment Strategies – HR Policy

Table of Contents

POLICY ON LEARNING AND DEVELOPMENT

Version 1.0	Created on 25/03/2021	Page 1 of 3

Objective: The Institution promotes continuous professional development and encourages its faculty members to take initiatives in undertaking various available options towards learning & development.

It is the responsibility of each employee to attend programs nominated by the Institute as well as to volunteer for subject enrichment programmes.

18.1 Faculty Development Programme (FDP)

a) The Faculty Development Programs strengthen the professional development of the faculty members and administrators who deal directly with students.

b) The goal is to help these educators increase the effectiveness of their teaching, by adopting latest, innovative and relevant methodologies, so that they are more effective in guiding students through the subjects.

18.2 Management Development Programme (MDP)

a) The Management Development Program (MDP) is an investment in the faculty to develop managerial skills and understand its nuances as a manager

b) MDP is a dynamic training program that's designed to enhance and strengthen the leadership capabilities, core competencies and ensure they have the skills, knowledge and resources to effectively lead, engage, and develop their students and also contribute to the Institution building process.

c) MDP focuses on providing the best management practices, collaborative learning and helping participants translate their learning into action.

18.3 Institution Events

a) All faculty members are expected to co-ordinate and participate in events sponsored or conducted by the Institution. The events may be organised within SCMS group or any venue outside of SCMS.

b) Various organising committees formed as part of the event will assign certain responsibilities for the smooth conduct of the event.

POLICY ON LEARNING AND DEVELOPMENT

Version 1.0	Created on 25/03/2021	Page 2 of 3

18.4 Industry Internship

a) In order to stay tuned to the industry outside of B-Schools and to understand the skill requirement of various functions across the employment industry, SCMS feels the need to give exposure to its faculty to the corporate world.

b) To assist this process, the institution plans to have an understanding with selected corporates who will take on the faculty of SCMS on an industrial internship for a particular function for a fixed term of six months to one year.

Conditions for Industry Internship

i) A promising faculty who has completed a minimum of five years with the Institution

ii) Faculty will be required to sign a commitment bond with SCMS and a Non-disclosure agreement with the assigned corporate

iii) The decision regarding the Corporate with whom each of the selected faculty works will be the decision of the Academic Board of SCMS.

18.5 Self-Learning and Online Courses

a) Attending online courses on learning platforms like MOOC & SWAYAM is encouraged by the Institution for the purpose of subject enhancement.

b) Every faculty, irrespective of the number of years of experience, is expected to register and complete at least one module of the subject related course with certification.

c) This certification through online learning platforms will be an added value during the employee's performance appraisal.

18.6 Seminars and Conferences

Faculty who intend to attend a particular conference/seminar within the state of Kerala or outside will have to seek permission from the HOD two weeks in advance of the event.

a) Faculty members are restricted from attending seminars on the same topic more than twice in an academic year.

b) Such permissions will be given 'On Duty' for that particular day of the conference or seminar

POLICY ON LEARNING AND DEVELOPMENT

c). For outstation conferences wherein day travel is involved, the day before and day after the conference will be eligible for 'On Duty'. This facility is not available if the conference venue can be reached by an overnight travel.

d) Faculty who are nominated by the Institute to attend programmes or events will be eligible for 'On Duty' and registration fees if any. The registration fee will be paid by the Institution and cannot be claimed as a reimbursement.

18.7 Paper Presentation at International Seminars and Conferences

a) A faculty with Ph.D. who has completed a minimum service of three years with SCMS Group and has published at least two articles in indexed journals in the past three years is eligible to participate in an international conference.

b) The intent to attend/participate in the international conference has to be intimated to the HOD first who in turn will present it to the Academic Board through appropriate channel. Details of the conference date, venue, registration fees etc. should be submitted at the time of seeking permission.

c) Once the permission to present a paper at the international conference is granted by the Institution, the faculty has to submit a copy of the paper to be presented along with travel details to the HR department to be included into his/her personnel records.

d) A faculty making a paper presentation at an international conference is eligible for :

   i) 'On duty' for the day/days of conference and for those days of to and fro travel by the shortest route.

   ii) Conference or Seminar registration fee up to a limit of USD 200 or the early bird registration fee, whichever is lower. This is not applicable in case of a UGC/AICTE/Organiser sponsored event.

e) A faculty is permitted to attend an international conference once in a span of two years. Any exclusions will have to have the prior approval of the Academic Board.

f) The institution reserves its right to deny permission on attending the conference under justifiable circumstances.

POLICY ON COMPENSATION AND BENEFITS

Version 1.0	Created on 25/03/ 2021	Page 1 of 3

13.1 Monthly Salary and Reimbursements

a. The attendance cycle followed for payroll is from the 25th of current month to 24th of the following month.

b. Salary is credited on the 1st working day of every month to the employee's bank account

c. Any travel reimbursement claims will have to be settled as per the provisions of the travel policy prior to the close of the attendance cycle. i.e 24th of the month.

13.2 Salary Advance

Non teaching staff who have more than two years of service with the Institution are eligible for salary advance subject to below terms and conditions:

a) Non teaching staff are allowed to avail an advance amount of maximum, one month's gross salary which will be recovered from the monthly salary in 12 equal monthly installments.

b) Non-teaching staff are eligible to avail an advance amount of maximum, two month's gross salary or Rs. 25,000/- whichever is higher. The advance amount will be recovered from the monthly salary in 12 equal monthly installments.

c) Salary advance request form has to be recommended by the respective employee's reporting authority prior to seeking approval from the Head of the Institution.

d) An employee cannot apply for another advance till he/she completes repayment of the existing salary advance amount in full.

e) Salary advance facility should be utilised only to meet exigencies and not as a matter of convenience.

f) In the event the employee leaves the organisation prior to completion of the payback period, the balance due amount will be recovered from the employee's full and final settlement.

g) In case the recovery amount exceeds the full and final settlement figure, the employee is bound to return the amount in full prior to leaving the Institution.

POLICY ON COMPENSATION AND BENEFITS

Version 1.0	Created on 25/03/ 2021	Page 2 of 3

13.3   ESI and EPF Coverage

ESIC (Employee State Insurance Corporation)

The eligible Employees will be covered under ESI as per ESI Act of 1948.The ESI Scheme protects the Employees under any uncertain and unforeseen events, such as temporary or permanent physical disability, sickness, maternity, injury during employment, and more

- Employees whose gross salary is below Rs. 21,000/ are eligible to be covered by the ESIC scheme.

- The ESIC is deducted on the gross salary, and the rate of contribution is followed as per government stipulated figures.

EPF (Employee Provident Fund Scheme)

All Employees will be covered under provision of the Employee's provident fund (PF) and Miscellaneous Provisions Act, 1952 and Employee's Family Pension Scheme, 1971

- The Institution will contribute 12% of the monthly salary, and the employee will also contribute 12% of the monthly salary.

- The eligibility for EPFS will be for employees whose gross salary is till Rs. 15,000/- per month, or as amended by the government from time to time.

13.4 Accident Insurance

All employees at the institution are coved under an accident insurance policy. Any claims with related to the same may be raised with the HR department at corporate office.

13.5   Gratuity

The benefit of Gratuity is extended to all employees from the date of joining the Institution under the Gratuity Act 1972.

An employee is eligible to claim gratuity only if he or she has completed continuous service of minimum five years. Any break in service will be discounted from the service years at the time of payment.

13.6   Child Scholarship

An employee who has served a minimum of five years with any Institution of SCMS Group is eligible to get a scholarship on his/her child's education subject to compliance to the below conditions:

i.   The child should qualify the minimum eligibility standards for the course as prescribed by the Institution

ii.   The scholarship will be applicable only for one child, on the tuition fee for the duration of the course.

iii.   The scholarship will continue, after the first year only if the student clears all papers in first attempt.

iv.   All other applicable fees for hostel, canteen transport etc. will be exempted from the scholarship.

v.   A child will be awarded a scholarship up to a maximum of 50% on term tuition fee.

vi.   The scholarship is awarded only for the duration that one of the parents is working with any Institution of SCMS and will cease if an employee leaves.

vii.   This scholarship can be availed by an employee for any one child only for any one course offered by any of the Institutions of SCMS.

POLICY ON PERFORMANCE APPRAISAL

Version 1.0	Created on 25/03/2021	Page 1 of 2

Objective: The performance appraisal provides a platform for reviewing, discussing and planning the performance of each employee plan to plan the year ahead for better results. It provides a systematic approach for communicating goals, expectations and objectives to each employee as well as documenting individual performance.

The process of employee performance evaluation is conducted through an annual appraisal system with individual employees.

Eligibility:

- All employees who are confirmed in their services are eligible to sit through an annual performance appraisal, usually held in the month of May- June.

Scope:

- Helps staff / employees clearly define and understand their responsibilities.

- Provide criteria by which staff employees' performance will be evaluated.

- Suggest ways in which staff/ employees can improve performance.

- Help supervisors plan, distribute and achieve departmental goals.

- Provide a fair basis for awarding compensation based on merit.

- To develop each employee's potential for career development

- To provide an opportunity for the employee to discuss job problems and interests with his or her reporting authority

The Annual Performance Appraisal comprises three sections:

Part 1: Self-Appraisal: The appraisee himself/herself rates the performance for the completed year on the given parameters.

POLICY ON PERFORMANCE APPRAISAL

Version 1.0	Created on 25/03/2021	Page 2 of 2

Part 2: Supervisor's Appraisal: HOD/Reporting authority evaluates the performance of the appraisee on the basis of the self-appraisal done by the faculty member and rates his/her own performance evaluation of the faculty.

Part 3: Director Appraisal: The Director/Head of the Institution appraises the performance of the appraisee based on the self-appraisal and rating along with comments of the reporting authority.

The results from all the three parts will be compiled and presented by the HR to the Head of Institution. The final approvals are then sought from the Academic Board to complete the process.
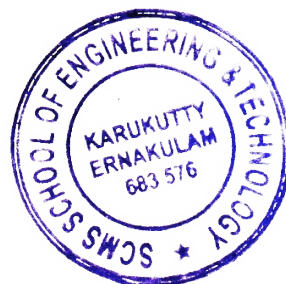
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