

2. SALARY AND INCENTIVES

2.1 *Positions and Pay Scales*

2.1.1 The College will have the following positions of hierarchy in the teaching departments:

- a. Principal
- b. Special positions, including Deans and Directors
- c. Professors
- d. Associate Professors and
- e. Assistant Professors

2.1.2 In addition to the above each department shall have a few of the following supporting staff based on the requirement.

- a. System Analyst
- b. Programmer
- c. Lab Assistant
- d. Lab Technician
- e. Carpenter
- f. Electrician
- g. Fitter
- h. Plumber
- i. Mechanic
- j. Attender

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

- a. Administrative Officer
- b. Secretary to Principal/Chairman
- c. Senior Assistant/Senior Accountant
- d. Junior Assistant/Junior Accountant
- e. Cashier

HUMAN RESOURCES POLICY

- f. Record Assistant
- g. Receptionist
- h. Warden
- i. Caretaker
- j. Nurse
- k. Maintenance staff
- l. Attenders

2.1.4 The Scale of pay for various teaching positions will be as follows:

Professor	Rs.37,400–67,000 starting at 43,000
Associate Professor	Rs.37,000–67,000
Assistant Professor	Rs.15,600–39,100

Additional Qualifications and Previous Experience carry the following monetary benefits

- a. Ph.D. (Engg.) Rs.10,000
- b. Ph.D. (ASH) Rs.5,000
- c. Previous Experience Rs.2,000 /1,500 per year of experience depending upon the institution where she/he worked.

2.1.5 Scales of Pay for non teaching positions shall be as follows:

Administrative Officer	Rs. 10,285 – 24,200
Sr. Accountant / Secretary/Sr. Assistant /Lab Assistant	Rs. 6,195 – 14,175
Jr. Accountant/ Jr. Assistant/Store keeper	Rs. 4,825 – 10,845
Cashier	Rs. 4,370 – 9,775
Record Asst/Electrician/ Receptionist	Rs. 4,260 – 9,520
Mechanic/Plumber/ Carpenter/Fitter	Rs. 4,050 - 9,050

HUMAN RESOURCES POLICY

Driver HV	Rs. 5,200 – 11,755
Driver LV	Rs. 4,595 – 10,285
Nurse/ Office Assistant	Rs. 3,850 – 8,600
House Keeper / Sweeper	Rs. 3,850 - 8,600
Scavenger/Bus Cleaner	Rs. 3,850 - 8,600

In addition, staff can be given additional benefits of Rs.250/500/1,000 for his/her additional skills or Master Degree. Previous experiences carry Rs.500 per year of experience. Lab assistants get Rs.750 or Rs.1,000 based on their diploma or ITI qualification.

2.2 Dearness Allowance, HRA and incentives

- 2.2.1 In addition to the Basic and Academic Grade Pay, a monthly dearness allowance and house rent allowance shall be paid to teaching staff.
- 2.2.2 In addition to the Basic, a monthly dearness allowance and house rent allowance shall be paid to Non-teaching staff
- 2.2.3 Management can also decide other allowances for Principal, Professors and Special posts.

2.3 Yearly Increments

- 2.3.1 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will be affected at the beginning of every academic year, i.e. in the month of June.
- 2.3.2 Additional Increments / honorarium / monetary benefits shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

HUMAN RESOURCES POLICY

2.4 Incentives & Rewards

Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

- a. For producing 100% results in a theory paper: Rs.1,000/- Cash Award.
- b. Department-wise, yearly, **BEST TEACHER AWARD:** Rs. 2,000/- Cash Award and it is applicable to the faculty who completes one year of service in this Institute.
- c. Professional Society Life Membership Fee - will be paid by the Management for Faculty members with minimum three years of service in the Institution (Maximum one professional society per staff member).
- d. Paper publication in National Conferences – 50% TA, 100% Registration Fee, On Duty and Rs 500/- Cash Reward.
- e. Paper publication in International Conferences – 100% TA, 100% Registration Fee, On Duty and Rs.1,000/- Cash Reward.
- f. For guiding a student paper that is adjudged as BEST PAPER/POSTER (First Prize: Rs.200/-, Second Prize: Rs.150/- and Third Prize: Rs.100/-)
- g. Faculty members taking up Part-time PhD – 100%Fees, 100% Salary against 5 Years Service Agreement on completion of degree.
- h. Supporting Staff Members are offered free computer training. In addition, they can avail reimbursement of fees and on-duties towards higher education against service agreements.

HUMAN RESOURCES POLICY

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2.5 Additional benefits

- 2.5.1 100% transport fee is waived off to the transport in charges.
- 2.5.2 50% transport fee is waived off for the staff member opting the college transport.
- 2.5.3 If the ward of the staff member is admitted to the sister Institution of Sasi Institute of Technology and Engineering, then the following benefits are extended to the teaching staff:
 - 2.5.3.1 15% tuition fee waived off for staff with salary up to Rs.20,000/-
 - 2.5.3.2 50% transport fee is waived off.
- 2.5.4 Free accommodation to the staff is provided in the Society hostels subject to availability.
- 2.5.5 Staff members, who will be attended remedial classes, will be rewarded with
 - 2.5.5.1 Rs.150/200 per session in the evening
 - 2.5.5.2 Rs. 90/100 per session in the morning

HUMAN RESOURCES POLICY

3. LEAVES

3.1 Annual Leave

3.1.1 The staff of the college will be eligible for Annual leave on the following basis:

S.No.	Service	Number of Leaves/Annum
1	First Year	Nil
2	Second Year	3
3	From Third Year	8

3.1.2. The annual leave can be availed with prior permission. Principal grants it on the basis of the merit of the case.

3.1.3. The annual leave can also be offset against leave due to sickness or maternity.

3.1.4. The annual leave can be accumulated up to 90 days during the service.

3.1.5. In addition, 90 days paid maternity leave is extended to the lady staff who has put up service of three years in this institution.

3.2 Casual Leave

3.2.1. The staff will be eligible for casual leave at the rate of 1.25/month and can avail as follows:

S.No.	Year of Service	Number of leaves/year	Remarks
1	First Year	15	Not more than two/month
2	Second year		Not more than three/month
3	Third year		No restriction

HUMAN RESOURCES POLICY

3.2.2. Casual leave can be accumulated till the end of the calendar year and can be availed during vacation, along with Annual leave

3.3. Extraordinary leave

3.3.1. Extraordinary Leave is sanctioned to the staff members subject to a maximum of 10 working days

3.3.2. It is sanctioned as a special privilege purely on recommendation of head of the department at the discretion of the management and Principal

3.3.3. This leave is available to the staff members having three years and above experience in the college

3.4 Study Leave

3.4.1 The teaching staff of the College can be granted leave for advancement of their education, in India or abroad.

3.4.2 The teacher who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full-time) or 100% (Part-time) pay during such leave.

3.4.3 The teacher has to sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Academic Committee / Advisory Board on case to case basis.

3.4.4 The Management, at its discretion will extend assistance towards higher education fees, **as interest free loan or as 100% assistance.**

3.4.5 Staff member availing facilities for full time study need to sign agreement with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, staff