



**PADRE CONCEICAO COLLEGE OF ENGINEERING
AGNEL TECHNICAL EDUCATION COMPLEX
AGNEL GANV, VERNA GOA**

Approved by AICTE New Delhi and Affiliated to Goa University

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HR POLICY HANDBOOK

2022-2023



VISION

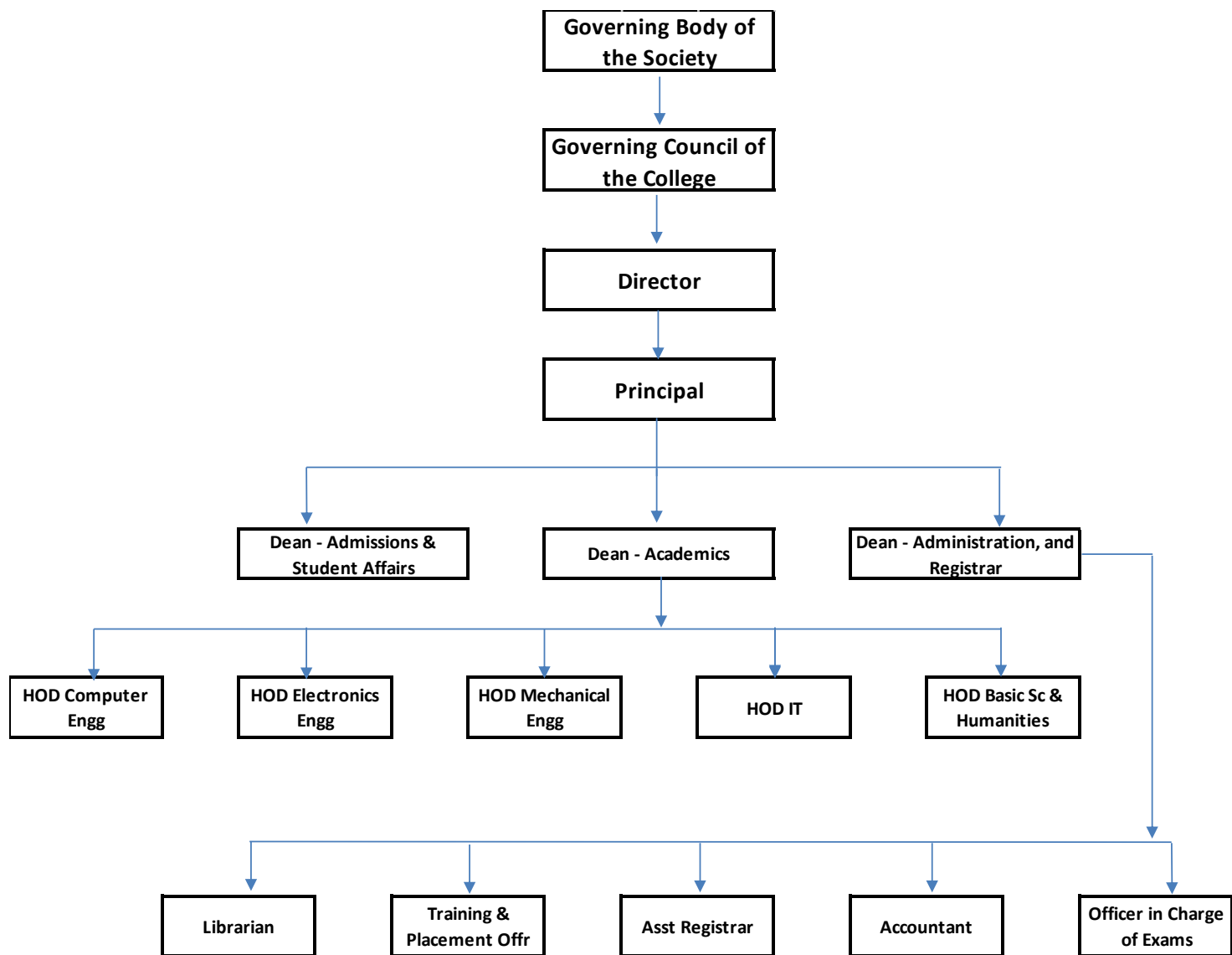
“To establish a sustainable engineering ecosystem”

To strive towards excellence in Technical Education and Research by facilitating students with modern technology, interdisciplinary approach and problem solving ability to meet the needs of the industry, society and nation at large.

MISSION

- **To continuously improve students’ educational outcomes through effective teaching learning methodology.**
- **To provide students and faculty with advanced technology and excellent scholastic ambience for research.**
- **To provide opportunities for holistic development of students with a focus on self-learning, ethics, leadership, and entrepreneurship skills.**
- **To strengthen the network with alumni and industries.**

ORGANIZATIONAL STRUCTURE



GENERAL PRINCIPLES

- 1) Prior approval of HOD, Principal and Management is required for any activity with financial or legal implications or decisions which may have repercussions on academics, administration or image of the college.
- 2) No employee or student can act independently on any matter concerning the college.
- 3) Any grievance or disagreement with respect to rules and regulations of the college should be brought to the notice of HOD / Section Head / Administration and Principal. Under no circumstances will the complainant air his/her grievances publicly on social media, print media etc.
- 4) If the matter remains unresolved, the complainant can take recourse to the grievance redressal system put in place under the directives of AICTE. The complaint can be sent to the Chairman of the Grievance Redressal Committee.
- 5) The functioning of all the committees constituted in the colleges will come under the purview of the Principal.
- 6) Faculty, staff and students are expected to wear their identity card at all times while on campus / official duty outside the college campus.

RECRUITMENT RULES

Position	Qualifications	Experience and other requirements
PROFESSOR	<ul style="list-style-type: none"> B.E. / B Tech and M.E. / M Tech in relevant branch, with First Class either in B.E. / B Tech or M.E. / M Tech <i>(For candidates from industry, First Class in M.E. / M Tech in relevant branch is essential)</i> PhD in the appropriate branch of Engineering 	<p>(A) Essential: Experience of 10 years in teaching, research and/or industry, out of which at least 5 years should be at the level of Associate Professor or equivalent grade.</p> <p style="text-align: center;">OR</p> <p>In the event the candidate is from industry: Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg. & Tech., and industrial / professional experience of ten years, out of which at least five years should be at the level of Associate Professor, provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.</p> <p>(B) Desirable: (i) Teaching, research industrial and / or professional experience in a reputed organization; (ii) Published work, such as research papers, patents filed / obtained, books, and / or technical reports; (iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry; (iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and (v) Demonstrated the required capacity to undertake lead sponsored R&D, consultancy and related activities.</p>

Position	Qualifications	Experience and other requirements
ASSOCIATE PROFESSOR	<ul style="list-style-type: none"> B.E. / B Tech and M.E. / M Tech in relevant branch, with First Class either in B.E. / B Tech or M.E. / M Tech (For candidates from industry, First Class in M.E. / M Tech in relevant branch is <i>essential</i>) PhD in the appropriate branch of Engineering 	<p>(A) Essential: Experience of 8 years in teaching, research and/or industry at the level of Assistant Professor or equivalent grade, excluding the period spent on obtaining the research degree</p> <p style="text-align: center;">OR</p> <p>In the event the candidate is from industry: Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Assistant Professor, provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.</p> <p>(B) Desirable: (i) Teaching, research, industrial and/or professional experience in a reputed organization; (ii) Published work, such as research papers, patents filed / obtained, books, and / or technical reports; (iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.</p>
ASSISTANT PROFESSOR	<ul style="list-style-type: none"> B.E. / B Tech and M.E. / M Tech in relevant branch, with First Class in M.E. / M Tech 	<p>Desirable: (i) Teaching, research, industrial and / or professional experience in a reputed organization; (ii) Papers presented at Conferences and / or published in refereed journals.</p>

YEARLY INCREMENT

The annual increment shall be granted in the month of July every year to those employees who have completed at least eleven months of service from 1st July of the previous year upto 30th June of the current year.

SENIORITY

There shall be a seniority list for each category of service – department-wise, cadre-wise.

Seniority will be decided as per the following rules:

Direct selection: Seniority of faculty/staff appointed through direct selection will be counted from the date of appointment. Inter-se seniority between faculty/staff selected at the same time will be decided on the basis of recommendation of the selection committee.

By promotion: Seniority of promoted faculty/staff will be decided on the basis of his position in the promotion list fixed as per the recommendation of departmental promotion committee.

Inter-se seniority between faculty/staff by direct selection and by promotion will be decided by the date of appointment in a cadre. However the seniority of candidates selected by direct selection can be fixed above the existing faculty/staff based on qualifications and experience of the candidate and recommendation of Management.

LEAVE RULES

1. GENERAL PRINCIPLES

- Leave cannot be claimed as a matter of right.
- Principal shall be the leave-sanctioning authority for employees, while Director will be the leave-sanctioning authority for the Principal.
- The leave-sanctioning authority may refuse or revoke leave of any kind if the presence of the applicant is required at the place of work.
- Leave of one kind taken earlier cannot be converted to a leave of another kind.
- No employee should take up any service or employment during the period he/she is on leave.
- The following factors affect the number of leaves credited to a person:
 1. Any extra-ordinary leave taken during the half-year.
 2. If he/she has joined in the middle of the half-year: The number of leaves are deducted pro-rata based on date of joining.
 3. If he/she has left in the middle of the half-year: The number of leaves credited is deducted pro-rata and any extra leave he/she has taken (more than that now sanctioned to him) is adjusted against EL.

2. TYPES OF LEAVE

Employees of PCCE will be entitled to leave as under:

		E.L. (Per Sem)	S.L. (Per Sem)	C.L. (Per Sem)	R.H. (Per year)
Permanent Teaching Faculty	Vacational	5 + 3	0	4	1
	Non-Vacational	14	10 (half days)	4	2
Permanent Non-Teaching Staff		14	10 (half days)	4	2
Contract Faculty/Staff		14	0	4	0

3. CASUAL LEAVE

- 3.1 Casual leave cannot be combined with Earned Leave.
- 3.2 Casual leave can be prefixed/suffixed to Sundays/Holidays/ Compensatory Off.
- 3.3 Casual leave shall not normally be granted for more than three days at a time, except under exceptional circumstances.
- 3.4 Casual leave can also be availed for half day.
- 3.5 Employees appointed during the middle of the calendar year will be granted casual leave in proportion to the number of months in service.
- 3.6 Sundays and holidays falling during a period of casual leave are not counted as part of casual leave.

4. EARNED LEAVE

4.1 Earned leave will be credited at a uniform rate on 1st January and 1st July every year as under:

	1 st credit	2 nd credit
a. Regular faculty (vacational)	5+3 days	5+3 days
b. Regular faculty (non-vacational)	15 days	15 days
c. Non-teaching staff	15 days	15 days

4.2 Credit for half year in which the employee is appointed will be afforded at the rate of 21/2 days for each completed calendar month of service which he/she is likely to render in the calendar half year in which the employee is appointed.

4.3 Credit for half year in which the employee is due to retire or resigns from service will be afforded at the rate of 21/2 days for each completed calendar month of service in that half year up to the date of retirement/resignation.

4.4 There will be no encashment of Earned Leave on resignation / superannuation.

4.5 Earned leave cannot be availed for half day.

4.6 Earned leave can be accumulated up to 300 days.

4.7 Earned leave can be availed up to a maximum of 30 days at a time. However, earned leave for longer periods may be sanctioned at the discretion of the sanctioning authority in special cases such as medical treatment, or for higher studies.

5. HALF PAY LEAVE/COMMUTED LEAVE

5.1 Non-vacational teaching staff and non-teaching staff of the college are entitled to Half Pay Leave up to 20 days in a calendar year.

5.2 An employee shall be allowed leave on medical grounds at the rate of 10 days for each completed year of service on commuted basis of 20 days on half-pay basis.

5.3 Vacation staff is not entitled to Half Pay leave.

- 5.4 Half Pay Leave will be credited at a uniform rate on 1st January and 1st July every year at the rate of 10 days for every six months.
- 5.5 Half Pay Leave can be accumulated and allowed to be commuted on medical grounds without any limit.
- 5.6 A person availing Half Pay/Commutated Leave will have to submit a medical certificate in justification of the leave availed.
- 5.7 Commuted Leave can be availed in continuation of maternity leave.
- 5.8 Medical Certificate is not necessary if the commuted leave is taken in continuation with maternity leave.
- 5.9 Sick leave can be taken for half day.

6. MATERNITY LEAVE

- 6.1 Maternity leave shall be admissible to regular teaching/non-teaching married/unmarried female employees as under
 - a. Pregnancy - 135 days
Admissible only to employees with less than two surviving children.
 - b. Miscarriage/Abortion (induced or otherwise)
Total 45 days during the entire service, irrespective of the number of surviving children.
- 6.2 Maternity leave is granted on full pay.
- 6.3 Maternity leave may be combined with leave of any other kind.
- 6.4 Maternity leave counts as service for increment and for pension.

7. EXTRAORDINARY LEAVE (LEAVE WITH LOSS OF PAY)

- 7.1 Extraordinary leave can be granted when the employee has no other kind of leave to his/her credit, or when the employee applies in writing for grant of extraordinary leave even when other leave is admissible.
- 7.2 An employee on extraordinary leave is not entitled to leave pay and allowances.

- 7.3 Extraordinary leave can be granted to regularize periods of absence without leave retrospectively.
- 7.4 Extraordinary leave may be sanctioned at the discretion of the sanctioning authority.
- 7.5 Extraordinary Leave cannot be granted during the notice period.
- 7.6 The period of Extraordinary Leave shall not be counted towards service for grant of increment and promotion; however the period of sanctioned extraordinary leave will be counted as active service for purpose of normal benefits.
- 7.7 Extraordinary Leave can be availed for a maximum period of six months at a time, and no more than thrice in a period of fifteen years.
- 7.8 Absence from service on account of extraordinary leave will be taken into consideration while deciding the seniority of the employees in a department.

8. COMPENSATION LEAVE

- 8.1 Compulsory attendance on non-working Saturdays, Sundays or other public holidays under the orders of the Principal in order to dispose of urgent work will entitle compensation leave (compensatory off) for corresponding number of days. Such compulsory attendance counting for compensatory leave should be certified by the Principal at the time it is earned. However, employees required to clear their arrears at work are not entitled to compensation leave.
- 8.2 Compensatory leave, being of the nature of Casual Leave, can be combined with regular Casual Leave, but not with any other kind of leave.
- 8.3 Compensatory Leave may be availed by teaching faculty only on days on which they don't have teaching duties.
- 8.4 Must be availed within six months
- 8.5 Compensatory Leave may be availed only if the employee has worked for at least half a day.
- 8.6 If non-working Saturdays are converted into working Saturdays for any reason, no compensatory Saturday will be given for the same.

- 8.7 Non-teaching staff members are permitted to claim for Compensatory Off only if they have been detained for at least one hour overtime on a particular day. It may be noted that overtime cannot be accumulated over two or more days. Further, overtime can be claimed only in blocks of half an hour.

9. VACATION

- Employees entitled to vacation shall normally be granted three weeks of vacation + one week vacation converted to 3 EL per semester.
- The Principal is authorized to detain any faculty during the vacation by a specific order, if his/her services are required at the college during the period of the vacation. Faculty deputed/detained by college for Official Duty during vacation will be entitled to 3 days Earned Leave in lieu of one week of vacation.
- Vacation can be combined with any kind of leave, including Casual Leave, with the permission of the sanctioning authority. However, the duration of vacation and earned leave should not exceed 30 days at a time.
- In case an employee avails of extraordinary leave during the semester, the vacation period will be reduced proportionately.
- Faculty pursuing Ph. D can convert their vacation to **SPL (Special Ph. D Leave)** in the ratio of 1 week vacation: 5 days of SPL.
- Faculty may apply to change their vacation slot only under extenuating circumstances.

10. SPECIAL PhD LEAVE (SPL) RULES

According to the decision taken at the HOD Meeting held on 11th November 2013, faculty pursuing PhD are permitted to convert their vacation weeks to Special PhD Leave (SPL), which can then be utilized for PhD related work.

Subsequently, some issues were raised regarding eligibility and rules governing conversion/utilization of these leaves. As per the discussion in the HOD Meeting held on 3rd March 2016, the following clarifications may be noted:

- 1) The rate of conversion will be 5 SPL days per vacation week.
- 2) The maximum number of SPL days that can be accumulated in the leave account at a time is 15 days.
- 3) In case the SPL is granted, it is to be utilized for PhD related work only.
- 4) On completion of PhD, any SPLs remaining in the leave account will be forfeited immediately.
- 5) The faculty is required to be present in the college on the vacation days which are converted to SPL.
- 6) SPL may be applied for only with the prior permission of the guide.

NON-WORKING SATURDAYS CONVERTED TO WORKING DAYS

There will be no compensation given to faculty/staff for non-working Saturdays when they are converted to working days.

CONFERENCES AND WORKSHOPS

With regard to duty leave and financial assistance for workshops/courses and conferences, it was decided that:

- Vacation staff cannot apply for OD leave to attend workshops. However non-vacational staff can avail of 5 days of OD leave per semester to attend workshops.
- Vacation as well as non-vacational staff may attend one conference per semester for a period not exceeding 5 days (including travel).
- As per management's decision, financial assistance for workshops will not be provided in general.
- Faculty should ensure that they enroll for workshops/courses only during their vacation or break period, and not during the term.
- These benefits can be availed only by permanent faculty.
- HODs can use their discretion to ensure that all faculty members of a department get opportunities to participate in workshops and conferences.

TRAVELLING ALLOWANCE (T.A.) FOR OFFICIAL TRAVEL WITHIN THE STATE

Currently, staff travelling by their own vehicle for official work within the state are reimbursed as follows:

- Four Wheeler - Rs. 10 per km (for administrative officers and faculty)
- Two Wheeler - Rs. 5 per km
- Traveling by bus / public transport as per actuals

It is proposed to apply the above rates for travel upto a maximum limit of five days at a time for a given assignment. Further for duty of more than five days at a time, it is proposed to apply a rate of Rs. 250 per day for all the days or actuals, whichever is less.

Principal, HODs and Sectional Heads may requisition use of the college vehicle for official work, subject to availability.

TRAVELLING ALLOWANCE (T.A.) FOR OFFICIAL TRAVEL OUTSIDE THE STATE

- Reimbursement for travel outside the state for official work (accompanying students for workshops / conferences, competitions etc.) – as per three tier AC fare
- Accommodation cost to be borne by college upto a limit of Rs. 1000 per day
- Reimbursement for travel and accommodation cost for students will be decided on case to case basis.

INTERNAL REVENUE GENERATION SCHEME

- All direct expenditure will be deducted while calculating revenue generated
 - 6% of revenue generated shall be deducted as indirect expenditure
- Out of the remaining amount:
- 50% will go to Institution Fund
 - 40% will be distributed among teaching and non-teaching staff directly involved
 - 10% will go to common fund for equitable distribution at the end of the financial year between admin staff involved

ACCOUNTS – GENERAL INFORMATION

- Employees have to compulsorily sign the salary statement on receipt of the salary in their respective bank accounts every month.
- Declaration to be submitted by the staff to the accounts section in order to avail tax exemption benefits.
- The proofs of investments done to be submitted on or before 10th January every year.

RECEIPTS

- GST @ 18% to be considered before finalizing the course fee for a particular course.

- Fees collected should be handed over to the accounts section along with the list of participants approved by principal and the registrar
- Any amount received via cheque /DD/RTGS should be accompanied by a letter or an acknowledgement mentioning the amount and the reason for crediting the amount in our account.
- For sponsorship from any companies or individual, GST is applicable. Please ensure that they deduct GST or else we will have to pay reverse charge.
- Full address to be mentioned on the letter and PAN Card copy to be attached

PAYMENTS

- Proper tax invoice to be produced for settlement of advances taken by staff. A PROPER TAX INVOICE CONTAINING GSTIN and bifurcation of GST. Invoice which says inclusive of GST or taxes is not considered to be a proper bill.
- Cash payments are limited to Rs. 500/- per day. Any expense above that should be carried out on credit basis for which cheques will be issued.
- Staff collecting cheques on behalf of the party should collect a receipt from the party.
- Staff or students should not make payments from their personal accounts
- When a programme is conducted or project undertaken by staff or students, the staff coordinator is fully responsible to see that the proper procedures are followed and ensure early settlement of the bills.
- Advances to be settled within a month.

ACCIDENTAL INSURANCE BENEFITS

ACCIDENTAL DEATH	DIS- MEMBERMENT	PERMANENT TOTAL DISABILITY	PERMANENT PARTIAL DISABILITY	WEEKLY	FIXED ACCIDENTAL MEDICAL EXPENSE (OPD)
RS. 1,00,000/-	RS. 1,00,000/-	RS. 1,00,000/-	RS. 1,00,000/-	RS. 1,000/-	RS. 20,000/-

DEPUTATION FOR Ph.D

With the objective of providing opportunities to update their knowledge and skills, the Management has a scheme to depute teachers for Ph.D to reputed institutes. The salient features of the scheme are:

- At any given time there should be no more than four faculty members per department pursuing Ph.D (based on seniority).
- Faculty wishing to pursue Ph.D. should complete at least four years of total service at PCCE out of which at least two years should be of regular service.
- Any faculty applying for NOC to answer the written test and interview will be given approval for at most two consecutive years after which they will have to join the end of the queue in the department.
- Faculty shall be paid at the rate of contract faculty salary (i.e. Rs. 35000 per month) or 50% of the salary drawn by them, whichever is less, during the period of deputation.
- Faculty pursuing Ph.D will be broadly divided into three categories:
 - 1) Those who have to be relieved to pursue coursework: Faculty availing this facility will have to execute a bond to serve the institution for a period equivalent to double the duration of the deputation period, or at least three years (whichever is more) on

completion of the PhD programme. In the event of his/her failing to do so OR in the event of his/her failing to complete the PhD programme, he/she will have to pay the college the amount specified in the agreement, which will depend on the period of deputation and amounting to a minimum of Rs. 4,00,000/- (Rupees Four Lakhs only) together with interest at the nationalized bank rate thereon from the date of demand till the actual payment.

2) Those who don't have to be relieved to pursue coursework: Faculty availing this facility will have to execute a bond to serve the institution for a period equivalent to double the duration of the deputation period, or at least three years (whichever is more) on completion of the PhD programme. In the event of his/her failing to do so OR in the event of his/her failing to complete the PhD programme, he/she will have to pay the college the amount specified in the agreement, which will depend on the period of deputation and amounting to a minimum of Rs. 2,00,000/- (Rupees Two Lakhs only) together with interest at the nationalized bank rate thereon from the date of demand till the actual payment.

3) Those who have not been relieved at any stage and did not sign any bond: All privileges granted to such faculty pursuing Ph.D will stand withdrawn with immediate effect. No Special Ph.D Leave (SPL) will be credited in future (existing balance will remain till 31st December 2021 only). However if they agree to execute a bond of minimum Rs. 2 lakhs as per terms and conditions in Point No. 2, they may continue to enjoy the privileges granted earlier.

- The workload of the deputed faculty shall be shared by other teachers of the department and/or visiting/contract staff.
- The performance of the faculty shall be monitored periodically during his/her deputation.