

# GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

Approved by A.I.C.T.E, Affiliated to Anna University  
(An ISO 9001:2008 Certified Institution)  
80 Feet Road, Edapalayam, Redhills, Chennai – 600 052



# Human Resource Policy Handbook

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## **VISION**

Strives to build a thriving, learning-culture, responsive to the needs of the community at large, through value based education.

## **MISSION**

To provide a unique learning experience that will enable the students to realize their innate potential and mould their overall personality.

## **MISSION GOALS**

- To create a dynamic, optimistic, committed community of educated youth by providing a conducive learning environment at affordable cost and proper training to empower them with the leadership potentials and employable skills.
- Providing academic excellence through quality teaching, learning and research.
- Fostering and encouraging innovation and creativity by inculcation of entrepreneurial spirit and productive partnership.
- Creating an environment of intellectual stimulus and scientific inquiry.
- Creating a hub and a satellite center for learning and research.
- Recognizing and accepting social responsibility to create a harmonious environment.

## **QUALITY POLICY**

To provide a unique learning experience that will enable the students to realize their innate potential and mould their overall personality.

### **We shall achieve this by:**

- ✓ Ensuring that the teaching facilities are of quality standard with reference to the overall development of students, faculty members and other logistic arrangements.
- ✓ Ensuring that students develop necessary skills and creative thinking for innovation through workshops and laboratories.
- ✓ Including appropriate atmosphere for learning, innovation and optimum utilization of individual traits.
- ✓ Developing originality and positive approach amongst students along with optimistic attitude so as to have competitive edge.

- ✓ Providing specialized job oriented training on state-of- the-art techniques.
- ✓ Motivating employees at all levels towards organizational, social and environmental needs
- ✓ Committing to a structured Quality Framework that satisfies the requirements as outlined in ISO 9001:2008
- ✓ Ensuring that the services are implemented with a commitment to meet the customer requirements
- ✓ Ensuring that the staff members are suitably qualified Through ongoing recruitment, development and training
- ✓ Ensuring that adequate standards are maintained in all the activities and improved by active monitoring and review process

## **1. HUMAN RESOURCE**

### **1.1. PLANNING**

1.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.

1.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.

1.1.3 He will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Lecturers required in accordance with the teacher student ratio prescribed herein.

1.1.4 The teacher student ratio shall be **1:15** and for this purpose the Professor shall also be included in counting the number of teachers.

1.1.5 The minimum contact hours during the week for each category shall be maintained as follows:

Principal	: 4
Professors	: 8
Associate Professors	: 12
Assistant Professors	: 16

1.1.6 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

## 1.2 RECRUITMENT

1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.

1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

1.2.2.1 Advertisement in the Newspapers

1.2.2.2 Files maintained for storing the unsolicited applications

1.2.2.3 Campus recruitment

1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

1.2.4 The committee shall short list the candidates in the following processes:

1.4.1 Personal Interviews

1.4.2 Aptitude tests, including class room demonstrations

1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.

1.2.6 An Offer of appointment shall be released by the Principal/Chairman /Correspondent in the Form 1 appended to this manual.

1.2.7 ME/MTECH 1<sup>st</sup> Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. MSc/MA with additional MPhil Qualification, 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.

1.2.8 Ph.D with 1<sup>st</sup> Class in BE/BTECH or ME/MTECH with three years teaching/industry/research experience or ME/MTECH from Industry/Profession with minimum five years of research experience is eligible for appointment as Associate Professor. Existing Assistant Professors in pay scale are retained as Associate Professor. However, they are advised to complete their Ph.D. at the earliest.

1.2.9 Ph.D with 1<sup>st</sup> Class in BE/BTECH or ME/MTECH with ten years teaching/ industry/ research experience or ME/MTECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor.

### **1.3. ORIENTATION**

1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.

1.3.2 The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.

1.3.3 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his/her team.

1.3.4 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 College.

1.3.5 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.

1.3.6 The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his/her assignment.

## **2. SALARY & 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. Professors
- c. Associate Professors and
- d. Assistant Professors

2.1.2 In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.

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

- a. Administrative Officer
- b. Accountant, PA to Principal/Chairman, Clerical Assistants
- c. Office Assistants.

2.1.4 Various teaching positions will be as follows:

- a) Principal and Special Positions....
- b) Professor
- c) Associate Professor

d) Assistant Professor

2.1.5 Non Teaching positions shall be as follows:

a) Programmer

b) Technical Assistants

c) Lab Assistants

d) Administrative Officers

e) Librarians

f) Assistant Librarians

g) Managers/Assistant Managers

h) Accountant / Cashier

i) Junior Asst./Steno

j) Attender

k) Gardener / Scavenger

*Pay as per AICTE norms, commensurate with the qualifications and experience*

## **2.2 DEARNESS ALLOWANCE**

2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties.

2.2.2 Management can also decide other allowances for Professor, Principal and Special posts.

## **YEARLY INCREMENTS**

2.2.3 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.

2.2.4 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

## **BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF**

2.2.5 Free Food.

2.2.6 Free Transport.

2.2.7 Children Education – Fees Relaxation.



## **INCENTIVES AND REWARDS**

2.3.1 Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points d are applicable to staff members with minimum 1 year of service at the Institution.

- a) For producing 100% results in a theory paper: Rs 1000/- Cash Award.
- b) Department-wise, Yearly, BEST TEACHER AWARD: Rs 2000/- Cash Award.
- c) Professional Society Life Membership Fee - 100% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional Society per Staff Member).
- d) Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculties with less than 3 years experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years experience at the Institution(1 program/Year)

2.3.2 Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.

## **3. LEAVE**

### **3.1 CASUAL LEAVE**

3.1.1. Every employee is eligible to avail upto a maximum of 14 days of Casual Leave in a calendar year.

3.1.2. Normally only one day casual leave will be sanctioned in a month.

3.1.3. Continuous absent beyond 9 days will be treated as Earned Leave or Leave on Loss Pay in case enough Earned Leave is not in credit for the staff for the actual number of days absent.

### **3.2 COMPENSATORY LEAVE**

3.2.1. In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.

3.2.2. Later on the Compensatory Leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed within two months after the actual date of working.

3.2.3. Compensatory leave will not be granted to any staff of Special classes, Educational tours, University Practical Examinations, ISO, accreditation, Inspection of Aicte/University, Other bodies, Emergency works and Special working on Saturday, etc.

### **3.3 ON DUTY**

3.3.1. On Duty Permission will be granted only the prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.

3.3.2. The Teaching staff members will be allowed a maximum of 15 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university / DOTE during the college working days. Staff should produce evidence from the Competence authority for having done the intended duty. Otherwise if this absence will be treated as leave.

3.3.3. All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.

### **3.4 VACATION LEAVE**

3.4.1. Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave.

3.4.2. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:

(i). Odd Semester – June to October succeeding Winter Vacation – November to December.

(ii). Even Semester – November to April succeeding Summer Vacation – May to June.

For both Odd and Even semesters the Vacation Period starts from the date of commencement of University Theory Examinations and ends on the date to be announced then and there.

3.4.3. Every Teaching staff member who has fully served for two semesters in an

academic year is eligible to avail sixty (60) days of vacation leave during the academic year. If they have served only one semester, they are eligible to get only thirty (30) days of vacation. In November – December, the vacation leave will be restricted to a period not more than 50 days. For service period less than one semester, the vacation will be calculated on Pro-Rata basis.

3.4.4. The eligibility of the vacation leave for the staff members who are doing part-time B.E, M.Phil., M.E., and Ph.D., programmes etc on sponsoring will be finalized according to the merit of the case and announced by the Principal by the end of April every year.

3.4.5. Vacation Leave may be availed in two spells in each vacation with a minimum of 15 days.

3.4.6. CL, EL, OD etc cannot be combined with Vacation Leave.

3.4.7. Vacation Leave should be applied well in advance and got sanctioned before availing the same.

3.4.8. Vacation Leave may be curtailed or refused depending upon the exigency of works.

### **3.5 CONVERTING VACATION LEAVE INTO EARNED LEAVE**

3.5.1. Teaching staff can carry only 50% of their vacation leave at the rate of one day EL for two days of vacation leave to the next academic year as Earned Leave.

3.5.2. Earned Leave should be applied in advance and got sanctioned, before being availed.

3.5.3. CL, COL, OD or other leave cannot be combined with Earned Leave under any circumstances.

### **3.6 EARNED LEAVE FOR NON TEACHING STAFF**

Every non teaching staff of the college is eligible for the Earned Leave as per the following rules:

- i. During the probation period, Earned Leave will accrue at the rate of 15 days a year. (1 ¼ day per month). On completion of the probation period, the rate will be 30 days a year. (2 ½ days per month).
- ii. Earned Leave should be availed in advance and get sanctioned, before being availed.
- iii. Earned Leave may be refused or curtailed depending on the exigencies of work.
- iv. Non teaching staff can carry to their credit only 20 % of the earned leave to the extend to the next academic year.

### **3.7 MATERNITY LEAVE**

The leave can be granted to all lady staff subject to the following conditions:

- i. Should have completed the minimum of three years of satisfactory service.
- ii. The maternity leave is limited to a maximum of 3 months only.
- iii. Should give an undertaking that they will work for two years after rejoining the duty and forego the vacation to the extent of 0 days (at 30 days per year) in the succeeding summer vacation.
- iv. Non Teaching lady staff are eligible 30 days only subject to the above conditions.

### **3.8 MEDICAL LEAVE**

3.8.1. For treatment and hospitalization of serious compliant like TB, CANCER, LEPROSY, HEART SURGERY, KIDNEY TRANSPLANTATION OR RETINA TRANSPLANTATION etc., the medical will be decided on the merit of individual case.

3.8.2. For other ailments and hospitalization the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following conditions.

0-5 Years	: Nil
5-10 Years	: 1 Week
10-15 Years	: 2 Weeks

## **4. PROMOTION**

### **4.1 PROMOTION POLICY**

- 4.1.1 All promotions shall be considered on the basis of merit- cum – seniority basis.
- 4.1.2 The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- 4.1.3 The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- 4.1.4 Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject however,

he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

- a) Asso. Prof: Ph.D., with 8 years experience as Assistant Professor.
- b) Professor : Ph.D., with 3 years experience as Associate Professor.

4.1.5 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

## **5. DISCIPLINE AND GRIEVANCE PROCEDURE**

### **5.1 Code of Conduct for Teachers**

5.1.1 Teachers shall be at the appointed classroom at the appointed time without any exception.

5.1.2 Every teacher shall take attendance at the beginning of the teaching hour.

5.1.3 Every teacher shall close the hour punctually at the end of the hour.

5.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be

- Taking correctional action if it is within his/her power, or
- Reporting the matter to the Principal

5.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

5.1.6 Faculties and staff members shall not engage themselves in other activities/businesses, which affects their effective contribution in the Department and the College.

5.1.7 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.

5.1.8 Teachers shall maintain a respectable work conduct in terms of:

- i. Preparation for the particular day's Classes, with latest information added to earlier course content.
- ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
- iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help

of students and the cleaning staff, wherever appropriate.

- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

5.1.9 Teachers shall observe good personal conduct in terms of:

- i. Not using any abusive language towards students, fellow teachers, parents and other members of public.
- ii. Not entering into quarrels, fights or any act of disrespectful nature.
- iii. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- iv. Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

5.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

## **5.2 DISCIPLINARY PROCEDURE**

5.2.1 Any teacher who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

5.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.

5.2.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.

5.2.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

5.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

5.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

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

- a) Memo and Censure.
- b) Warning in writing, with recovery of monies, where financial loss is involved in the act.
- c) Suspension from work without remuneration.
- d) Dismissal or discharge from service.
- e) Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.

5.2.8 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

5.2.9 The Principal shall report the proceedings periodically to the Chairman/Correspondent.

### **5.3 GRIEVANCE PROCEDURE**

5.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

5.3.2 The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal/Director/Dean and Chairman/Correspondent.

5.3.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

5.3.4 The grievance committee shall:

- a) Have a member secretary, to monitor the proceedings
- b) Meet once every month on a stipulated day and time

5.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

5.3.6 The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

5.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.

5.3.8 The Member-Secretary shall record and maintain the minutes the meetings.

## **6. CONSULTING, R&D AND TEACHING ASSIGNMENTS**

### **6.1 Consulting, R&D**

6.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.

6.1.2 The teacher shall undertake such assignments

- When the College is approached for such help and the College assigns such engagement to the particular teacher or
- When the teacher himself/herself is approached by the outside agency for such help.

6.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

6.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

6.1.5 The teacher shall also associate other members of the faculty in working on the assignments.

6.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

- a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
- b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).

6.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent.

6.1.8 The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

### **6.2 Teaching assignments.**

6.2.1 The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

6.2.2 A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.



6.2.3 Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

## **7. INHOUSE R&D AND SEMINARS/WORKSHOPS**

### **7.1 In-house R&D**

7.1.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.

7.1.2 Each Department is given a sanction of Rs 100000/- in a year, towards in-house R&D activities.

7.1.3 Staff members can submit their proposals through the HEAD of the Department and can avail a maximum of Rs 20000/- per project, towards developing a prototype or model.

### **7.2 Seminars/Workshops**

7.2.1 The College encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.

7.2.2 The Management provides additional funds for any AICTE/ISTE funded programs.

## **8.1 INCENTIVES - STUDENTS**

8.1.1 The Management is pleased to announce the following incentives and rewards for Students:

8.1.2 Student securing more than 85% in a semester, 15% Of tuition fees is been given to them as scholarships, more than 75% in a semester, 10% Of tuition fees is been given to them as scholarships.

8.1.3 There will be a BEST-OUTGOING AWARD

8.1.4 There will be BEST STUDENT AWARD (Department-wise).

8.1.5 There will be a BEST PROJECT AWARD Rs. 5000/-Cash award.

8.1.6 There will be a BEST PERFORMANCE IN SPORTS two prizes Rs. 2000/- and Rs. 1000/- Cash awards.

8.1.7 There will be a BEST PERFORMANCE IN CULTURAL two prizes Rs. 2000/- and Rs. 1000/- Cash awards.

8.1.8 Incentives awarded for doing funded student project.

8.1.9 50% of Professional Society Fees (annual) will be paid by Management for Student

8.1.10 There will be free personality development, entrepreneur-ship, ethics, communications skills, computing skills and placement specific programs for Students.

8.1.11 There will be free and subsidized add-on skills programs as per Industries Requirements.

## ANNEXURE 1

### Form of appointment letter

Date:

Dear Madam,

REF: Your application for the post of ..... in the Department of .....and the Subsequent interview before the selection Committee on .....

I have pleasure in informing you that you have been selected for appointment as ..... in the ..... department of the Institution Promoted by us under the name of Gojan School of Business and Technology on the following terms and conditions.

**Department:** .....

You will be on probation for a period of one year and on satisfactory completion of the same, you will be confirmed. You have to attend to all the Departmental work and all other works allotted to you by the management.

1. You should practice and Maintain ISO 9001:2008 Standards
2. You should conduct one extracurricular activity for every month
3. You should give minimum 90% result in the University Examination.
4. You are requested to join on .....
5. A pay of Rs...../- (Rupees ..... only) will be provided as per the institutional norms.

The following documents are to be submitted at the time of joining duty for verification

1. All the original certificates of Educational Qualifications(Higher Qualification certificate will be retained by the Management for inspection purpose and will be returned at the time relieving)
2. All original work experience certificates
3. Four copies of Passport size color photographs.
4. S.S.L.C. Certificate.

I hereby acknowledge the receipt of the following certificate

1. UG:..... 2. PG:.....
3. S.S.L.C:.....

Kindly sign the duplicate of this letter as a token of your Acceptance of this offer.

### PRINCIPAL

To

Mr. / Ms.....  
.....  
.....  
.....

Copy submitted to

The Chairman, Gojan School of Business and Technology, Chennai – 600 052.  
The Vice-Chairman, Gojan School of Business and Technology, Chennai –600052.  
Personal file.

## ANNEXURE 2

### *Letter of Confirmation*

Date:

To

Dear Mr/Ms

Further to our letter of appointment dated...., we are pleased to confirm your services in the College as a .....with effect from.....

You will continue to receive the same salary and allowances, as you have been receiving at present.

With best wishes,

Yours faithfully,  
For Gojan School of Business and Technology,

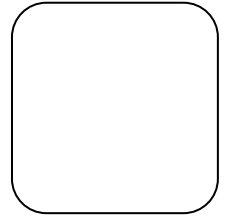
Principal.

### ANNEXURE 3

Personal Data Form

ANNA UNIVERSITY

CHENNAI - 600 025



#### INDIVIDUAL FACULTY DATA SHEET

Name of the College :

Name of the Department :

Name of the faculty member :

Present Designation :

Residential Address :

Contact Nos. :

Email :

Gender :

PAN Number : Passport Number :

Date of Birth :

#### I. Particulars of Educational Qualification: (only completed)

Category	Name of the Degree	Specialization	Year of Passing	Name of the College	Name of the University	% of Marks / Grades obtained	Class obtained
UG	B.E						
PG	M.E						
Ph.D.	Ph.D						

\* Enclose copies of certificates and testimonials duly attested by the faculty member and the principal as proof.

I. a. Additional Qualification :

i. GATE Score (In case of B.E. / B.Tech.)

ii. NET / SLET (In case of M.C.A. / M.Sc. / M.A.)

II. Title of Ph.D. Thesis \* :

III. Faculty in which Ph.D. was awarded :

**IV. Academic Experience :**

Name of the College	Designation	Joining Date	Relieving Date	Experience		
				Years	Months	Days
<b>Total</b>						

**V. Industrial Experience:**

Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience		
					Years	Months	Days
<b>Total</b>							

**VI. Other Relevant Information :**

**Signature of the  
Faculty**

(Endorsement by the Principal)

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(Inspector's use only)

**VII. Remarks of Certificate Verifying Officer / Chairman of Inspection Committee:**

Eligible to hold the post of \_\_\_\_\_

Verifying Officers

**CHAIRMAN  
Inspection Committee**

## **ANNEXURE 4**

*Form of Show cause notice*

Date:

To

### **SHOW CAUSE NOTICE/MEMO.**

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt here of, failing which further action will be taken exparte.

Principal.

Enc: Copy of the original report.

## ANNEXURE 5

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on....and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30, .....

The College places on record the services rendered by you for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,  
For Gojan School of Business and Technology,

Principal.



## ANNEXURE 6

### ETHICAL STANDARDS FOR TEACHERS

#### A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
  - to respect parents, teachers, elders
  - to express the love of brotherhood to fellow students
  - to accept and extend due respect to every religion and social grouping
  - to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

#### A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

#### A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

#### A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards,

assist them in solving the problem and guiding them properly on how and who to approach for further help

- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society

#### A Teacher

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system
- shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities