



**HUMAN RESOURCES POLICY**  
**(From the A.Y. 2023-24 onwards)**



**SIDDARTHA EDUCATIONAL ACADEMY GROUP OF INSTITUTIONS**  
Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuram, AP.  
**An ISO 9001 : 2015 & ISO 14001 : 2015 certified Institution**  
Near C.Gollapalli, Tirupati - 517505, Andhra Pradesh

## HUMAN RESOURCES POLICY

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### **ABOUT OUR INSTITUTION**

We at **Siddhartha Educational Academy Group of Institutions** have dedicated ourselves to impart technical and engineering education at its best. We endeavor to provide the students with the right platform to acquire and impart quality technical education that encourages learning and research. **Siddhartha Educational Academy Group of Institutions** is determined to produce highly employable, disciplined and competent global citizens.

### COURSES OFFERED

1. Civil Engineering
2. Mechanical Engineering
3. Computer Science & Engineering
4. Electronics & Communication Engineering
5. Electrical & Electronics Engineering
6. Artificial intelligence & Machine Learning
7. Artificial intelligence
8. M.Tech
9. MBA



## VISION

To create an advanced centre of professional learning of international standing where pursuit of knowledge and excellence shall reign supreme, unfettered by the barriers of nationality, language, cultural plurality and religion.

## MISSION

Imparting value based quality education of international standard and imbibing skill for solving real life problems, creating leadership qualities with perspective futuristic vision and instilling habit of continuous learning.

The implementation of policies as per the guidelines given by AICTE VI pay scale for fixation, career advancement, promotion and annual increments with effect from 10 June, 2022, are given below.

The guidelines and formulated policies are brought to promote and motivate our staff in order to achieve the goal of our Institute. The newly formulated policies and guidelines to the eligible teaching faculties will be implemented with effect from 10 June, 2022. Keeping in mind the promotion of research and development, academic excellence and better work culture have been formulated in the Institution.

The faculty members are expected to involve themselves in academic / R&D / Institutional and cultural activities with full dedication and commitment to make our students more employable in the competitive world and also overall development of the institution.

## HUMAN RESOURCE PLANNING

1. The assessment of staff requirement for the subsequent academic year in the month of June every year, will be made by the Principal.
2. The list of requirement of teaching faculty from the all Heads of Departments and also Non-teaching staff from administrative officer, will be obtained by the Principal as per the norms.
3. **The teacher: student ratio shall be 1:20** and for this purpose the Professors shall also be included in counting the number of teachers.
4. The minimum teaching hours during the week for each category shall be maintained as follows:

Principal -	04
Professors -	08
Associate Professors-	12
Assistant Professors-	16

5. In order to make requirement of staff, a selection committee will be constituted by the Principal in each discipline, with the composition of concerned department HOD, one senior staff member and Expert.

## **RECRUITMENT**

### **Identifying the vacancy**

The departments send their manpower requirements after analyzing the workload, availability of manpower and the expansion planned.

### **Recruitment process**

The recruitment of Staff to all cadres is based on merit. The selection is done by a duly constituted Committee for the various departments. The following procedure is adopted in selection of faculty members.

- Advertisement in Newspapers.
- Scrutiny of application received till the last date as mentioned in the advertisement
- Intimation to candidates about the date and time of Interview
- Personal interview with demonstration of teaching capabilities
- Based on the recommendations made by the Selection committee, the candidates are informed of their selection.
- Appointment orders are issued to the selected candidates. Senior positions at the level of Professor and Associate Professor are filled by inviting working or retired persons from industry / research institutes.

### **2. Qualifications / Experience / Pay**

**Norms:** The qualifications, experience and pay for the various teaching positions are in line with AICTE norms. However, the institution pays for faculty who got ratified as per VI pay.

- M.E / M. Tech/MBA 1<sup>st</sup> class graduate are eligible for appointment as Assistant Professors in engineering and Management departments.
- M.Sc./M.A with additional higher qualification, 1<sup>st</sup> class graduates are eligible for appointment as Assistant Professors science and humanities department.
- Ph.D. with 1<sup>st</sup> class in B.E / B. Tech or / M. Tech with five years teaching / industry / research experience or B.E / B. Tech / M. Tech from Industry / Profession with minimum five years of research experience is eligible for appointment as Associate Professor.



- Ph.D. with 1<sup>st</sup> class in B.E/ B. Tech or M.E / M. Tech with 10 years teaching / industry / research experience or M.E / M. Tech from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor.

#### **Conference/Workshop Reimbursement:**

This benefit entitles teaching faculty to avail expenses reimbursed for attending conference / workshops / FDP, either for paper presentation / attending workshops etc.,

1. **Professor:** 100% of the expenses including registration fee, travel expenses, lodging etc. or Rs.15,000/- whichever is less and on duty.
2. **Associate Professor:** 50% of the expenses including registration fee, travel expenses, lodging etc. or Rs. 10,000/- whichever is less and on duty.
3. **Assistant Professor:** 50% of the expenses including registration fee, travel expenses, lodging etc. or Rs. 8,000/- whichever is less and on duty.

Any individual faculty member can avail only once in a year.

#### **Reward for Publication of papers in SCI Indexed Journals:**

If any faculty member published their paper in SCI Indexed, Scopus Indexed or UGC Approved Journals with the affiliation of Institute, they will be entitled for the award in terms of certificates and monetary benefits as per following rules:

#### **Rewards:**

**SCI Index Rs. 10,000 and a certificate**

**Scopus Index Rs. 5,000 and a certificate**

**UGC Approved Certificate of appreciation**

**Patents: Rs. 20,000**

All the above said amount is applicable for first author only, in case of second author amount will be 50% only, similarly in case of third author it is 33%.

**Increment:** Annual increment will be decided based on the Faculty Performance Appraisal.

#### **Probation**

Initially the selected candidate will be on probation for a period of 2 years, after which the performance of the appointee will be reviewed to regularize their appointment. During the probation period, only basic pay will be given to faculty.

### **Promotion policy**

All promotions will be considered on the basis of merit- cum – seniority basis.

With the approval of Chairman, the Principal shall appoint a committee for promotion. The Committee consists of Principal, two Professors and AO.

The Committee shall consider promotion of teaching staff to the next higher position as per AICTE norms.

Under normal circumstances, the senior most members of the staff shall be considered for promotion to the next higher level position. However, he/she should have completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

- a. Assoc. Prof : 8 years of teaching experience at Asst. Professor level with M.Tech or Ph.D.
- b. Professor: 5 years of teaching experience at Assoc. Prof. Level with Ph.D. and Industrial Experience.

Those who are promoted will be eligible for Scale of Pay. All decisions on promotions will be taken up in the month of July every year.

### **Retirement**

- 1) Teaching staff of the college shall retire from the services when he / she attains the age of 70 years.
- 2) Non-Teaching staff of the college shall retire from the services when he / she attains the age of 62 years.

### **Resignation**

Any member of the faculty should give three months notice in advance. In case he / she desires to be relieved from the services immediately after having job related to government, will be relieved at any time.

### **Termination of services**

An employee is liable to be terminated from service from services immediately without any prior notices, in the event of insubordination, dereliction of duty, professional misconduct and other undesirable activities.

### **CODE OF CONDUCT**

- 1) An employee of the college shall devote his whole time to the service of the college and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his / her duties. The provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the principal.



- 2) No Staff member of the college shall engage himself / herself in coaching students for any remuneration. No Employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the college.
- 3) No employee should be absent himself / herself from duty without prior permission. In case of emergency, the intimation should be given to the concerned authority within a day.
- 4) Every employee shall be at work punctually at the time fixed unless permitted otherwise by his / her superior.

#### **4.0 CAREER PROGRESSION:**

Aspiring candidates with relevant qualifications and a passion for teaching can join as Assistant Professors. They can move forward in their career to the subsequent stages of Assistant Professor (Senior Scale), Assistant Professor (Selection Grade), Associate Professor, and Professor. This is subject to their proven commitment and all round performance and their obtaining the necessary qualifications / experience as set out in the statutory norms.

#### **Teaching Staff**

#### **DUTIES AND RESPONSIBILITIES**

##### **Duties and responsibilities of the Principal:**

1. Principal will be the Head of the Institution.
2. Principal is responsible for the overall excellence in all spheres of activities of the College.
3. He will be the Ex-Officio Member-Secretary of the Governing Council.
4. He will issue circulars on all matters of Administration and Academics.
5. He will be the reporting authority for all academic and administrative staff.
6. He will sanction and regulate leave in accordance with leave rules.
7. He will forward all personal and official correspondence from staff and HODs addressed to the Management with his remark / comments / recommendations.
8. He will conduct monthly meeting of HODs and Staff meeting.
9. He will regularly report all activities pertaining to administration and academics to the Management.
10. He will ensure smooth conduct of theory and lab classes, syllabus coverage, and orderly conduct of the internal and university examinations.
11. He will monitor the co-curricular and extra-curricular activities, initiate and encourage measures for the participation of staff and students in such activities.
12. He will guide the staff members in their career development and ensure their dedicated participation and performance in all institutional activities.
13. He will call for annual budgets from various departments.
14. He will form a committee which will scrutinize the budget proposals and then finalize the annual budget.



### **Director**

1. Accreditation and inspection related activities and monitoring
2. Research enhancement activities / monitoring Research Labs
3. Carry out the tasks assigned by the management
4. Mentoring faculties for writing proposals.
5. Support for AICTE / University approval process
6. Guide the Principal in Academics / Teaching Learning process
7. Part of quality initiatives in Teaching learning

### **IQAC Convener**

1. Planning of academic activities.
2. Monitoring the academic activities.
3. Making audit assessment and analysis.
4. Implementation and analysis of activities.
5. Ensuring quality in all the institutional process, etc.
6. Ensuring the quality in Institutional activities.

### **Duties and Responsibilities of the Heads of the Departments:**

1. Will be responsible for the overall development of the department.
2. Will design the mission, quality objectives and the short term and long term goals for the department.
3. Will be directly responsible for the performance of staff of the department.
4. Will assign workload for various faculty members.
5. Will have periodical review of all academic activities and send a copy of the review to the Principal and the Management.
6. Will draft proposals for academic activities such as Symposia / Workshop / Seminar, value added courses, purchases for labs / other activities and send them for the approval of the Management through the Principal.
7. Will interact with industries and arrange for In-plant training, Guest Lectures, Industrial Visits, etc. and coordinate with the Placement & Training cell for Placement Activities.
8. Will send periodical confidential report on staff performance and discipline and assist the Principal and Management in maintaining dedicated team of staff.
9. Will maintain active interaction with students, collect feedback and take steps to improve the service delivery of the department.
10. Will prepare the annual budget of concerned department and send the same to the principal.
11. HODs are authorized to make financial approval up to Rs. 20,000/-.

### **Duties and Responsibilities of the Faculty members**

1. Will maintain punctuality in reporting to the college, class and lab
2. Will maintain a high sense of dedication towards duties and responsibilities
3. Will maintain a sense of belongingness towards the institution and work towards achieving the vision and mission of the institution.

4. Will discharge all the duties and responsibilities assigned by superiors from time to time.
5. Will abide by the rules and regulations of the institution.
6. Will follow the Course Outcomes (CO's) for the subjects handled by the concerned faculty and design the course delivery in such a way that the Program Outcomes (PO's) and Program Specific Objectives (PSO's) are aligned with them.
7. Will conduct the classes with thorough preparation and use the best teaching practices to make the classroom learning an interesting and productive experience for students.
8. Will be responsible for all the equipments and materials provided by the institution for effective teaching-learning process.
9. Will attend to teaching, lab guidance, counseling and guidance, R&D, publication of books and papers and other such activities as prescribed by the AICTE and the college.
10. Will maintain the class in perfect order and discipline.
11. Will encourage students participation in co-curricular and extracurricular activities.
12. Will pursue higher studies, equip with latest development in the chosen field and will always upgrade the knowledge base.
13. Will actively associate with all departmental and institutional activities.

### **Exam Section In-Charge**

The Exam section In-Charge is responsible for conducting examinations, implementation of evaluation methodologies, processing of results, issue of grade sheets and he reports to the Principal, who is the Chief-Controller of Examinations. He is responsible for the maintenance of the confidentiality in the functioning of the examination section.

Duties :

- Year/Semester End Question Paper Correspondence
- Information to students on Examination Notification and Timetables given by JNTUA
- Conduct of Examination
- General and Distribution of Question paper on the day of Examination
- Safe custody of encoded Answer Scripts
- Estimation and Procurement of Stationery for Internal and External Year/Semester End Examinations
- Preparation of Annual Budget for Examination Section
- Submitting the requirement for the upgradation of examination sections
- Organizing the Malpractice Redressal committee meetings to resolve the malpractice issues
- Making Correspondence to JNTUA in all aspects
- Addressing the Students grievances and ensuring of discipline in conduction of examination
- Providing service to the organizations in setting question papers on conducting spot valuation
- Maintenance and Repairs of Electronics and Reprographic Equipment



- Maintenance of Accounts related to Examination Section, Stock of Equipments and Stationery through ledger and Daybook
- Maintenance and adherence of Examination Section Staff Establishment rules
- Execution of duties assigned by the Chief-Controller of Examinations from time to time

***Any other work related to Examinations assigned by the Management/ Principal from time to time.***

### **Non-Teaching Staff**

#### **Duties and responsibilities of the Non-Teaching Staff:**

1. Will abide by the rules and regulations of the institution.
2. Will maintain punctuality in reporting to the respective work place in the college.
3. Will discharge all the duties and responsibilities assigned by superiors from time to time, either individually or as a team.

#### **Administrative Officer**

1. Overall in-charge of administrative functions responsible to register for Transport, Campus maintenance, Security of college property. Canteen operations, Public Relations, Health Centre etc.,
2. Co-ordinates with Directorate of Technical Education / AICTE.
3. Drafting letters to University /AICTE/ Government / UGC/ affiliation work.
4. Co-ordination with all concerned for preparation of Calendars, College Magazines, Brochures, invitations, Greeting Cards, Advertisement etc.,
5. Liaison with Police / Panchayat / Labour Office / other government and private agencies as and then required with the approval of Vice Chairman.
6. A custodian of the college property maintains records and manages filing, storage and security of documents.
7. Responsible for the preparation of contract agreements / documents for Security Services. General maintenance, as required.
8. Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff.
9. Liaisons with consulting architects/engineers for translating colleges needs into specific requirements.
10. Coordinates and maintains the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, furniture, campus green cover, transport vehicles, telephones, photo copies, Air conditioners, Computers, Printers, CCTV cameras, Water Coolers etc.
11. Manages admission process for students.
12. Ensure the required Statutory and Institution related compliances and regulations with regard to AICTE/ UGC /University regulations are fulfilled within the stipulated time.
13. Participate and provide documents required pertaining to various accreditations like NAAC, NBA etc.
14. Administrative Officer is authorized to make financial approval up to Rs. 50,000/-.



### **Systems Administrator**

1. Manages all the activities relating to Computer systems and networking
2. Looks after the repairs and maintenance of Computer systems and its networking
3. Prepares a schedule for providing computer service to all concerned
4. Arrange availability of Internet connection whenever required.
5. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of software and hardware.
6. Administering and configuring servers and system performance tuning
7. Facilitating and maintenance of software for the systems in the campus including operating system updates and configuration changes
8. Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running.
9. Installing and configuring new hardware and software.
10. Performing back up of data and files.
11. Adding, removing or updating user account information, resetting passwords etc.

### **Accounts Manager**

1. Keep account of financial transactions such as admission fees, semester fees etc.,
2. Maintenance of Salary pertaining to IT, PF etc.,
3. Keep account of all the financial transactions related to repair, maintenance, purchase etc.
4. Disburse salaries for teaching and non-teaching staff.
5. Coordinate with SC/ST/BC/Minority Department for Scholarship.
6. Property Insurance remittance
7. Prepare the annual accounts and get it audited
8. Responsible for all bank transactions
9. Payment regarding purchases made and maintenance of records.
10. Will be responsible for filing of annual returns
11. Liaison with management in connection with maintenance of accounts of all accounts books.
12. Will abide by the rules and regulations of the institution and maintain very high order of integrity and character.
13. Will maintain punctuality in reporting to the respective work place in the college.
14. Will discharge all the duties and responsibilities assigned by superiors from time to time either individually or as a team.

### **Librarian**

1. Overall Library Administration.
2. Maintenance of Library Management System in LMS Software.
3. Planning for and procurement of books and Periodicals.
4. Collect the requirement of student text books from faculty members, procure and issue the same.
5. Maintenance of soft/hard copies of project reports of students.
6. Maintenance of Books and Periodicals.
7. Library Circulation Counter Activities (Issue and Receipt of books to students and members – Returning and Renewal – Overdue books fine collection).
8. Displaying on the college notice board, news items of importance and news items that come in dailies about the college.
9. Increasing Library Utilization.



10. Maintenance of Digital Library comprising of NPTEL and E Journals.
11. Carry out stock verification once a year and report status.
12. Monitor the timely receipt of periodicals and follow up against delayed or non-payment of subscriptions.

#### **Physical Director**

1. Maintaining stock of sports goods.
2. Planning & organizing selection trials.
3. Selection of college team.
4. Conducting practice trials before representing college in external events.
5. Arranging for purchase of sports goods.
6. Analysis of data related to physical education process and plan for improvements in consultation with the Principal.
7. Ensure students participate in Inter College and Inter State Competitions.
8. Representing the college in university sports meetings, conducting university selections for certain sports and games allotted to the college.

#### **Transport In-charge**

1. The institute buses are running on "No Profit No Loss" basis.
2. Making sure vehicles are properly maintained.
3. Inspection of vehicles.
4. Arranging repairs and routine maintenance.
5. Ensuring that all drivers and operators have the correct, up to date licenses.
6. Reducing the risk of vehicle overloading.
7. Maintaining and completing accurate records.
8. Keeping schedules and organizing team members.
9. A full-fledged Transport department functions in the college with buses to provide transport facility to students and staff from various places. This service is offered ensuring a hassle-free and safe transportation.

#### **Placement Officer**

1. To build strong network with top MNC's for arranging on campus drive.
2. To motivate, guide and prepare students towards final placement.
3. To visit core domain companies and build contact with HR for arranging campus drive.
4. Arrange interaction programme for students with Core Company.
5. Prepare and categorize the students based on their eligibility and capability for successful completion of final placement and training.
6. To build strong network with Placement Officers of reputed college.
7. Invite Industry personnel periodically to enrich the knowledge of our student community with the latest technological innovations and industry practices.
8. Identify reputed companies for Signing MoU.
9. Maintain good rapport with all the industries/software companies in all over India through letter/phone calls/emails etc.
10. Arrange Campus/ Group Campus interviews from reputed Industries/ Software companies for the placement of our college students.

11. Organizing career planning and development programmes for students.
12. Maintaining database of the students as well as selected students for various companies.
13. Placement officer is authorized to make a financial approval upto Rs. 20,000/-.

### **WORKING HOURS**

The College's working hours consist of 35 per Week. The normal working hours of the College is from 9.00 a.m. to 4.00 p.m. with a 50 minutes lunch break. The college normally works for 6 days in a week.

### **Teaching Days**

The College shall have at least 180 full teaching days per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room / laboratory contacting teaching days and do not include days of examination / tours / sports etc.,

### **Workload**

Workload of a teacher will be assigned as per the norms and circular of the Principal.

#### **Submission of Documents:**

- Individual should submit their academic credentials like SSC, Inter, UG, PG, PhD and any other certificates as per requirements on the date of joining.
- In addition to the above following documents are also to be submitted:
  - a) Copies of appointment order, relieving and salary certificate of previous employer.
  - b) Copies of all experience certificates.
  - c) 2 passport size photographs.
  - d) Copies of Form 16, PAN Card, Aadhar Card.

#### **Joining Report:**

Individual should complete joining formalities by submitting duly signed joining report to the AO.

#### **Bank Account Opening**

- After joining the college, the individual needs to open a Bank account preferably in ICICI at M R Palli Circle Branch for salary transaction and submit the account number to the Accounts Department.

#### **Salary for Faculty**

As per VI pay, the salaries are given to faculty members of our college as follows.

1. Professor (Rs.37,400-67,000)
2. Associate Professor (Rs.37,400-67,000)
3. Assistant Professor (Ordinary Grade) (Rs.21,600-39,100)

**NOTE:** 1. Basic pay will be given to faculty members for 2 years during the probationary period.

2. Basic pay + DA + HRA will be given to only ratified faculty.



## **PERFORMANCE APPRAISAL**

- a. Annual Staff Performance Appraisal Systems have been established. Employees shall fill the appraisal forms and submit the same to the HOD's.
- b. The faculty will be assessed based on their performance on the following parameters
  - Pass percentages in the University examinations in the subjects handled.
  - Student feedback
  - Performance in the areas of research & consultancy.
  - Papers presented.
  - Extra responsibilities handled.
  - Participation and contribution at the college level.
  - Organizing conferences, seminars etc.

## **9 LEAVE POLICY**

### **Casual Leave**

All staff members can avail **15 + 3 days** of Casual Leave in an academic year i.e. from 01 Jun to 31 May. Staff joining in the middle of the academic year will avail CL proportionately. Casual Leave is authorized to a staff after one month from the date of joining. A maximum of 3 days can be availed at a single time. More than 3 days will be considered as LLP.

### **Summer Vacation:**

Summer vacation for the teaching faculty will be for a period of 30 days, in May / June. The exact dates of summer vacation will be announced after the receipt of the University Examination Time-table. Those who join in the middle of the academic year will avail Annual Leave proportionately. The summer vacation for the teaching faculty will be decided based on the service in the institution.

## **INSTITUTIONAL HOLIDAYS**

The College will declare institutional holidays based on the calendar given by the University.

## **'ON DUTY' ABSENCE FROM COLLEGE**

### **OD for official work**

Staff members deputed by the College to attend any official work including purchase of equipments for the lab, arrangements for Institutional programmes, University work, etc., will be granted On duty Leave of maximum 3 days (exclusive of examination duties) and 7 days (inclusive of examination duties) in a semester. Maximum of 2 days in a semester for Staff invited for paper presentation in Conference / Symposia / Seminar conducted by other Colleges / Universities.

## **OD for Higher Studies (OD-HS)**

One day per month for PhD research work only for three years from the date of registration for Ph D. On Duty report / Attendance should be submitted to the Principal after approval of the competent authority before 24<sup>th</sup> of every month, failing which the OD leave will not be regularized.

However, OD leave cannot be availed as a matter of routine and should be restricted to ensure that regular duties and responsibilities in the College are not affected. This OD should not be taken on Mondays or Fridays

### **9.7. Maternity Leave:**

All married female employees are eligible for maternity leave for a maximum period of 90 days. Faculty who have completed one year of service in SEAGI, are eligible one and a half month pay and faculty with two years of service in SEAGI, are eligible three months of pay.

#### **Permission:**

Every faculty member can avail permission of one hour twice a month. If the permission hour exceeds this, the same shall be treated as Casual Leave for half-a-day.

#### **Regulations:**

- a. All types of leave and permission should be availed with prior approval. However in exceptional cases, CL or Permission can be availed under intimation to the HOD over phone or through WhatsApp. Absence without intimation will be treated as LLP.
- b. Without alternative class arrangement details, leave shall not be sanctioned. For leave requested over phone, the HOD or any other designated staff concerned shall make alternative arrangements under intimation to the Principal.

## **10.0 GRIEVANCE REDRESSAL SYSTEM**

Grievance may be any genuine or imaginary feeling of dissatisfaction which an employee experiences about his job and its nature, about the policies and procedures. It must be expressed by the employee and brought to the notice of the principal.

In order to address the grievances of the employees, a grievance redressal cell is being formed as per the guide lines of AICTE.

Grievance Redressal System in the College shall aim at providing a channel or avenue by which any aggrieved employee may present his grievance; providing a procedure which ensures that there will be a systematic handling of every grievance. It also aims at providing a method by which an aggrieved employee can relieve his feelings of dissatisfaction arising out of various factors

Employees are requested to mail their concerns to [grievancecell@ritchennai.edu.in](mailto:grievancecell@ritchennai.edu.in).



## 11. INTERNAL COMPLIANTS COMMITTEE

The College has a women harassment prevention cell to handle the sensitive issues regarding the women's right and security. Whenever a complaint is received by the principal from a women employee, who forwards the complaint to the cell and the cell duly conducts an enquiry and submits a report to the principal. The Principal initiates an appropriate action based on the report and settles the issue.

**NOTE:** ALL THE ABOVE ARE SUBJECT TO CHANGE FROM TIME TO TIME. THE MANUAL IS SUBJECT TO AMENDMENTS AND MODIFICATIONS FROM TIME TO TIME IN ACCORDANCE WITH THE AMENDMENTS MADE IN VARIOUS RULES, SYSTEMS, PROCEDURE PRESCRIBED IN VARIOUS RULES OF THE COLLEGE FROM TIME TO TIME. ANY ERRORS AND OMISSIONS CONTAINED IN THIS DOCUMENT ARE UNINTENTIONAL AND ARE LIABLE TO CORRECTIONS WHENEVER NOTICED.



**PRINCIPAL**

PRINCIPAL  
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