

EMPLOYEE HANDBOOK

GENERAL RULES AND PROCEDURES

SONA

COLLEGE OF TECHNOLOGY

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SONA COLLEGE OF TECHNOLOGY

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1. Introduction

This Handbook is a resource document providing information about working conditions, key policies, procedures and benefits affecting employment at SONA.

1.1 Welcome note

Welcome To the Sona Family for an Enduring and Enjoyable Association. We do believe that **SONA** can offer the right mix of growth opportunities over the long term. The career growth potential for employees is tremendous and will have the unique satisfaction of influencing the process of building Sona into a leading institution.

1.2 History

Sona College of Technology was founded in the year 1997, by late **THIRU.M.S.CHOCKALINGAM**, a textile wizard and philanthropist, who had an abiding interest in professional education for industrial and economical growth of the country. The vision of SONA's Founder Chairman was to have a vibrant engineering and technology institution that is equal in educational excellence to the best in the world.

1.3 MANAGEMENT

The edifice of the institution stands on the strong foundations of values, ideals and rich culture and the credit for this goes to the Founder Chairman and his illustrious family. **THIRU.C.VALLIAPPA, son of the Founder Chairman, is presently Chairman of the college.**

Sri. Chocko Valliappa and **Sri. Thyagu Valliappa**, the two illustrious sons of **Sri.C.Valliappa**, are the **Vice – Chairmen of Sona Management team**. These young and debonair entrepreneurs nurture the vision of the founder deliver quality education through world – class infrastructure and technologies.

The Principal, **Dr. S.R.R.Senthilkumar**, a devout academician with wide experience in teaching and research, inspirers the team of staff at Sona and steers the mission of the college to maintain the path of academic excellence at all times.

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1.4 Vision and Mission

Vision:

To become an institute of great repute, in the fields of Science, Applied Science, Engineering, Technology and Management studies, by offering a full range of programmes of global standard to foster research, and to transform the students into globally competent personalities.

Mission:

- To offer Graduate, Post-graduate, Doctoral and other value-added programmes beneficial for the students
- To establish state-of-the-art facilities and resources required to achieve excellence in teaching-learning, and supplementary processes
- To provide Faculty and Staff with the required qualification and competence and to provide opportunity to upgrade their knowledge and skills
- To motivate the students to pursue higher education, appear for competitive exams, and other value added programmes for their holistic development
- To provide opportunity to the students and bring out their inherent talent
- To establish Centres of excellence in the emerging areas of research
- To have regular interaction with the Industries in the area of R & D, and offer consultancy, training and testing services
- To offer Continuing education, and Non-formal vocational education programmes that are beneficial to the society

1.5 QUALITY POLICY

SONA COLLEGE OF TECHNOLOGY is committed to provide quality education to the students enabling them to excel in the fields of Science, Engineering, Technology and Management to cater to the changing and challenging needs of society and industry through the following initiatives:

- Contributing to the academic standing and overall knowledge development of the students
- Maintaining state-of-the-art infrastructure and congenial learning environment
- Enhancing the competence of faculty to a very high level and to make them adopt all modern and innovative methods in teaching-learning process
- Inculcating moral and ethical values among the students and staff
- Collaborating with industry, other institutions and organizations for mutual benefit
- Promoting Research and Development programme for the growth of the economy
- Disseminating technical knowledge in the region through continuing education programmes.
- Ensuring continual improvement of Quality Management Systems

2. Employment Policies

2.1 Recruitment & Selection policy for Teaching Faculty

Introduction

Recruitment and Selection process aims to search and hire suitable candidates to fill vacancies in SONA to fulfill the requirements as per Higher Approval Authority norms (UGC, AICTE & Anna University).

Any position that becomes vacant will be filled, on completion of a Faculty Requirement Form by the concerned department / functional heads duly approved by the Principal and Chairman.

The success and adaptability of the institution depends upon employees who are flexible, adaptable and committed to the success of the SONA.

Recruitment Process

Step 1: Recruitment Authorization

Faculty Requirement Form submitted by the concerned department / functional head, duly authorized by the Principal and Chairman

Step 2: Sourcing

CV's are obtained from various sources like:

- Resume data Base
- Posting Advertisements
- Resumes from Job portals (Naukri.com & monsterindia.com)
- Employee Referrals

Step 3: Pre Screening & Interview

- Pre-screening carried out by the HRD and the CV's forwarded to the concerned department head for further short listing
- HRD shall organize an interview of the candidates who are shortlisted by the HODs.

Step 4: Interview Process

Interview by Panel members consists of:

- Department Head
- Senior professors
- External Expert (Based on requirement & availability)

Step 5: Final Approval, Offer and Joining

- The selected candidates will be presented to the Principal and Chairman for final approval.
- Appointment letters will be issued to the candidates approved by the Chairman

On the day of joining the candidate will report to the HRD. Further joining procedures will be completed by the HRD.

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2.2 Statement of Facts

The institution has made the offer of employment on the basis of the bonafide statements and facts provided by the employee in their application form accompanied by supporting documents. At any point of time during employment, if the institution finds the information provided by the employee to be false or misleading in any form, it reserves the right to take appropriate disciplinary action against employee, which may even lead to termination of their services (or) recovery of the salary paid.

2.3 General Conditions

- i. During working hours, employee shall use all their competencies and knowledge to serve the institution faithfully and shall comply with the rules, regulations and procedures which are in effect from time to time and shall entirely devote their time for the growth and betterment of the Institution.
- ii. Employee shall not, without the Institution's prior written consent, be in any way directly or indirectly engaged or concerned with any other assignment or employment (either part time or full time) during, or, outside their hours of work of the Institution. Employee shall however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the expressed written permission from the competent authority.
- iii. During employment, employee shall not directly or indirectly engage in any conduct averse to the best interest of the institution. Also, employee shall not divulge any confidential information or violate any agreement with their prior employers, friends, relatives or others. Any lapse in this regard would result in termination of services.

2.4 Probationary period

A new employee will be on probation for a period of one year from the date of joining. After the probationary period, the period of probation may be either extended, by another year or dispensed earlier. Employee's performance during the probationary period will be at the discretion of the management and thoroughly assessed, and only on satisfactory completion of initial or extended period of probation, new employee will be confirmed in the regular service of the Institution. During the probationary period, employee may be terminated at the sole discretion of the management without assigning any reasons whatsoever, and without payment of any compensation. After the probationary period, employee will continue to be a deemed probationer till such time a written confirmation order is issued to employees, confirming their induction into the regular service of the Institution.

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2.5 Increments and Promotions

- i. Employee's performance and contribution to the department and the institution will be an important consideration for salary increments and promotions.
- ii. Employee's increments and promotions will also be based on the appraisal done by the management, and superiors (Promotion policy as in Appendix I, Page 10).

2.6 Resignation

Employees who wish to leave the services of SONA, he/she will be relieved only at the end of a semester, provided they have to tender three months notice or surrender three month's salary. However, it is left to the discretion of the Management, to relieve earlier. Likewise, if employee's service is not satisfactory / required by the management, it has the discretion to terminate the services at any point of time, with a two month's notice.

2.7 Superannuation

The age of superannuation – (I) Teaching Faculty - 65 Years

(II) Non Teaching – 58 Years

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3. Standards of Conduct

3.1 Hours of Work

The working hours for the teaching faculty are between 08.50 A.M and 5.00 P.M IST; for the Academic Non - Teaching are between 8.45 A.M to 5.00 P.M and Administrative Staff are between 9.30 A.M to 05.30 P.M.

An Employee is expected to put around 49 hours of work every week.

3.2 Attendance and Punctuality

Regular attendance is essential to the efficient functioning of the institution and is a necessary condition of employment. Employees are expected to report to work as scheduled and on time.

3.3 Identification Card

Identification cards are issued to all staff members and they are expected to carry / wear them while they are in the campus.

3.4 Dress code / Foot wear

- All male staff are to be in **formal wear** (with ID Tags and shoes/sandals) on all **normal working days**. Formal wear means formal full-sleeved or half-sleeved shirts neatly tucked into formal trousers. *T-shirts, Jeans and leather/rubber slippers will not be permitted.*

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- The female staff shall be in formal sarees or Chudidhar sets, both without fashionable surface ornamentation (chamki, sequins, zardosi, etc). *Leggings are strictly to be avoided.*
- At all college and departmental functions, staff are to appear in uniform clothing as stated below:
 - All male faculty will be in specified uniform dress with full-sleeved shirt, trousers, tie and shoes. The supporting staff shall be in formal clothing, namely shirt and trousers along with shoes or sandals.
 - The female staff will be in formal sarees *without fashionable surface ornamentation.*

3.5 Prohibited Activities

The institute prohibits the consumption of alcohol and drugs, and gambling inside the premises. In addition, any damage caused to the institute's property or cases of dishonesty and harassment or indulging in violent behavior with students, visitors or other staff, etc will lead to disciplinary action, which may also lead to suspension or termination for failure to comply with institute policy.

3.6 Use of Telephone, Internet and Computer

The institute understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However employees should limit their personal use of the telephone, computer and internet during office hours.

* * * * *

4. Benefits

4.1 Medical Centre:

Sona has a full – fledged Medical Centre, functioning during two sessions from 11.00 am to 01.00 pm and from 04.30 to 06.00 pm. Two Part time medical officers and one full – time staff nurse are available at the centre to provide medical attention to any staff or student in need of it.

Dr.A.S.Hemavathy	- 11.00 am to 01.00 pm
Dr.T.Prakatheeswaran	- 04.30 pm to 06.00 pm
Ms.A.Karpagavalli	- 09.30 am to 06.00 pm

4.2 Provident Fund:

Employees who are eligible are entitled to Provident fund benefits as per the provisions of “**Employees' Provident Fund and Miscellaneous Provisions Act 1952**”.

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4.3 ESI

(i) The Management is keen on extending the benefits of “**Employees State Insurance**” to the employees of our College. All the staff members (Teaching, Non-Teaching and Supporting), earning **Rs.21, 000/- and below**, are registered under the E.S.I. scheme,

(ii) As per the E.S.I. scheme, Staff has to contribute an amount of **0.75%** of their total earnings every month. The Employer (College Management) in turn, shall contribute a sum of **3.25%** of the total earnings of the employee

4.4 Gratuity

All employees are entitled to gratuity benefits as per the provisions of the “**Gratuity Act 1972**”.

4.5 Group personal accident Insurance

All Employees completing 2 years of service in our Institution are eligible to cover under the Group insurance scheme. The benefits are:

- (i) Accidental hospitalization for Rs.20,000/- per staff
- (ii) Accidental death claim for Rs.2,00,000/- per staff

4.6 Norms for Financial Assistance for attending Seminars, Conferences as in Appendix II & Appendix IIA

4.7 Travel Policy and Process and Traveling Allowance Chart as in Appendix III & IIIA.

Faculty and Staff travel for Conference, Seminars and etc. or any other assigned work by the Institution can avail financial assistance as per Appendix IIIA.

4.8 Publications Criteria and Rewards as in Appendix IV.

4.9 Leave and Vacation and on duty norms as in Appendix V & Appendix VA.

4.10 Staff Loan Policy and Application as in Appendix VI.

5.1 Guidelines for Sabbatical Leave as in Appendix VII

5.2 Guidelines for Appointment of Full - Time Adhoc Faculty as in Appendix VIII.

5.3 Guidelines for Appointment of Adjunct Faculty as in Appendix IX.

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2.5 Appendix I

GUIDELINES FOR PROMOTION

Eligibility:

The HRD shall prepare a list of all qualified and eligible candidates for promotion as Assistant Professor, Associate professor and Professor in the month of July every year.

The HODs shall also request their faculty members to submit an annual performance appraisal report (API), they shall review the scores and add their personal remarks for each of the faculty.

Screening committee:

A Screening Committee will be constituted with the following Members:

1. Chairman
2. External subject expert (Based on requirement & availability)
3. Principal
4. Director or HOD concerned

SELECTION PROCEDURE FOR PROMOTION:

The Screening Committee will review the Academic Performance and other capabilities of each candidate and personally interview the candidates.

The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval.

The list will be placed before the Management along with the API report of the individuals for approval and only with the approval of Chairman, the recommended candidates shall be promoted.

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4.6 Appendix II

Financial Assistance for attending Seminars, Conferences

(Criteria for facilitating professional development programmes for all staff)

Event / Programs	Nature	Financial Assistance provided
a. National / International Seminar, conference, Workshop, Symposium, Paper presentations, etc., b. SDP, FDP, Other Training programmes organised by IITs, IIMs, NITs, CII, FICCI, ISTE,	Registration Fee / Course Fee	100 %, subject to the following : <i>(National level – Max. limit : Rs. 3,000</i> <i>International – Max. limit : Rs. 7,000)</i>

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4.6 Appendix IIA
Norms for Training / Seminars / Conferences / Workshops

S.No.	Activity	Categories		
		A Category	B Category (Not under A Category)	C Category
1	Refresher courses, Methodology workshops, Industrial Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes.	Two weeks Programme. (one per year)	For programmes which are not falling under A Category, Sona Travel Policy will not be applicable, but on duty is granted (maximum 3 days per Programmes/year)	Apart from Category A and B if Management decides to send faculty members in reputed training courses, Sona Travel Policy will be applicable along with on duty.
		Three days – Industry Training		
2	Invited lectures or presentations for Conference / Seminar / Training Course / Refresher Course / Orientation Course	One Week Programme. (Two per year)		
		Conference paper presentation indexed in Science Citation Index (or) Scopus (or) Web of Science (or) any National / International Conference organized by centrally funded Institutions, for which Sona Travel Policy will be applicable.		

Note:

1. All the programmes must be reviewed / approved by the concerned Head of the Department
2. For 'A' Category if the organizer is not sponsoring TA/DA, Sona Travel Policy will be applicable.
3. Industry Training is mandatory at least 3 days, to be approved by the concerned Head of the Department.

Faculty can avail a maximum of 17 days of OD per year for attending Training / Seminars / Conferences / Workshops as per category mentioned above.

4.7 Appendix III

Travel Policy & Process

- All staff members are eligible for claiming travelling allowance for official work only.
- The employee travelling locally for official work must produce proper bills / tickets for claiming the amount to the accounts department.
- The travelling expense will be verified by the Accounts Office and approved by Manager – HR & HODs
- If the employee is travelling out of station for official work, he / she can avail advance amount, by getting approval from the Head of the Department, Principal and forwarded to Administrative Officer 1 / 2.
- Once coming back from the official visit, proper bills must be submitted to the accounts office and the advance taken must be settled within one week.
- Pending settlement of advance will not be entitled for next advance.
- For every employee an expense limit is fixed for their Lodging expense during travel based on their category / Designation (Ref. Annexure – 1)
- If the expenses amount crosses the limit fixed, the exceeded amount must be borne by the employee.
- All the employee can raise the vehicle request form only for official purpose only.
- The vehicle request form must be attached with invitation or approval email from the Institution / Companies / Meeting / Award function / R&D / Consultancy / Any official meeting.
- The vehicle request should be given to Transport Department before one day of the actual request, with details / No. of people / Days.
- The Management encourages sharing of any available vehicle for the same destination.
- The Transport Department has the authority to change drivers / vehicles depending upon the availability and need of hour.
- For a travel more than two days, employee may take bus / train and use local transport for inner transportation (Ola / Fast track etc.)
- Management may evolve changes time to time.

Chart is as follows.

4.7 Appendix IIIA - Travelling Allowance Chart

Allowance for Tour in India (Subject to change by Management)

Daily Allowance rates

S.No.	Category	Level - I - Principal / Director / Dean / HOD				Level - II - Professor / Associate Professor / Head - Non Teaching				Level - III -Assistant Professor / Non Teaching Staff									
		Travelling	a	b	c	d	Travelling	a	b	c	d	Travelling	a	b	c	d			
1	India (INR per day)	Actual Economy Class Flight Charge of First AC Train fare (Both Ways) with Management's approvals	3000	500	500	500	500	500	500	1500	400	300	250	400	300	1000	400	300	100
							Two tier AC Train fare (One Way) or Three tier AC Train fare (Both Ways)									Three tier AC Train fare (One Way) or Sleeper Class (Both Ways)			

Allowance for Overseas Tour

Daily Allowance rates

S.No.	Category	Level - I - Principal / Director / Dean / HOD				Level - II - Professor / Associate Professor				Level - III -Assistant Professor				
		Travelling	a	b	c	d	Travelling	a	b	c	d	Travelling	a	b
1	USA (USD per Day)	90	60	50	50	10	65	45	35	8	45	30	25	5
2	Canada (CAD per day)	120	80	70	70	12	90	60	50	9	60	40	35	6
3	Australia (AUD per day)	120	80	80	80	12	90	60	60	9	60	40	40	6
4	Japan (Japanese Yen per day)	10300	7000	7000	7000	1200	7725	5250	5250	900	5150	3500	3500	600
5	Malaysia (Ringgit per day)	410	270	275	275	50	300	200	200	35	205	135	140	25
6	Singapore (Sing.\$ per day)	130	85	90	90	15	95	60	70	12	65	40	45	8
7	UK (GBP per day)	75	50	50	50	9	55	35	35	7	40	25	25	5
							Actual Economy Class Flight Charge (Both ways)				Actual Economy Class Flight Charge (50 % of One way)			

a-Lodging b-Boarding c-Ground Transport d-Miscellaneous

Note: For Ground Transport bills to be submitted

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4.8 Appendix – IV

Publications Criterion & Rewards

Incentives for Research Publications Conditions:

- Affiliation must be Sona College of Technology.
- Only for the published papers and indexed in Science Citation Index (SCI).
- The same norms will be applicable for the publications collaborated with Tier – 1 Institutions/Industries.

S.No.	Norms	Reward
1	For First author and Second author	Rs. 15,000 each
2	For Third author and remaining authors	Rs. 5,000 equally shared
3	Text / Reference Books published by an International publishers with an established Peer Review System	Rs. 25,000
4	Partial contribution to edited knowledge based volumes published by International publishers.	Rs. 5,000

Note: Exceptional contribution in Research Publications will be rewarded as Platinum Award and Gold Award categories, at the discretion of Management.

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4.9 Appendix V

Leave and Vacation

LEAVE	NUMBER OF DAYS			ELIGIBILITY
STATUTORY HOLIDAYS	Statutory holidays as announced (18 days paid holidays)			All staff
CASUAL LEAVE	12 days			All staff
MEDICAL LEAVE	15 days per year with ½ pay and eligible for VL			After two years of service
MATERNITY LEAVE	3 months with full pay(for first 2 children only) Staff members availing Maternity leave are not eligible for vacation leave during the calendar year concerned and they can avail vacation leave only after completing one year of service from the date of rejoining. Staff members resuming duty after maternity leave have to complete six months of service to be eligible for the maternity leave pay			After one year of service
VACATION LEAVE	Vacation Period	Service less than 2 years	Service more than 2 years	After one year of service
TEACHING	Summer	2 Weeks	4 Weeks	
	Winter	1 Week	2 Weeks	
NON - TEACHING	✓ Non teaching staff can avail the vacation leave ✓ The non teaching staff can avail the vacation leave round the year subject to the approval of Principal and Heads of the Department			After one year of service - Eligible for 12 days After two years of service - Eligible for 24 days

Note:

1. **Compensation Off will be approved if the employees work on holidays with the approval of Principal& HOD.**
2. **Any two categories of the leave cannot be clubbed.**

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4.9 Appendix VA

On Duty Norms

S.No.	Nature of work	No. of days per semester
1.	Anna University – Valuation / Invigilation / Practical / AUR	10 days
2.	Any Autonomous Institutions (Practical + Valuation + Invigilation)	5 days
3.	Member of <ul style="list-style-type: none">• BOS meeting / DC meeting• Session jury – Conference, Workshop & etc.,	Actual days
4.	Ph.D. viva voce & Convocation (One day each)	2 days

Note:

1. If the number of days exceeds the above norms, faculty has to get the approval of Principal and the application has to be sent through HOD and HR.

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4.10 Appendix VI

Staff Loan Policy (Non Teaching) w.e.f. 09/08/2018

The staffs of Sona College of Technology can avail financial assistance from Management in terms of Loan adhering the below policy with effect from 09.08.2018

Eligibility Criteria:

Staff members (Non Teaching) should have completed minimum two years of service. Net pay should be below Rs. 40, 000 /-

Terms for availing Loan:

- Application should be submitted before 10th of every month.
- Loan requisition should be submitted in the prescribed format duly approved by HRD, HOD of respective department, Accounts and Principal.
- After loan completion there should be an interval period of Four months to avail next loan.
- Loan amount should not exceed more than 2 months Net salary.
- Loans will not be sanctioned without settling previous dues. In case if loan required on emergency cases for whose previous due is still pending then the pending amount will be deducted from the new loan. (Proof must be attached)
- Loans should not be sanctioned without collecting the original academic certificates by HRD.
- All collected original academic certificates should be returned upon settling loan.

Approving authority:

- Loans will be approved by Principal satisfying the above terms. (Medical/Tuition Fees/Marriage)
- If any emergency / unavoidable cases not adhere the above policy should get written approval from Chairman / Vice chairman (Proof must be attached)

Recovery:

The loan amount will be recovered in 10 equal installments from monthly salary. If the loans are settled by way of cash (not in salary deduction) then respective cash receipt should be obtained from accounts department for future reference.

Enclosure: Loan application

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Staff Loan Application

Date:

1. NAME :
2. DESIGNATION :
3. DEPARTMENT :
4. DATE OF JOINING :
5. COMPLETED TWO YEARS OF SERVICE IN SONA :
6. CERTIFICATE COLLECTED : YES NO
7. TOTAL GROSS PAY :
8. NET PAY AFTER DEDUCTIONS :
9. LAST LOAN AVAILED AMOUNT AND DATE :
10. LOAN BALANCE IF ANY :
11. LOAN AMOUNT REQUIRED :
12. LOAN AMOUNT RECOMMENDED :
13. PURPOSE OF THE LOAN :
14. LOAN PERIOD & EMI : __ MONTHS – RS. _____

APPLICANT SIGNATURE

Recommended by

Checked/Verified by

Approved by

Respective HOD

HR and Accounts dept

Principal/Management

5.1 Appendix VII

GUIDELINES FOR SABBATICAL LEAVE

Objective of Sabbatical Leave:

The sabbatical program is intended to strengthen the faculty of the College by providing time for Professional development or Research / Faculty exchange programme / other related work. Each leave has a direct impact on the future of Sona college of Technology.

Terms Condition of Sabbatical leave:

1. Sabbatical leaves must clearly benefit both the individual's academic career and the Institution's missions.
2. Faculty members shall be eligible to take a sabbatical leave after at least five years of full-time teaching at the College.
3. Sabbatical leave can be taken in the interval of every 2 years of full time teaching at college.
4. Not more than 10% of the total number of tenured members of the Institution shall be absent on sabbatical leave concurrently.
5. The granting of sabbatical leaves depends on the approval by the Head of the department and the Principal that the period of leave will be used for research, study, or other pursuits appropriately designed to provide professional development, and subject to the determination that adequate arrangements can be made for carrying on the normal responsibilities of the Faculty member during the period of his or her absence.
6. During Sabbatical leave, per diem and travel expenses will be as per Travel policy of Sona.

5.2 Appendix VIII

GUIDELINES FOR APPOINTMENT OF FULL – TIME ADHOC FACULTY

Objective of Adhoc appointment:

Ad.hoc appointments are to meet to retain a competent candidate, with the approval of Management / Principal. This will be possible only in departments where the number of faculty in position (not counting faculties on long leave), is below required strength.

The candidates need to have Master's degree in Engineering (First class) or a doctorate, in their respective disciplines.

Selection is based on the recommendations, after interview by a committee comprising:

1. Head of the department / Director concerned
2. One Senior Professor from another department
3. External Subject Expert (Optional) based on HOD's request.

Recommendations should be approved by Principal.

Terms and Conditions for Appointment of Ah-hoc Full Time Faculty (Assistant Professor):

1. The appointment will be purely on Ad-hoc basis with consolidated pay of Rs. 15,000/- (Rupees Fifteen Thousand only) per month initially for a period of One Year liable to be extended/curtailed at the discretion of the Management.
2. No other service benefits at par with the regular employees of the Institute will be admissible.
3. The appointees are expected to produce relieving certificate, if applicable at the time of joining.
4. An undertaking agreement will be signed by the appointee before joining the post.
5. The contract of the person appointed will be for 11 months and the renewal after every 11 months, termination by Institute with one month prior written notice.
6. Appointee will be allowed to take all the Government holidays as per Sona norms.
7. One Casual Leave will be admissible for each completed month of contract service as per rules.
8. In case if appointee is willing to resign from his/her post at any time, he/she may be relieved from the Institute only after completion of all the formalities of the on-going semester.
9. The appointed person is required to join the post immediately after getting the offer letter through e-mail or in person.
10. If required, the person appointed will have to work on holidays, if special classes need to be arranged.
11. During contract, appointee shall not be in any way directly or indirectly engaged or concerned with any other assignment or employment.
12. During contract no increment or promotion will be given.

5.3 Appendix IX

GUIDELINES FOR APPOINTMENT OF ADJUNCT FACULTY

OBJECTIVE OF ADJUNCT FACULTY:

The key objective of these guidelines is to develop a useful and viable collaboration between the educational Institutions and Industry. The guidelines seek to enhance quality of education and skills by involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related services on a regular basis and to attract distinguished individuals who have excelled in their field of specialization.

TERMS AND CONDITION:

QUALIFICATIONS AND EXPERIENCE:

An Adjunct Faculty/ Resource person should be a Faculty retired from Technical Institution or a person of eminence, **with or without a Post Graduate or Ph.D. qualifications having 10 to 15 years of experience from Industry/ Organization.** There shall be no upper age limit for Adjunct Faculty/ Resource Person as long as he/she add value to the education and academic activities of the Institution. He/ She shall satisfy the following norms:

- Teaching and research Organizations of State/ Central government Institutions/ Universities
- Central and State Public Sector Undertakings (PSUs)
- Reputed Industries
- Civil servants (IAS/ IPS/ Officials from Central and Provincial Services) and Professionals and Officials from professional Councils
- NRIs and PIOs working with reputed overseas academic, research and industrial Organizations or having a demonstrated interest in Indian issues. Overseas experts will be permitted to take classes through Skype if they are unable to be at Sona in person.

TA/ DA AND HONORARIUM:

An honorarium of Rs. 1,000/- only (Rupees One Thousand Only) per lecture up to a maximum of Rs. 4,000/- (Rupees Four Thousand only) per day of service.

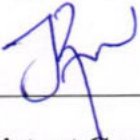
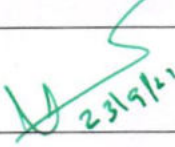
TA / DA provided to Adjunct faculty, as per Sona Travel Policy.

Other rules / Terms and Conditions apply as per AICTE guidelines for appointment of Adjunct Faculty.

SONA COLLEGE OF TECHNOLOGY

An Autonomous Institution

Revision – 4 [2021]

UPDATED BY	VERIFIED BY	APPROVED BY
HR Department		
	Assistant General Manager – HR	Principal

