

**UNITED COLLEGE OF ENGINEERING
AND RESERCH, ALLAHABAD**

Human Resource Policy



HUMAN RESOURCE

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 ratio of 20:1 Hrs per week.
- 1.1.3 Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD and one Subject Expert apart from Himself.
- 1.1.4 Chairman or his nominee is the appointing and releasing authority. All communication regarding appointment or Resignation should be done with the Chairman or his nominee only.

RECRUITMENT

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

1.2.4.1 Personal Interviews

1.2.4.2 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 Chairman.

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

1.2.7 Ph.D with 1st Class in BE/BTECH or ME/MTECH with three years teaching/industry/research experience or ME/MTECH from Industry/Profession with minimum eight years of research experience is eligible for appointment as **Associate Professor**.

1.2.8 Ph.D with 1st 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**.

ORIENTATION

- 1.3.1 Every faculty 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 introduce him/her 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 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 assignment.

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.

- a) For producing 100% results in a theory paper
- b) Department-wise, Yearly, BEST TEACHER AWARD

ROLES AND RESPONSIBILITIES OF FACULTY

- a. Faculty is responsible for the performance of students in end semester theory examinations.
- b. If a student is absent in the class for more than three consecutive days, The faculty will make a call to the students/parents seeking the reason for the same and will advice to join the classes immediately , The same is to be intimated to Dean-Academics.
- c. The duly signed and approved leave application must reach the office minimum of 3 days prior from the date of leave.
- d. The faculty should not use cell phone during class hours.
- e. The dictation from the books is strictly prohibited.
- f. The faculty must reach to the class 5 min before the scheduled time and should wrap-up within time so that the next class could not be disturbed.
- g. Immediately, after class is over the faculty will provide the attendance data in respective HOD office, required for daily class report.
- h. The deadlines given for attendance submission, answer books evaluation and other activities should be strictly followed, no reminder call will be given for the same.
- i. All faculty will submit a question bank in HOD office for the subject allocated to them.
- j. All faculty will submit a lecture plan in HOD office and will sign the same after the class is over.
- k. The act like sleeping, chewing Pan Masala, Consuming liquor is unexpected from the faculty and must be strictly avoided, further the gesture/posture in cabin/office must be suitable.
- l. The faculty is responsible for all the administrative duties allocated to him/her.
- m. The duties may be changed/altered at any time.
- n. The direction given by an HOD is the verdict for the concern faculty.

- o. The faculty is required to keep regular watch on circulars and notices and is required to be well aware with the policies of Institutions.
- p. The faculty is required to ensure the effective teaching on all Saturday as per Time Table.
- q. The proper dress code must be followed.
- r. No Gifts should be accepted on behalf of the college.
- s. The reference books given by publishers must be deposited in library.
- t. The faculty must not meet any outsider in their cabin/office, In such requirement they must meet in Seminar Hall only.
- u. Non-Confirmation of above may lead to Absent marking/ Delay in increments or any other suitable action.
- v. Any official communication should not be done through E Mail/Sms/Telephone.