

Personnel Manual

This manual is created with a primary focus on the employee welfare and performance at their optimum efficiency level. These two variables play a vital role in the Institution's success and the individual's career progress. A handbook of Personnel manual will be given to the employees at the time of their joining the institution and also available on ERP for ready reference.

Vision:

A leading academic institution of choice amongst management students and faculty and employers alike, respected for grooming ethical managerial and entrepreneurial leadership through high-quality teaching, training, and research.

Mission:

To promote the wide application of professional management principles, practices and attitudes in the management of economic and social institutions, primarily through teaching, training, research and consultancy.

To groom young men and women into technically proficient, managerially competent, and socially purposeful professionals deeply committed to upholding and practising highest standards of probity.

To help transform entrepreneurial ideas into scalable and sustainable economic and social institutions.

To promote responsible leadership by seamlessly weaving ethical values, social dimensions and long-term sustainability into all aspects of its activities and academic programmes.

Our motto :

"Learn to Learn"

Programme Educational Objectives :

1. To develop industry ready graduates
2. To prepare TSM graduates for effective leadership
3. To inculcate the habit to think and act ethically
4. To cultivate in TSM graduates application-oriented learning along with integrated, multi/cross-functional perspective.
5. To impart a strong sense of inclusiveness and sustainability in TSM' graduate's work ethic.

Quality Policy:

TSM is committed to achieve excellence in its core activities of teaching, research and consultancy in the field of management education and allied functions and strives for continual improvement in all its endeavours. TSM will diligently practice the highest standards of transparency, fairness and integrity in all its stakeholder dealings including student admission and evaluation, employee relations and statutory compliance.

Quality Objectives:

1. To impart competency-based education and training to the students.
2. To establish culture of continuous improvement.
3. To enhance teamwork by total involvement of faculty, students and support staff.
4. To promote continuous upgrading of knowledge, skills and attitudes of faculty and support staff.
5. To optimize usage of resources.
6. To strengthen Industry partnership.

Organisational Climate and Culture:

TSM takes pride in nurturing an organisational climate and culture that ensures and offers to the faculty and staff reasonable career opportunities, job satisfaction, equitable compensation, just and fair treatment and an environment of respect. TSM provides ample opportunities at work to learn and grow thus creating a career focused environment and trust. The work culture at TSM ensures that staffs are committed to delivering excellent service quality.

Personnel Functions: Faculty

- Appointments: Faculty recruitment is done through references from known sources to highly qualified PhDs from IIM's, IIT's, NITs and direct applications received and by notification in the Institutional website on career opportunities.

First step: The inputs of Area Chairs and Director on the profile of the candidate are taken and the candidate's credentials are informally verified through references.

Second step: The candidate if short listed will be invited for a seminar followed by question and answers session in the presence of the faculty members. After the session feedback is collected from all the members attending the seminar.

Third Step: Faculty Panel consisting the Principal and Area Coordinators/ Programme Chairs and senior faculty interviews the candidate and the recommendations are forwarded to the Director and Board of Governor's panel.

Fourth Step: Faculty Recruitment Committee of the Board of Governors panel (consisting of the Chairman, the Director and another Board Member) interviews the candidate and taking into account the inputs from faculty seminar and the Faculty Panel decide on the appointment or otherwise and finalise terms as applicable. Besides suitability from an academic perspective, one important attribute expected in a potential TSM faculty is cultural fit and this aspect is carefully assessed at the time of interviews.

Fifth Step: The selected candidate will be given the offer letter in the prescribed format.

- Employment Agreements

An agreement is entered into with the faculty appointed, which is in a standard format. The agreement is made between the faculty and the institution which will be in force during the entire tenure of the employment.

- Resignation Notice

The notice period for resignation from the services of the Institution is 3 months (or as extended) in the case of faculty, subject to completion of courses that he/she is taking and one month in the case of Non-teaching staff. In specific cases the notice period may be waived or reduced at the discretion of the management.

- Medical Procedures:

Medical expenses reimbursement in excess of what is stated in the appointment letter and medical leave may be granted on case to case basis.

- Hours of Work

While the regular college timing starts from 9.30 a.m., to 5.00 p.m., faculty is expected to show flexibility regarding timings as per academic calendar/timetable and attend to their commitments. For non-teaching staff the regular office timing is from 9.30 to 5.30 p.m. However, the hours of work will depend on needs and the requirements of the work the employees are assigned, including shift-working in certain areas.

- Lateness for work

Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be reported to the competent authority as soon as practicable (and prior to the normal starting time wherever possible).

- Outside Employment:

While an individual is employed, he or she is not permitted to be engaged in any other form of outside employment.

- Visiting faculty:

Visiting faculty may be appointed to offer specific courses in 1st or 2nd year for which they will be paid honorarium and travelling/conveyance expenses. They have to take either a full course or part of the course as previously agreed and also take care of students' assessment.

- Retirement

The age of retirement for Faculty, Principal and the Director will be as applicable as per the rules laid down time to time by UGC and AICTE. Presently the retirement age is 65. Extension may be granted at the discretion of the Management.

- Personal Conduct and Behaviour of Employees:

TSM's code of ethics and value system has to be respected and followed in all actions and dealings of employees.

The personal grooming appearance of the faculty should be decent, formal and respectable.

Pay Practices

- Salary Administration:

For the faculty, TSM currently follows the latest UGC/AICTE pay scales based on 7th Central Pay Commission, Central DA and applicable TN Government announced allowances such as HRA etc. Basic salary is fixed/revised based on the candidate's qualification and experience and performance. TSM contributes to PF (on the entire basic pay and DA) as per the applicable Act and Gratuity is also paid as applicable under the Gratuity Act. As for non-academic staff, TSM follows a flexible compensation structure, compensation being fixed on the qualification and experience of the employee.

- Performance Evaluation:

While formal performance appraisal is generally done at the end of each academic year and the faculty has to submit his/her self-appraisal forms by the end of the academic year. First round of appraisal meeting of the faculty will be held with the director and the second round of appraisal meeting will be held with the members of the Board of Governors. The decision of the management is final. The faculty will be submitting a Faculty Academic Plan annually at the beginning of the academic year

- Increments:

The performance appraisals and recommendations as proposed by the Director are vetted by the BOG members and are approved by the Chairman/ Correspondent. Increments and promotions are based on the annual performance, and contribution including institution building. Besides granting special increments, TSM also offers cash awards to recognise outstanding contribution.

- Promotions :

Promotions from Assistant Professor to Associate Professor and Associate Professor to Professor are made at the discretion of the Management, based on certain clearly laid down criteria, consistency in performance and experience. A committee consisting of the Chairman/Correspondent and Director finalise promotion cases.

Assistant Professor to Associate Professor

- Should be a PhD with at least 2 years of post-doctoral teaching or industry experience
- Should have at least 10 years of industry and/or teaching experience in the case of a part time-time doctorate, and at least 5 years in the case of a full-time doctorate

- Should have a consistently impressive research and publication record, and should have published at least 2 Scopus indexed papers post his/her doctorate

- Should have a good teaching record, with average students' feedback of at least 8 points on a 10-point scale
- Should have contributed to the School's institution and brand building Associate Professor to Professor
- Should be a PhD with at least 8 years of post-doctoral teaching or industry experience
- Should have at least 15 years of industry and/or teaching experience in the case of a part time-time doctorate, and at least 10 years in the case of a full-time doctorate
- Should have a consistently impressive research and publication record, and should have published at least 5 Scopus indexed papers post his/her doctorate
- Should have a good teaching record, with average students' feedback of at least 8.5 points on a 10-point scale
- Should have contributed to the School's institution and brand building The above rules may be relaxed in the case of highly meritorious candidates with a very good academic record and experience and/or rich industry experience.

Non-teaching Staff Appointments and Appraisal Procedures:

• Appointments:

Non- Teaching Staff are recruited through applications sought through references/by advertisement in the newspaper.

First step: The candidate's credentials are verified by the office.

Second step: A test is conducted to appraise the candidate's suitability for the post we are hiring. Third Step: If the candidate passes the test, he/she is interviewed by Administrative Officer and by a faculty member.

Fourth Step: Shortlisted candidate is interviewed by the Director/Correspondent and if he/she approves, the appointment order is issued in the standard format.

• Appraisal:

Non-Teaching staff performance is assessed based on their execution of work, willingness to work, dependability of the work as assessed by the Administrative Officer/Director and the concerned department head where the non-teaching staff works. The performance appraisal and recommendations as proposed by the Administrative Officer/Director is presented to the management for approval

General

Reimbursement of Employee Travel Expenses:

- Travel Reasonable travelling expenses, where incurred in the performance of an employee's duties, will be reimbursed, provided that all claims are made on the appropriate form and supported with the necessary substantiating documentation. The payment of expenses is at all times subject to the prior authorisation of, and at the discretion of, the Practice.

The following is the Travelling Allowance rules applicable to TSM staff (teaching and non-teaching) with immediate effect.

		Faculty	Faculty	Staff	Sub staff
		Professors	Others		
Mode of Travel		AC. 2tier or AC Bus	AC. 3 tier or AC Bus	AC. 3 tier or AC Bus	Second class or Bus
Boarding		Rs.600 per day	Rs.500 per day	Rs.400 per day	Rs.300 per day
Lodging	Metro/Grade A Cities	2500/2000	2500/2000	1500/1250	750/500
	Grade B Cities**	1500	1500	1200	500
Local conveyance		Taxi/Auto	Taxi/Auto	Auto	Bus

Air travel permitted for distant cities such as Mumbai, Kolkata, Delhi etc. Boarding/lodging on actual basis if required in specific cases.

Faculty who visit Metro Cities can use non-meter taxis when they go for placement work with specific permission of the Director Supporting vouchers are necessary for all payments except for local conveyance. For local conveyance detailed trip wise breakup is necessary.

Employee Benefits

The following benefits are being offered to the Faculty members. However they will be sanctioned based on academic commitments and prior approvals form the concerned authority

- Sponsorship for Conference/Seminar Participation
- Faculty hands on training in Research/Teaching by Eminent resource persons
- Sponsored training at IIMA -FDP
- On-duty provision for research related field work and Ph.D related activities

- On duty permission is granted for Doctoral work, Research, Consultancy and MDP related work and long leave without pay is provided for Post-Doctoral work.
- Industry Visits / Field visits to support research/teaching
- Support to promote Consultancy and MDP/FDP/EDP on a revenue sharing basis
 - The faculty will be motivated and encouraged to conduct MDPs, FDPs and also to take up consulting assignments.
 - The income from consultancy/EEPs/MDPs/FDPs/net of all expenses (after deducting all expenses) may be shared between the concerned faculty/faculty members and TSM in assessment of the faculty's overall contribution to the Institute
- Provision for faculty to go on Sabbatical
- Provision for Faculty Exchange programs
- Research Funding

Faculty will be allowed to seek research funding from TSM when they carry out research project which is broadly in line with management discipline. The sanctioning limit will depend upon the nature and complexity of the project.
- Participation in other college events like Board of Studies Member, Examiners etc.,

The faculty will be allowed to participate in the events of other colleges such as being a Member Board of Studies or as an Examiner, at the discretion of the management. When permitted to participate the travelling, boarding and lodging expenses will have to be borne by the faculty/host institutions themselves.

Note: The above rules are presently applicable and subject to change periodically.

•Leave:

Faculty is eligible for 12 days leave in a year @ one day leave for every completed one month of service. In addition, they are eligible for Medical Leave 10 days and also annual vacation of 21 days (three weeks) at the end of the academic year or pro-rata, depending on the length of service.

In the case of non-teaching staff, an employee will be entitled 3 days of leave per month and will be entitled to a total of 36 days of leave in an academic year which will be from 01 June to 31st May of the following year. This leave includes the summer vacation leave of two weeks in May/June every year. Since the administrative office will be functioning even during summer vacation the non-teaching staff will have to avail this leave in rotation during May-June.

Leave taken over and above the above prescribed limit will lead to loss of pay.

In addition to the above, during Pongal and Deepavali Festivals, the entire week may be declared as academic holidays.

- Medical leave:

For non-teaching staff medical leave may be granted on individual requests on suitable terms based on the specific circumstances.

- Maternity Leave:

Maternity leave is granted as per the rule applicable.

- Holidays:

The national and festival holidays will be applicable as per prevailing rules. List of holidays for the academic year shall be available in the academic calendar. For faculty the weekly holidays are all Sundays and 2nd and 4th Saturdays. However, whenever classes are scheduled the concerned faculty is expected to attend to their commitments and there will be no compensatory holidays.

Request for Leave of absence has to be conveyed well in advance and prior approval has to be taken from the Director copy marked to the office.

- Attendance and Punctuality:

Attendance to workplace and punctuality is very important. Leave of absence has to be informed well in advance and prior approval has to be taken from the Director.

- Medical care Records and usages of Ambulance: The Institute has a medical room and a medical professional has been appointed for providing routine medical care on working days. A doctor is also engaged for consultation on a visiting basis. There is a 24 x 7 medical assistance available through a tie-up with the local hospital. A vehicle is available with resident driver all the time to take any student/resident from campus to hospital in the city. For cases requiring hospitalisation, the patient is shifted to well-equipped hospital in Madurai which is located in 10-minute drive and the arrangement with the institution provides for attending to TSM patients on a priority basis.

1.Rampriya Multi Speciality Hospital, 45 A Rajaji Street, Thirunagar 2nd Stop, Madurai 625 006. (Mobile No.93448 63724

2.Lakshmana Multi Speciality Hospital- Pykara [Contact Numbers: 0452-2371369; mobile number:7373072110,7373072101].