

HR POLICY

VISION

To emerge as a centre of excellence by providing high quality education in Engineering, Technology and Management to contribute for the economic as well as societal growth of our nation

MISSION

- To impart strong fundamental and value-based academic knowledge in various Engineering, Technology and Management disciplines to nurture creativity
- To promote innovative Research and Development activities collaborating with industries, R&D organization and other statutory bodies
- To provide conducive learning environment and training so as to empower the students with dynamic skill development for employability
- To foster entrepreneurial spirit amongst the students for making a positive impact on remarkable community development

RECRUITMENT – QUALIFICATION

Teaching

The Institution follows the Anna University and AICTE recommendation for the qualification and designation.

Lab Instructor

The minimum qualification for Non-teaching is B.E/ B.Tech/ MCA in the respective department

Lab Assistant

The minimum qualification for non-teaching is ITI/ Diploma/ BSc (CSE) in the respective department

PAY SCALE AND ALLOWANCE

The institution follows AICTE pay scale structure

RECRUITMENT POLICY

- HOD will identify the need for teaching and non-teaching faculty member based on the vacancy in the department at (least 6 months prior to the academic year)
- HOD forwards the HR requirement to the Principal.
- Principal consolidate the HR requirement from all the departments and forwards to the Management for the approval.



- Management inform the HR person to advertise the vacancies with specialization through Newspaper/ job portals etc.
- The HR office will short list the profiles based on their qualification, specialization, experience, research and industrial relation and called for the interview
- The filled-in application will be received with the original documents and forwarded to selection process
- The selection committee comprises of Management Representative, the Principal, respective HOD, subject expert (external nominee)
- The interview is process consists of class room observation, technical interview, personal interview, and Management interview
- If the candidate recommended by the panel, the appointment order will be issued by the Authority
- The appointment order will have designation, department, salary structure along with the rules and regulation of the institution.

JOINING PROCEDURE

- Candidate should report to the HR office for signing joining report
- Candidate is expected submit documents – photocopy of Aadhar card, photocopy of PAN card, Educational certificates, Experience certificates, Relieving orders from the previous employer, Photo, acceptance of appointment order etc.
- Submitting the joining report to the Principal
- Reporting to the HOD of the appointed department
- Application for ID card has to be filled and submitted to stores
- Application for opening Bank account for salary credit has to be submitted to the HR/ Account department
- Application for membership in Library has to be submitted to the chief librarian
- Staff mail ID is created for effective paperless transaction and access internet from Data centre
- The data centre will enter the employee data in the website of the institution, Anna University portal & AICTE portal

DISCIPLINE

- Faculty member is governed by the rules and regulation of the institution, which are now in force and may come into force in future.
- Faculty member have to work under the supervision and guidance of the HOD and Principal and discharge the duties as assigned from time to time.
- Faculty member is strictly informed not to take up any paid or unpaid work outside the Institution without the written permission from the Principal/ Management.
- Faculty member should strictly follow the dress code viz., formal trousers and formal shirt tucked-in with belt and leather shoe for gents and saree with overcoat for lady faculty members.
- Wearing ID card is mandatory for all the faculty members



- Faculty member cannot refuse to take any additional responsibilities assigned as and when the system demand
- Faculty members should not involve in any indisciplinary activities which affect the goodwill of the institution
- Faculty member should not consume narcotic drugs, Alcohol and smoke inside the campus.

LEAVE POLICY:

- Any leave/ permission will be sanctioned only on submitting the request before the leave date and academic and/or non-academic work is properly altered
- Monthly 2one hour permissions are permitted.
- Faculty member could avail one Casual leave (CL) per month, however accumulated CL could be availed not more than 3 days per month. HOD and Principal can cancel/ withdraw the CL if their presence is required for the development of the department and Institution
- Any leave which hampered the regular work of the department or institution leads to cancellation without any intimation.
- Faculty member could avail vacation leave (VL) as per the norms of the institution subjected to the condition. Vacation leave could be sanctioned if they fulfil the vacation requirements such as completion of academic audit (by IQAC), stock verification, college/ department level work/ exam duty etc.

OD FOR SKILL DEVELOPMENT PROGRAM (FDP/ SEMINAR/ WORKSHOP/ CERTIFICATE COURSE/ CONFERENCE ETC)

- Faculty member should attend one activity (FDP/ Seminar/ Workshop/ Conference) per year organized by the institution ranked within 100 by NIRF.
- Faculty member should take up one online Course/ certificate program for upgrading the skill every year
- OD is permitted to attend the skill development program subjected to the recommendation of the HOD and the Principal
- The knowledge acquired from the skill development program, should be shared in the college through seminar or conducting similar workshop for the benefit of other faculty members and the students
- The sponsorship amount would be released upon the submission of approveprocess documents to IQAC, program material to Library and delivery of presentation to the faculty members and the students.

RELIEVING POLICY

- Any faculty member, who exhibits or record bad decorum either by words or deed, will be terminated without any notice. Such faculty cannot claim any compensation in the lieu of termination & should follow relieving norm



- Faculty member must produce all certificates (Aadhar, PAN, Experience Certificates, Degree certificates etc.) in original during inspection failing to which the institution can execute any disciplinary action including termination. In such cases, faculty member need to repay the entire salary drawn and monetary benefits collected as on date from the institution for producing false information.
- Faculty member should serve a minimum period of 1 years and not permitted to leave the institution in the middle of the academic year. Faculty member and staff can submit their resignation against the circular sent by the Principal in the Jan-Feb months. Such faculty member and staff is relieved after successful completion of their assigned work and academic roles. In case of leaving in between the years, staff has to pay
 - 3 months' salary as a penalty
 - Salary amount towards OD and vacation availed
 - Amount paid towards sponsoring the activities, training etc.
- Faculty member who have sponsored for higher studies (Master degree or PhD) must serve the institution for additional 3 years from the completion of the degree. In case, if they leave the institution in between agreement years after the completion of higher studies, staff has to pay
 - 3 months' salary as a compensation and additional one-month salary for every balance committed years
 - Salary amount towards OD and vacation availed
 - Amount paid towards sponsoring the activities, training etc.
- Faculty members must submit the "No Due" form and all the process documents assigned during their service to obtain the relieving & experience letters

RESEARCH POLICY

- Faculty members must get sponsorship at least one from the funding agency for organizing seminar/ workshop/ Conference every year
- Faculty members with PhD degree should work on a funded research at any interval of time.
- An incentive of 5% for developing the infrastructure and 5% for self-development will be shared from the sponsored money.
- Faculty member should publish minimum 2 research papers in SCOPUS or Web of Science journals indexed by UGC journals
- Faculty member should obtain 1 patent per year
- Faculty members must apply for fund for student's project from TNSCST etc. for the project they are guiding.

CONSULTANCY POLICY

- Faculty member should take up one consultancy work from the Industry every year amounts not less than Rs. 50,000/-



- In knowledge consultancy, faculty member uses their knowledge for the consultancy work after the college hour without using any resource of the college/ department nor leave benefits. In such cases, the faculty members can retain 80% of their revenue generated from the consultancy work and share the 20% of the revenue generated with the institution
- If the faculty member doesn't use any resources of the institution/ department but avails leave benefits, then the faculty members can retain 50% of their revenue generated from the consultancy work and share the 50% of the revenue generated with the institution
- If the faculty member uses resources of the institution/ department and also avails leave benefits/ compensation for meeting the customers, then the faculty members can retain 20% of their revenue generated from the consultancy work and share the 80% of the revenue generated with the institution.
- Faculty members are permitted to claim TA/ DA as per the Institution norm

STUDENT FEEDBACK

Students give their feedback at the end of every semester on teachers and understanding of the courses through soft mode. Department will analyse the feedback given by the students and initiate the remedial measures. If any faculty member is found to be deficient, he/ she is counselled and recommended for training.

FACULTY SELF APPRAISAL

Faculty member performance is evaluated through faculty appraisal form which evaluates a faculty member in academic, research, industrial linkage and contribution to the students' progression. The HOD will give their observation based on the department contribution and the Principal will give their observation based on the college level contribution. The effective evaluation is considered for the increments and promotion.

INCENTIVES AND AWARDS

The Institution has a policy to appreciate the accomplishment and achievement of the students and faculty members through incentives and awards.

FACULTY EMPOWERMENT POLICY

The Institution has a policy to attract and retain talented faculty members to improve the service quality to the students. The Institution offers good working ambiance to the faculty members. The institution has a policy to encourage the faculty members to conduct research and consultancy works. The institution encourages the faculty members to organize Guest lecture, Seminars, Workshops, Conference for the benefit of self-development and students' development. The institution encourages the faculty members to participate in FDPs, Seminars, Workshops etc., for self-development. Faculty members are permitted to present papers in conferences and research forums. Faculty members are permitted to pursue PhD program in a part-time mode. Faculty members are encouraged to publish their research work in peer reviewed journals indexed in



Scopus and WoS. The institution supports the faculty members for patent work. The Institution provides free transportation, Medical facility, Health Insurance, Privileged Leave, Vacation etc., to all the faculty members. Fee concession for the children of teaching/ non-teaching staff joining our group of institutions is given. Maternity leave is also provided to all the faculty members.

RESOURCE MOBILIZATION

The main financial resource for the institute is the tuition fees and funds from trust. As per the guide line given by the Anna University Chennai the tuition fees is fixed. The sponsoring trust Lakshmi Saraswathi Educational trust extends financial support to the institute for the short fall and ensures the availability of requisite funds.

WORKING DAYS/ HOURS

Faculty members (teaching and non-teaching) must available 8 hours per day.

Sunday : Holiday

Govt. Holidays : As per the State Government of Tamilnadu

Number of working days per semester planned based on the recommendation of the Anna University, Chennai.

The minimum lecture hours per week per faculty members allocated for teaching process shall be:

Professor : 12 Hours/ Week

Associate Professor : 15 Hours/ Week

Assistant Professor : 18 Hours/ Week

PROGRAM ACADEMIC ADVISORY COMMITTEE

The Program Academic Advisory Committee (PAAC) shall be the principal academic body of the Institution which plan and monitor the academic development of the Institute. The Committee meet every semester for follow-ups. The committee is responsible for,

1. Supervise the academic developments viz., teaching-learning process
2. Upholding the quality in question paper setting and evaluation process
3. Promote funded research and funded activities
4. Promote product development to link the industrial need
5. Bench mark the academic activities
6. Recommending quality benchmarks in Examination and Evaluation
7. Recommending value added courses to supplement in changing technologies
8. Recommending Incentives and Awards to the academic performers
9. Recommending faculty training for upgrading their skills
10. Encourage higher studies to faculty members



GOVERNING COUNCIL

Governing council is a supreme body looking after the overall governance of the Institution including policy decision and financial allocation.

1. It acts as an advisory board for the policies of the Institution
2. It studies the need for the development of the Institution and allocate the budget accordingly
3. It evaluates the growth of the Institution based on the performance in the academics and activities
4. It evaluates the perspective proposal and support in implementation

ROLES & RESPONSIBILITY - PRINCIPAL

Principal is the head of the Institution. He is responsible for administrating the academic and non-academic work of the Institution.

1. Anna University work and communication
2. AICTE work and communication
3. DOTE work and communication
4. Planning the academic schedule
5. Monitoring the regular class work
6. Administrative decision
7. Monitoring the fee payment
8. College budget presentation to the management
9. Strategic planning to uplift the quality of education
10. Approving the bench mark set by the IQAC in the education process
11. Analysing the faculty member appraisal and recommending appropriately
12. Conducting the Internal and University exam
13. Approving the co-curricular, extra-curricular and extension activities of the college
14. Infrastructure development

ROLES & RESPONSIBILITY - DEAN

1. Preparing the academic calendar
2. Monitoring the academic work
3. Preparing the college time table
4. Monitoring the students' scholarship approval process
5. Approving the faculty development programs
6. Facilitate the infrastructure and academic environment for faculty members and students
7. Students facilitator for academic grievances

ROLES & RESPONSIBILITY - HEAD OF THE DEPARTMENT



Head of the department is responsible for the academics and administration of the department, reporting to the Principal.

The HOD is responsible for

1. Overall administration of the department
2. Appointment of qualified faculty members as per the University norm
3. Monitoring the teaching-learning & Evaluation process
4. Plan and conduction of internal and university exams
5. The quality of the question paper has to be checked against bloom's taxonomy and quality index
6. Announce the result on the 3rd day of last exam
7. Present the result analysis of internal exam and University exam for remedial correction
8. Upgrading the laboratory facilities as per the University norm and state-of-the-art
9. Budget preparation and submission
10. Infrastructure development
11. Facilitate the Students progression
12. Facilitate the Faculty progression (academic, research and industrial linkage)
13. Analyse the feedback from students and stack-holders and plan the remedial
14. Planning guest lecture (Industrial, Academic and Alumni) from eminent personalities for all the courses
15. Maintaining file system as per the recommendation of IQAC
16. Address students's and staff grievances
17. Maintain a good communication with the parents and other stake holders
18. Ensure the department organizes activities and functions
19. Recommend suitable training to the faculty members to improve their skill
20. Ensure the students' counselling
21. Facilitate the students to participate in co-curricular, extra-curricular and Extension activities
22. Regular updation of students' profile
23. Placement and training
24. Circulate the University and AICTE circulars
25. Maintain the dress code
26. Monitor the regularity of the students

ROLES & RESPONSIBILITY - TEACHING FACULTY MEMBERS

Teaching faculty member is responsible for the academics and students' progression of the department, reporting to the Head of the Department.

1. Abide by the rules and regulation of the Institution
2. Maintain the course file as per the guidelines of the IQAC
3. Maintain the student profile
4. Plan and execute the lesson plan
5. Deliver lecture using pedagogy methods
6. Prepare the question papers using bloom's Taxonomy and ensure that it meet the standard of quality index



7. Evaluate the exam answer scripts and discuss the mistake with the students
8. Organize guest lecture (industrial, academic and alumni) for the benefit of students
9. Conduct Students' counselling
10. Organize activities such as webinar, seminar, workshops, conference etc.
11. Upgrade the knowledge through FDP, seminars, workshops, online courses etc.
12. Present research papers in conferences
13. Publish the research papers in Scopus/ WoS/ UGC annexure Journals
14. Publish the patent
15. Attend all the exam duty as assigned by the exam cell
16. Take the department and college level responsibilities and discharge the duty with utmost perfection
17. They have to complete the assigned lecturing and academic work on time
18. They should train the students in the laboratories and evaluate the record with marks within the stipulated time
19. Students must be prepared for University exams
20. Study material must be distributed at least one week before the scheduled class.
21. The quality of the question paper has to be prepared considering the bloom's taxonomy and quality index
22. Answer scripts have to be evaluated within 3 days from the day of exam and mistakes are discussed with the students
23. Assignment, Seminar, Case study and mini-project have to be given to the students
24. Students' regularity has to be monitored and reported to the parents on need
25. Log book has to be completed in all respect and must be duly signed by the HOD on a regular frequency as recommended by the IQAC.

LAB INCHARGE

1. To maintain the equipments in the laboratory
2. Laboratory time-table has to be prepared
3. To maintain the stock, service and breakage register
4. Laboratory budget has to be prepared
5. Prepare the comparison statement of equipments by calling the quotations for budget preparation
6. Equipments and consumables have to be purchased as per the University recommendation

CLASS ADVISOR

1. Regular upgrading and maintaining the students profile
2. Preparation of class time table
3. Monitoring the regularity of the students
4. Monitoring the quality of content delivery of the courses
5. Monitor the completion of the course as per the lesson plan
6. Coordinate the internal examination
7. Students' counselling



8. Conveying official information given by the HOD
9. Announcements on co-curricular, extra-curricular and extension activities
10. Encouraging the students to participate in all the activities

SYSTEM ADMINISTRATOR

1. Maintenance of computers in the campus
2. Installation of software as per the laboratory requirement

LAB INSTRUCTOR

1. Maintenance of the laboratory equipments
2. Cleanliness of the laboratory
3. Opening and closing of the laboratory
4. Identify the instrument damage and record the same
5. Maintain the service register
6. Maintain the login register
7. Allocation of experimental tables and components
8. Assist the faculty member during the laboratory conduction

