



PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu

Mobile : 9842102628, 7373002628

Email: info@psyec.edu.in

Website : www.psyec.edu.in

City Office : 10, Pandian Saraswathi St, Sivagami Nagar, Narayanapuram, Madurai - 625 014. Telefax- 0452 2682338, Mobile : 98423-02628

HR MANUAL

FOR HUMAN RESOURCES, ACADEMICS AND

NON-ACADEMICS ACTIVITIES



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THE VISION

To be a world class technical institution to produce competent, disciplined and eminent engineers to serve the society.

THE MISSION

- Facilitating world class technical education through quality infrastructure and eminent faculty members.
- Providing affordable technical education to rural youth.
- Promoting research activities on par with international standard.
- Promoting industry institution interaction and inculcating a spirit of entrepreneurship and creativity among the students.
- Creating a vibrant incubation center and making staff and students to ideate latest technology.

QUALITY POLICY

To Import quality education in an environment conducive for learning for level Knowledge transfer and inclusive growth of the Institution.



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OUR INSTITUTION

Pandian Saraswathi Yadav Engineering College was started in the year 2000, with a vision to educate more rural students in the field of engineering and technology in order to pave the way for industrial prosperity and social economic development of the country.

PSYEC is located on Madurai – Sivagangai state Highway, 27th km from Madurai which is known as ‘Athens City’ of India. The Campus is spread free 60+ acres of land and in serene atmosphere free from pollution and it is highly conducive for studies, PSYEC it is evident in the quality of the education that combines academic excellence and shaping competent professionals for better employability.

Towards Research and Entrepreneurship our college has set a benchmark.

- Research Centre for Mechanical Engineering Department approved by Anna University.
- Institution Innovation Council Approved by MHRDs Innovation Cell.
- Incubation Centre Approved by Ministry of MSME, Government of India.
- Entrepreneurship Cell approved by Entrepreneurship Development and Innovation Institute, Tamil Nadu.



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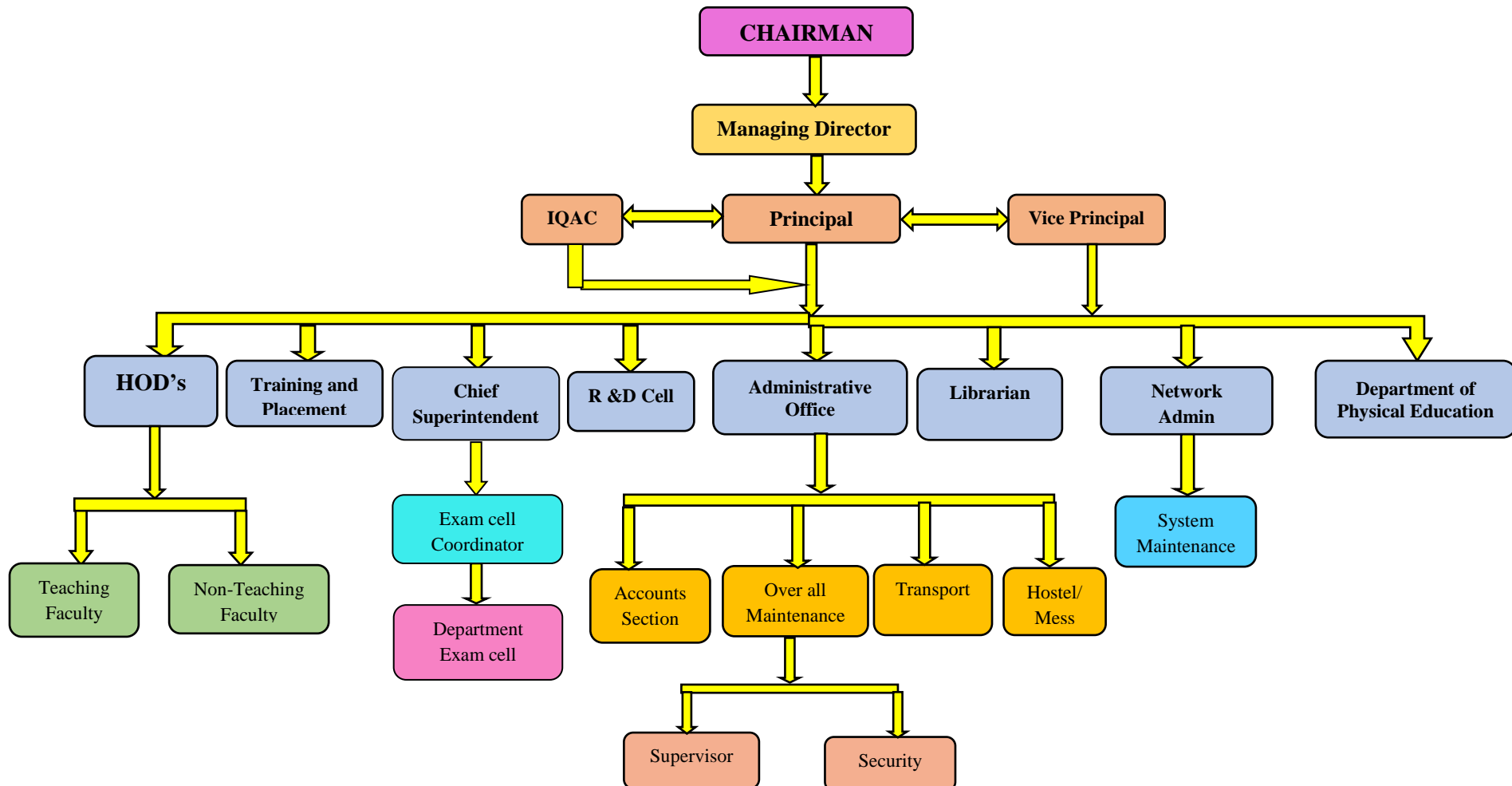
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ADMINISTRATIVE SETUP





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ROLES AND RESPONSIBILITY

“Responsibility is accepting that you are the cause and solution of the matter”

MANAGEMENT

Education management relies on complex institutional and organizational administrative arrangements mobilizing resources such as teachers, educational infrastructures, materials, and equipment to deliver quality education services to the population. The Management is the highest administrative body of the institute and its functions are given below:

1. To monitor the academic and other related activities of the college.
2. To review the important communications, policy decisions received from the University.
3. To consider the introduction of new courses and changes in intake for the next academic year.
4. To review the MoU's signed and industry collaborations.
5. To review the faculty position of the college.
6. To review the faculty development initiatives and programs.
7. To review the admission of the institute.
8. To review the academic performance of the students.
9. To review the student's development activities.
10. To review the placement activities.



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PRINCIPAL

A principal is to provide leadership, direction, and coordination within the college as well as with other colleges.

The principal's priority should be to develop and maintain effective educational programmes within his or her college. For that, the principal must be well aware of the policies and programmes implemented in other college as well. This helps in enhancing the teaching and learning atmosphere within the college he or she is administering.

Developing and implementing quality assurance policies and procedures, duties, responsibilities and activities, thereto are multi divergent.

VICE PRINCIPAL

A Vice Principal plays a vital role in the educational institution, supporting the principal in all aspects of the College's operations, management, and strategic planning.

He Guides, motivates and supervise teachers and other staff, and provides constructive feedback. He addresses disciplinary issues in the college and recommends interventions or solutions and also participates in the recruitment, training, and evaluation of teaching and administrative staff. Develop and implement plans and strategies to promote student and staff welfare and a positive college culture.



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HEAD OF THE DEPARTMENT

1. Each department will be under the overall control of Head of the Department.
2. The Head of the department is responsible for co-ordination of the all activities of the department while involving him in all spheres of activity. He/She recommends the provision of the necessary academic and administrative space, equipment and machinery, stationery and furniture and the financial requirements of the department, besides the requirement of the faculty, non-teaching, ministerial and other supporting staff.
3. Ensure that the courses promote the development of the department and graduates.
4. Ensure proper redress of the concerns raised by students in all matters.
5. Take up initiatives to achieve the mission and vision of the department.
6. Subject allocation for faculty for every semester keeping in view various extraneous duties.
7. Conduct of regular staff meetings for assessment of progress of teaching – learning process and other departmental activities.
8. Facilitating student feedback of the faculty and initiating corrective measures.
9. Review of the progress of teaching – learning process, institution of remedial measures, result analysis and corrective actions.
10. Verification of the computation of continuous evaluation marks.



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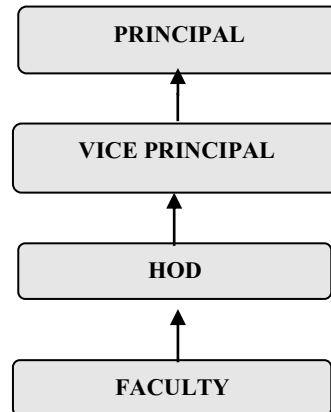
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REPORTING AUTHORITY



College working Days/Timings

❖ Working Days

The college functions from Monday to Friday every week.

❖ Working Timings

The college working hours are from 9.20 AM to 4.00 PM for Teaching and Non-Teaching.

❖ Class Timings

The class timings are between 9.20 AM to 1.00 PM in the Forenoon session. The lunch break is from 1.00 to 1.40 PM. Afternoon session is between 1.40 PM to 4.00 PM.



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HUMAN RESOURCE POLICY

“HR policies are a set of proposals and actions that act as a reference point for managers in their dealings with employees”.

- ❖ HR policy covers all areas related to human resources: work organization, recruitment, compensation, training, leave, dismissal, etc.
- ❖ It aims at organizing and directing the employees for attaining the pre-determined organizational goals through cooperative efforts.
- ❖ Human resources are best allocated to achieve optimum productivity and efficiency

OBJECTIVES

1. To Help in Supervision
2. To Assist in Policy Administration
3. Providing Uniformity
4. Provide Information to Employee

IMPORTANCE

1. It ensures that employee needs are respected and looked after in the organization.
2. It makes sure that proper benefits are provided to the employees for their work.
3. It helps to address employee problems, complaints, and grievances and even provides a way of solving them.
4. It ensures proper training and development opportunities are presented to the employees to meet the needs of the organization.
5. It offers protection to the employees against anyone in the organization.



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ADMISSION POLICY

1. Cut off marks' calculation

Board of study	:	State board / CBSE
Subject	:	Mathematics (M), Physics (P), Chemistry(C)
Cut off calculation	:	$M + P/2 + C/2$

2. Eligibility for B.E admissions

Community	Percentage of Marks eligible for BE Programs		
	HSC academic	HSC Vocational	Lateral
	Average of Maths, Physics, Chemistry	Avg. of Voc T&P	Overall % in diploma
General	50 %	50 %	55 %
BC/BCM	45 %	45 %	50 %
MBC/DNC	40 %	40 %	45 %
SC/SCA/ST	40 %	40 %	Pass

3. Eligibility of ME admission for various UG programs

S.No	M.E Specialization	Eligible B.E/ B.Tech Programs
1	Computer Science and Engineering	Bachelor Degree in the relevant field of Engineering or equivalent with at least 55% marks in the qualifying examination
2	Power Electronics and Drives	
3	Communication System	
4	Energy Engineering	
5	Environmental Engineering	



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4. Eligibility of Ph.D. Program

S.No	Ph.D. Specialization	Eligible M.E/M.Tech Programs
1	Mechanical Engineering	M.E Mechanical Engineering
2	Electronics and Communication Engineering	M.E Electronics and Communication Engineering
3	Computer Science and Engineering	M.E Computer Science and Engineering



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POLICY FOR SCHOLARSHIPS

A. GOVERNMENT CATEGORY SCHOLARSHIPS

PSYEC facilitates all kinds of Govt. scholarships like Tuition Fee Waiver. Complete tuition fees will be given as scholarship. PSY Engineering College is proud to offer Educational scholarships for students. Our educational scholarships for aspiring students are a testament to our commitment to providing our individuals with the opportunity to pursue a world – class education.

Other types of Govt. Scholarships – First graduate, PMSS, Minority Scholarship, Puthumaippen Scholarship and 7.5% Scheme Scholarship. Pasamalar scheme has been followed by the institution in which scholarship has been provided on every year, this is given to the students for those who are referred by our alumni. Other than this, Sports quota also been considered and provided 50% for the achievers in District level meet and 75% for State level meet. All these scholarships are given to all eligible students.

B. INSTITUTIONAL SCHOLARSHIPS

PSY-Merit scholarship

❖ Eligibility:

- a. First Year : Students who scored 190.00 and above cut off marks in 12th exams, Management has been providing 75 % Fee waiver.
 - b. Lateral Entry : Students who scored 90 % and above in Diploma for lateral entry (LE), Management has been providing 50 % Fee waiver
- Sports quota : Students who secured State and District level certificates are provided with 50 % Fee waiver.



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❖ Scholarship Amount:

100 % tuition fees and other college fees during the period of study.
(Transport / Hostel fees and examination fees to be paid)

1. Scholarships are awarded on a first come first served basis.
2. Last application will not be entertained.
3. The PSY educational scholarship is only applicable for tuition fees
(within four years of award prize)
4. The scholarship is only valid for the program in which the Applicant has
enrolled or applicant duration of study at PSY Engineering College.
5. The scholarship is not exchangeable for cash or other alternatives
6. The scholarship recipient must be enrolled as a full-time student at
PSY Engineering College and must continue to be a student at PSY
for the duration of the program.

Also, PSYEC facilitates Sports Scholarships, Political Scholarships, Community Scholarships and Alumni scholarships etc., to all eligible students.



GREEN CAMPUS INITIATIVE POLICY

“Every green tree is far more glorious than if it were made of Gold and Silver”.

A Green Campus is a place where environmentally friendly practices and education combined to promote sustainable and eco – friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture. Continuing to develop and implements the integrated green campus policy, our institute implement the following practices towards establishment and maintenance of the green campus.

This involves efforts to reduce and waste, conserve resources and maintain an ecological balance by:

- ❖ Conserving energy or shifting to renewable energy.
- ❖ Reducing waste or using biodegradable or reusable/recyclable Products.
- ❖ Transitioning too locally- sourced materials or eco-friendly delivery methods.

DEGRADABLE AND NON-DEGRADABLE POLICY

Effective waste management through efficient disposal of recycling in an important process for any organization as it impacts the health and the environment community. Therefore, providing a healthy and safe environment is our top priority

1. Solid waste management

Solid waste is routinely collected in dustbin at different locations emptied in moveable containers and carts, after segregation in to different types of bio and non-bio degradable waste and taken into the dumping yard.



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2. Liquid waste management

The non – usable liquid waste is sent through proper drainage to drainage system.

3. E -Waste Management

E-Waste from laboratories is properly collected and is given to licensed recycler.

Non-Working Computers, monitors and printers are discarded and scrapped on a systemic basis. Students are also imparted awareness and education about E-waste

4. Water Recycling System

Rain water is collected from the Main building, hostels and all other buildings in our college. The entire rain water is diverted to the rain water harvesting pit near the college staff quarters.



ENERGY RESOURCES POLICY

SCOPE

To promote renewable energy resource utilization and also to provide an eco-friendly, sustainable environment.

POLICY

PSYEC is continually committed to utilize renewable energy in order to reduce energy costs and fossil fuels. This will be achieved by:

- Creating awareness among the stake holders about energy saving through posters and placards.
- Ensuring building with proper insulation.
- Regular maintenance of AC systems.
- Adhering to all applicable legal and regularity standard on energy consumption and efficiency.
- Encouraging the use of renewable energy sources and lowering greenhouse gas emission.
- Enabling power management settings on computer and laser printer to cut back on wasteful energy.
- Turning off unnecessary light, equipment's when not in use
- The usage of non-priority loads is switched on or off to during non-peak hours.
- Making full use of natural light and ventilation
- Ensuring sufficient power of backup energy on college campus
- Solar plant is installed in the top of campus and the power is utilized for ON-GRID inside the campus.
- LED bulbs and power efficient equipment's are used for power consumption.
- Get an energy audit.



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WATER CONSERVATION POLICY

SCOPE

The promote Water Conservation policy aims to encourage all the stakeholders of PSYEC to understand the importance of water conservation as well as increase the water conservation in college campus through methods that are consistent and safe.

POLICY

- A network of rain harvesting systems ensures continuous recharging of ground water table. The rain water harvesting wells are already constructed and maintained in the institute as per the standard guidelines.
- The drip irrigation system is used to water the trees and plants.
- Placards are in place to provide the awareness on water conservation.
- Regular and periodic maintenance of pipe fitting and taps are conducted to prevent the leakages of water.
- The ground water is pumped into storage tanks located at different places in the campus. There are four numbers of overhead storage tanks in the campus. The water is distributed through well laid pipe network.
- Waste water from the RO plant is utilized for watering the trees and plants.
- Entire distribution system is well supervised by civil works committee to ensure that there are no leakages and wastages of precious water through joints, valves etc.
- Waste usage of water is reduced using low pressure flushes.
- All the stakeholders of the college are well educated to use water economically and efficiently



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THE EXAMINATION POLICY

“Trust yourself, you know more than you think you do”.

The examination policy and guidelines aim at setting up uniform codes of conduct for each official engaged in examinations held at PSYEC. It is therefore necessary that each one of these persons should follow the rules and guidelines strictly and meticulously. The exam cell shall be responsible for performing three functions: Conduct of Examinations, Record Maintenance and Administration.

THE FUNCTION OF THE CELL

- ✓ Any Circular, Guideline, Office Order, Notification received by the College is processed in the Exam cell, reply thereof prepared and after Secretary – Director-Principal’s signature dispatched to the University.
- ✓ Examination Notices received from the University are duly served to all concerned.
- ✓ The Notices for University indicating details regarding Fee Collection, the last date of fee Collection, modalities of payments of fine etc.
- ✓ Preparation of smooth conduct of Examinations, preparation of Internal Assessment Test Time table, Invigilation duty chart, Seat allotment in the Examination halls etc.
- ✓ During the Examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.
- ✓ After completion of examination, distribution of Answer books to the concerned teachers and receiving the answer books and award list, and preparing in the desired format to send them to university.



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- ✓ After the results of various examinations received from the University, distribution of marks sheets to Students.
- ✓ The Exam cell analyses all examination results and in consultation with the Secretary -Director-Principal, prepares the report thereof for submission to appropriate authorities for follow up action.
- ✓ The University Degree Certificates received from the University by the College are sent to the students concerned by the Exam cell.
- ✓ Examination Cell prepares all inputs for preparation and organizing the Convocation.



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ALUMNI POLICY

“You do not have to plan your whole career out up front”

The alumni play a significant role in the functioning and success of any academic institution by supporting developmental activities and being role models for the promising students of the upcoming batches. To capture the indomitable force of the alumni and to strengthen the bond between the alumni and the alma mater, the Alumni Cell has been established by the institution.

OBJECTIVES

- To promote and encourage interaction amongst the Alumni of the college.
- To inculcate the social, moral and ethical values among the students and society.
- To enhance the interface between industry and University to create a knowledge platform for benefit of each and every stakeholder.
- To establish and organize scholarship and funds to help the needy and deserving students of university.
- To include other related activities not covered under above stated objectives as and when necessary.



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FEEDBACK POLICY

“Feedback is a gift. Ideas are the currency of our next success. Let people see you value both feedback and ideas.”

This policy provides information to employees, faculties, parents, students, alumni, and all stakeholders regarding the submission and management feedback and improvement requests. Where feedback is welcomed, recorded and appropriately responded to.

PSYEC views feedback as valuable tools that support meaningful communication with all staffs, faculties, students, parents, Alumni and help them feel heard and valued. It helps us maintain and continue to build transparent and positive relationships.

Feedback lets us know what we’re doing well, what our gaps are and what we could do better. Feedback is used for ongoing evaluation to assist in formulating informed decisions relating to best practice for continuous improvement in our institution. There are five key factors in feedback mechanism

- ✓ Fairness and Objectivity
- ✓ Accessibility and Visibility
- ✓ Responsiveness
- ✓ Accountability
- ✓ Human Dignity



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IT POLICY

IT UPGRADATION POLICY

- Information technology infrastructure consists of hardware, software, network resources, and services.
- In addition, the institution has a variety of software, including college-wide common software such as Microsoft Campus License, ERP and so on. Additionally, all departments have domain-specific software.
- Hardware and software acquisition
- Before purchasing or upgrading IT equipment, the Head of the Department (HoD) must obtain prior clearance from the principal.
- Based on the comparison study, identify the seller and place an order. Items of high quality will be purchased.

HARDWARE REPAIR & MAINTENANCE

- Technicians are expected to check all the lab equipment's on a daily basis and ensure that all the machines are working properly
- If any hardware problem is detected by faculty or student, an initial entry should be made to Technician concerned. Upon identifying the service requirement. Technician will respond and make an initial inspection of the hardware equipment and resolve the problem. Any further queries or checks, it will be directed to System Administrator.



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HARDWARE UPGRADATION

- PSYEC always recommends branded PC Models such as HP, DEL and Zenith. The department will track required PC configuration and components for new Laboratory programs or courses and will submit a request in the next available budget cycle for an II budget increase.
- Department must be cautious about warranty checks and must take appropriate action if the performance of the equipment deviates from the expected performance. The up gradation of the equipment can be made through some components, like memory, HDD, Graphic card, Projector etc. or by replacing the whole device/equipment through a buy back mechanism depending on the specifications and performance parameter of the equipment.
- Lower configuration systems can be utilized for basic programming practices.
- A prior approval of specifications and requirement by the principal is essential.

SOFTWARE UPGRADATION

- Up gradation or new purchase of software will be made as per the curriculum requirements and industry standards.
- Faculty members and technicians must also stay current on any new technology, such as operating systems and software, that has been implemented in their place of employment and be prepared to address and handle it.

INTERNET UPGRADATION

Internet bandwidth will be increased each year based on the need and AICTE/AU guidelines.



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RESEARCH PROMOTION POLICY

- ❖ Financial support in the form of grants and research stipends to faculty members and students engaged in research activities.
- ❖ This support may cover expenses such as equipment purchase, travel to conferences, and publication fees.
- ❖ Colleges invest in state-of-the-art research facilities and infrastructure to support research activities. This includes laboratories, computing resources, experimental setups, and access to specialized equipment.
- ❖ Colleges typically provide incentives for faculty and students to publish their research findings in peer-reviewed journals and to obtain patents for innovative technologies. These incentives may include cash rewards, bonuses, and recognition.
- ❖ Colleges offer professional development opportunities and training programs to enhance the research skills and expertise of faculty members and students. Workshops, seminars, and mentoring programs help researchers stay abreast of the latest developments in their fields.
- ❖ Colleges recognize and reward outstanding research achievements through awards, honors, and tenure/promotion considerations. These incentives motivate faculty members and students to strive for excellence in their research endeavors



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E-GOVERNANCE POLICY

E-GOVERNANCE

Implementing an E-Governance policy in PSYEC involves leveraging digital technologies to enhance administrative processes, communication, and overall efficiency.

SCOPE

The scope of the policy extends to the following areas

- Administration including complaint management
- Student's admission
- Examination
- Library
- Accounts and finance

OBJECTIVES

- Implementing e-governance across all functional units of the institute.
- Establishing a Wi-Fi-enabled campus.
- Transitioning to a paperless environment.
- Establishing a fully automated library.
- Monitoring all college activities.

WEBSITE

In general institute website <https://www.psyec.edu.in/> will act as an information center for the stakeholders and it will reflect the activities carried out in the institute. All policies, meetings, departmental activities, program offered, COs, POs, PEOs, and MoU's are disseminated in the website.



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ADMINISTRATION

- Policy has been taken to have the automated attendance for the staff. So the biometric attendance management system is installed and used.
- Policy has been taken to generate the monthly reports, and semester end reports through software. The Policy has been taken to use excel to maintain the effective database.
- Policy has been made to make the paper less administrative and make use of E-mail for communication.
- The Policy has been made to ensure the effective function of all CCTVs in the college.



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DIVJANGJAN POLICY

“There is no greater disability in the society than inability to see a person as more”

OBJECTIVE

- ✓ To emphasize that applicants must be considered for employment according to their aptitudes, abilities, and qualifications, and that applicants with a disability are not at any substantial disadvantage compared to non-disabled applicants;
- ✓ To provide information within the University on the recruitment of those with disabilities;
- ✓ To assist staff who develop a disability during their employment to adapt to the disability and, where reasonable changes to premises or employment arrangements can be made, to enable them to continue in post or take alternative employment.

CHANGES IN THE WORK ENVIRONMENT

Reasonable changes must be made to the physical features of the workplace, including fixtures and fittings, furniture, and stairways (Ramp). These changes might, for example, include widening doorways to make possible wheelchair access, altering the lighting for people with restricted vision, allocating a parking space for the car of a person with a disability, and ensuring that there are adequate toilet facilities.



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TREATMENT OF MEMBERS OF STAFF WITH DISABILITY

- ✓ In order to be properly integrated into the workforce, members of staff with a disability must be accepted by their colleagues.
- ✓ Individuals should be asked whether they wish their colleagues to be informed of their disability, and senior and advisory staff should follow their wishes in this respect. In exceptional cases advice may be sought from the appropriate authority.
- ✓ Staff with a disability should be given the same training opportunities as others.
- ✓ If special arrangements are deemed to be necessary, advice should be sought from the appropriate authority.
- ✓ Any factor relevant to promotion which suggests that a disability might handicap performance in a higher grade should be examined carefully by the Head of the institution.



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GENERAL SERVICE RULES

1. APPLICATION

These Service Rules are applicable to all employees of Pandian Saraswathi Yadav Engineering College (PSYEC), academic, administrative and maintenance. Employees of the College are also bound by rules, regulations and procedures as are in force at the time of their appointment and as may be modified from time to time thereafter.

2. DEFINITIONS

- ✓ “Management” means the Board of Management vested with the authority to enforce the rules and regulations governing the staff service rules.
- ✓ “College” means Pandian Saraswathi Yadav Engineering College situated at Madurai-Sivagangai Highway, Arasanoor, Sivagangai Dt-630561.
- ✓ “Chairman” means the Chairman / Chairperson of the Board of Management of the PSYEC, by virtue of the office held by him / her.
- ✓ “Principal” means the Principal of PSYEC.
- ✓ “Year” means calendar year / academic year / financial year.
- ✓ “University” means Anna University, Chennai.
- ✓ “Staff” mean all employees belonging to faculty, administrative and technical category of the Institute excluding those who are engaged on part-time, temporary and / or on daily basis.
- ✓ “Premises” means the entire premises of the office of PSYEC, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, hostel buildings, canteen and such other areas attached to the office of the PSYEC.
- ✓ “Rules” means the Service Rules hereunder.



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SERVICE CONDITIONS

The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a minimum period of one year.

All appointments shall ordinarily be made on probation for a period of one year. The faculty member is treated as “Regular” on completion of one-year service.

1. CODE OF CONTACT

As per rule 18(2) of the Tamil Nadu Private colleges (Regulation) Act 1976 and rule 12 of the Tamil Nadu Private Colleges (Regulation) Rules 1976.

- ❖ Every member of the staff shall agree to abide by all the conditions herein stated and also, such conditions as may be stipulated from time to time.
- ❖ Every teacher shall, at all times, maintain absolute integrity and devotion to duty.
- ❖ He/She shall be strictly honest and impartial in his/her Official dealings.
- ❖ Every teacher of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
- ❖ Every teacher shall devote himself/herself diligently to His/her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in an academic programs and other activities conducive to the welfare of the student community.
- ❖ Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practical and assessment/Exam / Evaluation work assigned to him/her by the college authorities.



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- ❖ Every teacher shall help the college authorities in enforcing and maintaining discipline among students.

2. **DISCHARGE OF DUTIES (Faculty)**

- ❖ Every teacher and other persons shall attend to the duties assigned by the Principal or any other designated person from time to time and he shall attend to the duties whenever his services are required for the College.
- ❖ The services may include teaching, teaching in special classes, remedial coaching classes, classes for slow learners, assignments or record note correction etc.
- ❖ They shall attend to the duties such as preparing the students for participating in various competitions / talent shows of the college/university/Govt./other colleges or agencies which will be assigned by the college Principal / any other designated person. He shall attend to the duties assigned by the Principal / any other designated person whenever his services are required for the curricula, extracurricular activities, and duty as a member in any committee for which he has been nominated and assigned work whenever the academic situation so demands.
- ❖ Every teacher shall be present in the class in the allotted hours and he shall not report late to the classes. The teacher shall confine himself to teaching of the curricula and the teachers are expected to update themselves of the curricula.
- ❖ The teachers should advise and encourage slow learners and also Counsel them in a way which may be necessary to cope up with other students. The teacher shall also impart education about ethical and moral values to the students. They shall make use of smart boards extensively in the teaching-learning process.



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- ❖ The teachers shall not use harsh and wounding words towards the students and where ever the student needs special attention and counseling, the same shall be brought to the notice of the Principal / or any other designated person and act as per the advice of the Principal or any other designated person.
- ❖ The teacher shall not indulge in criticism of the policies of the Government / Management of the College either directly or indirectly or speak/ teach in such a way which may result in disharmony or groups among the students.
- ❖ No student shall be addressed by nick name/caste name/ or by the personal appearance of the students or by his religion.
- ❖ The teacher shall not try to impose his religious faith or otherwise among the students. Students belonging to different faith and religion should be treated equal.
- ❖ Students shall not be discriminated and punished in the matter of awarding internal marks or otherwise as the case may be.
- ❖ The teacher or other employee of the college shall not indulge in canvassing or showing favoritism to particular candidate. The teacher shall use polite language both inside and outside the class and particularly while addressing the students.
- ❖ Whenever a student requires a teacher to clarify any doubt in the vernacular language the teacher shall try to satisfy and clarify the doubt of the student.
- ❖ The teacher shall not use mobile phones and other personal electronic devices inside the class room except wherever it is essential for the learning and teaching.
- ❖ ICT facility shall be used only for learning and to enhance the knowledge of the student. The students shall be encouraged to the optimum use of e-resource journals and they shall be encouraged to participate in seminar or conference to enhance their knowledge.



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3. FACULTY REQUIREMENT

- ❖ The principal shall assess the staff required for the subsequent academic year in May every year.
- ❖ The principal will collect the teaching and non- teaching staff requirement lists from the respective head of the department.
- ❖ As per norms the Teacher – Student Ratio must be 1: 20. In this regard, the following cadres: Assistant Professor/ Associate Professor/Professor of the requirement need to be done accordingly.
- ❖ The principal will formulate a selection committee for the requirement process in each discipline, composed of the HOD, one senior staff member, and the department advisors/ expert.
- ❖ Based on the AICTE faculty qualification guidelines, applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants.
- ❖ Based on the requirement, advertisement is given in local Newspapers, College websites and online advertisement.
- ❖ The Staff Selection Committees conduct the interviews. Selected candidates are recommended for appointment.
- ❖ The appointment is made after due approval from the management through the Principal.
- ❖ The appointment is given under probation for a period of one year from the date of joining in service. After one year He/She will be considered as regular and confirmed employees.
- ❖ AICTE pay scales are implemented. Deserving candidates are offered higher pay.



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4. FACULTY SALARY AND INCREMENT

Based on the experience and qualifications, the monthly salary will be paid as per the AICTE norms.

- ❖ The salary of each staff will be directly deposited to the concern staff account in the Bank.
- ❖ No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possess a Ph.D., and satisfies academic conditions, as laid down by the AICTE from time to time.

5. PERFORMANCE APPRAISAL

- ❖ A system of annual appraisal is followed for all the teaching and non-teaching staff. The duly filled self-appraisal form is received from all faculty members at the end of every year.
- ❖ A report is generated by the Head of the Department in various perspective measures at each semester and the same is forwarded to the principal for further action.
- ❖ Appraisal interviews are conducted periodically to evaluate the teaching skills and their professional growth.

6. CAPACITY BUILDING PLAN

A Capacity Building Need Analysis will be conducted internally by Internal Quality Assurance Cell (IQAC) at the beginning of the academic year, if need with the help of external experts specifically looking into the job requirements of each individual and scope of the job in the future.

Coaching is intended to provide encouragement, guidance, correction and to identify strengths, weaknesses, learning/ training/career interests which will help the staff, not only to improve their performance, but also to identify problem areas inhibiting achievement of the set objectives and behaviors and to provide an opportunity to adjust approved action plan.



There are few ways of providing such capacity building plan:

1. FACULTY DEVELOPMENT AND WELFARE

- ❖ The Management strongly believes that continuous updating of knowledge and technology is the hallmark of a teacher.
- ❖ To meet this need, the institute encourages the departments to organize FDP and Workshops for the benefit of the faculty and also lends support when the faculty wants to attend FDP, Conference, Workshops in other reputed institutions.
- ❖ All newly joined employees upon completion of the formalities undergo an induction program, intended to familiarize them with the dynamics of the organization.
- ❖ The methodology would be that of guided interaction with the various sections in the staff. In recognition of their experience and expertise, senior staff members would often be asked to participate as facilitators in the Induction Program, on a need basis.
- ❖ The induction process may be phased over a few days so as not to disrupt the daily work of staff and those conducting the induction. Training module will be developed and put in place for induction process.

The following are to find place in the Training module,

1. Explain the Vision, Mission and Guiding Principles of the college
2. Explain the Vision, Mission and Guiding Principles of the department.
3. Explain the PSOs and PEOs of the department.
4. Provide access for the new employee to read the policy documents such as HR Manual, Handbook etc.
5. Describe key office norms and policies, systems, manual of procedures etc.
6. Appraise about the job description with the employee.
7. Orientation on Faculty Appraisal System.



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❖ WELFARE

- Free transport is offered to both teaching and non-teaching staff.
- Financial support is up to Rs.5000 and OD will be provided to teaching staff during the academic year for attending FDPs, Conferences, Workshops, professional development and administrative training programs etc.
- All full-time teaching faculty members publishing technical papers in Scopus/SCI indexed journals will be an incentive of Rs. 5000/- per paper.
- The college also organizes FDPs for faculty members in the general areas of effective teaching learning process/Research/pedagogies as well as on core engineering subjects.
- Financial support for book publishing will be provided.
- Financial assistance for membership payments with professional body.
- On-Duty will be offered for Program attendance and Ph.D. research work.
- Cash incentives will be granted to instructors who achieve 100% academic performance.
- Faculty who obtain prizes and Rs. 1000/- and Rs. 500/- recognitions at the national and state levels are given cash incentives.
- A marriage gift of Rs.2500/- is provided to faculty and staff.
- Faculty may use their qualified vacation leave for marriage or medical treatment.
- Faculties who stay in the hostel are given with free lodging.
- Non-teaching staff is provided accommodation in the premises of campus on request.
- Yoga classes for mental and physical wellbeing of employee.
- Maintenance Employees, who are exposed to dust and other hazardous areas, are provided shoes, gloves, helmets and aprons.
- Teaching faculties are provided with free white coat.



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- All employees are permitted reimbursement of expenses incurred towards boarding and lodging when they proceed on Official work, subject to their eligibility as specified in the HR policy.
- Free accommodation will be provided in College Hostel for teaching and Non – teaching.

2. ORIENTATION

- ✓ Orientation programs will be held to the faculty those who are newly joined.
- ✓ The Head of the Department will instruct him/her the rules of the college and department.
- ✓ The Heads will take him/her to the campus tour and explain code of conduct. The Heads will introduce him/her to the other faculty and each class.
- ✓ The Heads will have to verify his/her joining form is filled correctly and the attachments added with the support of office assistance.

3. FACULTY DEVELOPMENT PROGRAMS

The programs focus on enhancing function area expertise improving class room delivery both as a teacher and a trainer enhancing abilities for conducting meaningful research.

❖ THE OBJECTIVES:

1. Understand the significance of higher education, in the global and Indian contexts
2. Acquire and improve art of teaching at the university level to achieve goals of higher education, and to be effective in transfer of knowledge.
3. Accord importance to research activity in addition to academic activity
4. Understand the linkages between education and socio-economic and cultural development.
5. Keep abreast of the latest developments in their specific subjects, and acquire knowledge and skills in new and emerging areas.



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6. Understand the organization and management of the Institute and to perceive the role of teachers in the total system.
7. To make faculty familiar with the philosophy and culture of the institution, especially to make every program student-centric.
8. To work as a matured counselor to the students, and to contribute to their overall development.
9. To train the faculty on the basics of administrative work.
10. No faculty should be failure in the class room.
11. To familiarize usage of ICT in teaching and also in the preparation of digital content to promote self-learning.

7. FACULTY DRESS CODE

Attire reflects their professionalism and authority

MEN	WOMEN
Men employees should wear collared shirts. All shirts must be worn tucked in.	Women employees should wear saree and it must be modest (long enough to cover midriff) and in good taste.
Men are strongly encouraged to wear ties to work and ID card without fail.	Women employees should wear white coat, ID card and black shoes.
Men are expected to be clean- shaven. Hair should be kept clean, well-groomed, and neat.	Unnatural hair colors are not permitted.



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8. DUTIES OF THE EXAMINATION CELL

The Exam cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.

DUTIES

1. To conduct both internal and external examinations as per the academic calendars issued by University by circulating notices well in advance.
2. To assign invigilation duties to several staff members and circulating it well in advance.
3. To assign duties to staff members for evaluating the internal examination papers.
4. To prepare eligible faculty members list for sending it to the university to include them as external examiners.
5. To prepare and maintain both internal and external examinations marks registers and also to submit the necessary marks statements at the University from time to time.
6. To announce the results issued by University and guide the students for applying to revaluation or for reappearing the examination as per the University examination notification.
7. To depute several staff as guides for supervising the UG and PG projects.
8. To monitor and solve the grievances arisen by the students in evaluation of internal examination papers
9. Strict Confidentiality is maintained and monitored for the conduct of both internal and external examinations.



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9. EMPLOYEE'S PROVIDENT FUND

The members of the staff on permanent establishment will be rolled under EPF scheme and the contribution fixed by the government will be deducted from their pay.

10. LEAVE BENEFITS AND RULES

1. CASUAL LEAVE (CL)

Total CL allowed to a staff is 12 days in a academic year. All staff members should attend duty compulsorily before and after the holidays i.e. Pongal, Diwali holidays etc. However, the total leave availed should not exceed 3 days including holidays. A minimum of half a day CL may be availed. All staff in the probationary period can avail CL one day per month. CL will lapse at the end of May 31st of every year.

2. MEDICAL LEAVE (ML)

The staff can avail medical leave after completion of one year of service and total ML allowed to a staff is 8 days in an academic year. In case of genuine reasons of emergency and genuine medical certificate is to be submitted after the medical leave.

3. MATERNITY LEAVE (MAL)

Maternity leave may be granted to married female staff for a period not exceeding Six months at a time during her confinement (both pre-natal and post-natal periods put together) with six months' salary.



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4. COMPENSATORY LEAVE (CCL)

Any staff detailed for duty on holidays and Sundays may be granted a Compensatory Casual Leave on a 1:1 basis, which must be availed before the end of the Academic Year.

5. EXAM ON DUTY (EOD)

Attending Anna University, Chennai examination related works is mandatory for all eligible faculty members. It includes Anna University Representative, Flying Squad Chairman, Theory & practical External examiner duty, Hall super indent duty, Central Evaluation Duty. The eligible faculty member(s) can avail max. 10 days per semester for above mentioned duty and he/she shall be permitted as per the order received from the Zonal office.

6. OTHER ON DUTY RELATED TO ACADEMIC WORK (OOD)

He/she is permitted to avail OOD for a period not exceeding 10 days in an academic year which includes paper presentation, attending conference, seminars, workshops, Invited as Chief Guest to other colleges, attending Doctoral Committee meetings, writing course work examinations for Ph. D. pursuing research scholars and Members of doctoral committee of others Universities & Autonomous Institutions.

7. VACATION LEAVE (VL)

Teaching staff are normally eligible for two weeks' vacation per academic year (one week in winter and one week in summer) for Non- Teaching staff are normally eligible for a week vacation per academic year (3 days in winter and 4 days in summer) including holidays coming on prefix or suffix or middle.



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The Principal has the right to prevent any staff member from availing a portion or the whole of the vacation if the service of the particular individual is considered essential. Vacation leave can be availed only after completing one year of service. No leave or holidays can be combined with the vacation.

8. WEDDING LEAVE

Marriage leave application letter is a letter submitted to the workplace by employees who want to use their right to leave after marriage. In the letter written by the employee, the intended leave date must be specified, signed with a wet signature and a copy of the letter must be taken and the original must be delivered to the workplace.

As per norms the leave will be granted for **7-day leave right** for their marriage or their child's marriage. As a token of Love Marriage present is given on behalf of the Institution.

9. GENERAL CONDITIONS TO AVAIL LEAVE

The leave application in respect of CL is to be submitted to the Principal through the HOD with alternate Class / Lab arrangements and other academic works in advance.

The staff member while sending the application for any leave shall make alternative arrangements to the duty assigned to him/ her. The details should be indicated in the leave application besides getting the acceptance from the substitute faculty staff for the purpose. The decision of the Principal on any leave application is final.



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10. RESIGNATION

Any employee appointed under these rules may resign from service by giving three months' notice in written form to the authority. A copy of such notice shall be sent to the competent authority or a person, or authorities authorized for verifying the contents of the resignation notice and forward it to the higher authority for acceptance, if the resignation is found to be voluntary. Provided that the employee who has submitted resignation may withdraw the same if he/she so desires within the intended period of resignation or before resignation is accepted whichever is earlier

11. DISCIPLINE

“A disciplinary action policy is a framework for how an employer views various transgressions by employees and how the employer typically responds to them,” Coles explained. The Disciplinary action policy outlines procedures for addressing employee misconduct or inadequate performance. It ensures employees are aware of the repercussions of their actions and provides a structured approach to handle violations, ranging from verbal warnings to termination, based on the severity of the offense.

12. SECRECY

- No employee will take any paper, books, drawings, photographs, equipment or any other property of the Institution out of the premises of the Institution office/Premises in which he/ she is engaged provided he/ she is specially authorized by the Management to take such things out of the office/institutional premises.
- No employee will be permitted to keep copies of classified official documents with him/her without proper authorization.
- No employee will write to any person including another employee and/or communicate to newspapers, journals, books, pamphlets or leaflets, or disclose



or cause to be disclosed, or discuss at any place or at any time during the service of the Institution, any information or documents, official or otherwise relating to the Institution except with the approval of the Management.

- No employee will use the Institution's name or properties for his/her personal benefit. Except in the official discharge of his/ her duty, no employee will disclose during service or after leaving service of the Institution, any secret or information.

13. GRIEVANCES AND REDRESS

(i) The staff may feel free to submit a grievance in writing. An aggrieved staff who has the Grievance or Grievances at the Department level shall make an application first to the HOD.

(ii) The Head of Department after verifying the facts will try to redress the grievance within a reasonable time, if the staff is not satisfied with the verdict or solution provided by the HOD, then the same should be placed before the Department level grievance committee.

(iii) If the staff is not satisfied with the decision of Department level committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.

(iv) The convener of Institute grievance cell, after verifying the facts and the papers concerned and having discussed within the Convener of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass an appropriate order in the best possible manner within a reasonable time.

(v) While dealing with the appeal, the institute level committee will observe law of natural justice and hear the complainant and other concerned people. While passing



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an order on any Grievance at institute level the relevant provisions of Acts/ Regulations should be kept in mind and no such order should be passed in contradiction of the relevant acts or regulations.

(vi) The staff has to submit the Grievance or appeal to the Institute level committee through the Head of Department depending on the nature.

14. CERTIFICATE OF SERVICE

Every employee shall be entitled to a service certificate at the time of leaving service, discharge or retirement from service.

15. PLACEMENT OFFICER

Planning and execution of various training programs for the students, liaising with companies arranging various industry institute interaction programs, industry linked labs /COEs arranging ON/OFF campus placements for the students.

16. LIBRARIAN

Over all in-charge for operation, monitor issue, return of books, journal e-journals, CDs and other services to the students and faculty.

1. The College continuous to maintain its academic excellence through maintaining a well-stocked library. The college will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly.
2. The Library is managed by fully automates software which should have an easy to use-Graphical User Interface, Search and export facility for most reports.
3. The use of Online Search module of the software to allows library database searching by entering preferred terms for information retrieval.



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4. Circulation module of the software should cover all the operation of circulation, right from creating member records to printing of remainder for outstanding books.
5. The fine circulation is also automated with the software.
6. E-Gate Register is maintaining at the entrance of the library using the software.

17. TRANSPORT MANAGER

Over all in-charge for operation and maintenance of college buses, cars and related activities.

18. HOSTEL RESIDENTIAL WARDEN

Over all in charge of hostel facilities, hostel mess, students' discipline in the hostel and medical needs of hostel students during their stay in hostel.

19. DIRECTOR OF PHYSICAL EDUCATION

Physical director motivates and imparts intensive and physical training organizes various Gym and sports activities and helps the students to take physical exercises including aerobic so as to enable them to maintain good physique, develop the most needed psychological resilience, besides, achieving the much desired Psycho-muscular balance, the competitive and combative skills sportsman sprit the ability to aim at the work to well determined goals and objectives, strive hard for personal excellence as well as the cause of the team and institution think beyond self (By way of developing healthy and interpersonal relationship).



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20. RULES FOR STUDENTS

- Students should wear ID CARD inside the campus.
- Students were expected to come in formals with shoes.
- Students are expected to follow discipline in all aspects including hair style, appearance etc.
- Students should not disturb the classes by unnecessarily making noise, standing on the corridor, lounge, etc.
- The Student's shall not enter the colleges in inebriated (consumes any type of alcoholic drugs) condition, failing which they will be removed from the college and they will not be allowed inside the college campus
- Students are strictly forbidden from smoking anywhere in the campus.
- Students are allowed to use mobile phones in the campus for academic purposes only.
- Students are allowed to organise or attend any meeting in the institution or outside only with the prior permission of the Principal / HOD.
- Students may use two-wheelers of capacity less than 100 cc only. They should have valid driving licence and should ride within the speed limit of 10 km/hr within the campus. Students should wear safety helmets.
- Students should handle college property carefully without causing any damage.



❖ ATTENDANCE AND LEAVE RULES (Student)

A minimum of 80% attendance is required to appear for the semester end examinations. Students who do not have the minimum attendance will not be allowed to appear for the semester examinations.

- Faculty members shall take attendance at the beginning of each period.
- A student who is not in the class room when the attendance is taken shall be marked absent

❖ LEAVE

Attendance for the examinations and CIE tests are compulsory. Absence from the tests will affect the sectional marks awarded as internal assessment by the staff members concerned.

- Students should attend the classes regularly.
- However, leave of absence for valid reasons only will have to be obtained from the Class Coordinator in advance. In case of sickness, a medical certificate should accompany the leave application that is submitted upon return from illness.
- Attendance shall be calculated on the basis of periods i.e. in terms of the lecture or lab periods attended.



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UNDERTAKING

**“A GOOD TEACHER CAN INSPIRE HOPE, IGNITE
THE IMAGINATION AND INSTILL THE LOVE OF
LEARNING”**

The entire Faculty should abide by the rules and norms of the institution to bring up a future generation to the greatest height. He/she should be responsible of all the activities taken by the individual.

NOTE:

ALL THE PRECEDING INFORMATION IS SUBJECT TO OCCASIONAL REVISIONS. THE MANUAL MAY UNDERGO AMENDMENTS AND MODIFICATIONS TO ALIGN WITH CHANGES MADE IN THE RULES, SYSTEMS, AND PROCEDURES OUTLINED IN THE STATUTES OR RULES OF THE COLLEGE OVER TIME.