



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

Policy Document-Staff Welfare Measures



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OBJECTIVE:

The objective of this policy is to provide financial support to faculty members of PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE to attend skill enhancement programs such as Faculty Development Programs (FDP), conferences, seminars, and workshops conducted in other reputed institutions or organizations. This policy aims to encourage continuous learning, research, and professional development among the faculty, ultimately benefiting the overall academic environment of the college.

RESPONSIBILITY:

1. All teaching staff members
2. Heads of the respective Departments
3. Office staff members.
4. Principal-Head of the institution

POLICY:

1. Announcement of Academic Schedule:

At the beginning of each semester, the Academic schedule for the semester will be released to all teaching and non-teaching staff members, detailing the timeline and important events.

2. Faculty Skill Enhancement Planning:

Based on the academic schedule, faculty members are encouraged to plan for skill enhancement courses such as FDPs, conferences, workshops, industrial trainings, etc., that align with their research and professional development goals.



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3. Grouping of Faculty Members:

The Head of the Department (HOD) or the Principal, in consultation with the faculty, may group faculty members based on their specialization or willingness to learn specific technologies. This grouping will help optimize the selection of programs that align with the interests of the faculty.

4. Identifying Relevant Programs:

The college will proactively find and identify relevant skill enhancement programs organized by reputed institutions or organizations. A list of such programs, including those offered by Atal, AICTE, AU, etc., will be shared with all faculty members.

5. Program Selection and Approval:

Faculty members interested in attending skill enhancement programs must submit a formal request letter to the Principal's office, specifying the program they wish to attend and its relevance to their professional growth. The Principal will review and recommend eligible faculty members for the necessary payment process.

6. Approval Process:

The request for financial support will be reviewed and approved by the Research and Development (R&D) coordinator, the cashier, and the Administrative officer. Once approved, the faculty members can avail the financial benefits to proceed with the program.

7. On Duty (OD) for FDP Attendance:

Faculty members attending FDPs will be provided with "On Duty" status for the duration of the program. The number of On Duty (OD) leaves available to each faculty member will be subject to the approved program and institutional guidelines.



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8. Claim Verification and Reporting:

After attending the skill enhancement program, the faculty members must submit a comprehensive report and a copy of the certificate received from the program to their respective departments for claim verification.

IMPLEMENTATION GUIDELINES:

1. The college will set aside a budget allocation for providing financial support to faculty members for skill enhancement programs.
2. The faculty members are encouraged to apply for programs well in advance to ensure sufficient time for approval and preparation.
3. The college will periodically review the effectiveness of the policy and make necessary improvements based on feedback from faculty members and relevant stakeholders. This policy aims to foster a culture of continuous learning, research, and professional development among the faculty members of PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE. By empowering our faculty with opportunities for skill enhancement, we strengthen the institution's academic excellence and contribute to the overall growth of the educational ecosystem.



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HR POLICY

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

1. 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.

2. 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.

3.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, Work Shop 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.

❖ 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 Programme 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.
- Faculty 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.
- 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 Mess will be provided in College Hostel for teaching and Non – teaching.

1. 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.

2. 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.
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.

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.

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.

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.