



# **PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE**

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

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

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

## **HR MANUAL**



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**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
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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