

SRI VENKATESA PERUMAL

COLLEGE OF ENGINEERING AND TECHNOLOGY



HR POLICY

Hand book



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SRI VENKATESA PERUMAL

COLLEGE OF ENGINEERING AND TECHNOLOGY

VISION

Sri Venkatesa Perumal College of Engineering & Technology is dedicated for carving the youth as dynamic, competent, valued and knowledgeable professionals who shall lead the Nation to a better future.

MISSION

- Providing Quality Education, student - centered teaching - learning processes and state-of-art infrastructure for professionals' aspirants hailing from both rural and urban areas.
- Imparting technical education that encourages independent thinking, develops strong domain of knowledge, hones contemporary skills and positive attitudes towards holistic growth of young minds.
- Evolving the Institution into a Center of Academic and Research Excellence.

SVPCET QUALITY POLICY

At the college, we pursue high standards of excellence in imparting technical education with a right mix of knowledge, training and research. We continually strive to improve the standard of competence of our faculty, the quality of our infrastructure as well as the content and delivery methods of our educational programmes, and add value to our growth inputs in tune with the changing global trends.

We scrupulously encourage improvement and innovation at various levels to develop the institution into a centre of excellence, thus increasing the stakeholders' value and providing quality service to the society.

CORE VALUES

We commit ourselves to the highest standards in our entire academic Endeavour's by adhering to high standards of

1. Integrity
2. Honesty
3. Ethics

In all our pursuits, we in SVPCET

1. Nurture creativity and talent
2. Create an ambience of mutual respect and compassion
3. Serve the society.

SRI VENKATESA PERUMAL

COLLEGE OF ENGINEERING AND TECHNOLOGY

CHAPTER-1 PLANNING

1. HUMAN RESOURCE PLANNING

1.1.1 The Principal shall take stock of faculty and staff requirements in the month of April every year needed for the subsequent academic year.

1.1.2 The Principal will obtain the faculty and other staff requirements from all the respective H.O.Ds and arrive at the number of faculty and other staff required for the next academic year considering the following guidelines.

- a) The Principal will consider appointing a Professor as Head every discipline, besides the number of Associate and Assistant Professors required to meet the prescribed teacher-student ratio.
- b) The teacher-student ratio shall be 1:15 and for this purpose the Professor(s) Shall also be included in counting the number of teachers.
- c) The minimum contact hours per week for each Category shall be maintained as follows:

Principal	:	06
Professor	:	14
Associate Professor	:	14
Assistant Professor	:	16

- d) The Principal will constitute a selection committee for recruiting faculty in each discipline, consisting of the HODs and one subject Expert from respective department.

1.2 RECRUITMENT

1.2.1 TEACHING & NON-TEACHING STAFF:

The Governing Body of SVP CET, Puttur has recommended to adapt the following procedure for recruiting personnel for both Teaching & Non-teaching positions as per the guide lines set by AICTE & JNTUA.

1.2.1(A) TEACHING FACULTY:

- Department – wise requirement may be obtained well in advance before starting of every/current academic year.
- News paper advertisements in leading dailies calling for applications from qualified and competent persons to be given.
- Applications scrutinized and short listed.
- Call letters sent to short listed candidates to appear for an interview before selection committee.
- Get the list of selected candidates approved by the appropriate authority.

1.2.1 (B) NON-TEACHING FACULTY:

- Department – wise requirement may be obtained well in advance before starting of every academic year.
- News paper advertisements in leading dailies calling for applications from qualified and competent persons to be given.
- Applications scrutinized and short listed.
- Call letters sent to short listed candidates to appear for an interview before selection committee.
- Appointment letters sent to selected candidates after approval of relevant authorities.

1.2.1 (C) SELECTION COMMITTEES:

For Teaching faculty selection of candidates may be based on the following procedure. Selection committee for Teaching & Non teaching posts advertised in the national dailies, to recruit various teaching and non-teaching positions comprising:

- Principal
- HOD of respective department
- Management Representative
- Senior Faculty from the concerned department

NON-TEACHING:

- Principal/Nominee
- HOD of concerned department
- Senior Faculty of concerned department

WALK-IN-INTERVIEWS

In case when selected candidates failed to turn up, such vacancies are filled up by giving another news paper advertisement calling for walk-in-interviews from qualified persons to appear for an interview before the selection committee consisting of

- Principal
- HOD concerned
- Management Representative

MODE OF SELECTION:

- Demo lecture
- Personal Interview

TALENT – POOL

Sometimes young talented persons with requisite qualifications with a flair for teaching may submit their resumes at **jobs@sipcet.org** or approach the college authorities requesting to offer them suitable teaching positions. For such candidates the selection committee may consist of

- HOD concerned
- A senior faculty member of concerned department

MODE OF SELECTION:

- Demo
- Interview

1.2.1.5 DIRECT APPOINTMENTS/VISITING PROFESSORSHIPS:

These appointments are made generally when

- No senior professor available in a department.
- Need to strengthen the quality of Teaching & Learning process.
- Planned to start PG courses in engineering disciplines.
- To encourage to promote and nurture research bent-of-mind.
- To diversify academic activities of high standard.

Right kind of persons are identified and invited to serve SIPCET in Research/ Teaching and Non - Teaching areas.

All the above appointments are made on regular/contract basis with the approval of relevant authority.

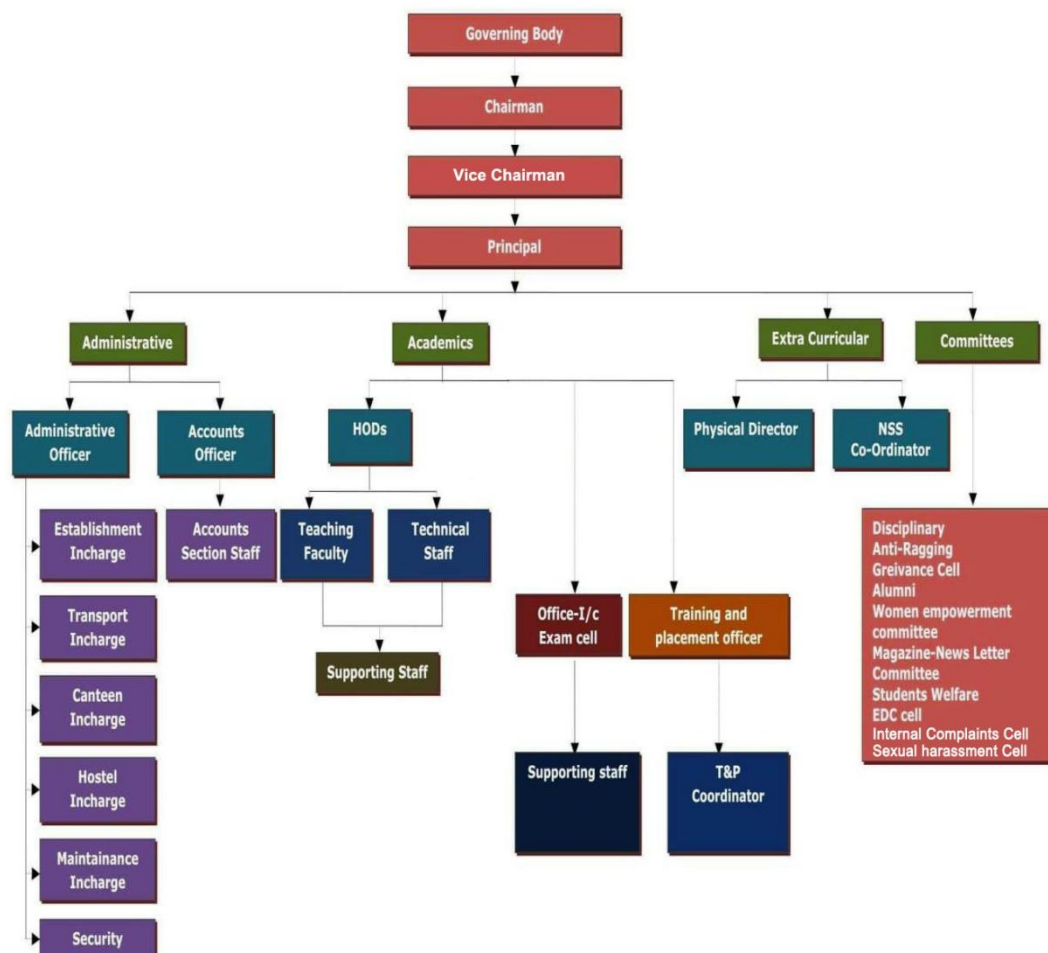
1.2.1.6 Ratification:

All the teaching faculty appointed by the above committees are required to appear before university selection committee being conducted every year to get their post ratified.

1.3 ORIENTATION

1. Every teacher appointed in the College shall be given a brief introduction
2. About the College by the Principal on the day of his/her joining.
3. The incumbent introduced to the respective HOD
4. The HOD will give a brief introduction of the department and will introduce the new incumbent to all the Teaching and non-teaching members of his team.
5. He/she will also take him/her around to the campus, explaining him/her the various codes of conduct to be observed in availing the facilities in the College.
6. The HOD will also ensure and obtain that all the registration formalities, including joining report etc, with the assistance of the office team.
7. The HOD will introduce the new faculty member to the students in the very first class he/she is going to handle in every section of his/her assignment.

1.4 ORGANIZATIONAL STRUCTURE



1.5 DUTIES AND RESPONSIBILITIES

1.5.1 PRINCIPAL

The Principal shall be the Executive Head of the Institution appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution.

The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body, Chairman of the Academic Council and the Finance Committee.

The responsibilities of the Principal are:

1. To ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
2. To re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Governing Body.
3. To exercise general control over the affairs of the Institution and be responsible for implementation of recommendations of the various committees of the Institution, in consultation with the Special Officer.
4. To convene meetings of the various bodies of the Institution.
5. To prepare the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions for the development of the Institution.
6. To apply to AICTE (for extension of approval, sanction of new programs and courses and variation in intake).
7. To apply to JNTUA, Anantapur for affiliation.
8. To apply for accreditation to different agencies like NBA, NAAC etc
9. To ensure timely correspondence with APSICHE, Commissioner of Technical Education, Convener EAMCET, Convener ECET, Convener ICET and Convener POLYCET for student admissions and other relevant matters.
10. To correspond with Social Welfare Department (for submission of scholarship applications for students of SVP CET), and all other relevant Govt. offices (like office of the District Collector for attending meetings on anti-ragging).

11. To send statistical data to State Government and University Grants Commission, New Delhi etc. and other apex agencies.
12. To comply with all statutory obligations pertaining to the Institution.
13. To conduct internal, end and other examinations.
14. To ensure and receive all Department budget proposals for the next academic year in the prescribed format by 15th January of every calendar year. Taking into consideration the central requirements and those of various Departments in the form of operational budget, maintenance budget and developmental budget, prepare consolidated budget proposal for the approval of Governing Body.
15. To maintain student discipline and orderly functioning of SVP CET and for taking all the decisions in this regard with the help of the disciplinary committee.
16. To inculcate discipline, decency, decorum and dignity among the faculty and staff of SVPP.
17. To be responsible for the general amenities and arrangements for students and employees of SVP CET.
18. To assist the Special Officer in faculty recruitment.
19. In the absence of the Principal, his duties will be entrusted to any Professor, as per the instructions of the Special Officer.
20. In line with the philosophy of the Chairman to support deserving economically poor students, scrutinize the applications regarding sanction fee concession, scholarship and financial support to students in consultation with Director and submit to Management.
21. Any other work assigned by the Chairman/Special Officer connected with the development of SVP CET.

1.5.2 HEAD OF THE DEPARTMENT

HOD of any department shall report to the Principal regarding the various activities and take his guidance and advice, in all academic matters. HOD is solely responsible in all aspects to run the department democratically, giving leadership and direction and monitor and control progress of his department. HOD is responsible for:

- Planning for department operational, maintenance and development budgets and submit reports to Principal.

- Submitting performance appraisals of faculty and staff.
- Preparing and submitting the departmental annual report to Principal.
- Assigning teaching schedules and work loads to all faculty and staff.
- Distributing departmental work by forming appropriate committees with faculty members and assigning duties and responsibilities to run the department effectively, efficiently and democratically regarding.
 - Administration
 - Academic planning & development
 - Maintenance and up-keeping
 - Examinations
 - Association activities
 - Organizing industrial tours / visits
 - Counseling Students
 - Training & Placement activities
 - Co and Extra curricular works
 - Research and project works
 - Entrepreneur awareness
 - Alumni contacts and others
 - Library books, Journals, relevant to department
 - Organizing expert lectures, add-on courses
- Monitoring of faculty discharging their academic and other duties mainly in
 - Preparing of lesson plans & course work schedules
 - Encouraging to enhance new skills and techniques
 - Displaying students attendance, internal marks, lab, performance, results
 - Intimating Parents in critical cases
 - Obtaining faculty feedback and offering necessary counseling
 - Appraising the faculty, students and parents about SVP CET's mission and goals
 - Maintaining constant rapport with faculty and students
 - Identifying thrust areas of R & D and interdisciplinary areas useful for employability of students
 - Improving qualifications
 - Overseeing the general maintenance of classrooms, Labs, Library etc.

SRI VENKATESA PERUMAL

COLLEGE OF ENGINEERING AND TECHNOLOGY

CHAPTER-2

SALARY, INCENTIVES

2.1 POSITIONS AND PAY SCALES

2.1.1 The College will have the following positions of hierarchy in the teaching departments

- Principal
- Special positions, including Deans and HOD
- Professors
- Associate Professors and
- Assistant Professors

2.1.2 In addition, each department shall have support staff like Lab assistants, department clerk and department attendant.

2.1.3 The principal's Office will have the following positions of hierarchy in the administrative department.

- Administrative Officer
- Accountant, Secretary to Principal/Chairman, Clerical Assistants
- Office Assistants.

2.1.4 The Scales of pay for various teaching positions will be as for AICTE norms and as detailed here under:

TEACHING FACULTY:

Principal and Special Positions - Pay as per AICTE norms, commensurate with the qualification and Experience.

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TEACHING FACULTY:

Principal and Special Positions- Pay as per AICTE norms, commensurate with the qualification and Experience.

Teaching faculty: V plan pay scale

Professor	Rs 16,400 – 450 - 20,900-500-22,400
Associate Professor	Rs 12,000 - 420 – 18,300
Assistant Professor	Rs 8,000 – 275 – 13,500

Teaching faculty: VI plan pay scales

Professor	Rs 67000+10,000
Associate Professor	Rs 37,400 - 67,000 + 9,000
Assistant Professor	Rs 15,600 - 39100 + 6,000

NON-TEACHING POSTS:

2.1.5 Scales of Pay for non teaching positions shall be as per AP state Govt. norms and are as follows:

Ao	Rs 6000 – 250 – 10000
Cashier/Accountant	Rs 5000 – 250 – 8000
Office Assistant/Attender	Rs 3000 – 250 – 5000
Office Assistant/Attender	Rs 1500 – 125 – 3000
Lab Assistant	Rs 4000/3000 – 250 – 5000

In addition, staff can be given additional benefits for his/her possessing additional skills.

2.2 ALLOWANCES

2.2.1 In addition of the Basic Salary, a monthly dearness allowance shall be extended to staff.

2.2.2 Monthly House Rent Allowance will be paid to employees put in the pay scale.

2.2.3 Management can also decide other allowances for Principal, Professor and Special posts.

2.2.4 Salary paid to an employee is subject to discretion and approval of GB.

2.3 INCREMENTS

- 2.3.1 Staff Members become eligible for annual increments prescribed at the end of 12 Months of service in the Institution.
- 2.3.2 Additional Increments shall be given to staff members based on their performance, contributions & results achieved in the university examinations, at the discretion of the management.

2.4 INCENTIVES AND REWARDS

2.4.1 Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the institution. The following points are considered to staff members with minimum 1 year of service at the institution for adjudication of awarding incentives and rewards.

- HIGHEST PASS PERCENTAGE
- HIGHEST FEED BACK
- BEST OVER ALL PERFORMANCE
- QUALIFICATION IMPROVEMENT

2.4.2 Guidelines/Conditions for award of cash incentives for research publications/books published: To encourage faculty members to develop a flair for research mind cash incentives for research publications and books published are extended for regular faculty members of SVP CET. Principal is authorized to sanction the cash incentive awards. Publication may be considered for award of cash incentives subject to

- Publication in reputed journals (not paid).
- Copy of the acceptance letter from the editorial board of the journal.
- Copy of the comments made by experts on the work.
- Copy of the publications.
- No ceiling limit on the number of publications by an individual faculty
- Cash incentives of Rs 5,000/- per paper published in international reputed journal and Rs 2,000/- per paper in a reputed internal journal.
- The incentive amount shall be equally distributed amongst all the authors belonging to SVP CET only.
- Impact factor should be 0.5 or above and the faculty should submit the impact factor issued by the journal.
- Part of the expenditure incurred in publishing a text book to the extent of maximum Rs 5000/-.

2.4.3 Financial assistance for faculty attending the seminar/ conference/ Workshop:

- Registration fee and TA/DA expenditure for participating national / International conferences / workshops.
- Faculty should present the paper in person.

- Faculty should be a regular employee of SVP CET.
- Lead author is only eligible for availing the facility.
- Financial assistance is released on reimbursement basis on production of relevant receipts.
- Financial assistance should be claimed only from one organization.

2.4.4 Higher studies eligibility: Study Leave (Fulltime) Is Granted:

- To faculty with not less than 5 continuous years of service in the college to pursue Ph.D / post doctoral research.
- To Non teaching staff not less than 3 years of continuous service in the college to pursue Diploma / Degree courses.
- However the course pursued should be direct advantage to institute's interest.
- The employee on return should submit full report on the work done during study leave period.
- The employee availing study leave has to execute a bond agreeing to serve the institute for three years after the leave period is over.

Study Leave (Full Time) Not Admissible

- For studies out of India.
- For an employee due to retire within the 3 year on return study leave.
- Study Leave (full time) is for maximum period of 36 months in case of PhD degree\post doctoral research and 24 months for PG degree.
- 50% of the basic salary only shall be paid during the study leave period (fulltime) after reporting to the duty after completion of study leave.

Study Leave (part-time)

- Study Leave (part-time) is granted to employees having more than 2 years of continuous service in the college and are eligible to pursue PhD \ P.G \ Diploma courses provided they are of definite advantage to the institute interest.
- Permission to study leave is accorded only when regular class work is not disturbed.
- Full pay paid during the study leave (part-time)

Note: SVP CET reserves the right to amend the above leave rules from time to time with the approval of its Governing Body.

SRI VENKATESA PERUMAL

COLLEGE OF ENGINEERING AND TECHNOLOGY

Chapter 3

Leave Rules

3.1 GENERAL

- 3.1.1 These rules shall be called “Sri Venkatesa Perumal College of Engineering & Technology” - Leave Rules”.
- 3.1.2 These leave rules shall be deemed to be applicable to all employees of SVP CET.
- 3.1.3 An employee of SVP CET may find fit into any of the following categories.
1. Regular employee appointed against an approved post and on probation.
 2. Regular employee with probation declared.
- 3.1.4 A Leave account shall be maintained for each employee of SVP CET in an appropriate format.
- 3.1.4.1. Leave is earned by duty only. Duty for the purpose of leave includes:
 - 3.1.4.2. Any period of absence on casual leave and special casual leave.
 - 3.1.4.3. Any period of absence on Public holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these leaves.
 - 3.1.4.4. Any period of absence during vacation either during a continuous period spent on duty or where permitted to be either prefixed or suffixed to leave under these rules.
- 3.1.5 Leave cannot be claimed as a right and is solely the decretory power of the sanctioning authority to refuse or revoke leave of any category when the situation so demands.
- 3.1.6 The sanctioning authority may recall an employee to attend duty before the expiry of the employee’s sanctioned leave.
- 3.1.7 Unauthorized absence from duty may be treated as misbehavior and may invite disciplinary action.
- 3.1.8 An employee on leave shall not take up any service and accept any employment outside without the prior permission of the appointing authority.
- 3.1.9 Every application for leave on medical grounds shall be accompanied by a medical certificate issued by a Registered Medical Practitioner / Asst. Civil Surgeon and such an employee may return to duty after submitting a fitness certificate issued by a registered Medical Practitioner / Assistant Civil Surgeon.
- 3.1.10 Leave on half pay cannot be availed for a period of less than three days. Leave on half-pay may be sanctioned on prior permission from Principal duly recommended by the respective HOD for a period of minimum 3 days at a time.
- 3.1.11 An employee of SVP CET who leaves headquarters of his/her place of duty during vacation is liable to be recalled if required.

- 3.1.12 The Head of Sri Venkatesa Perumal College of Engineering shall be the authority competent to grant leave to all its employees. In lieu of the head of the SVP CET, the competent authority will be the his/her nominee to sanction leave.
- 3.1.13 An employee of SVP CET cannot return to duty before the expiry of the sanctioned leave period unless permitted by the competent authority to do so.

3.2 CASUAL LEAVE (CL):

1. Casual Leave shall be admissible to an employee of SVP CET for a total no. of 15 days in a calendar year. The quantum of casual leave admissible will be on prorate basis. CL may be granted for a period of not exceeding 4 days at a time including public or other holidays. The period of unutilized CL shall lapse with the calendar year.
2. CL should not be combined with any kind of other category leave or with vacation period.
3. Granting of CL requires advanced sanctioning and the incumbent has to make alternate arrangement for his/her workload during his/her intended leave period.

3.3 SPECIAL CASUAL LEAVE (SCL):

Special Casual leave for a period of 6 days in a calendar year may be granted to a regular employee of SVP CET without prior permission in case of emergency.

3.4 EXTRA-ORDINARY LEAVE (EOL)

1. An employee of SVP CET may be granted EOL in some special circumstances at the discretion of the SVP CET Management to help the employee in attending to medical care at an immediate family member/ in improving his/her academic/professional qualification.
2. EOL cannot be debited against any leave head. No salary is admissible during such leave period. However, the management of SVP CET may take a lenient view and relax this condition on specific grounds.
3. An employee on Extra-Ordinary leave is not entitled to claim any leave salary.

3.5 LEAVE ON DUTY (OD)

1. Leave on Duty may be granted to teaching faculty for academic Purposes such as attending conferences/ seminars /workshops /JNTUA exam- duty etc.
2. OD may not be granted during vacation period.

3.6 MATERNITY LEAVE:

- 3.6.1 Women employees of SVP CET appointed on probation are eligible to avail maternity leave for 90 days.
- 3.6.2 This leave may also be granted in case of abortion or miscarriage for about two weeks on submission of a medical certificate.
- 3.6.3 Leave may also be granted in case of illness of a newly born baby for about six days.
- 3.6.4 This leave is not admissible in the case of those employees who have two or more surviving children.

3.7 SPECIAL LEAVE: (SL)

- 3.7.1 An employee of SVP CET undergoing sterilization operation under the family planning scheme a leave for a period of 7 consecutive days will be sanctioned; however, employees having more than two children are not eligible to this leave.
- 3.7.2 SL for a period of 4 days will be sanctioned to an employee if his/her spouse undergoes family planning operation for the first time for those who have one/two children.
- 3.7.3 SL of 7 days may be sanctioned for an employee of SVP CET getting married for the first time on production of marriage wedding card for those employees who completed probation.
- 3.7.4 SL of 5 days may be granted for a faculty during the confinement of his wife from the date of its commencement.

3.8 STUDY LEAVE

3.8.1 Study Leave (Fulltime) Is Granted:

- a) To faculty with not less than 5 continuous years of service in the college to pursue PhD / post doctoral research.
- b) To Non Teaching staff not less than 3 years of continuous service in the college to pursue Diploma / Degree courses.
- c) However the course pursued should be direct advantage to institute's interest.
- d) The employee on return should submit full report on the work done during study leave period.
- e) The employee availing study leave has to execute a bond agreeing to serve the institute for three years after the leave period is over.

3.8.2 Study Leave (Full Time) Not Admissible

- a) For studies out of India.
- b) For an employee due to retire within the 3 year on return study leave.
- c) Study Leave (full time) is for maximum period of 36 months in case of PhD degree/post doctoral research and 24 months for PG degree.

- d) 50% of the basic salary only shall be paid during the study leave period (fulltime) after reporting to the duty after completion of study leave.

3.8.3 Study Leave (part-time)

- a) Study Leave (part-time) is granted to employees having more than 2 years of continuous service in the college and are eligible to pursue PhD\P.G\Diploma courses provided they are of definite advantage to the institute interest.
- b) Permission to study leave is accorded only when regular class work is not disturbed.
- c) Full pay paid during the study leave (part-time)

Note: SVP CET reserves the right to amend the above leave rules from time to time with the approval of its Governing Body.

SRI VENKATESA PERUMAL

COLLEGE OF ENGINEERING AND TECHNOLOGY

CHAPTER-4

PROMOTION POLICY

1. All promotions shall be considered on merit-cum-seniority basis.
2. The principal shall appoint a committee for promotion purposes, in which he shall be the Chairman, with two Professors and one/two invited experts from Industries/other Institutions.
3. The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate seeking promotion, for any misconduct he/she committed during the service.
4. Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject, however, to the condition that he/she had completed the required years of service in the present position as prescribed below and should have obtained AICTE prescribed qualifications e.g.

Associate Professor	:	5 years of teaching/industry experience
Professor	:	5 years of service at Associate Professor Level.

Academic performance and student feedback.

5. Those who are promoted shall be placed in the pay scale applicable to that category.
6. All decisions on promotions shall be taken up from the month of June every year whenever necessary.

SRI VENKATESA PERUMAL

COLLEGE OF ENGINEERING AND TECHNOLOGY

CHAPTER-5

RETIREMENT

5.1. RETIREMENT FROM SERVICE

1. All teaching and non-teaching staff retires on completing the age of superannuation, which is 62 years for teaching and 60 for Non-Teaching.
2. When a faculty member completes the age of superannuation on a day falling during the academic year, he/she shall retire on the 1st of May of the succeeding year.
3. The college will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
4. If the retiring employee has accumulation of annual leave to his/ her credit, the same can be availed in the period preceding his/ her retirement by making application to the Principal and appropriate sanction by him/her.
5. The age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and Special Category Appointments.

5.2 RETIREMENT BENEFITS

1. The employees, who are coming under the purview of the Employees Provident Fund Legislation, shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
2. The college shall contribute 12% of the pay subject to the ceiling of Rs 780 per person, towards the Employer's contribution to the EPF Scheme.
3. The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution in addition to the Employer's Contribution to the EPF Scheme.
4. The College shall remit both the contributions as stated above to the EPF Scheme Authorities.
5. The College shall pass on the annual statements pertaining to the EPF details of the Employee, as released by the EPF Authorities, to the concerned employee.

6. The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.

The College shall also pay to the employee the following benefits at the time of his /her retirement:

- Gratuity, if any, payable under Payment of Gratuity legislation.
- Encashment of Salary towards accumulated leave on his/her Annual leave account.
- Arrears of Salary, if any, payable.

SRI VENKATESA PERUMAL

COLLEGE OF ENGINEERING AND TECHNOLOGY

CHAPTER-6

DISCIPLINE, GRIEVANCE AND REDRESSAL PROCEDURE

6.1 CODE OF CONDUCT FOR TEACHERS

- 6.1.1 Teachers shall be present at the classroom at the appropriate time without any exception.
- 6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.
- 6.1.3 Every teacher shall close the Teaching work punctually at the end of the hour.
- 6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take an appropriate action, which shall be: Taking correctional action if it is within his/her power, or Reporting the matter to the HOD/Principal.
- 6.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned with commitment to the best of their abilities.
- 6.1.6 Faculty and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.
- 6.1.7 Faculty and Staff Members shall not receive gifts of any kind from the students or their parents for any favoritism.
- 6.1.8 Teachers shall maintain a respectable work conduct in terms of :
- i. Preparation for the particular day's classes, with latest information added to the earlier course content.
 - ii. Keeping ready all teaching aid material required for conducting the class in an orderly manner.
 - iii. Going according to lesson plan for the day and completing the syllabus for the semester without any backlogs.
 - iv. Follow up assignments and tests given to students, evaluating in time and giving feedback to the students.

- v. Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

6.1.9 TEACHERS SHALL OBSERVE GOOD PERSONAL CONDUCT IN TERMS OF:

1. Not using any abusive language towards students, fellow teachers, parents and other members of public.
2. Not entering into quarrels, fights or any act of disrespectable nature.
3. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
4. Not to affiliate with any political organization since this might cause clash of interest with the duties of a teacher and the reputation of the Institution

6.1.10 Faculty shall confirm to the Ethical Standards of a teacher as described in Annexure 1.

6.2 DISCIPLINE

- 6.2.1 Any teacher violating the code of conduct defined in Section 6.1 of this manual shall be subjected to appropriate disciplinary action by the Principal / Chairman.
- 6.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any person can report the same in writing to the Principal.
- 6.2.3 The Principal shall hold a preliminary enquiry on the matter by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- 6.2.4 If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 6.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

- 6.2.6 On receipt of the explanation or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- 6.2.7 The course of action for disciplining a teacher shall be under the following categories:
- a) Memo and Censure.
 - b) Warning in writing, with recovery of moneys, where financial loss is involved in the act.
 - c) Suspension from work without remuneration.
 - d) Dismissal or discharge from service.
 - e) Any staff member receiving more than two memos or warnings will be given punishments mentioned in 'c' or 'd'.
- 6.2.8 Where the punishment proposed is in the categories c or d under Section the Principal shall constitute a one man committee to conduct internal enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principles of natural justice.
- 6.2.9 The Principal shall report the proceedings of the enquiry committee with his comments to the Chairman/Vice Chairman /GB if necessary.

6.3 GRIEVANCES AND REDRESSAL

- 6.3.1 The Principal shall constitute a Grievance and Redressal Committee to redress the grievances of the teaching and non-teaching staff.
- 6.3.2 The Grievances and Redressal Committee shall consist of minimum of seven persons in the ranks of HOD, Principal / Director / Dean with one being nominated as member secretary/convener.
- 6.3.3 The Principal shall announce the Constitution of the Committee with the names of members at the beginning of every academic year.
- 6.3.4 The grievances and redressal committee shall: have a member secretary / convener, to monitor the proceedings. The committee shall meet as and when required to address the issues received.
- 6.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

- 6.3.6 The member Secretary / Convener of the Grievances and Redressal Committee shall include such grievances as an item of the agenda for the next meeting, unless the seriousness of the grievances warrant a meeting to be commissioned immediately.
- 6.3.7 The Member-Secretary / convener shall record and maintain the minutes of the meetings.
- 6.3.8 Report on the grievances shall be submitted by the committee to the principal. The Chairman/ Vice Chairman shall redress the grievances after due consideration to the extent possible.

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CHAPTER-7

CONSULTANCY, R & D AND TEACHING ASSIGNMENTS

7.1 CONSULTANCY, R & D

- 7.1.1 The College encourages its teachers to take up consultancy and R & D assignments within Institution, with other Institutions or Industries, appropriate to the teacher's competence.
- 7.1.2 The teacher shall undertake such assignments as
- a) When the college is approached for such help and the college assigns such engagement to the particular teacher or
 - b) When the teacher himself / herself is approached by the outside agency for such help.
- 7.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal / Chairman / Vice Chairman in writing.
- 7.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 7.1.5 The teacher shall also make other teachers associate in working on the assignments.
- 7.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis. Where it is project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College). In all other cases like consultancy assignments, it shall be 80:20 (20% to College).
- 7.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman.
- 7.1.8 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

7.2 TEACHING ASSIGNMENTS.

7.2.1 The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

7.2.2 A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

7.2.3 Unless approved by the Principal, a teaching staff member shall not take up any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

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CHAPTER-8

INCENTIVES - STUDENTS

8.1 The Management is pleased to announce the following incentives & rewards for Students

1. 10% of management seats are allocated to meritorious and economically poor students by
2. Free placement training to all the students is arranged by inviting experts
3. College management meets all the expenditure incurred in this respect
4. College also arranges BRAIN empowering workshops conducted by eminent persons in the field to empower memory power of students free of cost.
5. Free internet facility to all students.
6. Reimbursement of total expenditure to students for presenting papers in reputed institutions like IITs, NITs, BITS and other premier institutions.
7. Students presenting papers in seminars / conferences / symposium are paid as per author
8. Rs 200/- with in district
9. Rs 400/- with in AP and Chennai
10. Rs1000/- outside AP.
11. Around 25% concession in transport charges is given to students who avail college bus facility.
12. Free coaching is provided for the competitive exams like GATE, CAT etc...
13. The college provides the required financial assistance for participating in national / university level sports and games.
14. Fee concession for poor meritorious students.
15. Best out going student award.

ANNEXURE - I

ETHICAL STANDARDS FOR TEACHERS

A Teacher

1. Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
 - to respect parents, teachers, elders
 - to express the love and affection to students
 - to accept and extend due respect to every religion and social grouping
 - to love the Nation and commit them to the endeavors to Her progress
2. Shall have a sense of belonging to the Institution
3. Shall assume total dedication and commitment to the teaching profession
4. Shall always have an urge to excel in professional expertise

A Teacher

1. Shall wear a respectable attire, befitting the society's expectations
2. Shall keep up immaculate personal hygiene at all times
3. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
4. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks
5. Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

A Teacher

1. Shall always listen to students with concern, whether it be in respect of doubts in the subject or it be relating to any personal help
2. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

A Teacher

1. Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understand the system in a better manner.
2. Shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.
3. Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, students or any other member of society.

A Teacher

1. Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system
2. Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
3. Shall always be responsive to societal needs.