



SVCET
HUMAN RESOURCE MANUAL
INDEX PAGE

Chapter No.	Particulars	Page No.
1	General Information - Introduction	2
2	Vision & Mission of Institution	3
3	Sorting of Employees	5
4	Recruitment Policy	18
5	Human Resource Policy	23
6	Probation Period Policy	24
7	Leave & Vacation Policy	26
8	Performance Appraisal Policy	28
9	Staff Welfare Schemes / Incentives	29



GENERAL INFORMATION

1. ABOUT THE INSTITUTION

- Sri Venkateshwaraa College of Engineering & Technology (SVCET) is a vibrant Institute of higher education established in the year 2014 with the objective of producing globally competitive and ethical Engineers with Industrial exposure. SVCET is affiliated to Pondicherry University and approved by All India Council for Technical Education (AICTE), New Delhi. Also, Sri Venkateshwaraa College of Engineering & Technology has developed into a reputed Engineering Institution with ISO 21001:2018 certification.
- The College Campus nestles amidst calm and clean campus sprawling 20 acres situated at Ariyur which is about 12 kms from Pondicherry. The College operates a fleet of buses connecting all parts of the City for the convenience of the Students and Staff. Besides this, the College is well connected to different parts of the City by public transport buses.
- The Students of SVCET are given the opportunity to pursue first grade and advanced technical education regardless of background, gender or financial constraints. The Institution is open to exchange ideas, where discovery, creativity, personal and professional development can flourish. It is responsive. Student oriented Institution that is committed to the creation, dissemination and acquisition of knowledge through Teaching, Research and Service.

1.2 ADDRESS OF THE INSTITUTE

Sri Venkateshwaraa College of Engineering & Technology

No. 13A, Pondy - Villupuram Main Road, Ariyur,

Puducherry -605102

Website: www.svcet.ac.in

Call: 9585533700, 9884305050



1.3 DETAILS OF THE INSTITUTION

a) Working Hours:

S.No.	College	Time	Office	Time	Holiday
1.	Monday to Friday	8:30am to 4.30pm	Monday to Saturday	8.30am to 5.00pm	All Sundays
	Saturday	8:30am to 1:00 pm			

1.4 VISION & MISSION OF INSTITUTION

VISION

Our Vision is to impart the highest quality of Technical Education, provide impetus to Research and Development, foster innovation in the technological growth, encourage entrepreneurship and strive to solve problems of mankind.

MISSION

Aiming high quality training to Students through Education so as to provide qualified human resources appropriate to the Society of this Region and National needs.

QUALITY POLICY

- Our quality philosophy calls for teaching Students values-based knowledge in both the theoretical and practical applications of Engineering & Technology.
- This directive envisions to continually train Young Technocrats so they can contribute to the Economy by performing well in School.
- To better position Students for success through improved placement prospects, to prepare and enlighten them with the power of knowledge.
- To consistently evaluate and enhance the system's efficacy while also abiding by legal and regulatory obligations.



1.5 DISCIPLINE

a) ID-CARD

- All Faculty members should adhere to the Campus' formal dress code. All Employees on Campus should carry an ID card, and they are required to provide it whenever the Administrative authorities want it.

b) REPORTING TIME UPON ARRIVAL

- Staff members are required to log their attendance in the Master Attendance before 8.30am every day.

c) LATE ARRIVAL

- On all working days, Employees are expected to report for duty 5 minutes before the reporting time. A 5-minute delay is acceptable. The Department Head (or his/her deputy) must be notified of no more than three permissions every month. Any additional permission will be regarded as leave. If you arrive late frequently, it will be noted in your personal file and will cost you points on your performance review.

d) LEAVING THE CAMPUS EARLY

- In general, Staff members are not allowed to leave the Campus before the official working hours. The only exception to this rule is Special concession or ON-DUTY leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.

e) ON-DUTY LEAVE

- The printed ON-DUTY form must be filled out by every Employee. It must also be authenticated by the Head of the Department or other authorized authority before being submitted to the Principal for approval. The form should be turned in to the College office for records after being formally approved and signed by the Principal. There must be appropriate documentation included with the ON-DUTY form. Such documentation must be delivered within two working days to the College office. Proof that is submitted after the deadline is viewed as being on leave for the necessary time. The sanctioning authority must determine the veracity of the case when there is no available proof.



2. SORTING OF EMPLOYEES

2.1 HIERARCHY OF REPORTING

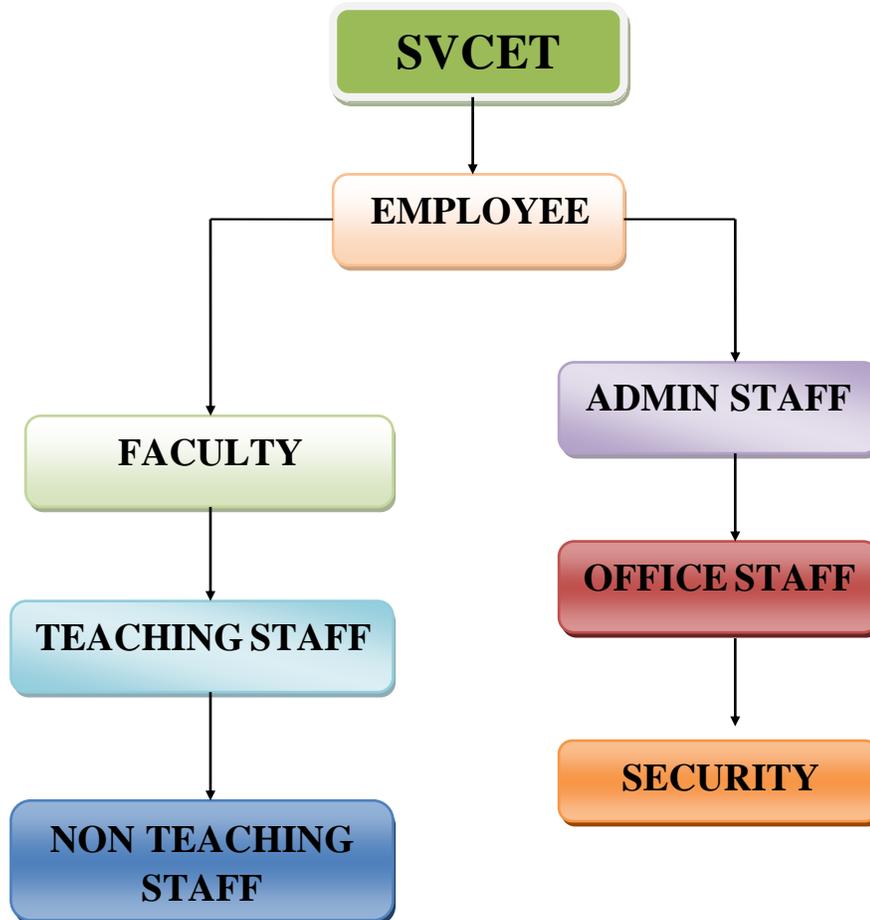
- The following table should be followed when reporting by various Staff employees to higher authorities:

No	Staff	Reporting Authority
1	Principal	Chairman
2	Dean	Chairman
3	Head of the Departments	Principal
4	Placement Officer	Principal
5	Librarian	Principal
6	Teaching Staff	Head of the Department
7	Laboratory Staff	Head of the Department
8	Library staff	Principal
9	PED	Principal
11	Office Staff	Office Manager
12	System Admin	Office Manager
13	Drivers	Office Manager
14	Security	Office Manager
15	Workers	Office Manager

In absence of reporting authority as defined above, the Staff members shall report to the next nominated person in charge.

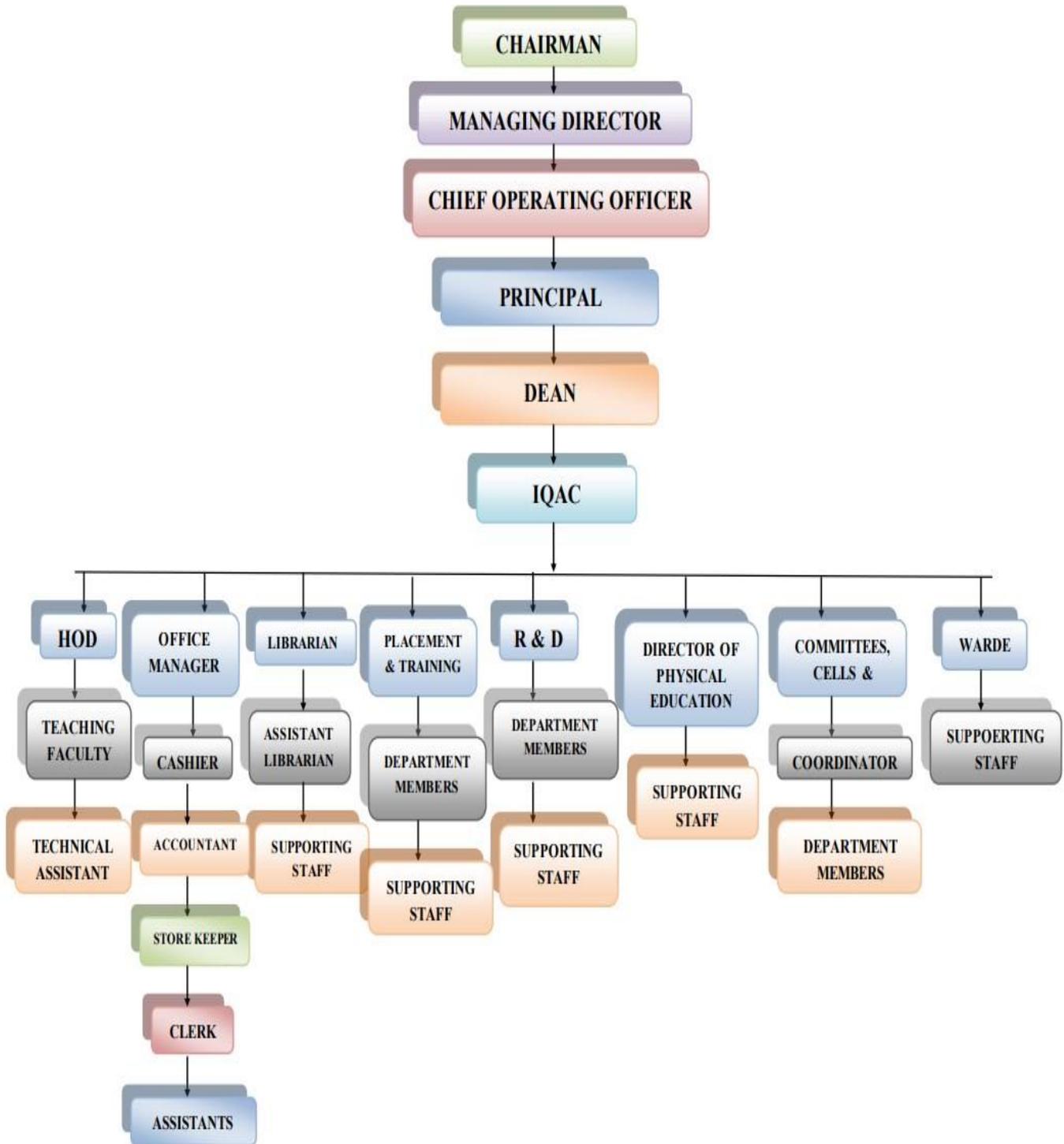


2.2 ARRANGEMENT OF EMPLOYEES





ORGANOGRAM OF INSTITUTION





2.3 ROLES AND RESPONSIBILITIES

GOVERNING COUNCIL

- Review and recommend the budget of various Departments and monitor budget utilization for previous year.
- Periodically review the minutes of HODs meeting and all committee meetings in the Institution.
- Approve the Institution and Department Academic schedule/calendar and allocate relevant funds for implementation.
- Planning of Academic/co-curricular/extra-curricular activities for the forthcoming Semester/Academic year.
- Discuss feedback analysis report of stakeholders and suggests corrective measures towards improvement of the Institution.
- Overview the Research and Development activities of the College in each year and make suggestions for further improvements in this aspect.
- Monitoring and evaluation of various processes in the Institution towards continuous improvement periodically

CHAIRMAN

- The Chairman is responsible for the leadership of the Governing Body and ensures that the necessary business of the Governing Bodies carried on efficiently and effectively embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- The Chairman should ensure a good working relationship with the members of the Governing Body, and the regular reports from the committees are presented to the Governing Body to their satisfaction.
- The Chairman shall ensure that the Governing Body approves and operates a procedure of the regular review of the performance of individual members of the Governing Body, and should participate as reviewer in that process. Also the Chairman shall encourage members to participate in Institutional training and development events.
- The Chairman shall involve in the process of induction of new members and encourage all other members also to participate in this process.



- The Chairman shall conduct the performance appraisal of the Head of the Institution.
- The Chairman shall ensure to manage appropriately any conflict of interest that arises to uphold the integrity of the Governing Body business.
- The Chairman shall ensure that the Administrator to the Governing Body maintains a Register of the Interests of members of the Governing Body up-to-date and timely disclosure.
- The Chairman shall be responsible for ensuring that the Governing Body exercises control over the strategic direction of the Institution, through effective planning.
- The Chairman shall establish a constructive and supportive working relationship with the Head of the Institution, recognizing the proper separation between governance and executive management.
- The Chairman shall represent the Governing Body and the Institution externally.

MANAGING DIRECTOR

- **Supervising** – This role comes with the responsibility of overseeing the day-to-day operations of the Company and one of the main roles is supervising Department-level Managers. This helps to establish a certain kind of work environment as well. They are responsible for hiring, coaching, training, and disciplining these Managers.
- **Setting a direction** – MD works on a Company level rather than just a Department level. They help different Department Heads to align their goals with the Company goals, therefore giving direction to each Department.
- **Collaborating** – MDs are a link between Departments and the Company executives. They are the ones who convey the ongoing activities of individual Departments to the company's executives.
- **Budgeting** -Responsible for budgeting resources for hiring, equipment, supplies, and marketing.

CHIEF OPERATING OFFICER

- The COO – sometimes known as the Vice President of Operations – is typically the second in command in a Company and reports to the Chairman. This person manages and handles the daily business operations of the Company, working closely with Department heads and Supervisors to support the day-to-day activity of Employees.



- Whereas the Chairman is more concerned with big picture elements, like the business's overarching goals and strategy, the COO typically oversees internal, daily operations. This includes ensuring that the Institution operations support the Chairman's Vision and Strategy. The Chairman represents the public face of the Organization, and is involved in marketing and public relations communications.

PRINCIPAL

- The Principal shall be the Executive and Academic Head of the College.
- Have the work Including –Academic, Administration, Accounts and other sections of Departments External agencies such as AICTE, UGC etc., has a communication channel via Principal for fulfilling regulatory requirements.
- Meeting with the Chairman and Secretary in defining goals & objectives of Institute and design operational plan and Organization to utilize available resources to achieve goals.
- Can interact with Parents, Students, Staff and other Stakeholders of the Institution for developing healthy ambience for trust amongst all Stakeholders.
- Feedback to Chairman about the activity conducted in all with respect to Academic and future plan for implementation.
- Monitoring the working of Dean as per their authorities.

DEAN

- The creation of the academic almanac, tracking the completion of assignments and covering material covered in the syllabus, counseling and mentoring of students, and planning, organizing, and overseeing their extracurricular activities.
- Assisting educators in organizing successful remedial education programs.
- Overseeing and appraising the educational assistance program.
- Gathering data and conducting assessments and evaluations of the faculty.
- Converting evaluation information into useful faculty development.
- Recognizing the requirements of teachers with and without experience.
- Sending out mentorship invitations to senior academics in each department.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

- To establish a structure for deliberate, constant, and catalytic action to enhance the Institution's performance in both Academics and Management.
- To advance policies that will help Institutions perform better by internalizing a quality culture and Institutionalizing best practices.
- Ensuring the timely, effective, and progressive completion of administrative, academic, and financial tasks.
- The usefulness and excellence of Academic and Research programs.
- Fair access to and affordability of Academic programs for all Societal groups.
- The enhancement and incorporation of contemporary Educational techniques.
- The legitimacy of the evaluation processes.
- Ensuring that the support system and services are adequate, maintained, and allocated properly.
- Networking and sharing of research findings with other Institutions in India and overseas.

HEAD OF THE DEPARTMENT (HOD)

- To provide leadership & Motivation in both Post Graduate and Under Graduate courses in relevant field of specialization.
- To achieve Departmental goals & quality objectives.
- To focus on effective teaching to Students.
- To actively take part in monitoring and evaluation and promotional activities both at Departmental and Institutional level.
- Providing facilities to the Faculty and Students to develop resource materials and curriculum development.
- Deputing Staff for external examination meeting for University Practical.
- Deputing and actively taking part in various working committees.
- Up-gradation of old technology and increasing the quality of Student Projects through Industry collaborations.
- Up-gradation of Faculty and Staff through trainings, development program.
- Working on the assignment given by the Principal.



OFFICE MANAGER (OM)

- Booking Transport and accommodation
- Organizing Company events and conferences
- Ordering stationery and IT equipment
- Dealing with correspondence, complaints and queries
- Preparing letters, presentations and reports
- Supervising and monitoring the work of Administrative Staff
- Processing invoices and managing office budgets
- Implementing and maintaining procedures/office administrative systems
- Organizing induction programmed for new Employees
- Ensuring that health and safety policies are up to date
- Attending meetings with Senior Management

LIBRARIAN

- Coordination with the Staff and non-teaching associated with the Library management and properly maintain the stock of all books, periodicals, manuscripts, journal, and electronics media in Library equipment's.
- Periodically validation of materials and develop more modernization facilities of Central Library.
- Ensuring proper implementation of the decisions taken by the Library committee and follow accordingly.
- To increase the interest in reading it is necessary to place the benefits of Library among Staffs and Students.



TRAINING AND PLACEMENT CELL

- Training & Placement Cell has an important role to play in a Student's future and is an indispensable pillar of the Institute. This cell continuously strives to help students in pursuing their career goals by acquiring employment-seeking skills and ultimately to attain desired employment. This is accomplished through building a strong partnership amongst Students, Alumni, Faculty-members and Industries.
- SVCET follows centralized placement activity which gives each branch equal opportunity to grow for sustained excellence in career through Training & Placement. Towards this, a Training and Placement Cell has been established with the following major objectives in order to assist Students to develop their academic and career interests, and help them in achieving their short-term and long-term goals through individual counseling and Group Discussion.
- Assist Students to develop and implement successful job search strategies.
- Work with Faculty Members, Department Heads and Administration to integrate career planning with Academic Curriculum.
- Empower Students with life-long, career decision-making skills.
- Providing resources and activities to facilitate the career-planning process.
- Act as an interface among Students, Alumni and the employment community.
-

PHYSICAL DIRECTOR

- Reports to Principal
- Ensures smooth conduct of Sports
- Ensures proper use of Sports material and facilities
- Purchase of sport items by coordinating with AO
- Encourages Students to participate in Zonal/University tournaments
- Creation and upkeep of sports facilities
- Proposing Annual budget for sports
- Ensures discipline among Students in Campus
- Ensures NO Ragging activity takes place
- Oversees medical facilities on campus



- Organizes NCC training camps, if any, and facilitates Students to involve in NSS activities and report the same to office of Dean, Students, Affairs with a copy forwarded to Principal on monthly basis.
- Helps in the Organization of various events in the College

EXAM CELL COORDINATOR

- Conducting Internal and External Examination.
- Examination registration and upload the marks to Pondicherry University portal in time.
- Download the Results and Communicate to the Concern departments.
- Prepare and circulate the seating arrangement / Invigilation duty - 7 days in advance.
- Prepare the schedule for Practical Examination and identifying the External Examiner in consultation with the HODs / Principal.
- Circulars down load from Pondicherry University website or from emails and Communicate to Principal / HoDs / Faculty and Students.
- Strictly maintain the confidentiality.
- Purchase, Collection, Maintenance dispatch of Examination materials.
- Maintenance of all Exam cell files up to the standard as well as on date.

CENTRAL, GRIEVANCE REDRESSAL COMMITTEE (STUDENTS AND FACULTY)

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student Teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / Complaint Box have been installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their Grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.



- Advising all the Students to refrain from inciting Students against other Students, teachers and College Administration Advising all Staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the Institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

ANTI-RAGGING COMMITTEE

- Anti-Ragging Committee to ensure compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the Institution. As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any Student or group of Students on:
 - Any act of Indiscipline, Teasing or Handling with Rudeness.
 - Any act that Prevents, Disrupts the Regular Academic Activity.
 - Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
 - Any Act of Financial Extortion or Forceful Expenditure.
 - Any Act of Physical Abuse causing Assault, Harm or danger to Health.
 - Any Act of abuse by spoken words, emails, SMS or public insult etc.
 - Any Act of injury or infringement of the fundamental right to the human dignity.
 - Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
 - Any unlawful assembly or conspiracy to ragging.
 - Know Rotary's key messages and be able to use them when speaking in public.



RESEARCH AND DEVELOPMENT COMMITTEE

- Research and Development (R&D) manages and oversees Research activities and develops knowledge-based products for a Company. They develop research programs incorporating current developments to improve existing products and study the potential of new products.
- The main role of the R&D department is to help a Company or Organization to maintain its competitiveness. This means keeping an eye on developing trends, and on what the competition is doing. R&D is therefore also about analysis and a sound understanding of current conditions within a specific sector or market.

ENTREPRENEURSHIP DEVELOPMENT COMMITTEE

- Promote and foster the spirit of Entrepreneurship.
- Create support systems necessary for business thought process.
- Facilitate networking with professional resources, which include Mentors, Experts, Consultants and Advisors.
- Identify ideas and innovations which have potential for commercial ventures.
- Carry out activities that facilitate knowledge Creation, Innovation and Entrepreneurship among Students.
- Inculcate enterprising values in youth and encourage individuals to be socially responsible.

ALUMNI ASSOCIATION

- All Alumni Council members will serve on an Association Committee.
- All Alumni Council members shall play an active role as Ambassadors of the School, attending functions and events when possible, and supporting alumni volunteers in their role.
- All Alumni Council members shall assist in identifying deserving alumni for consideration for SVCET and the SVCET Medal.



DISCIPLINARY COMMITTEE

- Maintain transparency, non-bias opinion and confidentiality.
- Conduct awareness among Students about the roles and responsibilities of the Committee
- Review and finalize all meeting minutes for circulation and documentation purpose
- Ensure recording and documentation of the activities

INTERNAL COMPLAINT COMMITTEE

- Prevent discrimination and sexual harassment, by promoting gender amity among Students and Employees.
- Make recommendations to the Management for changes/elaborations in the Rules for Students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the Students and the Employees
- Deal with cases of discrimination and sexual harassment against Women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment. Recommend appropriate punitive action against the guilty party to the Management. Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as “unwelcome” sexually determined behavior (whether directly or by implication) as:
 - Physical contact and advances.
 - Demand or request for sexual favors;
 - Sexually colored remarks, Showing pornography and
 - Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

STUDENT SCHOLARSHIP SUPPORT COMMITTEE

- The charge of the Scholarship Committee is to oversee the annual scholarship and to ensure the timely and fair disposition of Scholarship funds. The committee is charged with publicizing and soliciting applications and making decisions based on the applicants’ responses. It is also the responsibility of the committee to distribute the Scholarship(s) and follow up with recipient(s) to ensure the scholarship(s) awarded is received. A summary of co-chair responsibilities is listed.



WOMEN'S EMPOWERMENT COMMITTEE

- Ever since the inception of the Committee, WEC as a team has been striving to promote awareness among Girl Students and educate them on gender specific issues in the areas such as health, legal, career and social. To realize the above-mentioned objectives, the committee with its members strives.
- To review various schemes & programs of the Institute and to ensure the possibility in the aspect of Women's development.
- To promote all round development of Women Faculty, Staff and Students of the College.
- To receive complaints, if any, from the lady Staff and Lady Students who have been subject to sexual harassment and to enquire into such complaints and establish the facts.
- To keep all records intact and in proper order of the complaints received.
- To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.
- To conduct a survey within the College and collect suggestions/ recommendations from Women on issues concerning them.
- To periodically organize Guest Lecturers in the concerned areas such as health, legal, career and social aspects.
- To monitor and counsel Girl Students.
- To conduct competitions such as presentations, elocution, essay writing and painting to encourage Girl Students to express their ideas.
- Above all, to ensure a secure and progressive learning environment for the Girl Students.



4. RECRUITMENT POLICY

4.1 RECRUITMENT PROCEDURE

- Based on the requirement of manpower in the Department, the concerned Head of the Department will make a requisition to Principal. The Principal will forward the requisition to the HR Department in writing, justifying the requirement along with Job description & job responsibilities. The request will be forwarded to the Management for approval.
- On receipt of approval from Management, the HR recruitment team will select suitable applications from the existing data bank / resumes received from advertisements in Newspaper / on-line job search sites and forward the shortlisted resumes (approved by HR HEAD) to the concerned HOD for a short listing of Candidates.
- On receipt of the list of the short-listed candidates, interview call letters will be sent by the HR personnel.
- Interview panel will conduct the Interview to finalize the selection. All educational qualifications and experience will be verified.
- HR Department on receipt of the selected candidates will work out the salary as per the hospital salary structure, and by the rating given by the panel members; obtain signatures of the panel members and put up for the approval of the Management.
- Provisional orders will be sent to the selected Candidates.

Teaching: (Assistant Professor /Associate Professor/Professor/ Principal)

Non- Teaching: (Lab In charge / Librarian / Placement & Training) /Administration

4.2 MAN POWER PLANNING

a) MAN POWER PLANNING IS THE FIRST STEP IN RECRUITMENT

- This must be done at the beginning and conclusion of each Semester, which is the Institute's six-month period of instruction.
- Before the start of the Semester, all Staff recruitment should be finished.



- The Department Head is concerned with planning the procedure. The HR Manager will confer with the Management/ Principal and then decide whether the position is to be filled through in-house personnel or a new employee must be chosen within one month. He or she will submit the requirements for his or her specific department to the HR Department during the Semester.
- The Management, Principal, and Human Resources Manager will make every effort to give all current employees the chance to apply for open positions. It's crucial to screen applicants for open positions. For calling the qualifying Candidate, specific rules are followed.
- The Head of the Department determines the amount of human resources needed: combining the calculations for subject-specific teaching loads. Student-to-teacher ratio (in accordance with AICTE guidelines)
 - For UG: 1:20
 - For PG: 1:15

b) SUCCESSION PLAN

- Identification of certain Employees as potential Candidates to fill a critical or senior post includes a process.
- Associate Professor may be promoted to Professor after being made Associate Professor. A possible succession is:

ABSOLUTE SUCCESSION: The selected Candidate meets all criteria for appointment; as a result, there are no more requirements for the appointment.

CONDITIONAL SUCCESSION: The selected Candidate meets the necessary requirements, but the appointment is contingent upon meeting further requirements within the specified time frame. Special requirements could include obtaining a higher education, Certificates, a qualified substitute, etc.

c) APPROVAL OF FACULTY BY THE UNIVERSITY

- To the best of its ability and within the confines of the law, the Institute will see to it that all of the Faculties at Pondicherry University are approved. A Faculty Member will be treated equally to



other recognized Professors in terms of pay, allowances, and other benefits even if they are unable to secure the University's approval despite having the required credentials, experience, and competence.

d) FILLING TEMPORARY VACANCY

- When a Teacher vacancy needs to be temporarily filled for a length of time that does not exceed one term, the HR Manager, on the Principal's proposal, starts the procedure of temporary appointment.

e) CREATING A NEW POSITION

- The Principal evaluates the description and chooses the best title in accordance with the job requirements after consulting with the authorized authority. The description of a new position must be prepared by the Head of the Department and presented to the Principal. It is possible to request reclassifications of open posts at any point during the Academic year. A pay grade will be assigned based on the available market data if a classification is selected that is not included in the existing pay plan. Post titles should, to the greatest extent feasible, correspond to the nomenclatures used by the Pondicherry University, Directorate of Technical Education, and All India Council for Technical Education.

f) JOB ANNOUNCEMENT

- For a minimum of fifteen working days, all positions are externally advertised. In extremely unusual instances, the Management will approve an exception. The Institute's website will occasionally have a list of new positions available.

g) CLOSING DATE

- Every listed post is available for fifteen working days. The HR Manager may decide to keep the position available until it is filled on occasion. In such cases, the HR Manager Evaluates each application received up to the point in time and notifies Management / Principal when a decision is made.

h) ADVERTISING

- Once the job listing is complete, it is published online and in at least one local or national English



or Tamil Newspaper. When putting an external Ad, the Ad will state that all resumes or applications should be directed to the HR Department and that all correspondence should refer to the appropriate employment opening.

i) EMPLOYEE SELECTION

- An applicant who approaches any Department is instantly directed to the HR Department. In order to satisfy the Organization's requirements for labor and research, the HR Manager may also contact prestigious Institutions and outsourcing Companies.
- When a job is open, the Department's senior Staff will shortlist Candidates in accordance with the standards of the Pondicherry University, the All-India Council for Technical Education, and the Directorate of Technical Education. Interviews with the Candidates will be conducted by a selection panel that consists of the Principal, the Head of the Department, and a few people with outside Academic expertise. According to established standards, a panel will interview each Candidate. The Management always conducts a personal interview with each shortlisted Candidate at the conclusion.

j) INTERVIEW CONDUCTION

- The Selection Committee receives a list of shortlisted Candidates. The shortlisted candidate should attend the interview with all required documentation and educational references, and they must produce them upon request from the interviewer. The selection Committee should submit interview reports with recommendations for appointment.

k) APPOINTMENT ORDER

- The final list of Candidates has been determined, and appointment orders should be prepared.
- Management's approval for issuing appointment orders.
- The HR Manager issuing orders for appointments.
- Acceptance Letter: The Candidate must submit an acceptance letter in order to be appointed.
- **Joining Report:** Faculty Members must submit a joining report to the office at the time of hire, along with the Principal and the appropriate head of the Department's signatures. When joining, Faculty must also provide the HR Department with the original documentation.



l) EVALUATION CRITERIA

- A form for evaluating applicants is created by the interview panel, and it contains a list of the skills and experience that have been listed as required and preferable. A Candidate's qualifications for further consideration for the open post are evaluated by a panel of experts.

m) INTERVIEW GUIDELINES

- A panel that has already been defined in the preceding section conducts both a technical and a personal interview with each Candidate.
- Internal applicants are treated equally to external applicants in all aspects of the selection process. The Management appointed and approved Panel of Experts selects candidates for interview for advertised regular positions.

n) INDUCTION AND ORIENTATION

- Each new hire must attend a formal orientation session either on the day of hire or within a week of starting work. The Institute's history, facilities, key policies, Staff roles, benefits for faculty and Staff, educational possibilities, etc. are all covered in orientation programs. With the help of the appropriate Head of the Department, the HR Department will be in charge of giving each new Faculty or Staff Member the requisite on-the-job orientation. When a new employee enters the Institution, the HR Manager notifies all parties involved. The HR division informs newly hired employees on all work practices, leave policies, etc.



5. HUMAN RESOURCE POLICY

5.1 RULES AND REGULATIONS APPLICABLE TO EMPLOYEES

- The Employee working hours are well defined according to the area of work.
- Every Employee should be present at their respective work place at the scheduled time and should not leave the work place except at the time fixed and notified.
- All Employees are allowed 10 minutes grace time at the beginning of their shift.
- The Employees have to punch attendance while entering and leaving the premises and vice versa even during lunch break.
- The Employee has to make an 'in' and 'out' entry in the movement register while leaving and returning to the work station during working hours.
- Any Employee not found in the designated work area after punching his / her attendance will be marked absent.
- The Employee can avail permission from HOD / immediate Supervisor to leave their workplace 1 hour earlier for 3 hours per month. Permission shall not be prefixed or affixed to any leave available.
- Employees who are absent from their workplace without prior permission / leave will be marked absent for that respective half of the shift.
- The Employee who wants to leave the premises during working hours 'on duty'; the 'on duty' slip should be duly signed by the concerned HOD and forwarded to the HR Department.

5.2 EMPLOYEE CLASSIFICATION POLICY

- Permanent
- Probationer
- Trainee
- Employee on Contract

1. **PERMANENT EMPLOYEE** is one who has satisfactorily completed the prescribed period of probation in the same or higher or equivalent category in the Hospital/ Institute.



- ii. **PROBATIONER** is an Employee who is yet to complete the probation period and is provisionally employed to fill a permanent vacancy.
- iii. **TRAINEE** is one who is engaged essentially in learning any skilled work provided that the period of such learning shall not exceed six months for those with prescribed qualification and one year for others.
- iv. **EMPLOYEE ON CONTRACT:** Employee who works in our Institution under a Contractual basis, they can be changed from time to time based on the performance.



6. PROBATION PERIOD POLICY

- A person is placed on probation when they are appointed to a position for a set length of time under specific constraints in order to assess their suitability for the position. All regular Employees are placed on probation during the first year of employment.
- The reasons for the termination of service shall be recorded in writing and shall be communicated to the Employee at the time of termination. Resignation by the employees shall not take effect unless it is accepted by the Management.
- Where the employment of any person is terminated the wage / salary earned by him / her shall be paid.

6.1 TEMPORARY APPOINTMENT

- It refers to an appointment that was made solely on a temporary basis, whether it was made for a permanent position, a tenured position, or against a temporary post. For the first twelve months of their job, all normal Employees are on probation.

6.2 EVALUATION IN PROBATION PERIOD

- The Employee's Department Head can assess the Employee's aptitude, suitability, and likelihood of success throughout the probationary period. The individual has time to consider whether or not the job is fulfilling. The Department Head will inform a probationary Employee of his or her performance or non-performance fifteen days before the probationary period ends. The Individual will remain in service if the Principal approves of the evaluation else, their employment may be terminated. The Employee's right to appeal is lost in the event of service termination.

6.3 CONTINUANCE OF PROBATION

- The recommendation that the Employee remain in probation status should be forwarded by the Head of the Department to the HR Manager / Principal if the Employee's performance during the probationary period is judged to be unsatisfactory but it is decided that the Employee should continue in a probation status rather than being terminated. The probationary term may be extended following discussion with Management. In each of these situations, the probationary period extension must be discussed with the Employee and communicated to them in writing.



6.4 VOLUNTARY RESIGNATION / TERMINATION

- Only at the end of the Academic year, with a minimum of one month's notice, or one month's gross pay in place of one month's notice, is any voluntary resignation accepted. It is up to management to accept a resignation. Midway through the semester, voluntary resignations are not accepted and are not allowed. Nevertheless, the Management retains the power to terminate the Employee before the two-month notice period has expired. Additionally, in the event of unsatisfactory performance or any infraction of the Institution's rules, the Management has the authority to terminate a person's employment immediately.



7. LEAVE & VACATION POLICY

LEAVE POLICY

- The Leave Policy is calculated from January to December

7.1 CATEGORIES OF LEAVE (Leave Applicable Details)

- Casual Leave - Employees are eligible for 12 days of casual leave with salary per year.
- Earned Leave - All Employees after completion of one year are eligible for 6 days of earned leave in a year.
- Maternity Leave: Female Employees are eligible for 6 months under ESI scheme.

7.2 GENERAL CONDITIONS FOR LEAVE

- Sanction of leave is dependent on the conditions and emergency of work; it cannot be claimed as a matter of right.
- Employees are permitted to avail one category of leave at a time and clubbing of different categories of Leave (Refer Leave Policy) will not be permitted.
- If leave is not sanctioned by the HOD but availed, it would be considered as 'Absent' - 'Loss of pay'.
- Maternity leave shall be sanctioned only on the basis of a Medical Certificate issued by a registered Medical Practitioner. The concerned employee is to produce a Medical Certificate while rejoining the duty.
- All leave form /application should be approved by the immediate reporting Head and forwarded to Head of the Department / Institution, then sent to the HR Department for verification and Approval.

7.3 PERMISSION

- If the Employee is given one hour permission form for going early, he / she should leave precisely before an hour and not earlier.



7.4 VACATION LEAVE (VL)

- In a Calendar Year, Faculty Members who have worked for OUR INSTITUTION for a full year are eligible for 10 days of summer vacation and 6 days of winter vacation. Faculty Members who have worked for six months at OUR INSTITUTION are only eligible for a prorated vacation leave at the Management's discretion. The vacation is not available to Employees who have not worked at OUR INSTITUTION for six months.
- The winter vacation can be taken in one spell of 6 days, which includes non-working Saturdays, Sundays, and Government Holidays. The summer vacation leave (10 days) can be taken in two spells.
- After one year of employment at OUR INSTITUTION, the Director of Physical Education and the Librarian are eligible for 8 days of vacation time per Year (3 days in winter and 5 days in summer).
- After one year of employment at OUR INSTITUTION, Office Employees, Lab Instructors, and Lab Technicians are eligible for a 5-day summer vacation (3 days for Attendees). The vacation is not available to Employees who have not worked at OUR INSTITUTION for a full year.
- The above-mentioned leave of absence also includes any common holidays that the College may announce at the conclusion of the Academic Year.

7.5 COMPENSATION OFF (CO)

- Faculty who worked on holidays or leave days can avail compensation off leave during the working days.

7.6 MATERNITY LEAVE

- 180 days maternity leave will be given to the Women Staff Members.



8. PERFORMANCE APPRAISAL POLICY

- All permanent Employees will be appraised formally once a year. Employees on probation will be assessed on their completion of one year of service.
- The appraisal is to rate an Employee for the given period in the following criteria. Job knowledge, competency, quality of work, efforts towards work, Organizational goals, co-operation, interaction with other members of the Organization, initiative, communication, team work, attendance and punctuality, care taken towards appearance, details of disciplinary procedures if any, training undergone by the Employee and outcome of post training evaluation.

THE APPRAISAL HAS 4 LEVELS OF RATING

- The criteria of the appraisal will be made known to the Staff at the time of induction itself.
- The Employee will be given an opportunity for self-appraisal in which they rate themselves.
- The appraiser will review the self-assessment and the remarks of the employee and discuss his evaluation with the Employee.
- The evaluation will be used as a tool for further development.
- The results of both, the rating by the appraiser and the individual will be reviewed by Dept. HOD and HR-Head for further action.
- All recommendations for counseling / promotion / increment will be reviewed and approved by Management.
- The completed performance appraisal form will be kept in the Employee's personal file and will be treated as confidential.
- Only the Management has the right to DECIDE



9. STAFF WELFARE SCHEMES / INCENTIVES

The Management has put in place a number of programmes and incentives to support the Faculty Members and advance their Education. The following are the specifics of the programme and the rewards:

Sl. No	Details of the scheme	Particulars on incentives and sponsorship
1	Paper presentation in National Conferences	Registration fee up to Rs. 1000/- will be sponsored, provided College name should appear in the manuscript
2	Paper presentation in International Conferences held in India	Registration fee up to Rs. 3000/- will be sponsored, provided College name should appear in the manuscript
3	Paper presentation in International Conferences held in abroad	Registration fee up to 50% is sponsored
4	If the paper is selected as the National & International Conference's best paper	Full registration fee is sponsored
5	Publications in National or International journals with an impact factor of at least 2	Rs.5,000/- is sanctioned as incentive (once in a year)
6	publications in National or International journals with an impact factor of at least 1	Rs.3,000/- is sanctioned as incentive (once in a year)
7	publications in National or International journals with an impact factor under 1	Rs.1,500/- is sanctioned as incentive (once in a year)
8	Attending Conferences, Workshops, Seminars etc.,	Registration fee up to Rs.1000/- is sponsored.
9	End Semester Examination results 100%	An honorarium of Rs.1000/-Plus appreciation Certificate is given



In addition, the Institution will provide the instructors and Employees with the following amenities, services, and facilities:

1. ESI/PF facilities are provided to the Tutors and Clerical staff. Uniform saree is provided for the non-teaching staff at free of cost.
2. The faculties are provided with the benefit of free medical checkup during the women's day every year.
3. All the investigations and treatment are provided to faculties with half concession including inpatient stay in the hospital.
4. The faculties and the relatives are given concession in the admission and treatment from the parent hospital.
5. Transport facility is available for the faculties from all the nearby places.
6. Provided with a dedicated mineral water plant to provide clean drinking water.
7. Development of Coffee Shops and Canteens on Campus.
8. All Faculty Members and Non-teaching Employees will receive discounted lunches.
9. Granting of an Educational loan for graduate study is possible (subject to certain restrictions).
10. Authorization of interest-free loans in times of need.
11. A scholarship will be given to a Staff Member's or Faculty Member's child who wants to major in Engineering, Technology, or Management and further their Education. Each year, a total of four scholarships will be given out. Based on the scholarship holder's satisfactory performance, the scholarship will be renewed each year. If the performance is deemed subpar, the Management will refuse to provide the scholarship for that particular academic year.