

**Velammal Engineering College**  
**Surapet, Chennai-600066**

**HR HAND BOOK**

**Version – 1.0**

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## VERSION HISTORY

Version #	Prepared By	Revision Date	Reviewed By	Approved by & Date	Reason
1.0	M.VIDYA SHANKAR		Mr.Vairavaramar FA	Jan-15	
			Dr.N.Duraipandian Principal		
			Mr.NS.Satayanarayanan VP-HR		
2.0	M.Vidya Shankar & Dr.Jeayabalaraja	Jan-16	Principal & VP-HR	Jan-16	

**The Institute:**

The Velammal Educational Trust is a registered non-minority service organization established in the year 1986 by Thiru. M.V. Muthuramalingam to inculcate among the youth a sense of discipline which is important to mould them into useful and capable citizens. The watch words of the Trust are "Dedication, Determination and Distinction". The Institution has been accredited by ISO 9001:2008 by TUV-NORD, NAAC,NBA—etc. and is affiliated to Anna University.

**The Management****Founder Chairman****Dr. M. V. Muthuramalingam**

An educationalist with a motto of producing qualified professionals with human values.

**Chief Executive Officer****Shri.M.V. M. Velmurugan**

Young & Dynamic administrator with exceptional caliber to achieve benchmark quality in each sphere of activity.

**Our Vision & Mission:**

**Vision:**To educate the student community both by Theory and Practice to fit in with the society and to conquer tomorrow's Technology at the Global Level with Human values through our dedicated team.

**Mission:**

- To impart World Class Education in Engineering, Technology and management
- Foster Research and Development
- Encourage Creativity, Promote Innovation
- Build Leadership, nurture team work and Achieve Customer delight

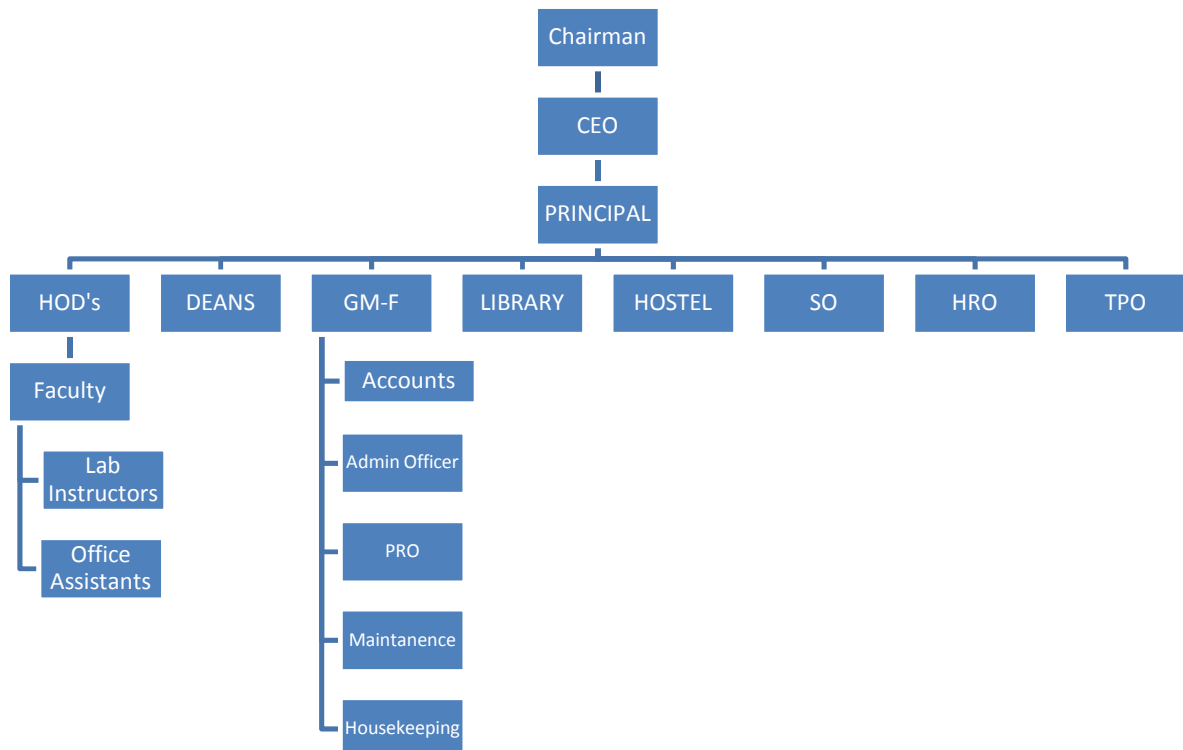
**Goal:**

- Achieving "NIL" arrears
- Producing 100% in Academics
- Securing 100 % in Aptitude tests(Both general knowledge and academics)
- Having good communication skills
- Learning more foreign languages
- Producing 100% attendance

- Participating GD and Mock Interviews
- Improving R&D skills.

**Governing Council:**

- CHAIRMAN
- CEO
- PRINCIPAL
- Nominated Deans & HOD's
- Nominated External Member / Industry Person
- AICTE/ANNA University Representative
- HR/Administrative Representative

**Organization Chart**

**Qualifications & Pay Scale for TS:**

Designation	Pay band & AGP	Recruitment Norms (Qualifications, Experience Etc)
AP I	Pay band of Rs15600-39100/- with Performance linked AGP	<b>Faculty Positions:</b> M.E/M.Tech with first class in B.E/B.tech or M.E/M.tech with at least 2 yrs. experience. <b>Basic Science Positions:</b> M.Phil in relevant subject for Humanities/physical education & Library.
AP II	Based on Present pay with Performance linked AGP	5 years with M.E/M.Tech /M.Phil Teaching Experience.
AP III	Based on Present pay with Performance linked AGP	<b>Core Faculty Positions:</b> ➤ 10yrs and above of service as AP (or) 8 years of service and PhD (or) Registered for PhD and perusing Course work. <b>Basic Science Position:</b> ➤ 12 yrs of service after M.Phil. With at least a year service after Ph.D. ➤ Published at least three papers in referred National / International Journal during assessment period having impact factor of three or more. ➤ Supervised at least four PG theses or two PhD theses Published atleast Two research papers. ➤ Should have attended two workshops/ training /Professional Development Programmes /Teaching-Learning – Evaluation Technology Programmes of 3 to 7 days duration.
Associate Professor	Rs 37400-67000/- with Performance linked AGP	<b>Core Faculty Positions:</b> ➤ 8 years of service after M.Tech.(2 years' service with Ph.D is essential). <b>Basic Science Position:</b> ➤ 12 years with M.Phil. Out of which 4 Yrs with Ph.D for Humanities is essential. ➤ Published at least 5 research papers in Referred national/International journals with impact index of 2.0 as main author. ➤ Supervised at least five PG thesis or two PhD thesis. ➤ Attended two workshops/ training /Professional Development Programmes /Teaching-Learning – Evaluation Technology Programmes of 3 to 7 days duration <b>Other Desirable Skills:</b> Supervised R&D projects, Technology developed, adapted and Patented, Published books, Organized Conferences/Workshops, Chaired the Technical sessions in National and International Conferences

Professor	Rs 37400-67000/- with Performance linked AGP	<p><b>Core Faculty Positions:</b></p> <ul style="list-style-type: none"> <li>➤ 5 years of Experience as Associate Professor with PhD or 10 years of teaching after PhD or Research Industrial Experience</li> </ul> <p><b>Basic Science Position:</b></p> <ul style="list-style-type: none"> <li>➤ 14 years with M.Phil. (6 Yrs. as Associate Prof. for Humanities + 8 years as AP)</li> <li>➤ Published at least 10 research papers in Referred National/International journals.</li> <li>➤ Supervised at least Ten PG and Three Ph.D Theses</li> </ul> <p><b>Other Desirable Skills:</b></p> <p>For Industrial exp Candidates: The candidate shall have record in Designing, planning, executing, analyzing, Innovating—etc. (or) Supervised R&amp;D projects, Technology, developed, adapted and Patented, Published books, Organized Conferences / Workshops, chaired Technical sessions in National and International Conferences.</p>
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#### Exceptional Recruitment:

- During the selection process candidates whose performance is below the standard assessment, may be considered for appointment on consolidated pay depending on the management decision
- Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET for Basic Sciences/Physical Education/Library posts.

#### Academic Working:

##### Academic Days:

- Working days: 180 /academic year with 8 hours/day.
  - Instructional Hours: Minimum 36 weeks( 5 days / Week)
  - Non\_ Instructional Hours: 8 weeks (admission and examination activities)

##### Vacation Days:

- 6 weeks of holiday (4 weeks Summer + 2 Weeks Winter)
- 2 weeks of Holiday (Public Holidays)

#### Increment & Promotion Policies

To reward the performer and to distinguish the talents, Velammal Engineering College has decided to come out with a suitable Performance appraisal system as prescribed by the AICTE.

**The Objectives**

- To evaluate the extent of achievement of results / targets by the individual staff during the year.
- To review and plan for better performance.
- To identify the potential of individual staff so that a dependable management succession plan be built up.
- To form a base for salary increment.
- To identify the training needs
- To distinguish performers from non-performers

**Appraisal System:**

1. Key Result Area (KRA): The key job responsibility of every individual is monitored periodically and @ the end of the Year on various aspects like Class results, Academic and Administrative capabilities, Research Publications, Projects, Research Guidance, Training courses & Conference/Seminars/Workshops attended and Papers presented—etc.
2. Additional KRA: Any additional responsibility that the employee undertakes over and above his KRA
3. Soft Skill: This includes the defined behavioral skills which contribute towards achieving the KRA's.

**Statutory obligations For all staff:****Identification, Attendance and Identity Card:**

- a) Every employee shall be provided with an Identity Card indicating his/her name, personnel number and also a stamp size photograph. The employee shall show the Identity Card to the security guard on duty at the gate or to any person authorized by the Management on this behalf, while entering and coming out of the College, and/or whenever asked for.
- b) Identity Card is not transferable and breach of this order shall be misconduct and the employee is liable to punishment in accordance with the standing orders.
- c) If the employee loses his/her Identity Card, he/she shall obtain duplicate Identity Card as the case may be by paying Rs.250/- along with one stamp size photograph for issuance of an Identity Card.
- d) Every employee, to whom Identity Card have been issued, must on the termination of his/her service or before proceeding on leave preparatory to retirement or allowing his/her suspension from work, surrender his/her Identity Card in the personnel Department.



**College Timings**

- The College will remain open 24 hours.
- The timings for Faculties will be 8.40 am to 4.20 pm.
- The timings for Non Teaching Staff will be 8.00 am to 5.00 pm
- The timings for security and Canteen personnel will be as per the instruction of the management from time to time based on the requirement of their essential services.
- However, the employees may be required to come to college at an earlier time depending upon the special requirements during events such as College Day, Graduation Day celebrations and also during Exam and other special coaching activities.
- If any staff member for any kind of leave goes out of station, he / she should intimate the Principal through Designated Authority the reasons for his / her leave in the leave application.

**Leave Rules and regulations for all Staff:****General Conditions:**

- Leave shall not be claimed as a matter of right.
- A staff shall not normally on any pretence absent himself / herself from his/ her duties without prior permission of his/her HOD/ Principal.
- Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- In case of absence on Medical grounds, intimation should be sent to the HoD /Principal within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

**Casual Leave**

- All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Academic Year from 1st June to 31 st May.
- Carryover of lapsed CL is not permissible. However, un used CL can be encashed.
- The staff on Maternity Leave /Study Leave is eligible for CL only after completing 15 days of service from the date of joining.

**Permission**

- Permission of one hour per month is permitted in evening time only.
- If the number of permissions exceeds once in a month, it shall be considered as half a day LOP.

**Late Coming:**

- Two late comings of 15 mts duration are permitted per month.
- A late more than 15 min. will lead to half a day Lop.
- Subsequent late coming will be treated half a day CL / LoP.

**Leave with Loss of Pay (LoP)**

- Any Unauthorized Leave availed in excess of the prescribed limit shall be deemed to be Loss of Pay (LoP). If such absence exceeds more than 10 days at a stretch management has right to Call for explanation/terminate.
  - Before availing leave an alternate arrangement must be made.
  - If employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are LOP, then all intervening declared holidays and Sundays will be treated as LOP.
  - If the 2nd half of preceding day and 1st half of succeeding day are LOP's then all intervening leaves will be treated as LOP.
- The decision of the Principal/Designated Authority will be final in sanctioning of ML.

**Travel Rules:**

- Staff can avail the travel allowances while on Travel exclusively with Bills.
- The above allowances are applicable for only those who are undertaking Travel for the Purposes of Project discussions, Project execution and Testing, Funded Project Proposal Presentations, AICTE related work---etc.,
- Even if funding facility is available for travel from the funding agency, one can claim the funded amount to be remitted to the Institute.
- For Travel like Paper presentation, Attending Seminars—etc the same existing rates are applicable. i.e 50% of the expenses will be reimbursed.
- studies.

**SEMINARS/WORKSHOPS/CONFERANCES:**

- Staff members are allowed to participate and present papers in seminars/workshops/conferences—etc.,.50% of the expenses will be borne by the Management and the period is treated as OD.
- Staff members are deputed to short term courses during vacation or non-vacation period days without affecting regular academic work.The period is treated as OD.

**Awards / Rewards / Recognition:**

The management recognizes and encourages the continued service of the staff in the college with monetary rewards:

- 10 Years service completion ( Common for TS & NTS) : Rs 5000/-

- 5 yrs completion ( Common for TS & NTS) : Gold Coin
- Staff producing 100% results in Academics : Rs 2000/-
- Producing 95% and above results in difficult subjects : Rs 1500/-
- Producing 95% and above results in easy subjects : Rs1000/-

**Attendance Prize:**

- Teaching Staff having 100% attendance in the academic year is awarded a cash prize of Rs 5000/-
- Non Teaching Staff having 100% attendance will be awarded with a Gold coin

**Sabbatical Leave:**

Faculty who are pursuing higher studies and have already executed bond as per company policy, are eligible for sabbatical leave of 6 months once during their service.

**Staff Welfare:**

- 50% fee concession to the wards of staff with upto 5 years service in Velammal group of institutes.
- 100% fee concession to the wards of staff with above 5 years of service in Velammal group of institutes.
- Free Transport to Teaching Faculty
- Staff Quarters based on availability
- Annual Gifts
- Staff Day
- Contributory Provident Fund
- Uniform for NTS
- CUG facility for all Essential services staff and HOD's

**Code of Conduct of all Employees**

- Every employee of the Institute shall devote his/her whole time to the service of the institute and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work like giving guest lecture.
- Every employee shall maintain absolute integrity and do nothing that will adversely affect the dignity and prestige of the Institute .
- Every employee shall report to work punctually unless otherwise permitted.
- Every employee shall be present during the full period of work assigned.

- Staff members are not permitted to give private coaching to students for any remuneration.
- No employee may absent himself without prior permission except in case of genuine emergencies.
- No employee shall conduct or participate in editing or managing any newspaper or any other publication in print or electronic media with or without remuneration.
- No employee shall take part in politics which includes holding of office in any political party standing for election in state legislature or the parliament as an independent candidate or as member of any political party.
- No employee shall have recourse to any organization or to the press for vindication of grievances without the knowledge of the management.
- The above rules do not apply to employees appointed on deputation, contract or temporary basis.

The following shall be treated as misconduct

- Failure to exercise sufficient supervision on the subordinates.
- Disobedience to lawful orders of superiors.
- Negligence in carrying our assigned duties.
- Any act involving moral turpitude punishable under IPC.

**Intemperate habits affecting performance of duties at college.**