



# New Prince Shri Bhavani

## College of Engineering and Technology

(An Autonomous Institution)

Affiliated to Anna University | Tambaram-Velachery Main Road, Santhosapuram, Chennai-600 073.

# HR POLICY

YEAR OF PUBLICATIONS: 2021-22





# **NEW PRINCE SHRI BHAVANI COLLEGE OF ENGINEERING AND TECHNOLOGY**

Affiliated to Anna University | Approved by AICTE | Accredited by NAAC  
Tambaram - Velachery Main Road, Santhosapuram, Chennai-600 073.



## **HR POLICY MANUAL YEAR OF PUBLICATIONS: 2021-22**

## Table of Content

S. No.	Particulars	Page No.
1	Vision	1
2	Mission	1
3	About the Institute	1
4	Governing Body	3
5	Organogram	5
6	Declaration	6
7	Administrative Procedures	7
8	Recruitment Policy	9
9	Leave Policy	13
10	Code of Conduct and Discipline	16
11	Effective Welfare Measures for Teaching and Non-Teaching Staff	24
12	Performance Assessment and Evaluation of Faculty Members and Non- Teaching Staff	30
13	Annexure	

## **1. VISION OF THE INSTITUTE**

To be a globally recognized academic institution, contributing to technological and socio-economic development of the society.

## **2. MISSION OF THE INSTITUTE**

1. To develop the needed resources and infrastructure, and to establish a conducive ambience for the teaching- learning process.
2. To Engage Committed members of faculty who will infuse subject knowledge with latest teaching pedagogies.
3. To ignite the desire for higher learning, research and entrepreneurship and equip them to face the global challenges.
4. To engage the alumni professionals as productive partners with the current students to help to enrich and enhance their student life.

## **3. ABOUT THE INSTITUTION**

New Prince Shri Bhavani College of Engineering and Technology (NPSBCET) has glorious history since 2008. We have dedicated ourselves to impart technical and engineering education at its best. We strive to provide the students with the right environment to acquire and impart quality technical education that fosters learning and research. New Prince Shri Bhavani College of Engineering and Technology is determined to spawn creative, highly employable, disciplined and competent global citizens.

The Institute proudly announces the UGC-NAAC Accreditation with 'A+' Grade in two consecutive cycles in 2017 and 2022 respectively indicating its highest commitment of quality in all aspects. During past 16 years journey, it has been serving the society by providing excellent environment for education.

The Institute aims at creating efficient managers and leaders. We strive to ensure that our students develop the right skills required to sustain and grow in this scenario of global competition. At the same time, we also take efforts in preparing the students for future by cultivating a winning spirit, which help them to participate on all platforms. With a lush green campus spread over an area of seven acres located in the heart of the city, the institute is well connected through all means of transport.

## **COURSES OFFERED**

### **Under Graduate**

1. B.E. Civil Engineering
2. B.E. Mechanical Engineering
3. B.E. Computer Science & Engineering
4. B.E. Electronics & Communication Engineering
5. B.E. Electrical & Electronics Engineering
6. B.Tech. Information Technology
7. B.E Computer Science & Engineering (Cyber Security)
8. B.Tech Artificial Intelligence and Data Science

### **Post Graduate**

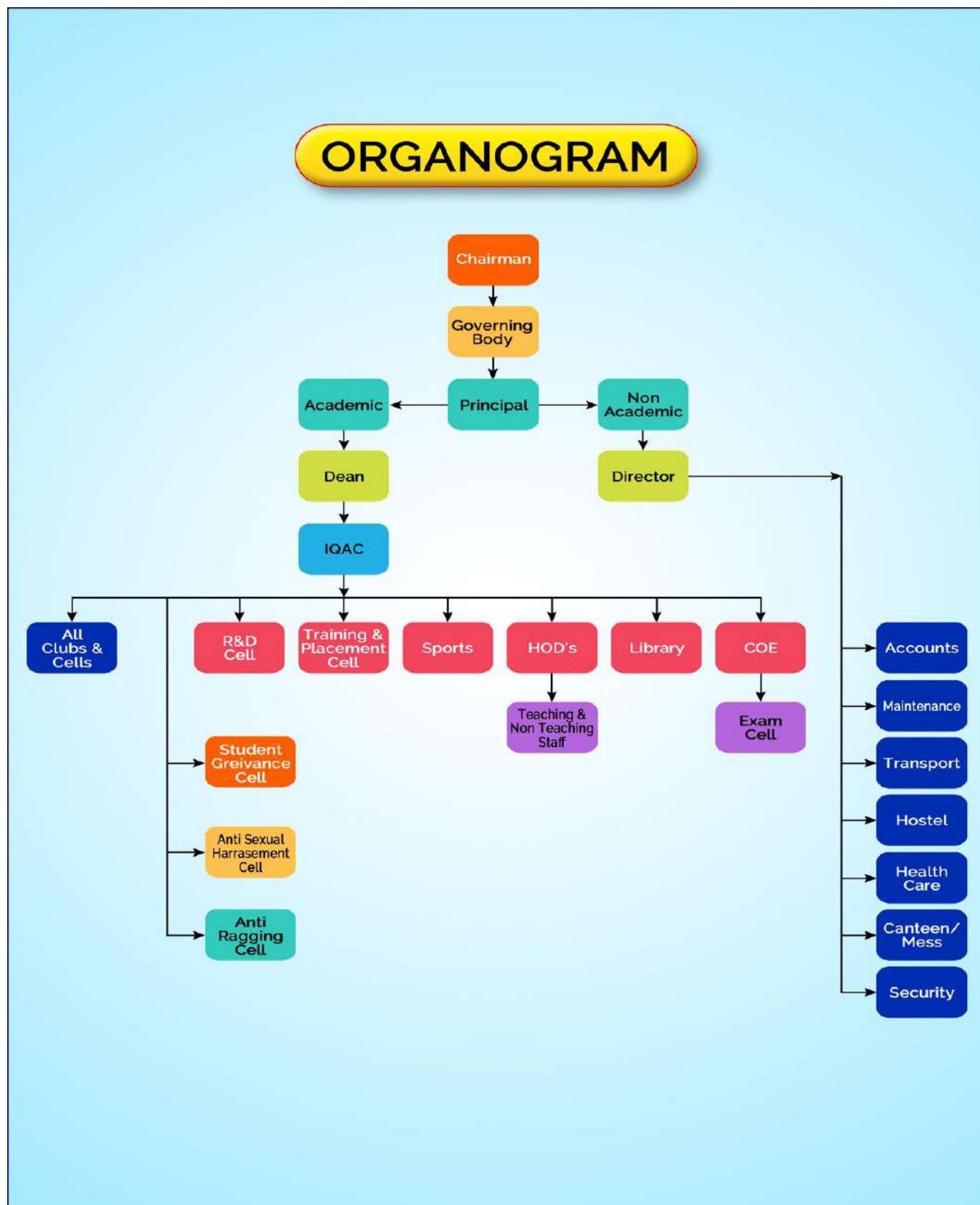
1. M.C.A. Master of Computer Applications
2. M.B.A. Master of Business Administration
3. M.E. Applied Electronics

#### 4. GOVERNING BODY

S.No.	Name and Affiliation	Position
1	Prof. Dr. K. Parthiban, Special Officer, Committee to Regulate and Monitor Admissions and Fixation of Fee for Self-Financing Professional Colleges, DOTE, Chennai – 600 025.	State Government Nominee
2	Dr. R. Dillibabu, Professor, Department of Industrial Engineering, CEG Campus, Anna University, Chennai – 600 025.	UGC Nominee
3	Dr. K. Vasudevan, Chairman, Prince Educational Society, Chennai.	Educationist (Nominated by the Management)
4	Mr. K. Loganathan, Chairman, New Prince Shri Bhavani Group of Institutions, Chennai.	Management Member
5	Mrs. V. S. Mahalakshmi, Secretary, New Prince Shri Bhavani Group of Institutions, Chennai.	Management Member
6	Mr. L. Naveen Prasad, Vice-Chairman, New Prince Shri Bhavani Group of Institutions, Chennai.	Management Member

7	Dr. T. Saravanan, Principal, New Prince Shri Bhavani College of Engineering and Technology, Chennai.	Principal (Ex-Officio Member)
8	Dr. G. Durgadevi, Professor, & Head, Department of ECE, New Prince Shri Bhavani College of Engineering and Technology, Chennai.	Dean – Academics (Nominated by the Principal)
9	Dr. R. Venkatasubramanian Professor & Head, Department of EEE, New Prince Shri Bhavani College of Engineering and Technology, Chennai.	Controller of Examination (Nominated by the Principal)

## 5. ORGANOGRAM



## **6. DECLARATION**

This HR policy of the institute is created with the pure intention of the constituent in creating a fair, safe and healthy working environment. It consists of various procedures and guidelines that established in managing and directing the employees of the institute. The document connects employees with the working of the institution in terms of their employment, development, and service conditions. The components of the policy manual kept flexible for the further revision as per the changes suggested by the governing & regulating bodies.

Any changes in the policy shall be informed to all employees of the institute with official circulars / notifications. The competent authority of the institute shall be the concern authority in implementing and monitoring of the Human Resource Policy of New Prince Shri Bhavani College of Engineering and Technology.

**Principal**

**Chairman**

**Director**

## **7. ADMINISTRATIVE PROCEDURES**

### **7.1 Personnel Records**

The basic information of faculty and staff member will be collected and maintained by PA-Head of the Institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with a covering letter along with two photographs applying for position in the institution; call letter if any; appointment letter; joining report; all original certificates along with photo copies in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution.

### **7.2 Office Hours & Attendance System**

- The College functions from Monday to Saturday of the Calendar month, except on II and IV Saturdays.
- The College working time is from 09.00 a.m. to 03.45 p.m.
- Faculty and staff have to sign in the attendance register kept in the college office twice a day at 08.50 a.m. in the Forenoon session and after 04.00 p.m. in the afternoon session. Non-Signing of attendance register shall be treated as absence.
- The Class timings are between 09.00 a.m. and 1.00 p.m. in the Forenoon session & between 01.30 p.m. and 03.45 p.m. in the afternoon session.
- All faculty and staff members should be available in the College during the working hours. If for any unavoidable reasons, one has to leave the work place after obtaining prior permission from the Principal.
- Staff member both Teaching and Non-Teaching are expected to wear their prescribed uniforms and ID cards, while on duty.

### **7.3 Late Register (LR)**

- Any Faculty or Staff member are late for the third time in a month, it will be adjusted in the Permission if available. If not, half day Casual Leave (CL) will be deducted.

### **7.4 Permissions (P)**

- Members can avail half an hour permission with prior approval either in the forenoon from 09.00 a.m. to 09.30 a.m. or from 03.30 p.m. to 04.00 p.m. in the afternoon.
- Each member is eligible for TWO permissions per month. For every additional permission in the same month, half a day CL will be deducted.
- The request for permission in writing shall be submitted to the Principal through the HoD concerned on the previous day itself and shall be availed only after getting prior approval from the Principal.
- Permission shall not be granted as a matter of right.

### **7.5 Punctuality**

The institution is very serious in enforcing punctuality through its Heads of the Departments. A special limited provision is made available to all the staff members of all departments to avail themselves of early going and late coming permissions, which will be granted at the discretion of Principal.

## **8. RECRUITMENT POLICY**

### **8.1 Recruitment and Selection**

All the recruitments will be done through open competition following the UGC/ AICTE/ University norms and the selection procedures of the management.

Process includes following:

1. Identification of vacancy for teaching and non-teaching staff.
2. Vacancy approval from management.
3. Advertisement for filling vacant posts in News Paper (Local, State and National level newspapers) and invite applications within scheduled period.
4. Collection of applications as per posts.
5. Short listing of candidates for interview.
6. Selection process for teaching staff will be as per university Institute code (DAVV CODE 28 & RGPV CODE 30).
7. Selected candidates' names will be approved in the institute's Governing Body.
8. Selected candidates called for HR round.
9. Offer letter will be given to selected candidates after HR round with acknowledgement of date of joining.
10. Appointment letter will be given with employment conditions.
11. Joining formalities will be done at the time of joining.

### **8.2 Employment**

1. Only a person who has received a letter of appointment signed by the Competent Authority and joined duty, shall be deemed to be an employee of the Institute.
2. The appointee shall produce her/his original certificates and one set of attested copies thereof at the time of joining duty and those documents should be made available as and when required for scrutiny.

3. Unless, in any particular case, it be otherwise distinctly provided, the employee's time is entirely at the disposal of the Institute and she/he may be employed in any manner required by the Competent Authority, without claim for additional remuneration.
4. A person is considered for regular employment, as specified in the appointment order, s/he is required to be on probation for a period of one year from the date of joining duty as a probationer.
5. If during the period of probation, the employee's performance of the duties assigned to him/her has been found to be satisfactory, his or her position may be regularized; if not satisfactory, the period of probation may be extended at the discretion of the Competent Authority.
6. During the period of probation or extended period of probation or at the end of probation, the services of a probationer can be dispensed with one month notice. No appeal shall lie against such termination.
7. No employee is entitled to be treated as a regular employee by reason alone of his/her having completed the probationary period until the confirmation order is issued in writing by the Competent Authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer discharged from service.
8. Inter departmental transfers of employees may be made by the Competent Authority in the interest of the institution and employees are bound to comply with orders in this behalf.

### **8.3 Service Register and Seniority**

1. It shall be the duty of every employee to furnish, in writing, his/her correct and complete bio-data in the prescribed form to the Competent Authority for the purpose of opening Service Register, and thereafter promptly to notify, in writing, any subsequent changes in the details furnished. Any suppression/distortion of material facts are sufficient enough for termination.
2. Administration of the institute maintains staff service registers and a seniority list of the teachers and other employees.

#### **8.4 Identification of Employees**

Every employee will be provided with an Identification Card and she/he shall show it on demand to any person authorized to inspect the same.

#### **8.5 Probation**

In accordance with the employee's probationary period, one year's probation period defined in the employee's appointment letter. The probationary employee shall perform essential roles and responsibilities of his / her job. The heads of the concerned department / Administrative Officer shall be authorized to review the performance during the initial period of employee's job. An employee whose performance is found unsatisfactory, period of probation can be extended or services can be terminated by the head of the institution. If candidate is appointed on temporary/ contract / ad hoc basis, his/her services can be terminated without any notice and without assigning any reason. The probation policy shall be applicable only for regular appointment.

#### **8.6 Promotion**

The Promotion policy shall be applicable as per the availability of the vacant positions in any of the departments of the institute. The rules and regulations shall be applicable for the existing faculty members who become eligible for the position meeting the criteria and norms of appointment defined under UGC, AICTE, affiliated universities. The other criteria such as faculty member's PBAS, API, quality of research work, number of publications, institutional commitment etc. shall also be considered for employee's promotion. It is mandate for the applicants that he/she should have completed the probation period of service in the institute before applying for promotion or their most recent promotion. The scrutiny shall be done through a panel consisting of Director, IQAC Coordinator, Head of the concerned department, professor, and subject experts. The post shall be filled in accordance with the statues for selection procedure as defined in the rules and regulation by affiliated universities, UGC and AICTE, whichever is applicable.

## **8.7 Resignation/Retirement**

An employee who is permanent may resign from his/her position after giving three months' notice in writing to the Institute or three months' salary in lieu of the notice in the case of Teaching and Non-Teaching staff. However, the said notice period shall be one month in probation period.

Employee on contract may resign from his/her post after giving one-month notice in writing to the Institute or one-month salary in lieu of the notice. The Management has the discretion to accept the resignation or waiver of the notice period. All permanent employees shall retire at the end of the month in which they complete the age of superannuation, provided Management may permit the teaching staff to continue to serve after retirement as aforesaid till the end of the academic year to ensure that the teaching work is not hampered.

## **9. LEAVE POLICY**

### **9.1 General**

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for Casual Leave (CL), intimation by telephone, SMS or email is to be given to the HoD /Head of Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained in the office of the principal.
- Sanctioning authority: Principal is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads/in-charges for administrative convenience, Vice-chairman is the competent authority to sanction leave of the principal.
- All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an academic year will be considered in the performance appraisal at the end of the year.

### **9.2 Casual Leave**

- The teaching staff will be eligible for two permissions (half an hour duration each) /one day of casual leave with pay every month.
- One casual leave can be consolidated and availed.

### **9.3 Vacation Leave**

- The teaching staff of the college will be eligible for vacation leave on the following basis:
  - More than 1 year of service - 7 days of winter vacation
  - More than 1 year of service - 15 days of summer vacation

- The non-teaching staff of the college will be eligible for a similar vacation leave after completion of 2 years of their service
- The vacation leave can be availed during the annual vacation period, unless under special circumstances the Principal after approval from the Chairman grants it on the basis of the merit of the case.
- The vacation staff members are permitted to avail a total of 35 days of vacation in a year. During summer vacation, a staff member can avail 25 days with prior permission. During winter vacation 10 days can be availed. This is further subject to the condition prescribed at the time of declaration of vacation (Summer and Winter.

#### 9.4 Maternity Leave

All married female employees are eligible for maternity leave for a maximum period of 90 days. Staff who have completed one year of service in NPSBCET are eligible one and a half month pay and staff with two years of service in NPSBCET are eligible three months of pay.

The leave is extendable for a period of 45 days which will be treated as Leave on Loss of Pay (LLP). Under any circumstances, the Maternity Leave shall not exceed (90+45) 135 days. Any further extension, violating the regulations, will lead to the discontinuation of service of the employee with immediate effect.

#### 9.5 On Duty (OD)

- All regular faculty/staff members shall take OD with prior approval from HoD and Principal. The On Duty is categorized into three types as follows:
- **Exam On Duty** for University examination supervision work.
- **Special On Duty** for participation and/or presentation of paper in National / International seminars / Conferences / Symposium / Workshops / Interaction with outside world with necessary financial aids.
- **Other On Duty** for any other institution related work.
- Employees can avail the OD using the prescribed form as annexed for getting approval.

## **9.6 Resignation**

- All the employees of the institution who are desirous of resigning voluntarily should give proper three months' notice or salary in lieu of notice at the discretion of Principal.
- In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the College.
- The employees of the Institution should get the No-Due Certificate (NoC) duly signed by the authority mentioned in the NoC as prescribed by the Institution as annexed. Only after submitting the NoC , they can get back their originals from the Institution.

## **9.7 Termination**

- The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

## **10. CODE OF CONDUCT AND DISCIPLINE**

### **10.1 Code of Conduct and Discipline in General**

1. Unless it is explicitly stated, the staff employed in the Institute shall be at the disposal of the Institute during all the working hours and he/she shall serve it in such capacity and at such places as he/she may from time to time be directed.
2. Every member of the staff of the Institute shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given from time to time to her/him by any person or persons under whose jurisdiction, superintendence or controls/he may be placed from time to time.
3. The members of the staff of the Institute shall furnish either at the time of appointment or when asked for, an undertaking agreeing to abide by the rules and regulations in force and the other conditions which the management may prescribe or modify as the case may be.
4. Each member of the staff is expected to know the Vision, Mission, Values and Quality Policy of the institution and work constantly for their realization. They are also expected to be in the know of all the guidelines of AICTE, UGC, State University and all concerned agencies and laws concerned with running a higher education institution.

### **10.2 Code of Conduct and Discipline in Particular:**

1. All the members of the staff shall be formally dressed, besides wearing the identity card.
2. Employees shall discharge their duties efficiently and diligently so that the student community may be given a high quality of teaching and training aligned with the Vision, Mission, Values, and Quality policy of the Institute.
3. Employees shall not absent themselves from their duties except when very necessary and with prior permission.

4. Every staff member shall be found in his/ her specified working place.
5. Leaving the work place is allowed only with prior permission and after recording the same in the movement register.
6. Every member shall conform in letter and spirit to the rules and regulations of the Institute as regards to their job description and prescriptions.
7. Every member shall perform all the additional duties assigned for the welfare of the students either before or after regular working hours or on holidays.
8. No member of the staff shall be engaged in gambling or betting either in the Institute premises or in any public place.
9. Substance abuse is strictly prohibited in the Institute premises. No member of the staff shall be found in a state of drunkenness nor shall s/he consume any alcoholic beverage or any kind of in toxicants in the Institute premises.
10. No member of the staff shall be, for any reason, found guilty of giving or taking bribe or gifts or any illegal gratification from the students or their parents or guardians or from other employees or from any other agencies.
11. No member of the staff shall indulge in harassment of any type, misbehavior or victimize or show partiality to any of the staff or students of the Institute. All the staff are expected to avoid strictly all discriminations based on caste, creed, status, and keep themselves away from all kinds of gender bias.
12. No member of the staff shall be involved either directly or indirectly in any criminal activities.
13. If any member of the staff is subjected to any criminal proceedings, the Correspondent shall be apprised of it.
14. If any member of the staff is arrested on any charge and detained in custody for more than 24 hours, he/she shall be deemed to be under suspension from the date of arrest. When released or on bail the member should convince the management of his/her bona-fides to be reinstated.
15. Any member, convicted in a court of law on criminal charges, shall have his/her services terminated.
16. No staff member shall bring or attempt to exert any political or social pressure or other influences on his/her superior authority in respect of his/her service interests.

17. No member of the staff shall be a member of any political party and neither shall she/he contest any political election. No member of the staff shall get involved in any political activity within the Institute campus.
18. No member of the staff shall engage directly or indirectly in any activity for financial gain or trade or business, like running tutorial or coaching classes, technical courses, small businesses, driving schools or private consultancies or any work of remunerative nature.
19. The members of the staff shall have only a decent, mature professional relationship among themselves and with the students keeping an emotional distance and in no way involve in any harassment in word or deed.
20. Works of honorary nature like doing research, writing books or undertaking work of an academic nature including guiding PhD students are encouraged, provided they are done without prejudice to the work in the Institute with proper permission from the Correspondent.
21. No member of the staff may apply for employment elsewhere without the prior permission of the Correspondent.
22. No member of the staff shall engage himself/herself in mass signature campaign.
23. No member of the staff shall mobilize the staff for any demonstration, mass representation or protest against the management.
24. No member of the staff shall engage himself/herself in any protest against the management likes low down work, mass casual leave, pen down strike or any other interruption or discontinuance of work.
25. The members of the staff shall not participate in any of the strike or demonstration which is prejudicial to the interests of the Institute.
26. No member of the staff shall indulge in destructive criticism of the policies of the management either in speech or in writing neither shall he/she associate herself/himself with those who are engaged in similar destructive activities nor shall he/she ventilate any grievance through the press, leaflets, hand bills, electronic or digital social media, etc.
27. No member of the staff shall damage or attempt to cause damage to the property of the Institute and bring loss to it.

28. No member of the staff shall disobey the orders of the management or superiors; neither shall he/she refuse to accept any communication from the management.
29. No one shall knowingly make any false statements in any document pertaining to her /his employment in the Institute. Neither shall anyone of the staff try to access or copy or give or take or possess any document belonging to the Institute he/she is not authorized to possess.
30. No representation of grievances is to be made to the management except through proper channel.
31. No member of the staff shall make any statement or write any article to the press or give any talk on the radio or TV or post in any social media or private or social network or blogs, on a topic related to the Institute/ management without prior sanction from the Correspondent.
32. No member of the staff shall make use of or give access to others, any matter of confidential nature which he/she has acquired as an employee in the Institute for any purpose.
33. Every member of the staff shall hold the development and success of the Institute very dear to him/her and shall come forward with suggestions and proposals for its growth. He/She shall generously give her/his best so that the Institute will ever fulfill the mission the management has envisaged for it.
34. Every member of the staff shall take keen interest in the continuous enrichment of her/his profession through studies and research throughout the career.
35. Members of the staff are expected to participate in knowledge building activities and enrich their field of knowledge by sharing the artifacts, engaging themselves in scientific dialogue and collaborating in research with their professional peers at the local, national and international levels through avenues like professional meetings, seminars, workshops, conferences etc.
36. Members of the staff shall respect the rights and dignity of all the students and deal with them impartially regardless of the irreligion, caste, socio-economic status, physical abilities and gender. They shall respect and show keen interest to listen to the opinions and views expressed by the students for their benefit and benefit of the institution.

37. Each of the staff, with their limits, shall spend time to encourage, mentor and counsel the students who are in need of guidance for the quality improvement of their education and career without expectation of any remuneration or compensation.
38. The members of the staff shall speak respectfully of other staff and render assistance for mutual professional betterment and refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
39. The members of the staff shall give due respect to the parents and guardians of the students, convey any information with regard to their wards politely during the parent- teachers interaction meetings or through other means whenever it is needed.

### **10.3 Travels and Dearness Allowances (TA and DA)**

For Institutional outside activities, TA and DA will be applicable as per norms approved by Management of the Institute.

Provident Fund, ESIC and Gratuity for employees will be applicable as per rules and regulation by concerned competent authority of government of India.

### **10.4 Interpretation of Service Rules**

If any question/conflict arises as to the interpretation of this Service Rules, the decision of Management shall be final and binding on all.

### **10.5 Working Hours**

The College's working week consists of 42 working hours per Week. The normal working hours of the College is from 9.00 a.m. to 4.00 p.m. with a 30 minutes lunch break. The college normally works for 6 days in a week.

### **10.6 Workload**

Workload of a teacher will be assigned as per the norms and circular of the Principal.

## **10.7 Induction**

Selected candidates will join NPSBCET with proper on boarding and induction formalities

## **10.8 Employee on-board**

- On the date of joining, before getting the approval of the appropriate authority.
- The documents i.e. original certificates, percentage of marks and other required parameters are to be verified by the HR personnel.

## **10.9 Submission of Documents**

- Individual should submit their academic credentials with the HR Department like SSLC, XII UG, PG, PhD and any other certificates as per requirements on the date of joining.
- In addition to the above following documents are also to be submitted:
  - a) Copies of appointment order, relieving and salary certificate of previous employer.
  - b) Copies of all experience certificates.
  - c) 3 passport size photographs.
  - d) Copies of Form 16, PAN Card, Aadhar Card, Voter ID Card and Passport (if held).

## **10.10 Joining Report**

Individual should complete joining formalities by submitting duly signed joining report to the HR Department.

## **10.11 Bank Account Opening**

After joining the college, the individual needs to open a Bank account for salary transaction and submit the account number to the Accounts Department and HR Department.

## **10.12 Training & development**

- The new incumbents are inducted to the concerned departments where they are familiarized to the people, process, and practices in order to orient the towards the work culture of NPSBCET.
- To make them familiar with the other co staff members, the new recruits are introduced by the Management to all the members of the Institution at a gathering.
- The Management of NPSBCET strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and also lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

## **10.13. Performance appraisal**

- Annual Staff Performance Appraisal Systems have been established. Employees shall fill the appraisal forms and submit the same to the HR department.
- The faculty will be assessed based on their performance on the following parameters.
- Pass percentages in the AU examinations in the subjects handled.
- Number of 'S' and 'A' grades in the subjects handled.
- Student feedback.
- Performance in the areas of research & consultancy.
- Papers presented.
- Extra responsibilities handled.
- Additional inputs to the students.
- Participation and contribution at the college level.
- Organizing conferences, seminars etc.

The system consists of

- Self-Appraisal by Staff.
- Appraisal by Head of Department.
- Appraisal by Students Feedback.
- Appraisal by Principal & Management.

## **11. EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF**

The teaching and non-teaching staff plays a vital role in the growth of the institute and therefore, the Institute is recognizing their productiveness and acknowledges their needs and requirements regularly. As a result, the institution is implementing various effective welfare schemes. These welfare measures enrich the physical and mental health of the employees and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment towards the institute. The following list shows the various welfare structures:

### **11.1 Financial Benefits**

- Post appraisal incentives provided for best performing staffs.
- PhD allowance is given to the Doctoral Faculty members.
- Providing financial support to attend FDP, workshop, training programs and National & International Conferences.
- Providing Sabbatical leave and financial support for the faculty members interacting with industries.
- All non-doctoral faculties are encouraged to get enrolled for Ph.D. program in various Universities. Providing professional body membership fees.

### **11.2 Non-Financial Benefits**

- Free accommodation in hostel for out station employees.
- Free Wi-Fi inside the campus.
- Providing On duty for attending FDP, workshop, training programs and National & International Conferences.

### **11.3 Leave policy**

#### **11.3.1 Casual Leave**

All staff members can avail **12 days** of Casual Leave in an academic year i.e. from 01 Jun to 31 May. Staff joining in the middle of the academic year will avail CL proportionately. Casual Leave is authorized to a staff after one month from the date

of joining. Suffix and prefix to weekends or other holidays cannot be availed; either of the two can be availed. If both suffix and prefix are availed, intervening holidays during the leave period will also be accounted as CL.

A maximum of 3 days can be availed at a single time. More than 3 days will be considered as LLP. Absent on the re-opening day and the last working day of the odd and even semesters, without prior permission will render the entire period of vacation to be accounted as LLP.

#### **11.3.2 Winter Vacation**

Winter vacation will be for a period of 7 days, during Jan / Dec of every year for teaching staff. This is subject to the staff completing one year of service. The exact dates of winter vacation will be announced after the receipt of the University Examination Time- table.

#### **11.3.3 Summer Vacation**

Summer vacation for the teaching staff will be for a period of 15 days, in May / June. The exact dates of summer vacation will be announced after the receipt of the University Examination Time- table. Those who join in the middle of the academic year will avail Annual Leave proportionately.

#### **11.3.4 Institutional holidays**

The College will declare institutional holidays through the college calendar.

### **11.4 'On duty' absence from college**

#### **11.4.1 OD for Official work**

Staff members deputed by the College to attend any official work including purchase of equipment's for the lab, arrangements for Institutional programs, University work, etc., will be granted on duty Leave of maximum 5 days (exclusive of

examination duties) and 10 days (inclusive of examination duties) in a semester. Maximum of 2 days in a semester for Staff invited for paper presentation in Conference / Symposia / Seminar conducted by other Colleges / Universities / Professional societies etc.,

#### **11.4.2 OD for Higher Studies (OD-HS)**

One day per month for PhD research work only for three years from the date of registration for Ph D. On Duty report / Attendance should be submitted to the HR after approval of the competent authority before 24<sup>th</sup> of every month, failing which the OD leave will not be regularized.

However, OD leave cannot be availed as a matter of routine and should be restricted to ensure that regular duties and responsibilities in the College are not affected. This OD should not be taken on Mondays or Fridays.

#### **11.4.3 Compensatory Leave**

- Compensatory leave is discouraged. The Management may, in exceptional cases, sanction Compensatory Leave to staff members who are required to work extra hours and on an official holiday.
- However, no compensation shall be provided for the duty performed in connection with the inspection visits of AICTE, DTE, Anna University, ISO External Audit, NBA Visits or for any other work in which an honorarium is received by the staff and matters in which the participation of the staff members is official and inevitable.
- Six hours of classroom teaching, laboratory teaching and project guidance will qualify for a singleday compensatory off.
- Compensation Leave cannot be combined with CL or any other leave. Sanctioned compensatory leave should be availed only after the last working day of the semester and within six months from the date of duty for which the leave is sanctioned.

#### **11.4.4 Maternity Leave**

All married female employees are eligible for maternity leave for a maximum period of 90 days. Staff who have completed one year of service in NPSBCET are eligible one and a half month pay and staff with two years of service in NPSBCET are eligible three months of pay.

The leave is extendable for a period of 45 days which will be treated as Leave on Loss of Pay (LLP). Under any circumstances, the Maternity Leave shall not exceed (90+45) 135 days. Any further extension, violating the regulations, will lead to the discontinuation of service of the employee with immediate effect.

#### **11.4.5 Leave on Loss of Pay (LLP)**

LLP should be avoided in all possible manners. Availing of LLP will lead to an adverse entry in the Personal File of the Staff concerned which shall affect the career prospects of the staff such as increment, promotion besides award of minor or major penalties as the case may be. However, this regulation will not apply to the LLP availed by a staff member as part of her maternity leave and post graduate examination.

#### **11.4.6 Permission**

Every staff member can avail permission of one hour twice a month. If the permission hour exceeds this, the same shall be accounted as Casual Leave for half-a-day.

### **11.5 Regulations**

- All types of leave and permission should be availed with prior approval. However, in exceptional cases, CL or Permission can be availed under intimation to the HOD and HR over phone or through mail. The same will be regularized only after submitting proper application on the same day of reporting for duty, failing which the entire

period of absence will be accounted as Leave on Loss of Pay and an entry shall be made in the Personal File of the staff concerned. Absence without intimation (before 9 a.m.) will be treated as LLP and will be entered in the personal file of the staff.

- Without alternative class arrangement details, leave shall not be sanctioned. For leave requested over phone, the HOD or any other designated staff concerned shall make alternative arrangements under intimation to the Principal.
- Staff members who are getting relieved from the institution are not authorized to avail vacation (Winter & Summer) during the notice period.
- Staff members should enter their staff code in all the official correspondence, leave letters, forms etc.

#### **11.6 Faculty Development Programs**

- Each faculty member is entitled to a grant of up to Rs 2000/ during an academic year towards attending FDPs, National Conferences, seminars etc. In case, grants in excess of Rs 2000/ are required, the same will be considered on merit by the competent authority.
- Faculty members are permitted to attend one FDP organized by Anna University (for a course in Anna University syllabus) in an academic year without affecting their work.
- The college also organizes FDPs for the newly recruited junior faculty members in the general areas of effective teaching / communications/ pedagogies as well as on core engineering subjects.
- Faculty Members publishing technical papers in Scopus indexed journals are given an incentive of Rs. 5000/- per paper.

#### **11.7 Grievance Redressal System**

Grievance may be any genuine or imaginary feeling of dissatisfaction which an employee experiences about his job and its nature, about the policies and procedures. It must be expressed by the employee and brought to the notice of the

management and the organization. In order to address the Grievances of the employees, a Grievance Redressal cell is being formed as per the guide lines of AICTE.

Grievance Redressal System in the College shall aim at providing a channel or avenue by which any aggrieved employee may present his grievance; providing a procedure which ensures that there will be a systematic handling of every grievance.

### **11.8 Internal Complaints Committee**

The College has a women harassment prevention cell to handle the sensitive issues regarding the women's right and security. Whenever a complaint is received by HR department from a women employee, it is submitted to the principal who forwards the complaint to the cell and the cell duly conducts an enquiry and submits a report to the principal. The Principal initiates an appropriate action based on the report and settles the issue.

The cell includes Senior Lady Faculty members of the college. As per the guidelines of UGC.

### **11.9 Welfare Facility**

The institute is committed to provide such facilities, services, and amenities to employees with the objective to work in energetic surroundings conducive to work with high morale.

The institute believes that welfare facilities help in creating healthy work environment and make employees' work life better and leads to qualitative output.

The following are some welfare facilities for teaching as well as non-teaching staff of the institute:

- Canteen
- Facility of RO water
- Indoor Sport Facility

- Organizing tours
- Provident Fund
- Medical Leave
- Maternity Leave
- Financial Assistance for FDP/ Workshop/ Conference
- Academic Leave

## **12 PERFORMANCE ASSESSMENT AND EVALUATION OF FACULTY MEMBERS AND NON- TEACHING STAFF**

The institutional performance appraisal policy is designed to provide the constructive assessment of the employee. The assessment is bi-annual. The period is considered from July to December and January to June. The appraisal of the faculty member is derived from the regulating bodies and affiliated universities. The appraisal helps in planning and reviewing the performance of the employee. The salary, increments, promotions also planned as per the assessment of the employees. The format of the appraisal is different for the teaching and non-teaching employees.

At the joining, the faculty and staff member oriented about the Performance Appraisal System of the institute.

### **Objectives**

The performance appraisal system aims

- To assist employees in understanding the expected performance standards set for the assessment.
- To identify the development gaps and research capacity.
- To know the training and development needs for the employees.
- To provide performance review interaction to the employees so that they can improve their performance.
- To award and recognize the best performer.
- To increase and maintain job satisfaction.
- To provide feedback to employee on his or her performance.

### **Eligibility**

The employee who completes six months from the joining the institute is eligible to fill the performance appraisal form.

## **Faculty members**

At the end of the month of December and June, faculty members are required to fill a Performance Based Assessment System (PBAS) format by themselves first. The parameters such as academic, institutional building, extension activity, research, faculty development, conference/ workshop/ seminar participation, participation as resource person, any achievement etc. defined in the format. The faculty members fill the form and enclose relevant information with the format. The form of each faculty member is further evaluated by the respective Programme Coordinator and Head of the Department. After the evaluation of the performance appraisal document, The Head of the Department prepare a summary of each employee's performance in a different format and submit it to the Administrative Office. Based on the remarks mentioned by HoD in the appraisal form, the Director of the institute reviews the performance of the employees. These recommendations further considered in the salary increment, incentives and promotion of the employees in future. All the appraisal forms and summary sheets maintained by the administrative office and its reference copy files in the individual faculty member and non-teaching staff personal file.

## **Non- teaching Staff**

The performance appraisal system shall also applicable for non-teaching staff of the institute. The assessment shall be bi-annual. The parameters have been defined in different categories of the appraisal form. The assessment of the performance shall be evaluated by the Administrative Officer of the institute. The assessment report shall be taken as reference for granting promotion and up- gradation for their career progression of the non-teaching staff members.

## **Non-Compliance of the Performance Appraisal System**

Failure in the compliance of the appraisal system may lead to the disciplinary actions. Any employee falls in refusing to follow the rules of the system will be treated under disciplinary actions. The management of the institution will be the sole authority to take

the corrective or disciplinary action against the employee. All employees of the institute are mandatorily required to support and follow the implementation of the performance appraisal system. Any grievances from the employee side may be reported through the formal grievance redressal procedure.

### **Review of the Documents**

As per the amendments and improvement made by the governing, regulating or affiliated bodies, the policy may reflect the changes. The review, revision and amendments will be made by the higher competent authorities of the institute and will be informed timely to all the employees.

### **Employee Grievance and Redressal Procedures**

Grievance at workplace is inevitable and at the same time workplace needs a harmonious environment among the employees. To achieve this kind of environment, the institute designed a robust and unpretentious redressal system for the employees.

The institute believes in providing the fair, transparent, and healthy environment to each employee working in the institute. In order to ensure this environment, and preventing unfair practices, the institute provides the platform to the employee to register and record his or her complain to the competent authority.

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**NOTE:** ALL THE ABOVE ARE SUBJECT TO CHANGE FROM TIME TO TIME. THE MANUAL IS SUBJECT TO AMENDMENTS AND MODIFICATIONS FROM TIME TO TIME IN ACCORDANCE WITH THE AMENDMENTS MADE IN VARIOUS RULES, SYSTEMS, PROCEDURE PRESCRIBED IN VARIOUS STATUTES OR RULES OF THE COLLEGE FROM TIME TO TIME. THE PROVISIONS CONTAINED IN THIS MANUAL ARE IN BRIEF AND ARE TO BE READ WITH THE DETAILED WRITTEN INSTRUCTIONS ALONG WITH FOOTNOTES/CLARIFICATIONS, IF ANY, ISSUED BY THE MANAGEMENT VIDE VARIOUS CIRCULARS, NOTICES, OFFICE ORDERS/MEMORANDUMS ETC. ANY ERRORS AND OMISSIONS CONTAINED IN THIS DOCUMENT ARE UNINTENTIONAL AND ARE LIABLE TO CORRECTIONS WHENEVER NOTICED.

