



PRINCE Dr. K.VASUDEVAN COLLEGE OF
ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Affiliated to Anna University & ISO 9001:2015 Certified Institution)
Medavakkam-Mambakkam Main Road, Ponmar, Chennai-600127

HR POLICY

HAND BOOK



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HR POLICY

Introduction

The Governing Council of Prince Dr. K Vasudevan College of Engineering and Technology, articulates policy proclamations intermittently and interconnects the same to the staff members through Head of the institution. The Human Resource Policy is for internal use and the information is authenticated at the time of its publication and till a revised Human Resource policy is circulated.

Terminology:

The term ‘Human Resource policy wherever mentioned in the book means and includes Human Resource Policy of PDKVCET. The term ‘Institution/College/Organization’ wherever mentioned in the book means and includes Prince Dr. K Vasudevan College of Engineering and Technology-PDKVCET. The term staff member wherever mentioned in the Human resource Policy means and includes teaching, non-teaching, technical, administration and ministerial staff.

Human Resource Policy (HRP):

For a sustainable viable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment where employees can work and benefit in conformance to the mission, vision, objectives and quality policies of the institution. Institution encourages its employees to think express and share their views in facilitating decisions and operations through collective contributions which is a noble approach in recognition of the staff member. PDKVCET recognizes the fact that the culture, values, loyalty, motivation, involvement and development are the harbingers of glory for both the institution and the employees and feels the need to encourage the same.

HRP focuses on:

- Capability erection of staff through FDPs, workshops, Industry Interactions and professional associations.
- Opportunity for career development.
- Sharing personal and professional problems.
- Team Building and Team Spirit in Organization of Institutional R&D programs.
- Culture, Values, Loyalty, Commitment, Dedication, Discipline and Devotion.
- Commitment to support the overall development of its human resources.

Privacy:

PDKVCET expects that each and every employee should have inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation, R&D consultancy, Course material, lab, Human resource policy, training and workshop materials developed, personnel data and any other financial compensation matters. Employees who disclose secrets or confidential information will subject to disciplinary action, which may lead even to dismissal and prosecution.

Prince Dr. K Vasudevan College of Engineering and Technology-PDKVCET was established during the Academic year 2009 with a view to excel in professional education. It is affiliated to the Anna University.

Management**Society**

Prince Educational Society was established in the year 1978 with a long cherished ambition to promote and disseminate knowledge and serve the cause of education, in general and technical/professional education, in particular. With this aim in mind, this society launched PDKVCET.

Chairman

Prince Educational Society was established in 1978 by our **Founder - Chairman Dr. K. Vasudevan, M.A., B.Ed., Ph.D.** Going down memory lane in the seventies, our Chairman had realized the need for an Institution which will serve as a role model and stand apart from other Educational Institutions. The setting up of Prince Matriculation Higher Secondary School, Nanganallur, Chennai, helped in the evolution of Prince Matriculation Higher Secondary School, Madipakkam, and Chennai, which met this need. In order to serve the poor and the needy, he started a Tamil Medium School as well. Today this educationist and pioneer head a 2 Arts and Science College and 2 Engineering Colleges in Chennai. These Institutions aim at imparting quality education in the fields of engineering, arts and science.

Prince Dr. K Vasudevan College of Engineering and Technology is promoted by the Prince Educational Society. This College was started in 2009 and was approved by the All India Council for Technical Education (AICTE). Its vision is to make every student a successful. Our College that is located on a sprawling environment – friendly area with very calm atmosphere, on the outskirts of Chennai provides conducive ambience for learning. The laboratories are spacious and well equipped. They provide the best experimental learning facility to our students. A well-stocked state-of-the-art library caters to the reference and additional reading requirements of students and members of staff. The library is updated with contemporary publications. Reference books and light reading materials are provided, apart from magazines and journals.

A devoted band of qualified and experienced lecturers from various fields of specialization are highly motivated and strive hard to bring out the best in each student, by taking care to attend to the individual student's needs. They take personal interest in the welfare and discipline of the students and mold them into responsible citizens of the future.

To encourage outstanding talent, the management has instituted cash awards for the meritorious and outstanding students. We give placement assistance for meritorious students by organizing campus recruitment by multinational companies and top-notch corporates within India. We lay emphasis on “Communication Skills” in English which enables the students to answer the queries put forth by the expert team of interviewers from multinational and other Blue Chip companies with ease and emerge with flying colors.

Governing body

The governing body of PDKVCET is constituted as per Anna University and AICTE guidelines. Its powers and functions are as follows:

- Create and fill various positions as per requirements of the head of the institution, following the prescribed qualifications, experience and pay scales of the affiliating university.
- Approval of budget proposals for infrastructure and academic development.
- Approval of action plans of the institution regarding introduction of new course and increase of intake in existing courses.
- Originate, prepare, provide and revise the functioning of various committees in administering the institution.
- Approve short and long term plans of institution in improving the quality of TLP.
- Review, monitor and take necessary actions in execution of plans and schemes.
- Provide, Help and issue necessary guidelines to the head of the institute for administration.

HUMAN RESOURCE MANAGEMENT:

Working days and working Hours:

Our institution works for six days in a week (i.e. Monday to Saturday) except first and third Saturday. The working hours are from 9.00 A.M to 3.45 P.M with a lunch break of 30 minutes. The working hours may vary marginally depending on exigencies.

Public holidays:

Institution will remain closed on Sundays and public holidays adopted by the affiliating University which is normally as per the list of holidays declared by Govt. of Tamil Nadu.

Job responsibility

Academic:

- Class room teaching with ICT tools.
- Lab instruction and demonstration with master readings.
- Development of laboratory, curriculum and resource material by using modern techniques.
- Student evaluation and assessment.
- Participation in curricular and co-curricular activities.
- Student guidance, Counselling, personality and overall character development.
- To prepare, provide, generate and disseminate knowledge in the interest of students.
- Career development through QIP, Professional Association, Knowledge and skills.

R&D & consultancy

- R&D activities through projects and research guidance.
- Potential search for opportunities to provide consultancy services.
- Promotion of institute-industry interaction.

Administration

- Planning, designing and development of new programmes and promotional activities.
- Mobilizing resources for the institution.
- Administration both at departmental and institutional levels.
- Development, administration and management of institutional facilities.
- Monitoring and evaluation of academic and research activities.
- Participation in policy planning for development of technical education
- Design, develop, update and maintain MIS implementation
- Maintain accountability
- Conduct performance appraisal.

Extension:

- Guiding the students in overall character development
- Extension services by interacting with Society/Community through NSS, Rotaract and YRC.
- Providing technical support in areas of social relevance
- Providing non formal education for the benefits of the community
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.

Salary and disbursement

Based on the qualification and experience of the staff member, the compensation will be fixed under the guidelines of AICTE. Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct.

As a policy of the institution, the salaries of all the staff members will directly be credited to their respective SB Accounts in Canara bank and Indian Overseas bank of Medavakkam and Ullagaram. In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned.

Teaching and learning process:

The following are some of the contents of learning modules irrespective of the subjects.

- Course file
- Lesson plan
- Additional Topics and Assignments
- Provision for Mid Tests and Distribution of scripts
- PPT's and OHPs
- Lesson and Course Material
- Web Downloads
- Case studies
- Self-Learning Materials
- E-Learning Material through Digital Library
- Guest/Expert Lectures
- Industrial Visits and Tours relevant to their respective specialization

Cadres of staff

The staff comprises the following categories.

A Teaching Staff:

S. No.	Designation
1	Principal
2	HODs
3	Professors
4	Associate Professors
5	Assistant Professors
6	Librarian
7	Physical Director

B Supporting Staff (Technical):

S.No.	Designation
1	Accounts Officer
2	Administrative Officer

C Supporting Staff (Non-Technical):

S.No.	Designation
1	Accounts Officer
2	Administrative Officer
3	Attenders
4	Sweepers
5	Gardeners

Qualification and Experience

The qualification and experience required for the candidates to fill various posts shall be as per the norms prescribed by the AICTE/ Affiliating University / State Government.

Pay, Allowances, Increments:

Scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE/Affiliating University/ Government.

Annual increments shall be sanctioned by the Principal on satisfactory performance of the employee based on the recommendations of Head of the Department or In-charge of section in the case of Principal, Chairman/Secretary is the sanctioning authority.

The management shall have the authority to withhold an increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend himself/herself.

The management shall also take responsibility in motivating the employee by providing rewards for attending Seminars, Workshops, Guest lectures, and conferences, STTP, FDP, NPTEL excellence, Scopus and UGC approved Journal publications.

Recruitment and Selection

- The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload.
- The rules prescribed for selection of employees from time to time by AICTE/University/Government shall be followed.
- Staff selection committee shall be constituted.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.

- The Management/ Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- The candidates for Assistant professor and Associate professor are required to give a demo lecture and take an interview by the Principal.
- Candidates for non-teaching posts are selected based on practical test conducted by departmental selection committee and if need be a final round of one-on-one interview by the Principal.
- Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

APPOINTING AUTHORITY:

All the appointments are made by the Principal with the approval of the Secretary based on the recommendations of various committees appointed from time to time for such purposes.

Reporting:

On receiving the offer letter from the institution, the staff member has to give in his/her consent to join the institution on or before the last date notified for reporting. He/ She should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn.

Probation:

All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.

No application of the employees seeking employment elsewhere shall be forwarded during the probation period.

Resignation:

A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the semester after completing one year of service and also completing all the academic work pertaining to the semester concerned.

INCREMENTS:-

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1st August unless it is withheld as a measure of punishment. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory or there have been many LOPs.

ANNUAL PERFORMANCE APPRAISAL REPORT:

The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic activities and achievements. The H.O.D. shall offer his remarks and observation on the report. The Performance Assessment Committee headed by the Secretary shall review the reports and finalize. The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotion.
4. Monitoring and recording of the regular growth of each faculty member.

POWER TO MODIFY THE RULES:-

These rules are subject to modifications or amendments as may be made from time to time by the Governing Council. If any dispute arises in the interpretation of these rules, the decision of the Governing Council shall be final.

Leave Rules and Leave policy:

KINDS OF LEAVE

- Casual Leave
- Vacation Leave
- Compensatory Leave
- On Duty Permission for Examinations related
- Maternity Leave
- On Duty for pursuing Skill Enrichment Program/Part time study
- Permission / Late Attendance
- Marriage Leave

CASUAL LEAVE

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 10 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof.

VACATION LEAVE

The teaching staffs who have served for two semesters consecutively in this college are eligible for 23 days of vacation leave in an academic year.

Vacation leave can be availed only during vacation period as declared by the Principal. Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.

In Odd semester November – December, vacation leave will be restricted to a period of not more than 8 days.

COMPENSATORY LEAVE

Staff members, who work on specific request and approval of the Principal / HoD on college holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave. The quantum of compensatory off will depend on the duration of work on holidays.

Compensation leave should be registered in the Principal's office with proper prior permission when attending duty on holidays and should be availed within 2 months after the actual date of working with prior sanction. Compensation leave should not be combined with CL.

ON DUTY PERMISSION

On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the Principal.

The teaching staff members will be allowed a maximum of 20 working days in an academic year as "ON DUTY" for the purpose of attending Central Valuation/External Examiner for practical examinations connected with University. Teaching staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce evidence from the competent authority for sanction. Otherwise their absence will be treated as unauthorized absence. All other duties if any pertaining to the college should be specifically informed to the HOD and Principal and permission obtained in advance.

POLICY MANUSCRIPT FOR FINANCIAL SUPPORT TO FACULTY FOR PROGRAMMES ATTENDING SEMINARS/GUEST LECTURES/ WORKSHOPS AND CONFERENCES etc.

To elaborate the procedure for sponsoring the Faculty Members for attending the programs. At the start of every semester, Academic schedule for the semester have been released to all teaching and non-teaching staff members.

Based on the academic schedule, the faculty members have to plan for the skill Enrichment courses like FDP, Conferences, Workshops, and Industrial Trainings.

Head of the Department, group the Faculty Members based on their specialization. It may be done by conducting department meeting to group the faculty based on their specialization or willingness to learn the technology.

Finding out the relevant programs organized in reputed institutions like IIT, Anna University, ATAL, AICTE sponsored, etc. and sharing the Program options in group to all Faculty Members. Finalization of number of program can be attended by an individual faculty members and the need of attending.

Financial Assistance Request form has to be submitted to IQAC cell with the recommendation from the concern department HOD and the Principal. After getting the approval from the IQAC, Faculty members can complete the registration process.

Based on the policy beyond the specified amount, He/She have to get special approval. They can claim the full registration fee, Travel allowance for the outstation, and miscellaneous amount like auto charges, room rent, refreshments, learning materials, etc. Any number of claims can be made. IQAC and Training department have the rights to approve and disapprove the application.

A faculty must attend at least one faculty development program or workshop or conference or NPTEL course or Industrial training. Faculty member can be permitted for the Programs organized by the reputed organizations preferably. Faculty members are advisable to attend a week FDP or STTP.

On the approval of the IQAC, faculty members can collect the approved amount from the accounts department. Faculty member will be provided with on duty to attend the Programs. Each faculty member can avail the approved number of ODs. After the skill enrichment program, faculty member have to submit the Certificate copy to IQAC for Claim Verification.

POLICY DOCUMENT FOR ON DUTY PERMISSION FOR PURSUING M.E. / M.TECH / PH.D. UNDER EVENING PART TIME PROGRAMME OR DAY TIME PART TIME PROGRAMME

An employee may be granted OD permission so as to enable him to Undergo part time higher studies or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidates' area of specialization. An employee may also be granted OD permission for attending Seminars, Guest lectures, workshops and conferences.

OD permission shall not be granted to one, whose absence will cause cadre-difficulties, besides dislocation in the regular work of the college.

For writing University Theory and Practical examination during week days, OD will be granted on production of proof.

Whenever applying for OD permission for study purposes, they should submit the OD application in advance.

They should make alternative arrangements for their theory and lab classes with prior approval. OD permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.

They should produce the attendance certificate from the faculty advisor where they are undergoing the higher studies.

Depending upon the quantum of departmental work load, whether one lab course or one theory course will be dropped from the normal work load allocation during the period of studies.

PERMISSION / LATE ATTENDANCE

Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave.

Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work.

All employees should follow the prescribed working hours strictly. All employees should sign the attendance register. If any staff member comes late on more than two occasions in a month, each such late attendance will be treated as half-a-day leave.

MARRIAGE LEAVE

An unmarried staff member is eligible for 7 continuous days of days marriage leave from the day of marriage on production of invitation. The marriage leave can be combined with CL or CPL. The concerned staff member shall apply for marriage leave in advance.

MATERNITY LEAVE

Maternity leave may be granted to married women employees for 90 days from pre- confinement rest to post confinement recuperation. During the period of maternity leave they are eligible for 100% of pay and allowances.



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