



# **SRI VENKATESWARAA COLLEGE OF TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

## **HR POLICY**



B.H.B. Nagar, Vadakal Village, Pondur Post, (Near Vadakal Sipcot) Sriperumbudur - 602 105.

Phone: 044-27107719,27107899, 30139431,32,33,34. Fax: 044-30139435

E-mail : [svct2009@gmail.com](mailto:svct2009@gmail.com) Website : [www.svct.in](http://www.svct.in)

**ADMINISTRATIVE OFFICE:**

**GOVINDASWAMY NAIDU EDUCATIONAL TRUST**

No. 28, Gajapathy Street, Shenoy Nagar, Chennai - 600 030. Phone : (044) 26646535 / 26646545

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**VADAKAL, SRIPERUMBUDUR - 602105**

**Approved by AICTE, Affiliated to Anna University**

## **HR POLICY**

*(Revised on 15<sup>th</sup> Decemeber 2020)*

**Website: [www.svct.edu.in](http://www.svct.edu.in)**

**E-mail: [hr@svct.edu.in](mailto:hr@svct.edu.in)**

# **SRI VENKATESWARAA COLLEGE OF TECHNOLOGY**

## **HUMAN RESOURCES POLICY**

### **ABOUT OUR INSTITUTION**

**Sri Venkateswaraa College of Technology** was started in 2010 as the flagship institute under Govindasamy Naidu Educational Trust. The college is located in BHB Nagar, Vadakal Village, Oragadam Industrial Corridor, Sriperumbudur 602 105. The college offers technical education to budding engineers in the field of Computer Science & Engineering, Artificial Intelligence and Data Science, Electronics and Communications Engineering, Electrical and Electronics Engineering, Mechanical Engineering, Civil Engineering and Computer Science Engineering (Cyber Security). SVCT is one of the very few colleges that have understood the value of nurturing engineers with rich knowledge of upcoming technologies and giving hands on exposure on industrial technologies for students, right from a very earlier stage. Hence as an initiative towards increasing the industry-institute interaction and to bridge the skill gap the Techno Park provides an opportunity for students to collaborate with industries, learn from the industries, work along with them and get the most needed practical exposure at the tender stage of learning itself which makes students of SVCT highly deployable and most sought by the industries.

### **COURSES OFFERED**

01. B. E. Mechanical Engineering
02. B. E. Computer Science & Engineering
03. B.E. Electronics & Communication Engineering
04. B.E. Electrical & Electronics Engineering
05. B.Tech Artificial Intelligence & Data Science
06. B.E. Civil Engineering
07. B.E. Computer Science & Engineering (Cyber Security)

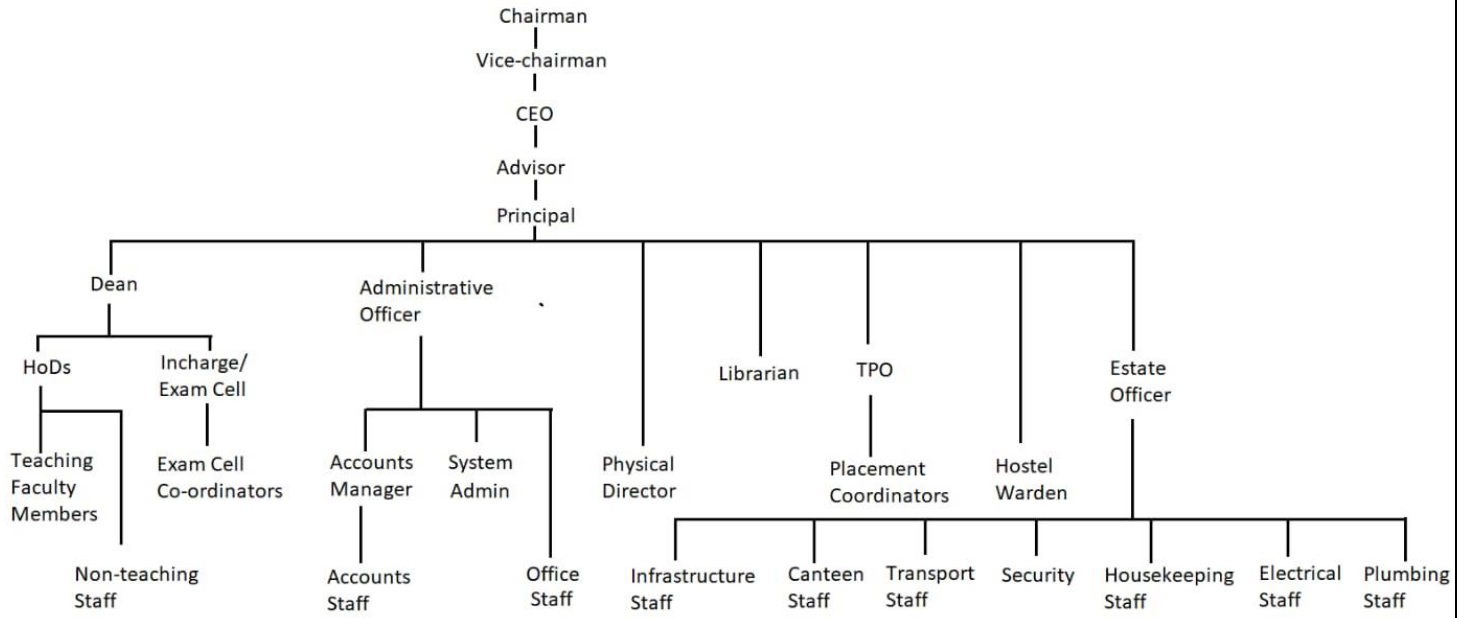
## **COLLEGE VISION**

To be a premier institute that imparts quality Technical Education & Research, to create ethical and responsible engineers and entrepreneurs, to address the socioeconomic needs of the mankind.

## **COLLEGE MISSION**

- To create the state-of-art infrastructure and equipment to instill innovation and best practices in teaching, training and research.
- To nurture and strengthen entrepreneurial skills among students.
- To develop ethos of life long learning to enrich ethical and professional behavior for a prosperous society.

# ORGANISATION CHART



## **RECRUITMENT OF FACULTY/SUPPORTING STAFF**

- 1 The guidelines of the university and AICTE are followed during the recruitment of the faculty.
- 2 Advertisements are published in the Newspapers/social Media.
- 3 Interviews are conducted by a panel consisting of senior faculty, Head of the Department, External subject expert, Principal and Chairman/Vice-Chairman.
- 4 Preference is given to relevant qualifications, teaching, research and industrial experience.
- 5 A demonstration is taken to understand the teaching capabilities and competency.
- 6 Supporting staff are recruited by the panel consists of HODs/Admin Officer/Principal
- 7 Promotional Policies Based on the staff performance appraisal, they are promoted to higher levels. Qualification, Eligibility and Salary Structure as per AICTE norms
- 8 Appointing Authority: All appointments of the faculty and Staff Members of the College shall be made by the Principal, subject to the approval of the Management

### **Mode of Selection:**

- (a) Faculty and other Staff members appointed on regular basis will be on probation for a period of one year from the date of appointment.
- (b) Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management.

### **Termination of Service/Resignation:**

- (a) Based on the opinion of the appointing authority, if the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.
- (b) Any employee of the College may withdraw his/her services, by submitting to the appointing authority, three months' notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.

(c) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

### **Qualifications/ Experience/ Pay**

**Norms:** The qualifications, experience and pay for the various teaching positions are in line with AICTE norms.

**Increment:** Annual increment will be decided based on the Faculty Performance Appraisal.

**Probation :** Initially the selected candidate will be on probation for a period of one year, after which the performance of the appointee will be reviewed to regularize their appointment.

### **LEAVE RULES**

- (a) Casual leave will be admissible to an employee of the college for a total period not exceeding 12 days in a calendar year. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him/her will be on prorate basis. Initial one day CL for a new appointment is eligible after completion of one month duty.
- (b) The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- (c) The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- (d) Unauthorized absence from duty may be treated as misbehaviour involving disciplinary action.
- (e) Casual leave should not be combined with any kind of regular leave or with vacation.
- (f) Casual leave required advance sanction and the employee has to make alternative arrangements for his/her work.
- (g) Casual leave for half a day can be granted to an employee for the forenoon or afternoon.
- (h) 3 days Medical Leave to staff members, after probationary period. Medical Leave may be granted to an staff based on the Medical Certificate obtained from a Govt. doctor
- (i) Maternity leave of 3 months with pay is eligible for female faculty who have completed one year of service for first 2 children.

- (j) Paternity leave of 10 days with pay is eligible for male faculty who have completed one year of service for first 2 children
- (k) Vacation: Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.
  - a. The teaching staff and non-teaching staff whose services are regularized shall be eligible for vacation limited to 30 days in an academic year. In case of employees appointed in the middle of the academic year, they shall be eligible for vacation proportionately.
  - b. Vacation may be declared for a minimum period of 07 days including holidays and Sundays.
  - c. The eligible period of vacation for Teaching and non-Teaching Staff Members is as decided by the management according to affiliated university rules.
  - d. Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).
  - e. Staff Members shall be permitted to attend Valuation duty during vacation period. The period of Examination duty spent during vacation will be treated as vacation and not as OD.

**On Duty:**

- (a) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum period of 10 days for Higher Studies/University Examination duty/Attending FDP/Workshop/Conference/Symposiums/Seminars etc. in an academic year.
- (b) ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).
- (c) The Staff Members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of joining the duty after availing "OD".

**Appreciation:**

- a) Staff Members producing 100% in the Theory Subjects during the University Examinations, will be awarded with appreciation certificates.



- b) Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years will be awarded with appreciation certificates.
- c) 50% charges on TA/DA for faculty members for presenting paper in Reputed International Conferences (held abroad).
- d) Publishing papers in high indexed International Journals Research Incentives - Rs. 5000/-
- e) Publishing books - Rs. 6000/-
- f) Best Department in UG.
- g) Management shall pay 50% fee for Patent registration.

**Other Amenities:**

- (a) The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.
- (b) Transportation shall be provided to all the faculty members to and from the Institution
- (c) Food & beverage shall be provided free of cost to all staff for time of stay at college
- (d) The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.
- (e) Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per SVCT Norms.
- (f) Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- (g) If found dissuading from anything listed in these Rules, the Management shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.

**Late arrival with or without prior permission**

1. Late arrival with permission or without permission is given for one hour only. Permission or late for more than one hour will be treated as half-a-day leave.
2. Only one permission is allowed in a day either at the beginning of the Forenoon Session or at the end of the Afternoon Session.

3. Only one permission & one late arrival permitted in a month.
4. If any staff member comes late with or without permission for more than once in a month, each such late attendance will be treated as half-a-day leave.
5. In case of availing permission or late on any-date, the staff should sign in the Permission/Late Register maintained in the Office.

### **Resignation & Relieving**

Staff members are normally, considered for relief only at the end of the semester, as relief at the beginning or middle of the semester is likely to affect the academic work.

Staff members desirous of resigning their posts in the Institution, have necessarily to give NOTICE period of one clear MONTH. For notice period, Vacation leave, Casual Leave or Compensatory leave in their credit will not be taken into account. In case of any shortage in the one month notice period, appropriate recovery will be made.

In some special cases, depending upon the exigencies of the work, notice period may not be insisted upon during the summer vacation.

### **General Guidelines**

- a) Avail leave only when it is a must and leave cannot be claimed as matter of right.
- b) Avoid availing permission / Late arrival every month as a routine habit.
- c) Get your leave sanctioned before availing.
- d) Encashment of CL shall fetch more revenue.
- e) Avoid taking leave when the semester classes are going on. This shall attract an incentive of Rs. 2000/-
- f) Faculty members securing 100% pass in theory subjects handled by them in University Examinations shall get one advance increment in their scale of pay & a citation. For problematic, subjects, the incentive shall be two advance increments.
- g) In the case of long leave like vacation leave, the staff should apply at least one week in-advance.
- h) Invigilation duty is a part of academic work and it is mandatory for all faculty members.
- i) Staff taking students outside the Institution premises for Industrial Visit, Educational Tour or any other visit should take the prior permission of Principal, failing which the staff are liable for disciplinary action.

## **GUIDELINES FOR PERFORMANCE APPRAISAL**

There is an urgent need for a focused 'Analysis and Evaluation of Performance of Teaching Staff' so as to improve upon the Quality of Education. The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

### **Teaching Staff**

- a) The performance of each faculty member is assessed according to the Annual Assessment for the Performance Based Appraisal System.
- b) Promotions are based on the Annual Appraisal proforma for UGC/AICTE Career Advancement Scheme.
- c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
- d) The faculty members are informed well in advance of their due promotion.
- e) The Annual Appraisal proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Principal, Dean, CEO and the Vice Chairman/Chairman.

Following specific Guidelines shall form the basis for the above:

- I. Subject-wise / Semester-wise University Results and analysis by HOD: (Semester-wise report is to be submitted by respective HOD to Principal)

The concerned Staff Member must realize maximum pass percentage in subjects handled by him or her; this percentage should be well above the University Average pass percentage in the respective subject, in each semester.

II. Attendance, Regularity & Punctuality: (Monthly report is to be received from HOD to Principal)

The Attendance percentage in terms of actual Attendance, Regularity & Punctuality in taking the classes by the each & every teaching staff must be above 95% for becoming eligible for the award of Promotion & Increment.

III. Positive Attitude & Effective Contributions to the College:

(HOD, to submit Monthly Report to Principal)

Following are the Norms are to be monitored:

- Programme implementation (Excellent, Very Good, Average, Poor) based on specific instructions of HOD (on day to day basis)
- Contribution for the Dept./College by staff, based on their own initiative
- Up gradation & updating of knowledge through
  - No. of visits/stay in library
  - No. of Paper Presentation in international Conferences
  - No. of Journal Publication & Books
  - Students' feedback
- There shall be a regular monitoring by the Head of Department on day-to-day basis. Staff shall be counselled by HOD, if warranted.

**Non-Teaching Staff**

All non-teaching staff are also assessed through annual performance appraisal.

The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and parents, efficient organization of documents and technical abilities.

The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Principal by the forwarding officer and verified by the CEO and the Vice

Chairman/ Chairman. On satisfactory performance, all employees are granted promotions and financial upgradation.

HODs shall submit Confidential Reports to the Principal, on monthly basis. All the above reports are to be compiled in the office of Principal.

The Consolidated Annual confidential Report will also take into account students' feedback.

Decision of Principal shall be final to consider the Annual Increment & Promotion of the Staff Member.

### **Implementation**

Principal in-consultation with HOD shall counsel the concerned staff for improvements. Such analysis, reviews & corrective measures are to be undertaken every month based on the Report to be submitted by HOD.

The consolidated Report in the form Analysis and Recommendations (based on performance appraisal) shall be submitted to Management by the Principal.

Noticing the overall performance of staff, Increment / Promotion shall be accorded by the Management.

## **RESPONSIBILITIES OF FACULTY MEMBERS**

### **I PRINCIPAL - RESPONSIBILITIES**

1. Conduct HOD meeting every week.
2. Conduct student representative meeting.
3. Conduct separate meeting with different co-ordinators.
4. Monitors phase report of all Semesters.
5. Monitors log book of all faculties.
6. Monitors attendance of staff members/Students.
7. Satisfying the equipment requirement & furniture requirement.
8. Allocates budget for every department.
9. Monitors lesson plan / Question bank / lab manuals for all faculties.
10. Monitors result analysis chart for the college.
11. Allocate duties for all co-ordinators & monitors their corresponding files.

12. To forward the Anna University circulars to all the students.
13. Developing new schemes for the betterment of the students.
14. Satisfying staff requirement at the start of the semester.

## **II DEAN (ACADEMICS) - RESPONSIBILITIES**

1. Monitoring the subject allocation by the HoDs.
2. Consolidating the requirements of staff, lab and library before the start of the academic year.
3. Consolidating the budget proposals with respect to academics.
4. Preparation of Master Timetable.
5. Ensuring the adherence of University Curriculum and Schedule.
6. Ensuring the adherence of academic rules by all teaching faculty.
7. Overseeing the Regular and effective conduct of classes by teaching faculty.
8. Follow up of evaluation system with full Transparency.
9. Students' Feedback - collection, analysis and proper action.

## **III HOD - RESPONSIBILITIES**

1. Allocation of responsibilities to the staff has to be recorded & monitored.
2. Preparation of timetable & allocation of work load.
3. Maintains result analysis.
4. Submit budget/requirements (Equipments / Staff).
5. Conduct departmental staff meeting every week & submit report to the Principal.
6. Obtain regular student feedback.
7. Monitors the logbook of the faculties.
8. General discipline for the students.
9. Random check of test note books/ Class note books/ record notebooks/ Observation note book.
10. Monitors lesson plan of all faculty members.
11. Monitors overall attendance of the students.
12. Plan for academic schedule.

#### **IV CLASS INCHARGE RESPONSIBILITIES**

1. Prepare phase report after every cycle test & attendance report
2. Send phase report to the parents.
3. Monitor the class discipline.
4. List of failure students in more than 3 subjects.
5. Prepare a report stating reason for failure and remedial action taken.
6. University results analysis.
7. Obtain feedback from students.
8. Conduct Class Committee meetings.

#### **V MENTOR - RESPONSIBILITIES**

1. Maintain bio-data of the concerned students.
2. Regularly counsel the students (i.e 15 days once) & has to be entered in a counselling form with necessary feedback report & submitted to the HOD.
3. Send phase report to the parents.
4. Conduct parent meeting for every phase.
5. Absentees intimation to the parents daily.
6. Prepare a report stating reason for failure and remedial action taken.
7. University results informing to the parents.
8. Monitor the conduct and dress code for that particular group of students.

#### **VI. LIBRARIAN – RESPONSIBILITIES**

1. To collect and catalogue Library resources including books, CDs and Publications.
2. Maintaining library record and ensure it is updated.
3. Performs regular audits of information and inventory on files.
4. Help students and teachers locate references reading materials.
5. Sorting and shelving of books.
6. Buying and Cataloguing new materials.
7. Maintaining record and sending overview notices.
8. Checking ins and outs of various library materials.

9. Transforming a paper based library system to digital and develop IT skills and knowledge of library data base.
10. Managing the reading room by organizing the furniture, resources and supplies in the room, so that they are easy to use.
11. Also ensuring that everything in the library is clean and in good working order.

#### **VII. PHYSICAL DIRECTOR - RESPONSIBILITES**

1. To conduct selections for students and form teams and participate in various Intercollegiate, University and State level Sports and Games competitions.
2. To convene sports committee meetings.
3. To evaluate essential fitness among students selected for different competitive sports, at the beginning of academic year
4. To facilitate training and coaching of selected students for various Inter-College, Inter-University games and sports competitions.
5. Preparation of budget for every academic year.
6. To prepare the requirement of sports equipments at the start of every academic year.
7. Maintenance of equipment's and facilities.
8. To conduct and assist inter-collegiate tournaments.
9. To conduct sports day every year.
10. To develop moral and ethical values among students.
11. To promote personality development and leadership qualities among students.
12. Preparation and submission of annual report at the end of every academic year.

#### **VIII. EXAM CELL COORDINATOR - RESPONSIBILITES**

1. Collect question papers from every staff member 2 days before.
2. Allocate duties for invigilation.
3. Seating arrangements and he issue of question papers.
4. Prepare IAM mark sheet.
5. Collection of mark from respective staff members.



6. Collection of absentees list every day & submit report to principal if exceed.
7. Rules for invigilators for cycle test & model exam.
8. Separate notice board for displaying exam details.

#### **IX. PLACEMENT COORDINATOR - RESPONSIBILITIES**

1. To form committee connecting all the departments
2. To form student committee of one representative from each class
3. To create awareness among the students about the job skills necessary for placement
4. To maintain database for eligible students
5. To encourage and motivate students to speak only in English to develop their communication skills
6. To conduct aptitude test, placement activities & training programme
7. To maintain a notice board which displays the current news and activities of the industry
8. To conduct periodical meeting submit a report to the principal every week
9. To form a plan schedule for the academic year
10. To plan a budget for additional technical source

#### **X. CULTURAL COORDINATOR – RESPONSIBILITIES**

- To form committee connecting all departments
- To conduct periodical meeting & submit the report to the Principal
- To frame rules & regulations for various events
- To prepare a program schedule & allocate important dates for competitions
- To frame OD format & provide procedure & eligibility to avail OD
- To plan for the budget to conduct the event in the college
- To plan for annual events

#### **XI. NSS OFFICER - RESPONSIBILITIES**

1. To form committees and provide various responsibilities to students.
2. To plan for blood donation camp in the college.
3. To create awareness and exposure to the students.
4. To conduct period meeting and submit a report to the Principal.

## **XI. ESTATE OFFICER – RESPONSIBILITIES**

1. Maintenance of the buildings, maintenance of cleanliness, clean and green environment with necessary horticulture works and maintaining the same.
2. Maintenance of all electrical, electronic and mechanical equipments pertaining to the various departments and maintaining the inventory of the same.
3. Maintenance of all furniture.
4. Maintenance of transport vehicles.
5. Submission of proposals in respect of construction works/ maintenance works, obtaining approval of the competent authority and execution of the works.
6. To procure the materials in connection with the maintenance works and to supervise and control proper usage of the materials procured.
7. Providing necessary physical arrangements during training programmes, seminars and workshops.
8. Water management, RO plant service, monitoring water yield in the bores, obtaining water from Municipal/ local vendors during water crisis, conservation of water by implementing rain harvesting system.
9. Providing un-interrupted power supply, Genset maintenance, power management by taking up necessary steps to conserve and save electricity by introducing solar energy power systems and hot water systems.
10. Liaison works with local statutory bodies like Panchayat, TANGEDCO, BSNL etc.
11. To supervise implementation of all annual maintenance contracts.
12. To provide uninterrupted internet connection inside the campus.
13. To ensure receipt, checking and submission of proposals for payment of electricity bills, telephone bills, water bills, internet bills etc.

## **XII. STORES INCHARGE – RESPONSIBILITIES**

1. To maintain stock of the consumable items.
2. Report to the management on stationery and other consumable stock levels.
3. Evaluating the supplier and to provide Purchase Order for the requested items after approval of the competent authority.
4. Negotiating with the suppliers for the purchase of the products.
5. To perform inventory audit periodically.