



PAAVAI

ENGINEERING COLLEGE

NH-44 (Formerly NH-7), Pachal, Namakkal - 637 018.

HR Policy





**PAAVAI ENGINEERING COLLEGE
(AUTONOMOUS)**

HR POLICY MANUAL

POLICIES & CODE OF CONDUCT

“The Policies & Code of Conduct” has been prepared to make all the staff to know the rules and regulations and code of conduct that exists in the college. It is expected that all the teaching, non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.


PRINCIPAL
PAAVAI ENGINEERING COLLEGE
NH-7 PACHAI Post, NAMAKKAL Dist.


Dr.K.K.RAMASAMY, M.E., Ph.D.,
DIRECTOR ADMINISTRATION
PAAVAI INSTITUTIONS
NH-7, Pachai (Po), Namakkal-637 018

INDEX

| S.NO. | DETAILS | PAGE NO. |
|-------|--|----------|
| 1 | About the College | 1 |
| 2 | Programmes Offered | 2 |
| 3 | Staff Classification & their Duties and Responsibilities | 3 |
| 4 | Recruitment Policy | 10 |
| 5 | Resignation / Relieving / Termination Policy | 12 |
| 6 | General Institutional Policies | 13 |
| 7 | Paavai Code of Conduct | 17 |
| 8 | Salary Policy | 22 |
| 9 | Staff Welfare and Benefits Policy | 24 |
| 10 | Performance Appraisal Policy | 24 |
| 11 | Promotional Policy | 26 |
| 12 | Leave & Vacation Policy | 26 |
| 13 | Grievance and Redressal Policy | 29 |
| 14 | Disciplinary Action Policy | 30 |
| 15 | Travel Allowance Policy | 31 |
| 16 | Faculty development initiative Policy | 31 |

1. ABOUT THE COLLEGE

Paavai Engineering College was established by Pavai Varam Educational Trust in the year 2001. It has been managed by the Board of Trustees with Shri.CA.N.V.Natarajan as its Chairman. The college is an autonomous institution and approved by AICTE, New Delhi and Anna University, Chennai. The college was granted Autonomous status under UGC Scheme for Autonomous Colleges with effect from the academic year 2015-2016 and accredited by NBA – AICTE. The college has been included under 2f section of UGC. . At present the college offers 15 undergraduate programs leading to B.E/B.Tech. degree, seven postgraduate programs in engineering leading to M.E. degree and also MBA/MCA program and four Ph.D programmes. Institute in nearly two decades of its journey offering quality technical education to the aspirants of the rural area like Pachal (Namakkal District of TamilNadu), has crossed several mile-stones. To name a few, Accreditation by NAAC, accreditation by NBA and Conferment of autonomy. Situated at Namakkal, nearest railway station of 7kms distance and located on NH-44 highway and is well connected by road and rail. It is spread over 15.75 acres of clean, Green and serene area. The college provides various academic amenities so as to attain Bachelors and Masters Degree in the field of Engineering, Information Technology, Computer Applications, Management etc., and also Ph. D studies. The college not only ensures academic development of the students but also provides them with opportunities to prove themselves by means of Curricular, Co-Curricular activities and extension activities. Counselling, Career Guidance, Internship Training, Industrial Visits, Guest Lecturers, Workshops, Seminars, Conferences, Implant Training, Project Guidance, are firmly established that made PEC a “contemporary” and “Progressive” education Institution.

VISION

To strive to be a globally model Institution all set for taking ‘lead-role’ in grooming the younger generation socially responsible and professionally competent to face the challenges ahead.

MISSION

- To provide goal- oriented, quality – based and value – added education through state – of – the – art technology on a par with international standards.

- To promote nation – building activities in science, technology, humanities and management through research
- To create and sustain a community of learning that sticks on to social, ethical, ecological, cultural and economic upliftment.

QUALITY POLICY

Paavai Engineering College strives to be recognized as a centre of excellence for learning in Engineering, Technology and Management. To achieve this we are committed to:

- Continuously improving the quality of education and maintaining the institution as an effective human resource development organization under all changing environment.
- Pursuing Global standards of excellence in all our endeavors namely teaching, research and consultancy.
- Contributing to the nation and beyond, through the state-of-the-art technology, by producing vibrant technocrats, outstanding engineers and excellent managers who are ever willing to work to the spirit of challenge and innovation with high ethical and professional standards.

2. PROGRAMMES OFFERED

UG PROGRAMMES

| S.No | Degree | Branch of study |
|-------------|---------------|--|
| 1 | B.E | Aeronautical Engineering |
| 2 | B.E | Biomedical Engineering |
| 3 | B.E | Civil Engineering |
| 4 | B.E | Computer Science and Engineering |
| 5 | B.E | CSE - Artificial Intelligence and Machine Learning |
| 6 | B.E | CSE - Internet of Things |
| 7 | B.E | Cyber Security |
| 8 | B.E | Electronics and Communication Engineering |
| 9 | B.E | Electrical and Electronics Engineering |
| 10 | B.E | Mechanical Engineering |
| 11 | B.E | Mechatronics |
| 12 | B.E | Medical Electronics |
| 13 | B.E | Robotics & Automation |
| 14 | B.E | Safety & Fire Engineering |
| 15 | B.Tech. | Chemical Engineering |
| 16 | B.Tech. | Biotechnology |
| 17 | B.Tech. | Food Technology |

| | | |
|----|---------|--|
| 18 | B.Tech. | Information Technology |
| 19 | B.Tech. | Pharmaceutical Technology |
| 20 | B.Tech. | Agricultural Engineering |
| 21 | B.Tech | Artificial Intelligence and Data Science |

PG PROGRAMMES

| S.No | Degree | Branch of study |
|------|--------|-----------------------------------|
| 1 | M.E | Communication Systems |
| 2 | M.E | Computer Science and Engineering |
| 3 | M.E | Engineering Design |
| 4 | M.E | Power Systems Engineering |
| 5 | M.E | Structural Engineering |
| 6 | M.C.A | Master of Computer Applications |
| 7 | M.B.A | Master of Business Administration |

Ph.D. PROGRAMMES

Mechanical engineering

Electrical and Electronics Engineering

Physics

Chemistry

3. STAFF CLASSIFICATION & THEIR DUTIES AND RESPONSIBILITIES

a. Director – Administration

- To plan and execute the vision and mission of the management
- To set the quality policy and monitor the activities towards the achievement of the vision and mission of the institution
- To frame the HR policies, rules and regulations of the college
- To look after the recruitment of the college

b. Principal

Academic:

- To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Heads of Departments.
- To take remedial actions based on the stakeholders' feedback accordingly.
- To plan and take the necessary actions for the improvement of college results and academics.
- To promote industry institution interaction and research & development activities

Administration:

- To conduct the periodical meetings for the HODs and the faculty members.
- To make the employees and the students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- To initiate recruitment of non-teaching & teaching staff as per rules lay down by Anna University / AICTE.
- To recommend and forward the purchases as required by the departments.
- To sanction the leave of the staff as per the norms.
- To communicate with Anna University, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
- To monitor, manage and evaluate the administration of the institution, to organize various statutory body meetings.
- To execute any other work assigned by the management.

Finance:

- To recommend allocation of budget for the departments as requested by the Heads of Departments to the Management.
- To authorize for cash advances for immediate purchases required in the institute.
- To ensure that all financial transactions are executed as per the norms

Promotion of Co-curricular and Extracurricular activities:

- To monitor and promote technical and non technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events, Placement & Training etc.,

c. Dean(Academics/ Faculty Development / Counseling)

- To coordinate with the HODs regarding the preparation of syllabus and curriculum and to conduct BOS meetings.
- To coordinate with the Principal in conducting the Academic council meeting
- To conduct and monitor the performance of the faculty members and in turn conduct the faculty development programmes, orientation programmes, training programmes for the faculty members
- To counsel the faculty and students in case of any grievances for their career betterment.

d. Controller of Examinations

- Announcement of academic schedule.
- Conduction of internal assessment test for the UG & PG Programmes.
- Organization and conduction of end semester theory & practical examinations.
- Central valuation of the answer scripts.
- Declaration of results.
- Printing of grade sheets.
- Recommendation for the award of degree to Anna University, Chennai.
- Attending examination related activities and queries

e. Heads of Departments

Academics:

- To monitor and conduct academic activities of the department under the guidance of the Principal.
- To take department and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of the department results and academic performance.

Administration:

- To maintain discipline and enforce rules as laid down by the institute, in the department.
- To monitor the day to day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
- To conduct regular meetings with teaching and non teaching staff as well as the class representatives to sort out any issue and queries related to academics.
- To initiate recruitment of non- teaching staff & teaching staff as per rules laid down by Anna University/AICTE.
- To execute any other work assigned by the Management/Principal.

Finance:

- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.

f. Placement & Training officer

- To maintain complete information regarding students appearing for placement activities.
- To conduct placement activities smoothly and ensure all students are getting placed.
- To decide and arrange personality development programs for students.
- To give intensive training to the students according to the need of different companies.
- To update and maintain the contact details of companies interested in recruitment activities.

- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.

- To place students in Core companies with higher salary package.

g. Teaching Staff (Professor, Associate Professor & Assistant Professor)

- To understand the Paavai Culture, policies and code of Conduct of the College.
- To uphold and act towards Vision/Mission of the college.
- To follow all rules and regulations as laid down by the college.
- To work sincerely to execute all duties towards academics which include planning, conduct of lectures, practical, preparation for the course assigned and conduct of internal exams.
- To maintain the course file and personal file in appropriate format.
- To use innovative teaching aids, to adopt innovative teaching – learning methodologies and to ensure all students score good marks.
- To counsel students, and to conduct extra lectures/ revision lectures for students requiring help.
- To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- To participate proactively in any research and development activities conducted in the department.
- To perform other academic/ administrative duties assigned by the Head of the Department /Principal.

h. Non teaching Staff

System Admin

- To update and maintain institute website with institute data.
- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries and to initiate purchasing of equipments.
- To provide support for various software servers.
- To ensure continuous internet service during the assigned hours.
- To give support to On-line exam, Seminar, Workshop, technical training program.

Lab Supporting Staff

- To prepare the laboratories for smooth conduct of laboratory session.
- To assist faculty and students during laboratory sessions.
- To maintain stock register, Instrument Issue register and maintenance register.
- To conduct installation of new equipment and maintenance of existing equipment.
- To maintain and update the approved supplier list for equipments.

i. Librarian

- To implement all library rules as defined by the management.
- To ensure that the documented Quality Management System is followed at various stages of library processes.
- Responsible for the overall functioning of the library.
- Responsible for the procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines . To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, journals etc. to faculties & management and maintain records of the same.
- To execute any other work given by Principal.

j. Head –Finance & Accounts

- To support the management regarding the flow of funds, monitor and check the account statement and to prepare financial statements

k. Chief Accountant

- To look after the payment to the suppliers, bank transactions, salary and other finance related matters related to the college.

l. Estate officer

- To look after the civil and electrical maintenance works of the college buildings with the help of the respective electrical and civil supervisors and maintenance staff.
- To execute the construction and development works carried out in the college and report the same to the management for further developments and execution.

m. Supervisors(Housekeeping/ Gardening/ Civil / Electrical)

- To keep the campus clean and look after the housekeeping, gardening, civil and electrical maintenance works of the college and buildings with the help of the respective electrical and civil supervisors, maintenance staff, sweepers and gardeners.

n. Managers**Bus**

- To operate the buses in the defined routes surrounding the college to facilitate the transportation facilities to the students
- To check and monitor the operation of the buses in the routes and monitor the arrival and departure of the buses in time.

Hostel

- To assist the wardens/ deputy wardens in maintaining the discipline and decorum of the hostel
- To provide rooms to the students who apply for hostel accommodation.
- To ensure that the payment of mess and hostel fees by the hostel inmates.
- To look after the complaints and grievances of the hostel inmates
- To look after the records and files of the hostels and report to the warden in time.
- To look after the general maintenance of the hostel premises.

o. Administrative Office Staff (Cashier / Typist / Superintendents / Assistants/ Clerks)

- To perform the administrative office and clerical works assigned by Management / Director / Principal/ Head F & A / Chief Accountant etc.

p. Maintenance Staff (Electrician/Plumber/Carpenter/Masons/Workers, NMRs)

- To perform the maintenance works and other works assigned by Estate Officer/ Supervisors etc.

q. Drivers

- To drive the buses safely in the specified routes and keep the timings of the bus operation.
- To check the cleanliness and maintenance of the bus.

4. RECRUITMENT POLICY

a. Recruitment Planning

1. Generally the recruitment of the teaching and non teaching staff will be done before the starting of the academic year or semester. Normally the recruitment during the semester will not be entertained unless it is deemed necessary.
2. Based on the HODs request on requirements of the department, the faculty and non teaching staff recruitment process will be initiated by them before the starting of the academic year or semester.
3. The principal in turn will verify the available faculty positions with the proposed workload and in conformation with AICTE guidelines in maintaining the faculty student ratio for UG, PG, cadre ratio and will submit to the Director Administration for further process and consideration.
4. The principal will discuss with the Director Administration, if the vacancy is to be filled through in house staff based on merit by promotion or a new employee has to be recruited.
5. The Director – Administration in consultation with the Principal and HOD will finalize the vacancy position by considering the faculty who have tendered resignation, in house faculty promotions and conversions and in turn will submit to the management for approval and recruitment.

b. Announcement & Advertisement

1. Based on the finalization of new job vacancy positions and the approval of the management for recruitment, the call for the job positions will be prepared along with the job descriptions, eligibility norms and qualifications desired (Usually AICTE norms will be followed for teaching posts).
2. The Job description will be prepared as an advertisement and given in the leading daily newspapers / On-line advertisement /Faculty plus requesting for applications/ resumes from the eligible candidates to apply to the college within 15 days from the date of advertisement.

3. The applications/ resumes will be received till the last date. If any applicant contacts any department, he/she is directed immediately to the admin office
4. The applications/ resumes will be segregated department wise / position wise.

c. Employee Selection / Interview Conduction

1. The segregated applications / resumes will be given to the department for short listing.
2. The HOD along with the senior faculty member will shortlist the applications based on merits , qualifications, experience, skill sets , publications , contributions to the department/ institution.
3. The list of shortlisted candidates will be submitted to the selection committee through the admin office.
4. Based on the confirmation of the date of interview for the respective departments, the shortlisted candidates will be called to attend the interview and for the presentation along with all necessary documents and educational testimonials.
5. The selection committee consists of the Chairman, the Correspondent, Director Administration , Dean Faculty Development , Principal and respective HODs.
6. The candidate will be asked to present his brief profile and technical presentation. During the interview process, the skill sets such as subject knowledge, communication skills, board usage, doubt clearing skills and confidence level will be checked and monitored.
7. If the candidate's performance is found fit and satisfactory, the management will have a personal round of discussions regarding salary and other benefits etc.
8. Finally, the selected list of candidates is prepared based on the satisfaction and approval of the management.

d. Appointment Order:

1. The appointment order will be issued to the selected candidates
2. The appointment order will consist of the position, salary and date of joining.
3. The acceptance letter has to be submitted by the candidate who receives the appointment order.
4. At the time of joining, faculty should submit joining report to the office, with the signature of respective faculty member/non-teaching staff-member.

5. Faculty must also submit all their original documents to the admin office while joining for verification.

e. Orientation Programme:

1. Every newly inducted employee has to undergo a 5 day orientation programme before the date of joining.
2. Orientation sessions provide necessary information concerning the Paavai history, Paavai Codes, Pedagogy, Practice Skills , Classroom communication, Teacher Accountability, 'Triple S' Relationship , Institutional Belongingness , Role of teachers in placement, facilities and major policies of the college, staff responsibilities and educational opportunities etc.

f. Minimum Period

1. The faculty / staff on appointment have to work for a minimum period of two years.
2. If the staff wants to resign the job or get relieved from the job before the completion of two years, he /she have to pay THREE month gross salary in lieu of THREE month notice.

5. RESIGNATION / RELEIVING / TERMINATION POLICY

- a. Any voluntary resignation is accepted only during the end of the Academic year with prior THREE months notice or THREE month gross salary in lieu of THREE month notice. The acceptance of resignation depends on the decision of the management. Voluntary resignations will not be entertained during the middle of the semester and is not permitted. However the management reserves the right to relieve the person even before the conclusion of the three month notice period.
- b. Further the Management reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the Institution or on disciplinary grounds.
- c. Before resigning or relieving, the staff must get their No Dues certificate duly signed by the concerned Head of the Department, office, Hostel, Central Library and other related department heads and submit to the administrative office before the relieving date. Any unsettled amount or dues must be cleared before getting the relieving order and service certificate.

- d. Before being relieved, all staff should hand over the charge, documents and items related to college to the appropriate person on consulting the Head of the Department and inform the same to the Principal before relieving. The Head of Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely. The relieving order will not be given in case of non adherence of the above rules.

6. GENERAL INSTITUTIONAL POLICIES

a. Physically Challenged People Policy

Discrimination is prohibited against any applicant / employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability, if the employee / candidate is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

b. Smoking, Drug and Alcohol Free Workplace Policy

The possession, distribution and the use of illegal drugs/alcohol and smoking by staffs within the campus is prohibited as per the college policy. The staff if found of illegal usage will be terminated immediately with NO further notice and intimation.

c. Equal Employment Opportunity

The college provides equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

d. Sexual Harassment

Sexual harassment of employees or students in the college is prohibited and offender is dismissed or other disciplinary action is taken.

e. Canvassing

Canvassing, placing sign boards and posters for solicitation purposes, religion, caste, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the college resources and facilities. Any faculty found indulging in conducting

tuition classes remunerative for our college students of the respective subjects or otherwise would be warned / suspended with immediate effect.

f. Attendance

The staff should be prompt in reporting to work on time. It is expected that staff will remain on the job until the end of the workday unless deputed by the Head of the department for any official work. The staff, who is absent from work on a particular day should report such anticipated absence to the Head of the Department. The unexcused and non reported absences may result in loss of pay or other disciplinary action.

g. Conflicts of Interest

The staff must avoid actual or apparent conflicts of interest in inside and outside activities.

h. Safety

The job's safety and care of property and equipment is the responsibility of all staff. Every effort should be made by the staff to avoid careless work habits.

i. Injury

The staff should necessarily report the unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the principal immediately.

j. Confidential Information

The staff should maintain the confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has-been approved for release by the proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

k. Gifts

The staff should not accept any sort of gratuities, courtesies, or gifts from any students, person(s), corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

l. Political Activities

The staff is allowed to be a candidate for a political party seeking votes while being employed in the Institute, or take part in a political employment campaign while on duty.

m. Disruptive Behavior

The college insists that any staff, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the college is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

n. Outside Employment

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure that there is no conflict of interest. Use of institute property in such endeavors is prohibited. The staff must seek written permission of the Management before taking up any kind of employment.

o. Malpractices

The staff should not indulge in or encourage any form of malpractice connected with examinations or other activities of the institute. If they do so, they will be penalized or terminated from the college.

p. Revelations

Without prior sanction from the management, no staff can discuss to media or publish any statement either by name or anonymously about issues related to institutional matters.

q. Security & Vigilance Policy

The campus has been guarded by the security personnel headed by the Chief Security Officer to manage the security in and around the campus. All the students and staff should support and cooperate the security personnel. The college has also installed cameras in prominent and important locations as outdoor security monitoring.

r. Feedback Policy

The college considers its stakeholders such as students, parents, society, industry/recruiters and alumni as important for their continuous growth and development and to serve much better to them. In order to perform and improve much better, the feedbacks are received

from students, parents, alumni, guest speakers, educationalists, corporate etc through various forms.

Student's feedback: The HOD/Principal/Management meets the students directly once in a month and collect information's regarding the teaching and learning process, outcomes, faculty performance, infrastructure, placement and training activities and other facilities required. Besides, the feedback forms are collected from them during the mid semester and appropriate measures such as counseling, training and corrective actions if any shall be taken accordingly.

Parent's feedback: The feedbacks are collected from the parents whenever they visit the college orally and also collected from them through their wards / post with regard to teaching and learning process, outcomes, faculty performance, infrastructure, placement and training activities and other facilities. Based on the feedback, the remedial measures are carried out with sincerity.

Graduate / Employer Survey & Alumni Feedback: The feedbacks are collected from the graduates, employers and alumni regarding the attainment programme objectives, programme outcomes and specific outcomes and further suggestions for improvement, if any.

s. ID-Card Policy

All the teaching faculty, non-teaching staff and student community must wear ID-Card inside the campus. If any particular student or staff member is found without ID-card, disciplinary action is taken against him / her.

t. IT Policy

The staff of Paavai Engineering College must use the internet facility only for office and academic purpose. Wi-fi facility is provided to all the students and faculty members of the college inside the campus and in the hostel. Social networking, shopping and other entertainment websites are blocked with Fortiguard firewall web filtering.

All the staff and students are provided with college mail id and they should communicate in all means through this official mail id. The staff must not be involved in sending unsolicited mails through the available internet facility. The using of irrelevant websites,

downloading of unwanted materials and unsolicited videos from internet are restricted inside the campus. The staff should not waste the internet resources.

u. Keys deposition Policy

All the department, class room, staff room and lab keys should be deposited in the college administrative office keyboard. Also staff members are authorized to close and lock the rooms.

v. Vehicle parking policy

All the staff members and students are instructed to park preferably at the designated parking slots for proper management and avoid unwanted parking problems. Moreover students are advised not to bring four wheelers to the campus.

7. PAAVAI CODE OF CONDUCT

| Policy |
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| <p>7.1 TEACHING</p> <p>A.Theory</p> <ul style="list-style-type: none"> ▪ All topics should be discussed with Technical Terms ▪ The entire syllabus must be completed within the stipulated period by quoting real time examples/ models ▪ Faculty – Student interaction must be maintained |
| <p>B. Analytical</p> <ul style="list-style-type: none"> ▪ Problems should be solved in a step-by-step sequence before proceeding to the next model ▪ Tutorial classes with group teaching should be incorporated while solving exercise problems ▪ Summary of all formulas should be listed out separately and a copy should be issued to the students |
| <p>C.Laboratory</p> <ul style="list-style-type: none"> ▪ The first class of the lab must be about the procedure of handling equipment and their safety ▪ The batch size shall be a minimum of 2 to a maximum of 3 with 2 different set of readings ▪ Lab manuals should be given to the students. |
| <p>D.Mini Projects</p> <ul style="list-style-type: none"> ▪ Mini projects should be encouraged based on the present technology ▪ Based on the mini projects, proposals can be submitted to various funding agencies |

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| <ul style="list-style-type: none"> ▪ The first phase of the final year project work must be initiated on the third year of their course span |
| <p>7.2 DISCIPLINE</p> <p>A. Dress Code</p> <ul style="list-style-type: none"> ▪ Irrespective of the department all faculties should monitor the students' dress code inside the campus ▪ Student co-coordinators should be appointed to monitor the discipline ▪ All parents must be aware about the student's dress code in Paavai ▪ Student representative must educate all his fellow students about the nature of dress code to be followed inside the campus ▪ Alumni students can narrate the significance of dress code followed in corporate ▪ All boys should wear only formal dresses (with cuff button for full sleeve shirts/ half sleeve shirts) along with shoes. ▪ Wearing Identity Card inside the college campus is mandatory |
| <p>B. Usage of Mobile phone</p> <ul style="list-style-type: none"> ▪ Mobile phones are strictly prohibited inside the campus ▪ Mobile phones seized will be returned back only at the end of the course. ▪ Due to Pandemic Covid-19, now the mobile phones are allowed for on-line classes and webinar |
| <p>C. Attendance</p> <ul style="list-style-type: none"> ▪ Student absenteeism should be minimized, however permission can be granted for genuine reasons after getting the consent from the parents ▪ Leave without prior intimation on the first day should be intimated to the parents through SMS at 11.00AM, subsequent leave on the second day should also be intimated to the parents through phone call. Explanation letter should be collected from the student concern on the arrival of the third day. ▪ Parents should be asked to meet the HoD/ Principal in case of absence on 3 consecutive working days, however producing a medical certificate for the same should not be entertained ▪ Consecutive leave for ten days should be permitted only after producing the medical certificate along with parents |

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| <ul style="list-style-type: none"> ▪ Participation in co-curricular or extra-curricular activities inside or outside the campus is not counted as absence from class. Attendance will be counted only when a copy of the participation certificate or a note from the concerned teacher is produced immediately before the HoD |
| <p>D. Class room ethics</p> <ul style="list-style-type: none"> ▪ Must avoid, teasing the opposite gender, showing partiality, threatening in all forms, making the students to stand outside the class room during class hours, using harsh words, giving imposition etc., ▪ Instead, all students must be treated equally with respect and avoid discouraging words, teasing, comparing with other students and commenting about reducing internal marks |
| <p>7.3 UTILIZATION OF RESOURCES</p> <p>A. Common Resources</p> <ul style="list-style-type: none"> ▪ Faculties must highlight the features of Paavai and should insist their students to utilize a minimum of one resource during their course span, failing which their lab records should not be evaluated |
| <p>B. Lab Equipments</p> <ul style="list-style-type: none"> ▪ Faculty in-charge for the laboratory concerned is sole responsible for the maintenance of stock register and laboratory equipment in terms of testing, servicing, safety and periodic reporting to the HoD |
| <p>C. Electrical Accessories</p> <ul style="list-style-type: none"> ▪ Fan should not be switched-off during the class hours; instead the speed can be reduced if needed. ▪ Engineers are responsible for conservation of electrical energy, hence all electrical accessories must be switched-off after its utilization ▪ Malfunctioning of electrical accessories must be duly entered in the college electrical maintenance register |
| <p>7.4 HANDLING STUDENTS</p> <p>A. Topper</p> <ul style="list-style-type: none"> ▪ Toppers must be identified in the third semester and they should be motivated to achieve university rank in the form of awarding maximum university internal, laboratory and project work marks. ▪ Toppers must be provided with a bank of challenging questions against each subject. |
| <p>B.Slow Learners</p> |

| Policy |
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| <ul style="list-style-type: none"> ▪ To change the pattern of “Knowledge based Learning” to a paradigm of “Interested based Learning” which paves way to overcome the difficulties of “Learning Disability” students ▪ Special coaching classes in the evening session can be conducted prior to all kind of examinations after getting consent from the parents in the form of getting an undertaking letter ▪ Experienced senior faculty members should be appointed as faculty counselors for slow learners ▪ Transitional summer programs to teach the basics can be organized ▪ Special workshops can be organized to improve the listening skills |
| <p>7.5 EVENT ORGANIZATION</p> <ul style="list-style-type: none"> ▪ Complete responsibility should be given to the students during functions, however faculties must evaluate their executed tasks before the function ▪ After the conduct of each function a feedback session shall be arranged to analyze the lapses and the subsequent functions shall be initiated to overcome the lapses |
| <p>7.6 ALUMNI ASSOCIATION</p> <p>A faculty in-charge should be appointed for maintaining the alumni data and the faculty must arrange a guest lectures and on-campus drive in a semester through the alumnus</p> |
| <p>7.7 IMPROVING FAITH ON PAAVAI</p> <ul style="list-style-type: none"> ▪ Educating the students periodically by recalling the history of Paavai achievements connected with their respective department students ▪ Highlighting the features of Paavai ▪ Narrating the Paavai IAS, IPS, IES examinations coaching centre services ▪ All students’ achievements must be displayed in the main notice board, parent department notice board and other department notice boards |
| <p>7.8 TRAINING & PLACEMENT</p> <ul style="list-style-type: none"> ▪ Department placement in-charge is responsible for honing the skills of placement eligible students ▪ Technical oriented inputs must be given by the placement in-charge ▪ Department placement in-charge is responsible for providing aptitude, soft skills training and mock interviews through external trainers ▪ Department faculties are responsible for arranging on-campus recruitment drives against core companies |
| <p>7.9 FEE COLLECTION NORMS</p> |

| Policy |
|--|
| <ul style="list-style-type: none"> ▪ Instead of refusing the fee defaulters to attend the classes, a final cut-off date should be given to pay the college fees, failing which a nominal penalty should be collected and the penalty should be subsequently increased if the span of paying the fees increases ▪ HoD should intimate the parents personally about paying the fees in time. |
| <p>7.10 PERMITTING ON-DUTY / LEAVE</p> <ul style="list-style-type: none"> ▪ Attendance will be considered only when a copy of the participation certificate/ authenticated proof is enclosed with the leave letter |
| <p>7.11 RESPONSIBILITIES OF THE CLASS COORDINATOR</p> <p>A. Students' Record Maintenance Students entry level forms and student record shall be updated periodically</p> |
| <p>B. Fees Collection</p> <ul style="list-style-type: none"> ▪ Action against fee defaulters shall be conveyed to the parents ▪ Periodic report in the form of SMS can be sent to the parents ▪ Acknowledging the paid fees can also be sent to the parents |
| <p>C. Test Coordination</p> <ul style="list-style-type: none"> • Shall collect the question paper from the concern subject faculty, make sufficient no. of photo copies and hand over the same to the COE. • Shall make their students to sit inside the test hall in time. • Test marks shall be consolidated and the same shall be sent to the parents through postal with the approval of the Principal |
| <p>D. Web portal entry work</p> <ul style="list-style-type: none"> ▪ With the approval of the HoD and the Principal, the marks should be entered within the stipulated time ▪ Alteration should be made without fail by himself/ herself in case of any emergency leave is to be taken |

The staff shall contact the Director – Administration in case of any assistance or clarification related to these policies.

8. SALARY POLICY

- a.** The salary to the teaching staff, in general is based on the Government norms. However, the salary is fixed at the discretion of management based on the post, qualifications, experience as well as employees service in Paavai Engineering College.
- b.** The salary to the non teaching staff is paid as consolidated salary at the time of joining and regularized salary will be eligible based on the individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service in the college at the discretion as per management decision.
- c.** All the Teaching and Non-teaching staff are eligible for getting periodical annual increments, from a minimum to maximum on their salary based on the performance appraisal of the staff and reviewed by the Principal, Director Administration and Management.
- d.** The staffs are paid for all the days of the month. The salary is directly credited to the Union Bank, Namakkal, the designated bank of our college. The bank account is opened for all the staff joining our college within 7 days from the date of joining.
- e.** The management has the powers to provide higher remuneration to staffs on a case-to-case basis depending on the merit of the case. In such cases, the management will review the salaries of similar positions and cadres and experiences in order to avoid creating any disparity among salaries of similar staff.
- f.** Income tax, professional tax and contributory provident funds/LIC premium are deducted from the salary of the staff regularly. All other deductions will be notified to the staff. The staff should not commit any sort of deductions from salary directly to any outside agency / bank / financial institution/co-operative society, etc without written permission by the Management.
- g.** A record of entry time of staff is maintained by signing in the attendance register without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.
- h.** The standard work time is 9.00 a.m.to 4.40 p.m. with Monday to Saturday as working days. The 2nd& 4th Saturday or 2nd Friday, Saturday will be the holidays. In case of any changes, it will be intimated in prior. No overtime charges are

provided to any staff. The staff working during the holidays is entitled to avail compensation leave, with prior permission of the principal.

- i. Any kind of allowances is fixed at the discretion of management based on the employee's contribution to the institution and is considered to be a part of salary.
- j. TA and DA are provided to the staff for their official work and travel.
- k. The faculty members who have completed their Ph.D., are provided with incentive based on the norms of the institution.

9. STAFF WELFARE AND BENEFITS POLICY

a. Medical Facility

Paavai Medical Centre with part time doctor is available on the campus.

b. Group insurance scheme

The group insurance scheme with life cover and accident cover up to 1 Lakh has been provided to all the teaching and non teaching staff.

c. Free Bus Facility

The teaching and non teaching staff shall avail the bus facility at free of cost for their travel to the college.

d. Fees Concession

15% scholarship in the tuition fees for the wards of the staff members who seek admission in our engineering college.

- e. The fees concession given for the wards of the staff members who seek admission in Paavai Vidhyashram Global School, Pachal.

f. Free Hostel Facility

- g. For Faculties in department are **permitted to act as examiners** for TNPSC, Government exams, NEET Exams, etc.,

- h. The teaching and non teaching staff can **stay in the hostel free of cost** based on the request and proper application.

10. PERFORMANCE APPRAISAL POLICY

Performance appraisal on every teaching staff is done every year to set up the standards to compare the actual performance of the employees. The appraisal system is the process of evaluating the performance of the employees, sharing that information with them and searching for ways to improve the performance. It helps the teaching staff for self development, student enrichment and contributes more towards the growth of the institution.

Performance Appraisal Metrics

| S.No. | Performance Appraisal Metrics | Max. Marks |
|-------|---|------------|
| 1 | Experience | 10 |
| 2 | Knowledge Up gradation <ul style="list-style-type: none"> ➤ Books/Course Material/Lab Manual published ➤ Journals published ➤ Certification course completed ➤ Membership in professional Bodies/Societies ➤ Papers published in international Conferences ➤ Papers published in National Conferences ➤ Sponsored Seminars/ Workshop/ SDP/FDP attended | 30 |
| 3 | Institution / Department Contribution <ul style="list-style-type: none"> ➤ Grants received ➤ Proposals Submitted ➤ Seminars/Conference/Symposium/ Workshop/ SDP/FDP organized ➤ Non Formal courses Conducted / Organized ➤ Contribution towards College/Department after working hours ➤ Effective Utilization of Institutional/Departmental resources | 30 |

| | | |
|-------|---|-----|
| | <ul style="list-style-type: none"> ➤ Contribution towards the AICTE / AU/ Inspection report preparation ➤ Contribution towards institutional common functions ➤ Involvement towards Hostel Responsibilities ➤ Contribution towards non academic activities ➤ Total number of faculty members joined in our institution by your reference | |
| 4 | <p>Class room Management</p> <ul style="list-style-type: none"> ➤ Results achieved ➤ Maintenance of the Individual / Department Records ➤ Other Institutional/Departmental responsibilities | 30 |
| Total | | 100 |

Based on the performance appraisal marks obtained by the teaching staff, the counseling, training and corrective actions if any shall be taken accordingly and will also be considered for their salary revision.

11. PROMOTIONAL POLICY

- a. The teaching staff and the non teaching staff are is entitled for promotions of more responsibilities and duties, if he/she has obtained the desired qualifications, experiences as prescribed by AICTE/Anna University, skills and merits for shifting from one position to next higher position. The revision in scale of pay is also eligible, but the decision of the management is final.
- b. The employees are encouraged to apply for any position based on promotions for which they are qualified and should contact the principal for specific information.
- c. A faculty desiring for promotion to a higher post need to appear for presentation with necessary proof for claim in front of the selection committee appointed by the Management and only on the recommendations of the selection committee, he /she is granted promotion.

12. LEAVE & VACATION POLICY

a. Casual Leave

1. Casual Leave is not earned by duty but it is the facility given to the staff so as to enable them in special circumstances, to be absent from duty for a specified period.
2. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service.
3. Casual leave cannot be combined with any other kind of leave and it should not be suffixed or prefixed with any holidays.
4. 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. No Advance causal Leave will be provided.
5. 12 days are permitted as causal Leave in an academic year calculated from June to May.

b. Vacation Leave

1. The teaching staff who have served for one year consecutively in the college are eligible for 24 days of vacation leave in an academic year.

Summer Vacation Leave : 16 Days

Winter Vacation Leave : 08 Days

If they have served between 09 months and less than one year, then they are eligible for 07 days of vacation leave. Those who have served less than one semester are not entitled for this leave.

2. The technical staff who have served for one year consecutively in the college are eligible for 07 days of vacation leave in an academic year.
3. The 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.
4. Vacation leave may be availed either in one spell or in two spells at the discretion of the Principal. Vacation leave may be availed with a minimum of seven days in a spell.

5. Vacation leave shall be declared by the Principal; the faculty member shall inform and get permission from the Principal based on the recommendation of the HOD. Vacation leave cannot be coupled with any other leave.
6. The teaching staff and technical staff who are in vacation leave should attend any sort of duties if assigned by the HODs/ Principal.

c. Compensation Leave

1. Staff members, who work on specific request and on college holidays based on the permission of the HOD/Principal, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave. The quantum of compensatory leave provided will depend on the duration of work on holidays.
2. Compensation leave should be applied within 2 working days from the date of attending duty on holidays with prior permission and should be availed within 6 months after the actual date of working with prior sanction.

d. On Duty Leave

On duty leave 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.

Teaching Staff

| | | |
|---------------------|---|------------------|
| Examination Works | : | 12 Days per Year |
| Faculty Development | : | 12 Days per Year |

Non Teaching Staff / Office Staff

On duties for Non Teaching Staff / Office Staff will be provided for official works only. Every Non Teaching Staff / Office Staff availing On Duty must submit the OD form to the office before availing the on duty or must get proper approval from the Principal.

e. Maternity Leave

Maternity leave will be permitted for six months on loss of pay.

Medical Leave

1. Medical leave will be permitted with salary for medical hospitalization and upon

- submission of proper documents such as Medical certificate.
2. Maximum of 7 days per academic year can be availed.
 3. The Management reserves the right to sanction or reject the medical leave and it depends upon the reason under which the leave was taken or applied.

Special Leave

1. The teaching and non teaching staff, who have completed ONE year of service are provided with special leave of 3 to 5 days for their marriage/death of their blood relations such as father / mother/wards / spouse.

Norms for Availing Leave:

1. Prior permission must be obtained from higher authorities before availing Leave.
2. Leave letters will not be accepted if produced after availing leave and permitted in case any emergency situations.
3. In case of 3 days or more than 3 days of consecutive Holidays, no staff is permitted to take any sort of leave the day before or after the consecutive holidays. Every staff must report to duty after the end of consecutive holidays. If any employee is not present on the day before or after consecutive holidays, the staff concerned will be marked Loss of Pay (LOP) including the Holidays.
4. Every year, the vacation leave slots will be announced through circular. All employees are allowed to take the VL only during the slots prescribed and will not be permitted to take the vacation leave prior or later without prior permission.
5. All faculty members are entitled for availing the leaves eligible, but only with proper prior permission. The Management has the right to change the leave norms laid, from time to time.

f. GRIEVANCE AND REDRESSAL POLICY

- a. Generally, the grievances or complaints raised by the staff members concerning on any aspect of the employment shall be redressed only through proper channel and hierarchy.

- b.** The college understands the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working environment, work ethics and practices, differences of interpretation of policy, which might arise, between the college and its employees and the conflicts of interest that arise among the faculty members.
- c.** Procedure of Grievance redressal

 1. The misunderstandings and difficulties arise during the work place shall be handled in the department or unit itself, where a few issues require special attention.
 2. The staff shall redress the problems through consultation with his / her immediate superior. If the problem pertains to the immediate superior he / she may proceed directly to the Head of the Department / Supervisor/ Manager.
 3. If the problem pertains to the Head of the Department / Supervisor/ Manager, he / she may proceed directly to the Principal / Director - Administration.
 4. If the grievance is not resolved satisfactorily at the earlier stages, the staff can represent his / her grievance to the Management.
- d.** The Grievance cum Redressal Cell of the college keeps the healthy working atmosphere among the staff, students & parents. The committee helps the staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances if any are solved in the above mentioned stages.
- e.** The recommendation of the committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he /she shall represent to the management through the Director – Administration. The decision of the Management on the appeal shall be final and binding on the employee.
- f.** Suggestion cum complaint boxes have been installed at different places on the college campus in which the students can put in writing their grievances and their suggestions for improving the academics and administration in the college.

g. DISCIPLINARY ACTION POLICY

- a. The college obligatorily sets and maintains the satisfactory standards of conduct and performance at work.
- b. All the staff of the college should clearly know and understand the standards that are expected from the management and about the consequences in case they are not met. And followed.
- c. Disciplinary policies and its actions are an important part of a management's overall responsibility. Although disciplinary action involves sanctions against a staff, the primary purpose is to maintain and improve standards.
- d. The purpose of these disciplinary rules policies is to establish equitable and consistent standards throughout the college and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- e. Normally any shortcomings in standards or in behavior of the staff will be first discussed and counseled with the individual through the Head of the Department.
- f. It is hoped that most of the difficulties and shortcomings in following the code of conducts, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- g. If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary enquiry conducted by the committee headed by the Principal. If the explanation is not satisfactory, based on the committee's recommendation, action will be taken.

h. TRAVELLING ALLOWANCE POLICY

- a. All teaching and non teaching staff members are eligible for claiming travelling allowance for official work only.
- b. The staff travelling locally for official work must produce proper bills/tickets for claiming the amount to the accounts department. The travelling expense will be verified by the accounts Office and approved by Head – F& A.
- c. If the staff is travelling out of station for official work, he/she can avail advance amount, by getting approval from the Head of the Department/Principal/Director

Administration. Once coming back from the official tour, proper bills must be submitted to the accounts office and the advance taken must be settled within 2 days based on the approved rates of the college. If the expense amount crosses the limit fixed, the exceeded amount must be borne by the employee.

i. FACULTY DEVELOPMENT INITIATIVE POLICY

- a. The teaching staffs of the college are encouraged and motivated to attend the faculty development programme (s) / conferences / workshops which are relevant conducted in other colleges.
- b. The college mandates the teaching staff and lab staff to attend such type of faculty development programme (s) / conferences / workshops every year to enrich themselves and in turn to improve the teaching skills and create positive effect on students' academic achievement.
- c. The registration fees for these kinds of programme (s) are paid by the college based on the proper application and request to the principal through the Head of the department along with the supporting documents.
- d. The faculty development cell of the college should conduct regular faculty development programme (s) and training sessions regularly and take appropriate actions and remedial measures accordingly in consultation with the principal.