VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY, ERODE (AUTONOMOUS)

APPROVED BY AICTE, DELHI
AFFILIATED TO ANNA UNIVERSITY, CHENNAI
ACCREDITED BY NAAC WITH A GRADE &
ACCREDITED BY NBA

HR POLICY BOOK

POLICIES AND PROCEDURES

VELALAR COLLEGE
OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai
Accredited by NAAC with 'A' Grade & Accredited by NBA

AN AUTONOMOUS INSTITUTION

PRINCIPAL
Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
(Accredited by NAAC with 'A' Grade and NBA)
Thindal, Erode - 638012, Tamil Nadu, India.
Email: principal@velalarengg.ac.in, Website: https://velalarengg.ac.in
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CONTENTS

PRINCIPAL
Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

PRINCIPAL
Velalar College of Engineering and Tech...
(Autonomous)
ERODE - 638 012.

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VISION

To provide a wide range of Academic and Research Programmes and strive to develop a Centre of Excellence for Learning

MISSION

- To impart essential knowledge to the students through quality education, training and research activities

- To inculcate the students with Societal Awareness, Professional Ethics and Leadership Qualities

- To Mould the students as high quality Engineers, Technocrats, Scientists, Administrators and Entrepreneurs

QUALITY POLICY

Committed to inculcate the values of the discipline, honesty and integrity among students, faculty and staff and to bring out the significance of the close interaction among Educational Institutions, Industries and the society of Cultural, Social and Economic advancement of our Nation.

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POLICIES

I. SERVICE RULES AND PROCEDURES

I. PREAMBLE

1. The following rules shall regulate the service conditions of all Teaching and Non-Teaching staff of Velalar College of Engineering and Technology, either regular or probationary /Adhoc appointed in the vacancy of an approved post.

2. The rules came into effect from the date of establishment of the Institution. However, the changes are incorporated then and there with the approval of the Governing Council. They are implemented in the beginning of the academic year.

3. The Governing Council of Velalar College of Engineering and Technology is the final authority relating to the appointments, service conditions, fixing, or adoption of pay scales of all employees of the Institute.

4. The Governing Council of Velalar College of Engineering and Technology may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such person(s).

5. The Governing Council of the college may add, amend, alter or change these service conditions as and when it deems it necessary.

II. DEFINITIONS

1. College/Institution means Velalar College of Engineering and Technology (VCET), Thindal, Erode- 638 012, Tamil Nadu, India.

2. Managing Body means the Board of Trustees: President, Secretary and Correspondent, Treasurer, Vice President, Joint Treasurer, Executive Committee Members, and General Body members.

3. Governing Council of the VCET is constituted as per AICTE guidelines.

4. University means Anna University, Chennai.

5. Principal means Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever is his designation.

6. Year means a calendar year unless specified otherwise.

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7. Month means a Calendar Month.

8. Pay means Basic Pay with Dearness allowances excluding House Rent Allowance, Medical Allowance, and Academic Grade Pay (AGP).

9. Duty: A person is said to be 'On Duty (OD)'

    a. When he/she is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.

    b. When he/she is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Principal/ Governing Council having been on duty immediately before and immediately after such absence

    c. When he/she is absent during vacation, or when he/she is attending conferences of learned societies on deputation by the VCET, or while he/she is on joining time.

    d. When he/she is absent from routine work, he/she is attending to other university work that is unrelated to his/her usual routine and for which he/she has been specifically delegated in his/her official capacity by the Principal.

    e. When he or she is absent from routine work to accomplish college-related duties, whether remunerative or non-remunerative, provided that the duties have been assigned by the Principal.

10. Employee means the Teaching or Non-Teaching Staff of the VCET and wherever the word 'he' is used to refer to a male employee. The word "she" is to be read in relation to the female employee, as applicable.

III. GENERAL CONDITIONS OF SERVICE

1. Appointments: The Governing Council of the college shall be the authority competent to appoint any members of the teaching and non-teaching staff on the recommendation of the Staff Selection Committee/ Principal. The order of appointment shall specify whether the employee is on probation or is serving in a temporary capacity.

2. The appointments on probation can be made only to the posts approved by the Governing Body. For this purpose, the Governing Council has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.

3. All teaching faculty appointed in the cadre of Assistant Professor and above shall be filled in by

HR Policy Book

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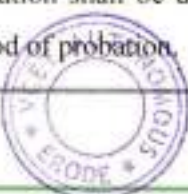(Accredited by NAAC with 'A' Grade and NBA)
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open competition. The selection shall be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government/ University/AICTE.

4. Appointments to all other teaching and non-teaching posts, temporary and ad-hoc shall be made by the Governing Council / Principal.

5. All administrative positions such as Heads of the Departments will be through nomination by the Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.

6. The qualifications, experience, and pay scales for various teaching posts shall be decided by the Governing Council from time to time and shall generally be as per the AICTE guidelines.

7. The services of Non-Teaching staff shall be regularized by the Governing Council based on the recommendations of the Principal.

8. The qualifications, experience, and pay scales for various non-teaching posts shall be decided by the Governing Council of the College from time to time and shall generally be as per the guidelines of the State Government.

9. An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However, for an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.

10. The Chairman of the Governing Council / Governing Council upon the recommendation of the Managing Body in the case of Teaching Staff and Non-teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month notice or one month salary in lieu of such notice.

11. The Secretary, upon the recommendation of the Principal, without assigning any reason may extend the period of probation of an employee by a maximum period of one year.

12. Upon the recommendations of the Principal, the Secretary will issue an order / authorize the Principal to issue an order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.

13. Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.

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14. All uninterrupted services shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his/her conduct has not been good or if his/her work performance has not been satisfactory. The employee whose increment is withheld may appeal to the Managing Body for redressal.

15. The services of all employees on probation and all temporary appointments are terminable with one month notice or one month salary in lieu of such notice. However, that as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.

16. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Secretary.

17. No employee shall undertake any work, remunerative or otherwise, apart from that falling within the ambit of his/her job in the Velalar College of Engineering and Technology without the prior permission in writing of the Principal under intimation to the Secretary.

18. No employee shall apply for appointments elsewhere except through the Principal of the College and the College may forward not more than two applications in a year.

IV. RESIGNATION, TERMINATION & RELIEVE

1. The services of teaching faculty who have satisfactorily completed their period of probation on probation are liable to be terminated by the College by giving three months' notice or three months salary in lieu of such notice.

2. The service of teaching faculty on temporary/ad-hoc appointments are liable to be terminated by the College by giving one month's notice or one month's salary in lieu of such notice.

3. The services of all non-teaching faculty who are on regular basis are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.

4. Teaching faculty who have completed their period of probation or who are on probation can resign from service by giving either three months' notice or by paying three months' salary in lieu of such notice to the college. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months. (The timing of resignation shall be such that the incumbent will be relieved at the end of the academic year/semester)

5. Teaching faculty who are on temporary/ad-hoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or

HR Policy Book

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till completion of academic work whichever is later.

6. The entire Non-Teaching faculty who are on regular basis can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.

7. In the case of teaching staff, who have completed probation and are seeking employment elsewhere two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.,) will also be forwarded. However, the Management has discretion to relax the rule in appropriate case based on the merits and demerits of the case.

8. In the case of teaching staff, who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc) will be forwarded.

9. In the case of teaching staff, who are appointed on temporary / ad-hoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IES, etc.) will be forwarded.

10. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year/semester only.

11. In the case of non-teaching staff (whether they are on probation or on regular basis) all applications for admission to higher studies will be forwarded.

12. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.

13. If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for remaining part of the notice period.

14. In the entire above sub clauses of this article, notice period do not include vacation or earned leave or leave on loss of pay granted to the employee.

6 |

PRINCIPAL
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V. SUPERANNUATION

1. All employees (Teaching/Non-Teaching/Supporting Staff) shall retire on attaining the age of 60 years and no employee shall have any claim to be continued in the service of the institute thereafter.

2. However, The Governing Council at its discretion may give an extension of one year or more, at a time beyond the superannuation on the merit of each case.

VI. DISCIPLINARY ACTION

1. All employees are liable for disciplinary action for disobedience, misconduct, and dereliction/ negligence of duty. However, such disciplinary action is initiated after a fair opportunity is provided to the employee to defend himself.

2. As part of the disciplinary action, the following penalties/punishments for valid and sufficient reasons may be imposed upon the employees.

   a. Censure.

   b. Fine.

   c. Withholding of Increment.

   d. Recovery from the pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.

   e. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale.

   f. Removal from the college service.

3.

   a. The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.

   b. The penalty under "VI.2" may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.

   c. The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily

HR Policy Book

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disqualify him from future employment in the college.

4. Following are the valid reasons for which the penalties may be imposed on an employee:

   a. Irregularity in observing the college timings.

   b. Irregularity and/ or irresponsibility in attending to duties in the college.

   c. Unauthorized absence from work.

   d. Irregularity and/or irresponsibility in attending to duties like examination duty, etc. assigned from time to time.

   e. Insubordination including failure to follow the specific instructions of the superior.

   f. Instigation of staff/students against the administration and/or management.

   g. Participation in the strike, meetings, or rallies directed against the administration and/or management.

   h. Misappropriation of college funds.

   i. Conviction in the Court of Law.

   j. If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the competent Authority.

   k. Participation of the employee in any act or movement calculated to bring the college into disrepute.

   l. If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.

5. The competent authority, which may impose any of the penalties prescribed in "VI.2", shall be the Chairman (on the recommendations of the Principal) and Appellate authority shall be the Governing Council.

6. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.

7. **Procedure:** Before any of the penalties specified under "VI.2.e" and "VI.2.f" above is imposed against an employee of the college it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him. This can best be

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done by intimating to the person concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it shall not be imposed.

a. Enquiry relating to any disciplinary action may be made by a Committee of three members appointed by the Chairman and consisting of the Principal and two other members. No teacher (other than the Principal) of the college shall be on the Committee.

b. b. No order of dismissal, removal, or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations in passing an order in the case. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry to be conducted or only to be heard in person. If he desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses and to give evidence in person. If no oral enquiry is held and if he desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of evidence and a statement of the finding and the grounds thereof.

c. The requirement of rule "VI.7.b" shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him/her.

d. All or any of the provisions of rule "VI.7.b" may, in exceptional cases, and for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged.

e. Where the authority holding the enquiry is not competent to award a penalty, his/her duty ends with the recording of his or its findings on the charges and it is not part of the function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.

f. Any member in the college service may be placed under suspension by the competent

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authority pending enquiry into grave charges, where such suspension is deemed to be necessary for the interests of the college.

8. During the period of suspension, or pending enquiry he may be paid subsistence allowance of 1/2 of his salary including allowances during the first six months and not exceeding three-fourths of the salary after six months.

9. Every employee of the college shall be entitled to one appeal as herein after provided, from an order passed by an authority.

   a. Imposing upon him any of the penalties specified in rule "VI.1".

   b. Discharging him in accordance with the terms of his contract if he has been engaged on a contract for a fixed or for an indefinite period and has rendered, under either form of contract, continuous service for a period exceeding five years at the time when his services are terminated.

10. In the case of an appeal under the rule "VI.9.a", the appellate authority shall consider

    a. 'Whether the facts on which the order was based have been established

    b. 'whether the facts established afford sufficient ground for taking action and

    c. 'Whether the penalty is excessive, adequate or inadequate, and after much consideration, shall pass such order as it thinks proper.

11. In the case of an appeal under the rule "VI.9.a", the appellate authority shall pass such order as appears to be just and equitable having regard to all circumstances of the case.

12. Every person preferring an appeal shall do so separately and in his own name to the appellate authority specified in rule "VI.3".

13. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language, and be complete in itself. Every such appeal shall be addressed to the authority to which the appeal is preferred and submitted through the Head of the Department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.

14. An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,

    a. It is an appeal in a case in which under these rules no appeal lies, or

    b. It does not compare with the provisions of rule "VI.13"

    c. It is not preferred within sixty days after the date of the service of the order appealed

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against and no reasonable cause is shown for the delay, or

d. It is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or

e. It is addressed to an authority to which no appeal lies under the provision of rule "VI.3".

15. The authority by which an order imposing a penalty specified in "VI.1" may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority prescribed in rule "VI.3".

16. The rules shall apply mutatis mutandis to the Principal, as Managing Body may, from time to time, declare that they shall be applicable.

17. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with a reasonable statement.

18. An appellate authority may consider for any appeal admissible under these rules which have been withheld by a subordinate, and he may pass such orders thereon as he considers fit.

19. Nothing in these rules shall operate to deprive any employee of any right of appeal, to which he is otherwise entitled in respect of any order passed before they come into force. An appeal pending at the time, these rules came into force or preferred thereafter, shall be deemed to be an appeal under these rules, and rule "VI.8" shall apply as if the appeal is against an order appealable under these rules.

VII. CONDUCT RULES

1. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.

2. Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students, and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.

3. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the proper authority. Whenever leaving the station, the employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee

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happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the headquarters.

4. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe to the aid or assist in any manner any political movement or activity.

5. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.

6. No employee except with the prior permission of the competent authority shall engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

7. An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.

8. An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.

9. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.

10. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

11. No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council not withstanding that a subsequent marriage is permissible under personal and religious law for the time being applicable to him/her and violation of this rule will lead to the removal from the service of the college.

12. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to

HR Policy Book

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the Governing Council and the decision of the Governing Council thereon, is final and binding on the employee

13. No employee shall engage in strike or incitement there too or in similar activities such as absence from work or neglect of duties or participate in hunger strike etc., violation of this rule will amount to misconduct and attract deterrent punishment.

14. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books, etc. during working hours is to be avoided.

15. Staff members are strongly encouraged to take up consultancy projects but only with the permission of the management.

16. The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the college.

17. The staff members shall not interfere in any matter not connected to their job requirements.

18. The details of students' feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

HR Policy Book

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Velalar College of Engineering and Technology
(Autonomous)
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VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
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Phone: 0424-2244201/02/03

2. RECRUITMENT POLICY AND PROMOTION POLICY

Faculty Recruitment Procedure:

1. Advertisement in National News Papers for recruitment of the staff positions.

2. The vacancy positions will be derived as per the norms stated by AICTE/State Government from time to time.

3. The applications received for the staff positions shall be scrutinized by the Scrutiny Committee constituted by the principal.

4. *Selection Committee:*

   The Selection Committee is constituted of the following members:

   - Chairperson of the Governing Council (Secretary & Correspondent) — Ex-officio member
   - The Principal of the college as Member Secretary
   - Dean as Member
   - Head of the Department as Member
   - Two subject experts

5. *Mode of Selection:*

   a) Test – 10 Marks

   b) Class delivery -10 Marks

   c) Communication Skills-10 Marks

   d) Subject Knowledge-20 Marks

   e) Achievements – 10 Marks

   In addition to the above, other characteristics will be decided by the Selection Committee.

6. *Minutes:*

   The minutes will include the list of selected candidates.

   The candidates identified shall be recommended for appointment on a later date whenever vacancy arises.

7. *Appointment:*

   a) The Candidates selected by the Committee will be informed.

   b) The appointment order will be issued to the selected candidates who are accepting the terms

14 |

HR Policy Book

PRINCIPAL
Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

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and conditions by the Secretary and Correspondent.

c) The candidates shall report on the particular date as per the appointment order.

d) The candidates appointed for the faculty position will be asked to submit the following original certificates.

1. Degree certificates of both UG, PG & Ph.D. (if applicable)

2. Consolidated mark sheets of UG & PG

3. SSLC mark sheet

4. Community certificate if applicable

5. Service certificate if applicable

6. Relieving orders if applicable

e) *Probation period:*

The candidate appointed for the faculty position will be on a probation period of one year.

8. Relieving from Service:

The relieving procedure will be followed as per the conditions specified in the appointment order. However, any staff member submitting resignation will be relieved only at the end of the academic year. If any staff member gets an appointment in any government post, they will be relieved immediately as per the requirement (they shall have applied for a government job through proper channel).

Non – Teaching Staff Recruitment Procedure:

1. Advertisement in National News Papers for the requirement of the staff positions.

2. The applications received for the staff positions shall be scrutinized by the Scrutiny Committee continued by the Principal.

3. *Selection Committee:*

The Selection Committee is constituted of the following members:

- Chairperson of the Governing Council (The Secretary and Correspondent) – Ex-officio member

- The Principal of the college as Member Secretary

- Dean as Member

- Head of the Department as Member

- Two subject/technical experts

a) The Candidates selected by the Committee will be informed.

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Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

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b) The appointment order will be issued to the candidates who are accepting the terms and conditions by the Secretary and Correspondent.

c) The candidates shall report on the particular date as per the appointment order.

d) The candidates appointed for the staff position will be asked to submit the following original certificates.

    1. Degree certificates of both UG, PG (if applicable)

    2. Consolidated mark sheets of UG & PG

    3. SSLC mark sheet

    4. Community certificate if applicable

    5. Service certificate if applicable

    6. Relieving orders if applicable

f) **Probation period:**

The candidate appointment for the staff position will be on a probation period of one year.

7. **Relieving from Service:**

The relieving procedure will be followed as per the conditions specified in the appointment order. However, any staff member submitting resignation will be relieved only at the end of the academic year. If any staff member gets an appointment in any government post, they will be relieved immediately as per the requirement (they shall have applied for a government job through proper channel).

Promotion Policy

Procedure

Based on the cadre ratio, the required vacancy positions are calculated. The applications from the right persons are invited. The Principal can also identify the available faculty members who satisfy the norms for the promotion. As per the qualifications and experience in teaching, industry, and research, the board of appraisal committee will submit recommendations to the Principal for promotion.

The committee will recommend the candidates for promotion based on AICTE norms. The promotion is not based on seniority.

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HR Policy Book

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1. Assistant Professor: Assistant Professor with Pay Scale of Rs.15, 600 – 39,100 with Academic Grade Pay of Rs. 3,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 7,000) within the same cadre after completion of four years of service if the candidate possesses a Ph.D. degree (or) after completion of six years for non-PhD holders.

2. Assistant Professor: Assistant Professor with Pay Scale of Rs.15, 600 – 39,100 with Academic Grade Pay of Rs. 7,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 8,000) within the same cadre after completion of four years of service if the candidate possesses a Ph.D. degree (or) after completion of six years for non -Ph.D. holders.

3. Associate Professor: Assistant Professor with Pay Scale of Rs.15,600 – 39,100 with Academic Grade Pay of Rs. 8,000 with three years of service shall be promoted as Associate Professor in a pay band of Rs.27,000 with academic grade pay of Rs. 6,000 (the candidate shall possess a Ph.D. degree).

4. Professor: Associate Professor with Pay Scale of Rs.37, 400 – 67,000 with academic grade pay of Rs. 9,000 with five years of service shall be promoted as Professor in a pay band of Rs.37, 400 – 67,000 with academic grade pay of Rs. 10,000.

PRINCIPAL
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HR Policy Book

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3. LEAVE RULES

Seeking leave is not a matter of right. Leave has to be used judiciously by all the employees. It is mandatory to seek prior approval from the concerned HOD before proceeding on leave. Also, it is the responsibility of every employee of the institute to apply for leave prior with necessary alternate arrangements of his/her classes to ensure the students will not be put into any inconvenience/deprived of their class/learning.

The leave approving authority shall respond to employee leave requests and accord the necessary approval. Please be informed that an employee can proceed with the OD and other leaves only after obtaining the due approval from the concerned authorities. Any employee shall not proceed on leave if their leave is not approved by the immediate authority.

The following are the leave approving authorities:

S. No.	Applicant	Recommending Authority	Approval Authority
1	Faculty / Staff	HOD	Principal
2	HODs	-	Principal
3	Deans	Principal	Management Nominee
4	Principal	-	Management Nominee

Nature of Leave:

1) Casual Leave (CL)

2) Special Casual Leave (Spl.CL)

3) Compensatory Leave (COL)

4) Earned Leave (EL)

5) Extra-Ordinary Leave (EOL)

6) Medical Leave (ML)

7) Maternity Leave (MTL)

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i. Casual Leave(CL)

Casual Leave is not earned by duty, but it is provided 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. Any employee on Casual Leave is not treated as absent from duty. He/she is eligible to avail himself/herself of 12 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. A single period of absence on casual leave combined with holidays prefixed sandwiched or suffixed shall not exceed five days. Casual leave cannot be combined with any other kind of leave.

A temporary employee at any time may be granted Casual Leave in proportion to the actual period spent on duty. As a working principle, a month may be treated as a Unit. A register of Casual leave granted/availed of by each employee shall be maintained by the sanctioning authority.

In addition to casual Leave, employees shall be entitled to avail themselves of two days restricted holidays to be chosen from out of festive occasions as may be approved by the college from time to time.

ii. Special Casual Leave (Spl.CL)

Special Casual Leave not exceeding 15 days may be granted to a member of teaching staff for attending Meetings or Selection Committees, Boards of Studies, Conferences and Scientific gatherings of professional societies, Seminars, and Symposium relevant to their avocation and for such other purposes as may be approved from time to time by the Management. The conditions under which such leave may be granted shall, if necessary, be laid down by the Management.

iii. Compensatory Leave (COL)

An employee may be granted compensatory holidays or leave if he is required to work on any holiday under the written orders from the principal. It may be availed of within six months from the holiday on which duty is performed with the prior sanction of the leave sanctioning authority.

The maximum number of Compensatory holidays or leave that may be granted to an employee shall not exceed 10 days in an Academic year.

Compensatory holidays may be combined with Casual Leave or authorized Public holidays Subject to the condition that the total period of absence shall not exceed 10 days Compensatory holidays may also be prefixed or suffixed to regular leave subject to usual conditions.

19 |

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Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

HR Policy Book

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
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iv. Earned Leave (EL)

An employee shall earn Leave at the rate of 5 days in on academic year.

I. Vacation

(a) An employee shall be considered to have availed himself/herself of a vacation or portion of the vacation, unless he/she has been required, by general or special order of the Principal to forgo. Such vacation or portion of a vacation.

(b) During the period of one academic year, the period of vacation for an employee entitled to, shall be deemed to be thirty days for teaching staff & twenty days for Non-teaching staff irrespective of the actual number of days declared as Vacation by the college.

(c) The vacation shall be declared by the college taking into consideration the actual number of working days so that the minimum requirements of working days per semester as stipulated by the UGC from time to time are satisfied.

II. Earned Leave and Vacation

An employee who has been officially permitted to work during the vacation period shall earn one day Earned Leave for every two days of working during the vacation period. They can claim every year on monthly basis.

v. Extra – Ordinary Leave (EOL)

1. Extra –Ordinary Leave shall always be considered as leave without salary and may be granted if the staff member exhausted all the other leaves. This will be sanctioned only for medical issues/ family functions.

2. The period of extraordinary leave shall not count for increment except when such leave is granted due to sickness on Medical Certificate and for pursuing higher studies.

VI. Medical Leave (ML)

An employee is entitled to avail of Medical Leave on the production of a Medical certificate for a maximum of 5 days in an academic year. For this purpose, any holiday lying between the Medical Leave period will be taken into account for the calculation of number of days of Medical Leave.

VII. Maternity Leave (ML)

I. Maternity leave may be granted to a married women employee without pay for periods which may be extended up to one year from pre-confinement rest to post confinement recuperation, at the option of the employee.

II. Provided that no Maternity leave shall be allowed to married women employees if they already

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have three living children.

III. Provided further if they have two living children, maternity leave shall be allowed for their next confinement, only if they give an undertaking that they would resort to sterilization immediately after delivery. If after delivery, they fail to keep up such undertaking the maternity leave grant shall be cancelled.

IV. Maternity leave shall not be debited to the leave account.

V. Maternity leave may be combined with leave of any other kind except Casual Leave, but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a Medical Certificate from the authorized Medical officer.

VI. A temporary married women employee, who has put in at least having service of 6 months, shall be eligible for the grant of Maternity leave.

VII. For the first 6 months of maternity leave, full salary will be credited. The salary for the next 6 months leave period will be given at the time of rejoining if she continues the service at VCET.

On Duty Facilities

In addition to the leave facility given to the staff members ON Duty facility is also provided to all the faculty members to facilitate the following:

(1) Outside assignments like examinership / University representative / Central valuation.

(2) Conferences / Seminars /Workshops organized in the other institution.

(3) Research work

The on-duty facility is provided as follows:

Odd semester – 13 days

Even semester – 12 days

The faculty members are eligible to avail 13 days OD in a semester out of which 8 days may be availed for attending exam duty, 3 days for attending Seminar/ Conference / Workshop, and 2 days for Ph.D. Matters.

The faculty members who have not yet registered for Ph.D. may avail 10 days OD for attending exam duty in a semester. The OD account will be closed at end of every semester.

Any excess OD availed will be treated as leave on loss of pay and also will lead to cancellation of OD for the next semester.

However, the revision in the same will be implemented whenever amendments are made by the Government (State/ Central).

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4. INCENTIVE POLICY

(Implemented from the Academic Year 2019-2020)

- **Presentation & Publication of Paper / Article in National / International Conferences (only for the Proceedings with ISSN Number)**

S. No.	Description (One per Year)	Incentive in Rs. Registration Fees
1.	National Conference - Subject to a Maximum of	3000/-
2.	International Conference - Subject to a Maximum of	8000/-

- **Publication of Paper / Article in National / International Journals**

S. No.	Description of Journals	Incentive in Rs. Per paper
1.	Indexed in SCIE / Web of Science - First / Second Author	10,000/-
2.	Indexed in SCIE / Web of Science - Third / Fourth Author	5,000/-
3.	Journals indexed in Scopus / UGC CARE List –I - First / Second Author	5,000/-
4.	Journals indexed in Scopus / UGC CARE List –I - Third / Fourth Author	3,000/-

- **Patents & Copyrights**

S. No.	Description	Incentive in Rs. Per Patent
1.	Indian Patent – Filed & Published	9,000/-
2.	Indian Patent – Granted	15,000/-
3.	Other Patents – Filed & Published / Granted	5,000/-

- **Books Authored**

S. No.	Description	Incentive in Rs.
1.	Text Books – Printed / E Book	As recommended by the Principal

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Note:

a) All the incentives are subject to the Recommendations of the Principal

b) Prior Approval is mandatory to avail of the above-said Incentive schemes

c) The maximum Incentive to be received by the individual Faculty member is limited to Rs.10,000/- per year.

Copy to

1. Dean	2. CoE	3. Admin. Manager	4. All HoDs	5. Accounts Section	6. File

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5. FACULTY ROLES

Roles and Responsibilities

(For Assistant Professors without PhD)

S.No.	Item	Minimum Target
Academic Responsibilities		
1.	Course	2 per Semester
2.	Laboratory	2 per Semester related to the course (or as assigned by the HOD)
3.	Faculty Development Programs	1 per year
4.	NPTEL/MOOC	1 per year
5.	Professional Membership or any other societies related to other domain	IEEE/CSI/ASME/IEI/SAE
R & D Responsibilities		
6.	Journal Paper	1 (SCI/Scopus/UGC care list) per Year
7.	Conference Paper	1 per Year
8.	Participation in International Conference	1 per Year
9.	Industry Internship	1 per Year
Administrative Responsibilities		
10.	Administrative work which is assigned by the HOD	NBA/NAAC/NIRF/Magazine ranking/AISHE etc.
11.	PhD Registration	As and when eligible
12.	Mentoring	Will be assigned by the HOD
13.	Supervision	B.E. and M.E Projects

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Roles and Responsibilities

(For Assistant Professors with PhD and Associate Professor with PhD)

S.No.	Item	Minimum Target
	Academic Responsibilities	
1.	Course	2 per Semester
2.	Laboratory	1 per Semester related to the course (or as assigned by the HOD)
3.	Faculty Development Programs	1 per Year
4.	Participation in International Conference	1 per Year
5.	NPTEL/MOOC	1 per Year
6.	Professional Membership or any other societies related to other domain	IEEE/CSI/ASME/IEI/SAE
	R & D Responsibilities	
7.	Journal Paper	1 (SCI/Scopus/UGC care list) per Year
8.	Conference Paper	1 per Year
9.	Sponsored R&D Project	1 per year
10.	Patents	1 Filed/Published
	Administrative Responsibilities	
11.	Administrative work which is assigned by HOD	NBA/NAAC/NIRF/Magazine ranking/AISHE etc.
12.	Committee Member	2 or 3 at Institution Level (will be assigned by Principal)
13.	Mentoring	Will be assigned by the HOD
14.	Supervision	B.E. & M.E. Projects

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Roles and Responsibilities

(For Professor with PhD)

S.No.	Item	Minimum Target
	Academic Responsibilities	
1.	Course	1 per Semester
2.	Laboratory	1 per Semester related to the course (or as assigned by the HOD)
3.	Faculty Development Programs	Convened one per Year
4.	NPTEL/MOOC	1 per Semester (Optional)
	R & D Responsibilities	
5.	Journal Paper	1 (SCI/Scopus/UGC care list) per Year
6.	Conference Paper	1 per Year
7.	Participation in International Conference	1 per Year
8.	Sponsored R&D Project	One per year
9.	Consultancy Project	Desirable
10.	Patents	1 Filed/Published
11.	Awards	1 per Year
12.	Textbook & Book Chapter	1 per Year (Optional)
	Administrative Responsibilities	
14.	Administrative work which is assigned by HOD	NBA/NAAC/NIRF/Magazine ranking/AISHE etc.
15.	Professional Membership	IEEE/CSI/ASME (will be decided by HOD)
16.	Interaction with outside	BOS/ Guest Faculty/ PG Project/UG Project
17.	Mentoring	Will be assigned by HOD
18.	Supervision	B.E. & M.E. Projects & Research

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6. CONSULATANCY POLICY

Objective

To establish a framework to support consultancy activities in Velalar College of Engineering and Technology, Erode.

Eligibility

- This policy applies to all faculty and staff of Velalar College of Engineering and Technology, Erode
- The faculty members involved in the conduct of consultancy service can avail themselves on-duty for industrial visits and meeting industry persons for discussion related to consultancy work.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college.

Circumstances under which Consulting Activity may be Permitted

- The organization requiring consultancy services from faculty or the department shall write to the principal indicating the expertise required.
- The Principal on receiving the request from the organization shall inform to the department concerned.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the Principal.
- In considering whether or not permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest, and the use of institution resources.
- MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the principal.
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal through the head of the department.

PRINCIPAL
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Publications

- Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college.

Intellectual Property Rights (IPR)

- College IPR may be used where not in conflict with the rights of third parties or any commercialization plan.

Other Commercial Rules

- College facilities and resources may be used and must be charged in line with the guidelines from the principal, from time to time.
- Meetings related to consultancy work with the organization(s) may be conducted on college premises.
- Tax is applicable for the revenue generated through consultancy work.

Policy for Revenue Sharing in Consultancy

- Velalar College of Engineering and Technology, Erode encourages faculty members to do consultancy services to support external engagements that facilitate knowledge and technology transfer contributing to economic and social impact. Such activities serve to link the institute and its faculty members more closely to the industry.
- Consultancy work can bring financial benefits both to the institution and its employees.
- To encourage the faculty, the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows.

S. No.	Items	Particulars Share
1	Institution	40%
2	Faculty Consultant	40%
3	Supporting staff	20%

Price

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- This is the price the client/organization will pay for the consultancy work. To avoid confusion or dispute later, care must be exercised to ensure clarity as to the inclusion or exclusion of items such as travel and subsistence as well as any special charges for materials or use of facilities in the institution.

Costs

This is the calculation made for internal use only to determine the costs towards faculty expertise and resources including the use of college space and equipment.

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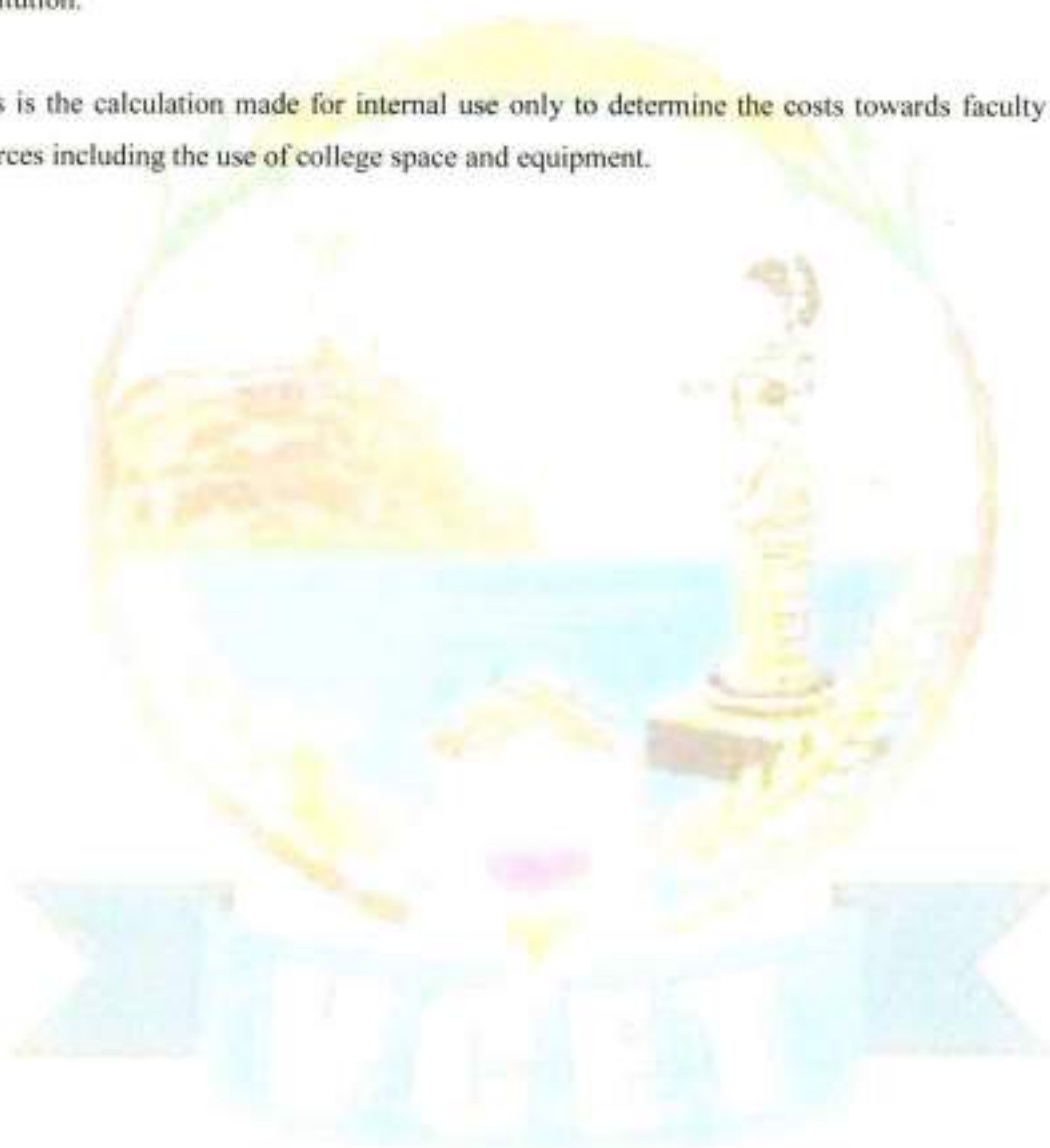Thindal, Erode - 638012, Tamil Nadu, India.
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7. RESEARCH POLICY

Prologue

Research and development (R & D) flourish where young minds and experienced faculty work synergistically. Research and academics are two sides of the coin. Velalar College of Engineering and Technology (VCET) is committed to serving society through the pursuit of excellence in research through inter-departmental research activities across the engineering disciplines. VCET shall ensure that research in all fields grows exponentially, keeping the ethical norms and research standards intact. This policy aims to promote quality research among the faculty members of the institution.

Purpose

An essential component of the institution is to create and sustain an atmosphere of intellectual excitement and innovative thinking among students and faculty. The research promotion policy serves as an excellent model for up-lifting the research standards of the institute. The purpose of this policy is to establish the procedures for the conduct of research and scholarly activity and to promote research and innovation.

Objectives

Objectives of the research promotion policy focus on addressing social, industrial, and environmental challenges through interdisciplinary research initiatives. The objectives include

- Translating the knowledge and innovative thinking of faculty and students into the new products.
- Motivating faculty to undertake national and international funded projects in the areas of science and engineering.
- Exploring knowledge by organizing conferences, workshops, seminars on recent research areas, IPR, and patents.
- Motivating faculty for the doctoral programmes at various universities and reputed organizations.
- Promoting analytical and experimental research.
- Deputing faculties for identification of research problems encountered by industries through the industrial visit.
- Ensuring the originality of the research by adhering to the standards of the ethical committee.
- Encouraging collaborative research in the institution by networking with industries and research

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organizations.

- Enhancing faculty towards consultancy and extension activities.
- Research and Development Cell
- Research and Development cell was formed in the institute with an objective to promote high-quality research activities among faculty members, scholars and students of the institution. The R & D cell renders its support to address societal challenges through academic research, sponsored projects, and consultancy projects across the institution.

Research and Development Cell

Research and Development cell was formed in the institute with an objective to promote high-quality research activities among faculty members, scholars and students of the institution. The R & D cell renders its support to address societal challenges through academic research, sponsored projects and consultancy projects across the institution.

Academic Research

1) Doctor of Philosophy (Ph.D)

- Faculty members are encouraged to register for Ph.D. programme after getting quality clearance for their research problem through the ethical committee of the institution.
- Ph.D. candidates shall present their research progress once in six months before the review committee constituted by the institution.
- Ph.D. holders are advised to get a guide-ship from Anna University, Chennai.
- The research scholars are encouraged to publish their research articles in the reputed SCI-indexed journals only after checking the plagiarism through URKUND available in the institution.

2) Institution Fellowship

Full-time scholars play a vital role in enriching the quality of the research in the institute. Institution fellowship scheme is implemented exclusively for the full-time scholars and a stipend of Rs.10, 000/- per month is provided for the scholars. The fellow scholar has to abide by the research promotion policy of the institution.

3) Research Project

- Junior Research Fellow/ Senior Research Fellow/ Research Assistants will be appointed on a

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contractual basis for the funded project with tenure of the duration of the project prescribed by sponsoring agency.

- The project staff has to execute a contract agreement on a non-judicial stamp paper of value Rs.100/- at the time of joining.
- The monthly allowances of the project staff will abide by the rules of sponsoring agency.
- The project staff may be allowed to register for the full-time Ph.D programme at Anna University, Chennai.
- A separate book of accounts will be maintained for each project under six broad budget heads: Salary, Equipment, Consumables, Contingency, Travel and Overhead.
- All the expenditures shall normally be made within the proposed amount with the approval of the head of the institution.

Intellectual Property Rights (IPR)

Intellectual Property Rights refers to the grant of ownership protection for innovative and creative work which includes industrial, scientific, literary and artistic works. The most commonly applied IPR are

- Copyright
- Trademark
- Patent

Copyright	Trademark	Patent
Copyright refers to the right the author has for their originality, creativity and intellectual work.	Trademark refers to the brand element that distinguishes goods and services of one enterprise from other competitors and traders.	Patent is an exclusive right given to an inventor. This right exclude others from making, using or selling an invention for a limited period.
Validity: Valid through the lifetime of the author and 60 years after death.	*Validity:* 10 years which can be made perpetual, as long as renewed every 10 years.	*Validity:* Separate patent required to be filled for each country. Patent is valid for a period of 20 years.

Consultancy

The institute deputes group of faculty members of various departments to visit the industries to

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seek consultancy projects to solve various engineering and technology problems encountered in the areas of manufacturing and service. Report has to be submitted before the research committee once in six months.

Revenue sharing: The revenue is shared in the ratio of 60:40 (Institution: Consultant) in case the consultant avails the institution facilities for knowledge and skill sharing.

MoU

In light of research and outreach activities the institution exhilarates collaboration with various industries and corporate for signing MoU and negotiating tie-ups.

Research incentives

In order to promote research environment of the institution and to motivate the researcher, incentives are given to the faculty members who have sponsored research project from funding agencies. 50 % of overhead allowances defined by the agency for the project are given to PI and CO-PI of the sponsored project.

Partial financial support is given to faculty members who like to publish their work in SCI indexed and Scopus journals.

Financial assistance - 100% of registration fee will be borne by the institution for the faculty members attending international conference in reputed institutions.

Code of conduct

The faculty and student members undergoing research activity shall follow the code of conduct of the institution.

- To maintain secrecy of the research findings and technical information along with official documents.
- To ensure the quality of the research findings and technical information along with official documents through ethical committee.
- To ensure the quality of the research work and research articles through clearance of plagiarism.
- To practice and promote fairness in the research.

33

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Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
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8. R & D CODE OF ETHICS

Objectives of Ethical Committee

- To provide advice and guidance to the academic community on all matters pertaining to academic research ethics

- To advise the Academic Council on compliance with the 'Code of Ethics in Academic Research' of the various academic activities at the Institute

- To provide guidance and academic support to scholars on ethical issues in respect of teaching, research and other academic activities. On an entirely voluntary basis, researchers may ask the Ethics Committee for consultation on ethical aspects of their research.

- To confirm to external parties on behalf of the Institute compliance with ethical standards in respect of research projects undertaken at the Institute. The Committee is only convened at the explicit request of scholars needing an assessment of the ethical dimensions of a research project.

- To advise the Executive Committee and the Academic Council of any policies that may be required in relation to accepting funds from particular sponsors of research

- To act as an investigative/consultative body for any disputed matter concerning research ethics and conduct

- To make recommendations to the internal Disciplinary Committee on what action, if any, shall be taken as a result of the investigations.

Appointment and Composition of the Ethics Committee

The Ethics Committee is appointed by the Academic Council upon nomination by the Principal.

S.No.	Name	Designation	Department	Position
1	Dr. M. Jayaraman	Professor & Principal	Mechanical Engg.	Chairman
2	Dr.K.R.Valluvan	Professor & CoE	ECE	Member
3	Dr.S.Jabeen Begum	Professor & Head	CSE	Member
4	Dr.P.Sakthivel	Professor & Head	EEE	Member
5	Dr.Deepa Jananakumar	Professor & Head	Physics	Member
6	Dr.V.Chandrasekaran	Professor & R&D Coordinator	MDE	Convener

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The nomination of faculty members of the Committee shall endeavor to cover all the disciplines of the Institute.

In case of conflict of interests, members of the Ethics Committee shall be temporarily replaced by substitutes nominated by the Principal.

Misconduct in Academic Research

Misconduct in academic research implies (and is not limited to) fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerousor negligent deviations from accepted practice in carrying out research. It includes failure to follow an agreed protocol if and when this failure results in unreasonable risk or harm to persons, the environment, and when it facilitates misconduct in research by collusion in, or concealment of, such actions by others.

Misconduct also includes any plan or attempt to do any of these things. It does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to research processes.

Misconduct includes (and is not limited to) the following acts:

Plagiarism: The deliberate copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement.

Piracy: The deliberate exploitation of ideas from others without proper acknowledgement

Abuse of Intellectual Property Rights: Failure to observe legal norms regarding copyright and the moral rights of authors.

Abuse of Research Resources: Failure to observe the terms and conditions of institutionally licensed research resources.

Defamation: Failure to observe relevant legal norms governing libel and slander.

Misinterpretation: The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.

Personation: The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work;

Fabrication and Fraud: The falsification or invention of qualifications, data, information or citations in any formal academic exercise.

Sabotage: Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them; or willfully disrupting the experiments of others; or

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endangering institutional access to licensed research resources by willfully failing to observe their terms and conditions.

Professorial misconduct: Professorial acts those are arbitrary, biased or exploitative.

Denying access to information or material: To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress.

Misconduct in formal examinations: Includes having access, or attempting to gain access during an examination, to any books, memoranda, notes, unauthorized electronic devices or any other material, except such as may have been supplied by the invigilator or authorized by the Academic Department. It also includes aiding or attempting to aid another candidate or obtaining or attempting to obtain aid from another candidate or any other communication and conversations that could have an impact on the examination results.

Two levels of violations of good academic practice can be distinguished.

1. Minor Violations:

Minor violations may occur because of inexperience or lack of knowledge of the principles of academic integrity and are often characterized by the absence of dishonest intent on the part of the person committing the violation.

They may result from:

a. weak procedures and methods which may jeopardize the integrity of the research but are not undertaken deliberately or recklessly

b. weaknesses which present no major risks to either subjects or policies which they may influence

On the whole, these minor violations can be seen as failings which may reflect only poor, rather than unacceptable practices and therefore mainly require further training and development rather than any formal disciplinary action.

2. Major Violations:

Major violations are breaches of academic integrity that are more serious in nature or that affect a more significant aspect or portion of the academic work compared with minor violations. Key examples are:

a. Deliberate, reckless or grossly negligent conduct which would clearly pose a significant risk in one form or another to the integrity of the research.

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b. Conduct that may pose risks to subjects, the wider community, the environment, or to the research reputation of the institution and research in general.

Plagiarism: Plagiarism represents unethical scientific behavior which is never acceptable. Proper acknowledgement of the work of other used in a research work must always be given. Further, it is the obligatory on part of each author to provide prompt corrections or errors in published work.

Degrees of Plagiarism:

1. Invalid source
2. Secondary source
3. Duplication
4. Paraphrasing
5. Repetitive research
6. Replication
7. Misleading attribution
8. Unethical collaboration
9. Verbatim plagiarism
10. Complete plagiarism

Plagiarism Checker Software:

Urkund

Action/Penalty against defaulters: Any violation of the rule and other issue, complaints regarding plagiarism attracts disciplinary action to be imposed by committee within one month from the day of complaint. Depending on the type of acts and violation of code of ethics, suitable penalty or punishment against defaulters shall be recommended by the review committee.

Procedures for Investigation of Research Misconduct

1. Investigation of proceedings

Without prejudice to the right and duty of Departments to address and assess issues of plagiarism in the course of the regular assessment of a paper presented by a researcher, any person may submit a complaint about academic misconduct to the Principal. Such complaints need to be supported by sufficient evidence.

37 |

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Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

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The Principal will decide whether the allegation is serious enough to warrant an investigation by the Ethics Committee. If the allegation concerns a PhD researcher, the Principal may also delegate this task to the Head of the department (s). The initiator of the

allegation shall be asked to set out in writing the basis of the allegation. The Ethics Committee may carry out:

- a preliminary investigation to ascertain whether there is sufficient substance to the allegation as to warrant a more thorough investigation;

- a formal inquiry which may include the consultation or involvement of external experts when needed.

2. Investigation

Where possible, the investigation will include examination of all relevant documentation, including, but not limited to: relevant research data; laboratory notebooks; computer files; other materials; proposals; publications; correspondence; and memoranda, insofar as this is necessary for the investigation and compatible with the Institute Data Protection Policy.

The Chair of the Ethics Committee may invite internal or external experts who are not involved in the disputed matter and who are not members of the Committee to attend meetings. Interviews shall be conducted with the complainant and the respondent. Other individuals involved in making the allegations and individuals who might have information regarding key aspects of the allegations may also be heard by the Committee.

The respondent has the right to be assisted or represented by a member of the Institute of his/her own choice. Details of the allegations and the investigation will be made available only to the Ethics Committee. All individuals interviewed during the investigation will be asked to respect the confidential nature of the investigation.

Investigation report and recommendations

The Ethics Committee will produce a report stating: the procedures under which the formal investigation was conducted; how and, where appropriate, from whom information was obtained; the findings of the committee and the basis for these; a summary of the views of the respondent; and a description of any recommendations made by the committee.

The respondent will receive a copy of the investigation report and have an opportunity to comment on it. Comments may be submitted to the Ethics Committee and will be attached as an addendum to the investigation report. If disciplinary actions are recommended, the Ethics Committee

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will communicate to the internal Disciplinary Committee what action, if any, shall be taken as a result of the investigation.

Based on the investigation report and recommendations of the Ethics Committee, the Disciplinary Committee may decide on sanctions (when considered appropriate).

Sanctions

Sanctions, as recommended by the Ethics Committee and as decided by the Disciplinary and/or Disciplinary Appeals Committee, may include (but are not limited to):

1. Resubmission of an assignment or academic work
2. A failing grade for the examination or specific assigned exercise; or a failing grade for the course as a whole, depending on the importance of the work to the overall course grade
3. A letter of reprimand, issued by the chair of the Disciplinary Committee, which may or may not be recorded on the scholar's file
4. Suspension from the programme
5. Suspension of grant/contract
6. Revocation of a degree or certificate

Any sanctions, or decisions not to resort to them, are without prejudice to the academic assessment of a researcher's paper by the Department in question, and to the decisions by the Entrance Board.

39

PRINCIPAL
Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

HR Policy Book

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
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9. E-GOVERNANCE POLICY

Scope

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Laptops, Smart boards, Projectors, etc.

Policy

The college implements e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure:

Website

The website acts as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. Training is given to the administrative and teaching staff to make important updates on the website. A Website Committee is constituted and headed by the principal and members from each programme for the administration of the website. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for

40 |

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PRINCIPAL
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(Autonomous)
ERODE - 638 012.

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other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University. The College brings out its brochure which is displayed on the website that has guidelines for the admission process. The link for scholarship test will be posted before 1 month of the date of scholarship test organized by VCET every year to sanction the scholarship fee for the student national wide. After receiving approval from DOTE, student portal will be created through which the students can pay the tuition, mess, bus, hostel and exam fees. Admission portal is used to manage the admissions in the college. The number of students applying to each course, withdrawals, fee submission, all is managed through this portal only. Students are required to submit a separate application form for taking admission to the college through the link given in the college website.

Accounts

The office continues to maintain its account on Tally. The latest version of the software is purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures are taken for maintaining confidentiality of the transactions.

Library

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the faculty and the students. The College continues to subscribe new e-journals/printed version of journals and books regularly. Recommendations are taken from the faculty and students while subscribing to the e-resources. Faculty can apply to get books of different authors for the courses that they are teaching to increase the knowledge database.

- The Library is installed with fully automated ILMS software to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.

- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.

HR Policy Book

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- The Circulation module of the software covers all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module covers all operations of database creation and maintenance.
- To encourage original writing among students and faculty, the Library is provided with the access to fully automated software for plagiarism check.
- The entry of the student and staff are counted and registered.

Administration

- The regular attendance of all the staff is monitored through the Bio-metric system.
- Administrative Office uses advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college is made paperless.
- Students are able to obtain maximum services in online mode.
- The college looks into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.
- The activities of students inside the campus and bus are monitored through CCTV.
- The feedback mechanism is attained through the software and the link is posted in the website for easy access.

Examination

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. Since our institution is autonomous, all the documents related to examination are processed using the software.

COE automation package was developed by LogicLaunch technologies. This package include student data, courses allotment, course entry, application generation printing, application receipt/student confirmation, Exam hall entry, absentee entry, external mark entry, moderation process, result publishing.

Alumni

In order to strengthen our alumni relationships, a separate alumni page is created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association is consulted for regular updates and database management. The information regarding the

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Alumni meet will be posted through portal also.

ICT tools

Hardware Infrastructure

- The College has adequate number of desktops and laptops for students and staff.

- The Computers and printers are made available in all departments, IQAC cell, COE office, Library and administrative office.

- Projectors and other multimedia devices are provided in all classrooms, auditorium, seminar halls and laboratories.

- The infrastructure is complemented by Resograph machine, computer networking devices, scanners and interactive teaching board/smart board etc.

- The department laboratories are equipped with necessary software packages.

- The College maintains adequate configuration servers to allow fast transmission of data to the various computers.

- Office automation packages for desktops and laptops like MS Office and Antivirus are purchased and updated regularly.

The college provides access to licensed e-journals from the departments and digital Library.

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HR Policy Book

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10. Scholarship Policy

The institute considers award of scholarship based on academic merit (+2 cut-off marks and entrance exam marks conducted at the time of admission) and economically weak from rural backward and agricultural community of the enrolled students. The policy considers award of one scholarship and/or adjustment toward tuition fee and/or tuition fee waiver to a meritorious and economically poor student in each discipline per academic year. However, other financial support is also considered depending on the availability of funds by management. The selection procedure involves requisition by the meritorious and economically poor enrolled students and consideration of partial tuition waiver to deserving students with special skill sets (Eg.- Sports,Defense, Differently abled category, any other special skills etc.). The scholarship committee constituted by the Secretary, Vellalar Educational Trust, Erode-12 shall be the authority to scrutinize the academic level and recommend eligible candidate names for the award of scholarship and/or tuition waiver as applicable. The Secretary, Vellalar Educational Trust, Erode-12, shall be the final authority to approve the award of the scholarship.

### Scholarship Committee and selection procedure

All scholarship requisitions received shall be scrutinized based on +2 cut-off marks, entrance examinations conducted at the time of admission and economically weak from rural and agricultural community defined by the scholarship selection committee. The scholarship selection committee includes Principal/Dean/HoDs, faculty members, and Administrative Manager. The committee shall be approved by the Secretary of Vellalar Educational Trust.

The scholarship is awarded depending on the availability of funds and annual budget allocation toward scholarship, hence, award amount of scholarship may vary year to year.

Also the institute is providing financial assistance for earning parents deaths during studies of the students based on the recommendations by Scholarship committee to the Secretary, Vellalar Educational Trust, Erode-12.

The institute provides scholarships as 25% of tuition fees for students whose parents are working in institutes managed by Vellalar Educational Trust, Erode-12.

Vellalar Academy (Competition Exam Coaching Centre), Erode provides full financial assistance for students those who are studying in Velalar College of Engineering and Technology to attend
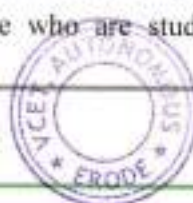
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(Autonomous)
ERODE - 638 012.

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
(Accredited by NAAC with 'A' Grade and NBA)
Thindal, Erode - 638012, Tamil Nadu, India.
Email: principal@velalarengg.ac.in, Website: https://velalarengg.ac.in
Phone: 0424-2244201/02/03

competitive exams like UPSC, TNPSC etc..

Eligibility criterion

All eligible students are required to submit the scholarship requisition form on or before the last date. The selection committee may request for additional materials as deemed appropriate. It includes academic records and annual income. It is the responsibility of the student to submit all documents along with the scholarship requisition for consideration.

Award Notification

The scholarship committee shall communicate to the selected candidates and maintain the database of all the awarded candidates and their academic progression in specific format. The scholarship award clearly mentions the amount, type of scholarship (partial/full/tuition fee waiver for specific period/special categories) and duration of scholarship.

No student shall be allowed to avail more than one scholarship except government scholarship at any point of academic period. The award clearly explains to the awardees the necessary rules and regulations of the award.

Scholarship progression and character

The student has to maintain discipline and acceptable behaviour as per the student manual during the period of study. A scholarship awarded student under any disciplinary action and/or pending disciplinary action shall result in termination and/or withdrawal of the award. The Student shall maintain satisfactory performance in studies with no backlog. The student also acts as an ambassador of the Institute.

Private Scholarships

Private scholarships shall be instituted in the name of the donors/Charitable Trust/Community trust donations, etc.. These scholarships are limited depending on the availability of donors. The scholarship committee shall make necessary efforts to obtain sponsorship from donors/Charitable Trust/Community trust donations, goodwill foundations, etc. The committee also provides inputs to host the scholarship details through circular, promotes the scholarship ethics and excellence, and develops effective application protocols and selection process.

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Sakthidevi Charitable Trust, Erode - Vritcham Plan- Education Scholarship:

Sakthidevi Charitable Trust, Erode - Vritcham Plan - provides education scholarship for full tuition fee waiver over the period of studies for the students those who are coming from economically poor agricultural families.

AICTE Tuition Fee Waiver Scheme

Under this scheme, up to a maximum of 5% of approved Intake per Course shall be available for this admission. These seats shall be supernumerary in nature. These supernumerary seats shall be available only to such course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in the last academic year.

Under this scheme, the institute has eligibility to avail admission for all courses. Every year, we fill the seats as per the guidelines given by AICTE

Requirements and Eligibility AICTE Tuition Fee Waiver Scheme

Sons / Daughters of parents whose annual income from all sources does not exceed Rs. 8.00 Lakh are eligible for tuition waiver. The Waiver is limited to the Tuition Fee as approved by the State Level Fee Committee for Self-Financing Institutions and by the Government for the Government/ Government aided Institutions. All other fees except Tuition Fee shall have to be paid by the beneficiary.

Scholarship and financial support categories

Number of scholarship and/or tuition waiver to be considered in an academic year is subject to change considering the availability of funds, merits of enrolled student, need based consideration of financial support in the form of tuition fee waiver as partial contribution toward scholarship through tuition fee adjustments as per the institution guidelines.

Following are guidelines, subject to change, set by the institution to consider award of scholarship and/or any other forms of financial support;

1. One scholarship award is tenable in each program in an academic year. The scholarship period shall be one year, which is renewable under satisfactory student performance.

2. The validity of the scholarship duration is pre-decided by the scholarship committee with clear definition on the applicable conditions based certain criterion on student performance in each semester.

3. Tuition fee waiver shall be considered on case-by-case basis for each program.

4. The Private scholarship grantee can redeem the award by way of payment towards the applicable tuition fee and/or any other fees. It has to be approved by competent authority before adjustment.

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No cash refunds shall be allowed to the scholarship awardees students. The remaining fee shall be made available to students after examining the performance of the students and satisfactory certificate issued by the Dean/Head of the department.

5. The amount of scholarship shall vary in each discipline in terms of permissible percentage of tuition fee waiver in an academic year, considering the viability of the scholarship amount depending upon the availability of funds.

6. The scholarship awarded has no late fee payment record, all the applicable academic fees are paid, no evidence of levy of late fee. The scholarship amount shall be levied to student credit only after the student has paid the remaining semester fee.

7. All the eligible student/s has to apply for the scholarship using institution requisition forms after completion of the enrolment and/or at the time of enrolment.

8. The scholarship amount allotment for each program is on the basis of financial balance sheet available with the scholarship selection committee. The financial status database for each academic year shall be maintained by the selection committee. Likewise, tuition fee waiver (% of tuition fee/semester) shall be considered as per the recommendation of the scholarship selection committee.

9. The list of prospective awardees list shall be created based on the overall score (10 Std., +2 level and entrance exam marks) and financially poor based on rural and agriculture community.

10. Any scholarship awardees who discontinue the studies has to repay the fee of completed semesters in complete and/or return the scholarship amount paid as per the scholarship guidelines of the Institute.

11. Scholarship awardees have to maintain satisfactory performance in all the semester with no backlog and maintain model code of conduct.

12. The institution shall have the right to utilize the scholarship awardees for promotional activities and the awardees shall be ambassadors of the Institute.

13. Scholarship requisition form is subject to change, as deemed appropriate, to include the refined criterion to enable effective selection process.

14. No student is allowed to hold more than one scholarship except government scholarship at a time, irrespective of type and amount of scholarship and/or study support donations.

47

PRINCIPAL
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HR Policy Book

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11. FACULTY SELF-APPRAISAL FORM

FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM (FPADS)

Dt:

1. Name: 2. Designation: 3. Dept:

4. Academic Performance

a. Results obtained: (For Theory Courses only)

Sl. No	Acad. Year	Class	Course	Total Students	Pass %

b. Students' Projects guided:

Sl. No.	UG/PG	No. of Students	Title of the Project	Awards if any
1.				
2.				
3.				

c. Innovative practices:

S. No.	Class	Course	Innovative practices

d. Number of research scholars guided / guiding (M.Phil / M.S / Ph.D) : -

5. Career Development Activities:

a. Membership in Professional bodies:

b. Resource person in FDP / Summer schools / Workshops / Seminars / Symposium / Conferences, etc.

S. No.	Faculty Name	Date	Type of Event (Seminar/ Workshop/ FDP)	Name of the Event & Name of Topic presented	Venue	Beneficiary

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c. FDP / Summer schools / Workshops / Seminars / Symposium / Conferences, etc., convened / organised

S. No.	Title of the Program	Type of Program	Duration	Sponsored by	Beneficiary	Revenue to VCET
1						

d. FDP / Summer schools / Workshops / Seminars / Symposium / Conferences, etc., attended

S. No.	Faculty Name	Date & Duration	Type of Event (Seminar/ Workshop/ FDP) (Kindly specify full name with sponsored agency	Name of the Event	Venue
1					

e. No. of Research papers published / presented:

1.Journal Publications

S. No	Name of the Faculty / Student (fill as per names in the published order) All the authors shall be included	Title of Publication	Journal Name	Month & Year of Publication	Vol. No.	Issue no.	Page no	ISSN/ ISBN	Citation	Indexing

(i)   Conference Publications

S. No	Name of the Faculty	Title of the Paper Presented	Conference Name (Specify the name of conference clearly)	Organization	Date of the Conference	National/ International
1						

(ii)   Patents

S. No.	Name of the Patent filed	Name of the Inventors	Date of filing & Application Number	Patent Number	Status
1					
2					

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(iii)   Copyright

S. No.	Applicant Name	Title of Work	Class of Work	Diary Number/ROC Number	Status
1					

(iv)   Reviewer

S. No	Name of the Faculty	International Conference/ International Journal	Name of the Journal/Conference	ISSN. No	Years Active	Indexing
1						

f, Books / Monographs, Book Chapters Published:

S. No.	Title of the Book & Name of the Chapter	Author (s) (Specify all authors)	Name & Address of the Publisher	Month & Year of Publishing	ISBN.No	Indexing
	-	-	-	-		

g. Research Proposals:

Sl. No	Year	Title	PI / co PI	Name of the funding agency	Grant (Rs.)	Status (Applied/ Granted / In Progress /Completed
1.						

h. Details of Spoken Tutorials by IIT – Mumbai / SWAYAM-NPTEL courses / Online courses completed:

S. No.	Type of Program	Title	Date & Duration

6. Linkages with industry:

Consultancy works carried out:

S. No.	Name of the industry / organisation	Name of the consultancy	Faculty involved	Revenue Generated
-	-	-	-	-

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7. Whether you keep abreast with changes in technology, if so give details.

8. Have you developed any expertise for effective implementations of curriculum, if so give details.

9. Have you provided any services to industry and community for understanding and contributing to the solution of real life problems in an industry, if so give details.

10. Contribution to the Department :

11. Contribution to the Institution :

12. Awards & Achievements

13. Self Assessment:

Strengths	Avenues for improvement

14. Observations / Notes / Points by HoD:

   Training needs identified:

   Other points:

Signature of the Faculty with date

Signature of the HOD with date

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12. NON-TEACHING STAFF SELF APPRAISAL FORM

1. Name of the Staff :

2. Department :

3. Present designation :

4. Date of Joining:

5. Qualification :

6. Upgradation of Qualification, if any during service:

7. Date of Appointment in the present post :

8. Length of Service as on date :

9. Training programs attended for skill building during the service:

10. Present job responsibilities and overview of your current nature of work, in brief:

_____

_____

_____

_____

_____

11. What are your key strengths?

_____

_____

_____

_____

Comments of the concerned HOD:

Signature of the Staff

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13. FACULTY TRAINING AND DEVELOPMENT POLICY

Velalar College of Engineering and Technology, Erode strongly believes that high quality of education can be offered through highly, qualified, trained and experienced faculty members. Since inception, the college continuously stays focused on this quality parameter. The College also feels the continuous training is essential for it faculty to stay up-to-date.and relevant for imparting the new pedagogical practices and technology training.

In order to achieve this goal, the college identified the following areas and initiated continuous programs for the faculty belonging to all the disciplines.

Permitting the faculty members to

10. Register for higher education for M.Tech, and PhD degree programmes

11. Present papers in the conferences and workshops of their discipline both in India and abroad

12. Register for various training programmes for both Short term and Long term within and outside the state

13. Register to SWAYAM NPTEL and other online certificate training Courses like TIOKT of IITB and ICT-MNIT, Jaipur

14. Attend various in –house training programmes, conferences both national and international, seminars ,workshops, short-term and long term programmes

15. In-house training programs on curriculum design, pedagogy and assessment patterns by distinguished academicians, and

16. Hands-on sessions by the Industry personal at the College and faculty internship programs during the summer break.

The faculty was given full financial support in –terms of registration fees, TA & DA as applicable, training cost for experts in case of in –house training programmes. These facilities are applicable for that entire faculty who has completed their probationary period of their service.

53 |

PRINCIPAL
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ERODE - 638 012.

HR Policy Book

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14. HUMAN RESOURCES DEVELOPMENT/ TEACHING AND LEARNING CENTRE POLICY

Introduction

The Teaching Learning Centre (TLC) and Human Resources Development Cell at VCET (Autonomous) works together towards capacity building for faculty in higher education. In the present scenario, given the Ministry of Human Resource Development and University Grants Commission's current emphasis on the adoption of a Outcome-based Education (OBE) and focus on formative assessment, the work done by TLEC meets the need for in-service faculty training in higher education teaching, learning, and assessment. Initially, VCET started this cell in the name of Human Resources Development Cell (HRD) VCET in the year 2012 and later onwards it is jointly working with Teaching Learning Centre (TLC) from the year 2018 onwards. VCET is proud to be one of the pioneers to address this gap by setting up the Teaching Learning Centre (TLC) in 2018.

The primary mission of the Teaching Learning Centre at VCET is to support and enhance teaching, learning, and assessment in Higher Education within the framework of the Autonomous emphasis on holistic development. The Cell was conceptualized in 2018 as a part of the Office of Examinations to work towards improving the teaching, learning, and assessment practices of the Institution. It was formally constituted as the Teaching Learning Centre in the year 2018. TLC is currently working on the adoption and implementation of Outcome-Based Education and is reviewing the teaching, learning, and assessment practices that are followed by the various departments across the Institution. The Cell also works on conceptualizing, designing, and organizing workshops that would enhance our practices.

Role

Human Resource Development (HRD) Cell and Teaching - Learning Centre (TLC) enhances the effectiveness of course delivery, quality of research and communication skills of the faculty members by conducting various orientation programmes, faculty lecture series and faculty development programmes. Also, it enhances the skills and quality of non-teaching staff members through various training programmes.

The main objectives of the HRD & TLC

- Support the development of outcome-based curricula across disciplines
- Develop policy documents for curriculum, teaching, learning, and assessment
- Review the teaching, learning, and assessment practices
- Conduct workshops on teaching, learning, and assessment for in service faculty

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- Undertake research on higher education
- Empower the faculty and researchers to equip the students to strive in academically challenged and actively engaging setting.
- Create a platform for an evolved teaching, learning, evaluation and assessment experience.
- Enable the faculty to emerge as Thought Leaders, Tech Innovators, Social Reformers, and Corporate leaders.

Constitution

S.No.	Name of the Member	Designation	Position in Committee
1	Dr.M.Jayaraman, Principal	Professor /Mech	Chairman
2	Mr.P.Jayachandar, Dean	Associate Professor / ECE	Member Secretary
3	Mr.S.Hariprasath	AP/EEE	Coordinator
4	Mr.M.Gokul	AP/Mech	Coordinator

HR Policy Book

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15. INTERNSHIP POLICY

1. Each student is normally required to undergo professional exposure beyond the classroom in an Industry /Research or Technical College /Research Lab for a period of at least 6 to 8 weeks, preferably 8 weeks for effective engagement.

2. Internship prescribed under curriculum will be done by each student with the approval of the college during the vacation period immediately after 4th or 6th semester.

3. The students who got their internship in the summer vacation after the 4th semester through college T&P Department, faculty/visiting faculty contacts will be evaluated. In the event, if the performance of the student is found unsatisfactory; he/she will not be allowed to register for an Internship through the college during the 6th semester.

4. The internship would be evaluated by the department concerned based on the training report submitted by the student, presentation, and mentor's input immediately after the successful completion of the internship.

5. If the performance of the student, who opts internship after the 6th semester is unsatisfactory, they would be allowed to undertake the Internship during the vacation after the 7th semester till they satisfactorily complete their internship.

6. It is mandatory that all the students get at least one internship evaluated.

Finding Internship

1. Students can find Internships on their own or through Department of Training &placement (T&P). The task of finding an internship via T&P for Industrial is a collective effort by the students and the College T&P Department. The Department of T&P will facilitate/guide and oversee the activities, and assist the students wherever needed.

Internship Registration

If the students are opting for Internship through college, then the recruitment process generally consists of the following steps:

2. All 2nd and 3rd year students interested in getting an Internship through the College are required to apply to the department of T&P showing their interest in seeking internship.

3. Student's internship registration process: All interested students will be able to take part in further processes to get an Internship through the College. All other students will be treated as not Interested

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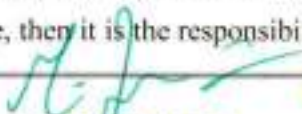Thindal, Erode - 638012, Tamil Nadu, India.
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/Off campus /Non –PC track (placement Office).We encourage such students to inform their internship status to the T&P for records.

4. After a company is enlisted and it is approved by the T&P, the company profiles will be made available to all the interested/eligible students via a circular by the respective departmental placement coordinator, HOD and telegram group. Students must check the telegram group regularly to check if there are company profiles for which they are eligible to apply. If they find the suitable industry, then the students shall participate in the selection drive for this profile.

5. The company will be allowed dates for conducting Pre-Placement Talk (PPT)/Written Test/Online Test, with a request to confirm the same by a specified date.

6. The Company visits the campus on scheduled dates and conducts the Written/Online Test/GD/Interview as part of their intern selection procedure during the time frame assigned to them.

7. Company is suggested to prepare a list of waitlisted students in order of their merit. In the event that a selected student drops out from the list of selected candidates, the waitlist will become operational, and the company will be informed of the same.

8. Waitlisted students who have not received any offers may continue to participate in the Internship process.

9. Once a student has been given an offer by a company, he/she will be de-registered from the Internship process irrespective of whether he/she accepts or declines the offer.

10. A students who is interested for a company is required to go through all the subsequent steps required by the company for which he/she is eligible. Disengaging from the process in the middle without prior approval from the Department of Training &placement will lead to the student being subjected to disciplinary actions (after a hearing).

11. The students are expected to follow all deadlines. No requests for extension of deadlines will be entertained. However, special cases may be brought to the notice of the Department of T&P for a final decision.

12. The dates for interviews /tests will be decided by the T&P keeping in mind the best interests of a majority of the students and shall be duly notified to the concerned students at least 24 hours prior to the scheduled activity. No requests for change of dates will be entertained.

13. Slots for interviews /GDs for each student will be decided by recruiting company. If a student requires a change in slot timings for a valid reason, then they shall inform to the Department of T&P at the earliest. If the company declines to accept this change, then it is the responsibility of the student

57 |

HR Policy Book

PRINCIPAL
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to be present for the GD/interview.

14. Registered students shall not contact companies directly without the prior knowledge or consent of the T&P office, until internship offers are made to particular student. This includes any form of verbal/written communications including telephonic, electronic or direct conversations.

15. The Companies have been requested to inform the results to T&P for subsequent information to students. Companies have also been requested not to communicate with the students directly.

16. If a student registered for the internship process has been offered an internship off –campus then he/she shall immediately inform the Placement Office for deregistering from the list/database.

17. T&P strictly adheres to the notion of "One Student One Offer norm per year".

18. Dress Code to be followed during internship related activities/interviews-Students (girls and boys) must wear neat business attire with covered shoes.

19. Students violating the dress code during the Internship activities will not be permitted to attend any further internship activities.

20. If any student is offered an internship (in the second or third year of study) through T&P, it is mandatory for the student to accept/continue with the internship. If a student rejects/discontinues, then he/she will be de-registered from the list/database and would be ineligible from participating in further placement process in the Final year. Exceptional cases that deserve reconsideration will be assessed separately (case by case) and the decision would be taken by T&P committee.

21. In case a student is offered an academic internship by a university/corporate with which VCET has an agreement, it is mandatory for the students to accept such an offer and join. This is regardless of their previous offer from any other organization/institution.

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16. GENDER POLICY

A major concern to have a harmonious living in any organisation is to treat its inmates with care and due respect. Velalar college of Engineering and Technology back gender equality and provide equal opportunities to all genders.

Every individual is treated with respect and concern regardless of the gender. The College provides ample opportunities for every individual to grow in their field without gender discrimination. Gender sensitivity is our prime concern with respect to both students and staff.

Provisions to make the campus gender sensitive

The College designs its policies and programmes keeping in mind the gender equality and equilibrium. The college makes a conscious effort to have sufficient representation of women on various academic panels. As a result, women faculty in the college are consistently seen reaching greater heights in their career. Besides, there is enough representation of women staff and students in notable academic bodies. The ratio of women and men staff is approximately 60:40 and women are appointed to many responsible positions in the college.

It is also a regular practice that the policy makers of the college discuss gender issues with the newly joined staff in order to sensitise them to the gender specific needs of colleagues and students. We believe this can promote healthy work and learning environment for the women staff and women students of the college, thus providing conducive environment.

Women students are encouraged to participate in all extra- curricular and co-curricular activities with fervour as its boosts their confidence as they progress. The campus has round-the-clock security that ensures safety of women. Further, the ladies hostel is well guarded with high class security services. In addition, the redressal cell looks into the problems of women and encourages them to be vocal about their problems.

When it comes to women staff, it is normally difficult for them to have a work-life balance Therefore; the college makes every effort to support women staff with all necessary relaxations.

Hygiene plays a vital role in making an organisation healthy and the college provides clean and hygienic facilities to both staff and students. There are adequate restrooms that are properly maintained.

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We treat the family of every staff member special. Since childcare is a great responsibility, we support our staff by providing maternity leave. The women staff is given maternity leave up to 1 year.

We provide equal pay and incentives for both men and women staff of the college. This pay is decided purely on merit and experience.

The College organises events exclusively for women staff on the occasion of Women's day every year and expresses gratitude and respect for their immense contribution.

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17. GRIEVANCES AND REDRESSAL POLICY

Grievances and Redressel primarily covers the receipt and processing of the complaints and action taken on any issue raised by students to avail services more effectively. It is explained step by step as given below:

Step1: Grievance Input

Initially the students/faculty convey their grievances to the organization through grievance box, grievance portal, letters, registered communication, emails, etc. These inputs may be submitted by mail, over the Internet, or in person.

Step2: Grievance Redressal committee

Then there is a dedicated committee assigned to process the incoming grievances from students called as Grievance Redressal committee. They will brain storm the issues among them and conclude whether to escalate further or not.

Step3: Appropriate Action

After thoroughly analyzing the problems, if the filed grievance demands a solution it will be resolved by involving all the stakeholders of the problem. Suggestions will be shared to the departments concerned through Principal if required.

But in case, if they found out that the issue is not worthy of consideration for any further action, then the student who filed the grievance would be called and counseled. His/her parents may also get involved in this regard, if required only.

Step4: Student Acknowledgement &Satisfaction

Finally the student concerned will also be acknowledged regarding the issue and the committee will also ensure whether he is satisfied with the solution. If he is satisfied, then the grievance is resolved and closed. In case, if he is not satisfied with the solution then again the committee would readdress the issue and proceed further. But if they feel that it's not worthy of consideration, then they will counsel the student.

Step 5: Involvement of Ombudsperson

Even after multiple sittings of counseling if the student is not satisfied then there is an involvement of ombudsperson. After analyzing the issue exhaustively, he will make few recommendations/ suggestions and those would be implemented resulting the grievance to be solved. The complaints may be given to

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grievances@velalarengg.ac.in.

GRIEVANCES AND REDRESSAL PROCEDURE FOR STUDENTS

GRIEVANCES AND REDRESSAL PROCEDURE FOR FACULTY

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CONSTITUTION OF THE COMMITTEE

S. No.	Name of the Member	Designation	Position in Committee
1	Dr.M.Jayaraman	Principal & Professor	Chairman
2	Dr.R.Kumaravelan	Professor & Head – Mech	Member
3	Dr.M.Eswaramurthi	Professor & Head – Maths	Member
4	Dr.V.K.Manavalasundaram	Professor & Head – IT	Member
5	Dr.K.Manikandan	Professor/ Chemistry	Member
6	Mr.N.N.Balakumar	Assistant Professor/BME	Member
7	Ms.R.Savitha	Assistant Professor/ Physical Education	Member
8	Mr.R.Ananthamoorthy	Dy. Manager (GI)	Member

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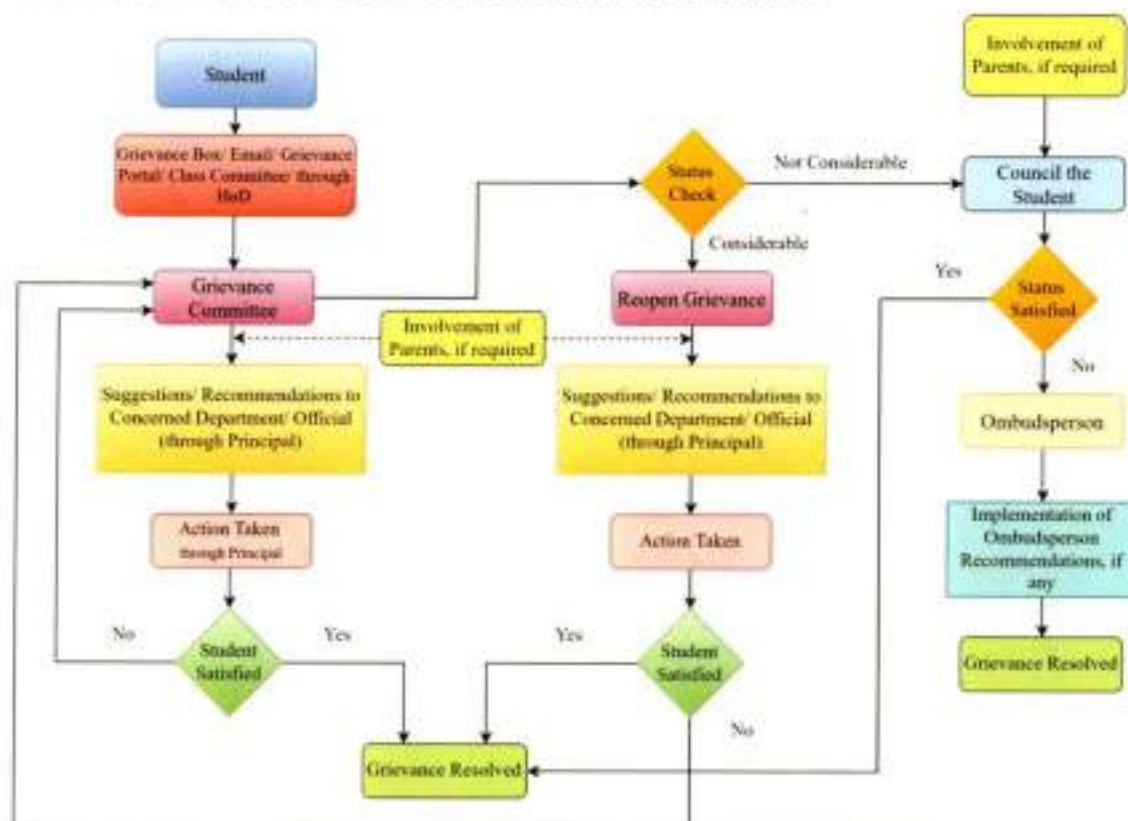(Accredited by NAAC with 'A' Grade and NBA)
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18. STUDENT MENTORING SYSTEM

VCET has a good student mentoring system where each student is allotted to a faculty mentor. A faculty mentor will be assigned with approximately 20 students.

The mentor system focuses on

- Building cordial relationship between mentor and students.
- Creation of a better environment in college, where students can approach mentors for both educational and personal guidance.
- Creating awareness and support to students for career planning by motivating the students towards campus placement, higher studies, and entrepreneurship.
- Advising and supporting for improvement in academic performance.

Ongoing process

- The HOD and Class advisors will distribute approximately 20 students to one mentor at second year level. The assigned mentor is responsible to help the students till he/ she completes his / her four years of study.
- Regular meetings usually happen once in a fortnight between the mentor and the mentee.
- A student record is maintained for each student for recording academic, personal and other necessary information. In that, the mentors will record the issues discussed with them.
- Based on the information collected during interactions and observation of the faculty, faculty will analyze the students' performance and involvement in academics including their attendance, theory courses, practical courses, communication skills, placement training programs, competitions, certification courses, FOSSE spoken tutorial attended, industry training programs, Industrial visit, internships, and also assess the students' interest and involvement on other activities like NSS, Sports etc.
- Faculty mentors observe and maintain the students medical and psychological issues if any.
- Students are allowed to approach the mentor for Academic, Non-academic, Social, Psychological issues.
- To resolve the issues identified, the mentors can involve the HoD, Principal and Parents if required.
- Faculty mentors provide personalized professional career advice for the all round development of the student.

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Phone: 0424-2244201/02/03

The main focus areas of the mentor and functions are described as follows.

S. No	Mentoring Focus	Function
1	Professional Guidance	• **Skill enhancement for better employability:** Support their learning and enhance their laboratory and research skills through attending technical workshops, hands on training programmes and students' symposiums. Industry based training is offered to selected students so as to enhance their chances of employability. • **Encourage the research ideas:** Encourage students to develop and discuss their ideas in the form of poster and oral presentations in different symposiums. • **Academic projects:** Mentors will support the students to choose projects to give real time experience.
2	Academic Guidance	• **Information sharing:** Share information of academic calendars, academic schedules and e-learning resources. • **Academic Counseling:** Identify students with less attendance and ensure that they improve their attendance by getting counseled in the presence of HOD. • **Support to the poor performers:** Focus on academically weak students, by providing them with additional reading materials, model questions along with solutions and special remedial classes.
3	Career Advancement	• **Professional bodies' registration:** To create awareness and to enhance the knowledge about the various activities and state of art research, the students are encouraged and guided to take up registration in the professional bodies i.e., IEEE, ISTE

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etc.

- **MOOCs:** Motivate and support the students to take up online certification courses to strengthen and build up their qualifications for their Academic progression and to achieve higher career paths.

- **Value added training programmes:** Students are guided to undergo various training programmes to enhance their placement opportunities and also to get updated with latest technologies

- **Training & Placement Cell guidance:** Provide career guidance and other training apart from arranging campus recruitment drives by the Training & Placement Cell. Support the students to prepare their resume for job and other opportunities.

4	Laboratory Specific	- **Student Counselling:** Counsel irregular students to attend laboratory classes regularly and complete backlog experiments during specified extra hours.
5	360^0 Development	- Encourage and support students towards all round development through participation in literary, cultural and sports activities, professional society activities, inter institutional activities which helps the students to develop leadership qualities, decision making abilities, team spirit, socio psychological awareness, and shapes the student into an intellectually integrated person.
6	Personal Development	- Empower and enable inner adjustments by individual students to counter and cope up with physical, emotional, mental, social and environmental challenges through student-counsellor interaction / through meditation workshops / through other specialized workshops/ activities.

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Phone: 0424-2244201/02/03

		• Engage in family / peer counselling by Mentor/ HOD to strengthen students' interpersonal relationships thereby improving their grades.
7	Entrepreneurs / Start up	• To take up entrepreneurial journey and become a job provider instead of job seeker. • Oriented them on the importance of not only employability skills but also on entrepreneurial skills.
8	Industry Interaction	• To bridge the gap between industry and institute, students are Interaction counselled regularly to take up internships in industries.
9	Co-Curricular Activities	• Advice to participate in one or more events organized by student's affair cell to inculcate leadership skills and inter personal skills.
10	Placements	• Apprise students the status of their respective domain Industries and Oriented about the eligibility criteria's and required skills.
11	Course End Project	• Students are instructed to take up Course End projects seriously, as they are the one, which help them in cracking technical rounds of product companies.

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Students' Nominal Rolls

Head of the Institution

Head of the Department

Professional Guidance
Academic Guidance
Career Advancement
Laboratory Specific
Co-curricular & Extra-curricular development
Personal development

Mentor Allotment Orders
(<= 20 per Mentor)

Interactions usually before and after every Continuous Assessment Test and End Semester Examination

Mentor and Mentee Interactions

Mentors Report on Students' Performance

Head of the Department/ Parents (if required)

Student Interactions

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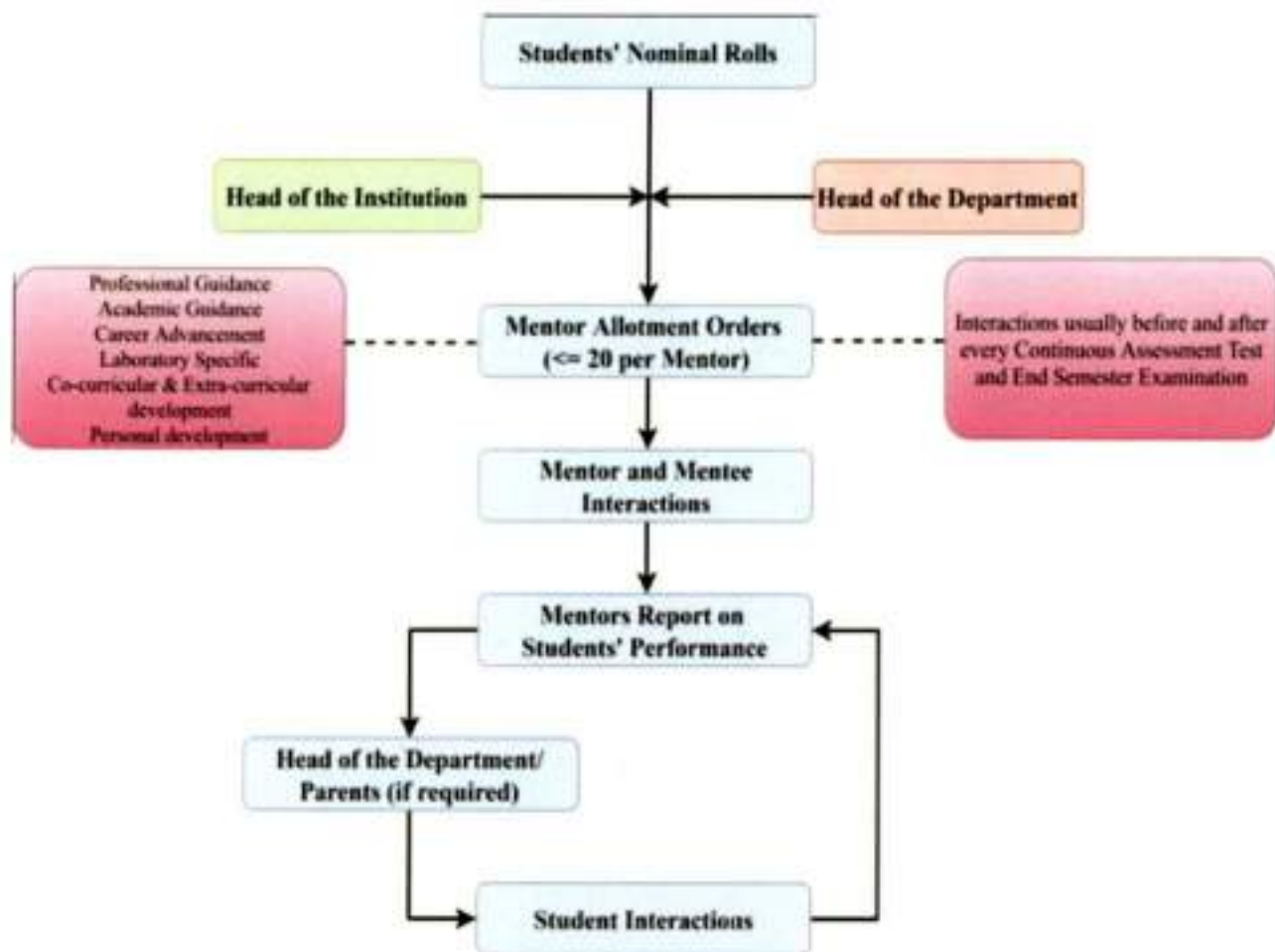**VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY**
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Mentoring Form:

Name of the Mentor

Year-1	Year -2	Year -3	Year - 4

SNO	DATE	ISSUES DISCUSSED	SUGGESTIONS	REMARKS

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19. PLACEMENT POLICY

Role

- Assisting students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions
- Maintaining and regularly updating the database of students.
- Maintaining database of companies and establishing strategic links for campus recruitments.
- Gathering information about job fairs and all relevant recruitment advertisements.
- Coordinating with companies to learn about their requirements and recruitment procedures
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- Organizing pre-placement training/workshops/seminars for students.
- Assisting students for industrial training at the end of the fourth and sixth semester.
- Providing resources and activities to facilitate the career planning process.
- Acting as a link between students, alumni, and the employment community.
- Assisting students in obtaining placement in reputed companies.

Career Guidance

- Highlighting articles on departmental notice boards regarding Competitive & Industrial Career Opportunities.
- Inform students about the available job opportunities in government sectors and off campus drives.
- Arranging Motivational Talks.
- Conducting Psychometric Test.
- Conducting Expectation Management Workshops.
- Conducting Personality Development Programs
- Conducting Skill Imbibing Programs

Training & Development

Keeping in view the industry requirements, the training curriculum is designed for preparing the students for entry-level Graduate Engineer Trainees.

- Personality Development

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- Communication Skills & Vocabulary
- Resume Preparation & Email Writing
- Group Discussion
- Interview Skills
- Aptitude Training & Practice Tests

Placement

The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, a good academic background, fast learners, open to learning even at work and more importantly, good communication skills. This activity focuses on the personality development to make the students reliable, with a positive attitude and right decision making.

- Guiding for preparation.
- Arranging mock Interviews.
- Conducting weekly Aptitude tests
- Communicating with Alumni for available openings.
- Communicating with industry for campus interviews.

Placement Policies

- The role of the Training and Placement Cell is of a facilitator and counsellor for placement related activities. Training and Placement cell does not guarantee a job.
- The placement facility is available to all the students registered with Training & Placement Cell through ONE JOB TO ONE STUDENT.
- It is mandatory for the students to attend aptitude and other trainings (Resume Writing/Email Writing/GD/PI/ PSD Training) failing to which students will not be allowed to participate in any Training & Placement Activity.
- Dress code is mandatory for students to be present in the Campus Recruitment Programme, failing which students will not be allowed to appear for campus interview.
- Students must keep their Identity Card (RFID) with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by the visiting team or their representatives.
- For pre-placement talks (PPT) students shall be present at least 15 minutes before the scheduled time at the venue & be seated. Delay in reporting will disqualify the student from recruitment process. Students shall be punctual & once the HR People/Company representative enters the

HR Policy Book

PRINCIPAL
Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
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venue all doors will be closed and NO ENTRY to the students thereafter.

- Canvassing with the Company Personnel will disqualify the candidature of the student. If students face any difficulty or have any queries, they shall contact the member of T&P cell only. Students shall not contact the recruiter directly. This shall be strictly followed.

- Any student, who has received offer letter, must inform the Placement office and submit the photocopy of the same as soon as possible.

- A nice ambience shall be maintained by the students during the Placements/Recruitment programme. Any behaviour bringing disgrace to the Institute will not be tolerated and strict action will be taken against such students. Students shall follow professional etiquettes. If found guilty, such students will be disqualified from further placement activity.

- Any breach of these rules shall lead to the student getting debarred from the placement process.

- During the Campus Recruitment Programme, a student who opts for the written test shall mandatorily appear for the GD/PI also, failing which he/she will be debarred from the Campus Recruitment Programme for all other subsequent companies. **Students shall have positive approach towards placement drives.**

- Those students, who do not wish to participate for any recruitment process, must inform the T&P office in advance, so as to give opportunity to the other students.

- If market situation and Job scenario necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

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CONSTITUTION OF THE COMMITTEE

S. No.	Name of the Member	Designation	Position in Committee
1	Mr.P.N.Karthick	Sr.Placement Officer	Coordinator
2	Mr.P.Karthikeyan	Placement Officer	Coordinator
3	Mr.A.C.SenthilKumaar	Asst. Placement Officer	Coordinator
4	Mr.M.Malaravan	Placement Officer	Coordinator
5	Mr.S.Gokulraj	Asst.Prof /CSE	Member
6	Ms.T.Nithya	Asst.Prof /IT	Member
7	Mr.K.Pradeep	Asst.Prof /ECE	Member
8	D.Rajkumar	Asst.Prof /EEE	Member
9	N.Balakumar	Asst.Prof /BME	Member
10	P.Prakash	Asst.Prof /MDE	Member
11	M.Gokul	Asst.Prof /MECH	Member
12	D.Sakthivel	Asst.Prof /CIVIL	Member
13	S.Kumar	Asst.Prof /MBA	Member
14	A.Parameswari	Placement Trainer	Member
15	S.Ravichandran	Placement Trainer	Member
16	S.Savitha	Placement Trainer	Member

HR Policy Book

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20. PREVENTION OF RAGGING POLICY

OBJECTIVE

Velalar College of Engineering and Technology has a **strict, Zero-Tolerance policy** towards ragging. Any student found to be indulging in such behaviour will face swift and severe action. Ragging in any form is totally prohibited in and outside the campus of VCET. It is the main objective of every member of VCET community consisting of the management, faculty and Staff members and as well as all students and their parents/guardians to make the college a 'ragging free' institution and ensure a conducive environment for fresher to adapt to the changes that the college life may demand on them and grow up along with their seniors. The institution is committed to follow all Regulations and Guidelines promulgated by the UGC and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution.

PROHIBITTED CONDUCT UNDER THIS POLICY

VCET in compliance with UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009.(F.1-16/2007(CPP-II) dated 17th June, 2009) take stringent action against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force.

As defined by the UGC, Ragging constitutes one or more of any of the following acts: (UGC regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 dt.17.06.2009" Para 3)

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any

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Phone: 0424-2244201/02/03

other student or a fresher.

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

COMPLAINT PROCEDURE

The information on ragging can be received in the following manner by the student

1. Students can register the complaint with the Principal.

2. Students can access the following 24 hours toll free telephone number or website of UGC to register their complaints regarding ragging for which action will be taken within 24 hours keeping the intimation confidential. Helpline No. 1800 – 180–5522, Website: helpline@antiragging.net.

3. Through the notified contact details of the committee members.

4. Through any other member of the institute.

5. From any external source.

PUNISHMENTS FOR RAGGING

Every incident of ragging will be investigated by one of the Anti ragging Squads of VCET who will enquire the details and submit all information related with the incident to the Principal of VCET along with their findings and recommendations. On receipt of the recommendation of the anti ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal of VCET will determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified clauses of the UGC Regulations, for

75

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(Autonomous)
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VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
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further action. Further, the Anti-Ragging Committee of VCET will, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad/s, punish, to those found guilty, one or more of the following punishments, namely:-

1. Suspension from attending classes and academic privileges.
2. Withholding withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension, expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

If the persons committing or abetting the act of ragging are not identified, the college will resort to collective punishment. VCET will seek to prevent & correct any such behaviours from it students.

(As per UGC Regulations, an appeal against the order of punishment by the Anti-Ragging Committee of VCET lies with the Vice-Chancellor of Anna University, Chennai)

ACTION TO BE TAKEN BY THE HEAD OF THE INSTITUTION

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution of VCET shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely

1. Abetment to ragging.
2. Criminal conspiracy to rag.
3. Unlawful assembly and rioting while ragging.
4. Public nuisance created during ragging.
5. Violation of decency and morals through ragging.

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Phone: 0424-2244201/02/03

6. Injury to body, causing hurt or grievous hurt,

7. Wrongful restraint,

8. Wrongful confinement,

9. Use of criminal force,

10. Assault as well as sexual offences or unnatural offences,

11. Extortion,

12. Criminal trespass,

13. Offences against property,

14. Criminal intimidation,

15. Attempts to commit any or all of the above mentioned offences against the victim(s),

16. Threat to commit any or all of the above mentioned offences against the victim(s)

17. Physical or psychological humiliation,

18. All other offences following from the definition of ragging.

Provided that the Head of the institution of VCET shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer (Govt. Arts and Science College, Palladam, (for Erode district)) of the affiliating University, if the institution is an affiliated institution. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

ADMINISTRATIVE ACTION FOR RAGGING

VCET shall punish a student found guilty of ragging with any of the following academic institutional punishments

1. Suspension from attending classes and academic privileges.

2. Withholding/ withdrawing scholarship fellowship and other benefits.

3. Debarring from appearing in any test examination or other evaluation process.

4. Withholding results.

5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

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6. Suspension/ expulsion from the hostel.

7. Cancellation of admission.

8. Rustication from the institution for period ranging from one to four semesters.

9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment. The complaints may be given to grievances@velalarengg.ac.in.

AFFIDAVITS TO BE SIGNED BY STUDENT AND PARENTS

The following Affidavits to be signed by student and parents to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to punished appropriately:

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ANNEXURE - I

AFFIDAVIT BY STUDENTS

1. I, _____ (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to **Velalar College of Engineering and Technology, Thindal, Erode** have carefully read and fully understood the provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations").

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

   a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

   b. I will not participate in or abet or propagate through any act of commission or commission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

_____
Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

_____
Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER/ PRINCIPAL

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ANNEXURE – II

AFFIDAVIT BY PARENT / GUARDIAN

1. I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of , _____ _____ (full name of student with admission/registration/enrolment number), my son/ daughter having been admitted to **Velalar College of Engineering and Technology, Thindal, Erode**, have carefully read and fully understood the provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009,(hereinafter called the "Regulations").

2. I have, in particular, perused clause 3 of the Regulations and am aware as towhat constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

   a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

   b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

_____
Signature of deponent

Name:

Address:

Telephone/Mobile No.:

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VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

_____

<div align="center">Signature of deponent</div>

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER/ PRINCIPAL

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21. ANTI-SEXUAL HARRASMENT POLICY

OBJECTIVE

VCET strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company shall be characterized by mutual trust and the absence of intimidation, oppression and exploitation. VCET will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, VCET will seek to prevent, correct and discipline behaviour that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Principal, Manager and Dean who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy and subject to discipline.
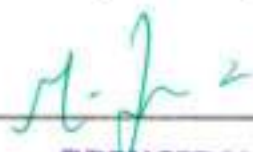
PROHIBITED CONDUCT UNDER THIS POLICY

VCET, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of VCET's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

HR Policy Book

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Harassment

VCET prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of VCET.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

1. Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs and negative stereotyping.

2. Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under VCET's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

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Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.

- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, no coercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

VCET strongly discourages romantic or sexual relationships between a manager or other supervisory employee and an employee who reports directly or indirectly to that person, because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favouritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favouritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of VCET enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the HR

HR Policy Book

PRINCIPAL
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director or other appropriate corporate officer. Because of potential issues regarding quid pro quo harassment, VCET has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties where neither one supervises or otherwise manages responsibilities over the other.

Once the relationship is made known to [Company Name], the company will review the situation with human resources in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the HR director and senior management will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

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Phone: 0424-2244201/02/03

COMPLAINT PROCEDURE

VCET has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

- Complaints shall be submitted as soon as possible after an incident has occurred, preferably in writing. The HR director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR director will dictate the verbal complaint.

- Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR director will notify senior management and review the complaint with the company's legal counsel.

- The HR director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.

- If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.

- During the investigation, the HR director, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.

- Upon conclusion of an investigation, the HR director or other person conducting the investigation will submit a written report of his or her findings to the company. If it is determined that a violation of this policy has occurred, the HR director will recommend appropriate disciplinary action.

The appropriate action will depend on the following factors:

a) The severity, frequency and pervasiveness of the conduct;

b) Prior complaints made by the complainant;

c) Prior complaints made against the respondent; and

d) The quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.

PRINCIPAL
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- Senior management will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR director and other management staff as appropriate, and decide what action, if any, will be taken.

- Once a final decision is made by senior management, the HR director will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

ALTERNATIVE LEGAL REMEDIES

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts. The complaints may be given to grievances@velalarengg.ac.in.

PRINCIPAL
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22. WOMEN EMPOWERMENT POLICY

Women Empowerment cell is active in the college since 2011 to develop and implement the gender policy. It empowers girl students, to enhance understanding of issues related to women and to make the college campus a safe place for girl students and staff. With a view to taking up women's issues and problems, the cell aims at creating awareness of their rights and duties. It also provides a platform for women to share their experiences and views regarding their status in the society and to suggest ways to improve and empower themselves. Policy of WEC has been developed to handle the gender sensitivity positively. This policy has come at an appropriate moment when gender concerns have been recognized as important issue on at National, Regional and International levels. The implementation of the gender policy is the responsibility of the academic leaders, policy makers, WEC members of the Institution. Gender equality aims to consider and treat both women and men (Staff and Students) equally in terms of dignity and rights. All at VCET are working towards non-discrimination based on sex and any kind. The gender policy provides guidelines for implementing gender equality at the college campus.

Aim

To establish a clear vision and mission to develop policies, procedures, and practices for ensuring equal rights and opportunities for women in all aspects and levels of the Institution, as students and staff.

Objectives

1. To facilitate the development of intellectual potentials of individual men and women.

2. To provide equal opportunities for women and men in terms of accessing knowledge, employment opportunities, services.

3. To establish guidelines of the institution to take actions in redressing the compliance related to gender imbalances and sexual harassment.

4. To propose transformation of values, norms and practices of the institution which hinder the promotion of gender equality.

5. To guide intellectual and social upliftment of women as students and staff.

6. To implement the policy guidelines, proposals, and provisions of Gender Policy specifically and directly to all departments, administration and other intuitional structures.

7. To conduct awareness programs on Health and hygiene, Women Protection, sexual harassment, social rights and privileges of women in India.

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Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

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23. POLICY ON ADVANCED AND SLOW LEARNERS

Through this policy, the VCET makes its assurance to the vital facilitation and prop up to the advanced learners to be excellent achievers and slow learners to be better performing and achieving students in the academic and personal life. The policy also persuades the teaching Departments to develop significant strategies and scientific implementations to benefit both the advanced learners and slow learners in the VCET without forgetting the average performers.

ADVANCED LEARNERS

The term advanced learner in this policy refers to the students who can engage learning activities faster than the other students in the class and achieve high scores and make significant achievements in their life. They are more potential with their comprehension, retention, memory, critical thinking, creativity and contextualization practices. They also may have hard working behaviour and usually achieve more than the majority of the classmates. These students are to a great extend gifted and talented than the others in the class. These students can take up higher level learning and academic responsibilities. They can bring some new concepts, strategies, and also can take the leadership in the teaching learning activities.

Policy Guidelines for Advanced learners

1. Advanced learners are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth through offering special coaching for higher level competitive examinations

2. Motivating them to involve in research projects to inculcate research orientation and higher studies aspirations

3. Helping them to participate in group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills. Encouraging them to participate in National International Conferences and also to make presentations

4. Stirring the advanced learners to make quality publications and creative contributions to the academic as well as to the practical world

5. They are given special scholarships at the entry level for making their ideas become visible.

6. Startups are offered to the advanced learners. Seed money can be offered to advanced learners to make their innovative proposals implemented.

7. The mentors give higher goals and also make the advanced learners get higher levels of

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ERODE - 638 012.

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personality development and stress management trainings.

8. Encouraging the students to participate in value added courses, content beyond syllabi programs.

9. They are made the supporters to the average and the slow learners.

10. Meritorious students are felicitated every year with cash prizes and certificate at the hands of distinguished persons by way of Academic Excellence Award

11. Students are encouraged to enroll their names in SWAYAM Courses.

12. As a part of Autonomy system, the advanced learners are insisted to adopt fast track system by which the students can undergo internship in the 8th semester and the courses in the 8th semester may be studied in the previous 2 semesters.

13. Students are engaged in ICT enabled teaching learning and LMS with considerable responses.

Students are encouraged to participate in the intra and inter departmental technical events and allow organizing the events to develop leadership qualities.

SLOW LEARNERS

The slow learners are always the poor achievers and lag behind with the academic life. They may fail in exams or will score only poor grades. They will find it difficult to understand the lessons and may have difficulties in their comprehension, retention, reproduction and integration. They may fail in articulations and critical reflections. Their motivation levels also may be poor and may find it difficult to adjust with the teaching learning process and can drop out or fail in the programme. The poor performance may not be a sign of the poor capacity or talent but may be due to inappropriate teaching methods, poor family situations, inadequate motivations and supports, unscientific learning practices or even the inability to converse in an unfamiliar language.

Methods of assessment

The students can be assessed to identify their learning levels by different mechanisms. The merit in the qualifying examinations, Competitive entrance examinations, and the performance in the initial stage of the programme including the bridge programme and orientations assessed through the qualitative methods can be taken as indicators of their achievement as they get admitted to the programme through DOTE approval. This level can be set as the benchmark of the student. Subsequently they can be assessed continuously through the examination results at various levels and stages, their performances in the extra - curricular and co - curricular activities throughout the programme. The assessment procedure can be a statistical process of making the three levels like High, Average and Low on the basis of the central

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tendencies (mean plus and minus Standard deviations). The change of the students and the levels achievements can also be compared using the Rubrics based on the student portfolio with the previous semester so that the advancements can be assessed and appropriate interventions can be made.

Policy Guidelines for Slow learners

1. The slow learners are not labeled as poor achievers or problem students in the class or department so that their motivation and their interest are not negatively affected. This can also make them more stressed, and introverts in the class.

2. They shall be treated as any other student in the class but they can be provided extra classes for improvement and achievement.

3. The Department and individual teachers help the slow learners by giving proper guidance and support to them.

4. Organize bridge classes and remedial programmes for them.

5. Conduct extra classes for the difficult subjects (based on the previous university results) in the curriculum.

6. Special attention is given to the students in the tutorial classes, who are identified as the slow learners.

7. Slow learners are specially advised and counseled by a mentor and the subject expert.

8. Corrective classes are conducted for the weaker students based on the results of class tests.

9. The students are given training on communication skills, personality development, time management and motivational sessions.

10. Design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and advanced learners are provided.

11. Academic and personal counseling are given to the slow learners by the tutor, mentor and the counseling cell.

12. Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding.

13. Provision of simple and standard lecture notes/course materials and special preparation for the exams will be good.

14. Getting the support of the advanced learners to the slow learners in making their learning process more participatory and interesting.

15. Peer education strategies are effectively used

16. Encouraging the group learning activities and practical will be useful to the slow learners.

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17. The support of the alumni is also effectively used to motivation and mentoring to the slow learners.

The process of giving additional inputs to the advanced learners and the slow learners is not an effort to make the students average achievers but to make every one better achievers. Even if the students are identified as slow learners or advanced learners in the class they shall not be labeled as the extra ordinary or poor but they need to be treated equally in the class with supportive care and appropriate pedagogical systems so that the talented can make more achievement and the less talented also make their goals in life achieved. The mentoring and facilitating efforts of the teachers and the university administrative system will be a great investment in achieving the best result and performance of the students.

REMEDIAL CLASSES

In the College Remedial classes are conducted for slow learners. In the regular classes, if the student fails to understand the subject, such students are admitted to remedial classes. It focuses on basic concepts, develop better study habits (i.e. preparing notes, etc.) and to develop confidence in the students for respective subject. Remedial classes help to close the gap between what a student knows and what he is expected to know.

In our college, students are come from different family backgrounds with different living standards. There are some students with high learning ability who can grasp quite fast and learn better but there are other students who needs frequent guidance and support. To make pace with the fast learner, college has conducted remedial classes on regular basis for slow learners. Apart from remedial and regular classes, teacher arranged extra classes on request of either students (slow learner or fast learner) or mentor.

Objectives

- To boost up the confidence of slow learner students and to realize their weakness.
- To enhance the skills in respect of learning process.
- To remove the scare about study.
- To make the equal level of slow learner and advance learner.
- To motivate for an innovative and creative mindset.
- To organize the workshop/seminar/guidance program for slow learner.
- To understand paper pattern, question pattern, etc.
- Strategies of Weak Students Identification

Following key points are considered to identify the slow learner and fast learner.

- By asking the oral question in the class room.
- Mark obtained in the class unit test.

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- To check their home assignment.
- As per previous university/Board result.

Remedies for Slow Learner

- Separate classes are conducted for them and fast learner students are also welcome in this class.
- Personally help to students for difficult topics.
- Easy class test are conducted to motivate the slow learner.
- Some topics are explained with practical sessions so that it is easy to understand.
- Some topic start from basic concept.
- Teacher give hint related to topic to remember.

Methodology to Implement the Remedial Class

Faculty identifies the slow learner in regular classes and makes the list of them. Each department declares notice and time table for remedial classes after covering the 80% of syllabus in regular class with permission of principal. Generally 15 remedial classes are assigned but teacher may extend the classes as per requirements. During the classes, teacher observed the students' progress by performing following activity:

- Asking oral question in class.
- Conducting the test exam in the class.
- Giving assignment.
- Arranging seminars, if necessary.

BRIDGE COURSE

Most of the Students admitted in first year are from rural area and some of them are not so advance in some subject due to lack of facility. Some students are unknown to new subject as they do not have previous background. To boost up their academic skill and confidence of such students in learning process, all the departments of the college conduct the bridge course for first year students before the commencement of regular classes every year. The purpose of bridge course conduction not only to bridge the gap between subjects studied previously and the subject would be studying in first year but also clear and revise the fundamental concept of topic whether it is belong to the previous course or new course. Bridge Course conducted for all course but those students who seek the admission in first year having subject Mathematics and Computer Science need more of bridge course as they did not have previous background.

It is seen that, bridge course is beneficial for both students and faculties. As in teaching learning process, student can easily grasp the advance topic in regular classes and it is convenient to faculty to teach the advance topic.

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Methodology to Implement Bridge Course

Staff meeting is arranged by the Principal at the starting of the session. He gives the guidelines for the various academic activities to be conducted in the session to the staff. Bridge course is one of them to be conducted at the starting of session.

As tentative time table is declared in the beginning of session, HOD of each department arranged the meeting with their faculty members and determines the strategy of bridge course implementation.

- Bridge course are conducted normally in the month of June and July. Generally 15 classes are assigned for bridge course. Faculty may extend the classes as per requirements.
- In time table, classes of bridge courses are to be conducted after 10.00 am.
- HOD of each department shares the view and future opportunities of the programme.
- HOD of each department explains the code of conduct of the students
- During the bridge course, each faculty identifies the strength, weakness, learning level and area of interest of students.
- Faculty revises the fundamental concepts of all key subjects taught at under-graduation.

Bridge course are also conducted for those students who take late admission by conducting the extra class and students who completed the bridge classes are also allowed to this class.

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24. FACULTY PROFILE

1. Name   :
2. Designation   :
3. Qualification   :
4. Department   :
5. DOB & Age as on 31.04.2017   :
6. Gender   :
7. Address   :
8. Phone –Mobile   :
9. E_mail ID   :
10. Marital Status   :
11. a. Languages Known   :

b. Pan Number: c. Aadhar Number:

12. Particulars of Educational Qualification :

Name of the Degree	Specialization	Name of the College	Name of the University	Month & Year of Passing	% of Marks / Grade obtained	Class obtained

* *Enclose copies of certificates as proof.*

13. Additional Qualification :

      i. GATE Score (In case of B.E. / B.Tech.)   -

      ii. NET / SLET (In case of M.C.A. / M.Sc. / M.A.) -

14. Title of Ph.D. Thesis   :

15. Faculty in which Ph.D. was awarded/doing :

16. Area of Specialization   :

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17. Academic Experience as on _____ :

Name of the College	Designation	Joining Date	Relieving Date	Experience		
				Years	Months	Days

Add rows for additional information

18. Industrial Experience: Nil

Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience		
					Years	Months	Days
				Total			

19. Research Experience   :

20. Number of projects   :

   i) Completed

Sl. No.	Title of the project	Funding Agency	Amount	Year (From-To)

   ii) On-going

Sl. No.	Title of the project	Funding Agency	Amount	Date of Commencement	Expected date of completion

21. Number of Ph.D. candidates successfully completed   : -_____

22. Number of Ph.D. candidates currently working   : -_____

23. Number of M.Phil. Candidates successfully completed: -_____

24. Number of M.Phil. Candidates currently working : -_____

25. Publications:

   i) Books

Sl. No.	Author/s	Title	Publisher	Year of publication	Page No.

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ii) Articles in Journals

Sl. No.	Title of Article	Journal	Volume No.	Page No.	Month & Year
1					

iii) Monographs/Reports (if any) _____

26. Summer schools / Workshops / Seminars / Symposium / Conferences, etc., attended

| S. No. | Period | | Name of the Event | Topic / Title | Organized by | Only participated | Participated and presented the paper |
	From	To					
1							

27. Refresher / Orientation course / FDP, etc., attended

| Sl. No | Period | | Topic / Title | Organized by | Expenses met by VCET / Own / Organizer |
	From	To			
1					

28. Seminars / Conferences / Symposia / STTP / SDP / Workshops organized

Sl. No	Date	Event	Status as organizer	Topic / Title	Name of the funding agency	Grant (Rs.)	Status (Applied/ Granted/ In Progress / Completed) If completed the date of submission of UC with reference

29. Referee ship / Editorship of Journals, Conferences/Seminars chaired etc.:

Sl. No.	Name of the Journals and Conferences/ seminar	Organized by	Date / Period
1			

30. Chairman/Member of Authority/Committee etc:

Sl. No.	Chairman/Member/Secretary	Committee/Authority	Year (From-To)
1			
2			

31. Membership to professional Organization/Associations:

Sl. No.	Name of the Association/Organizations	Life member/Ordinary member
1		

32. Travelled Abroad for training or Studies (if 'yes' fill the following details) No

| Country visited | Period of Visit | | Purpose of Visit |
	From	To	

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33. Consultancy Information's, if any

34. Details of the Patents, if any

Research Proposals Sent:

S.No	Name of the Funding Agencies	Scheme	Title	Amount	Status

35. Contribution for the Development of the Institution/ Department

a	To The Institution	
b	To the Department	

36. Academic Performance

a. Results obtained :

Sl. No	Academic Year	Course	Sem	Class	Course	No. of Students	Pass %

b. Student's Projects guided:

Sl. No	Academic Year	Level	No. of Students	Title of the Project	Awards if any
1					
2					-

37. Awards/Recognitions :

38. Self Assessment of Performance

S.No	Strengths	Weakness
1		
2		

39. Salary Structure

    Present salary structure or last pay drawn

    a) Basic   :

    b) Dearness Allowance :

    c) H.R.A   :

    d) M.A   :

    e) Any other benefits   :

    Total Salary per month :

40. Any other Information: _____

(SIGNATURE)

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25. IT POLICY

To integrate the changing technology and its requirements, redrafting of the policy on a regular basis becomes essential. As effective policies are a sign of due diligence, VCET has embarked upon the establishment of the high-end network infrastructure. VCET has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level.

IT Management

- To maintain secure and appropriate use of IT infrastructure
- To establish the responsibilities of all IT users for protecting integrity and confidentiality of the controlled information assets
- To monitor infrastructural assets and information assets like data, network devices and documents

IT Usage Policy

- To ensure that VCET proprietary information stored on electronic and computing devices remains its sole property
- Members of VCET may access proprietary information only to the extent it is authorized and necessary to fulfil assigned job duties
- Authorized individuals may monitor systems and network traffic at any time

IT Security Policy

- Installation of Anti-malware software, Firewalls and access authentication systems

All the members of faculty, students, technical staff and other workers of VCET are responsible for exercising appropriate use of information and network resources in accordance with the policies and standards.

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HR Policy Book

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26. MAINTENANCE POLICY

Library Maintenance

- Each book is assigned an accession number, which is kept in the Book Stock Register.
- Staff and students visit the library to use the books; the visitor's information is kept on file in the E-Gate register on a daily basis.
- A book transactions register is kept in the library for the issue and return of books.
- A gate entry register is kept for the Digital Library.
- Periodicals and non-book items are kept up to date every year.
- Every day, a daily newspaper is kept in the library.
- Once a year, the newspapers are disposed of based on the date of purchase.
- A fire extinguisher is kept in the library in case of a fire.
- A feedback from staff and students are received periodically in order to improve the Library.
- Old books, journals, and periodicals are bound to avoid damage.
- Physical stock verification is performed in the Library once a year.
- Every day and evening, the library's book shelves are reorganised.
- Every morning, all section furniture is cleaned.
- Every day, the working conditions of all computer systems and printers are examined.
- Computer systems and printers are cleaned on a daily basis.
- Every day, the library floors and book stack area are cleaned.
- Every week, all electrical components are inspected.

Laboratory Maintenance Procedure (Computer Lab)

- Under the supervision of the HoD, the technician in charge does regular maintenance work as per the maintenance schedule, which is then reordered in the maintenance register.
- The IP peripherals of the system are maintained and serviced in accordance with the contained method.
- Stock register is kept separately for consumables and non-consumables. Consumable register is known by the Department abbreviated name followed by the type of register (Consumable/non-consumable), then by the count in the department. (Eg. EC-NC-3)
- Consumables are monitored and verified at the beginning of every semester.

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- Non-consumables are serviced every year by the Lab Technician. If the technician is unable to repair the defect, the supplier/manufacturer will be notified of the nature of the problem and asked to attend the service. In response, the supplier/manufacturer may visit the campus and service the same, for which a service charge will be charged. If the supplier wants to take the system peripherals to their location for repair, the malfunctioning equipment will be returned to the company after proper approval. Upon receipt of the malfunctioning system peripherals, the supplier will provide with an oral service estimate. If it is acceptable, the faculty equipment is repaired and serviced equipment is used.

- At the end of the semester, the maintenance work is cross-checked by the faculty in-charge and the HoD.

- Every year, inter department stock verification is done.

- System maintenance in the Laboratories is done based on the need.

- UPS maintenance is also done periodically and based on the need, it is processed immediately.

Classroom Maintenance Procedure

- The classrooms are well-furnished, and the desks and benches are well organised.

- The Green board is cleaned after each session by the faculty concerned, and it is cleaned with water in the evening by an attendant every day.

- Every week, the classrooms are cleaned twice.

- Students are instructed to dispose of waste in the trash can;

- For electrical faults in fan/tube lights, the student representative will notify the Class advisor. The class advisor will notify the section concerned (Work Section/Electrical Maintenance Section) via the Head of the Department.

- The projector in the classrooms are ensured to be turned off when the students leave the classroom every day, and the lights and fans in the classroom are turned off by the students themselves when they leave the classroom every day.

Maintenance of Audio Visual Equipments

- The LCD projectors are tested for proper operation and brightness. Its air filters are cleansed in response to notifications from the projectors.

- If the LCD projector cannot be maintained by the in-charge technician (for example, bulb replacement and comprehensive cleaning if the illumination is dull), service workers from outside are recruited

HR Policy Book

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based on payment.

- The pad controls in the mixer units of audio systems are cleaned once a semester.
- During the semester break, microphone wires and sockets are examined for correct soldering and terminal tightness.
- The speaker line and speakers are verified for correct terminal connections and earth connections.

TRANSPORT SECTION

College vehicle maintenance schedule

The Transport Department, which is part of the Vellalar Educational Trust, is in charge of the buses and services (VET)

- Grease is applied to all joints and spring bushes once a week.
- The oil level in the engine is checked and maintained on a daily basis.
- The distilled water level in the battery is appropriately maintained and cleaned.
- Every week, the joint bolts and wheel bolts are checked and tightened.
- The radiator coolant is tested and refilled on a daily basis.
- Water servicing is performed in the service station every three months.

Buses

- The engine oil and filters are changed every 10,000 kilometres.
- Every 10,000 kilometres, the tyres will be rotated.
- Insurance, road tax, and fitness certificate are all renewed.
- Medicines in First-Aid kits are replenished when they expire.
- The fire extinguishers are replaced once a year.
- The vehicle's permit is renewed every five years.
- Vehicle insurance is renewed once a year.

During FC Work

- The steering linkages and power steering oil have been replaced.
- Worn-out joints are inspected and replaced.
- The spring bushes and the spring assembly is re-cambered.
- The radiator has been cleaned.
- The damaged seat covers and window shutters have been replaced.
- Repairs to doors, footsteps, and the body have been completed.

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- The clutch assembly has been inspected and repaired.
- 4 wheeler grease packing is also done on a regular basis.
- Worn-out wheel bearings are inspected and replaced.
- The water leakage from the vehicle's roof is checked and packed.
- The emission certificate is renewed every six months.
- The speed controller is calibrated once a year.
- The gearbox and crown oil are checked and refilled on a regular basis.

Maintenance of CCTV surveillance camera

- In addition, technician in-charges will provide maintenance service in response to requests from various departments via web portal and e-mail.
- The major equipment, such as NVRs and cameras, will be maintained and monitored on a daily basis by a campus-wide centralised NVR monitoring facility.
- If the technician is unable to repair the defect, the supplier/manufacturer will be notified of the nature of the problem and asked to come to the institution for service. If the supplier requires that the equipment to be repaired in the approved service centre, the malfunctioning equipment will be forwarded to the repair centre via them. When necessary, the above maintenance work is cross-checked by the Professor in charge of the System group.

Maintenance of Networking & Intranet

- Every day, system administrators will do regular maintenance using the Mikrotik access point monitoring capability; additionally, CISCO switches are maintained by technical in-charges in response to requests from various departments through web interface.
- In the event of a switch fault, the supplier/manufacturer will be notified of the nature of the fault and the switch will be delivered to them for service or repair.
- If the supplier requests that the faulty equipment be sent to the authorised service centre, the faulty equipment will be sent to the service centre.
- The status of the access points will be reported to the system management, and the maintenance work will be reviewed.
- Network administrators and lab technicians adopt and maintain Intranet addresses.

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27. WATER CONSERVATION POLICY

PURPOSE

To regulate water conservation, sustainable management and utilisation of water resources effectively.

POLICY DETAILS

The objectives of the policy:

1. **Ensure continuous water supply** – The Institute ensures adequate and reliable water supply by implementing continuous transmission and automated distribution systems throughout the campus.

2. **Reduce wastage of water** – Inside the Institution, Water wastage is reduced by checking and sealing the leaks, placing pressure reducing valves, flow restrictors and aerator taps on necessary locations.

3. **Recycle the waste water** – The Institute (water recycling or water reclamation) reclaims the water from a variety of sources then treats and reuses it for beneficial purposes such as irrigation, groundwater replenishment, gardening, and environmental restoration. Water reuse can provide alternatives to existing water supplies and be used to enhance water security, sustainability, and resilience.

4. **Rain water harvesting** – The Institution collects rain water from a roof-like surface and redirects it to a tank, a deep pit, a well, and a borehole to reach the water table through percolation, so that it seeps down and restores the ground water. The Institution has a roof top rainwater harvesting which is used to provide drinking water, domestic water, water for livestock, and a way to replenish groundwater levels.

5. **Treat effluents from laboratories** – The Institution follows Standard Operating Procedures for disposal of hazardous chemicals collected from the laboratories.

6. **Sewage Treatment Plant process** – The Institute has a Sewage treatment plant to recycle the waste water. This plant treats the waste water and makes it fit for reuse in watering plants and trees. Also to protect the surrounding environment from raw sewage discharge.

7. **Store water** – The institute has storage structures to avoid occurrences of water scarcity and to store excess runoff during period of heavy rain.

8. **Awareness about Water Conservation** – The awareness program has been organised at all levels of the society about the importance of saving water and to cope with its scarcity and ensure sustainability, the Institution conducts awareness programmes to students to improve water conservation.

HR Policy Book

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28. POLICY FOR THE DISABLED FRIENDLY

Velalar College of Engineering and Technology is against all kinds of discriminations on any grounds including disability. Velalar College of Engineering and Technology intends to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students, or any employees are not distraught or treated unfavourably. The college aims to design its programs, administrations, and activities accessible to all students. All the authorities of Velalar College of Engineering and Technology are striving in order to forward a helping hand towards the differently-abled so as to make sure about the benefits of grounds programs, administrations, and activities. These guidelines apply to all the faculty members and staff members.

The Institutional policy ensures an environment of inclusive education by providing and creating awareness on the needed amenities extended to the Persons with Disabilities. The institution aims

- To promote and foster an ambience that encourages positive, informed and unprejudiced attitude towards Persons with Disabilities (PWD).
- To prohibit discrimination against individuals with physical and mental disabilities as per Rights of Persons with Disabilities Act 2016.
- To promote an inclusive learning, teaching and working environment where disabled students and staff feel advantaged and treated favourably.
- To plan programmes, services and activities accessible to and usable by PWD.
- To provide equal opportunities for development and assistance in the learning process apart from regular class hours.
- To conduct awareness programmes for all faculty members, non-teaching staff members and students on issues of accessibility.
- To provide guidance and counselling through the professional counsellor on campus.
- To provide Information Brochure dealing with available facilities and examination procedures pertaining to them.
- To ensure buildings, toilets, laboratories and libraries are barrier-free and safely accessible.
- To ensure that the PWD are securing the benefits of campus programmes.

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ERODE - 638 012.

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
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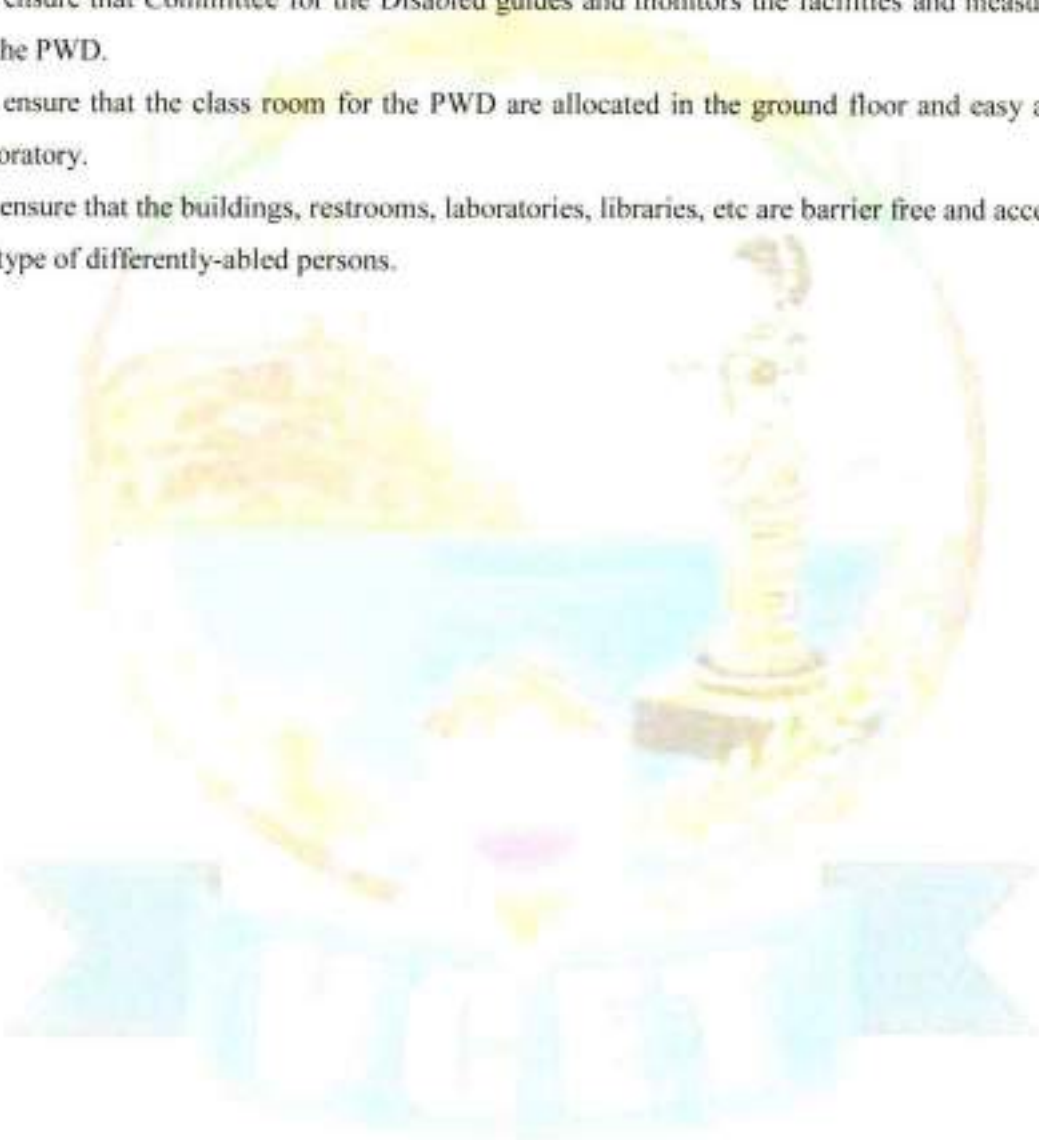(Accredited by NAAC with 'A' Grade and NBA)
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Phone: 0424-2244201/02/03

- To ensure that the Examination Section accommodates their needs like providing Scribe and has issued guidelines and regulations regarding exams by our institution.

- To ensure that Committee for the Disabled guides and monitors the facilities and measures extended to the PWD.

- To ensure that the class room for the PWD are allocated in the ground floor and easy access of the laboratory.

- To ensure that the buildings, restrooms, laboratories, libraries, etc are barrier free and accessible for all type of differently-abled persons.

PRINCIPAL HR Policy Book
Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

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Email: principal@velalarengg.ac.in, Website: https://velalarengg.ac.in
Phone: 0424-2244201/02/03

29. POLICY DOCUMENT ON ENVIRONMENT AND ENERGY USAGE

Our college develops sensitivity and responsibility in implementing green concepts in the campus. The creation and preservation of green campuses is vital, so promoting knowledge about green practises among students and stakeholders is essential. Velalar College of Engineering and Technology maintains solid waste management, recycling of water, disposal of sewage and waste materials including papers, plastics, electronic and biomedical wastes etc. Effective water management is done to ensure optimal utilization of resources available in the surrounding areas towards future welfare of the community. Institute performs the following practices towards establishment and maintenance of green campus.

- **Landscaping with trees and plants**

  We create a clean environment by planting a significant number of trees and plants so that it plays a great role as earth's lungs in regulating the CO_2 emission.

- **Save water save life**

  - ➤ Closure of taps when not in use and frequent inspection of valves is encouraged to detect leaks.
  - ➤ Rainwater harvesting and drainage recycling for drip and sprinkle irrigation are performed.

- **Use of Bicycle/ battery powered vehicles**

  Our college is always ingenious in minimizing the consumption of non-renewable energy by encouraging staff and students to use the bicycle, battery-powered vehicles, public transport and carpooling.

- **Waste management**

  - ➤ Installation of a biogas plant to convert food waste into biogas is there to reduce LPG consumption.
  - ➤ Awareness on the importance of waste management to the stakeholder is created.
  - ➤ Promotion of paperless work reduces the waste generation.

- **Pedestrian-friendly pathways**

  Pedestrian-friendly pathways are abounded with noticeable logos / sign boards in our campus.

- **Ban on use of Plastic**

  - ➤ VCET Green Club is committed in making the campus plastic-free.
  - ➤ Single-use plastics are prohibited in all classrooms, laboratories, canteens and dorms.

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Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

HR Policy Book

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)
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Email: principal@velalarengg.ac.in, Website: https://velalarengg.ac.in
Phone: 0424-2244201/02/03

- **Save Energy**

  - The power management features on the computer and monitor lowering power consumption is adopted.

  - The use of alternative energy systems such as solar energy, energy saving star labelled equipments, sensor-based switches for street and corridor light bulbs, LED or compact fluorescent light bulbs is promoted.

  - Regular maintenance and replacement of equipment is carried out to ensure long-term durability.

  - Turning off lights, fans and ventilators in conference rooms, classrooms and labs is emphasised when not in use.

  - The maximal use of daylight for indoor illumination and natural ventilation is fortified.

  - The energy performance levels in consistent basis are monitored and evaluated.

  - Optimum temperature setting of Air Conditioners and Water coolers is fine tuned.

  - The involvement of faculties, non-teaching staff, students and housekeepers in the creation of the Institute as an energy saving model is stimulated.

  - Faculty members are encouraged to obtain certification as Certified Environmental and Energy Auditors and Managers to conduct periodic internal audit.

PRINCIPAL HR Policy Book
Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
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Phone: 0424-2244201/02/03

30. POLICY DOCUMENT ON THE GREEN CAMPUS

Scope

Velalar College of Engineering and Technology has adopted many green cover initiatives, there by embellishing the eco-friendly ambience of the campus. Faculty members, staff members and students are directed to prevent pollution, avoid wastage of water and conserve energy by adopting various sustainable measures for the wellbeing of individual and society.

Objectives

Green initiatives implemented within the campus are:

- Enriching greenery inside the campus by planting saplings.
- Sustaining a clean environment by practicing 3R's approach (Reduce, Reuse and Recycle).
- Stimulating the creativity of the students to craft art piece from solid waste.
- Involvement of students in various environmental awareness programme like Swachh Bharat Abhiyan, Swachhta Pakhwada and Swachhta Hi Seva
- Maintaining rainwater harvesting system and recharging pits/wells to meet the increasing demand of water.
- Usage of environment-friendly products such as paper, cloth and jute bags.
- Diminishing the amount of single use items like plastics, coated paper cups and straws.
- Strive to increase waste diversion by recycling waste water, all papers, cardboard, metals, e-waste, bottles, plastics and cans
- Production of biogas from food scraps and human excreta to minimize LPG fuel consumption at hostel kitchen.
- Improvisation of energy saving process by installation of solar panels, solar water heaters, LED bulbs and sensor based systems within the campus.
- Promotion of natural lighting inside the classrooms and hostel.
- Turning off lighting and appliances in unoccupied rooms.
- Switching over to e-transaction and maintaining paperless ambience.
- Encouraging students to volunteer for clean upon campus.
- Creating awareness among staff and students to reduce CO_2 emission through the usage of bicycles and battery powered vehicles.
- Furnishing waste collection points and specific guidelines for disposal of waste.

HR Policy Book

PRINCIPAL
Velalar College of Engineering and Technology
(Autonomous)
ERODE - 638 012.

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)
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Phone: 0424-2244201/02/03

31. POLICY DOCUMENT ON ALTERNATE SOURCES OF ENERGY AND ENERGY CONSERVATION

The Alternative Energy Sources Policy of Velalar College of Engineering and Technology, Erode is made for proper implementation and efficient utilization of renewable energy sources in such a systematic way so as for minimizing its impact on the environment. Alternative Energy sources offer the opportunities for student's community to engage in initiatives for contributing to environmental protection. The policy implies to explore the effective implementation of renewable energy resources for various applications in the campus.

Objectives

- To utilize green energy
- Reduce CO_2 emission
- Conserve fossil fuel energy
- Minimize the air pollution
- Utilize the clean energy

Policies

1. Communicate the objectives of policy and action plan to staff and students.
2. Install and utilize the renewable energy systems such as roof top solar photovoltaic panel for electricity generation, solar pump, wind turbine, connecting the produced power to the grid etc., in a span of time.
3. Transform the campus into a renewable energy campus.
4. Educate students on fossil fuel pollution, depletion and need for energy conservation.
5. Celebrate renewable energy day to create awareness among staff and students.
6. Organize seminars and conference to provide an opportunity to understand and analyse the technology, recent developments. scope and feasibility of implementation in Indian context.
7. Encourage students to carry out renewable energy projects and motivate entrepreneurship in manufacturing the system.
8. To convert the existing LED street lights into solar operated street lights.
9. Carry out an external audit through a renewable energy bodies.
10. Students and Staff members are informed through internal circulars, notifications and conducting the awareness programme about the importance of energy conservation by VCET Green Club.

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(Autonomous)
ERODE - 638 012.

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Phone: 0424-2244201/02/03

Features

The college management has taken following facilities in conserving the energy.

11. *Solar Energy* - Solar Water Heater has been installed at the top floor of the Girls Hostel and the generated hot water is supplied for the utilization in hostel. Solar street lamping system has been installed at the main block garden, in front of L block and in front of student vehicle shed.

12. *Biogas plant* has been installed in front of the Girls Hostel for waste management with the capacity of 35 cubic meter and also to produce the gas which is used as cooking fuel i.e. sustainable energy sources.

13. *Senor based Energy Conservation* – Water level sensor is used in overhead water tanks. In the campus, ground water is pumped up to overhead tanks using water pumps which are controlled by electric motors. Automatic water level controller for overhead tanks that switches on/off the pump motor when water in the tank goes below/above the minimum/maximum level.

14. *Use of LED bulbs/ power efficient equipment* – The CFL fittings with higher rating wattage are replaced with LED fittings with lower wattage with the same luminous level in street lights and other possible areas of campus. Energy star certified products are installed in air conditioners, microwave, refrigerators, ceiling fans and others in the campus.

Maintenance Procedure

15. The solar water collector shall be properly cleaned by the removal of dust formation and it must be monitored by the estate office staff.

16. Biogas plant shall be maintained clean and monitored for the level of gas production by the maintenance team in estate office.

17. The automatic water sensors are periodically monitored by the estate office team and ensure the proper functioning of the setup.

18. In the campus, all CFL bulbs will be replaced by LED in phased manner and it is maintained by the Estate Office.

19. Maintenance of energy efficient equipment such as air conditioners and refrigerators must be done periodically for the proper working of the system.

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Phone: 0424-2244201/02/03

32. WASTE MANAGEMENT POLICY

The Velalar College of Engineering and Technology, Waste Management Policy articulates promise to reducing its environmental impacts through effective Waste Management and sustainable practices in converting waste to resource.

The Campus strives to realize sustainable and holistic waste management essential and reducing its foot print and providing a safe and healthy work environment for teaching and non teaching employees, students, visitors and stake holders.

1. Committed for obtaining a Zero Waste plan thus obtaining its Eco-friendly status through the policy of "reduce, reuse and recycle".

2. **Reuse and Recycling** - The recyclable material like plastic, tin, glass, metals, paper and others shall be handed over to the external agencies.

3. **Avoiding and minimizing the generation of Waste**- Organizing awareness program for waste management through various club activities.

4. **Segregation of Solid Waste at Source**- Biodegradable and non-biodegradable wastes are segregated and handed over separately as mentioned in solid waste management.

5. The bio-gas produced from food waste, decomposable organic material and kitchen waste, consisting of methane is an alternative fuel for LPG.

6. Composting pit is used to manage the biodegradable waste that could not be put into bio gas plants.

7. Reducing the paper wastes through relying more on electronic devices at all levels including governance, examinations, admission and finance. E-governance shall be ensured to implement innovative strategies and these by reduce paper waste in the campus.

8. Reduce E-Waste to maximum with proper maintenance, before moving on to Replace and Recycle stage.

9. The Institute has a Sewage Treatment Plant to recycle the waste water. This plant treats the waste water and makes it fit for use in watering plants and trees.

10. Canteen effluents are discharged through concealed soak pits to recharge ground water.

11. Standard Operating Procedures are followed for disposal of hazardous chemicals collected from the laboratories.

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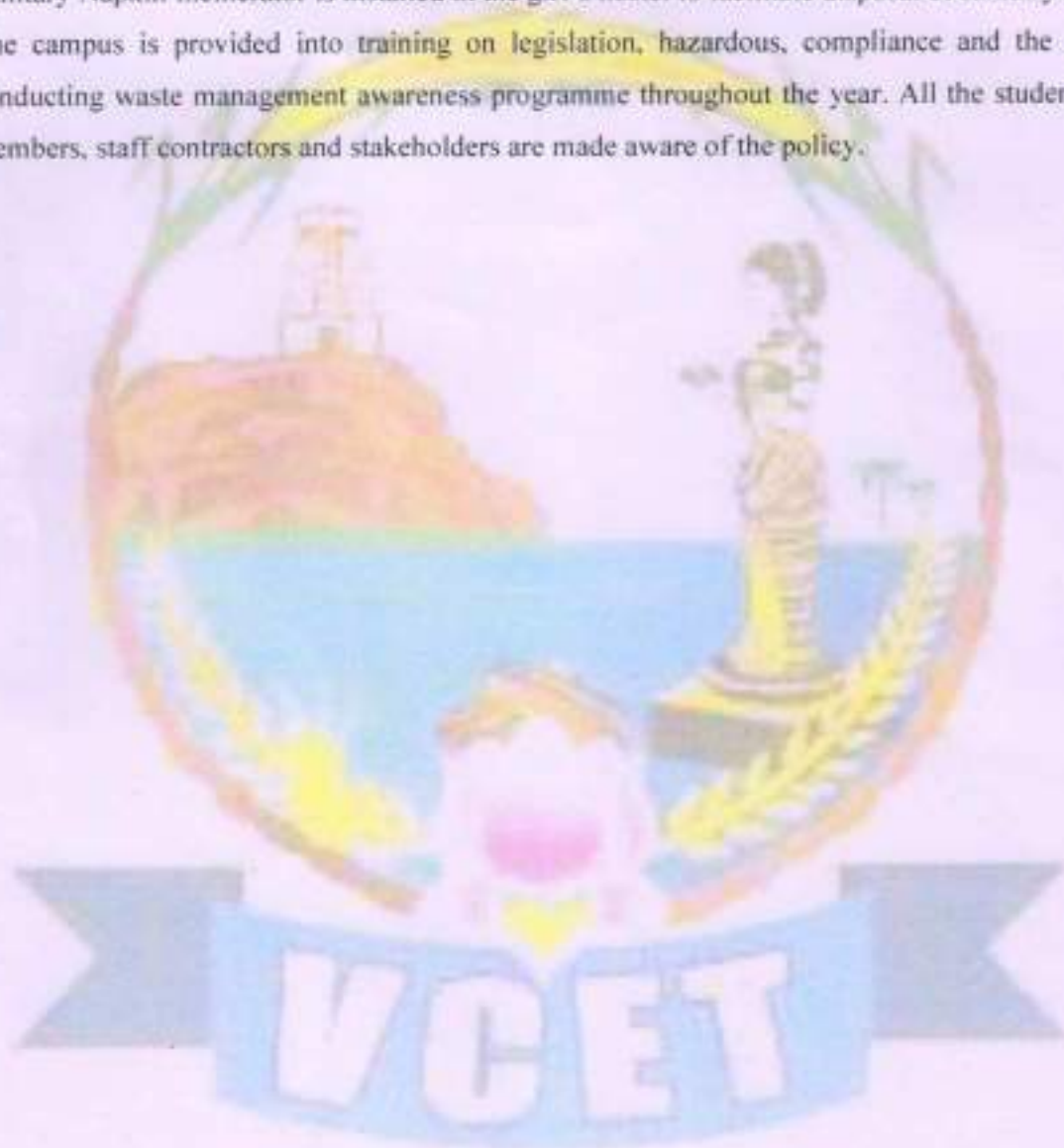Velalar College of Engineering and Technology
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Phone: 0424-2244201/02/03

12. Microwave Tissue incinerator, Sharps and Needles destroyer, Autoclave are used to treat the biomedical waste.

13. Sanitary Napkin Incinerator is installed in the girl's hostel to facilitate disposal of sanitary napkins.

14. The campus is provided into training on legislation, hazardous, compliance and the policy, by conducting waste management awareness programme throughout the year. All the students, faculty members, staff contractors and stakeholders are made aware of the policy.

113 |

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