SHREE VENKATESHWARA
HI-TECH ENGINEERING COLLEGE

An ISO 9001 : 2015 Certified Institution
Approved by AICTE, New Dlhi & Anna University, Chennai
Erode-Gobi Main Road, Othakuthirai,
Gobi-638 455, Erode (Dt), TN.

HR

HUMAN RESOURCE
POLICY HANDBOOK
2020

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

GOBI

HR MANUAL

SVHEC / HRM

Edition No. 03

Date: 10/03/2020

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE, GOBI
HR POLICY

1. INTRODUCTION

Human Resource (HR) policy is created for SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE. This HR policy replaces all the other policies, procedures, benefit statements, memoranda and other established written or oral practice.

The information in this HR policy is important to all of our Employees and they should read the manual and duly sign the report. Whenever there is any clarification on college policies and benefits, the HR policy should be referred.

HR policy is neither a law book nor a catalogue of personnel policies. It presents a summary of some of the more important policies.

Doubts, if any can be clarified with the Administrative officer.

Circumstances will obviously require that the policies, practices and benefits described in the HR policy change from time to time. The college reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this HR policy as it deems appropriate from time to time in its sole and absolute discretion. However, no amendment or modification of the "Terms of Employment" provisions of this HR policy shall be effective unless made in writing, and signed by the Chairman/Secretary of the college. The college will attempt to provide employees with notification of any other changes as they occur.

2. VISION AND MISSION

VISION

Emerge as a Premier Institute for Technical Education.

MISSION

- Providing quality technical education through innovative teaching learning process with state-of- the-art infrastructure facilities and laboratories.

- Produce competent professionals by inculcating employability skills, leadership skills, communication skills with social responsibilities and ethical values.

- Provide holistic learning ambiance that stimulates students of highest caliber with scientific temper, values, ethics and team spirit.

- Perform quality research to solve technological/engineering problems related to industry and society.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

3.1 "College" means SHREE VENKATESHWARA HI-TECH ENGINEERING COLLLEGE, GOBI - 638455. Erode (D.T)

3.2 "Employer" means the Chairman/Secretary who is in charge of the College or any one duly authorized to act on his behalf.

3.3 "Notice" means a notice in writing required to be given or exhibited on the notice board for the purpose of these Standing Orders.

3.4 "Notice Board" means notice board installed at or near the main entrance of the College, Administrative Building etc.,

3.5 "Premises" means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college premises.

3.6 "Employees" means any person employed in the College to do any Technical and Non – Technical work.

3.7 "Work premises" includes the premises of the college or works and other places of work where a work man is deputed to work.

3.8 "Words importing the singular number shall include the plural number and vice versa"

3.9 Words importing the masculine gender shall include the feminine gender.

4. COLLEGE PROFILE

Shree Venkateshwara Hi-Tech Engineering College, SVHEC, is an institution for achievers. The College is located in a serene atmosphere at Gobichettipalayam, Erode District in the State of Tamil Nadu, India. It is a private self-financing engineering institute. The college is approved by AICTE and affiliated to the Anna University Chennai. The College was founded by Shree Venkateshwara Educational and Charitable Trust in the year 2008 with the clear vision that it would pursue excellence in all activities and with the mission that it would produce competent professionals with social responsibility through quality technical education and innovative teaching. The college also imparts professionalism and critical thinking in students and prepares them for a dynamic engineering career. It equips students to uphold academic excellence and become technically competent. The college offers five under graduate BE courses, five post graduate ME courses and an MBA course.

The college has well qualified, competent and dedicated teachers. All members of the faculty are actively engaged in imparting quality education as well as in their own capacity by participating in seminars, conferences of latest topics.

The college aims at sensitizing the students on socio – economic issues with emphasis on gender and human rights as well as environmental issues through extension activities and also by introducing the students to various co –curricular and extra – curricular activities like literary activities, cultural activities, sports and games etc., so that they can become liberal thinkers with democratic ideas.

5. GENERAL INFORMATION

5.1 Name of the college:

Shree Venkateshwara Hi-Tech Engineering College

5.2 Address of the college:

Erode-Gobi Main Road, Othakuthirai, K.Mettupalayam (Post)

Gobichetipalayam-638 455 Erode (DT), Tamilnadu, India.

5.3 Contact Details:

Phone: 04285-244188 / 99429-45555

5.4 AICTE Approval ID for Shree Venkateshwara Hi-tech Engineering College

File No.06/05/TN/E&T/2008/78 DT 30/06/2008

5.5 Anna University Approval ID for Shree Venkateshwara Hi-tech Engineering College

Letter No.AU-CBE/Affiliation /New Institutions/UG/16/2008-09:
Date 09/07/2008

5.6 Quality policy:

The SVHEC College is committed to create quality professionals to meet the up-coming industrial and social needs through

- ➢ Excellence in Teaching
- ➢ Applied Research,
- ➢ Industry Interaction
- ➢ Confidence in human values and
- ➢ seek at continual improvement in all activities

5.7 About the trust

Name of the trust:

Shree Venkateshwara Educational and Charitable Trust

Registered Address:

Erode-Gobi Main Road, Othakuthirai, K.Mettupalayam (Post)

Gobichetipalayam-638 455 Erode (DT), Tamilnadu,

Board of Trustees:

SVHEC is running under Shree Venkateshwara Educational and Charitable Trust. The Rules and Regulation for governance are framed by the Board of Trustees and the Governing body.

6. IMPROVEMENT, INNOVATION & LEARNING

Improvement, innovation and learning is applied in all functions of the organization. Fundamental is effective and efficient.

6.1. IMPROVEMENT

The organization employees are provided with opportunities and necessary resources to participate in improvement activities like Suggestion Box, Employee Feedback, Grievance cell, E-Campus management system (LMS) are implemented. Recognition and rewarding the improvements are done to the employees by the Top Management.

6.2 INNOVATION

Innovation is applied to issues at all levels through changes in the technology, process and organization system to meet out the changing needs of customers or interested parties and to ensure that competitive advantage is maintained and new opportunities are utilized.

6.3 LEARNING

Improvements and innovations are encouraged through learning. "Learning integrates the capabilities of individuals with those of the organization". Employees are expected to combine their knowledge, thinking patterns and behavior patterns with the values of the organization by considering the organization values based on its vision, mission and objectives. Improvement of employees competency will be recognized and rewarded. ICT Tools are incorporated in teaching learning methodology.

6.4 OBJECTIVES (Bench Marking)

The College has developed strategic plans and objectives for its processes and every employee of the college should translate organization objectives into individual job objectives based on their job responsibilities, and to establish action plan to their achievements. The employees performance shall be assessed against their achievement with their job objectives periodically.

7. RECRUITMENT POLICY

7.1 Competency Matrix / Skill Matrix

People are the significant resource of the organization and their full involvement enhances their ability to create value for interested parties. In order to meet the needs of interested parties, the college has identified and defined the necessary competences of people in term of their qualification, experience, skills and training requirement.

7.2 Manpower assessment

Head of the Department shall calculate the Human resource requirement in the beginning of the academic year. Consolidation of subject wise teaching load is calculated (Student – Teacher Ratio as per AICTE guideline)

7.3 Manpower requirement finalization

This is to be carried out at the beginning of academic year. Staff employment during the semester will be avoided as far as possible. Planning the process is the responsibility concern of the Head of the Department. He/She will put up the requirement for his / her respective department to the selection committee through principal.

The Selection committee will consult with the Top Management/Principal and then determines if the vacancy is to be filled through in- house staff or a new Employee has to be selected. As far as possible the Management/Principal will ensure that all existing Employees are given the opportunity to apply for new vacancy if they desire. Screening of the candidate for advertised post is important. Definite guidelines are followed for calling the qualified candidate.

7.4 Call for candidates

The required positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Top Management. List of new openings will be available on the College website from time to time. The committee may also conduct Walk in Interviews for augmenting the required candidate.

7.5 Interview & Reporting order

☐ Screening of applications is done by the respective Interview committee.

☐ Short listed candidates are informed through call letters, E-mails and over telephones by the respective Department Heads.

☐ Interview Committee consists of Principal, respective Heads of the department and principal, subject, experts, HOD, management. Selection is based upon the technical skill and depth in knowledge

☐ Direct interview is conducted for senior posts. Interview committee shall be constituted by the Chairman/Secretary/Principal as per the guidelines approved by the designated authority.

☐ Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Management/Principal for the respective post based upon the qualification and experience of the candidate.

☐ Assistant Professors/ Associate professor/ Professor are appointed as per AICTE norms and other designated post as per the requirement of the Top Management.

7.6 Background checks and relieving reports

A relieving report of the newly recruited employee will be checked before applying of relieving.

Unless the candidates are suspected of wrong doing, before requesting the relieving report, the college will notify its intent to make the request.

7.7 Appointment order Issuance

☐ Selected candidates detail are given to Management / Principal for preparing the appointment order

☐ Appointment order will be issued by Principal / Chairman / Secretary

7.8 Joining and Induction training

Newly inducted employees have to undergo orientation training within a week of joining. The training provides necessary information concerning the history, facilities and major policies of the College, HR Policy and responsibilities, faculty and staff benefits, and educational opportunities and academic etc.

The HOD intimates all concerned whenever the employees join the College. The HOD makes the newly joined member aware of all the working procedures and leave rules, etc and get duly signed in the HR Policy that the new employee has understood.

8. EMPLOYEE DUTIES AND RESPONSIBILITIES

> Refer Annexure No: 1

9. HOURS OF WORK

The hours of work and work week, for both teaching, non-teaching staff and office staff are generally as outlined herein. However, management may alter or change the workday and workweek, for greater efficiency for any other reasons.

The periods and hours of work including mid leisure break for all staff shall be exhibited in English & Tamil on the college's Notice board. The starting and closing time of each period shall be signaled by means of a bell or siren, but failure to sound the bell or siren due to unavoidable circumstances.

Working Hours for teaching and non – teaching staffs

Working days	Working Hours	Break Time	Holiday
Monday – Friday	(9.00 am– 4. 25 pm)	1 hour for Lunch	2nd and 4th Saturday & Sunday

Working Hours for other Employees

Other Employees	Working hours	Break time
House keeping	6.30 AM– 3.30 PM	1 hour
Scavengers	7 .00 AM – 4.30 PM	1hour

10. POSITIONS AND PAY SCALE

Position	Pay Band (Rs)	AGP (Rs)
Professor	37400 -67000	10000
Associate Professor	37400 -67000	9000
Assistant Professor	15600-39100	6000

10.1 Yearly increment

☐ Employees are eligible to the increment prescribed at the end of 12 months service in the College. Increment for the staff members is given with respect to the month of joining. (End month of the Year)

☐ Additional Increments shall be given to employees based on their contributions and results achieved in the University Examinations at the discretion of the Top Management.

10.2 Benefits extended to faculties

☐ Employees Provident Fund (EPF).
☐ Refreshment

10.2.1 Hostel accommodation

➢ Employees are provided hostel if requested. They should get prior permission from Management / Principal.
➢ Faculty members acting as deputy warden are provided with food concession in mess.

10.2.2 Transport allowance

☐ Free Transport for Teaching staff.
☐ Free Transport for Non-Teaching staff.

10.2.3 Travel allowance

☐ All members of the staff are eligible for travel allowance, when deputed on official duty as per the order of the Principal.

☐ Subject to limits prescribed in the schedule given above, reimbursement of fare paid for the journey and accommodation charges, if any, will be made.

☐ Higher class of travel or accommodation is permissible only on special sanction.

☐ Travel shall always be made only on the shortest route.

☐ If cancellation is made on genuine reasons on order from the sanctioning authority, cancellation charges shall be reimbursed.

☐ Travel claim / settlement shall be made within 2 days after completion of travel.

☐ If cancellation is made by the staff, the advance drawn if any should be refunded within a day.

☐ Any other expenditure involved shall be reimbursed subject to eligibility and approval by the management.

10.3 Rewards

Employees are eligible for the rewards, based on their performance, contribution and years of service at the college.

10.4 Research Benefits to Faculty

Faculty members are financially supported for presenting papers in conferences / attending Seminars, Workshop, FDP, and SDP etc.

☐ Faculty members are allowed for conferences / attending Seminars, Workshop, FDP, and SDP registration fee and TA/DA.

11. LEAVE POLICY

11.1 Casual leave

☐ Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in an academic year (June 1 to 31st May).

☐ Normally only one day casual leave will be sanctioned in a month.

☐ Continuous absent for more than 2 days will be treated as Leave on Loss Pay for the actual number of days absent.

☐ Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

☐ If the number of permission for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions.

☐ The employee who completed less than one year of service in SVHEC, casual leave will be credited prorated basis.

11.2 Compensatory leave

☐ In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in return form within three days from the date / period of carrying out such work

☐ Later on the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Administrative Office. The Compensatory leave should be availed within 30 days

☐ Compensatory leave will not be granted to any staff for university practical examinations, inspection of AICTE/University. Compensatory leave shall not be given for any remunerative or routine work.

11.3 On duty

☐ On Duty Permission will be granted only after getting prior permission in return forms the Head of the Department and approval by the Principal. The staff must also sign in the register maintained for availing On Duty.

☐ The Teaching Employees will be allowed 24 days ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected by university during the college working days. Staff shall also avail OD for attending seminar, workshop and conferences. Staff should produce evidence from the competent authority for having done the intended duty. Otherwise, the absence will be treated as leave.

☐ All other On Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission must be obtained in advance from the Principal

11.4 Vacation Leave (VL)

☐ These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal.

☐ Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

Eligible Service	No of Days
Above 6 month to One year	3 Days
Above 1 year to 2 years	7 days
Above 2 years	10 days

☐ However, vacation leave shall be availed as per the circulars issued in this regard indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the college. (Winter is Nov or Dec, summer is May, Jun or Jul)

☐ While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

11.5 Maternity leave

☐ The maternity leave is limited to a maximum of 3 months only.

11.6 Paternity leave

The Paternity leave will be granted to the faculty as per norms.

11.7 Marriage leave

The leave can be granted to all unmarried employee, during their marriage time subject to maximum of 5 days.

11.8 Permission

➢ Employees can take One hour Morning/Evening permission twice in a month

12. EMPLOYEE PERFORMANCE APPRAISALS & PROMOTIONS

12.1 Faculty Appraisal

The Faculty performance in Academics is evaluated during end of the academic year. The academic performance is evaluated using the following parameters,

1. Teaching Performance
2. Continuing Education
3. Organizing Programme
4. Research Activities and Publications
5. Memberships & Distinguished Achievement
6. Service to College, Department, Students

12.2 Promotions

The chance to progress is important to each of us. By promoting from within our organization, when present Employees are qualified and as justified by our College needs and growth, the College offers as many opportunities for advancement as possible.

☐ All promotions shall be considered on the basis of merit- cum – seniority basis.

13. DISCIPLINE AND GRIEVANCE PROCEDURE

13.1 Acts, Commissions and Omissions constituting Misconduct

1. Insubordination or disobedience whether alone or in combination with another or others, of any lawful and reasonable order of a superior.

2. Striking work or inciting others to strike work in contravention of the provision of the industrial disputes act, 1947, or any other enactment or rule in force for the time being.

3. Riotous or disorderly behavior during working hours in the college premises or any act subversive of discipline either in the premises or outside concerning the administration or business.

4. Picketing or demonstration within the college premises.

5. Slowing down in work or an abatement or instigation thereof.

6. Threatening or intimidating or assaulting any employee within the premises or outside the premises of the college, if such threat intimidation or assault is in connection with the course of employment in the college.

7. Squatting anywhere inside the premises of the college with a view to intimidating the HOD or the Top Management or threatening them or for any other reason.

8. Indulging in any political activity during the working hours of the college within the college premises.

9. Preaching or inciting violence in relation to any matter in the college.

10. Allowing an unauthorized person to do the work entrusted to him.

11. Interfering with the works or process not connected with the work allocation and or asked to be done by a member of the Supervisory Staff.

12. Knowingly and wrongly interfering with the records of attendance or means of recording attendance or the attendance of another employee.

13. Disclosing confidential college information or damaging college property from college premises, without prior college authorization.

14. Unauthorized possession of any lethal weapon inside the college.

15. Conviction by any court of law for any criminal offence involving moral tupitude.

16. Habitual negligence or neglect of work.

17. Loitering, indulging or wasting time during working hours or being within the college out of the authorized hours of work without prior permission.

18. Breach of any rule or instructions for the maintenance/ and running of any department.

19. Damage to any property of the College.

20. Interference with any safety devices installed in the College.

21. Canvassing or taking signatures of employee within the college and indulging in acts which are harmful to the college or its peaceful or efficient working or

indulging in any subversive acts against the establishment or the Management thereof.

22. Distribution or exhibiting any pamphlets/posters within or outside the college causing them to be displayed by means of signs or writing or other visible representations of any matter without the previous sanction of the Management.

23. Falsifying or refusing to give testimony when accident or other matters are being investigated.

24. Theft, Fraud, or dishonesty or misappropriations in connection with the college property.

25. Taking or giving bobs or any illegal gratifications whatsoever.

26. Impersonation or being accessory there to be connived at it.

27. Giving false information regarding one's age, father's name, qualifications or previous service at the time of employment.

28. Refusal to receive a memo or any other communication, issued by the office.

29. Deliberately making false, vicious or malicious statement to public or to the College or any other Officer of the College or an employee of the College.

30. Deliberate or willful destruction or vandalism of college materials, machines, supplies, or other college property

31. Unauthorized use of college property, equipment or materials

32. Smoking inside the College premises on duty.

33. Drunkenness, Consuming, possessing, selling or distributing alcoholic liquors or illegal drugs or narcotics within College premises.

34. Gambling within the College premises.

35. Sleeping during working hours.

36. Collection of any money within the premises for purposes not sanctioned in written form by the employer.

37. Engaging in trade inside the College premises.

38. Lending money in the premises

39. Doing a private/personal work within the college with or without the prior permission of the employer.

40. Habitual absence without leave or absence without leave for more than & consecutive days or over staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation, and habituate attendance.

41. Unauthorized absence for more than two occasions in calendar month.

42. Absence from duty when leave applied for is refused or postponed.

43. Obtaining or attempting to obtain leave of absence on false pretenses.

44. Taking up employment elsewhere after applying for leave and giving other reasons without prior written permission of the employer.

45. Failure to wear uniform clothes supplied by the management.

46. Leaving or entering the college except by the gate pass notified for the purpose.

47. Repetition of any act or omission for which fine can be imposed.

48. Any other act which is subversive of discipline of the establishment.

49. Breach of any provisions of the standing orders or of law applicable to the establishment or any rule there under.

50. Violation of the Harassment or Employment policies of the colleges.

51. Such other acts and omissions which, in the opinion of the Management, Constitute misconduct.

It must be remembered that the employment relationship is based on mutual consent of the employee and the college. Accordingly, either the employer or the college can terminate the employment relationship at will at any time, for any or no reason. Further, the college can demote, transfer, suspend or otherwise disciplinary actions can be taken in its sole and absolute discretion. All enquiries contemplated under this Standing Order in respect of all employees shall be made by the Employer or any other person authorized by him/her in this behalf

13.2 Code of Conduct for Teachers

☐ Teachers shall be at the appointed classroom at the appointed time without any exception.

☐ Every teacher shall take attendance at the beginning of the teaching hour.

☐ Every teacher shall close the hour punctually at the end of the hour.

☐ A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be

    a. taking correctional action if it is within his/her power, or

    b. reporting the matter to the HOD/Principal

☐ Every staff member shall attend all the departmental and college functions and carry out responsibilities assigned by employing best of their skills and attention.

☐ Faculties and students shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.

☐ Faculties and students shall not receive gifts of any kind from the Students or their Parents for any favoritism.

Teachers shall maintain a respectable work conduct in terms of:

☐ Preparation for the particular day's Classes, with latest information added to the earlier course content.

☐ Keeping all teaching aid material required for conducting the class in an orderly manner.

☐ Going according to session plan for the day and completing the syllabus for the semester without any backlog.

☐ Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

☐ Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

Teachers shall observe good personal conduct in terms of:

☐ Not using any abusive language towards students, fellow teachers, parents and other members of public.

☐ Not entering into quarrels, fights or any act of disrespectable nature.

☐ Not engaging in any activity/business inside the college premises, including lending money , canvassing for the sale of any articles or distribution of any commodity.

☐ Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the College.

Ethical Standards of a teacher or described below

13.3 Ethical standards for teachers

☐ A Teacher Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students,

    a. To respect parents, teachers, elders

    b. To express the love of brotherhood to fellow students

    c. To accept and extend due respect to every religion and social grouping

    d. To love the Nation and commit their endeavors to his/her progress shall have a sense of belonging to the college

☐ Shall assume total dedication to the teaching profession

☐ Shall always have an urge to excel in professional expertise

☐ Shall wear a respectable attire, befitting the society's expectations

☐ Shall keep up immaculate personal hygiene at all times

☐ Shall never appear untidy, through style of dressing, grooming of hair or in respect of wearing any ornamental materials.

☐ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks

☐ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

☐ shall always listen to students with concern, whether it is in respect to doubts in lessons or it be relating to any personal help

☐ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

☐ Shall attend to parents as a true representative of the college, clarify their doubts with concern and help them understanding the system in a better manner

☐ Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and whom to approach for further help

☐ Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the College or of fellow teachers, students or any other member of the society

☐ Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system

☐ Shall always Endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

13.4 Disciplinary Procedure

➢ Any staff member who is violating the code of conduct defined in Section 13.1 of this Manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Executive Director.

☐ If a staff member commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in written to the Principal.

☐ The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.

☐ If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

☐ He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

☐ On receipt of the explanation or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following Categories:

    i. Memo and Censure.

    ii. Warning in written, with recovery of financial loss is involved in the act.

    iii. Suspension from work without remuneration.

    iv. Dismissal or discharge from service.

    v. Any staff member receiving more than two memo or warning will be given punishments as mentioned above.

☐ The Principal shall report the proceedings periodically to the Chairman/Secretary

13.5 Grievance Procedure

☐ The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

☐ The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal/Executive Director.

☐ The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

The grievance committee shall:

i. have a member secretary, to monitor the proceedings

ii. Meet once in every month on a stipulated day and time

☐ Any teaching or non-teaching staff having grievance shall make a representation to the Committee.

☐ The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

☐ The grievances shall be redressed immediately by the committee and by the Principal.

☐ The Member-Secretary shall record and maintain the minutes of the meetings.

13.6 Suggestion Box

The college has provided Suggestion Boxes in all prominent places for all employees and students to give their suggestions and make a culture of it.

14. CONFIDENTIALITY AND NON-DISCLOSURE

The college may provide and make available certain information including Admissions, teaching and learning, Brand Building and other relevant information to employees without limitation

☐ Brand Building programs and methodology

☐ The techniques used in approach or result of any market research

☐ Advertising sources

☐ Financial information about the College

☐ Students information reports; and mailing plans and programs;

Whether written or verbal, or contained on computer hardware or software, ("Information"). This Information is of substantial value, highly confidential and is not known to the general public.

It is the subject of reasonable efforts to maintain its secrecy, constitutes the professional and trade secrets of the College, and is being provided and disclosed to employees solely for use in connection with their employment by the College.

In consideration of an employment and receipt of the Information, an employee agrees that he:

a. Shall regard and preserve the Information and the trade secrets of the College has highly confidential

b. Shall not disclose, nor permit to be disclosed, any of the Information to any person or entity, absent written consent and approval from the College.

c. Shall not photocopy or duplicate, and will not permit any person to photocopy or duplicate, any of the Information without the College's written consent and approval

d. Shall not make use of any Information for their own benefit or the benefit of any person or entity other than the College

e. Shall return all the Information to the College immediately upon request for it. Nothing in this policy alters the at-will nature of the employment relationship.

15. CONFLICT OF INTEREST

Employees are required to avoid any conflict of interest during their employment by the College. Any involvement that conflicts with employees duties or responsibilities or affect the staff member's judgment in making a decision affecting the College will be considered as a conflict of interest.

Employees may engage in or have outside business or personal interests or activities that do not constitute a conflict of interest with their employment in the College. The College requires that these activities or interests do not adversely affect a staff member's capacity to perform his or her functions or result in conflicting loyalties.

16. NON-HARASSMENT POLICY

Harassment in employment, including sexual, racial, and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited by the College. Employees/students who violate this policy are subject to discipline, including possible termination.

A racial, ethnic and other form of prohibited harassment include, but is not limited to:

1. Visual conduct, including displaying of derogatory objects

2. Verbal conduct, including making or using insulting comments, nickname, insult, and jokes;

In addition, sexual harassment is defined by the regulations of the Labour Law as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of Employees/students of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors.

3. Making or threatening reprisals after a negative response to sexual advances;

4. Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or, cartoons, or posters;

5. Verbal conduct, including making or using insulting comments, nickname, insult, and jokes;

6. Verbal sexual advances or propositions;

7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;

8. Physical conduct, including touching, assault, impeding or blocking movements.

Examples of sexual harassment include (a) an employee being fired or denied a job or an employment benefit because the Employee refused to grant sexual favours or because he or she complained about the harassment; (b) an Employee reasonably quitting his or her job to escape from harassment; or (c) an Employee being exposed to a hostile work environment.

The College will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when the College knows that unlawful harassment has occurred.

An employees has been harassed by anyone, or if it is believed that another staff member has been harassed, it is the duty to promptly report the facts of the incident or incidents, and names of the individuals involved, to the Top Management.

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred.

It is the obligation of all Employees to cooperate fully in the investigation process. The College considers any harassing conduct to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

The College will take action to deter any future harassment. In addition, disciplinary action will be taken against any Employees who attempts to discourage or prevent other Employees from bringing harassment to the attention of management. The persons involved will be advised of the determination if appropriate.

The College wants to assure all of its Employees/students that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion or intimidation, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged harassment.

17. EMPLOYMENT DISCRIMINATION POLICY

The College gives equal opportunity to employer and makes employment decisions on the basis of competency. The college has the best available people in every job. Therefore, the College does not discriminate, and does not permit its Employees to discriminate against other Employees or applicants because of caste, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age, physical or mental disability (an impairment that limits a major life activity), medical condition, genetic characteristic, or any other consideration made unlawful by applicable laws. Equal employment opportunity will be extended to all persons in all aspects of the employer-Employees relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination.

If any staff member has been subjected to any form of unlawful discrimination it is the duty of every employee promptly report the facts of the incident or incidents, names of the individuals involved, and the names of any witnesses to the Management.

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that discrimination has occurred. It is the obligation of all Employees to cooperate fully in the investigation process. The College considers any conduct based on unlawful discrimination to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

The College will take action to deter any future discrimination. In addition, disciplinary action will be taken against any Employee who attempts to discourage or prevent other Employees from bringing discrimination to the attention of management. The persons involved will be advised of the determination if appropriate.

The College wants to assure all of its Employees that measures will be undertaken to protect those who complain about discrimination from any further acts of discrimination, compulsion or threats, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged discrimination.

18. REASONABLE ACCOMMODATION FOR DISABILITIES AND PREGNANCY

Disability Accommodation: The College will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment or Employees/students, unless undue hardship would result. Any applicant or staff member or student who requires accommodation in order to perform the essential functions of a job should contact the AO/Manager. The applicant or Employees/students should advise the College what accommodations, he or she believes are needed in order to perform the job. Together with the applicant or Employees/students, the College will engage in an interactive process to determine effective, reasonable accommodations, if any. If such an accommodation is possible and will not impose undue hardship upon the College, the College will make the accommodation

The College also reserves its right to require an employee to undergo a fitness for duty medical examination, at the College's expense, if the College

believes or suspects that the Employees may not be able to perform the essential duties of the job without risk of harm to himself or herself or others. In such an instance, the College will advise the Employees, in writing, of the need for the examination. Depending on the situation, the College reserves the right to suspend employment pending the results of the examination.

Pregnancy Accommodation: A pregnant Employee may request for a reasonable accommodation based on her condition upon presentation of a doctor's written certification attesting that the accommodation request is upon the doctor's advice. Such an accommodation may include, but is not limited to, a transfer to a less strenuous or hazardous position. If such a transfer can be reasonably accommodated, a pregnant staff member will be transferred for the duration of her pregnancy. However, the College will not undertake to create additional employment that the College would not otherwise have created to meet its own business needs.

The College will not discharge any Employees, transfer any Employees with more seniority than the pregnant Employee, or promote any Employees who are not qualified to perform the job. Upon transfer, a staff member will receive the salary and benefits, which are regularly provided to Employees in the position to which the Employee has transferred.

19. OFF-DUTY EMPLOYEES

All Employees/students are required to leave the College property at the end of their regular working hours. Employees are not permitted to return to the College until the start of the next workday without the permission of the management or unless the Principal/Manager calls the employee back for extra work or ask to work overtime.

20. RUMORS

Rumors are always destructive to all concerned—they benefit no one. Employees are expected to discourage the practice of starting or spreading rumors and to refrain from being a party to such actions.

21. PERSONAL LOANS

Employee welfare fund is used to lend to all teaching and non-teaching employees without any interest.

Employees can repay their loan amount through their salary with a maximum of six installments for teaching and four installments for non-teaching Employees.

22. STAFF WELFARE AND RECREATION

Shree Venkateshwara Hi-Tech Engineering College authorities bear in mind, the well being of teaching and non-teaching staff as important for the effective functioning of the institution. In line with this, many welfare measures have been implemented.

Welfare Measures for teaching staff:

1. Group insurance as a matter of social security.
2. Employee Provident Fund with pension scheme.
3. IOB ATM location in the campus.
4. Cash awards and certificates of appreciation for academic excellence.
5. Marriage leave.
6. Maternity leave for Female staff.
7. Free hostel Accommodation and Food.
8. Free Transport facility.
9. Free Medical emergency transportation.
10. On duty for pursuing Ph.D.

11. Concession of fees for children's of faculty in Shree Venkateshwara Group of Institutions.

12. Financial assistance for presenting papers in seminars and workshops, participating the Faculty Development Programmes, Internship programmes organized by the reputed institutions.

13. Incentives for grant proposal received from R&D organizations.

14. WIFI and Internet Connectivity.

15. Summer and Winter Vacation based on Station Experience.

16. Permission and Casual Leaves.

17. Festival Gifts.

18. Tea and Snacks (Morning and Evening).

Welfare Measures for Non-Teaching staff:

1. Group insurance as a matter of social security.

2. Special Marriage leave.

3. Free hostel Accommodation and Food.

4. Free Transport facility.

5. IOB ATM location in the campus.

6. Free Medical emergency transportation.

7. Concession of fees for children's of faculty in Shree Venkateshwara Group of Institutions.

8. Salary Advance for needy staff members.

9. Free uniforms for bus drivers and security personnel.

10. WIFI and Internet Connectivity.

11. Summer and Winter Vacation based on Station Experience.

12. Permission and Casual Leaves.

13. Bonus and gifts on the occasion of Diwali festival non-teaching staffs.

14. WIFI, Internet Connectivity provides to all the staff members.

15. Tea and Snacks (Morning and Evening).

23. NOTICE BOARD

Notice board is provided to know the information of sports events to both staff and students. If a notice appearing on the notice board is not clear, or if further information is needed, the Department Head/Designated authority. Should be approached the notice board is reserved for college management and no one other than management is authorized to post or remove any material from it.

24. GOOD HOUSEKEEPING

Employees are to keep their working area neat and clean and use the services and facilities provided to them. Employees can help to improve working areas by telling the supervisor about the conditions that could be improved.

25. PERSONAL RECORD POLICY

25.1 Personnel Record updation

It's important that the employees name, address and telephone number be kept correct on college records. Sometimes it is necessary for the supervisor or someone else in the college to contact the employees at home. Also, the employees may not receive important mail from the college if the address is not on file. Therefore, it is employee's responsibility to report changes in their name, address, telephone number, and any other matters, which affect the tax withholding, to the Head of the Department.

25.2 Requests for payroll records

The college will provide an employee or former employee's payroll records within twenty-one (21) days of his/her written request.

25.3 Personnel File

The college keeps personnel file for employees. The employee's file, except for letters of reference and certain other limited kinds of information are open for his or her inspection, upon request, at reasonable times.

The college will keep employee's personnel records confidential. However, there are certain times when information may be given to persons outside of the college, these include;

(1)   Responses to legal issues, court orders, or orders of administrative Agencies.

(2)   In a lawsuit in which the employee and/or the college are parties;

(3)   To administer employee benefit plans;

(4)   To a health care provider.

26. COLLEGE EQUIPMENT MONITORING, ACCESS OR INSPECTION

All College laboratory machines, equipment and furnishing, including but not limited to desks, cabinets, files and lockers, are College property and the College reserves the right to monitor, access, and inspect such equipment and furnishings. Therefore, Employees/students should have no anticipation of privacy with respect to any information or material stored in College owned equipment and furnishings.

27. E-MAIL AND COMPUTER FILES

College provided E-mail and computers are to be used for college purposes only, and may not be used for personal business. Therefore, all messages sent,

received, composed and/or stored on these systems are the sole property of the College.

College computers should not be used to access on-line data bases or Internet services unless such access is for work related purposes. The College understands that on occasion, Employees may need to conduct personal business using computing resources. Such use must be limited to break time and does not exceeded .

Excessive use of computer and/or network resources includes but is not limited to listening to audio broadcasts (live or prerecorded) on the internet, viewing video broadcasts (live or prerecorded), and downloading large data files for personal use. Allowing access to computing and network resources from the internet is strictly prohibited unless expressly authorized by Computer Operations and the supervisor in which the computing and network resources reside.

Messages or communications on the College's E- mail or computer systems are subjected to the same policies regarding harassment and discrimination as or any other workplace communications. The College will not tolerate offensive, harassing or discriminatory content. Content that is considered offensive includes, but is not limited to, any message which contains sexual implications, cultural insult, gender-specific comments, or any other statement that offensively addresses someone's age, sex, sexual orientation, pregnancy status, marital status, religious or political beliefs, ancestry, national origin, citizenship or disability.

Employees should have no anticipation of privacy with respect to College provided E-mail and computer based communications. Even when a message is erased, it may still be possible to retrieve it from a backup system.

Therefore, Employees should not rely on erasure of messages to guarantee that a message remains private. The College reserves the right to listen to Employees voice mail and read E-mail messages and to access Employees computer files to ensure compliance with these rules. This may be done without notice to any Employees and in the staff member's absence.

Notwithstanding the College right to retrieve and review any material, such material should be treated as confidential by other Employees and accessed only by the intended recipient. Employees are not authorized to retrieve any E-mail messages that are not addressed to them.

Employees are prohibited from using passwords without prior College authorization and registration. The existence of a password on E-mail or computer systems is not intended to indicate the messages or other communications will remain private.

Employees are prohibited from loading any software onto the College provided computer where such action would violate the software license.

Employees are prohibited from loading any software onto the College provided computer without the express approval of their manager or supervisor.

The E-mail system should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar matter without prior authorization from the College.

28. SAFETY

For the employee's own protection, and for the protection of fellow employees/students, the management wants the employees to work safely and

use all the safety devices provided to protect themselves. Safety is everybody's business, especially employees. They should make the college a safe place to work and report any unsafe working conditions to the designated authority. All hazardous conditions will be investigated and appropriately corrected.

Nobody gains from an accident, and nobody likes to work under conditions, that are hazardous to life and property. Everybody loses when accidents occur. The college will carry on a consistent safety program, but its ultimate success will depend on the safety consciousness of the fellow employees.

29. FIRE EXTINGUISHERS/FIRE DEPARTMENT NUMBER

Fire Extinguishers of several types are located at key points. The location of these extinguishers must be made known and the usage must be learned.

30. TERMINATION OF SERVICE / RESIGNATION
30.1 TERMINATION OF SERVICE

☐ ☐ A member of the staff shall have his / her service terminated by giving Three month notice or Three month basic salary in lieu thereof.

☐ The appointing authority shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

    a. Serious misconduct and willful negligence of duty;

    b. Gross insubordination;

    c. Physical or mental unfitness; and

    d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 31.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

30.2 RESIGNATION/RETIREMENT

- Any faculty member who wants to resign the job; can get relieved from service only at the end of academic year with 3 months notice.
- In case of resignation during the middle of the academic year he/she has to pay 3 months' salary to the college.

31. EMPLOYEE HR POLICY REVISIONS

It is intended that this document shall reflect adequate understanding of the employee's work situation. The College reserves the right to amend, modify, withdraw, delete, supplement or add to the provisions of this HR policy, as it deems appropriate from time to time in its sole and absolute discretion.

However, no amendment or modification of this HR policy shall be effective unless made in writing, and signed by the Principal of the college. The College will attempt to provide the notification of any other changes as they occur.

10/03/2020

Dr.P.THANGAVEL

PRINCIPAL

PRINCIPAL
Shree Venkateshwara Hi-Tech Engineering College,
Othakuthirai, Gobichettipalayam,
Erode District-638455, TN.

ANNEXURE – I

ROLES & RESPONSIBILITIES

- Suggests counselling to faculty members as and when required.
- Appreciates and recognizes the faculty members as and when required.
- Takes care of the faculty welfare facilities
- Monitors the faculty performance on regular intervals.
- Maintains and updates the competency mapping score card of each and every faculty members.
- Ensures good retention of faculty members.
- Monitors and helps to strengthen the faculty members knowledge in their relevant domain.
- Builds and maintains professional ethics among teaching and non-teaching staff members
- Creates leisure facilities to staff members.
- Monitors and ensures Non-Academic Staff Competency to match with required competency.
- Conducts regular in-house FDP Programs & Staff Training Programs.
- Motivates the Staff members to take active participation in sports and cultural events.
- Motivates the Staff members to create positive attitude (Vibration) among students community in terms of all aspects.
- Creates awareness among faculty members about organizational culture and practices.
- Creates awareness among Staff members about organization growth as well as individual growth in the field of education.
- Motivates every Staff member to create good citizens to the nation from our institute.
- Educates the staff members about value of outcome based education and Bloom's Taxonomy on regular intervals.
- Monitors and grooms students discipline in the campus
- Identifies the real potential of each student through class advisor and encourages them to prove their performance in common platform.
- Identifies the student's real interest and helps them to achieve it through proper guidelines.
- Motivates students to take active participation in sports and guide them to

improve their performance and secured first position to their relevant interest area.

- Encourages students to take active participation in cultural events.
- Stimulates students to prove their real talent by making them participate in co-curricular activities.
- Triggers students to bring innovative technical ideas in connection with their application area.
- Drives students take active participation in events conducted by reputed colleges and complete successfully.
- Assigns innovative project work to students through proper guidance.
- Motivates students to take active participation in national and international level contests.
- Boosts the morale of each student through proper guidance and counseling.
- Creates and improves positive attitude among the students by providing proper guidance.
- Motivates students to write articles with the faculty members.
- Monitors each student's performance in all aspects to maintain their individual scorecard through class advisor.
- Builds and improves professional ethics among students through proper guidance.
- Builds strong value system among students community.

HEAD R&D

- Guides and supports the Research Scholars to complete their Ph.D at the earliest.
- Creates awareness among faculty members about the import ants of writing articles and publishing papers in reputed journals.
- Identifies various sources for applying fund which is relevant to their specialized area.
- Identifies various innovative project ideas and direct the same to the department concerned.
- Conducts R&D Meeting at regular intervals with coordinators and Members.
- Identifies various funding agencies and encourages faculty members to apply for get funds for conducting programs.
- Motivates faculty members to write books
- Motivates faculties to do innovative and creative project work along with students

- Recommends faculty members to participate and present papers in national and international conference and seminars.
- Ensures that each department organizes National / International Seminar or Conference at least once in a year.
- Conducts R&D related workshops thrice in a semester.
- Encourages faculty members to apply for patents.
- Creates awareness among faculty members about Intellectual Property Rights.(IPR)

HEAD OF THE DEPARTMENT

- HOD is responsible for the effective functioning of that Department as per the laid down policies of the college.
- He / She will be consulting with and reporting to the Principal in all subject matter
- HOD will allocate academic and other duties to the staff members of his/her department and enjoy a level of autonomy to utilize the services of his/her faculty and supporting staff.
- Guides faculty members to organize lectures and laboratory sessions and monitors the same.
- Conducts circle meeting to convey the daily activities of the department.
- Forwards leave approval for students and staff
- Plans for IV, value added courses
- Ensures alternative arrangement when faculty goes on leave.
- Reviews students' performance.
- Adopts measures for modernizing and developing labs
- Initiates measures for motivating faculty and developing team spirit
- Chairs Academic Committee
- Deputes staff for conducting examinations and making evaluations properly.
- Organizes interactive meetings with students, and arranges feedback sessions.
- Oversees the creation and maintains a departmental database of faculty, alumni and students.
- Identifies new courses and programs
- Identifies training needs of faculty and supporting staff.

- Reviews the progress of sponsored projects, if any.
- Recommends and forwards Leave applications.
- The HOD who intends to attend any seminar/workshop has to inform well in advance and get permission from the Principal.
- Preparations Timetable, department wise and for college along with lesson Plans and notes of lesson.
- Prepares schedule for unit tests and model examinations
- Collections selects and finalizes question papers and makes copies of them
- Conducts unit tests and model examinations and arrange for evaluation
- Sends progress reports to parents and gets their feed back
- Prepares overall progress of all students and maintains of students profile
- Forms department societies, motivates and monitors their functioning
- Inspects hostels and participates in hostel meetings convened by Warden
- HOD is responsible for running the department and will report to the Principal
- Ensures use of available training aids by the teachers
- Ensures whether the labs are adequately equipped and maintained
- Ensures proper accounting and maintenance of the lab equipments periodically
- Ensures whether the syllabus is covered as per the master teaching programs/lessons plans
- Ensures conducting of counselling for weak students
- Arranges special lecturers of eminent personalities in the field in coordination with the management
- Applies innovative ideas to increase pass percentages.
- Maintains the files pertaining to the department &responsible for IQAC Audit
- HOD is responsible for providing the budget planning of the department for every Financial year
- HOD is responsible for upgrading the department/lab infrastructure, creation of new Laboratories, applying for increasing the strength of students, accreditation, etc.,
- Ensures maintenance of students profile for each student by the student counsellor
- Calls for quotations for the procurement of equipment/instruments/machineries and consumables and purchases at the appropriate time
- Overviews the counseling activities in the Department and analyzes the

counseling records maintained by the faculty for remedial measures.

➤ Checks the Log Book of the Faculty Members to monitor the progress of teaching with reference to the Lesson Plan and approve the same.

➤ Checks the attendance of the students periodically and counsel those students with poor attendance. Then call their parents to discuss the student's attendance / progress and discipline.

➤ Organizes periodical Internal tests as per the semester plan approved and issued by the Principal and get the answer books evaluated and arrange to send reports to parents with information about marks as well as attendance.

➤ Organizes project work for the final year students, in consultation with the project In-charge in the College / Industries.

➤ Conducts periodical project review and keep a record for the final University Examinations.

➤ Attends weekly HODs meetings conducted by the Principal and discuss on various issues of the Department and the College.

➤ Takes feedback from students about faculty handling various subjects in the semester, analyzes the feedback and reports to the Principal.

➤ Organizes Course Portfolio for all the subjects handled in the Department at the end of each semester.

➤ Works out the overall attendance of the students at the end of each Semester and report well in advance regarding attendance shortage of students in the Department to Principal for necessary action as per the regulations of University.

➤ Works out internal marks for all the subjects for all the students of the Department and finalize the same after discussion with the Principal.

➤ Encourages Faculty members and Students to take Research and Development work and accomplish them.

➤ Encourages Staff and Students and support for:

Publication of Articles in National and International Journals and Magazines, Publication of Books, Pursue higher studies for Qualification Improvement and sponsor them for Special Training programs

➤ Prepares Time Table for the forth-coming semester for various classes in association with the Time Table coordinator, nominated by the Principal.

➤ Gets the Lesson Plan prepared by each Faculty of the Department, checks and

approves the same.

➢ Gets the Laboratory Manuals prepared by the staff in-charge and approves the same.

➢ Plans various department activities for the forth-coming semester and submits the same to Principal.

➢ Periodically conducts parents meeting among all the students.

TRAINING & PLACEMENT OFFICER

➢ Through Industry and institute partnership cell organizing various types of training programs and campus drives.

➢ Builds strong network with top MNC's for arranging on-campus drive.

➢ Motivates and guides each department placement in-charge for preparing students towards final placement.

➢ Guides each department placement in-charge to visit core domain companies and to build contact with HRs for arranging campus drive.

➢ Arranges interaction program for students with Core Company for each department in every semester.

➢ Categorises the companies based on their Profile & Package requirements.

➢ Prepares and categorise the students based on their eligibility and capability for successful completion of final placement and training can be accordingly.

➢ Arranges internship for students in reputed organization.

➢ Acts as a Bridge between employer and Institution.

➢ Conducts Alumni Meet annually.

➢ Creates a platform, where students directly express their talents in front of corporate people other than campus drive such as Contest, Events, etc.

➢ Closely monitors and updates the corporate requirements and expectations to the students and Department Staff.

➢ Invites Alumni's working in reputed companies to interact with pre-final year students to share the culture of corporate and corporate expectations.

➢ Builds strong network with Placement Officers of reputed college

➢ Monitors and updates the off campus drives to students through department placement in-charges.

➢ Prepares the budget for on / off campus placement.

- Guides department placement in-charges to prepare Brochures.
- Instructs placement co-ordinators to maintain student's database.
- Informs students about the date and time of campus drive.
- Organizes mock-interview for students
- Instructs the placement co-ordinators to help students for CV preparation.
- Nurtures Industry-Institute interaction, by organizing and coordinating frequent industrial visits, in-plant training and projects of industrial relevance for the students.
- Identifies reputed companies for Signing MoU's
- Updates existing available job opportunities of the companies to help students analyze and choose company of his / her interest.
- Invites Industry personnel periodically to enrich the knowledge of our student community with the latest technological innovations and industry practices.
- Maintains good rapport with all the industries/software companies in all over India through letter/phone calls/emails etc.
- Arranges Campus/ Group Campus interviews from reputed Industries/ Software companies for the placement of our university students.
- Organizes Seminars/ Guest Lecturers from eminent qualified and experienced persons
- Guiding in plant training for the students
- Organizes career planning and development programmes for students
- Arranges review meeting with the faculty representative from all departments every month
- Reports the results of all activities to the Principal
- Carries out any other instructions given by the Principal
- Maintains database of the students.

FACULTY MEMBERS

- All the teaching staff are responsible to maintain subject wise Individual cumulative attendance
- All the teaching staff are instructed to maintain subject log book giving details of date, hour, period, portions covered and remarks like total number of absentees during the Period, if any etc.

- The above shall be verified by the head of the department
- The assignment status and test marks should duly be submitted to the head of the department through the class advisors and concerned
- Students who fail to submit assignments may be marked as absent from the proposed date.
- ICT Tools to be incorporated in Course Materials and Class room teaching.
- The test papers should be corrected within 3 days from the date of examination and the test mark list may be submitted to the verification officer.
- Other various activities scheduled for faculty members may be carried out within the scheduled time, so that they can earn merit in the institutional records
- The teachers must ensure that the lab observation, records must be properly written with all necessary Specifications & design and should be properly covered.
- All the teaching staff are responsible of giving details of lesson plan like date, hour, period and portions to be covered
- As a mentor they should maintain the Profile of their respective students
- Teaches subjects (and take up lab work as assigned by HOD) to the students and carries out all works related to the subjects, as being done by any other faculty.
- Carries out research work in their area of specialization and bring out publications in International / National Journals / Conferences.
- Guides and helps the staff and students in project work and helps the HOD in project review.
- Develops contacts with industries and takes industrial consultancy projects with the approval of the Management.
- Counsel's students on academic performance, extend co-curricular activities, attendance and discipline.
- Encourages Junior Faculty and students in Qualification Improvement, Participation in Workshops, Seminars, Symposium and Conference, Paper and Book Publication
- Prepares Course Portfolio, for each subject handled, at the end of the Semester.
- Provides support to the HOD on the following.
  - a) Preparation of Time Table for the forth coming Semester
  - b) Preparation and checking Lesson Plan prepared by the Department Faculty

c) Planning and implementing various department activities

d) Reviewing laboratory equipment status and procurement of new equipments

e) Providing information on department laboratories and other details to the Management

f) Working out training needs and extending assistance to conduct Training and Development Programs.

g) Conducting two class committee meetings in a semester.

h) Reviewing student's attendance and taking action regarding poor attendance.

i) Coordinating of counselling activities.

j) Conducting periodical tests and sending the report to parents.

k) Conducting special classes for weak students.

l) Calibrates and maintains all the equipment in the department in working condition

m) Analyze the results, prepare report and submit action plans to Principal for remedial measures.

n) Implements ISO, NAAC, AICTE and AU Procedures.

o) Maintains good House-Keeping in the department

p) Works out internal marks for various subjects in the department

q) Prepares Annual Report on the department activity

r) Provides details for Stock Verification

s) Assist HOD in providing details at the time of inspection by AICTE / AU / NAAC

➢ Takes up assignments as per Instructions of HOD

➢ Teaches subjects and take up lab work (as assigned by HOD) for the students and carries out all activities related to the subjects.

➢ Handles laboratory classes (as assigned by HOD) and gives instructions to the students to undertake the experiments as per the University Syllabus and carries out all related activities

➢ Takes up and accomplishes research work in the area of specialization and brings out publication in International / National Journals / Conferences / Symposium

➢ Guides and monitors the students in Training and Project Work and assists the HOD in Project Review.

➢ Develops contacts with Industries and Industrial Consultancy Projects

- Takes the additional responsibility of Class Advisor (as assigned by HOD) and carries out all related activities

- Assumes the additional responsibility as Placement Coordinator of the Department (as assigned by HOD) and realizes excellent placement and growth in all related activities.

- Undertakes planning and development work as Lab In-charge (as assigned by HOD) and carries out all related activities.

- Takes additional responsibility as Functional Coordinator (as assigned by Principal) for Functions / Programs and carries out related activities.

- Develops laboratories as Centres of Excellence.

- It is mandatory on the part of every faculty member to accompany the students on educational tours and local industrial visits.

- Every faculty shall submit representation relating to any grievance in work place or problems encountered with students or any other matter to the Principal for necessary action.

- Every faculty should follow the dress code and shall never violate. As faculties are role models for students, they are advised to follow dress code strictly.

- If any faculty member fails/refuses to carry out the assigned work, the HOD shall report the matter to the Principal.

- Allocates students under various Faculty Members for counselling.

- Conducts class committee meetings to sends the minutes of the meeting to Principal for Implementation and follow up.

APPROACH AND COMMITMENT OF EMPLOYEES

Attitude and commitment of faculty are evaluated on

- Punctuality of the faculty on his/her duties.
- Observance to the teaching schedule / Lesson Plan.
- Effectiveness of that particular faculty is teaching.
- Effectiveness of his/her laboratory class teaching.
- Faculty attitude towards non teaching duties assigned to him/her.
- Faculty setting of question papers and evaluation of answer sheets.
- Faculty efforts for his/her professional growth.
- Faculty use of teaching aids.

- Research & Development work.
- HOD to submit report on the above points, covering all faculty members once in a semester. College should create conducive ambience (academic & otherwise) to retain faculty.

CLASS ADVISOR

- Monitors the conduct of classes daily as per the time table
- Monitors the completion of syllabus as per the lesson plan submitted
- Co-ordinates and conducts unit tests and model examinations
- Co-ordinates student's counselling through identified counsellors
- Carries out any other instructions given by HOD

LAB IN-CHARGE:

- Maintains the equipments existing in the laboratory.
- Maintains the Stock Register, Service and breakage register.
- Prepares requirements for the purchase of consumable and non-consumable items for the academic year.
- Calls for quotations for purchase and prepares comparative statement.
- Reports to the HOD periodically about lab conditions and have them corrected
- Monitors the lab schedule
- Ensure proper preventive maintenance and breakdown maintenance record along with the machines and equipments.
- Ensure the calibration of equipments, if necessary.
- Reviews the Laboratory Equipment status in various laboratories of the department as per current syllabi for the semester / academic year as a whole and takes necessary action
- Plans and prepares Budget Projections
- Processes Approvals and process equipments
- Reviews the working conditions of all the equipments in various laboratories of the Department and submit a monthly maintenances Report to HoD and take necessary corrective actions including periodical calibrations of equipments and documentations.
- Periodically reviews and their duties seems to be different from lab-in charge.

➤ To develop centres of Excellence in the Department.

LABORATORY INSTRUCTORS AND ASSISTANTS:

➤ Provides instruction to the students on the operational aspect of equipment / machinery.

➤ Upkeep and maintain equipments in the laboratory.

➤ Maintain records relating to the laboratory (Stock, Issue register etc.).

➤ Help Lab in-charge in stock verification.

➤ Maintain cleanliness and neatness of laboratory/workshop.

➤ Maintain the service record for equipment in lab.

➤ Ensures that the lab instruments are in proper working condition.

➤ Maintain safe accounts and reports of breakage.

LIBRARIAN

➤ The Librarian is the designated leader and administrative officer responsible for the effective and efficient operation of the Library [system] within the policies, directions, and plans of the campus as a whole.

➤ The Librarian is the public spokesperson for the library to the internal/external campus constituencies.

➤ The Librarian reports to the Principal for Academic Affairs and other matters. The Librarian is responsible for the performance of the following duties, some of which may be delegated in whole or in part.

➤ The Librarian is responsible for planning and developing the library of the college and provides necessary Library service to the students and staff of the college. He is responsible in all matters connected with the library activities.

➤ He/she will be responsible for preparing Library Budget and submit the same to the Principal.

➤ Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section.

➤ Librarian is responsible for selecting the books (along with HODs), ordering the books, receiving the books, classifying the books and accessing the books in the accession register and passing the bills.

➤ He/she is responsible for maintaining the books/periodicals/video tapes selection and acquisition.

➤ Librarian is responsible for shelving the books, maintaining the stack area and self rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).

➤ Librarian is in-charge of fine collection from the students and renders accounts to the Principal once in 15 days (a month) and remit the amount to accounts Department. A separate register should be maintained showing the date wise receipt of fine charges. Proper receipt must be issued to the students, while collecting such charges.

➤ He/she shall be responsible for supervising of cataloguing and indexing.

➤ He is responsible for re arranging the books etc on their return. He also ensures cleanliness of the entire library premises through library attainder Purchase of books, journals etc.,

➤ The librarian will routinely check out whether the acquisition, numbering process, circulation, upkeep of books are going on smoothly or not

➤ If the users face any difficulty in the library, the librarian is fully responsible and must help to solve the problem then & there.

➤ The librarian is responsible for annual stock verification in the library

➤ Arranges for binding of damaged books with loose sheets

➤ Arranges for binding back volumes and journals

➤ Prepare statement of books lost and condemnation of worn out books

ASSISTANT LIBRARIAN

➤ He/She shall be assisting the librarian in his work.

➤ He/She shall be cataloguing and classifying books and periodicals.

LIBRARY ASSISTANT

➤ The Library assistant is responsible to the assistant Librarian and the librarian.

➤ He/She shall be issuing and receiving books.

➤ He/She shall be restoring books and periodicals.

PHYSICAL DIRECTOR

➤ He/ She shall train students for participating in various tournaments and also organize University Tournaments in our college.

➤ He/ She has to monitor disciplinary aspects including adherence to dress code,

maintenance of silence, promptness in attending classes, and engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the college premises.

➢ He/ She shall take adequate measures to prevent any misbehaviour, misconduct, especially during extracurricular activities and other college functions.

➢ He/ She shall convene disciplinary committee meetings once in a month to discuss the general disciplinary status of students and plan precautionary steps that should be taken to maintain the discipline of students.

➢ He/ She shall prepare the annual budget for the sports and games accessories and submit them to the Principal.

  ➢ He/ She shall motivate students sportsmanship quality.

  ➢ He/ She shall stimulates the psychomotor development of the students

  ➢ He/ She shall conduct sports meet.

ADMINISTRATIVE OFFICER (AO)

➢ The AO will maintain a Master Stock Register for general furniture which includes Steel Cup-boards, Chairs, Desks, Electrical Fittings like fans, tube lights, switches, switch boards, Plumbing fittings, Writing boards, Staff tables etc should be entered, and then issued to the corresponding departments.

➢ The AO will keep the entire campus clean and free from dust which includes floors, walls, windows and ceiling of all the buildings.

➢ The AO has to identify the damaged items like glass pane in window, switches or switch boards, fans, tube lights, plumbing and sanitary fittings in toilets and make arrangements to replace them immediately after getting necessary approval from the higher authorities.

➢ The AO shall maintain landscaping in the campus

➢ The AO will have to make sure that adequate water supply and power supply is available to College Campus, Hostels and Canteens at all times and appropriate steps should be taken to maintain the same.

➢ The AO will extract and supervise work from the Sweepers, Toilet Cleaners, Electricians and Plumbers.

➢ The AO is expected to inspect canteen frequently and check whether the floors,

walls, ceilings and equipments are kept clean and maintained properly. He is further expected to verify the canteen equipment and the utensils available in the canteen before payment of bills to the Contractor at the end of every month.

➢ The AO should see to it that no construction material is lying in the college campus except at the construction site.

➢ The AO should monitor the AMC for water coolers and RO Water Plant Purifiers and see to it that they are washed, maintained neatly and kept in working Condition

➢ The AO will take charge of the seminar halls and hand over the keys to the departments concerned when required and ensure that there is no clash in the programmes of the various departments at all times

➢ Daily goes rounds in the college premises.

➢ Monitors staff / Attendance and Vacation Details

➢ Monitors Salary Bills including PF and TDS deductions.

➢ Monitors Admission Procedures, Collection of Fees, Student Scholarship issue of Course Completion Certificate and T.C. Railway Concessions.

➢ Liaison with Police / Panchayat / Labour Department / others Govt. and Private Agencies and when required, with the approval of Principal.

➢ Staff welfare and Administrative activities including PF, ESI, Group Insurance, Assets Insurance and Claims.

➢ Maintenance of personal files of all staff members

➢ Arrangement of Stores, Stationery, Inventory, Annual Stock Verification and Waste Management.

➢ Coordination with Departments for arrangement of Conference / Seminars / Meetings / Functions etc. including coordination with Transport Dept. and Construction.

➢ Overall Supervision and Monitoring of Security ID cards and House-Keeping.

➢ General Administration Discipline and related issues.

➢ HRD, Personal issues and Establishment matters.

➢ Management of Non-Teaching Staff under guidance of the Principal.

➢ Coordination through cashier regarding Bills, including Material / Labour / Salary Authorization of Payments, Cash Distribution.

➢ Daily reporting to the Principal and carrying out other works as assigned by

Administration Authority

- Image Building Activities and coordination with Press and Media.
- Hospitality for VIPs during Special programs.
- Responsible for Budget finalization and get approval from the Top Management.
- Recommends Salary Advance request / resignation letters for the approval of Principal
- Forwards requests for Transportation for the Students / Faculty / VIP / Guest to the Principal
- Provids all necessary details for the stock verification in the Department, to furnish necessary clarification and take necessary actions on the findings of the Stock Verification team.

Deputy Warden(Boys / Girls)

- Resident Deputy Warden is responsible for overall maintenance of Hostel infrastructure.
- If any problem is in execution, he/she may report to the Principal for necessary action.
  Resident Deputy Warden shall go on rounds for Maintenance of discipline, silence and study hours in the Hostel in the morning, evening and before going to bed.
- Resident Deputy Warden shall be overall responsible to follow and implement the Hostel rules strictly
- Resident Deputy Warden is responsible for maintenance of the leave attendance of Hostel Inmates.
- Resident Deputy Warden and mess supervisor have to be present during the serving of food to the inmates.
- Attending sick students and taking them to hospital, if required
- Counseling to the inmates of the Hostel be given periodically in respect of maintaining the rooms neat and clean and maintaining the environment conducive to their healthy living
- The Deputy Wardens shall ensure that hostel rules are followed scrupulously by hostellers and if any hosteller violates the rules, he/she shall be recommended to Principal for appropriate action.
- The Deputy Wardens shall ensure that the hostel rooms / toilets / bathrooms are

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE
GOBI

kept clean and hygienic. They should maintain a register showing that every day the hostel, bath rooms and toilet are cleaned by sweepers/Scavengers.

➤ The Deputy Wardens are responsible for proper record keeping, safety of the students and maintaining discipline.

Duties of Warden Boys Hostel

➤ Monitoring Cleanliness of Boys Hostel, Gym Room, Net Room, Office Room , TV Room, Doctor's Room and Hostel Premises.

➤ Supervision and assistance of Breakfast, Lunch, Snacks and Dinner at Mess.

➤ Attending to the complaints and maintenance works of Boys Hostel with the help of Electrical/Maintenance Supervisor.

➤ Attending to sick students and taking them to Hospital, if required.

➤ He will ensure availability of drinking water in Boys Hostel.

➤ He has to ensure the serviceability of all electrical and water fittings in co-ordination with Electrical and Maintenance Supervisor.

➤ Any other duties entrusted by the manager

➤ He will report to the manager.

Duties of Warden Girls Hostel

➤ Monitoring Cleanliness of Girls Hostel, Gym Room, Net Room, Office Room TV Room, Beauty Parlour and Hostel Premises.

➤ Supervision and assistance of Breakfast, Lunch, Snacks and Dinner at Mess Attending to the complaints and maintenance works of Girls Hostel.

➤ Attending to sick students and taking them to Hospital, if required.

➤ She will ensure availability of drinking water in Girls Hostel.

➤ She is required to ensure the serviceability of all electrical and water fittings in co-ordination with Electrical and Maintenance Supervisor.

➤ Any other duties entrusted by the Manager.

➤ She will report to the Manager.

10/03/2020

Dr.P.THANGAVEL

PRINCIPAL
PRINCIPAL
Shree Venkateshwara Hi-Tech Engineering College,
Othakuthirai, Gobichettipalayam,
Erode District-638455, TN.

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

GOBI

ANNEXURE – II

S.NO	NAME OF THE FORMS	PAGE NO
1.	MENTOR/ COUNSELLING FORM	01
2.	REMEDIAL COACHING CLASS	02
3.	CLASS COMMITTEE FORM	03
4.	RESULT ANALYSIS	06
5.	HOD'S MEETING	07
6.	CL/OD FORMS	08
7.	ADMISSION FORM	09
8.	SELF APPRAISAL FORM – TEACHING	11
9.	SELF APPRAISAL FORM – NON-TEACHING	16
10.	CARRIER GUIDANCE PROGRAMME EVALUATION FORM	18
11.	TRAINING PROGRAM FEEDBACK FORM	19
12.	IV REQUEST FORM	20
13.	SEMINAR FEEDBACK FORM	21
14.	BRIDGE COURSE FEEDBACK FORM	22
15.	ORIENTATION PROGRAM FEEDBACK FORM	23
16.	PLACEMENT TRAINING FEEDBACK FORM	24
17.	SUBJECT WILLING - MEETING	25

10/03/2020

Principal
PRINCIPAL
Shree Venkateshwara Hi-Tech Engineering College,
Othakuthirai, Gobichettipalayam,
Erode District-638455, TN.

SHREE VENKATESHWARA HI-TECH ENGINEERINGCOLLEGE
(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)
An ISO 9001: 2015 Certified Institution
Sri Kalaivani Nagar, Erode-Gobi Main Road, Othakuthirai,
K.MettupalayamPost,Gobichettipalayam – 638 455, Erode District, Tamilnadu
Web: http://www.svhec.com/

DEPARTMENT OF   **STUDENT COUNSELLING REPORT**

Name of the Mentor: Designation/Dept:

Sem/Year   :   Date:

S. No	Register Number of the student	Name of the Students	Student Declaration/ Mentor observation	Mentor Recommendation
1				
2				
3				
4				
5				
6				
7				

Signature of the Mentor   **HOD**

Date:

CIRCULAR

REMEDIAL CLASSES AND MAKE – UP TEST

ACADEMIC YEAR -------------------- - ODD SEMESTER

The Remedial Classes and Make-Up tests have been planned by the Department of Civil Engineering for the students who secured low marks and Absent at Internal Assessment I. The Procedure will be followed by Every Internal Assessment results to improve the Students Internal Marks. The classes and tests are scheduled from 30.07.2017 to 07.08.2017 in 4.30pm to 6.30pm.

Remedial Class Schedule:

Remedial Classes   : 4.30pm to 5.30pm
Make – Up Test   : 5.30pm to 6.30pm

S. No	Date	Subject code and Name	Staff Name
1.		CE6701- Structural Dynamics And Earthquake Engineering–(SDEE)	Mr.K.Swaminathan
2.		CE6702 – Prestressed Concrete Structures–(PCS)	Ms.A.Nisharaparveen
3.		CE6703 – Water Resources And Irrigation Engineering–(WRIE)	Mr.S.Sabarinathan
4.		CE6704 – Estimation And Quantity Surveying–(E&QS)	Mr.A.S.Ramanan
5.		CE6007 – House Planning And Management–(HPM)	Mr.K.N.Vineethkumar
6.		EN6501 – Municipal Solid Waste Management–(MSWM)	Ms.A.Sandhiyadevi

HOD   AAC   IQAC   PRINCIPAL

Note:

Copy to

1. **Classroom Notice Board**

2. **IQAC**

3. **AAC**

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE
GOBI – 638 455

Department of Computer Science and Engineering
Class Committee Meeting (CCM-1) - Minutes

Year/Semester	:	IV/VIII	Date & Time	:	11.02.2016 & 11.30 am-11.50 am
Academic Year	:	2019-2020	Venue	:	

OBJECTIVE

- It is like the 'Quality Circle' with the overall goal of improving the Teaching-Learning process.
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work.

AGENDA

- Informing Academic schedules
- Notifying nature of Subject Weight-age / Credits
- Brief Theory & Practical courses –Syllabus – CO's
- Intimate Internal Assessments, Breakups of Marks & Attendance fulfillments
- General Requirements & Problems

MEMBERS PRESENT

S.No	Name	Designation / Dept	Position	Category	Signature
1.	Dr.T.Senthil Prakash	Professor & Head/ CSE	Chair Person	Chair Person	
2			Member	Project coordinator	
3			Member	SubIncharge-SD	
4			Member	SubIncharge-TQM	
5			Member	Stu.Rep – 1 (Boy-1)	
6			Member	Stu.Rep – 2 (Boy-2)	
7			Member	Stu.Rep – 3 (Girl-1)	
8			Member	Stu.Rep – 4 (Girl-2)	
9			Member	Common Member	

3

Informing Academic schedules

S.No	Academic Plan (Events)	Date(s)	Remarks
1.	Internal Assessment -I		
2.	Internal Assessment -II		
3.	Internal Assessment -III		
4.	Symposium		
5.	Seminars		
6.			

S.No	Academic Plan (Events)	Date(s)	Remarks
7.			
8.			
9.			
10.			
11.			
12.			

Notifying nature of Subject Weight-age / Credits (Regulation 2017)

S.No	Subject Code & Name (Theory & Practical's)	Credits
1.		
2.		
3.		
4.		

S.No	Subject Code & Name (Theory & Practical's)	Credits
5.		
6.		
7.		
8.		

Theory & Practical courses –Syllabus – CO's (Regulation 2017)

S.No	Subject Code & Name (Theory & Practical's)	Comments received from Students	Subject in charge report
1.			
2.			
3.			
4.			
5.			
6.			

7.		
8.		

Intimate Internal Assessments, Breakups of Marks & Attendance fulfillments (Regulation 2017)

THEORY COURSES

> Three tests each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests).

LABORATORY COURSES

> The maximum marks for Internal Assessment shall be 20 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one test. The criterion for arriving at the Internal Assessment marks of 20 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be reduced to 20 and rounded to the nearest integer.

THEORY COURSES WITH LABORATORY COMPONENT

> If there is a theory course with Laboratory component, there shall be three tests: the first two tests (each 100 marks) will be from theory portions and the third test (maximum mark 100) will be for laboratory component. The sum of marks of first two tests shall be reduced to 60 marks and the third test mark shall be reduced to 40 marks. The sum of these 100 marks may then be arrived at for 20 and rounded to the nearest integer.

Attendance fulfillments (Regulation 2017)

> As per Anna University Norms - he/she shall secure not less than 75%

General Problems

S.No	Problems	Problems forwarded to
1.		
2.		
3.		
4.		

Class Advisor   HOD

CC: Class Room

PRINCIPAL

(5)

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE, GOBI
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
RESULT ANALYSIS FOR V SEM (BEFORE REVALUATION) -

CAF No:07

DEGREE & BRANCH : 0

BATCH: 0

YEAR & SEM: 0

DATE :

STRENGTH:

S NO	SUBJECT NAME	APPEARED	NO OF STUDENTS PASS	NO OF STUDENTS FAIL	PASS(%)	PAPER HANDLED BY	PARTICULAR SUBJECTS ALONE FAILED STUDENTS
1	0	0	0	0	#####		-
2	0	0	0	0	#####		-
3	0	0	0	0	#####		-
4	0	0	0	0	#####		-
5	0	0	0	0	#####		-
6	0	0	0	0	#####		-
7	0	0	0	0	#####		-
8	0	0	0	0	#####		-
9	0	0	0	0	#####		-

ALL PASS : 45   OVERALL % : 0   PREVIOUS SEM: 20

NO OF STUDENTS FAIL				NO OF STUDENTS IN PERCENTAGE WISE			
1 SUBJECT	2 SUBJECTS	3 SUBJECTS	4 & ABOVE	49%& BELOW	50-59%	60-74%	75%& ABOVE
0	0	0	0	0	0	0	0

RANK	% OF MARK	DS/HS	TN/KL	NAME OF THE STUDENTS
FIRST		DS	TN	
SECOND		DS	TN	
THIRD		DS	TN	

	BOYS						GIRLS						GRAND TOTAL		
	KL+KA			TN			KL+KA			TN					
	DS	HS	TOTAL	DS	HS	TOTAL	DS	HS	TOTAL	DS	HS	TOTAL	KL	TN	TOTAL
NO. OF STUDENTS APPEARED	-	-	0	-	-	0	-	-	0	-	-	0	0	0	0
No. OF STUDENTS PASS	-	0	0	-	-	0	-	-	0	-	-	0	1	0	1
NO.OF STUDENTS FAIL	0	2	2	0	0	0	0	0	0	0	0	0	2	0	2

CLASS ADVISOR   HOD   PRINCIPAL

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE
GOBI – 638455
Department of Computer Science and Engineering

Minutes of Department Meeting

Time: 01.10 pm   Date:

Venue: HOD Cabin

The Department's teaching, & technical faculty meeting was held on _____ and the following points were discussed in meeting with following members.

S. no	Name of the faculty Members	Sign	S. no	Name of the faculty Members	Sign	S. no	Name of the faculty Members	Sign
1								
2								
3								
4								
5								

S. No.	Points discussed	Description	Responsibility	Completion Date
1	A			
2	A			
3	A			
4	A			

Copy to:

1. Principal for kind information
2. All I/C's & staff for follow up and completion at time
3. MOM file

HOD/CSE

Shree Venkateshwara Hi - Tech Engineering College, Gobi

LEAVE / O.D / PERMISSION FORM
Teaching / Non - Teaching

Date : ....

Name of the Staff :		Designation:	Dept:
Leave / O.D : From :	To		No.of Days:
Permission : Date :	Time :		
Purpose :			
No. of days availed already :			

Details of alternative arrangements made:

Date	Year & Branch	Hour	Alternative Staff	
			Name	Signature

Leave address with phone number :

Signature of the Staff   HOD / Department In-charge   Principal

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE
Othakuthirai, Gobi.

ADMISSION NO.	APPLICATION FORM FOR ADMISSION 2020-2021						SOFTWARE ENTRY NO.

	MQ		SC				
UG	GQ		ST		SCA	FG	

****

Please Tick the Required course in the list given below   Date: / / 2020

Engineering [B.E]	I YEAR	☐ CIVIL	☐ CSE	☐ EEE	☐ ECE	☐ MECH

BIOGRAPHICAL INFORMATION

STUDENT NAME: _____ DOB: ___/___/___ AGE___ M / F

NAME OF THE PARENT/GUARDIAN: _____ AADHAAR NO: _____

RELIGION: _____ COMMUNITY: OC/BC/BCM/BCC/MBC/DNC/SC/SCA/ST CASTE: ____

MOB. NO. 1 (STUDENT) : _____ MOB NO. 2 (PARENT): _____

ADDRESS: _____

_____

PIN CODE: _____ TALUK: _____ DISTRICT: _____ STATE: _____

ACADEMIC DETAILS

NAME OF THE SCHOOL: _____ PLACE: _____

REGISTER NUMBER: _____ YEAR OF PASSING: _____ Medium: TM/ EM

	REGULAR					VOCATIONAL				
Sub	Phy (1)	Chem (2)	Maths (3)	Total (1+2+3)	Total Marks	Theory	Pract I	Pract II	Maths	Total Marks
Scored										
Max										
CUTOFF							Verified By			
ELIGIBILITY										

****

AMENITIES OBLIGATORY

DO YOU REQUIRE HOSTEL ACCOMMODATION: YES / NO   TYPE OF ROOM: Common / Special

DO YOU REQUIRE TRANSPORT: YES / NO   BOARDING PLACE: _____ BUS. No. _____

****

DECLARATION

I hereby certify that the information contained in this application form is complete and accurate and understand that submission of inaccurate is sufficient cause of denial of admission or termination o enrollment.

I have agreed and understood the college rules / refund policy.

If I admitted I agree to be bound by the rules and regulations now in force and those that will be mad from time to time.

I also promise that I will do nothing either inside or outside the institution that will interfere wit discipline.

If I wish to leave the institution in the middle of the course, I will pay tuition fee for the FULL course befor the issue of the Transfer Certificate and other certificates.

Name of the Student: _____ Signature: _____

Name of the Parent: _____ Signature: _____

****

REFERENCES: _____

MOB.NO 1: _____ . MOB.NO 2: _____

Note:

Payment Details		
Tuition Fee	(Rs.)	
Hostel Fee	(Rs.)	
Transport Fee	(Rs.)	
Admission Fee	(Rs.)	
Application Fee	(Rs.)	500
Total	(Rs.)	
(-)		
Grand Total	(Rs.)	

Filled By

Admission Incharge

PAYMENT DETAILS

S.NO.	DATE	AMOUNT PAID IN Rs.	SIGN OF THE CASHIER	REMARKS
1.				
2.				
3.				
4.				

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE, GOBI
SELF-APPRAISAL FORM
ACADEMIC YEAR: _____ to _____ (June to May)

1. Name   :

2. Department   :

3. Designation   :

4. D.O.B :   Age as on Date :

5. Contact No :   Email id   :

6. Community :

7. Address for Communication :

Score
100

8. Qualification (Recent Degree First)

S No	Degree/ Diploma	Specialization	Year of Completion	Name of the College	Name of the University	Class
1						
2						
3						
4						
5						

9. Experience as on 31st May (End of Academic Year)

Date of joining in this College: Experience in this College: Salary Drawing :

S No	Name of the Institution/ Organization	Designation	Years of Experience In Teaching	Years of Experience In Industry	Total
1					
2					
3					
4					
5					
	Total Experience				

10. Subject Handled (Theory)

a) Academic Year (_____) (ODD Semester)   (10Marks)

S.No	Subject Handled	Class, Sem & Year	% of Pass	Self Appraisal Score (Per Subject Max 5 Marks)
1				
2				
3				
Average Score				

b) Academic Year (_____) (Even Semester)   (10 Marks)

S.No	Subject Handled	Class, Sem & Year	% of Pass	Self Appraisal Score (Per Subject Max 5 Marks)
1				
2				
3				
Average Score				

*Note: Pass Percentage: 95 % & Above - 10 Points; 90 to 94 % - 8 Points 75 to 89 % - 6 Points; 50 to 74 % - 4 Points; Less than 50 %- 2 Point

11. Performance Review (Rate the performance on a 1 to 5 scale with 1 lower value and 5 higher value) for Staff by HOD / for Hod's by Principal

(20 Marks)

S No	Factors	Rating	S No	Factors	Rating
1	Preparing lessons in advance & Updating regularly		2	Punctuality to the classes & Maintaining discipline in the class	
3	Motivation & Relationship with Students		4	Understanding student needs & Identifying poor performers and helping them for improvement	
5	Using audio- visual aids & Allowing interaction of students		6	Communication & Expression in the class	
7	Encouraging feedback & Innovative ideas mooted		8	Relationship with colleagues & Higher Authorities	
9	Reporting to Higher Authorities		10	Commitment to work & Emotional balance	
				Total Ratings	
				Marks	

(Rating 41 – 50 = 20 Marks, 31 – 40 = 16 Marks, 21 – 30 = 12 Marks, 11 – 20 = 8Marks, 1 – 10 = 4 Marks)

12. Conferences / Seminars / Workshops Participation *   (5 Marks)

S No	Nature Of Activity	State Level / National Level	International Level	Self- Appraisal Score
1				
2				
3				

*(Note: Score Allotted: 2Mark - State Level& National Level, 3Mark - International Level, Minimum of at least each one)   * Copy of Certificate to be enclosed*

13. Conferences / Seminars / Workshops Paper Presentation   *   (10 Marks)

S No	Nature Of Activity	State Level / National Level	International Level	Self- Appraisal Score
1				
2				
3				

(Note: Score Allotted 5Mark- State Level/National Level, 10 Mark- International Level, Minimum of atleast each one)
* Copy of Certificate to be enclosed

14. ISBN Book Publication *   (5 Marks)

S No	Title of the Book	Topic Title	ISBN No	Month & Year of Publication	State / National International Level	Self- Appraisal Score
1						
2						
3						
					Total	

(Note Score Allotted: 5Mark- ISBN Book & 4Mark –Local Books)
* Copy of First Page

15. Publication in Journals *   (5 Marks)

S No	Name of the Journal	Topic Title	Month & Year of Publication	National / International Level Journal	Self- Appraisal Score
				Total	

(Note Score Allotted: 5Mark- International Level Journal, 4Mark –National Level Journal)

16. Institution Development (Grants for Seminar, Conference & Workshop etc.) *   (5 Marks)

S N o	Name of the Funding Agencies	Seminar/ Conference/ Workshop	Fund Received Month & Year	Title	Amount Received	Self- Appraisal Score
				Total		

* Copy of Certificate to be enclosed

17. No of Projects Guided   (5 Marks)

S N o	UG Level	PG Level	PhD
		Total	

18.Ongoing and completed research projects and Consultancies   (5 Marks)

S N o	Title	Agency/Company	period	Ongoing consultancy work	completed consultancy work
				Total	

19.Mention Your Additional Responsibilities   (Appraisal for Staff by HOD / for Hod's by Principal)
(5 Marks)

S.No	Nature of Work	Appraisal Score
i		
ii		
iii		
iv		
v		
Total Score		

(14)

20. Membership of professional bodies/organizations(So far) :   **(5 Marks)**

21. Marks obtained in students feedback form   :
(Average 10 Mark =Odd Sem : 5 Mark & Even Sem: 5 Mark)   **(10 Marks)**

Theory/Lab	Odd	Even
Semester Average		
Year Average		

Note Score Allotted: 75 % & Above – 10 Marks; 50 to 74 % - 8 Marks & Below 50% -6 Marks

22.Are you satisfied with your work?

S.No	Very unsatisfied	Unsatisfied	Neutral	Satisfied	Very satisfied

23.Would you like to mention anything else significant/ Noteworthy about yourself

Date :   **Place:**

HOD Signature

                              Staff Signature

(15)

SHREE VENKATESHWARA HI – TECH ENGINEERING COLLEGE
PERFORMANCE ASSESSMENT REPORT (NON-TEACHING)
Assessment for the year:

Name:		
DOJ		
Department	Designation	
Academic /Technical Qualification	DOB: Age:	
	Pay Band Rs.	
Details of Educational courses being Pursed:	Any other information to be pointed out. Details of the present duties:	

CATEGORY:

1. Professional Competence	OS	EXC	V.G	G	S	M	P
	10	9	8	6	5	4	2
1.1 Knowledge of Rules Regulation on & Procedure							
1.2 Ability to organize work &carry it out							
1.3Ability and Willingness to take up additional load in time of exigencies							
1.4 Creativity and innovation							
1.5 ability to team new duties							
1.6 Capacity to supervise							

2. PERFORMANCE:

2.1 Maintenance of files/Rewards							
2.2 Accuracy & speed of work							
2.3 Neatness of tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							

3. PERSONAL CHARACTERISTICS	OS 10	EXC 9	V.G 8	G 6	S 5	M 4	P 2
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behavior							
3.6 Planning&Organisation							
Total Marks							
Max.Marks	170	153	136	102	85	58	34

4. OVERALL EVALUATION

OS- Outstanding	EXC- Excellent	V.G- Very Good	G - Good	S - Satisfactory	M – Marginal	P – Poor

5. Any outstanding contribution made by the Employee:	Computation Of Overall Evaluation	170 Points
	Outstanding	161to 170
	Excellent	153 to 160
	Very Good	136 to 152
6. Speed remarks if any by HOD:	Good	
	Satisfactory	85 to 101
	Marginal	68 to 84
Date : Signature of the HOD	Poor	34 to 67

PRINCIPAL

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE
Approved by AICTE, New Delhi and Affiliated to Anna University Chennai
An ISO 9001:2015 Certified Institution
Sri Kalaivani Nagar, Erode-Gobi Main Road, Othakuthirai,
K.Mettupalayam Post, Gobichettipalayam – 638 455, Erode District, Tamilnadu
Web: http://www.svhec.com/

GUIDANCE PROGRAMME EVALUATION FORM

NAME OF THE STUDENT (OPTIONAL):

YEAR / SEM   :

NAME OF THE PROGRAM   :

DATE OF EVENT   :

CONTENT	EXCELLENT	GOOD	SATISFACTORY
FOCUS ON CAREER			
COUNSELING AND GUIDANCE			
RESOURCE PERSON INTERACTION			
RANK OF MOTIVATION			
PROGRAM COORDINATION			

Comments/Suggestions:

TRAINING PROGRAMME EVALUATION FORM

NAME OF THE STUDENT (OPTIONAL):   **YEAR / SEM :**

NAME OF THE PROGRAM :   **DATE OF TRAINING :**

CONTENT	EXCELLENT	GOOD	SATISFACTORY
COURSE CONTENT			
TECHANICAL SKILL			
INTERACTION			
COMMUNICATION SKILL			

Comments/Suggestions:

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Web: http://www.svhec.com/

Industrial Visit Request Form

Name of the Staff:	Department	Destination

Purpose:

Year & Branch :

Staff Accompanying in this visit

Branch	Year	Student Total Count

Staff Name	Contact Number

Industrial Visit Plan

Upward Journey				Return Journey			
Departure Place		Arrival Place		Departure Place		Arrival Place	
Date	Time	Date	Time	Date	Time	Date	Time

Place of Visit : _____ Date: From_____ To_____ No.Of.Days_____

Transport Mode: College Bus 🔲   Private Bus 🔲   Other Mode:_____

IV Incharge   HOD   IIPC   Principal

Copy to: 1. AAC, 2.HOD, 3.IIPC, 4.Principal Office, 5.Placement Officer

(20)

Date of Seminar: DD/MM/YYYY

TITLE

SEMINAR - Feedback Form

Date:	Delivered By :	
Topic:		

E – Excellent **VG** – Very Good **G** – Good   S- Satisfactory

Questions	E	VG	G	S
Topics of the speakers was relevant to my area of interest / Job				
Speaker was able to explain the topics clearly & used relevant examples				
Speakers was able to make the lecturer interactive & Made me feel engaged				
Speakers was able to positively influence my views towards Advanced Java Programming				
In near future. I would like to attend more lecturer from the same speakers	Yes / NO			
Kindly put forward suggestions / Comments (If any) :				

STUDENT SIGNATURE

(21)

BRIDGE COURSE FEEDBACK FORM

Name of the student (Optional):   *Year / sem :*

CONTENT	EXCELLENT	GOOD	SATISFACTORY
BRIDGE COURSE CONTENT			
EFFECTIVE SESSIONS			
COMPLETE THE GAP BETWEEN SCHOOL AND ENGINEERING COLLEGE			
APPROACH TOWARDS STUDENTS			
UNDERSTANDING OF ENGINEERING PROGRAM			

Comments/Suggestion:

22

ORIENTATION PROGRAMME FEEDBACK FORM (2019-2020)

Name of the student (Optional):   Year / sem : I/I   Branch:

CONTENT	EXCELLENT	GOOD	SATISFACTORY
COURSE CONTENT			
EFFECTIVENESS OF SESSIONS			
INTERACTION WITH STUDENTS			
COMMUNCIATIVE ACTIVITIES			
COMMUNICATION SKILL DEVELOPMENT			

Comments/Suggestion:

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Placement Training Feedback Form

Register Number:

Department:

Batch :

Students Name:

S.NO	DATE	FN/AN	NAME OF THE TRAINER	TOPIC COVERED	FEEDBACK

Student Sign

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE, GOBI
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
2018-2019 - EVEN SEMESTER - SUBJECT WILLING - MEETING

S.NO	Subject Code	Subject Name	Sub Acronym	Dept	Class	Faculty Specialization in the relevaent subjects	No of Times Handled	HOD Recommendation & Approval	Staff Signature	HOD Sign

S.NO	Subject Code	Subject Name	Sub Acronym	Dept	Class	Faculty Specalization in the relevaent subjects	No of Times Handled	HOD Recommendation & Approval	Staff Signature	HOD Sign