

**P.S.R. ENGINEERING COLLEGE, SIVAKASI**  
**(An Autonomous Institution**  
**Affiliated to Anna University, Chennai,**  
**Accredited by NBA & NAAC)**  
**SEVALPATTI (PO), SIVAKASI-626 140**



HR MANUAL

**Policies & Procedures**

**(Revised in 2022)**

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## **THE INSTITUTION**

### **GENESIS**

P.S.R. Engineering College, Sivakasi an autonomous institution affiliated to Anna University is one among the best educational institutions in Tamilnadu and philanthropic institution founded by illustrious sons of P.S.Ramasamy Naidu. It was established in the year 1998 with the noble mission to promote engineering education in backward area of Virudhunagar District. This institution is committed to scripting a unique chapter of excellence an education and research, in vital fields like Engineering, IT and Management. The college offers Engineering Education to men and women at UG and PG levels and brings out the total personality, emphasizing ethical values and preparing them to meet the growing challenges of industry and diverse social needs of our nations.

The programmes offered in the College are approved by AICTE and affiliated to Anna University. It is accredited by National Assessment and Accreditation Council (NAAC) with A+ Grade. The College offers 8 UG Engg programmes, 5 PG Engg programmes and MBA.

### **VISION**

To contribute to the society through excellence in technical education with societal values and thus a valuable resource for industry and the humanity.

### **MISSION**

- To create an ambience for quality learning experience by providing sustained care and facilities.
- To offer higher level training encompassing both theory and practices with human and social values.
- To provide knowledge based services and professional skills to adapt tomorrow's technology and embedded global changes

## **GOALS**

### **SHORT TERM**

- Practicing total quality management to ensure student centered teaching-learning processes.
- To ensure that all the students admitted in this institute are qualified in the end-semester examinations.
- To provide placement to all the opted students by providing soft skills, technical aptitude training and domain knowledge.
- To improve the leadership ability of the students, thereby grooming them as successful entrepreneurship.
- Conducting programs on personality development, add-on skills, entrepreneurship, ethics, co-curricular and extra-curricular events on regular basis for students' development.

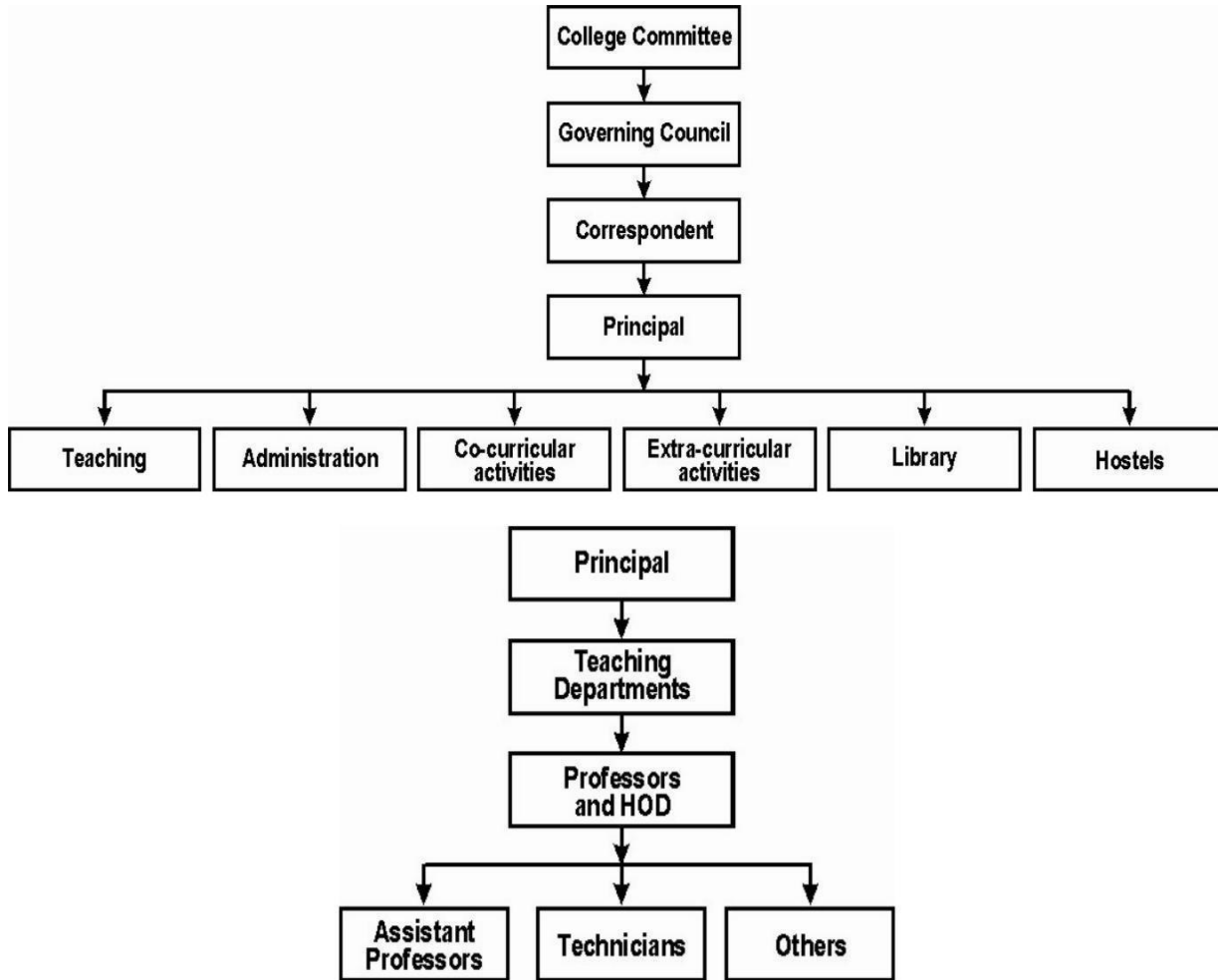
### **LONG TERM**

- To attain the status of 'University' with self-sufficiency, offering the career oriented programs for self-motivated employment.
- Emerging as a globally recognized Center of Excellence in the fields of Engineering, Technology and Management by research.
- To have collaboration with reputed global universities for exchange of students and faculty on technology transfer.
- To provide complete residential facilities for staff.

### **QUALITY POLICY**

- To produce quality, discipline and standard in every aspect of campus life and learning as an impetus to development.
- To impart high quality technical education

**ORGANOGRAM**



## DEFINITIONS

1. This HR Policy shall be called as P.S.R.Engineering College HR Manual. These rules shall supersede the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the college irrespective of their date of joining.

### Definitions:

1. **‘College’** means P.S.R. Engineering College, Sivakasi - 626140.
2. **‘Management’** means ‘P.S.Ramasamy Telugu Minority Educational and Charitable Trust', Sivakasi.
3. **‘Governing Council’** means ‘The Governing Council of the College constituted as per AICTE Norms.
4. **‘Chairman’** means ‘The Chairman of the Trust’.
5. **‘University’** means ‘Anna University, Chennai’.
6. **‘Director’** means ‘Director of the PSR Group of Institutions.
7. **‘Principal’** means ‘Principal of P.S.R. Engineering College or any other person appointed by the Management to discharge the duties and responsibilities of the Principal for a short period irrespective of his/her designation in absence of the Principal.
8. **‘Employee’** means a person who is employed by the Trust including Principal, Faculty and Supporting Staff excluding all those who are engaged on part time basis or on daily wages.
9. **‘Vacation’** means any recess in an academic year, which is for a minimum period of Five (5) days.
10. **‘Vacation Staff’** means employees who are eligible to avail vacation. All other employees are deemed to be ‘Non-Vacation staff’.

**11. 'Teaching Staff'** comprises the following categories:

- a. Principal
- b. Deans
- c. Professors
- d. Associate Professors
- e. Assistant Professors
- f. Director of Physical Education
- g. Librarian
- h. Any other category of post created/declared so by the management.

**12. 'Technical Staff'** comprises the following categories:

- a) Estate Officer, Site Engineer, Supervisor, Carpenter, Electrician, A/C Mechanic and Plumber.
- b) Workshop Superintendent and Foreman
- c) System Administrator, Programmers, Asst. Programmers, Computer Operators
- d) Technicians and Laboratory Assistants
- e) Library Assistant.

13. **‘Administrative Staff’** means all those staff who are categorized as follows:

- a) Administrative Officer(A.O.)
- b) Finance Officer (F.O.)
- c) Purchase Manager (P.M.)
- d) Public Relations Officer (P.R.O)
- e) Senior Assistants
- f) Junior Assistant
- g) Steno cum P.A.
- h) Typist
- i) Record Clerk
- j) Attender
- k) Transport staff

14. **‘House Keeping Staff’** means all those staff who are categorized as follows:

- a) Gardner
- b) Sweeper
- c) Scavenger

15. **‘Watch & Ward’** means all those staff who are categorized as follows:

- a) Chief Security Officer
- b) Security Officer
- c) Security Personnel such as Guard, Sentry and Watchmen.



16. **‘Competent Authority’** means Chairman /Director in the case of Principal and Principal in the case of all other employees.
17. **‘Duty’** – an employee is said to be ‘On Duty’ for the purpose of service benefits when :
- a) An employee is discharging the duties of the post to which he /she is appointed or he/she is undergoing training prescribed for the post.
  - b) An employee is absent from duty on authorized holidays, on permitted vacation or when availing any other leave sanctioned by the competent authority.
  - c) An employee is attending Conferences, Seminars, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programmes, etc., duly permitted by the competent authority.
  - d) An employee is attending to the work assigned by the competent authority in the interest of the College/Management.
18. **‘Leave’** means leave granted by the competent authority to an employee to which he/she is eligible.
19. **‘Pay’** means basic pay in the time scale or basic pay with a special pay/allowance as the case maybe.
20. **‘Year’** means Academic year (AY) / Calendar year (CY) /Financial year (FY) as the case maybe.

## **ROLES AND RESPONSIBILITIES**

### **Decentralization in Working**

Faculty members have been delegated/allocated duties based on their expertise and experience in various domains.

### **Academic Council**

Academic Council consists of Principal, Head of departments, Deans, programme coordinators as required. This council functions as the major decision making body for the academic matters of UG and PG studies.

### **College Council**

The members include Principal, Deans, Heads of departments, senior faculty members. The main functions include advice on academic and nonacademic matters, discipline related matters of students.

### **Internal Quality Assurance Cell (IQAC)**

IQAC is constituted under the Chairmanship of the Principal with heads of important academic and administrative units and a few teachers. IQAC conduct regular internal audits and also facilitates external audits.

### **PRINCIPAL**

- Principal is the academic and administrative Head of the Institution and is also the Member Secretary of the Governing Council.
- Principal represents the college for all activities connected with statutory and regulating bodies like, Anna University, DoTE, AICTE, UGC etc. and is responsible to maintain all records connected with these bodies.
- Principal establishes a suitable system for observing and controlling the functioning of the academic departments, their effectiveness and efficiency in delivering the courses conducted by them.
- Principal is primarily responsible for the smooth conduct of all academic activities and

maintenance of discipline among students and staff.

- Principal approves the leave applications of all staff on the recommendations of the HoDs concerned.
- Principal approves of all industrial and other visits by the students when the same is put up to him/her with the specific recommendations of the HoDs concerned. [Through: Dean (Academic) / Academic Coordinator/any other competent authority].
- Principal approves of co-curricular activities like guest lectures, seminars, conventions, symposium, literary & cultural events and any other programme as recommended by the HoDs concerned [Through: Dean (Students Welfare) / Students Coordinator/any other competent authority].
- Principal is responsible for formal scrutiny and approval of all proposals involving finance and finalization of budget for a particular year / semester by collecting and consolidating the requirements from the departments.
- Principal cannot take any major policy decisions.
- Principal's financial power is restricted to signing the cheques with regard to the following accounts only:
  - 1) University Fees
  - 2) University Examination
  - 3) Scholarship
  - 4) Training & Placement
  - 5) Technical Clubs
  - 6) NSS, RRC & YRC

### **Administrative Matters**

- a) Appointments
- b) Pay fixation and promotion
- c) Leave matters.
- d) Communications with all statutory agencies.
- e) Proposals and inspections.
- f) Departmental visits.
- g) Conduct of Periodical review meetings of HoDs.
- h) Conduct of Periodical review meetings of the College Council.
- i) Conduct of Periodical meetings of the Governing Council.

- j) Preparation of Annual Reports.
- k) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission to the management for approval.

### **Academic Matters**

- l) Work load allotment [Through HoDs]
- m) Monitoring Class work including laboratory [Through : HoDs]
- n) Periodical tests [Through: COE]
- o) University examinations [Through: COE]
- p) Feedback from students
- q) Disciplinary matters (Staff)
- r) Disciplinary matters (Students)
- s) Central library

### **Miscellaneous**

- t) Letters /Fax / E-Mail
- u) Conduct of meetings /functions
- v) Safe custody of certificates and documents [Through : Administrative Officer]
- w) Issue of Certificates [Bonafide, Conduct, Transfer etc.]
- x) Staff grievances and redressal.
- y) Anti-ragging measures
- z) Interaction with alumni
- aa) Interaction with parents
- bb) Purchase proposals
- cc) Public relations
- dd) Community service.

**DEANS RESPONSIBILITIES**

Deans offer assistance to the Principal in the following matters:

- Planning and Development, Institutional Building, Teaching-Learning, Students Discipline, Staff Recruitment, Assets Inventory etc.,
- In the absence of the Principal, the senior most Dean will act as the Principal-in-charge.
- In the absence of Dean post, the principal will nominate the in-charge with the approval of the Secretary/Director.

**DEAN (ACADEMIC PROGRAMMES)**

1. Finalization of academic calendar and time tables.
2. Arrangements all the facilities and requirements for proper conduct of classes.
3. Monitoring of conduct of classes and laboratories
4. Monitoring the conduct of class committee meetings.
5. Conduct of class tests and co-coordinating the finalization of attendance and internal assessment.
6. Supervision of maintenance of up-to-date academic records of all categories of students.
7. Issuance of all types of certificates to students.
8. Printing and distribution of syllabi.
9. Coordinating co-curricular activities (Technical festivals, quizzes etc.,)
10. Arranging the issuance of all academic certificates, medals & prizes to the students [either on Annual Day or on Graduation Day].
11. Arranging for conduct of all those examinations which are to be conducted by the college as stipulated by the affiliating University.
12. Central Library.

13. Central Workshop.
14. Computing and Internet facilities.
15. Result analysis.
16. Feedback on teaching.
17. Issue of original and duplicate mark sheets.
18. To coordinate the conduct of Graduation Day.

### **DEAN (RESEARCH AND CONSULTANCY)**

1. Deputation of faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching / training assignment etc.
2. Deputation of faculty member to various institutions under Quality Improvement Programme (Q.I.P.) under rules applicable to them.
3. Evaluation of papers submitted by the faculty members to Conferences / Seminars.
4. Organizing training programmes for the faculty members.
5. Creating and maintaining database regarding faculty expertise.
6. Framing rules for Industrial Sponsored Research and Consultancy.
7. To formulate policies for the conduct of research and steps to maintain suitable standards.
8. Facilitating faculty members through his/her office in procuring equipment necessary to conduct research / consultancy work and in recruitment of project staff.
9. Monitoring the activities of consultancy, testing and sponsored research projects of college and to ensure timely submission of progress reports.
10. Coordinating the formulation and conduct of non-formal and continuing education and extension programmes.

**HEADS OF THE DEPARTMENTS**

1. Providing a clear vision and direction to the department.
2. Academic planning.
3. Delineation and allocation of responsibilities to faculty and staff.
4. Allotment of work load to staff.
5. Time-Table and Hall management.
6. Guest lectures.
7. Budget proposals.
8. Periodical staff meetings (preferably once in a fortnight).
9. Periodical class committee meetings (preferably once in a month before and / or after each assessment test).
10. HoDs are responsible for all the curricular and co-curricular activities of their departments.
11. HoDs enforce discipline in their department.
12. HoDs call for at least one departmental meeting in every calendar month.
13. HoDs prepare the budget requirements (Consumables & Non-Consumables etc.,) in consultation with other faculty members of their department.
14. Staff Leave.
15. Students Symposia /Seminars.
16. Review of students' performance and remedial measures.
17. Industrial Visits and In Plant Trainings.
18. Departmental Library.
19. Issuance of Bonafide Certificates to staff and students for participation in Seminars

- /Symposiums.
20. Cleanliness of the department.
  21. Purchase of equipment, testing, quality assurance and processing of bills.
  22. Purchase and issue of books and stationery items to staff and students.
  23. Development of inter-departmental cooperation.

### **FACULTY**

1. Preparation of 'Lesson Plan' effectively well ahead of the commencement of the semester.
2. Handling lecture classes as per the Time-Table and timely completion of the syllabus.
3. Completing Laboratory exercises.
4. Verifying note books / records periodically.
5. Counseling the students and conducting re-tests for those failed / performed poorly.
6. Coordination with HoDs / Faculty members in preparation of laboratory requirements and budget, discipline maintenance, students' counseling and execution of co-curricular activities.
7. Class room instruction.
8. Laboratory Practice.
9. Student Project and Exhibits.
10. Preparation of Learning Resource Material:
  - a. Course / Lesson Plan
  - b. OHP Transparencies / Power Point Slides
  - c. Question Bank with Answers
  - d. Drill Problems with Solutions
  - e. Quizzes, Crosswords and Puzzels
  - f. Web Based Learning Material



**TRAINING AND PLACEMENT OFFICER**

1. Creation and maintenance of data base of companies, alumni and student.
2. Conduct of Soft Skill Development programmes.
3. Placement activities.
4. Interaction with industry.
5. Interaction with alumni.

**CONTROLLER OF EXAMINATIONS**

1. Internal test schedule and seating arrangements.
2. Practical examination schedule and seating arrangements.
3. Printing of Answer booklets & Question Papers.
4. Assignment of invigilation duty to faculty and staff [Through: HoDs].
5. Internal Assessment Tests and Model examination.
6. Computation of attendance.
7. Computation of internal test marks.
8. Submission of absentees list.
9. Distribution of examination remuneration.
10. Issue of original and duplicate hall tickets.
11. Issue of original and duplicate mark sheets.

**LIBRARIAN**

1. Purchase of books as per the requirement of AICTE and Anna University.
2. Subscription and renewal of E-journals, Journals, Magazines and newspapers.
3. Stock entry & maintenance.
4. Issue and collection of books.
5. Reprographic facilities.

6. Collection off line.
7. Binding and lamination facilities.
8. Establishment of book bank.
9. Coordination of purchase of books for students.
10. Submission of Annual budget Proposal.

### **DIRECTOR OF PHYSICAL EDUCATION**

1. Purchase of Sports Kits.
2. Stock entry & maintenance.
3. Condemnation & auction.
4. Collection off line.
5. Scheduling of sports events.
6. Scheduling of sport day.
7. Submission of Annual Budget Proposal.

**SYSTEM ADMINSTRATOR**

1. Purchase, installation & maintenance of computer systems and UPS based on requirements received from various departments.
2. Purchase, installation & maintenance of new software based on the requirements from various departments.
3. Up gradation of existing hardware & software.
4. Renewal of AMC for computer systems.
5. Renewal of existing software.
6. Installation, up gradation and maintenance of firewall and antivirus software.
7. Conduct of computer related courses to staff & outsiders.
8. Maintenance and up gradation of PSR website.

**ADMINISTRATIVE MANAGER**

1. The Administrative Officer (A.O) looks after the administration of administration office and takes care of correspondence to AICTE, Anna University and other agencies in consultation with the Principal and co-ordinates all activities of the office and the academic departments.
2. Administration Officer renders necessary assistance to the Principal in the day-to-day affairs.
3. Administrative officer carries out the task assigned to him / her by the Principal. He/she is the custodian of all records and documents.
4. Maintain records of goods ordered and received.
5. Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
6. Prepare and process requisitions and purchase orders for supplies and equipment.
7. Control purchasing department budgets.

8. Review purchase order claims and contracts for conformance to college policy.
9. Develop and implement purchasing and contract management instructions, policies, and procedures.
10. Participate in the development of specifications for equipment, products or substitute materials.
11. Resolve vendor or contractor grievances, and claims against suppliers.
12. Represent college in negotiating contracts and formulating policies with suppliers.
13. Prepare reports regarding market conditions and merchant discounts.
14. Arrange for disposal of surplus materials.

#### **FINANCE OFFICER**

1. Pay and Accounts.
2. Pay bill preparation and disbursement.
3. Maintenance of salary acquittance.
4. Advances and settlement.
5. Collection of fees and remittance.
6. PF matters.
7. Income tax matters.
8. Internal audit.
9. Audited statement of receipts & expenditure.
10. Preparation of annual budgets.
11. Advertisements & Tenders.

**ESTATE OFFICER**

1. Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
2. Supervises, executes the works in all civil, electrical, gardening and cleaning according to the norms and standards.
3. Acts as the office in-charge of the security/sanitation/public health units of the institute and exercise control over the contract workers; he/she must ensure compliance of the all provisions of the labour laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
4. Inspects the buildings structures, roads, etc. under his/her charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
5. Prepares progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
6. Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
7. Suggests the Principal in all technical matters and ensure that all works executed by him are as per the guidelines prescribed by the MOA/Bye- Laws/CPWD/State PWD and that these works are carried out with the authorization / approval of the works committee or building committee etc. as per the prescribed procedure.
8. Executes any other works assigned from time to time.

**TECHNICAL STAFF**

1. Maintenance of stock and Inventory.
2. Issues and receipts.
3. Servicing of equipment.
4. Assistance in purchase.
5. Stock entry and bill passing.

**CHIEF SECURITY OFFICER**

1. Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
2. Monitors Material movement in and out of the premises.
3. In charge for monitoring the persons inside the campus; verifying the ID Cards.
4. Ensures the Contract labourers wear Contract badge during working hours within the campus.

**TRANSPORT MANAGER**

1. Responsible for arrangement of transport for students and staff from College to City & vice versa.
2. Responsible for periodical maintenance of all the buses.
3. Responsible for a periodical check of the log books maintained by the drivers.
4. Responsible to inform the Principal at any major repair of college vehicle.
5. Responsible for the purchase of new vehicle.
6. Responsible for the transport for the staff and students for any educational tours and visit Sports competitions etc.,
7. Responsible for time management of buses.

8. Responsible for timely payment of Insurance.
9. Responsible for timely arrangement of obtaining Fitness Certificate.

### **MESS MANAGER**

1. Responsible for the purchase of groceries for hostel.
2. Responsible for food related complaints.
3. Responsible for food timings.
4. Responsible to monitor the discipline of the students.
5. Responsible to monitor study hour.
6. Responsible for the students to comply with the Hostel rules and regulations, and to maintain the orderly management of the Hostel, providing a harmonious environment for the students.
7. Responsible to ensure the general wellbeing of students in their hall and to handle situations of emergency as and when these arise

**HUMAN RESOURCE PLANNING****PLANNING**

- i. The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- ii. He will obtain the staff requirement lists from all the heads of the department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- iii. He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher-student ratio prescribed herein.
- iv. The teacher-student ratio shall be 1:15 and for this purpose, the Professor shall also be included in counting the number of teachers.
- v. The minimum contact hours during the week for each category shall be maintained as follows:

Principal	4
Professors	8
Associate Professors	12
Assistant Professors	16



**RECRUITMENT**

- i.** The Principal will appoint a selection committee for recruitment faculty in each discipline, composed of the HOD, one senior staff member, and the Department's Advisors / Experts.
- ii.** The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- iii.** The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
  1. Advertisement in the Newspapers
  2. Files maintained for storing the unsolicited applications
- iv.** The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- v.** The committee shall short list the candidates in the following processes:
  1. Aptitude tests, including class room demonstrations
  2. Personal Interviews
- vi.** The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Correspondent / Director who in turn Interview the candidates and decide on the appointment.
- vii.** An appointment order shall be released by the Principal / Correspondent / Director.
- viii.** Qualifications, Designations for recruitment of various teaching positions will be based on AICTE regulations 2010.
- ix.** Every employee shall be issued with an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Management/Director/Principal.

- x. A softcopy of HR manual will be sent to their individual E-mails.
- xi. The newly selected faculties are welcome with a joining kit which contains the List of Documents to be submitted *viz.*, Employee Application Form, Application Form for issue of Identity Card, Details for inclusion in ERP, Certificate Acknowledgement Form and Central Library Membership Form and E-mail account opening request form.
- xii. Each Faculty member will be allotted with a unique Identity number by the HR manager which will be displayed in his/her identity card.
- xiii. The identity card should be worn with a lanyard by all the staff during the college working hours and during their travel in the college bus
- xiv. The Identity Card shall carry the Photo of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact No., and Residential Address. The said identity card shall be issued duly signed by the authority concerned.
- xv. If any employee loses his/her identity card, the college shall provide him / her with a duplicate identity card on payment of the requisite fee.
- xvi. When an employee ceases to be on employment of the college, he/she shall surrender his/her identity card to the HR Department before his/her accounts are settled.

### **ORIENTATION**

- i. Orientation programme is conducted for all the new Teaching and Non- Teaching staff.
- ii. The purpose of the orientation programme is to get them familiarized with the college, its Rules and Regulations, Departmental Procedures, etc.
- iii. Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his / her joining.
- iv. The Principal shall take him / her to the department of his / her work and introduced to the Head of the Department.

- v. The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- vi. He will also take him / her on a tour to the campus, explaining him / her various codes of conduct observed in availing the facilities in the College.
- vii. The HOD will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the Office team.
- viii. The HOD will introduce the new faculty member in the first class he / she is going to handle in every section of his assignment.

### **TERMS AND CONDITIONS OF EMPLOYMENT**

#### **Working days and working hours**

- Monday to Friday will be working days for P.S.R. Engineering College.
- If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt./ District Collector or for other reasons, the Saturday immediately following (and if that is not possible, the very next Saturday following that), will be a working day.
- Other Saturdays, may be declared as working days if that is found necessary to make up the shortfall in the total number of working days in a semester.
- Class work starts at 09:00 a.m. and closes at 04:10 p.m. Lunch break is from 12:20 p.m. to 01:00p.m.
- All staff members are required to Sign-in before 09.00 a.m. and Sign-out only after 04.30p.m.
- 'Forgot to Sign' shall not be accepted as a reason for not signing. In such cases the faculty member should submit his/her explanation to the HoD at the earliest and in any case not later than the next working day. The HoD shall forward the explanation with his comment to the Principal and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as eligible leave or Leave on loss of pay.

- Holidays declared by the Government / District administration (with the clause ‘for all educational institutions including professional colleges’) will be holidays for both the students and the faculty.
- All other days will be working days for the entire staff, both teaching and non-teaching. Absence on these days shall be treated as on leave.
- As a general rule, the classes will be conducted, if not notified to be a holiday.
- The management / Principal reserve the right to convert any holiday into a working day under special circumstances.

### **Attendance**

- i. Every employee shall ordinarily be at work in the college or any other designated area connected with the college.
- ii. He/she shall register his/her attendance and sign in the Attendance Register maintained in the Administration Office both in the mornings as well as in the evenings.
- iii. The employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually, “late attendance” will be marked and the employee has to sign in the “Time in Time Out Register”.
- iv. Forfeiture of half-a-day Casual Leave will be the penalty for every three days’ late attendance. Habitual three days’ late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.
- v. Employees should normally obtain permission before hand to arrive at the college either late or to leave early. For all staff, habitual absence or late attendance will entail penal provision.
- vi. Employees are expected to be present in their respective departments at least 10 (Ten) minutes in advance before the working hours.

**Dress Code - Men**

- i. The employees should preferably wear full-sleeve shirt. It is recommended that color of the shirt is mild and basic. Avoid anything bright or bold.
- ii. Dress should be clean and not crumpled.
- iii. Hair should be clean, neatly cut, not extending below the ears - Crew cut is recommended. It should be always well combed.
- iv. Face should be clean shaven without beard. Moustaches should be well trimmed-above the lip level and not drooping down.
- v. Shoes and Socks should be color coordinated with the clothes and well-polished and clean.
- vi. Wrist watch and other accessories should be formal and with appropriate size.

**Dress Code - Women**

- i. Saree is the dress code for the female faculty members.
- ii. Hair should be well kept and neatly combed.
- iii. Make up should be light, subtle and properly applied
- iv. Should wear low heeled shoes or sandals in good condition
- v. It is recommended that the faculty members wear light authentic jewelry like a thin gold chain, a thin gold bangle and small earrings.
- vi. All Categories of employees should wear their 'Identity Cards' at all time during college working hours.

### Code of Conduct

Every employee shall:

- Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
- Abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence control, he/she is placed.
- Extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of discharge of his/her duties.
- Endeavour to promote the interest of the college and shall not act in any manner prejudicial thereto. Carry out duties and responsibilities assigned to his/her post and shall also carry out any other duties assigned to him/her from time to time.
- Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.
- Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he/she shall, from time to time, be placed.
- He/she shall discharge all duties pertaining to the office diligently and as required. No information related to any individual / firm engaged with the Institution shall be divulged to

any other employee of the Institute/ person / concern (relating to the Professional Fees / Salary / Perquisites, etc.).

- No employee shall join, or continue to be a member of any association / organization / political party for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of the country or public order or morality.
- If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government / MHRD / AICTE / Anna University.

## **SALARY POLICY**

### **POSITIONS AND PAY SCALES**

- The College will have the following positions of hierarchy in the teaching departments:
  - a. Principal
  - b. Professors
  - c. Associate Professors and
  - d. Assistant Professors
- In addition, each department shall have support staff like Programmers, Lab Assistants, and Department Assistant.
- The College Office will have the following positions of hierarchy in the administrative department.
  - a. Administrative Officer
  - b. Accountant, Clerical Assistants
  - c. Office Assistants.
- The Scales of pay for various teaching positions will be as follows:  
As per AICTE norms

### **DEARNESS ALLOWANCE**

- In addition to the Basic Salary, a monthly dearness allowance shall be extended to teaching faculties.
- Management can also decide other allowances for Professor, Principal and Special posts.

### **YEARLY INCREMENTS**

- Staff Members are eligible to the increments prescribed at the end of 12 months' service in the Institution.
- Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.



**BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF**

- Employees Provident Fund (EPF)
- Employee State Insurance (ESI)
- Group Insurance.
- Free Transport.
- Fees Relaxation to Wards of Employees Admitted to the College

**INCENTIVES AND REWARDS**

- Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.
- For producing 100% results in a theory paper A Cash Award of Rs. 1000/- is given.
- For attending Summer/Winter Schools/Seminars/Conferences actual expenditure and On Duty are provided for the faculty members.
- Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.

## LEAVE POLICY

### CASUAL LEAVE

- Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in a calendar year.
- Normally only one-day casual leave will be sanctioned in a month.
- Continuous absence beyond 9 days will be treated as Earned Leave or Leave on Loss Pay in case enough Earned Leave is not in credit to the staff for the actual number of days absent.
- Application for Casual Leave should be submitted to the HoD / competent authority in advance with necessary alternative arrangements for class work during their absence to engage the students.
- If application cannot be submitted in advance on account of some emergency or unforeseen reason, the HoD would be contacted over the phone at the earliest so that the HoD would be able to make necessary alternative arrangements to engage the classes.
- Failure to engage the classes on account of leave shall be treated as **‘Dereliction of Duty’** on the part of the faculty member availing leave.
- Any absence without proper sanction will be treated as unauthorized abstention and salary will be deducted for those days of such absence.
- Principal is the authority to sanction Casual Leave to teaching as well as non-teaching staff.

### COMPENSATION LEAVE

- In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis 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 writing 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 office. The compensatory leave should be availed within three months after the actual date of working.

- Compensatory leave will not be granted to any staff of special classes, educational tours, and University practical examinations, ISO, Accreditation, and Inspection of AICTE / University, other bodies and emergency works.

### **ON DUTY**

- On Duty Permission will be granted only the prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.
- The teaching staff members will be allowed a maximum of 8 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university / DOTE during the college working days. Staff should produce evidence from the Competence authority for having done the intended duty. Otherwise if this 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 obtained in advance from the Principal.

### **VACATION LEAVE**

- Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave.
- Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally, the semester and vacation period as follows:
  - (i). Odd Semester – November to December (Winter Vacation)
  - (ii). Even Semester – May to June (Summer Vacation)
- Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail 21 days of summer vacation leave during the academic year. If they have served only one semester, they are eligible to get only 14 days of summer vacation.
- Every Teaching staff member who has fully served for two semesters in an academic year is

eligible to avail 10 days of winter vacation leave during the academic year. If they have served only one semester, they are eligible to get only 7 days of winter vacation.

- The eligibility of the vacation leaves for the staff members who are doing part-time B.E, M.Phil., M.E., and Ph.D., programmes etc., on sponsoring will be finalized according to the merit of the case and announced by the Principal by the end of April every year.
- Vacation Leave may be availed in two spells in each vacation period.
- CL, EL, CPL, OD, etc., cannot be combined with Vacation Leave.
- Vacation Leave should be applied well in advance and got sanctioned before availing the same.
- Vacation Leave may be curtailed or refused depending upon the exigencies of works.

### **EARNED LEAVE FOR TEACHING STAFF**

- Every Teaching staff member who has fully served for three years in an institution is eligible to avail up to a maximum of 10 days of Earned Leave in a calendar year.
- Earned Leave should be applied in advance and got sanctioned, before being availed.
- CL, CPL, OD or other leave cannot be combined with Earned Leave under any circumstances.

### **EARNED LEAVE FOR NON-TEACHING STAFF**

Every non-teaching staff of the college is eligible for the Earned Leave as per the rules:

- During the probation period, Earned Leave will accrue at the rate of 15 days in a year. (1¼ day per month). On completion of the probation period, the rate will be 30 days a year. (2½ days per month).
- Earned Leave should be availed in advance and get sanctioned, before being availed.
- Earned Leave may be refused or curtailed depending on the exigencies of work.

### **MATERNITY LEAVE**

The leave can be granted to all lady staff subject to the following conditions:

- Should have completed the minimum of three years of satisfactory service.

- The maternity leave is limited to a maximum of 6 months only.

### **MEDICAL LEAVE**

- For treatment and hospitalization of serious illness like TB, Cancer, Leprosy, Heart Surgery, Kidney Transplantation, Retina Transplantation etc., the medical will be decided on the merit of individual case.
- For other ailments and hospitalization, the medical leave will be given on production of medical certificate.

### **General Provisions on Leave**

- Approval of the competent authority should be obtained before availing any type of leave.
- If previous approval could not be taken, on account of emergency or unforeseen reasons, the competent authority should be contacted over phone at the earliest possible opportunity and oral permission must be obtained. This should be followed by submission of a written application and ratification there upon by the competent authorities immediately on rejoining date.
- Availing leave without previous sanction will be treated as unauthorized abstention and for such period of abstention the pay shall be deducted.
- Unauthorized abstention for a continuous period of more than 30 (Thirty) days will be treated as voluntary desertion of service and the service of such persons shall be treated as terminated automatically.
- All kinds of authorized leave will count towards seniority and increment, except study leave (unless otherwise specified). Study leave on QIP scheme of AICTE/MHRD will count towards seniority and increment, but study leave will count only towards seniority and not for grant of annual increment.
- Casual Leave not availed in a calendar year cannot be carried over to the subsequent year.
- It is the duty of the faculty / staff member going on leave to make necessary alternative arrangement, with the approval of the HoD/Principal, to engage the classes/ attend to the work during his/her absence.

## FACULTY SELECTION AND PROMOTION POLICY

P.S.R. Engineering College has established a detailed process for 'Promotion' for its faculty members. The career progression is applicable to all faculty members who are already in service. Faculty who have joined the cadre of Assistant Professors can move to the cadre of Associate Professors and those who have joined the cadre of Associate Professors can move to the cadre of Professors under the promotion scheme. They are promoted considering both their educational qualification and experience. The norms fixed by AICTE/Anna University are followed in the implementation of the promotion scheme (Ref: Anna University Norms for Faculty Recruitment in Affiliated Colleges, <https://www.annauniv.edu/cai/Faculty.pdf>)

### **ENGINEERING STREAM:**

- **Assistant Professor:** B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees. Experience not mandatory
  
- **Associate Professor:** Minimum of 8 years of experience in teaching/research/industry out of which at least 2 years shall be Post Ph.D. experience. **Qualification:** Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch & At least a total 6 research publications in SCI/SCIE/ UGC / AICTE approved list of journals.
  
- **Professor:** Minimum of 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor. **Qualification:** Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch & At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion (or) At least 10 research publications at the level of Associate Professor in SCI/ SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion

**SCIENCE & HUMANITIES STREAM:**

- **Assistant Professor:** At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D. Candidates shall be exempted from the requirement of SLET/NET. Experience is not mandatory.
- **Associate Professor:** 8 years experience teaching and/or research in an academic/research position equivalent to that of an Assistant Professor in a University, College, or Accredited Research Institution/ industry. **Qualification:** At least 55% of marks (or) an equivalent CGPA at the Master's degree level and a Ph.D. degree in the relevant subject & Minimum of seven publications in the peer-reviewed or UGC-listed Journals
- **Professor:** A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate. **Qualification:** Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals

**MANAGEMENT PROGRAMMES:**

- **Assistant Professor:** Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with First Class or equivalent. Minimum Experience: 2 years of relevant experience professional experience after acquiring the Master's degree.
- **Associate Professor:** Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience. **Qualification:** Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch & At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals

- **Professor:** Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.  
**Qualification:** Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch & At least 6 research publications at the level of Associate Professor in SCI /SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion or At least 10 research publications at the level of Associate Professor in SCI/SCIE journals / UGC /AICTE approved list of journals till the date of eligibility of promotion

The above stated norms are minimum qualifications considered for promotion. Apart from the above, the staff members have to go through a performance appraisal process on a yearly basis. The staff members do a self-evaluation of their performance and make a presentation to a panel comprising of the Correspondent, Principal, HoD concerned and 2 (Two) external subject experts. An interview is conducted as part of this presentation and based on the outcome, the decision for promotion is taken. Compensation and benefits are revised upon promotion based on the norms prescribed by AICTE.



## CONSULTING, R&D AND TEACHING ASSIGNMENTS

### CONSULTING AND R&D

- The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- The teacher shall undertake such assignments

When the College is approached for such help and the College assigns such engagement to the particular teacher.

When the teacher himself / herself is approached by the outside agency for such help.

- In either case, the teacher shall take up the assignment by obtaining the approval of the Principal / Correspondent in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his / her assignment.
- The teacher shall also associate other members of the faculty in working on the assignments.
- The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
  - a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (60% to College).
  - b) In all other cases like consultancy assignments, it shall be 60:40 (60% to College).
- The share of the institution will be utilized for the upgradation of laboratories and infrastructure facilities, purchase of the journal, from reliable sources.
- Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal / Correspondent
- The Project Co-Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

### Financial Incentives for Research Publications

Teachers who publish research work in reputed journals will be eligible for financial assistance.

S.No.	Publication Type	Reward, Rs.
1	SCI/WoS Journals	5000/-
2	International/National journals with established peer review system	3000/-
3	Conferences	1000/-

- Affiliation of the college must be there in the published papers
- Assistance under this scheme is not applicable if research allowance / grant are claimed under any other scheme. Assistance is payable only if full paper is published and not for publication of abstract alone.
- Teachers have to submit a request along with a copy of the published research paper (reprint) to the Principal through the HoD and Dean (R&C) for assistance. Also the contributor of the article has to submit the latest Impact factor.
- Documentary proof for refereeing should be submitted along with the application. All journals should have ISSN numbers from national or international centres. A maximum of Four (4) publications in a year will be eligible for financial incentive under this scheme.

## **IN-HOUSE R&D SEMINARS / WORKSHOPS**

### **SEMINARS / WORKSHOPS**

- The College encourages its faculties to organize AICTE / ISTE / UGC / ICSSR funded seminars and workshops for the benefits of fellow teachers and students.
- The management provides additional 100% funds for any AICTE / UGC / ICSSR / ISTE funded programs and 50% funds for other programs organized by the department (maximum of Rs.25,000/- per department).

### **RULES FOR TA & DA**

- The actual expenditure related to travel will be prone by the intuition for the college related duties for both teaching and non-teaching faculty members.
- The approval from principal and college is must for the sanctioning of the amount. The bills must be submitted through HoDs.

## **DISCIPLINE AND GRIEVANCE PROCEDURE**

### **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 taking correctional action if it is within his/her power, or reporting the matter to the Principal.
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- Faculties and Staff Members 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:
  - i. Preparation for the particular day's Classes, with latest information added to earlier course content.
  - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
  - iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
  - iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
  - v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
  - vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- Teachers shall observe good personal conduct in terms of:
  - a. Not using any abusive language towards students, fellow teachers, parents and other members of public.
  - b. Not entering into quarrels, fights or any act of disrespectful nature.

- c. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- d. Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

**CODE OF CONDUCT FOR ADMINISTRATORS**

- Administrators should make all their decisions based on the best interests of the students. Ethical administrators never put their interests above greater good of institution they serve.
- Administrators shall provide professional educational services in a non-discriminatory manner.
- Administrators shall take reasonable action to provide an atmosphere conducive to learning.
- Administrators shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- Administrators shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- Administrators shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

**DISCIPLINARY PROCEDURE**

- Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action by the Principal / Correspondent / Director.
- If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing 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 and such enquiry shall be held in presence of the complainant.
- 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.
- The Principal 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:

- a. Memo and Censure.
  - b. Warning in writing, with recovery of money, where financial loss is involved in the act.
  - c. Suspension from work without remuneration.
  - d. Dismissal or discharge from service.
  - e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
- Where the punishment proposed is in the categories c or d the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
  - The Principal shall report the proceedings periodically to the Correspondent / Director.

### **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 / Director / Dean and Correspondent.
- The Principal shall announce the Constitution of Committee & the names of members at the beginning of every academic year.
- The grievance committee shall have a member secretary, to monitor the proceedings and meet once every month on a stipulated day and time
- Any teaching or non-teaching staff having a grievance, he or she 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 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 / Correspondent.

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

### **RESIGNATION**

Employees who wish to leave the services of this college, he/she will be relieved only at the end of a semester, provided they have to tender three months' notice or surrender three month's salary. However, it is left to the discretion of the Management, to relieve earlier. Likewise, if employee's service is not satisfactory/ required by the management, it has the discretion to terminate the services at any point of time, with a three months' notice.

### **SUPERANNUATION**

The age of superannuation – (I) Teaching Faculty - 62 Years

(II) Non-Teaching - 62 Years



**PERFORMANCE APPRAISAL FOR FACULTY****For the Period from ..... to .....****Part I****(To be filled by the Establishment Branch)**

1. Name of the Faculty Member  
(in Capital Letters)
2. Designation
3. Date of Birth
4. Educational Qualifications  
including professional and  
technical qualifications
5. Date of continuous appointment in  
the School / University
6. Date of appointment to the  
present post
7. Date of confirmation with the  
designation of the Post in which  
confirmed
8. Period of absence from duty (or  
leave, training etc. during the year.  
If he/she has undergone training,  
please specify.)

**Part –II****SELF ASSESSMENT REPORT****FOR PERIOD \_\_\_\_\_ TO \_\_\_\_\_****(To be filled by the Teacher)**

1. Name \_\_\_\_\_ Designation \_\_\_\_\_

School \_\_\_\_\_

2. Academic Qualifications

(Mention if any additional qualification has been acquired during the year under review)

3. Name of the Courses taught during the year

4. Maximum no. of periods per course available in the Semester as per Time – Table (Lectures &amp; Practical)

5. Teaching load mentioned in Time Table (Lectures &amp; Practical)

6.

No. of the Total Lectures (including Tutorials) delivered	Shortfall (from 4 & 5)	Practical periods taken	Shortfall (from 4 & 5)

7. Reasons for shortfall, if any, in Lectures and practical taken.

8. Any specific problem of any student solved, or taken initiative to solve

9. Research Guidance (give brief description of each project and name the student (s) and Co-supervisor, if any. (Attach separate sheets, if needed).
10. Any project completed other than student's projects.
11. Any new Experiment added in the Practical course.
12. Any innovation of any type introduced in the School
13. Papers published (give the title, Co-author, if any, and details of the Journals. Attach separate sheet, if necessary.
14. Any contribution in Laboratory / Course Development, not mentioned above.
15. Contribution to Industrial Development in the form of Consultancy / sponsored R.D.
16. Contribution to Corporate life of the School / University
  - (a) Curriculum development, (b) Cultural /Extra Curricular activities
  - (c) Sports / Community and Extension services, (d) Administrative assignments
  - (e) Any other
17. Contribution to Scientific / Technical education through publication of Text-books and Laboratory Manual, Special Lectures and organization of Seminars, Symposium, Summer or Winter School etc.
18. Summer institute, Refresher or Orientation course attended, during the year, give details.



**PART III****Assessment of the HoD**

Length of service under the reporting officer:

Kindly provide your assessment on the five point scale in respect of the following parameters.

Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
5	4	3	2	1

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.

In case the rating is unsatisfactory, please give reasons thereof separately.

**A. Assessment of Part II filled up by the Faculty Member**

Keeping in view the information furnished by the Faculty member, please provide your assessment on the following parameters: (Weightage – 50)

**Assessment on Five Point scale**

(i)	Teaching load and regularity in taking class	
(ii)	Research guidance to students	
(iii)	Any Projects completed other than the student's projects.	
(iv)	Innovations/ experiments introduced in the course	
(v)	Contribution in Curriculum Development	
(vi)	Intellectual capital (Books / Articles/ Patents/ Talks)	
(vii)	Publication in Refereed Journals	
(viii)	Organizing and participation in Seminars/ Workshops, Special lectures, FDP's, Summer institutes	
(ix)	Contribution to the corporate life of the school/ University	
(x)	Membership or Fellowship of Professional/ Academic bodies	

**Total (A) : \_\_\_\_\_**

**B. Performance and General Attributes (Weightage – 50)****Assessment on Five Point scale**

(i)	Knowledge in the sphere of work	
(ii)	Quality of output	
(iii)	Communication skills (Oral and written)	
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
(v)	Aptitude of work	
(vi)	Ability to inspire and motivate	
(vii)	Supervisory ability	
(viii)	Interpersonal relations and team work	
(ix)	Integrity and Trustworthiness	
(x)	General conduct	

**Total (B) : \_\_\_\_\_****C. General assessment taking all the above parameters****Total (A) + (B): \_\_\_\_\_**

(Outstanding - 91 to 100)

Very Good - 71 to 90

Good - 51 to 70

Satisfactory - 40 to 50

Unsatisfactory - upto 40)

Signature of the HoD:

Place:

Seal :

Date:

**PART –IV****(To be filled in by the Dean / Director)**

1. Length of service under the Reviewing officer
  
2. Are you satisfied that the Reporting officer has made his / her report with due care and after taking into account all the relevant material
  
3. Do you agree with the assessment of the Faculty Member given by the Reporting Officer?
  
4. Remarks about any meritorious work or otherwise of the Faculty Member.
  
5. Remark about grading of the Faculty Members by the Reporting Officer.
  
6. Has the Faculty Member any special characteristics, and/or any abilities which would justify his/her selection for special assignment. If so, specify.