



**VELAMMAL**  
ENGINEERING COLLEGE

The Wheel of Knowledge rolls on!

**2021 - 2022**

**HR**

**HAND BOOK**

**Prepared By**

**HR Office**

**Reviewed By**

**Principal**

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## **1. GENERAL INFORMATION**

### **1.2 About VEC**

The Velammal Educational Trust is a registered non-minority service organization established in the year 1986 by Thiru. M.V. Muthuramalingam to impart quality education. VEC is a self financing non-minority institution, affiliated to Anna University and approved by All India Council for Technical Education (AICTE) and also an ISO 9001:2008 certified institution. The watch words of the Trust are "Dedication, Determination and Distinction". VEC offers 8-UG programmes and 3-PG programmes.

### **1.2. THE MANAGEMENT**

#### **Founder Chairman**

Dr. M. V. Muthuramalingam

An educationalist with a motto of producing qualified professionals with human values.

#### **Chief Executive Officer**

Shri.M.V. M. Velmurugan

Young & Dynamic administrator with exceptional caliber to achieve benchmark quality in each sphere of activity.



### **1.3. VISION**

"To educate the student community both by theory and practice to fit in with the society and to conquer tomorrow's technology at global level with human values through our dedicated team."

### **1.4. MISSION**

"To provide world class education in engineering, technology and management, to foster research & development, to encourage creativity and promote innovation, to build leadership, intrapreneurship & entrepreneurship, to nurture teamwork and achieve stakeholders delight."

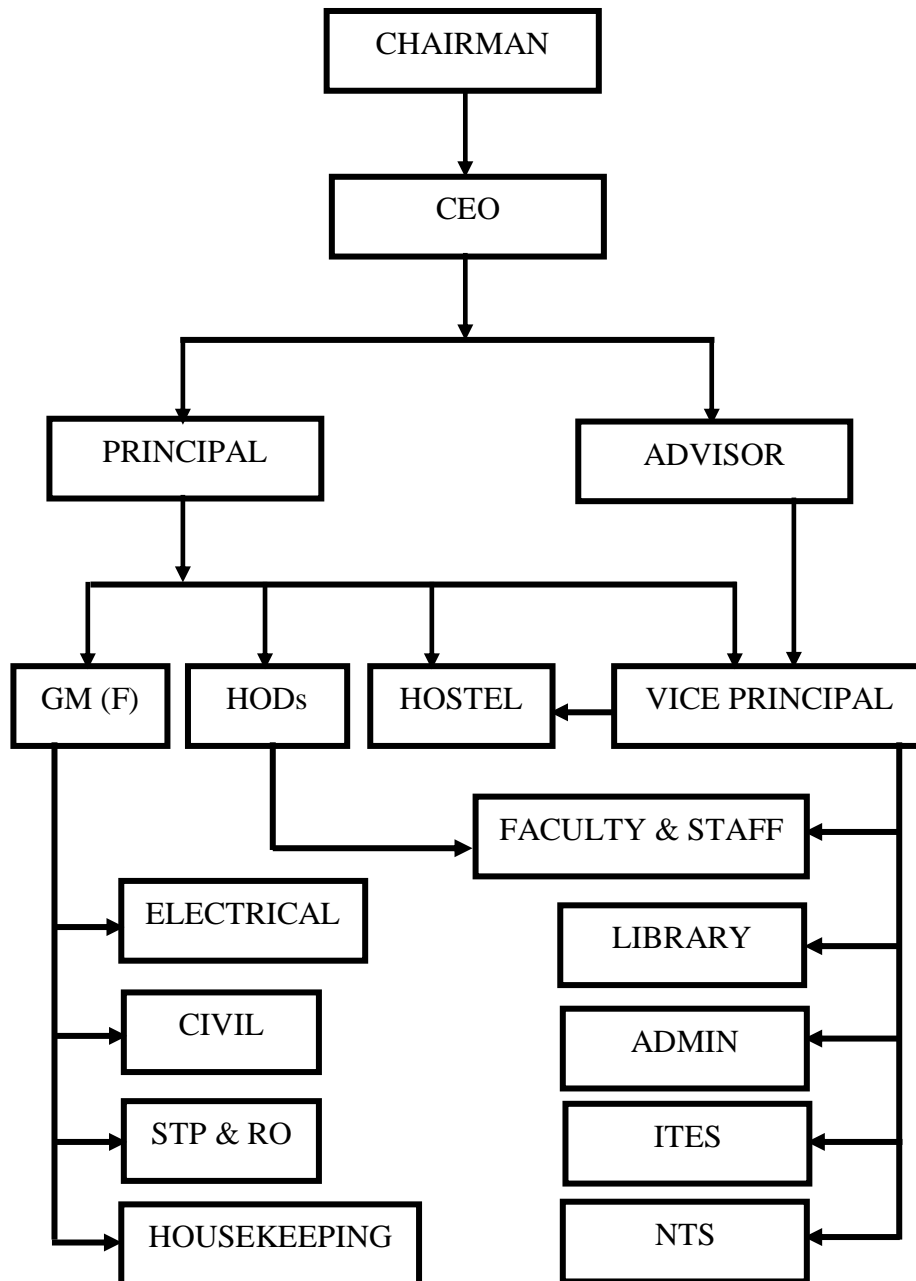
### **1.5. QUALITY POLICY:**

-  We are committed to provide quality education to students to acquire life skills enabling them to achieve academic and professional excellence.
-  We continually motivate all our educators and support service providers for enhancing professional competencies for effective implementation of Quality Management System.

## 1.6. ACCREDITATION

Many of the programs offered at VEC have been accredited by the National Board of Accreditation (NBA). National Assessment and Accreditation Council (NAAC) has re-accredited the Institution with 'A' Grade and TUV Nord has certified our VEC with ISO 9001:2008 certification

## 1.7. ORGANIZATION CHART:



## 2. RECRUITMENT POLICY

VEC recruitment process is a transparent and unbiased one that results in the appointment of the best candidate, based solely on merit and best-fit with our organisational values, philosophy, and goals.

## 2.1. TEACHING FACULTY:

- a) HR department prepares a job specification for the candidates to be recruited based on the post and qualification requirements if required in consultation with the HoDs or VPs . For identification of potential candidates, following steps are taken as required:
  - 1) Existing database of applications, received across the year. If sufficient number of candidates are not available (in the ratio 1:5 for selection process),
  - 2) Advertisement in the News papers are also released
- b) Applications received are scrutinized based on their qualification and experience matches with the job descriptions defined by HR department. In case sufficient number of candidates meeting the job specification, the applications is forwarded to HoDs for identifying any more suitable candidates can be included or fresh advertisements need to be released or planned to conduct walk-in interview and in such cases the dates and timing (along with job requirements) are advertised in the leading news papers. .
- c) Shortlisted candidates are informed to appear for the test/ interview through letter / mail/ telephonically informed if sufficient time is not available. On the day of interview, their bio data is collected as per HR 04A for teaching faculty and HR 04B for Non Teaching Staff.
- d) For the selection of teaching faculty, The Principal appoints a selection committee for recruitment in each discipline, comprising of the HoDs/ VPs (or one senior faculty members in case both HoDs and VPs are not part of the selection committee), experts from Anna University, IIT or other reputed institutions and Advisor based on his availability. (For interim recruitment in the midst of the academic year, selection committee is formulated with Principal, HODs, Senior faculty from the department as decided by the HoD and Advisor based on his availability).
- e) The committee shortlists candidates through the following processes.
  - 1) Written test
  - 2) Demo Sessions
  - 3) Personal Interview(In case of selection for the post of HoDs/ VPs only personal interview is conducted by the committee consists of Principal, VPs (in case of HoDs selection), Subject Expert and Advisor).
- f) For written tests question papers are set by the HoDs or any other senior faculty identified by the HoDs and received by the HR department at least one week prior to the date of test. Results of interview test and demo sessions are recorded as per HR 05 individually by the committee members. The results are reviewed by the committee members and their recommendation for selection and wait list are recorded in HR 06

- g) Final interview is done by Principal (and Chairman or CEO if available) and decision to appoint or not is taken.
- h) Selected candidates are sent/ given appointment order as per HR 07 authorized by Principal/ Advisor/CEO. If the candidates are not in a position to join with in the last date given extension is given on a case to case basis by the Principal. If the selected candidates do not report for duty, waitlisted candidates are considered.
- i) On the day of joining their acceptance is received by getting the duplicate copy of the appointment order duly signed by the candidate along with the joining letter. Their personal data is also collected as per HR 08.

### 2.1.1..Qualifications & Pay Scale

Designation	Pay band & AGP	Recruitment Norms (Qualifications, Experience Etc)
AP I	Pay band of Rs15600-39100/- with Performance linked AGP	<p><b>Faculty Positions:</b> M.E/M.Tech with first class in B.E/B.tech or M.E/M.tech with at least 2 yrs. experience.</p> <p><b>Basic Science Positions:</b> M.Phil in relevant subject for Humanities/physical education &amp; Library with atleast 2 years of experience.</p>
AP II	Based on Present pay with Performance linked AGP	5 years with M.E/M.Tech /M.Phil Teaching Experience.
AP III	Based on Present pay with Performance linked AGP	<p><b>Core Faculty Positions:</b></p> <ul style="list-style-type: none"> <li>➤ 10yrs and above of service as AP (or) 8 years of service and PhD (or) Registered for PhD and perusing Course work.</li> </ul> <p><b>Basic Science Position:</b></p> <ul style="list-style-type: none"> <li>➤ 12 yrs of service after M.Phil. With at least a year service after Ph.D.</li> </ul>



		<ul style="list-style-type: none"> <li>➤ Published at least three papers in referred National / International Journal during assessment period having impact factor of three or more.</li> <li>➤ Supervised at least four PG theses or two PhD theses Published atleast Two research papers.</li> <li>➤ Should have attended two workshops/ training /Professional Development Programmes /Teaching-Learning – Evaluation Technology Programmes of 3 to 7 days duration.</li> </ul>
Associate Professor	Rs 37400-67000/- with Performance linked AGP	<p><b>Core Faculty Positions:</b></p> <ul style="list-style-type: none"> <li>➤ 13 years of service after M.Tech.(or) 5 years of service with 2 years' experience after Ph.D.</li> </ul> <p><b>Basic Science Position:</b></p> <ul style="list-style-type: none"> <li>➤ Ph.D with 13 years of experience.</li> <li>➤ Published at least 5 research papers in Referred national/International journals with impact index of 2.0 as main author.</li> <li>➤ Supervised at least five PG thesis or two PhD thesis.</li> <li>➤ Attended two workshops/ training /Professional Development Programmes /Teaching-Learning – Evaluation Technology Programmes of 3 to 7 days duration</li> </ul> <p><b>Other Desirable Skills:</b> Supervised R&amp;D projects, Technology</p>

		<p>developed, adapted and Patented, Published books, Organized Conferences/Workshops, Chaired the Technical sessions in National and International Conferences</p>
<p>Profesor</p>	<p>Rs 37400-67000/- with Performance linked AGP</p>	<p><b>Core Faculty Positions:</b></p> <ul style="list-style-type: none"> <li>➤ 5 years of Experience as Associate Professor with PhD or 10 years of teaching after PhD or Research Industrial Experience</li> </ul> <p><b>Basic Science Position:</b></p> <ul style="list-style-type: none"> <li>➤ 14 years with M.Phil. (6 Yrs. as Associate Prof. for Humanities + 8 years as AP)</li> <li>➤ Published at least 10 research papers in Referred National/International journals.</li> <li>➤ Supervised at least Ten PG and Three Ph.D Theses</li> </ul> <p><b>Other Desirable Skills:</b></p> <p>For Industrial exp Candidates: The candidate shall have record in Designing, planning, executing, analyzing, Innovating—etc. (or) Supervised R&amp;D projects, Technology, developed, adapted and Patented, Published books, Organized Conferences / Workshops, chaired Technical sessions in National and International Conferences.</p>

## **2.2. NON TEACHING STAFF:**

- a) For the selection of non teaching staff existing database of applications, received across the year is considered otherwise advertisements are also released in the News papers. On the day of interview, their personal data is collected as per HR 04.
- b) Selection committee is formulated by Principal and consists of the respective HoDs, and VPs for department staff or AO / GM for administrative (or ministerial staff).
- c) The selection committee's recommendation is recorded in HR 05 and final interview is done by Principal / Chairman or CEO and decision of appointment is taken. Selected candidates are given appointment order as per HR 07.
- d) Selected candidates are given appointment order and copy of the appointment order duly signed by the staff is received along with joining letter on the day of joining. Their personal data is also collected as per HR 08.
- e) Housekeeping staff is selected based on the known contacts of the management or faculty or staff of the college. They are interviewed by GM (Facilities)&HR and orally advised to join for duty after collecting their personal data form as per HR 08

### **2.2. 1. Remuneration:**

- All NTS staff will be on consolidated pay.
- Pay will be decided based on the qualification and years of experience

## **3. INDUCTION**

To facilitate smooth assimilation of new employees into the institute and help them understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

## 4. RULES AND REGULATIONS

### 4.1 WORKING HOURS:

The working hours for Institute are as follows

<b>Semester Course delivery period</b>	<b>College</b>	Monday to Friday	8.30 am to 5.00 pm	Lunch Break between 12.10 to 12.50 pm
	<b>Office</b>	Monday to Saturday	8.00 am to 5.00 pm	
<b>Semester Examina tion period</b>	<b>College</b>	Monday to Friday	8.30 am to 4.00 pm	
	<b>Office</b>	Monday to Saturday	8.00 am to 5.00 pm	
*As per requirement Saturdays may be announced as working days through circulars for College.				

- Holidays are scheduled as per declared National Holidays List & State Festivals for the current year through the handbook.
- Early and Late Working: The Management appreciates the dedication of delivery conscious employees who are at times required to work overtime to ensure their commitment towards timely delivery of services. For the employees who are working late hours in office, no additional compensatory off / benefit will be paid.

### 4.2. CODE OF CONDUCT:

**Dress Code and identification card:** All staff should wear formal dress and ID card on all working days. Employees who are provided with uniform must compulsorily wear it while on duty.

In order to ensure a uniform style of work attire, the teaching staffs are advised to follow

- Male employees are required to wear only formals ( No jeans / T-shirt ), shoes(black/brown), Tuck their shirts and be clean shaven
- Female employees are required to wear only Sarees. The dress code and ornaments should be formal.

If any particular staff member is found not wearing formal dress, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

Those without their identification card are liable to be denied admission to the office premises / they will be fined penalty of Rs.10/- per day.

#### **4.3. ATTENDANCE POLICY**

The institute places great emphasis on good attendance and punctuality. Regular attendance is expected of every employee. It is your responsibility to be on the job, on time each day, ready and able to work. Excessive absenteeism and/or excessive lateness will lead to corrective action.

##### **4.3.1. Attendance Practices**

- Employees should mark their attendance in the Biometric machine and attendance register in the concerned department.
- It is the responsibility of every employee to ensure that their finger is read every time when the employee punches in or out. If you do not believe that your finger was properly read, notify the supervisor immediately to avoid disciplinary action.
- Employees who are unable to report duty must notify the same to HOD's at least one hour in advance of their scheduled start time. Violations of this policy will include disciplinary action.
- Not reporting to duty without prior information / permission through leave letter or phone is treated as absent (except for emergency / sickness duly endorsed by suitable authority) and two days salary is deducted for the same.
- The Human Resources Department will track and monitor all employees' attendance along with the Management Team.

### 4.3.2. On Duty Policy

Guidelines for on duty are as follows

- Every faculty should get prior approval from HoDs before applying for any conference / seminars / workshop / FDPs etc.
- If they are selected they should get the approval from Vice Principal
- ODs will be sanctioned based on the syllabus completion and the need

### Categories of OD

#### 1. Professional Development On duty

##### a .During semester

- Faculty members can avail a maximum of 5 days (working days) of OD for attending Workshops, Conferences, Seminars, FDP's, DC meeting, Invited Lectures/ talks etc., per semester.
- However deviation from the above is permissible with the approval of the Principal.

##### b .During vacation

- Faculty members can avail the OD for long-term Faculty Development programs up to 16 days per semester.
- However 50% of this period will be adjusted in their eligible vacation

#### 2. Academic

- Faculty members can avail OD in a semester for attending Industrial Visits, External Invigilation duty, Lab exam, placement, R& D, Consultancy, and Sponsorship as and when required.

*\*However the total number of OD's for Professional Development and Academic purpose in a semester should not exceed 16 days.*

#### **4.4. LEAVE POLICY**

- Leave cannot be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved with the authority empowered to grant it.
- Leave of absence from duty without prior information / permission through leave letter or phone is treated as absent (except for emergency / sickness duly endorsed by suitable authority) and two days salary is deducted for the same.
- Faculty has to avail the eligible leaves of the academic year in the same year itself and no carry forward is allowed.

Velammal Engineering College provides the following types of leave to eligible staff. Casual leave, Sabbatical leave, Winter & Summer Vacation and Compensatory leave.

##### **4.4.1. Casual Leave**

- Faculty can avail one casual leave per month and no carry forward is allowed.
- Leave availed in excess of the prescribed limit shall be deemed to be Loss of Pay (LoP).
- Casual leave may be combined with Sundays or other authorized holidays provided that the resulting period of absence from duty does not exceed five days.
  - If the next days are incidentally declared as holidays on account of natural calamities, death of national leaders, bandhs, strikes, a change in the date of the festival etc., then the staff may avail those days also.
  - If staff has no casual leave at his / her credit and if both the preceding and succeeding days of the holidays are LOP, then all intervening declared holidays and Sundays will be eligible for the candidate except vacation holidays, provided the total number of leave / LOP claimed does not exceed 3 days.
  - Casual leave cannot be taken in combination with vacation. Also in general casual leave cannot be combined with OD, however deviation from this is permissible with the approval of the Principal.

##### **4.4.2. Sabbatical leave**

- Faculty who have more than three years of experience in VEC, pursuing Post Doctoral Fellowship (PDF) and who have already executed bond as per VEC policy, are eligible for sabbatical leave of 12 months once during their service.

#### **4.4.3. Maternity Leave**

- ✓ A women employee of the institution, who has completed at least one year of continuous and satisfactory service is eligible for Maternity Leave (ML) subject to prior approval of the Principal/Designated authority
- ✓ An Employee can avail ML only on two occasions in her entire service period.

#### **4.4.4. Vacation**

- Staff with more than 8 months experience (as on Oct 31<sup>st</sup>) in VEC can avail 15 days (NTS 5 days) vacation in winter.
- Staff with experience of more than 4 months and less than 8 months (as on Oct 31<sup>st</sup>) in VEC and avail 7 days vacation in winter.
- Staff with a service of more than 8 months (as of 30<sup>th</sup> April) in VEC can avail 30 days (NTS 15 days) vacation in summer.
- Staff with less than 8 months but more than 4 months (as of 30 April) in VEC can avail 15 days (NTS 7 days) vacation in summer.
- No vacation for staff with less than 4 months experience in VEC.
- Vacation cannot be taken in combination with other leave (faculty has to be in duty on the preceding and succeeding days).
- Preceding and succeeding day of vacation should be a working day.  
\* in case of unavoidable circumstances like medical issues, leave can be availed by special request.

#### **4.4.5. Compensatory leave**

- When a staff is called to work on holidays, he/ she will be granted compensatory leave.
- The HOD's sanction the compensatory holidays, at his/her discretion.



#### **4.4.6. Festivals & Holidays**

As per the National Holiday Act, the following are the leaves declared as National Holidays

January	01	: New Year's Day
January	14	: Pongal
January	15	: Thiruvalluvar Day
January	16	: Uzhavar Thirunal
January	26	: Republic Day
April	14	: Dr. B.R Ambedkar Birthday
May	01	: Labours Day
August	15	: Independence Day
October	02	: Gandhi Jayanthi
December	25	: Christmas

\*In addition to this other national and regional holidays will be planned annually and published in the VEC hand book.

#### **4.5 PERMISSION**

- Staff can avail one permission per month for one hour in the evening time.
- More than one permission per month is treated as half a day CL / LoP.

#### **4.6 LATE COMING**

- Two late comings of 15 minutes duration are permitted per month.
- A late more than 15 minutes will lead to half a day LoP.
- More than 3 late comings will be notified with memos and will be viewed seriously.

#### **4.7. WELFARE POLICY**

##### **4.7.1. Employees State Insurance (ESI)**

Medical Benefits made available to the employees through ESI, as per the ESI Act of 1948.

Benefits provided by ESI are:

- a) Sickness benefit
- b) Disablement benefit
- c) Funeral benefit
- d) Medical benefit
- e) Maternity benefit

As per the ESI Act of 1948, every employee shall have to contribute 1.75% of his/her Gross salary, every month. However, this gross salary is restricted to a limit of Rs.21,000/- per month. Similarly, the employer contribution of ESI, on each employee shall be 4.75% on gross salary, subject to a limit of Gross salary Rs.21,000/- pm. **4.7.2. Employees Provident Fund (EPF)**

Employees shall be covered by the Provident Fund in accordance with the EPF & MP Act, 1952. As per this Act, the contribution from both employee as well as employer is 12% each on monthly Basic + DA, subject to a limit of Rs.15,000/-per month.

#### **4.7.3. Medical Facilities**

The College is running a Medical Health Centre inside the campus and a Registered Medical practitioner is appointed who is attending the Medical Health Centre on full time basis. He / She takes care of the students and staff for minor ailments. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive Ambulance 7x24 hours for the purpose of taking the patients when needed to the nearby hospital at Ambattur for treatment.

#### **4.7.4. Transport**

Institution provides free transport facility to all Faculty and staff.

#### **4.7.5. Loyalty Benefits**

To acknowledge and recognize the commitment, dedication and loyalty of the faculty and to retain valuable faculty for longer period of service by giving monetary benefit.

#### **4.7.6. Fee concession to the children school tuition fee**

- Employee having less than 5 years service in VEC can avail 50% concession
- Employee having above 5 years service in VEC can avail 100% concession

#### **4.7.7. Scholarship Scheme (College)**

- VEC operates a staff children scholarship scheme for members of staff of VEC whose annual income is below 3 lakhs/annum. However genuine cases may also be considered based on the contribution of the staff to the Institute under the discretion of management.

- The staff children scholarships are applicable equally to all the programmes offered by VEC
- The scholarship policy is intended to be applied to the cost of tuition fees only and not on the cost of additional fees or charges associated with the programme.
- For the purpose of this policy the 'Candidate' is defined as the individual who are the staff children eligible for Staff Children Scholarship

#### **4.7.8. Scholarship categories**

The Scholarship involve full or part remission of fees outlined as below

##### **I Year Fees**

- During the admission if the staff ward has 90% ( $\geq 180$ ) and above in their aggregate of the eligible school programme then the scholarship is full.
- If the candidate secure  $>80\%$  &  $<90\%$  of aggregate, then they are eligible for 90% of the scholarship
- If the candidate has  $> 70\%$  and  $<80\%$  of aggregate then they are eligible for only 75% of the scholarship
- If the candidate has  $< 70\%$  of aggregate then they are eligible for only 50% of the scholarship

##### **II, III and IV Year Fees**

- If the candidate has no standing arrears in previous academic records then he/she is eligible 100% of scholarship
- If the candidate has 25% of standing arrears in previous academic records then he/she is eligible only for 75% of scholarship.
- If the candidate has 50% of standing arrears in the previous academic records then he/she is eligible for 50% of scholarship.
- If the candidate has  $>50\%$  of standing arrears in the previous academic records then he/she is **NOT** eligible for any scholarship.

#### **4.7.9. Conferences and Training Programs Policy**

Sl. No.	Type	Financial Assistance (For Registration Charges)	Limitations
1	International Conference (Abroad)	50%	1 /Year /Person
2	International Conference (India)	50%	2 /Year /Person
3	National Conference, Symposium, Workshop, FDP,STTP etc	50%	2 /Year /Person
4	Patent Publications (in the name of Institute)	100%	No limit
5	Patent Publications (Individual)	50%	

➤ **Submission of proceedings /documents related to training programs:**

After attending conferences / workshops, it is mandatory for all deputed employee to submit a copy of the proceedings, documents, etc to the department library. In addition, the staff is required to make a presentation on the conference or training program attended to the department.

➤ **Procedure to seek approval for funds:**

The applicant must fill up the on duty form and submit it along with an application address to “The Principal” for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same.

**4.7.10. Travel Policy**

Employees are eligible for travel reimbursement for the following case

- i. Professional contributions like presentations and key note talks in national\* and international conferences
  - 50% of the travel, registration and accommodation expenditure against submission of bills.
- ii. For any research presentation at national\* and international level.
  - For visible presentations where the agency does not support the travel expenses, 100% of the expenses will be borne by the institute.
- iii. For any institute business at national\* and international level.
  - 100% of the expenses will be borne by the institute.

**Note**

- i. The maximum limit for reimbursement for any of the above 3 cases cannot get exceed Rs.1,00,000/- per department per annum

**Local Travel Rules**

The VEC will reimburse expenses incurred by members on local travel undertaken in the course of work pertaining to assignments like record submission to the statutory bodies, bank assignments, etc. as per the claims submitted by the employee in the prescribed form.

The local travel expense reimbursement entitlements at the various levels, as follows:

<i>Mode of Travel</i>	<i>Rate Per km (Own Vehicle)</i>
<i>Car</i>	<i>Rs. 6 /-</i>
<i>Two wheeler</i>	<i>Rs. 3 /-</i>
<i>By Bus</i>	<i>7</i>
<i>Auto</i>	<i>Fare charged</i>

**4.7.11. Work Related Facilities Policy**

**a. Laptop & Computer**

➤ **Eligibility:**

- All employees at functional Head & above, senior employees both academic & non academic shall be eligible for a Laptop or Individual Desktop computer of the required configuration and with the necessary software.

➤ **Exceptions:**

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\*Outside Tamil Nadu

- Based on need, the Functional Head shall justify and approve the provision of a computer of the required configuration and with the necessary software for any other employee in the lower Bands.

**b. Internet USB Connection**

This facility will be provided only need based for official work and who are frequently travelling and in case of non connectivity. This facility will be approved by the management depending upon the requirement recommended by Head of the Institution.

**c, Mobile Handset / SIM:**

➤ **Eligibility:**

- All employees at functional Head & above both academic & non academic shall be eligible for a Mobile Handset of the required configuration with CUG SIM connection.

➤ **Exceptions:**

- Based on need, the Functional Head shall justify and approve the provision of a Mobile Handset of the required configuration and with the necessary software for any other employee in the lower Bands.

The mobile usage if exceed the declared limit, the same shall be deducted from the salary.

**d. Business Card Provision**

Business cards will be provided to employees in the top and middle management.-Employees who require business cards will send a request to HR department. Upon approval the same will be forwarded to Admin Department for further processing.

**4.7.12. Salary Advance / Loan Policy**

The Management has decided that applications for “Advances from Salary” would be an exception and not the rule and matter of right. The applications would be accepted only on the following grounds:-

Sl. No.	Reason	Amount of Advance	Terms of Repayment
1	For reasons such as Children’s Education, urgent household repairs etc. (Documentary proof	2 months CTC	Repayment in 12

	would be required).		months.
2	For Medical and Hospitalization Emergencies of a dependent family members and for Self or Children's Marriage. (With Documentary proof).	2 months CTC	Repayment in 24 months.
3	The Repayment should not exceed 40% of the take home salary. The total advance would be adjusted accordingly.		
4	The Employees/ Staff Members would be eligible to receive advance only after three year of service with VEC. However based on the emergency need of the employee the request may be considered by the management.		

**Note:** Salary Advances/Loan forms should be submitted to HR Department, forms are available at HR Department.

#### **4.8 RELOCATION / TRANSFER**

A transfer is the shift of an employee from one department to another department of the same cadre in the same institution or to another institution of the trust.

- o Transfer is made to fill the vacancy caused by the skill driven opportunities in the establishment period/ statutory requirements/ to avoid retrenchment.

#### **4.9. WHISTLE BLOWER POLICY**

During the regular routine academic proceeding and major grievance / issue from any of the stakeholders of the institute can be notify to the central administrative office to the relevant authorities through suitable communication.

#### **4.10 GRIEVANCE MANAGEMENT POLICY**

Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment

practices or differences of interpretation of policy, which might arise, between the Institute and its employees.

**Procedure of Working:** Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute after the completion of two years of employment.

- i. First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.
- ii. Second Level – The second level includes the Head of the Department. If, however, the problem pertains with the Head of the Department he / she may proceeds directly to the third level.
- iii. Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.
- iv. Fourth Level - If the grievance cannot be resolved at the third level, the employee presents his / her grievance to the CEO.

**Grievances Redressal Cell** is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances. This committee consists of:

- a. Anti Ragging Committee: Ragging complaints will be handled as per government guidelines.
- b. Anti-Woman harassment Committee: Woman harassment complaints will be handled as per government guidelines by respective section.

## **5. PERFORMANCE EVALUATIONS**

### **5.1. Appraisal System:**

1. Key Result Area (KRA): The key job responsibility of an employee
2. Additional KRA: Any additional responsibility that the employee undertakes over and above his KRA
3. Soft Skill: This includes the defined behavioural skills which contribute towards achieving the KRA's.
4. Rating is done based on the score as per KRA.



## 5.2. Appraisal Process:

- **Self-Appraisal:** The concerned employee appraises himself on his Key Result Areas (KRA's) and Soft skills based on his achievement.
- **Appraisal by HOD:** Once the appraisee has appraised himself, the reporting officer appraises on the KRA's and Soft Skills. The appraisal process is transparent whereby the reporting officer appraises his subordinate by having open discussion.
- **Appraisal by PRINCIPAL:** Based on the rating of the HOD, the Principal/Committee will finalize the ratings and will be forwarded to Management through HR for further processing.

## 5.3 .Increments/ DA

- Increment shall be given to the employees once in a year and the revision will be implemented in the month of June.
- Performance appraisal / Key result Areas is the basis for increment. Prescribed format is maintained to get the performance of every employee.
- Functional Heads will evaluate the performance and forward it to HR department.
- The employees ought to keep their performance records satisfactorily.
- The increments shall be awarded strictly on the basis of performance appraisal.
- Revision of DA for the teaching faculty shall be subject to recommendations by the Management.

## 6. PROMOTION POLICY

- A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.
- A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers are based on mutual agreements between departments and consent of employees.

Designation	Revised scale Pay band & AGP	Promotion Norms
AP I	Pay band of Rs15600-39100/- with	—

	Performance linked AGP	
AP II	Based on Present pay with Performance linked AGP	<p><b>Engineering &amp; Technology</b> : 5 years as AP-1 with M.E/M.tech. and first class(Out of which one should have served at least 5 years in VEC)</p> <p><b>Management Programmes:</b>5 years as AP-1 with MBA and first class. (Out of which one should have served at least 5 years in VEC)</p> <p><b>Basic Sciences:</b> 5 years as AP-1 with M.Phil &amp; SLET/NET or Ph.D and first class. (Out of which one should have served at least 5 years in VEC)</p>
AP III	Based on Present pay with Performance linked AGP	<p><b>Engineering &amp; Technology</b> : Min. 6 years as AP in VEC with M.E / M. Tec and Ph.D degree in the relevant field and first class.</p> <p><b>Management Programmes:</b> Min. 6 years as AP in VEC with MBA and Ph.D</p>

		<p>degree in the relevant field and first class.</p> <p><b>Basic Sciences:</b> Min. 6 years as AP in VEC with M.Sc. and Ph.D degree in the relevant field and first class.</p>
<p>Associate Prof.</p>	<p>Rs 37400-67000/- with Performance linked AGP</p>	<p><b>Engineering &amp; Technology :</b> Min.8 years of service out of which at least 2 years should be post Ph.D. experience and at least 6 research publications in SCI/SCIE/UGC/AICTE approved list of journals.</p> <p><b>Management Programmes:</b> Min.8 years of service out of which at least 2 years should be post Ph.D. experience and at least 6 research publications in SCI/SCIE/UGC/AICTE approved listed journals.</p> <p><b>Basic Sciences</b> Min.8 years of service out of</p>

		<p>which at least 2 years should be post Ph.D. experience and at least 7 research publications in the peer reviewed or UGC listed journals.</p>
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NOTE: Experience Criteria is same for Basic Science Faculty also.

The Details for various parameters of KRA is described for all cadres as per Annexure 1

## **7. EXIT POLICY**

The objective of Exit Policy is to ensure smooth separation or depart of from the organizational works. An Employee is separated from his or her services due to Resignation, Termination and Retirement (on completion of 60 years of age).

### **Exit Rules:**

#### **7.1. RESIGNATION**

- Employees are required to give 3 month notice in advance, to the management, before leaving the institute.
- Employees should submit resignation letter to HR department through concerned Head of the department.
- Employees should hand over their charges to the Head of the department, enlisting the files and other belongings against his/her custody.
- Employee should submit No Due Certificate to HR Department, confirming that there is no due from the employee to the institute. No due certificate is certified by the Head of the department and other related departments.

No due certificate format is available at HR Department.

Relieving letter and service certificate shall be issued to employees after relieving from duties.

#### **7.2. TERMINATION**

Termination of services of regular Employee or Trainee is made on the grounds of Long Absenteeism and/or any other Disciplinary Action(s).

In case of Termination due to any disciplinary action, the concerned employee is relieved on the very same day. All the following processes are undertaken on the same day.

- NO DUES CERTIFICATE duly signed by respective HOD
- Full & Final Settlement cheque handed over
- All Legal dues paid and receipt obtained from the employee.
- Handing over all information and equipment

NOTE: All the Notices as per applicable Standing Orders shall be sent in the name of the concerned Employee through the HR head.

### **7.3. RETIREMENT**

The VEC will record the age of every employee at the time of his / her employment and the entry of age is to be attested by the employee. Employees are required for this purpose, to produce any of the following documents in proof of their age: i) Birth Certificate ii) School Leaving Certificate iii) Passport or driving license.

- The age of retirement of every category of employee shall be 60 years.
- All the employees completing 60 years of age will retire at the close of working hours.
- However, the management will have discretion & power to grant extension from time to time to any employee beyond the age of retirement for one year at a time and that such engagement will be terminable with one month notice.

### **7.4. EXIT INTERVIEW**

The Office of Human Resources will schedule a voluntary exit interview with the employee on or preceding his/her last day of work, with the exception of those employees who provide less than two weeks notice or those who are discharged by VEC. The purpose of the exit interview is to learn more about the employee's employment experience at VEC. Employees will be asked for their opinion of VEC, and any other information they would like to share about their employment.