



VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.
Elayampalayam, Tiruchengode – 637205.

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HR POLICY

1. SERVICE RULES

1.1 STAFF PATTERN

The staff pattern, the cadre structure and the students – staff ratio will be followed according to the norms given by AICTE / Anna university.

1.2 QUALIFICATION

The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and Anna University. For non-teaching post requirements will be based on the department's request.

1.3 RECRUITMENT

The recruitment of staff members to all cadres shall be strictly on merit and by open selection through open advertisement. The selection is made by a Competent Selection Committee duly constituted by the management, consisting of representatives from the management, administration, department and external experts.

The recommendations of the Committee are to be approved by the Chairman of the trust after which appointment orders will be issued. Internal candidates will also be permitted to apply for higher posts, provided they have required qualification and experience.

The decision of the management is final in all appointments.

1.4 JOINING REPORT

The staff member at the time of joining duty in this Institution has to submit the following to the college office:

- Joining Report




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- Originals of his / her educational certificates and experience certificates etc. for verification
- Xerox copies of the certificates.
- One passport size photo
- Aadhar card
- PAN card

(Note: Xerox copies of all credentials to be retained)

The staff shall furnish both his/her temporary / permanent address along with contact phone number / e-mail ID to the administrative office. As and when there is any change in the above address / contact phone number / email ID / the same has to be intimated to the administrative office immediately.

1.5 REGULARISATION OF SERVICE

All the appointments are purely temporary until regularization and terminable without assigning any reasons therefore. The employees whose services are regularized after the successful completion of two years of probation period.

1.6. TEACHING DAYS AND WORKLOAD

As per the University norms, the institution will fulfil minimum number of teaching days required for a semester. Work load of a teacher will be as per the AICTE norms. Two tutorial hours / two laboratory hours will be counted as one teaching hour.

1.7. WORKING DAYS AND TIMINGS

Every week, the College normally functions from Monday to Friday for students. Every day, the college works from 9.30 A.M. to 4.30 P.M. For staff members, all the Saturdays are also working days. The administrative office staff should work from 9.30 A.M. to 6.00 P.M.

1.8. MAINTENANCE OF ATTENDANCE REGISTER:

- All teaching and non-teaching staff members shall register attendance in the computer (biometric) before the reporting time (9.30 A.M.) and at the end of the college (4.30 P.M.) on all working days. They also sign the attendance register both in forenoon and afternoon sessions.
- Non-marking of attendance shall be treated as absence unless permitted by the Principal.



- Staff members can avail two permissions in a month (9.30 A.M. to 10.30 A.M. or 3.30 P.M. to 4.30 P.M.). More than two permissions in will be considered as half day casual leave.

1.9 SALARY

- Based on the qualification and experience, monthly salary will be fixed for every staff member according to the norms of the Management.
- Salary of each staff member will be directly credited into the savings bank account of the individual in City Union Bank, Tiruchengode branch on 1st of every month.
- Income tax, if any, will be deducted from the salary of the staff member and paid to the government.

1.10. BENEFITS EXTENDED TO THE STAFF MEMBERS

Pay Revision and Promotion:

Pay Revision is based on the Performance Appraisal report of the individual and will be taken up at the beginning of every academic year. Performance and other credentials of the staff members shall be the integral part of the pay revision. For Promotion also, the same procedure shall be followed.

Employees Provident Fund (EPF):

All staff members are governed by Employees Provident Fund.

Group Insurance Scheme:

- All staff members and students are covered by the group insurance scheme.
- In the event of any disability or death of any member, his/her family gets a part or full amount of the sum insured.

Higher Studies and Quality Improvement:

- Staff members are encouraged to improve their qualification by providing necessary on duty leave.
- Staff members will be sponsored by the Management for faculty development programmes, conferences, seminars and workshops. Any faculty member will be allowed for a maximum of two such programmes in a semester if the programme period is within 5 days. If any such programme is more than 5 days, they will be allowed to attend only during their vacation period. The registration fee of such programme can be reimbursed.



Campus facility:

- Free transport is provided for the staff members in the college bus irrespective of the distance.
- Rent free accommodation and food is provided to the hostel staff members assigned additional duty by the Management and Principal.
- Staff Quarters is provided based on the needs and availability.
- Fee concession to the wards of staff members in the institutions run by the trust.
- Free medical facility to all the staff members in the hospital run by the trust.

Travel Allowance

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

2. CONDUCT RULES

2.1 CONDUCT RULES FOR TEACHING AND NON-TEACHING STAFF MEMBERS:

- The staff members are expected to be at their work place during the prescribed working hours.
- If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal through their HOD.
- The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern, etc.
- The staff members shall not involve themselves in activities not conducive to their work during working hours.
- Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.
- Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
- The staff members shall not involve in political activities.
- The Staff members should follow the dress code of the college.
- Any breach/violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension/termination.




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3. LEAVE RULES

The staff members are entitled to enjoy the following leave benefits:

3.1 General

- Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to exigencies. Staff members are requested to avail leave only if it is essentially needed.
- All applications for leave shall be submitted to the Principal through proper channel prior to avail the leave.
- However, casual leave may be taken in the case of exigencies without prior permission, but it should be informed over phone on the same day and the leave should be applied immediately after return to duty.
- All the staff members have to make alternate arrangements for their duty during absence and inform the same to the concerned Heads of the Departments.

3.2 Casual Leave

- All the full time employees of the college are eligible to avail 12 days of Casual leave in the academic year. (June to May).
- Carryover of lapsed leave in the academic year is not permitted to the next academic year.
- Casual leave for more than 3 days continuously is not permitted. Minimum of half day can be availed.
- Casual leave cannot be availed both prefix and suffix of the holidays. Such case exists all the leave period including holidays will be considered as a casual leave.

3.3 Earned Leave

- All the staff members are eligible for Earned leave after the successful completion of one year service in VCEW. However earned leave will be accounted to the staff members only having continuous service during the period of June to May.
- The staff members are eligible for 3 days
- Based on the exigencies earned leave may be refused or curtailed.
- There is no encashment for Earned Leave and Minimum of one day can be availed.

3.4 Maternity Leave

- Lady staff members having one year of continuous service in VCEW are eligible for 90 days of maternity leave.



- Maternity leave can be availed twice during the entire service.
- Maternity leave of 90 days can be availed continuously and cannot be availed in installments.
- The staff member should work at least one year after availing the maternity leave.

3.5 Vacation Leave

- Staff members completing one year service are eligible for 7 days of vacation during winter and 14 days during summer.
- Vacation should be availed only during the declared periods and cannot be accumulated or availed during a regular session.
- Un-availed part of vacation leave cannot be carried over to the next semester.
- Vacation leave should be calculated by including all intervening declared holidays and Sundays.
- Vacation leave should be applied well in advance and got sanctioned before availing it. Any duty during vacation period should be attended / altered by the staff and it should be approved by the concerned authorities.

3.6 On Duty Leave

- Teaching staff members having six months of continuous service in VCEW are allowed to avail 7 days On Duty per semester for attending University meetings/Central Valuation/External Examiner/University Representative/External Invigilators etc.
- Teaching staff members having one year of continuous service in VCEW are allowed to avail 7 days Special On Duty per semester for attending conferences/Seminars/ Workshops/ Higher studies/Faculty Development Programmes etc.
- The excess on duty availed shall be deducted from the credit of other eligible leave of the staff.
- Staff members attending college administrative work like DOTE approval, University work, Scholarship, PF etc. entrusted by the Principal and Management are eligible for OnDuty. However this on duty shall not be accounted in any of the above case.

3.7 Compensatory Casual Leave

- Compensatory Casual Leave may be granted to the employees in lieu of working on closed day(s) and can be availed within 30 days of working.



3.8 Medical / Sick Leave

- Five days special leave can be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee.
- This leave can be availed only on medical grounds i.e. hospitalization or serious illness for more than three days.
- Proper documentary evidence is required to avail this leave.
- Sickness of general short-time duration is expected to be covered under CL/EL.
- This leave can be combined with CL/EL for hospitalization or serious illness.

3.9 Study/Sabbatical Leave

- The teaching staff may be granted leave for advancement of their education in India or abroad under specified terms and conditions.
- The faculty who is going on leave must have completed a minimum of three year service.
- The faculty will sign an agreement with VCEW specifying the terms and conditions of leave as aforesaid, as determined by the Principal duly approved by the management on case to case basis.
- Staff members availing facilities for full time study need to sign agreements with the management to serve the institution for a minimum period of three years.

3.10. Leave on Loss of Pay

- Leave on Loss of Pay is not a type of leave which can be availed by the staff as and when they like.
- Unauthorized absence of duty and the leave availed in excess of the prescribed limit will be considered as Leave on Loss of Pay.
- If the quantum of LOP is more than 10 days in a year, will be considered as break of service, unless acceptable supporting documents in evidence of justifying such excess leave is provided.

