

**VELAMMAL COLLEGE OF ENGINEERING
AND TECHNOLOGY, VIRAGANNOOR,
MADURAI – 625009**

HR POLICY

2016

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About VCET:

- Velammal College of Engineering and Technology was established in the year 2007 by the Velammal Educational Trust to impart quality technical education. It is a self-financing non-minority institution, approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Anna University, Chennai. Velammal College of Engineering and Technology (VCET) is headed by Dr. N. Suresh Kumar, the Principal.

COURSES OFFERED:

UG & PG DEGREE COURSES

- B.E. Electronics and Communication Engineering
- B.E. Electrical and Electronics Engineering
- B.E. Computer Science and Engineering
- B.Tech. Information Technology
- B.E. Mechanical Engineering
- B.E. Civil Engineering
- M.E. Computer Science and Engineering
- M.E. Communication Systems
- M.E. Manufacturing Engineering
- M.E. Computer Science and Engineering with Specialization in Networks
- M.E. Power Systems Engineering

VALUE ADDED COURSES

- Business English Communications (BEC).
- Foreign Language Courses: - French, German, Japanese etc.,
- National Council for Vocational Training (NCVT) courses approved by Govt. of India
- Labview
- Computer Based and Audio Visual Language Labs to hone the communication skills of the students.
- CCNA-CISCO Networking Academy
- Robotics Training
- MATLAB & its applications using soft computing techniques
- Cloud Computing in association with ICT Academy
- Pro E (Design Engineering Software) course
- Certification Programs in Embedded Systems Design

STAFF:

- As on 22.9.2016 there are 159 Staff members on Roll (Engg.122, Arts and Science 37) of which 31 are Ph.D holders (Engg. 23 and Arts and Science 8) and 56 are currently pursuing Ph.D degree.

COLLEGE CREST



The college crest consists of a temple tower standing high and elegant, engrossed learners, book leaves and ever active electrons in their orbits. Like the temple tower standing tall and unique, the diligent learners, here at VCET, will reach greater heights in technical education by ploughing through the books of knowledge and tracing through the path of enlightenment.

Vision of VCET

To emerge and sustain as a center of excellence for technical and managerial education upholding social values.

Mission of VCET

Our aspirants are

- Imparted with comprehensive, innovative and value - based education.
- Exposed to technical, managerial and soft skill resources with emphasis on research and professionalism.
- Inculcated with the need for a disciplined, happy, married and peaceful life.

Goals and objectives

1. Uncompromising regularity and punctuality
2. Academic excellence
3. Depth in subject and general knowledge
4. Suitable placement or higher education or entrepreneurship
5. Curiosity of learning, research and development
6. Proficiency in Communication skills
7. Professional values and Social ethics
8. Keeping good health and following good habits

Quality policy

Velammal College of Engineering and Technology is committed to provide quality education to students both theoretically and practically, inculcating human values and grooming them to achieve greater heights in their lives, through continual improvement.

THE MANAGEMENT -VELAMMAL EDUCATIONAL TRUST:

Change is the law of nature and the sign of life; growth is the sign of development, be it of an individual or Institution and Velammal Educational Trust stands testimony to these words. The year was 1986, when a trust was made with destiny; a seed with social consciousness was sown in the form of Velammal Educational Trust. Velammal Educational Trust was registered on 22.01.1986 under the Trust act, bearing registration No. 85 of 1986 by the Registrar of Madras North.

VISION OF VELAMMAL EDUCATIONAL TRUST

To educate the Student Community both by theory and practice, to fit in with the Society and to conquer the tomorrow's technology at global level with human values through our dedicated team.

MISSION OF VELAMMAL EDUCATIONAL TRUST

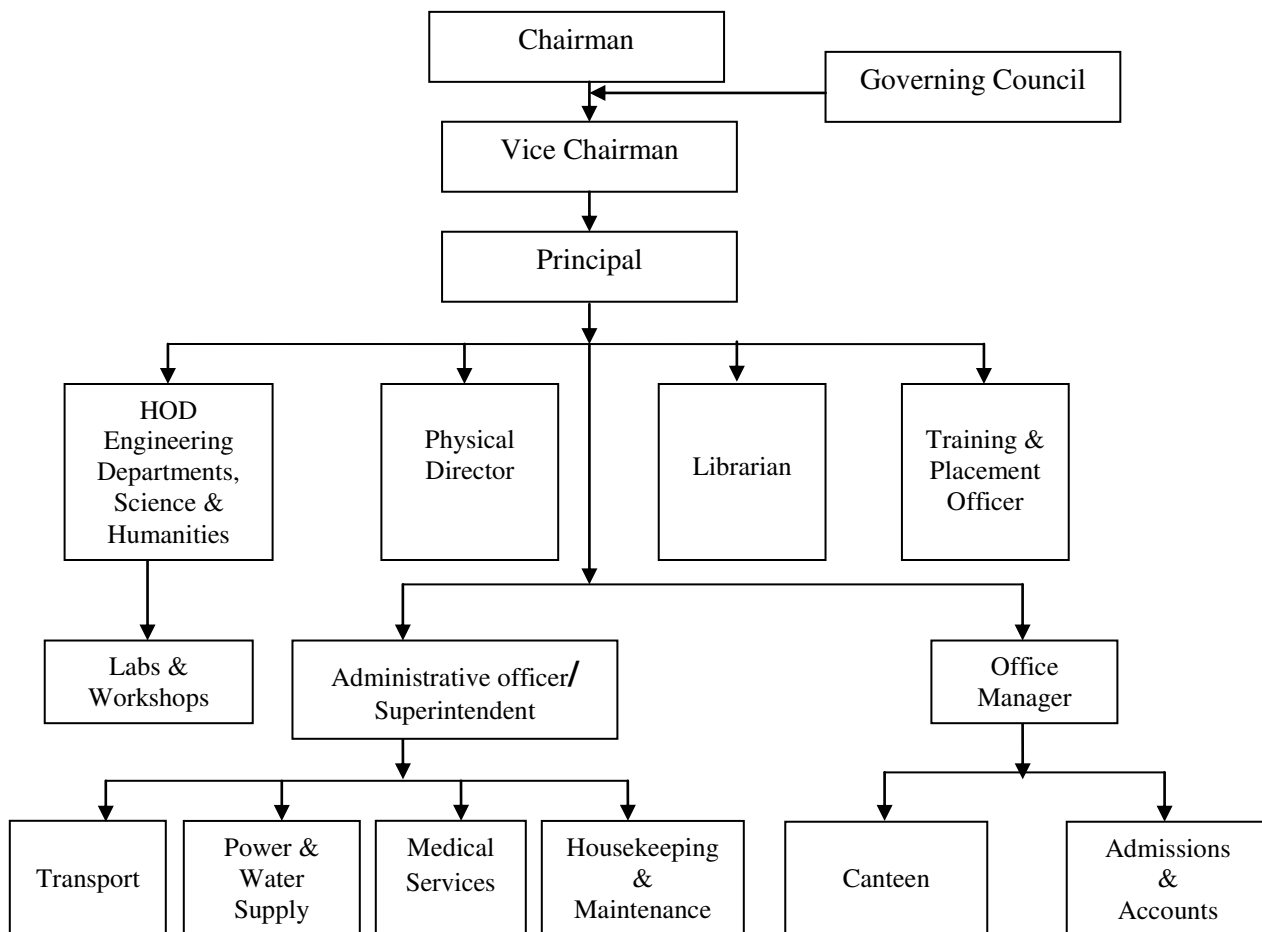
To achieve Customer delight through

- World class Education
- Research & Development
- Creativity & Innovation
- Intrapreneurship & Entrepreneurship
- Leadership and teamwork

GOVERNANCE OF VCET

The top Management of VCET refers to the Velammal Educational Trust headed by our honorable Chairman **Shri.M.V.Muthuramalingam**. He is supported by the Vice Chairman and the Governing council in designing strategic planning and in the day to day administration of the institution. The Principal is the head of the institution who implements the strategies formulated by the Management with the help of H.O.Ds, faculty and other staff members.

ORGANIZATIONAL CHART



GOVERNING COUNCIL:

LIST OF GOVERNING COUNCIL MEMBERS

S. No.	Name & Address	S. No.	Name & Address
1	Shri. M. V. Muthuramalingam Chairman Velammal Educational Trust Chennai – 600 066 Tel: 044-26590345	7	Dr. R. Venkatraj Principal P.A.C. Ramasamy Raja Polytechnic College K R Nagar Post Rajapalayam – 626 108 Tel: 04563 – 235740
2	Shri. M. V. M. Velmurugan CEO & Trustee Velammal Educational Trust Chennai- 600 066 Tel: 044-26590345	8	Mr. C. Devarajan Managing Director URC Construction URC Nagar, 3rd Street Verappampalayam Erode – 638 012, Tamil Nadu, India
3	Shri. GaneshNatarajan Vice Chairman Velammal Educational Trust Madurai-625 009 Tel: 0452-2510277 E-mail: vicechairman@velammaltrust.com	9	Shri. R. Veeramani Chairman GEM Group of companies 78, Cathedral Road Chennai – 600 086 Tel : + 91 44 28115190, 29110025 Fax : + 91 44 29111159 E-mail : veeramani@gemgranites.com Website : http:// www.gemgranites.com
4	Dr. A. Selvaraj Chief Executive Sri Jeyarekha Industries 1, Ramraj Nagar Villapuram Madurai – 625 012 Tel: 0452-3255680	10	Shri. C. K. Ranganathan Managing Director, CavinkarePvt ltd, Cavinville, No.12, Cenotaph Road, Chennai – 600 018. Phone: 044 24317550 E-mail – corpcomm@ Cavinkare.com
5	Mr. Thomas V. Simon Global Head – Human Resources Tata Consultancy Services Limited TCSL, Plot No.1 G1,SIPCOT I.T.Park, Siruseri, Chennai - 603 103 Tamil Nadu ,India Ph:- +91 44 67427080 E- mail: thomas.simon@tcs.com	11	Dr.M.Arumugam Founder Managing Director, Broadline Technologies Private limited No.7, Khader Newaz Khan Road, Chennai – 600 006 India Phone: 9840031000 Email: marumugam@broadline.co.in
6	Shri. AravindSrinivasan Administrator Aravind Eye Hospital Madurai – 625 020 Tel: 0452 4356100	12	Shri. Bala Irulandy Delivery Head - Continental Europe and APAC for Manufacturing, Logistics, Energy & Utilities Verticals Cognizant Technology Solutions Chennai - 600100 Phone: 9840500385 Email: balasubramanian.irulandy@cognizant.co

RECRUITMENT PROCESS

The recruitment and selection of staff is highly effective in terms of its rigorous adherence to the policy and procedures laid down by the College Management and it ensures transparency in terms of maintenance of files and records. The process goes as follows:

- Need based assessment of manpower is prepared at the department level by H.O.Ds which are scrutinized and finalized by the Principal
- The consolidated manpower requirement, is then sent to Management for approval
- An Ad hoc Selection Committee is constituted comprising normally all the Heads of the Department with the Principal as the Chairman of the committee.
- The Selection Committee prepares a job specification for each position.
- The Selection Committee prepares a panel of experts for each department.
- Applications for various posts are invited through Advertisement in the newspapers.
- Applications are sorted out and filed.
- The Head of the concerned department scrutinizes the applications, short list the candidates in the ratio of 1:3.
- The Head of the Department fixes the date of the interview in consultation with the Principal
- The interview date is informed through call letter to candidates giving sufficient time (15 Days).The External expert is also informed about the interview.
- The Interview committee will comprise or the External expert, the H.O.D and the Principal in the case of selection for the cadre or Professor and above. This panel selects candidates on the basis of merit- through demo sessions followed by Personal interviews. This Committee finalizes suitable candidates and

recommends to the Vice Chairman/Chairman for a personal interview. They will take the final decision as regards the appointment of the individual.

- After this, the Chairman / CEO/ Vice Chairman / or any authorized person will release an Offer of appointment indicating pay package and service rules.
- Occasionally, senior positions as Dean, Director Level are filled by interviewing retired persons from academic institutions or industry. They are appointed on contract basis for a specific period.

ORIENTATION AND TRAINING

- The new incumbents are inducted to the concerned departments where they are familiarized to the people, process and practices in order to orient them towards the work culture of VCET.
- To make them familiar with the other co staff members, the new recruits are introduced by the Management to all the members of the Institution at a gathering.
- The Management of VCET strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and also lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

PROMOTION

Promotion policy

“Promotion on the basis of performance evaluation combined with the length of experience” is the promotion policy (Faculty Upgradation Policy) of Velammal College of Engineering and Technology.

Retention

Since performance based evaluation is the underlying principle of Promotion Policy of VCET, the evaluation process is designed in such a way that it is measured against objective (component) parameters such as academics, continuous learning and standards with equitable weightages as depicted in the evaluation format. The performance evaluation takes place once in a year, usually at the end of each academic year. A faculty is eligible for retention in the same cadre only when he/ she fulfills the norms specified against that cadre in performance evaluation.

Promotion (Normal):

The promotion policy of VCET is very categorical that just fulfilling the norms laid down in performance evaluation alone will not render oneself eligible for promotion, and that the same would be subject to their satisfying the other parameters as availability of vacancies.

Fast – Track:

With a view to recognize manifest talents / potential of the faculty, VCET provides for fast track promotion. Those who achieve the norm / targets ahead of specified time will become eligible to move to the next cadre overtaking the one to which they would ordinarily be eligible.

TERMINATION

Resignation:

A staff will be at liberty to tender his/her resignation from the services of VCET in compliance with the conditions as laid down in the order of Appointment.

Normally, a circular will be issued during Jan/Feb every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next academic year. The staffs who express their unwillingness to continue will be discharged from duty at the end of the academic year after they complete the work, assigned to them.

Separation:

If a staff intends to resign from the services of the college, the following conditions would apply:

- ❖ The employee has to request in writing well in advance of his/her intention to resign from the services at college to the Competent Authority through proper channel.
- ❖ The employee has to give either three months notice or pay three months salary in lieu thereof and he/she will be relieved from the services of the college, subject to the acceptance of their resignation by the Competent Authority.
- ❖ The employee shall not be granted any leave except casual leave during the notice period.
- ❖ On acceptance of resignation, the employee will be required to hand over charge as directed by the Principal which includes handing over of all official Documents, Records, Library books, Project details including funded project details, Room, Table and shelves keys before collecting the No Dues certificate from all concerned departments prior to release in a prescribed format.
- ❖ The employee has to fill up the Provident Fund forms before his/her release, for expeditious settlement of dues.

- ❖ All properties of the College should be returned in proper condition to the HOD/ PRINCIPAL for the issuance of Reliving Order.

The Principal will arrange an Exit interview with the staff after the acceptance of his/her resignation with a view to obtain a candid feedback.

All staff leaving the services of the College will be issued a Service Certificate on the date of relief.

The Management reserves the right to terminate the services of any employee at anytime without giving prior notice and without assigning any reason thereto.

WELFARE MEASURES

AWARDS:

To recognize the services of a Staff in the College, the Management offers cash rewards as below:

- ❖ 10 Years service completion (Common for TS & NTS) : Rs 5000/-
- ❖ 5 yrs completion (Common for TS & NTS) : Gold Coin
- ❖ Staff producing 100% results in Academics : Rs.2000/-
- ❖ Staff producing 95% and above results in Academics : Rs.1000/-
- ❖ Teaching staff producing 100% attendance in one academic year will be awarded a cash prize of Rs.5000. Non teaching staff will be awarded a gold coin.

INCREMENTS, INCENTIVES AND ALLOWANCES:

- AICTE scale of pay with 50% DA Merger.
- As per norms, HRA+CCA+EPF.
- Rs 10,000 per month for Ph.D. holders in Engineering Branches.
- Rs 5,000 per month for Ph.D. holders in Basic sciences.
- Share in Consultancy fees.

- 50% School fee concession to the wards of Faculty members up to 5 years of service and 100% School fee concession to wards of faculty with above 5 years in our group of institutions.
- Free transport for Faculty members.

Medical Facilities

The College is running a Medical Health Centre of VMCHR inside the campus and a Registered Medical practitioner is appointed who is in attendance at the Medical Health Centre on a full time basis. He/She takes care of minor ailments of the students and staff. The College provides an exclusive Ambulance 7x24 hours for the purpose of taking the patients when needed to the nearby hospital for treatment. Besides the above, all staff members are entitled in 20%concession on a few selected items when they undergo treatment at Velammal Medical College Hospital at Madurai.

LEAVE RULES:

General Conditions:

- ❖ Leave shall not be claimed as a matter of right and the granting or leave shall be the prerogative of the Management.
- ❖ A staff shall not normally on any pretense absent himself / herself from his/ her duties without prior permission of his/her HOD/Principal.
- ❖ Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- ❖ In case of absence on Medical grounds, intimation should be sent to the HoD /Principal within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

Casual Leave

- All employees are eligible for 12 days of casual leave per year @1 day per month during the Academic Year from 1stJune to 31stMay.
- Carryover of unavailed CL is not permissible. However, unused CL can be encashed.
- The staff on Maternity Leave /Study Leave will be eligible for CL only after completing 15 days of service from the date of joining.

Permission

- ❖ Permission of half an hour per month is permitted.
- ❖ If the number of permissions exceeds more than one in a month, it shall be considered as half a day LoP.

Late Coming:

- ❖ Staff will be permitted to report late by 15minutesonce in a month.
- ❖ Reporting late more than once will be treated as half an hour permission.
- ❖ More than one permission will be treated as half a day CL / LoP.

Leave on Loss of Pay (LoP)

- Any Unauthorized Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 10 days at a stretch Management has the right to either call for explanation/or to terminate the services.
- Before availing leave, an alternate arrangement must be made.
- If employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are Leave on Loss of Pay, then all intervening declared holidays and Sundays will also be treated as Leave on Loss of Pay.
- If the 2nd half of preceding day and 1st half of succeeding day are Leave on Loss of Pay then all intervening leave will be treated as Leave on Loss of Pay.

Vacation Leave for Non- Teaching Staff

The following staff members are considered as NTS: All lab Instructors, Admin staff, Maintenance, House Keeping and Sanitation, Ministerial staff, Dy.Wardens, JRF/SRF/RAs etc. The number of days of VL for Non-Teaching Staff is restricted to 21 days per year which should be availed within the vacation period declared for them as 7 days for Winter Vacation and 14 days for Summer Vacation. Other rules and conditions of availing VL are similar to that for Teaching Staff.

Maternity Leave Rules

A woman employee of the College, who has completed at least one year of continuous and satisfactory service, after the completion of the probationary period, is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal/Designated Authority. However, she will not be entitled to any salary during the maternity leave.

On Duty (OD)

- On Duty (OD) will be granted when the members of Staff are required to go out on official duties or to participate in Seminars, Conferences, Consultancy, and University related work, etc. as approved by the Principal/Designated Authority. When the members of staff go for examination related work, OD will be regulated as per the norms of Anna University and other colleges affiliated to Anna University.
- Granting OD to a faculty should not affect the regular classes in any way. The Designated Authority of the Dept. should ensure that the classes of the faculty who is on OD are properly substituted.

Vacation Leave:

All teaching staff of Velammal college of Engineering and Technology who has rendered one year of continuous service from **1st June of a calendar year to 31st May** of the following calendar year either at VCET or who has been transferred from any one of constituent unit of VET are entitled to avail **45 days** of vacation during an academic year.

Staff who has rendered a continuous service of one to **six months** are eligible for **7 days** vacation leave during that academic year. And those with continuous service from **6 months to 12 months** are eligible for **21 days** vacation leave during that academic year.

The Vacation Leave has to be availed during the relevant academic year itself. Any unavailed part of vacation leave **cannot be carried over to the next academic year.**

The total number of vacation leave **45 days** meant for an academic year is distributed in such a way that **15 days** can be availed at the end of odd semester (**winter Vacation-** December to January) and the remaining **30 days** can be availed at the end of even semester (**summer vacation** – May to June, July)

Those who are unable to avail the eligible **15 days during winter** owing to academic work can carryover the unavailed portion of 15 days to the summer vacation period of that academic year.

The period of winter vacation is 30 days with four spells and each faculty can avail any two and the **period of Summer Vacation is 60 days for all the Departments. Each faculty can avail any two spells not exceeding 30 days in the summer vacation period.**

However the period of vacation leave and the spells for ODD & EVEN Semester are subject to change in accordance with Anna University Schedule and the policy of the Management.

A staff can avail any two spells during summer vacation. In the case of staff who were unable to avail 15 days vacation leave or any portion of it due to their academic work in the odd semester can carry over the unavailed portion to the summer vacation of that academic year, subject to their number of days available in their credit, fall within the prescribed limit.

When all or majority of the staff are opting for spells in such a way, and if the HOD feels that it would disrupt the normal function of the department, the HOD can direct the staff to avail leave without affecting normal work **in which case the decision of the Principal shall be final.**

The staff, after giving option for the slot(s), will **not be allowed to change the slots under any circumstances.** He/ she should not break the vacation leave unless he/she is permitted to do so by the Management.

While on vacation, if the situation warrants, any or all the staff members can be called to attend duty by the HOD or the Principal or any other Designated Authority. However, the staff who attends the duty for the whole day (marking his attendance) during the vacation or any staff member who is not permitted to avail vacation leave in the interest of the College by the orders of the Principal/ Designated Authority, compensation leave shall be considered within the vacation period. Such a consideration would rest solely at the discretion of The Principal / Designated Authority.

For the purpose of calculating number of days of vacation leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.

Casual Leave cannot be clubbed with Vacation Leave. That means a staff will not be eligible for CL, a day before or after the Vacation Leave. **However, clubbing of OD with Vacation Leave will be allowed in case of any work related to Anna**

University Chennai, and FDPs of Anna University subject to a maximum of 2 days.

It will be the responsibility of each faculty to see that their academic commitments like invigilation work, correction of Model Exam papers, and conduct of ICP classes are not disrupted while they are proceeding on vacation leave.

While availing vacation, any kind of University work within the vacation period will be treated as vacation leave only. In this regard, staff are advised to plan their University related work in advance and not to make it an issue after opting their vacation slots.

Note: Vacation period and slots are subject to change based on the closing and reopening dates announced by the Anna University Chennai or interim orders from Management.

Sabbatical Leave:

Faculty who want to pursue higher studies and willing to execute undertaking as per College policy, will be eligible for sabbatical leave for 6 months once during their service.

GENERAL

No. of days working in a semester and Hours of working in a day

- Working days: 180 /academic year with 8 hours/day.
- Instructional Hours: Minimum 36 weeks(5 days / Week)
- Non Instructional Hours: 8 weeks (admission and Examination activities)

Code of conduct

- Faculties shall be at the assigned classroom at the designated time without fail.
- Every faculty must take attendance at the beginning of the teaching hour.
- Every faculty must close the attendance punctually at the end of the hour/month.
- A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action (reporting to the Principal/ taking corrective action).
- Every staff member shall attend to all departmental and institutional functions and carry out responsibilities assigned by deploying best of their skills and attention.
- Faculty member shall not receive gifts from students or their parents.
- Teachers shall maintain a respectable work conduct in terms of preparing course material.

Preparing teaching aids/tools.

Meticulous planning and maintenance of course files

Following course plan without any backlog.

Proper maintenance of log books

Getting course files and log books signed periodically by HOD and Principal

Evaluation of students assignments promptly.

Evaluating Test/Examination Papers.

Ensuring cleanliness of class rooms and labs.

Identification, Attendance and Identity Card:

- Every employee shall be provided with an Identity Card indicating his/her name, personal number and also a stamp size photograph. The employee shall show the Identity Card to the Security guard on duty at the gate or to any person authorized by the Management on this behalf, while entering and coming out of the College, and/or whenever asked for.
- Identity Card is not transferable and any breach of this order shall be treated as misconduct and the employee is liable to punishment in accordance with the Standing orders.
- If the employee loses his/her Identity Card, he/she shall apply for a new Identity Card, as the case may be, by paying Rs.100/-along with one stamp size photograph at the College office for getting duplicate ID card from the College library.

- Every employee, to whom Identity Card have been issued, on the termination of his/her service or before proceeding on leave preparatory to retirement or on his/her suspension from work, must surrender his/her Identity Card to the College office.

Disciplinary Proceedings

- No order imposing any punishments on an employee shall be imposed without giving them a reasonable opportunity to be heard.
- In the event of an alleged misconduct, a show cause notice or a charge sheet will be issued to the concerned employee and he/she will be given an opportunity to explanation in the alleged charges/ irregularities.
- If the explanation is unsatisfactory, then the Management may decide to proceed with an Equity.
- The charge sheeted employee will be allowed to participate fully in the disciplinary proceedings.
- Based on the proceedings of the Enquiry, depending on the proved irregularities / acts of misconduct, the Competent Authority shall decide on the quantum of punishment, as listed below.

The following punishments may be imposed upon existence of sufficient proof.

- ❖ Fine
- ❖ With holding increments/promotions
- ❖ Recovery from pay, the whole or a part of financial loss caused to the College.
- ❖ Suspension
- ❖ Termination

GRIEVANCES REDRESSAL CELL:

- The college has a Grievances Redressal cell to redress the grievances of Staff and Students.
- The Principal shall announce the constitution of the Committee and the names of the members at the beginning of every academic year.
- Any teaching and nonteaching staff having a grievance shall make a representation to the Committee.
- The grievances shall be looked into immediately by the Committee.
- A member of the Committee shall record and maintain the minutes of the meeting of the Committee.

ANNEXURE



Velammal College of Engineering & Technology

(Approved by AICTE and Affiliated to Anna University, Tirunelveli)

Velammal Nagar, Madurai – Rameswaram High Road

Viraganoor, Madurai – 625 009

Dr. N. Suresh Kumar M.E., Ph.D.

Phone: 0452 – 2465289, Fax : 0452 - 2465285

Principal

Web: www.vcet.ac.in, e- mail: principal@vcet.ac.in

VCET/ADM/13/

Date:

Mr. /Ms. /Dr.....

Sub: Staff selection for the academic year – 2013 – 14 – reg.

Ref: Your application for the post of Assistant Professor / Associate Professor / Professor

With reference to your application for the post of Assistant Professor / Associate Professor / Professor in the department of **MATHEMATICS** of our College, you are requested to report for an interview at 9.00 a.m. on 01.02.2014 in the College premises at Viraganoor, Madurai – 625 009 along with the following documents.

1. All original certificates (qualification and experience)
2. Copy of all certificates – 1 set
3. Pass port size photo – 2 Nos.
4. Resume in the format enclosed
5. Proof for last drawn salary

You are requested to come prepared for delivering a Lecture for about 10 minutes

- No TA, DA will be provided for attending the interview.
- No alternate date will be given for interview.

Thank you

Principal

Velammal College of Engineering & Technology

Velammal Nagar, Madurai – Rameswaram High Road
Viraganoor, Madurai – 625 009

Resume

1. Name in full (in Capital Letters) :
2. Designation and Department :
3. Date of Birth / Age :
4. Address for communication :

Affix a recent
Passport size
Photograph

	Pin Code:
	State:
Phone No: Residence:	Office: Mobile:
Email ID:	

5. Educational Qualification:

Degree	Institute / University	Month & Year Of Passing	Area of Specialization	Remarks

6. Experience:

Teaching: UG: PG: Industry: Others:

7. Publications:

Books :
Research Papers : International Journals : National Journals :
International Conferences : National Conferences:

8. Conferences / Seminars / Workshops: Attended: Organized:

9. Membership in Professional Bodies:

10. Sponsored Projects :

11. Consultancy Projects :

12. Achievements if any :

Signature



Velammal College of Engineering & Technology

Velammal Nagar, Madurai – Rameswaram High Road

Viraganoor, Madurai – 625 009

Dr. N. Suresh Kumar M.E., Ph.D.

Phone: 0452 – 2465289, Fax: 0452 - 2465285

Principal

Web: www.vcet.ac.in, e- mail: vcetmadurai@yahoo.co.in

VCET/ ADM/ 2013 – 2014

To

Date:

Mr./Ms.-----

Respected Sir/Madam,

Sub: Recruitment of Non-Teaching Staff – reg.

Ref: Your Application for the post of _____.

With reference to your application, you are requested to attend an Interview for the above mentioned post at 9.00 a.m. on 27.04.13 (Saturday) at Velammal College of Engineering and Technology, Madurai, along with the following documents

1. All original certificates (qualification and experience)
2. Copy of all certificates – 1 set
3. Pass port size photo – 2 Nos.
4. Proof for last drawn salary

Principal



Velammal College of Engineering & Technology

(Approved by AICTE and Affiliated to Anna University of Technology Madurai)

Velammal Nagar, Madurai – Rameshwaram High Road

Viraganoor, Madurai – 625 009

Dr. N. Suresh Kumar M.E., Ph.D.

Phone: 0452 – 2465285, Fax: 0452 - 465289

Principal

Web: www.vcet.ac.in e-mail: principal@vcet.ac.in

VCET/ADMN/14

Dated:

Mr. / Ms. / Dr

Sub: Staff selection for the academic year 2014 – 2015

Ref: Your application for the post of Professor / Assistant Professor

With reference to your application for the post of Professor / Assistant Professor in the department of of our college, you are requested to report for an interview at 9.00 a.m. on **29.03.2014 (Saturday)** in the college premises at Viraganoor, Madurai – 625 009 along with the following documents.

1. All original certificates (qualification and experience)
2. Copy of all certificates – 1 set
3. Passport size photo – 2 nos
4. Resume in the format enclosed
5. Proof for last drawn salary

You are requested to come prepared for delivering a lecture for about 10 minutes.

- No TA, DA will be provided for attending the interview
- No alternate date will be given for interview.

Thank you

PRINCIPAL

Velammal College of Engineering & Technology

Velammal Nagar, Madurai – Rameswaram High Road

Viraganoor, Madurai – 625 009

Resume

1. **Name in full (in Capital Letters)** :
2. **Designation and Department** :
3. **Date of Birth / Age** :
4. **Address for communication** :
5. **Educational Qualification:**

Affix a recent
Passport size
Photograph

		Pin Code:		
		State:		
Phone No: Residence:		Office:		Mobile:
Email ID:				
Degree	Institute / University	Month & Year Of Passing	Area of Specialization	Remarks

6. Experience:

Teaching: UG: PG: Industry: Others:

7. Publications:

Books :

Research Papers : International Journals : National Journals :

International Conferences : National Conferences :

8. **Conferences / Seminars / Workshops:** Attended: Organized:

9. Membership in Professional Bodies:

10. **Sponsored Projects** :

11. **Consultancy Projects** :

12. **Achievements if any** :

Signature

Date:

INDIVIDUAL FACULTY DATA SHEET [Details to be typed]

Name of the College :
Name of the Department :
Name of the faculty member :
Present Designation :
Residential Address :
Contact Nos. : Landline : Mobile:
Email :
Gender : Male
PAN Number : Passport Number :
Date of Birth :

Affix and
Attest
Passport

I. Particulars of Educational Qualification: (only completed)

Category	Name of the Degree	Specialization	Year of Passing	Name of the College	Name of the University	% of Marks / Grades obtained	Class obtained

* Enclose copies of certificates and testimonials duly attested by the faculty member and the principal as proof.

I.a. Additional Qualification :

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

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

II. Title of Ph.D. Thesis * :

III. Faculty in which Ph.D. was awarded :

IV. Academic Experience as on February 2014:

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

V. Industrial Experience:

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

VI. Other Relevant Information:

Signature of the Faculty

(Endorsement by the Principal)

(Inspector's use only)

VII. Remarks of Certificate Verifying Officer / Chairman of Inspection Committee:

Eligible to hold the post of _____

Verifying Officers

CHAIRMAN

Date:

APPOINTMENT ORDER

Sub: Administration – Velammal Educational Trust, Madurai / Chennai – Ms.
 Appointment as Assistant Professor III in the Department of CSE Engineering
 Velammal College of Engineering & Technology, Madurai – orders issued.

Ref: 1) Your application dated
 2) Interview held on

Ms. ----- is appointed temporarily as Assistant Professor III in the Department of CSE Engineering, at Velammal College of Engineering and Technology College at Madurai subject to the following terms and conditions noted below:

- 1) The appointment is purely on temporary basis. He/ She should report for duty on or before
- 2) On receipt of this appointment order the individual should join duty by submitting a joining report in the prescribed format before the Principal / Head of the Institution on mutual consent. The prescribed printed format is available at the Administrative Office of the Institution concerned, failing which the appointment order will be cancelled without notice / intimation.
- 3) At the time of joining itself, the individual should produce all the original certificates viz. 10thstd, +2 mark sheets, Transfer and conduct certificates. UG / P.G. degree certificates, along with the joining report to the Principal / Head of the Institution. Fake certificates / color Xerox copies or copies taken by scanning will not be accepted. If the certificates are found to be fake at a later stage, the services of Individual will be terminated with immediate effect.
- 4) Service seniority of the individual will be reckoned only from the date and time of joining.
- 5) The Individual is eligible for a monthly salary of Rs -----

Basic Pay	
DA @ 27%	
HRA	
Total	

- 6) The individual will be in the whole time employment of the College / School and should not engage directly or indirectly in any trade, business, service nor shall undertake any activities which are contrary to or inconsistent with Management's interest.
- 7) The individual will be placed on Probation for a period of two years within a continuous period of three years. The period of probation will be extended if he / she is on long leave or absence. The Management has got powers to extend the period of probation based on the recommendation of the Principal / Head of the Institution for valid reasons. During the period of probation, the individual cannot claim certain concessions provided by the management towards the approved probationers.
- 8) Though the initial appointment of the individual is at the said college / school in para 1 above, he / she is likely to be transferred to any one of the other Institutions within the District or to the Institutions in other Districts under the control of Velammal Educational Trust, Chennai / Madurai.
- 9) The management has got full powers to terminate the services of the individual at any time without giving prior notice and assigning any reason there to.
- 10) The probationer / approved probationer may tender resignation of his / her services if desires so only by filling up the printed application prescribed and designed by the V.E.T available at the Administrative Office of the Institution concerned. Before filling up of the prescribed application, a sum equivalent to three months salary in the case of probationer & approved probationer shall be remitted to the cashier of the concerned institution and to get NOC from the Administrative Office. Filled up application in complete shape along with NOC obtained from The Administrative Office should be presented to the Principal / Head of the Institution in person only. No application other than the prescribed one by the VET or the prescribed application without remitting 3 month's salary or not in complete format will not be accepted by the Principal / Head of the Institution. The application received by the Principal / Head of the Institution will be examined and orders issued accepting the resignation only after the even semester examination for the academic year / the annual examination for all the classes are over and before the commencement of summer vacation.
- 11).Individual may apply for appointment in Government service / Other Private Institutions. But such application should be routed through the Principal / Head of the Institution. The Principal on the Head of the Institution before forwarding the application should get necessary concurrence from the Chairman / CEO / Correspondent / Director concerned.
12. If the individual is already employed in Government / Private Institution should submit necessary relieving orders obtained from the authority concerned at the time of joining.
13. The individual should produce physical fitness certificate from an authorized Civil Assistant Surgeon working in Government Hospital at his / her area.

14. The individual should abide by the job chart / responsibilities prescribed by the competent authority viz UGC / AICTE and also to the duties and responsibilities entrusted by the Principal / Head of the Institution to improve the standard of Education in the interest of the student community.
15. The individual should be punctual to the College / School daily and shall leave after getting permission from the Head of the Institution / HOD on all the working days, and should be willing to work for extended timings.
16. The management has got powers to stipulate further additional terms and conditions or to modify the existing one during the period of the service of the individual.
17. Violation of any of the terms and conditions stipulated above by individual will be viewed very seriously and dealt with suitably.

O/c

**Chairman / CEO / Correspondent / Director /
VET**

Received a copy of the appointment order accepting all the terms and conditions.

To

Signature of the Individual

1 Staff concerned

2. The Principal / Head of the Institution concerned

3. The HR Section of the VET

FORM OF SHOW CAUSE NOTICE / MEMO

DATE:

To:

You have been in our employment since..... and are currently working as.....inDept.

It has been reported against you that on ----- at ----- you have -----

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment.

You are hereby required to show cause in writing within 48 hours of receipt here of, failing which it will be presumed that you have nothing to offer by way of explanation and action as deemed fit will be initiated accordingly.

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PRINCIPAL

End.

Copy of the original report

Velammal College of Engineering and Technology, Madurai

Performance Evaluation for Teaching Staff for Academic Year 2014-15

Name of the Dept: _____

Name of Staff: _____

Desig.& Qualification: _____

Normalized Experience: _____

Parameters	Description of parameters and Targets	Total Marks (100)	ODD Semester						Even Semester pass % in theory						Marks		Remarks		
			Subject : 1		Subject : 2		Subject :3		Subject : 1		Subject : 2		Subject :3		Self	HOD	Principal		
			%	Marks (R.M)	%	Marks (R.M)	%	Marks (R.M)	%	Marks (R.M)	%	Marks (R.M)	%	Marks (R.M)					
(1) Academics (50)	Cycle Test – I Pass Percentage	20																	
	Cycle Test - II Pass Percentage																		
	Cycle Test - III Pass Percentage																		
	Model Exam - Pass Percentage																		
	University Exam Pass Percentage / Current Year (odd Semester) & Previous year (Even Semester)	20																	
	Regularity (95% and above)	5																	
	Delivery of subject (to be assessed by H.O.D with proof)	5																	
(2) Continuous Learning (10)	A)Two publications/year in journals with impact factor 0.3 and above .(Or) B) One FDP per year (not less than one week) (Or) C) Min. Two R&D students' project awards.	10																	
(3) Research & Development (40)	(A) Funded Projects for current Academic Year Or ongoing project: For AP – I - Either PI or Co – PI. For Asso.Prof. - As Principal Investigator. For Professor - As Principal Investigator.	25																	
	(B) Consultancy (Rs. 1 Lakh / year)	5																	
	(C) IPR (Patent obtained or Book Published)	10																	
Total Marks																			

Eligibility for promotion

This format is to be read with FACULTY UPGRADATION POLICY – GUIDELINES dated 18.05.2013 and HR POLICY FOR PROMOTION.

Eligibility for retention: (Minimum 90% of the total marks specified for each level:

AP-III – 45 out of 50 marks (Academics):From AP-III to AP-II - 54 out of 60 marks (Academics 50 + Cont. Learning 10):From AP-II to AP-I – 76.5 out of 85 marks(Academics 50 + Cont. Learning 10+ funded projects 25):From AP – I to Associate-81 out of 90 (Academics 50 + Cont. Learning 10+ funded projects 25+consultancy 5) From Associate to Professor- 90 out of 100 marks (Academics 50 + Cont. Learning 10+ funded projects 25+consultancy 5+ IPR 10).

SIG.OF STAFF

HOD

PRINCIPAL

VICE CHAIRMAN

CHAIRMAN

Distribution of Marks:

Percentage	Reward Marks		Faculty Regularity	
	Cycle test/ Model Exam	University Exam	Percentage	Marks
89.5%to 94.4%	3	10	Above 95	1
			Above 96	2
			Above 97	3
94.5% to 100%	5	20	Above 98	4
			Above 99	5

Calculation of marks:

Cycle Tests / Model Exam: Sum of marks in all cells
----- X 4
16

University Exams: Average of all marks

Supporting Parameters (to be evaluated by H.O.D and Principal incase of more than one faculty for one position):

Parameters	Marks
Course File	1
Lab manual	1
Innovative assignment	1
Class room handling	1
Feedback from students	1
HOD's Confidential report	1
Counseling / Mentoring	1
Placement initiatives	1
College level co ordination	1
Image Building (outside participation / community reach)	1
Total	10

Velammal College of Engineering and Technology, Madurai

HR Policy for Promotion

- ❖ Promotion will be on the basis of “Performance Based Evaluation”.
- ❖ Performance will be evaluated objectively against standards and targets.
- ❖ Evaluation will be undertaken every year.
- ❖ Evaluation for promotion from entry level to next level will be considered only after two years of service at the entry level, taking into account the performance in retrospect for the previous years. That is every year one has to perform in accordance with target fixed for that level.
- ❖ Minimum requirement for promotion is 90% of the total marks specified for each level.
- ❖ If one achieves the targets fixed for higher cadre, he/she can claim for promotion to that level.
- ❖ If one does not opt for promotion to next level, he or she has to meet the targets specified for that level every year to continue in service. If targets are not achieved to continue in service, then the discretion of the Management shall be final.

**VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, VIRAGANOOR,
MADURAI – 625 009
FACULTY UPGRADATION POLICY – GUIDELINES**

Date:

ENGINEERING BRANCHES: Fresher with PG =Rs.22, 000/- (Consolidated)

Sl.No	Grade	Eligibility
1	Teaching Assistant 1 st year = Rs. 10,000/-(Consolidated) 2 nd year = Rs. 15,000/-(Consolidated) 3 rd year = Rs. 20,000/-(Consolidated)	UG Degree
2	AP III – Scale	PG + 3 Years Normalized Experience
3	AP II – Scale	PG + 6 Years Normalized Experience
4	AP I – Scale	PG + 10 Years Normalized Experience (Or) Ph.D.+ 3 Years Normalized Experience
5	Associate Professor – Scale	Ph.D.+ 6 Years Normalized Experience
6	Professor – Scale	Ph.D.+ 10Years Normalized Experience

SCIENCE & HUMANITIES: Fresher with PG + M.Phil. =Rs.15, 000/- (Consolidated)

Sl.No	Grade	Eligibility
1	AP III – Scale	PG+ M.Phil. + 5 Years Normalized Experience
2	AP II – Scale	Ph.D.+ 3 Years Normalized Experience (Or) M.Phil.+ 10 Years Normalized Experience
3	AP I – Scale	Ph.D.+ 10 Years Normalized Experience (Or) M.Phil.+ 15 Years Normalized Experience
4	Professor – Scale	Ph.D.+ 15Years Normalized Experience

- Note:** 1. For any promotion minimum score to be obtained as prescribed in Faculty Evaluation / Performance Appraisal Form is mandatory.
2. The above eligibility criteria are subject to change according to management discretion.

Manager

Principal

Chairman