

## 1. THE INSTITUTION

### 1.1a.About VCET

Velammal College of Engineering and Technology was established in the year 2007 by the Velammal Educational Trust (VET) 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.P.Alli, the Principal.

### 1.1b. 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.

### 1.1c. Staff

As on 01.06.2023, there are 134 faculty members on roll (Engineering: 104, Science and Humanities: 26) of which 58 are Ph.D. holders (Engineering: 43 and Science and Humanities: 15) and 36 are currently pursuing Ph.D. degree. In addition, the administration team has a total of 59 members.

### 1.1d. Courses Offered

#### UG & PG degree courses

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

**\*Subject to approval from Anna University**

### **1.1e. Value Added Courses:**

- Foreign Language Courses: French, German, Japanese etc.
- Labview
- Computer-based and audio-visuallanguage 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
- CCNA-CISCO Networking Academy
- EVA027 – Sensor applications using Arduino and Raspberry Pi.
- AutoCAD
- STAAD.Pro
- Rivet Architecture

### **1.2. Vision and Mission of VCET**

#### **1.2a. Vision of VCET**

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

#### **1.2b. 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.

### **1.3. Goals and Objectives**

- \* Regularity and punctuality
- \* More subject average, more centum, and nil failure
- \* Research and development
- \* Focus on general and in-depth knowledge
- \* Communication skills
- \* Extracurricular and co-curricular activities

- \* Good health and food habits
- \* Human values

#### **1.4. 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.

## **2. THE MANAGEMENT**

### **2.1. About VET**

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.

#### **2.1a. Vision of Velammal Educational Trust**

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

#### **2.1b. Mission of Velammal Educational Trust**

To achieve customer satisfaction through

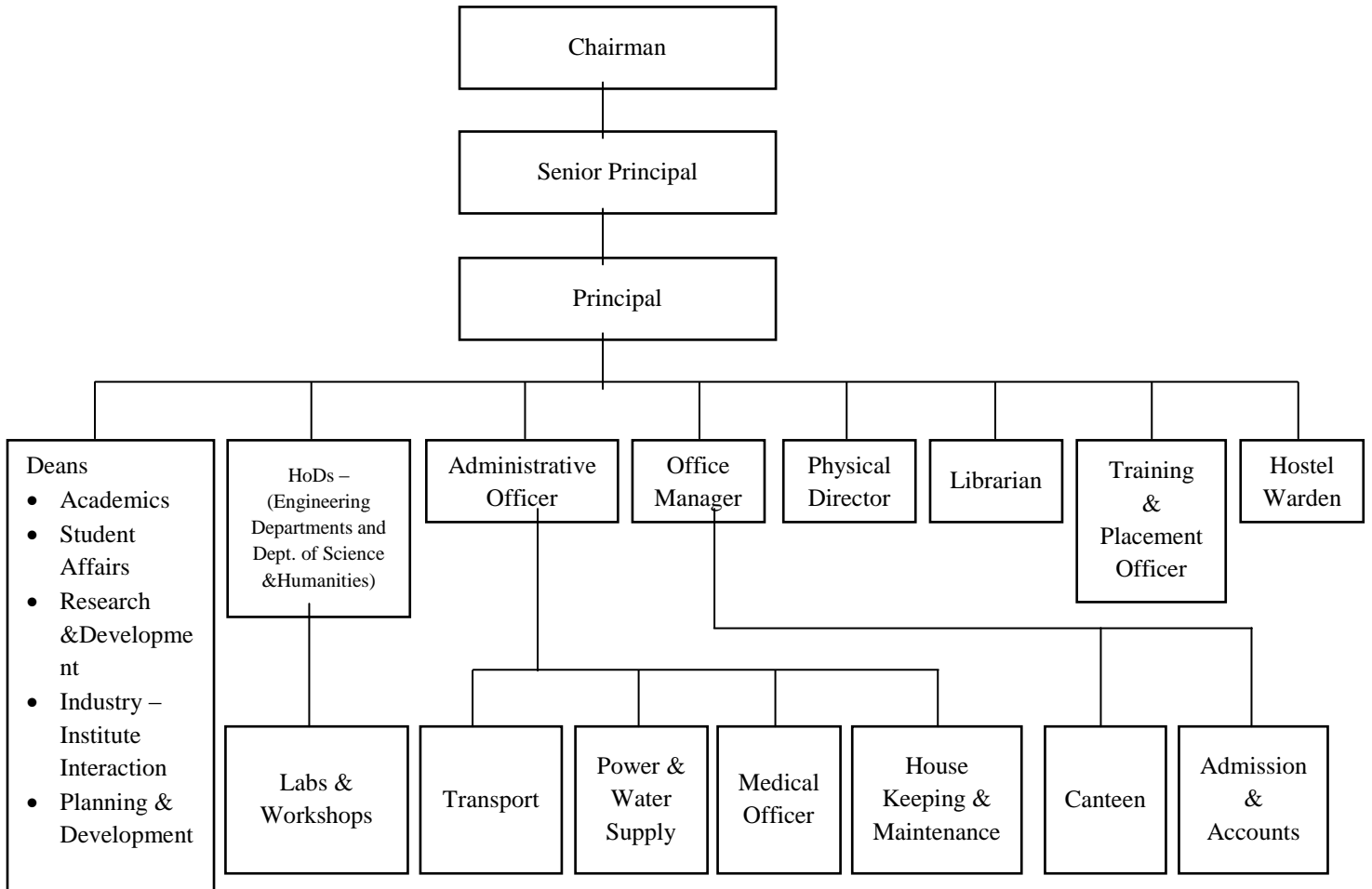
- World Class Education
- Research & Development
- Creativity & Innovation
- Intrapreneurship & Entrepreneurship
- Leadership and Teamwork

### **2.2. 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 Senior Principal and the Governing Body 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 HoDs, faculty, and other non-teaching staff members.

### 2.3. Organizational Chart



## 2.4.Governing Body:

### List of Governing Body Members

Number	Category	Nature	Governing body
5 Members	Management	Trust or management as per the constitution or bye laws, with the Chairman or President/Director as the Chairperson	<p><b><u>Chairperson:</u></b>  <b>Shri. M. V. Muthuramalingam</b>  Chairman,  Velammal Educational Trust.</p> <p><b><u>Members:</u></b>  <b>1. Dr. N.Suresh Kumar</b>  Senior Principal and Coordinator,  Velammal Institutions (Madurai Region).  <b>2.Dr.M.Arumugam</b>  Founder Managing Director,  Broadline Technologies Private Limited.  Ph.: 9840031000.  <b>3.Shri. SubbaramanBalasubramanyan</b>  Associate Vice President &amp; Center,  Head, Chairman of CIA Madurai Zone,  HCL Technologies.  <b>4. Prof.M.Krishnan</b>  Vice Chancellor Central University of  Tamil Nadu, Neelakudi Campus,  Thiruvavarur-610005, Tamil Nadu.  Email: <a href="mailto:profmkrish@gmail.com">profmkrish@gmail.com</a>  Ph.: +91-9443998251, 9629480500</p>
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation	<p><b>1. Dr.A.Radhika</b>  Associate Professor,  EEE/VCET, Madurai.  <b>2. Dr.S.Kamalesh</b>  Associate Professor,  IT/VCET, Madurai.</p>
1 Member	Educationalist or Industrialist	Nominated by the Management	<p><b>Dr.S. Kalirajan</b>  L&amp;T Institute of Project Management  Training Center -1<sup>ST</sup> Floor,  Opp. TC-II, Manapakkam, Chennai-89</p>
1 Member	UGC Nominee	Nominated by the UGC	<p><b>Prof. M. Surendra Prasad Babu</b>  Vice Principal,  AU College of Engineering,  Andhra University,  Visakhapatnam-530003  Ph.: 09848056369 (M); (0891)-2501484(O).  Email: <a href="mailto:profmspbabu@gmail.com">profmspbabu@gmail.com</a></p>

1 Member	University Nominee	Nominated by the Anna University	<b>Dr.V.Pandiyarajan,</b> Associate Professor, Department of Chemical Engineering, ACT Campus, Anna University, Chennai-600025.
1 Member	Principal of the College	Ex-Officio	<b>Dr.P.Alli</b> Principal, Velammal College of Engineering and Technology, Madurai.

### 3.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:

#### 3.1. Preliminary Process

- Need based assessment of manpower is prepared at the department level by HoDs which are scrutinized and finalized by the Principal.
- The consolidated manpower requirement is then sent to the 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, incase sufficient applications are not available.

#### 3.2. Interview Process

- Applications are sorted out and filed.
- The Head of the concerned department scrutinizes the applications, shortlist 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 a call letter to the candidates giving sufficient time (15 days). An interview panel is formed to conduct interview.
- The Interview Committee will comprise of the External Expert, the HoD, and the Principal in the case of selection for the cadre of 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

Senior Principal/Chairman for a personal interview. They will take the final decision for the appointment of the individual.

- After this, the Chairman/Management committee members or any authorized person will release an offer of appointment indicating pay package and service rules.

#### **4. ORIENTATION AND TRAINING**

##### **4.1. Faculty Development Program (FDP)**

- 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 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 updating of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize Orientation Program and Faculty Development Program (FDP) for the benefit of the faculty and also lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications are appreciated and given due weightage by including these components in the performance evaluation.

#### **5. PROMOTION**

##### **5.1. 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.

##### **5.2. 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 parameters such as academics, continuous learning, and R & D with weightages as 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 the performance evaluation.

##### **5.3. Promotion (Normal)**

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

#### **5.4. Fast-track**

With a view to recognize talents/potential of the faculty, VCET provides fast-track promotion. Those who achieve the norms/targets ahead of specified time will become eligible to move to the next cadre overtaking the others who would ordinarily be eligible.

### **6. TERMINATION**

#### **6.1. 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 in the month of February every year to identify the staff members who are not interested in rendering their services in VCET for the next academic year. The staff 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.

#### **6.2. 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 handover the responsibilities as directed by the Principal which includes handing over of all the official documents, records, library books, project details including funded project details, keys of the room, table and shelves before collecting the No Dues certificate from all the concerned departments prior to relieving, in a prescribed format.
- ❖ The employee has to fill up the Provident Fund (PF) 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 relieving order.



The Principal shall arrange an Exit Interview with the staff after the acceptance of his/her resignation with a view to obtain a feedback. All staff leaving the services of the college will be issued a Service Certificate on the date of relieving. The Management reserves the right to terminate the services of any employee at anytime without giving prior notice and without assigning any reason thereto.

## **7. WELFARE MEASURES**

### **7.1. Awards**

To recognize the efforts of teaching staff (TS) and non-teaching staff (NTS) in the college, the Management offers cash rewards as below:

- ❖ 10 years of service completion (common for TS & NTS): Rs. 5000/-
- ❖ 5 years of service 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 an academic year will be awarded a cash prize of Rs.5000. Non-teaching staff will be awarded a gold coin.

### **7.1a. 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 the faculty members up to 5 years of service and 100% school fee concession to wards of the faculty members with above 5 years in our group of institutions.
- Free transport for faculty members.

**\*The above awards and other recognition will change from time to time as per Management discretion.**

### **7.2. Medical Facilities**

The college runs a Medical Health Centre of Velammal Medical College Hospital & Research Centre 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 service 24x7 hours for the purpose of taking the patients when needed to the nearby hospital for treatment. Besides the above, all staff members are entitled for 20%concession on a few

selected treatments when they undergo treatment at Velammal Medical College Hospital, Madurai.

## **8. LEAVE RULES**

### **8.1. General Conditions**

- ❖ Leave shall not be claimed as a matter of right and the granting of 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 or the Principal.
- ❖ Leave letter is to be submitted in advance (at least a day before) 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.

### **8.2. Casual Leave**

- All employees are eligible for 12 days of casual leave per year @1 day per month during the academic year from 1<sup>st</sup> July to 30<sup>th</sup> June.
- Carryover of unused casual leave is not permissible.
- The staff on maternity leave/study leave will be eligible for CL only after completing 15 days of service from the date of joining.

### **8.3. 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 casual leave/leave on loss of pay (LoP)

### **8.4. Late Coming**

- ❖ Staff will be permitted to report late by 15 minutes once 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.

### **8.5. 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.

## 8.6.Vacation Leave

- All teaching staff of Velammal College of Engineering and Technology who have rendered one year of continuous service from **1<sup>st</sup> June of a calendar year to 31<sup>st</sup> 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 members (teaching) who have rendered 6 months of continued service but fall short of 12 months either in VCET or transferred from any constituent unit of Velammal Group of Institutions are eligible for 50% of vacation leave i.e., 7 days in winter vacation and 15 days in summer vacation.
- Similarly, non-teaching staff members are eligible for 4 days of winter vacation and 7 days of summer vacation.
- The total number of vacation leave that is **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**) and the remaining **30 days** can be availed at the end of even semester (**summer vacation**).
- Those who are unable to avail the eligible **15 days during winter** owing to academic work can carry over the unused portion of 15 days to the summer vacation period of that academic year.
- The period of winter vacation is 30 days with 15 days in a spell and 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 semesters 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 of vacation leave or any portion of it due to their academic work in the odd semester can carry over the unused portion to the summer vacation of that academic year, subject to the number of days available in their credit, the schedule falling 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 functioning 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 examination 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 IAT papers, and conduct of ICP classes are not disrupted while they are proceeding on vacation leave.
- While availing vacation, any kind of examination work within the vacation period will be treated as vacation leave only. In this regard, staff are advised to plan their examination 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 or interim orders from Management.**

#### **Vacation Leave for Non-teaching Staff**

The following staff members are considered as NTS: All lab Instructors, admin staff, maintenance, housekeeping and sanitation, ministerial staff, wardens, JRF/SRF/RAs etc. The number of days of vacation leave (VL) for NTS 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 of the teaching staff.

#### **8.7. 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.

### **8.8. 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 department should ensure that the classes of the faculty who is on OD are properly (substituted) handled by the alternate faculty members.

### **8.9. Sabbatical Leave**

Faculty who are interested in pursuing higher studies and willing to execute undertaking as per college policy will be eligible for sabbatical leave for a maximum of 6 months once during their service.

## **9. GENERAL**

### **9.1.No. of working days in a semester**

- Working days: 180/academic year with 7 hours/day.

### **9.2. No. of working hours in a day**

- Instructional Hours: Minimum 36 weeks(5 days/week)
- Non-instructional Hours: 8 weeks (admission and examination activities)

### **9.3. Code of conduct**

- Faculty shall be at the assigned classroom at the designated time without fail.
- Every faculty must take attendance at the beginning of the class.
- Every faculty must close the attendance punctually at the end of the class.
- 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 the 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 the following:
  - Preparing course materials.
  - 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 the HoD and the Principal
  - Evaluation of students' assignments promptly
  - Evaluating test/examination papers
  - Ensuring cleanliness of class rooms and labs

**NOTE:**

- **Faculty shall undergo internship in industry/R&D lab to have industry exposure.**
- **Faculty shall not engage any private tuition.**
- **Faculty need to get approval from management before accepting any advisory role in other Institutions (ex. Governing Body member).**

#### **9.4. 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 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 obtain duplicate 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 has 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.


#### **9.5. Disciplinary Proceedings**

- No disciplinary measure against any employee shall be imposed without giving them an opportunity to be heard.
- In the event of an alleged misconduct, a show cause notice or a chargesheet will be issued to the concerned employee and he/she will be given an opportunity for explanation in the alleged charges/irregularities.
- If the explanation is unsatisfactory, then the Management may decide to proceed with an equity.

- The employee against whom the chargesheet is filed, 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:
  - ❖ Penalty
  - ❖ Withholding increments/promotions
  - ❖ Recovery from pay, the whole or a part of financial loss caused to the college.
  - ❖ Suspension
  - ❖ Termination

#### **9.6. Grievance Redressal Cell**

- The college has a Grievance Redressal Cell to redress the grievances of the staff and the 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 non-teaching 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.

  
**Principal**