



# SELVAM COLLEGE OF TECHNOLOGY

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Accredited by NAAC | UGC Recognized 2(f) Status | An ISO 9001:2015 Certified Institution  
Approved by AICTE - New Delhi, Affiliated to Anna University - Chennai

## HR Policy

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## 1. INTRODUCTION

Today Selvam College of Technology (SCT) is a front-runner in the field of education in Namakkal by imparting multifaceted education. A well-directed education is a passport to a good, comfortable and secured life. SCT fully caters to the needs and aspirations of the student community and keeps itself to the changes taking place on the industrial and educational front of the country.

V.Ponnusamy Educational and charitable trust was established by Dr.P.Selvaraj, an Ideal Industrialist and Philanthropist, in 2000 in the fond memory of his late father V.Ponnusamy to impart quality education, to establish epicenter of excellence in learning and research and to make the institution blossom into an institution par excellence.

SCT offers 8 Under Graduate courses namely Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering, Civil Engineering, Biomedical Engineering, Bio-Technology and Information Technology, 5 Post Graduate Courses namely Computer Science and Engineering, Applied Electronics, Industrial Safety Engineering, Engineering Design and Master of Business Administration.

Institution has meaningful rapport with other reputed organizations in various fields. It is committed to provide quality vocational and technical education, boost the students' morale and instill in them a new confidence. Besides bestowing Engineering knowledge, great emphasis is laid on character building and to inculcate discipline among the students.

The college encourages students to have clubs/associations/cells that can act as a forum to plan for training and performances and to impart additional opportunities beyond the curriculum for personal development and growth. It plays an active and crucial role. "Entrepreneurship is the main engine for Growth". Entrepreneurs play a vital role in the economic development of any region or country. Entrepreneurship is adopted as one of the processes to prepare students as leaders to take global challenges and opt for self-employment. In future it helps in converting job seekers into job providers & meets the national goals in entrepreneurship.

The institution is self-sustained for academic excellence. It is equipped with latest and excellent infrastructure facilities that include magnificent buildings with a unique blend of both oriental and architectural marvels. Each department is housed exclusively with laboratory equipment's calibrated to international standards. Laboratories and workshops are handled by trained and qualified lab instructors. There are well furnished and air conditioned seminar halls with effective audio system and a seating capacity of above 350. Computers with wifi facility are available in our campus for the welfare of students and staff. The capacity of 100 Mbps Internet connection is added to the benefits.

The Computerized Library is the main resource centre of SCT, providing a conducive environment for learning. It provides excellent facilities to the students, researchers and faculty for their research, training and consultancy activities. Library is a boon for students and staff towards academics and for various competitive examinations.

In order to empower individuals to interact confidently and globally through that one vital link language – “ENGLISH”, we have started a communicative English course with qualified trainers under IT Support and Development Training Programme (ISDTP) to improve the quality of English Communication of students.

The culmination of academic learning is manifested when a student makes a step ahead in the world of career building. It holds a team of professionally trained faculty to improve presentation skills, communicative ability and tips to meet recruiter's expectations. The Training and Placement Cell organizes regular programmes with eminent and experienced HR Personnel from various corporate sectors throughout the year. All the eligible and willing students are provided placement in various reputed companies.

A number of scholarships and financial assistances are available from government and private sources for deserving undergraduate and postgraduate students. The College is also providing scholarships to economically weaker and meritorious students. SCT offers guidance and assistance to help students obtain various scholarships.

The College gives vital importance for practicing Yoga for maintaining balance between work and a healthy lifestyle in order to attain self-Rejuvenation. A dedicated meditation hall is available inside the campus for both students and staff to practice

meditation and yoga at their leisure time from early morning to late evening. SCT promotes sports to the National and International standards with specialized NIS Trained coaches.

Separate hostels for the boys and girls with inbuilt mess halls are provided for the benefit of long distance students. A variety of hygienic and quality food is served for the hostellers. Delicious refreshment stuffs are available at a nominal rate in the modern canteen for all the staff and students.

SCT has a full-fledged and excellent transport facility for the students and staff. The college buses cover the whole of Namakkal district and also neighboring districts for the benefit of the day scholars. They can board the college buses at their nearest boarding points.



## 2. VISION AND MISSION

### **Vision**

To be a world class institute in technical education through innovations and research in various fields of engineering and technology by creating highly competent technocrats with moral qualities.

### **Mission**

SCT will endeavour to:

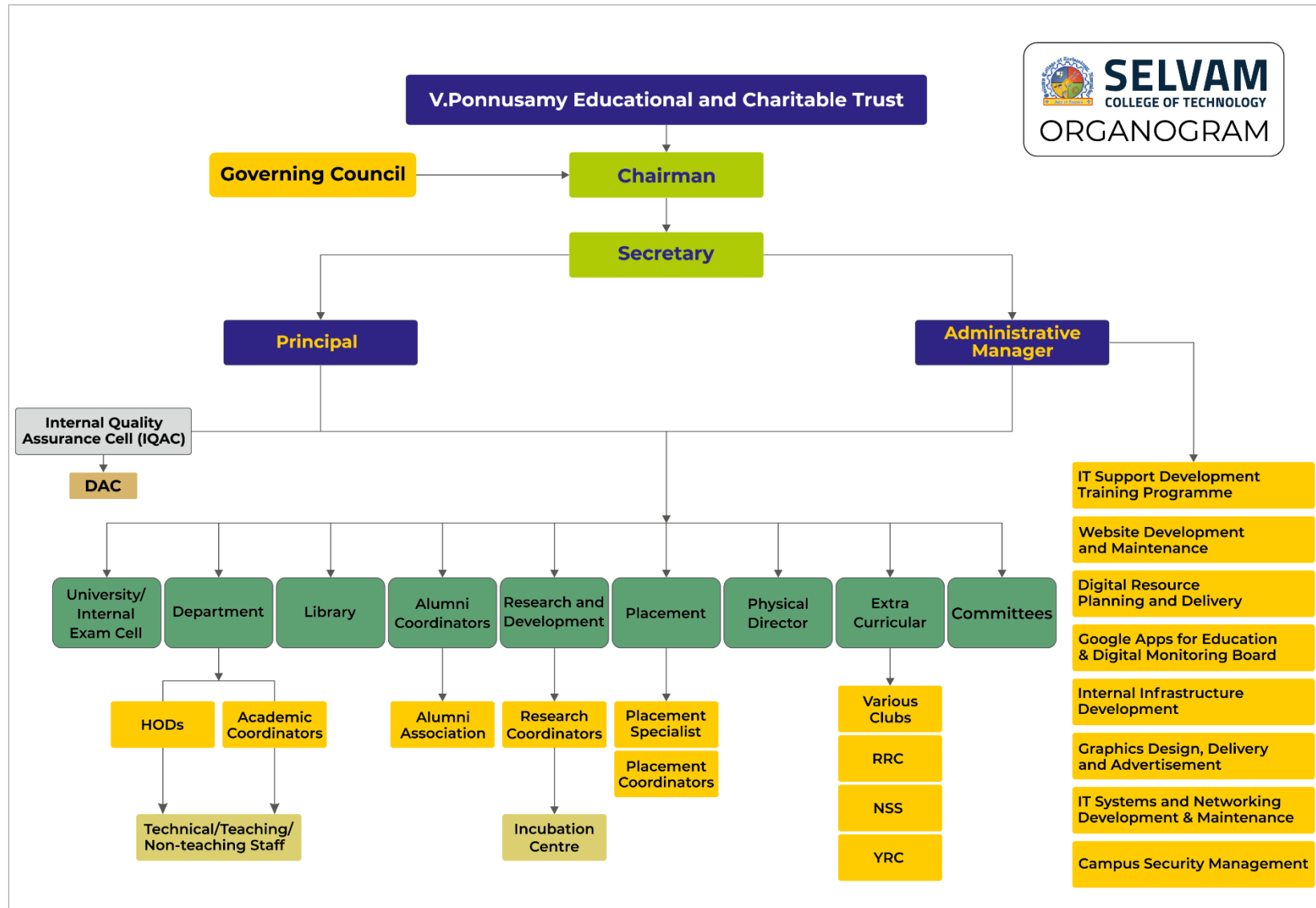
- Be a focal point in engineering education for emerging technologies in accordance with societal contexts.

- Be an engineering institute fostering research and development, evolving innovative applications of technology, encouraging entrepreneurship of students with moral qualities.
- Empower the students from various socio economic strata.

### **3. QUALITY POLICY**

We strive hard to provide highly qualified, efficient faculty members, well equipped laboratories, state-of-art library, and other latest infrastructural facilities in an ideal environment to produce self-confident engineers.

## 4. ORGANIZATION STRUCTURE



## **5. RECRUITMENT POLICY**

### **5.1 Recruitment & Selection**

#### **Recruitment procedure**

1. Faculty recruitment is processed as per the guidelines of Anna University and AICTE norms.
2. Before the commencement of every academic year vacancy positions are identified by the respective HODs and the same is submitted to the management for recruitment through the Principal.
3. Advertisements are published in the leading dailies and websites.
4. Applications are invited from eligible candidates and scrutinized by the respective HODs and the Principal.
5. Shortlisted candidates are called for personal interview.
6. Selection committee members appointed by the Principal will carry out the selection process based on the requirement of every department.
7. Based on their performances faculty members are recruited and appointment orders are issued to the candidates by the Secretary.

Based on interview performance staff will be appointed for the SCT.

#### **Joining formalities**

On the day of joining, Principal will explain about college, roles and responsibilities. Then the concerned Head of the Department will allot work to the staff in the department. The candidates are required to furnish the following original documents as applicable for verification:

- ✓ Original Certificates of educational qualifications
- ✓ Relieving order and experience certificates of all previous employments, if any.
- ✓ PAN card
- ✓ Aadhaar card

### **5.2 Orientation**

- ✓ Every faculty appointed in the college shall be given a brief introduction about the college by the Recruitment committee on the day of his/her joining.
- ✓ The Principal shall introduce him/ her to the Head of the department
- ✓ The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of the department.
- ✓ The HOD will also explain the various codes of conduct observed and the procedures for availing the facilities in the college.
- ✓ The HOD will also ensure all the joining formalities, including submission of joining report, User Id for secured internet facility, Identity card application, library card application, etc.,
- ✓ The HOD will assign the roles and responsibilities for the new faculty member immediately.
- ✓ The new faculty is expected to attend Faculty Development Programme at the earliest.

### **5.3 Terms, Conditions and Service Rules**

- ✓ The probation period will be for six months from the date of joining.
- ✓ The staff members (both teaching & non-teaching) have to sign in the attendance register twice a day (before 9:10 a.m in the forenoon and after 4:25 p.m in the evening) in the Principal's chamber.
- ✓ The staff members are expected to be in the college during working hours and should sign in the movement register kept in the Principal's Chamber for any sort of their movement outside the college campus for official purpose.
- ✓ The staff members have to follow the proper dress code prescribed by the Management/Principal from time to time.
- ✓ The Staff members are eligible for 1-day casual leave (CL) for one month and a total of 12 days in a year (June to May). These 12 days of leave cannot be taken in advance. However, the unavailed leave from previous months can be availed of in the following months. But availing leave for more than 2 days continuously will not be permitted.
- ✓ Leave will not be sanctioned as a prefix or suffix to holidays and Sundays.



- ✓ The Staff members can avail of two permissions, each of 1 hour and one late entry per month. However, all these should be used only for essential and emergency needs and should not exceed 2 hours per month. If it exceeds 2 hours, then it will be converted into half a day of Casual Leave.
- ✓ The staff members have to avail leave/permission with prior sanction from the HOD and Principal with a proper alternate arrangement. Leave can be informed over the phone to office (with proper alternate arrangement) in case of extreme emergency. The Staff availing informed leave should fill up the leave application form at the time of reporting for duty.
- ✓ The member of the Staff who avail leave before holidays should report to the duty on the next working day otherwise those preceding holidays will be counted as leave.
- ✓ Employees shall not engage themselves either directly or indirectly in doing any personal business, trade, part-time jobs in any other concern.
- ✓ The staff members should not engage in private tuition. In exceptional cases, prior permission from the Management and Principal should be obtained.
- ✓ The Staff Members are strictly prohibited from accepting valuable gifts in any form from the students/parents/companies having a business transaction with the college.
- ✓ The Staff members shall not involve themselves in any political activities or any other activities which are not related to their work during working hours. The staff members behaviour both inside and outside the campus should not spoil the name and reputation of the Institute.
- ✓ The staff members should hand over the original certificates including the experience certificates and the joining report to the office at the time of joining the institution.
- ✓ The staff members are expected to render their service for a minimum period of three years. Three months' notice in advance should be given before leaving the job.
- ✓ The member of the staff may resign from the job by the end of the academic year. His/Her resignation from the job during the middle or in between the academic year will not be considered. In this regard the decision of the management is final.

- ✓ The staff members have to take active participation in co-curricular, extracurricular activities and value-added courses meant for students to enhance their employment potential.
- ✓ If any declaration, statement, or information given by the staff at any time is found to be false or untrue or if any information/particular is suppressed, the service of the staff member is liable to be terminated without any notice.
- ✓ The management may transfer/depute a member of the staff to any other institution of the trust as per the needs and requirements arising there with the same terms and conditions.
- ✓ As an employee of this institute, the staff members should serve with dedication and determination besides working very honestly and faithfully using his/her utmost endeavour to promote and uplift the welfare and interests of the college.
- ✓ All the correspondence to the management has to be routed through the proper channel.
- ✓ The job performance of the staff member is subjected to the periodical review of the management.
- ✓ Every staff member has to abide by the rules and regulations framed from time to time for the effective functioning of the Institution. He/She is required to sign the undertaking as a token of having accepted the service conditions noted herein.

## **6. SALARY AND FINANCIAL SUPPORT**

### **6.1 Salary disbursement Cycle**

The salary will be by all means credited in the first week of every month.

### **6.2 Salary Norms**

- ✓ The college will have the following positions of hierarchy in the teaching departments: Professors, Associate Professors, and Assistant Professors.
- ✓ Appointment of HODs will be decided by the Management.
- ✓ In addition, each department shall have support staff like programmers, Lab assistants etc.

- ✓ The college office will have the following positions of hierarchy in the administrative department: Office Superintendent, Accountant, office supporting staff, and office Assistants.

## **7. ATTENDANCE & LEAVE POLICY**

- ✓ The staff members have to avail leave/permission with prior sanction from the HOD and Principal with a proper alternate arrangement.
- ✓ Leave can be informed over the phone (with proper alternate arrangement) in case of extreme emergency.
- ✓ This leave will be marked as PCL (Phone Casual Leave).
- ✓ The Staff availing PCL should fill up the leave application form at the time of reporting for duty.
- ✓ The member of the Staff who avail leave before holidays should report to the duty on the next working day otherwise those preceding holidays will be counted as leave.

### **7.1 ATTENDANCE**

- ✓ The staff members (both teaching & non-teaching) have to sign in the attendance register twice a day (before 9:10 am in the morning and after 4:25 pm in the evening) in the Principal's chamber.
- ✓ The staff members are expected to be present in the college during working hours and should sign in the Movement register kept in the Principal's Chamber for any sort of their movement outside the college campus for official purpose.

### **7.2 WORKING HOURS**

- ✓ College working days are from Monday to Friday, and some Saturdays in a month. General Timings – 09.15 am to 4:25 pm.
- ✓ Buses will leave the campus at 4:40 pm. Students are not permitted to enter the campus after 09.15 am and leave the college before 04.25 pm.
- ✓ Vacation: Semester break will be provided after regular examinations,
- ✓ College Buses are operated for the convenience of the day scholars and he / she can board the bus at his / her nearest boarding point.

### **7.3 PERMISSION**

- ✓ The Staff members can avail of two permissions, each of 1 hour and one late entry per month.
- ✓ However, all these should be used only for essential and emergency needs and should not exceed 3 hours per month.
- ✓ If it exceeds 3 hours, then it will be converted into half a day of Casual Leave.

#### **7.4 CASUAL LEAVE**

- ✓ The Staff members are eligible for 1-day casual leave (CL) for one month and a total of 12 days in a year (June to May).
- ✓ These 12 days of leave cannot be taken in advance.
- ✓ However, the un availed leave from previous months can be availed of in the following months.
- ✓ But availing leave for more than 2 days continuously will not be permitted.

#### **7.5 COMPENSATORY LEAVE**

Faculty members are eligible to avail of Compensatory leave (CCL) in place of working for the Institution on a holiday. CCL can be availed only one day/month. In special cases, it can be extended to a maximum of 2 days. The CCL earned can be availed within a calendar year.

#### **7.6 ON DUTY**

OD for attending Programmes/Semester:

Programme	Total Experience of the Staff members			
	Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 5 years	Above 5
Conference, Workshop / Seminar	-	1 day	2 days	3 days
FDP / STTP	-	As per recommendation from HOD & approval from Principal		

#### **7.7 MATERNITY LEAVE**

The leave can be granted to all women staff members subject to the following conditions

- ✓ The maternity leave is limited to a maximum of 3 months only.

- ✓ Should give an undertaking that they will work for two years after rejoining the duty
- ✓ Maternity leave may be availed under the discretion of the Management.

## **8. BENEFITS & WELFARE**

### **8.1 Employee utilization**

- ✓ Employee's Provident Fund.
- ✓ Employee's State Insurance
- ✓ Management provides Free Bus facilities to all the Staff members.
- ✓ Preference is given to employees' children in admission, Scholarship, and concession in Tuition fees.
- ✓ Management offers Free Accommodation and Mess facilities to the staff members who stay in our Hostel.
- ✓ Free Medical Check-up for Faculty.
- ✓ Interest-Free Loan in case of Marriage / Emergency Situations.

### **8.2 HOSPITAL TIE-UP**

The institution works in a tie-up with Akshaya hospital which is located near the institution and is right at the heart of the city with the latest updated technology and facility that aid the student's and staff's welfare.

### **8.3 TRANSPORT FACILITY**

The institution has a transport office inside the campus in which a transport manager is deputed. There are a total of 24 buses that connect the institution with the rest of the Namakkal district and other neighbouring districts that makes it easier for the staff and students to reach college on time. All day scholars should board only the college buses which are allotted to them with proper dress code and ID card. They are not allowed to board any bus other than the one which is allotted to them. Bus in-charges should keep the name list and note the attendance of the staff and students boarding the bus

### **8.4 EMPLOYEE SUBSIDISED FOOD**

- ✓ For the benefit of employees the management has introduced subsidised food that includes breakfast and lunch.
- ✓ This can be availed as per plans (monthly plan or yearly plan).



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**Subsidized Food**

### Staff Welfare Scheme

Meal Type	Monthly Charges	Annual Charge
Breakfast only	₹ 1,000	₹ 10,800 (₹ 900 per month)
Lunch only	₹ 1,000	₹ 10,800 (₹ 900 per month)
Breakfast + Lunch	₹ 1,800	₹ 21,000 (₹ 1750 per month)

- Any Staff can avail this scheme
- Prepaid Scheme
- Minimum Subscription: 1 Month
- No Maximum Limit
- Fixed Charges
- No Refund Policy
- Mess Menu will be followed

## 9. DRESS CODE

The staff members have to follow the proper dress code prescribed by the Management/Principal from time to time. The female faculty should wear white coats during lecture hours and male faculties should wear tie. Shoes are mandatory.

### CODE OF CONDUCT FOR FACULTY AND STAFF

1. College working hours is from 9.15 AM to 4.25 PM for faculty and staff.
2. Faculty and staff should sign in the attendance register twice a day (before 9.10 AM in the morning and after 4.25 PM in the evening) in the Principal chamber.
3. All faculty and staff should be available in the college campus during working hours and follow the dress code prescribed by the Principal / Management.
4. All faculty and staff should wear ID card as long as they stay in the college

campus.

5. Faculty should handle the theory, laboratory and other classes for the full duration.
6. Faculty and staff should involve in the examination work of the college as it is their legitimate duty.
7. Faculty and staff will be relieved from their duties on their request either by submitting three months' notice or on payment of three months' salary under unavoidable circumstances subject to the decision of the management. The relieving will be considered only at the end of the academic year.
8. Faculty and staff should abide by the rules and regulations of the institution framed from time to time for the effective functioning.
9. The faculty and staff shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns, etc.
10. The faculty and staff shall not involve themselves in activities not related to their allotted work, during working hours.
11. The faculty members shall not engage in private tuition. In exceptional cases, the prior permission of the Principal should be obtained.
12. The faculty are encouraged to take up consultancy projects, however, with the knowledge of the management.
13. The faculty and staff should not accept valuable gifts in any form from the students / parents / companies having business transactions with the college.
14. All correspondence to the Management should be routed through proper channel (HOD, Principal and to the Management).
15. Faculty members should take active participation in co-curricular and extra-curricular activities.
16. Faculty should take active participation in conducting value added courses to the students to enhance their employability skills.
17. All the faculty should continuously update their knowledge by attending

Seminars /Workshops/conferences etc. and by using library.

18. Faculty Members should attempt to publish textbooks, research papers in reputed International /Indian Journals / Conferences.
19. Groups of any kind should be strictly avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.
20. All the faculty should go to class at least 5 minutes before commencement of class and engage effectively. Windup on time and wait for the next period faculty to reach class.
21. Faculty should prepare and submit the quality question papers for the internal assessment tests and model examinations and maintain strict confidentiality regarding the question papers.
22. Faculty should ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
23. Faculty should engage the class work of the colleague who has assigned his/her class in the leave form.
24. Faculty should act as Mentor for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
25. Faculty Members should be available in the Department during the working hours for consultation by the students.
26. Faculty Members should not to use Mobile Phones in the class room / exam hall for any reason.

## **10. DECENTRALIZATION OF WORK**

### **10.1 Roles and Responsibilities of the HOD**

- ✓ Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- ✓ Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.



- ✓ Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the class work.
- ✓ Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the Principal.
- ✓ Verify the student attendance registers maintained by the staff members once a week and submit to the Principal for verification once in a fortnight.
- ✓ Instruct the faculty members to set the question papers as per instructions from the Principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the Principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given.
- ✓ Instruct the respective class advisors to implement the dress code among the students.
- ✓ Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- ✓ Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as finalised by Principal. Communicate a copy to the Principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from semester to semester.
- ✓ Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester.
- ✓ Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
- ✓ Counsel the students who are absent for the assessment tests or irregular to the class.
- ✓ Form student batches and allot the project guides as per guidelines given by the Principal.
- ✓ Route all the correspondence through the office of the Principal.

- ✓ Designate faculty member who will be the HOD I/C during his/her absence and make sure that all files and records are available for HOD I/C.
- ✓ Appoint faculty as mentors and allocate students to the mentors in the beginning of the academic year.
- ✓ Inform the concerned authorities about any important events taking place in the Department from time to time.
- ✓ Arrange special classes if necessary for the benefit of below average students.
- ✓ Ensure academic discipline in the department.
- ✓ Follow the guidelines / instructions given by the Principal from time to time.
- ✓ Make arrangements to lock and seal all the laboratories before leaving the premises.
- ✓ Provide necessary inputs to the Principal for conducting Academic Council / Governing Council Meeting
- ✓ Plan and conduct MOOCs committee meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.

#### **10.2 Roles and responsibilities of Academic Co-ordinators**

- ✓ Monitoring the academic progress of the concerned year students in each department.
- ✓ Monitoring the functions of Class Advisors.
- ✓ Approving the Internal Assessment marks for all students in their allocated classes
- ✓ Monitoring the students' feedback.
- ✓ Monitoring the faculty performance in University results.
- ✓ Monitoring and controlling students discipline in the campus.
- ✓ Any other matter connected with students' activities in the college and the hostels

#### **10.3 Roles and responsibilities of Research Co-ordinators**

- ✓ Monitoring the activities of Research Centre.
- ✓ Monitoring the research progress of faculty members pursuing Ph.D.

- ✓ Recommending faculty members for participation in Conference / Seminar / Workshop.
- ✓ Recommending project proposals of departments / individual faculty to funding agencies.
- ✓ Encouraging the innovation and creativity ideas of the students.
- ✓ Monitoring the progress of product development in the departments.

#### **10.4 Roles and Responsibilities of the Class – Advisors**

- ✓ Instruct all the students to attend the classes regularly and to follow the dress code.
- ✓ Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- ✓ Submit the list of students absent for the internal tests to the HOD.
- ✓ Prepare 15 days attendance and submit to the HOD and Principal.
- ✓ Prepare result analysis of University Exams, Assessment Tests and Model Exams and submit to the Principal within the stipulated time and also update student record regularly.
- ✓ Instruct the students to attend all the exams without fail.
- ✓ Motivate the students to present papers in Conferences / Symposiums at regional / national level.
- ✓ Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.`

#### **Resignation Policy**

1. Any employee desirous of leaving the service shall provide three months' notice or pay three months' salary in lieu of the notice period to the management. However the management reserves right to relieve the person even before the completion of 3 months' notice period. Further, the management reserves the right to terminate the service of a person without any notice period in case of unsatisfactory performance or any violation of the rules and regulation of the institution.
2. Before being relieved, employees should handover the charge to the appropriate person in consultation with the concerned HOD and inform the same to the Principal. HoDs are responsible for initiating the necessary action to ensure that all college property and equipment are returned and a 'No Due

certificate' is obtained from competent authority on or before the last day of work.

3. After submitting No Due certificate by the employee, relieving order and service certificate will be issued.