



2023-2024
HR POLICY

Prepared By
HR Office

Reviewed By
Principal



GENERAL INFORMATION

About VVCOE

V V College of Engineering is the brain child of our beloved Chairman, Shri. S. Jegatheesan. This idea was in his mind for a long time, but took shape only in 2010. It is situated in the southern part of the east coast of India. This college comes under the jurisdiction of Anna University, Chennai. The college has all the requisite infrastructure facilities as stipulated by AICTE and the Govt. of Tamilnadu, and it is on par with university standards. The college offers five undergraduate and four postgraduate programmes. The state-of-the-art infrastructure and facilities available at the college suit the contemporary post-modern educational system.

THE MANAGEMENT

Name	Position	Present Designation
Shri S. Jegatheesan	Chairman	Managing Director, V V Mineral
Mr. J. Muthurajan	Member	Managing Director, V V Mineral
Mr. J. Chenthilrajan	Member	Managing Director, V V Mineral
Mr. J. Subburajan	Member	Managing Director, V V Mineral
Dr. S. Mohamed Mansoor Roomi	Member	Professor, Thiagarajar College of Engineering
Dr. P. Vanitha	Member Secretary	Principal, V V College of Engineering
Dr. I. Sundarapandi	Member	Director-Admin, V V College of Engineering
Dr. P. Padmanabhan	Member	Professor, V V College of Engineering

VISION

Emerge as a premier Technical Institution of global standards, producing enterprising, knowledgeable Engineers and Entrepreneurs

MISSION

Impart quality and contemporary technical education for rural students.

Have state-of-the-art infrastructure and equipment for quality learning.

Enable knowledge of ethics, values, and social responsibilities.

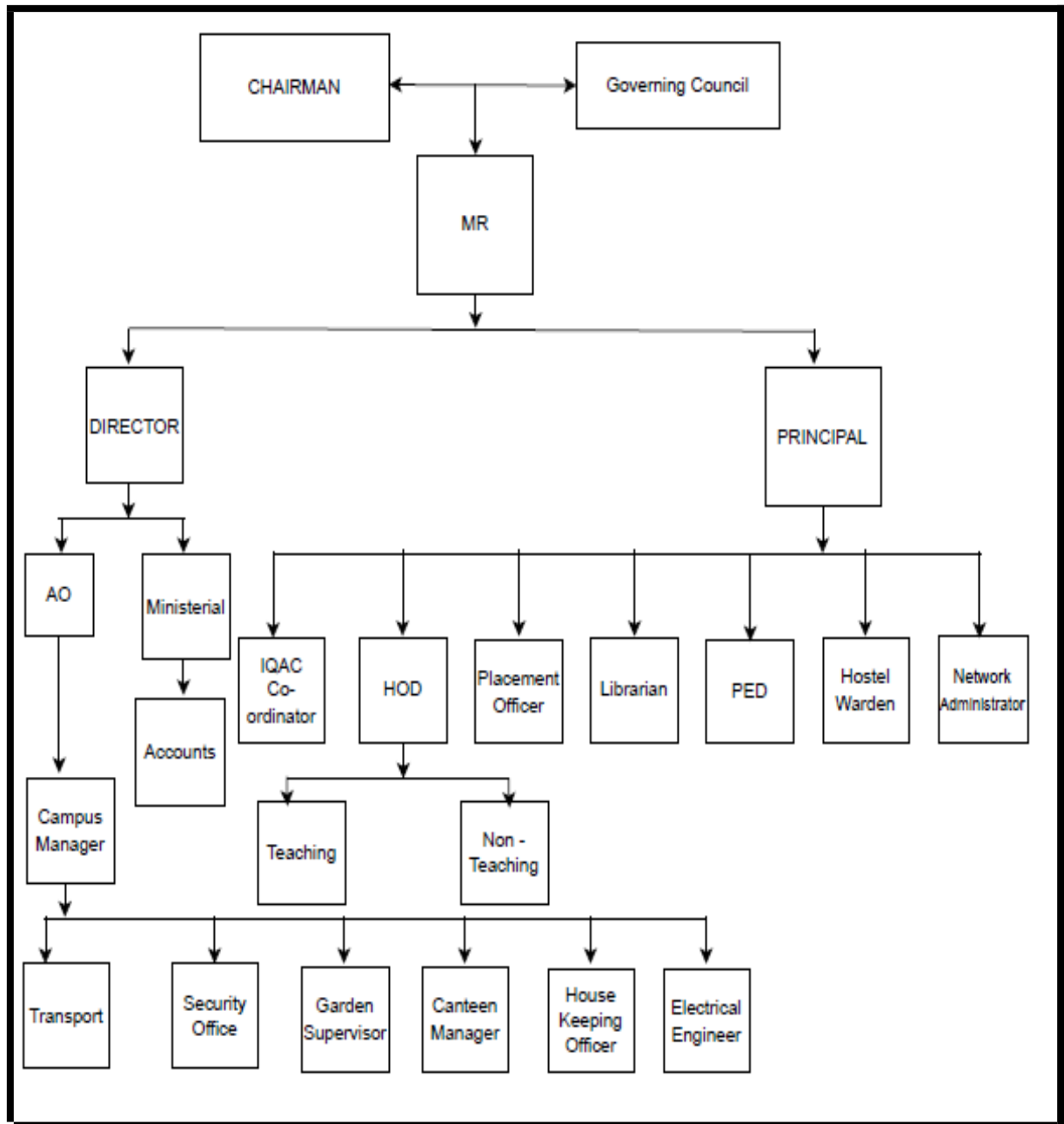
Inculcate innovation and creativity among students for their contribution to society.

QUALITY POLICY

We are committed to providing quality education to students so they can acquire life skills, enabling them to achieve academic and professional excellence.

We continually motivate all our educators and support service providers in enhancing professional competencies for effective implementation of the quality management system.

ORGANIZATION CHART



RECRUITMENT POLICY

CADRE STRUCTURE FOR TEACHING STAFF LEVEL	CADRE
1	Principal
2	Professor
3	Associate Professor
4	Assistant Professor
5	Librarian / Director of Physical Education

QUALIFICATIONS

The minimum qualifications and experience requirements for the various teaching posts are prescribed by AICTE from time to time. At present, the following criteria are prescribed:

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least total 6 research publications in SCI/SCIE/UGC / AICTE approved list of journals	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

	approved list of journals till the date of eligibility of promotion	
Principal of Engineering College	<ul style="list-style-type: none"> • Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology. • At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals. • Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor 	

RECRUITMENT PROCEDURE FOR TEACHING STAFF

The required number of faculty members for every academic year will be received from the respective departments based on the AICTE/University norms and workload.

Based on the requirements received, an advertisement will be released in the leading national newspaper calling for applications.

The received applications will be scrutinised based on qualifications, experience, academic credentials, and the institutions where they were studied.

The scrutiny of applications will be done by the Principal, HoD, and a senior faculty member.

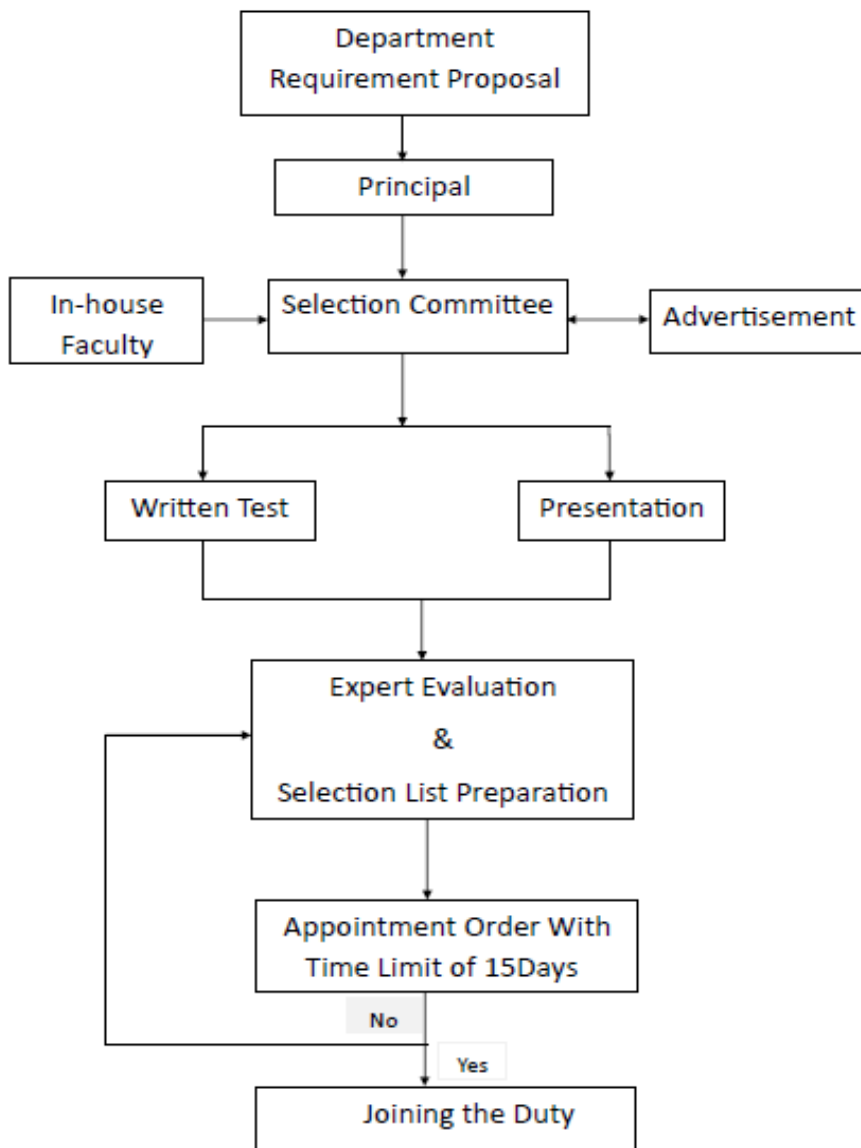
The short-listed candidates will be called for an interview on a specific date and time. There will be a committee comprising a Chairman, a Principal, and one or two subject experts for interviewing the candidates.

The candidates called for the interview will be asked to demonstrate their teaching skills for about 10 minutes on any core subject that they studied, and questions covering the entire curriculum will be asked to test their subject knowledge.

The committee will rank the candidates based on their subject knowledge, communication, and audibility.

The candidates will be appointed based on the rank secured, and the same will be intimated to them.

RECRUITMENT OF TEACHING STAFF



PROMOTION POLICIES

PROMOTION FOR TEACHING STAFF

Promotion to a higher level of service shall be made subject to the availability of the posts and eligibility, only on the basis of merit and efficiency, and besides the commitment of the staff to the cause of all-round development and improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

As per the sixth pay scale revision, all promotions will be based on performance appraisal report grade points and recommendations from the HoD and principal. The various indices for performance are specified by AICTE /University is followed.

The following are the guidelines based on which the faculty are recommended for promotion to higher levels.

Assistant Professor to Associate Professor

Qualifications as specified for the post of Assistant Professor, as applicable, and a Ph.D. or equivalent in an appropriate discipline and a minimum of 5 years of experience in teaching and/or industry, of which at least 2 years shall be Post-Ph.D., are desirable along with Research Publication in Journals and Conferences in addition to contributions to the institutional department.

Post-Ph.D. publications and guiding Ph.D. scholars are highly desirable.

Associate Professor to Professor

Qualifications as specified for the post of Associate Professor, as applicable, and a minimum of 10 years of teaching, research, and/or industrial experience, of which at least 5 years should be at the level of Associate Professor.

(OR)

Minimum of 13 years experience in teaching and / or Research and / or Industry. Post Ph.D. publications and guiding Ph.D. scholars is highly desirable.

RECRUITMENT PROCEDURE FOR NON-TEACHING STAFF

The direct requirement for all cadres is based on merit. Selection is done by a duly constituted committee. The following procedure is adopted in the selection of staff members:.

Advertisement in a leading newspaper and a survey of applications received until the last date mentioned in the advertisement.

Constitution of the selection committee with the following members: Principal, concerned HoDs, and Administrative Officer.

Intimation to candidates about the date and time of the interview is based on the recommendation made by the selection committee, and appointment orders are issued to the candidates.

PROMOTION POLICY FOR NON-TEACHING STAFF

Promotion to a higher level of service shall be made subject to the availability of the posts and eligibility only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development and improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion. All promotions will be based on performance.

LEAVE RULES

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

CASUAL LEAVE (CL)

1. Casual leave is a concession given to the staff to enable them, in special circumstances, to be absent from duty. However, this cannot be claimed as a matter of right.
2. A staff member availing of the CL must arrange for the class work and departmental work with substitutes with the concurrence of the HoD. It should be indicated in the leave application.
3. The staff has to get the sanction of his or her leave from the Principal through the HoD at least one day prior to the date of leave applied.
4. In cases of emergency, i.e., the death of his or her relatives or other extraordinary circumstances alone, the CL can be availed after passing on the information telephonically to the department. Alternative arrangements for class work have to be informed by the HoD. Failing to do this, the absence will be treated as leave for loss of pay.
5. CL may be combined with COL, Sundays, or any other notified holidays.
6. Leave should be availed of only after it is sanctioned. Taking leave without sanction may lead to a loss of pay.
7. A request for leave will be considered or rejected depending on the priority of work at the department or college. If the presence of the staff at the college on that day is very essential, leave for that day may not be sanctioned.
8. Only a maximum of two days can be availed of at a stretch.
9. A minimum of half a day of CL can be availed of.
10. Unutilized CL lapses at the end of the academic year.
11. June to May of the academic year shall be followed for availing CL.
12. One-day advance CL may be availed of during the beginning of the academic year.
13. The total number of days of CL permitted is 12 days in an academic year.

COMPENSATION LEAVE (COL)

- It is a leave sanctioned to a teaching or non-teaching staff member in lieu of having attended duty on a holiday whenever he or she is directed to do so by the authorities, i.e., the HoD and Principal concerned with the college.
- The Leave may also be combined with holidays or casual leave but the total leave taken at a time should not exceed 5 days.
- This leave must be taken within six months from the date of the duty attended and will lapse thereafter.

- COL can be used for a full day only.
- From point 1 to 10 of CL rule, is applicable for COL.
- COL will not be granted to any staff of special classes, educational tours, University practical examinations, AICTE/University inspections, accreditation, or emergency works.

VACATION

- The vacation period will be declared at the end of both odd and even semesters. Regular faculty members who have put in a minimum of 6 months of continuous service are eligible for vacation.
- Teaching staff are eligible for 14 days of winter vacation and 21 days of summer vacation during every academic year.
- Non-teaching staff are eligible for 7 days of winter vacation and 14 days of summer vacation during every academic year.
- Vacation should be taken within the declared vacation period.
- No early adjournment or postponement of leave shall be permitted.
- No college holidays or sundays can be prefixed or suffixed to the vacation. The duration will be calculated from the starting day of vacation until the day of rejoining duty. If it is not possible to permit continuous vacation due to official work, it should be available within two spells.
- It is mandatory on the part of the members of staff to report for duty after the completion of their vacation period. If they fail to report after vacation, the whole vacation period will be treated as LoP.
- Vacation leave cannot be combined with any type of leave. If any type of leave is combined with VL, then the whole vacation period will be treated as LoP, including holidays and sundays prefixed or suffixed.
- Members are requested to proceed on VL only after approval or sanction from the Principal. Also, they are requested to submit the leave form with the necessary alternate arrangements, contact address, phone number, email address, etc.
- Members of staff having invigilation duties are advised to attend it without fail, make proper alternate arrangements, and inform the Chief Superintendent.
- The staff handling the subject has to be present during the end-of-semester examination, even if he or she is on vacation, and is requested to scrutinise the question paper and submit a report to the Principal on the same day. For common subjects, if a subject is handled by more than one faculty, at least one faculty member marked by the HoD should be available on that day to scrutinise the question paper and submit the report.
- Leave availed on loss of pay (if any) may lead to a reduction in vacation spell.

MEDICAL LEAVE

- All staff members are eligible to avail medical leave with pay after rendering 2 years of service.
- For every year of service rendered, 10 days of medical leave can be claimed.
- At the maximum 20 days can be claimed in a period of 2 years.
- Unavailed medical leave in every 2 years will lapse at the end of corresponding calendar year.
- If any staff is ill he / she can avail a medical leave and the limit will be decided upon case to case basis.
- The medical leave should be availed only for genuine reasons and a medical certificate issued by a registered medical practitioner should accompany the ML application.

MATERNITY LEAVE

- Women staff members are eligible to avail maternity leave with pay after putting in one year of service.
- The maximum duration of maternity leave is 90 days for a delivery and may be taken before or after delivery as may be advised by the doctor.
- The maternity leave application should be supported by a medical certificate issued by a registered medical practitioner.

ON DUTY LEAVE (ODL)

Staff member may be permitted to avail on duty leave on following matters,

- i) Attending college related work entrusted by the college authorities on a working day outside the institution.
- ii) Attending Conference/ Seminar/ Workshop/Faculty development program at other places
- iii) Attending Government/AICTE/ University invited meeting at other places.
- iv) On duty leave may be granted to a minimum of half day to a maximum of any number of days as desired by the Head of Institution/Management.
- v) On duty leave may be availed without affecting to the class work.

ON DUTY FOR PERSONAL WORK

- For attending conferences, seminars, workshops, STTP, examination work, DC meetings, course work, and other work related to a Ph.D.

- For regular staff: 8 days per semester (Odd Semester: July to December, and Even Semester: January to June).
- All ODs in excess of the permitted day count will be adjusted against CL, and VL.

ON DUTY FOR OFFICIAL WORK

Prior approval in writing must be obtained well in advance from the Principal. The number of days will be decided by the Principal.

SPECIAL CASUAL LEAVE (SCL)

1. Staff members may avail special casual leave for attending University related examination work confined to their affiliating University.
2. Special casual leave can be availed at the maximum of 10 days in a calender year.
3. The grant of special casual leave is at the discretion of the Head of the Institution/ Management.

Any other form of absence to the work will be considered as leave on loss of pay (LLP).

PERMISSIONS

- A total of two permissions for all faculty, supporting staff, and administrative staff for coming one hour late (i.e., 9.30 a.m. to 10.30 a.m.) or leaving one hour early (i.e., 3.30 p.m. to 4.30 p.m.) will be permitted in a month.
- Every extra permission will be treated as CL for ½ a day. If no CL is available, then it will be treated as a LoP(Loss of pay).
- A permission letter should be submitted to the HoD and Principal at least one day before the date for which permission is sought for.
- Permission should be obtained only after it is sanctioned. A lack of permission without sanction may lead to a loss of pay.
- Staff requesting permission must make alternate arrangements for their classes and other departmental work. It should be indicated in the permission application form.
- Under extraordinary circumstances, those who are not able to inform in advance about their requirement of permission should intimate the HoD and Principal at least over the phone about their inability to attend the work. Failing to do this, the absence will be treated as leave on loss of pay.
- Requests for permission will be considered or rejected depending on the priority of work at the Department/ College. If the presence of the staff at the college on that day is very essential, permission for that day may not be sanctioned.

CODE OF CONDUCT

All faculty should wear formal attire and an ID card on all working days.

1. In order to ensure a uniform style of work attire, the male teaching faculty are required to wear only formals (no jeans or T-shirts), shoes (black or brown), tuck their shirts, and be clean shaven. Female teaching faculty are required to wear only sarees. The dress code and ornaments should be formal.
2. If any particular faculty member is found not wearing formal dress, disciplinary action is taken against him / her. Initially, a verbal warning is given to the faculty member. If repeated incidences occur, a memo is issued to him or her.
3. Faculty shall be at the allotted classroom at the appointed time without any exception. Each faculty member shall take attendance at the beginning of the teaching hour and shall close the hour punctually at the end of the hour in class.
4. Suppose a faculty finding a student committing any act of misconduct in the class or on the premises shall immediately take appropriate action, which shall be taking correctional action if it is within his or her power or reporting the matter to the HoD or Principal.
5. Every member of the faculty shall attend all departmental and institutional functions and carry out the responsibilities assigned.
6. The members of the faculty shall not engage themselves either directly or indirectly in any kind of business, such as money lending, canvassing for the sale of any articles or distribution of any commodity trade activities, or undertaking part-time jobs in other concerns, etc.
7. Faculty are prohibited from accepting gifts in any form from students, parents, or companies having business transactions with the college.
8. The faculty members shall not engage in any political confrontation or political discussion with others on the college premises.
9. For any unavoidable reason, if one has to leave the workplace, prior written permission should be obtained from the Principal through their HoD.
10. The faculty are expected to be at their workplace during the prescribed working hours. Members of the faculty are not permitted to give private coaching to students for any remuneration.
11. Faculty shall observe good personal conduct, and they should not speak inappropriately to

fellow teachers, students, or parents, and not involving into quarrels, fights, or any act of whichever nature. Any breach or violation of any of the above conduct rules is liable for disciplinary action that may lead to suspension or termination.

DISCIPLINARY PROCEEDINGS

Punishment of an employee shall be imposed only after the employee is informed in writing by the Principal with regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make any representation that he or she may wish to make in person, orally, or in writing.

Such representation, if any, is taken into consideration by the authority competent to impose a penalty.

Disciplinary Actions

These rules shall apply to all employees of the college.

The following penalties may, for sufficient reasons, be imposed upon the employees of the college, namely:

- Censure
- Fine
- Withholding of increments or promotion
- Reversion to a lower post or a lower stage in the scale of pay
- Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders
- Suspension
- Compulsory Retirement.
- Removal or termination from the college service.

Appeal

Where it is proposed to impose on an employee any of the penalties specified, he or she shall be given an opportunity to make any representation that he or she may desire to make, and such representations, if any, shall be taken into consideration before the order imposing the penalty is passed.

No employee of the college shall be dismissed, removed, compulsorily retired, or reduced in rank except after an enquiry in which he or she has been informed of the charges against him or her and given a reasonable opportunity of being heard in respect of these charges, and where it is proposed after such an enquiry to impose on him or her any such penalty, until he or she has been given a reasonable opportunity of making a presentation on the penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

GRIEVANCE PROCEDURE

The principal shall constitute a Grievance Committee to redress the grievances of the students, teaching staff, and non-teaching staff.

The Grievance Committee shall be composed based on the ranks: a professor, the head of the department, and the principal.

The principal shall announce the constitution of the committee and the names of members at the beginning of every academic year.

The grievance committee shall have a Coordinator to monitor the proceedings and meet once every month on a stipulated day and time.

Any Student, teaching or non-teaching staff member with a grievance shall make a representation to the committee.

Grievance Redressal Portal

Grievance Redressal Mechanism (GRM) of VVCOE is a forum where grievances of any kind from the Students, Staff, Alumni, Parents and other Stake holders are accepted for redressal and resolution.

Registering a Grievance:

Students and other stake holders can register their grievance/s at any point of time through our on-line facility available in our website www.vvcoe.org or may write a mail to grievance@vvcoe.org

Objectives

- To Receive, Process and Resolve grievances faced by any of the stake holder of this institution.
- To provide unbiased support to the deprived members of the student community and other stake holders.
- To learn from the grievances handled and evolve a better model of Academic Management.

Scope & Modalities

- A Grievance Redressal Committee (specially constituted for the purpose) will receive, handle and resolve the problems.
- All grievances referred to the Grievance Redressal committee shall be entered in a Register maintained by a designated member.
- The committee will also coordinate with various departments/ agencies/ authorities when and where required.
- Normal time required to solve academic and administrative problems is well within a week, however some of the intricate or extensive problems will be resolved within a month's time.
- Complainants are required to fully cooperate with the committee in terms of divulging full and exact information and to make themselves available for an enquiry or counselling during the redressal process.
- Any Student, Staff, Alumnus or Parent may report directly to the Principal if they find their grievance is not resolved within the stipulated time.

STAFF WELFARE

1. Fare free transportation to all the staff.
2. Group insurance scheme coverage.
3. Children Education – Fee Relaxation.
4. EPF as per PF act.
5. In the event of death of an employee while in service his / her dependent will be considered for employment on compassionate grounds, depending upon the merit of the case, subject to eligibility of the individual concerned and the availability of vacant posts.
6. Interest free loan for emergency (salary advance).
7. Free accommodation and boarding in the hostels.
8. Free working lunch for drivers.
9. Doctor visits the campus to provide free consultation with medical treatment at concessional rate in the hospital.
10. CUG facility for all essential services staff.
11. Financial assistance in terms of registration fee and TA for participation in Conferences, Workshops, Seminars, etc.
12. Financial assistance for filing patents.

INCENTIVES AND REWARDS

Members of staff are eligible for the following incentives and rewards, based on their performance and contribution.

- For producing 100% results in a theory course: Rs.1000/- Cash Award.
- Publication of papers in International Journals: Rs.1000/- Cash Award.
- Text Book Authorship: Rs.2500/- Cash Award.

HIGHER EDUCATION POLICY

The institute encourages teaching and non-teaching staff to pursue higher education through part-time or correspondence modes in recognized universities and institutions.

Members of the staff are issued with No Objection Certificate (NOC) for higher education without any restriction.

Members of staff are allowed eight days on duty (OD) per semester related to higher education.

Faculty members are allowed to take leave for their research work

Teaching and non-teaching staff are encouraged to revise their summer or winter vacations for higher academic purposes.

Even after graduation, members of staff should not remain attached to the organization.

Ph.D., Graduate faculty members are awarded promotions

Members of staff are allowed to use the resources available in the institution for their research and higher education purposes.

RESEARCH AND DEVELOPMENT POLICY

The following policies are introduced to foster a research culture and motivate faculty to find innovations based on their fields of interest:

- Providing a No Objection Certificate to faculty to encourage them to pursue a Ph.D. without executing any agreement or bond.
- Granting on-duty leave to Ph.D. scholars for their research work.
- Providing financial support to faculty and students participating in reputed conferences, workshops, and project expos.
- Granting permission to utilize laboratories and computing facilities on campus for research beyond working hours and during holidays.
- Granting autonomy to faculty and students to pursue research projects passionately.

- Providing financial support for organizing workshops and conferences based on their research fields.
- Granting long leave to staff who need to complete their research work on time.
- Providing on-duty leave along with travel allowance (TA) for research proposal presentations.
- Providing financial support to faculty and students for patent filing.
- Providing credits and recognition for publishing papers in high-impact factor journals.
- Providing 20% of the total sanctioned amount as an advance from the institution in case of any reasonable delay in the release of funds by any sanctioned funding agency.
- For those carrying out funded research projects, 20% of the sanctioned amount will be received as an incentive from the institution.
- Conducting consulting work with the consent of the Principal.

RESIGNATION

If any staff member wants to resign the job, the concerned staff member shall give a minimum of three months or 90 days advance notice, or as per the conditions specified in the appointment order, about his or her intention of leaving the job, only at the end of the academic year, to the Principal through the HoD in writing.

In cases where the end of the notice period falls during the course of a semester, he or she may be relieved only at the end of the semester.

If the staff members do not give notice in advance, then the staff member owes the institution his or her earnings for the period as stipulated in the appointment order before he or she is relieved.

The staff member cannot apply the unused leave to their notice period.

While getting relieved, files, materials, documents, etc. entrusted to him or her shall be handed over to the person nominated by the HoD or Principal under proper acknowledgement.

The staff member can apply for his or her relieving order from the institution only after the submission of a "Clearance certificate in the prescribed form along with a copy of the handing over charge record.

Any staff member may be relieved immediately if he or she gets a government job, the concerned individual's spouse is transferred, or he or she is getting married. But this is subject to the discretion of the management after assessing the merit of the request.