THENI MELAPETTAI HINDU NADARGAL URAVINMURAI

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Vadapudupatti, Annanji (po), Theni - 625 531,
Tamilnadu, India.

HR POLICY

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of
Engineering and Technology
Vadapudupatti, Theni-625 531

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HR Policy Manual

S.No.	Index	Page No.
1	Introduction	3
2	About Us	3
3	Vision and Mission	4
4	General Information	4
5	Recruitment process	5
6	Employee Duties and Responsibilities	7
7	Positions and Pay Scale	8
8	Yearly Increment	8
9	Benefits Extended to faculty and Staff	9
10	Rewards	9
11	Research Benefits to Faculties	10
12	Attendance and Leave Policy	10
13	Employee Performance Appraisals and Promotions	13
14	Faculty Welfare	14
15	Discipline and Grievance Procedure	16
16	Confidentiality and Non Disclosure	23
17	Conflict of Interest	24
18	Non Harassment Policy	24
19	Employees Discrimination Policy	25
20	Off Duty Employees	26
21	Rumors	27
22	Staff Sports	27
23	Good Housekeeping	27
24	Personal record Policy	27
25	College Equipment Monitoring, Access or Inspection	28
26	E-mail & Computer Files	28
27	Safety	30
28	Surveillance Camera	30
29	Fire extinguisher	30
30	Termination of Service/ Resignation	30
31	Employee HR Policy Revision	31

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

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1. Introduction

HR Policy manual of Nadar Saraswathi College of Engineering and Technology, Theni 625 531 provides guidelines that outline employee expectations, organizational obligations, disciplinary procedures and behavior standards.

The information in this HR policy is important to all the employees of NSCET and they should read the manual and duly sign. This HR policy is to be referred whenever a clarification on college policies/benefits is required.

In this HR policy, detailed information for each category is not expected. Instead, a summary of key policies is provided. Throughout the document, employees are advised to consult with their respective Department Heads or the administrative section for comprehensive details on HR policies and benefits.

Circumstances will obviously require that the policies, practices and benefits described in the HR policy change from time to time. The college reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this HR policy as it deems appropriate from time to time in its sole and absolute discretion. However, no amendment or modification of the "Terms of Employment" provisions of this HR policy shall be effective unless made in writing, and signed by the Principal/Secretary of the college. The college will attempt to provide the employees with notification of any other changes as they occur.

2. About us

Theni Melapettai Hindu Nadargal Uravinmurai (TMHNU) Educational and Charitable Trust, has contributed immensely in the field of education, since its establishment in the year 1898. The first seed of education was planted in the year 1919 in the name of Nadar Saraswathi Vidhyalaya with just 38 students and 2 teachers. Committed to unblemished hard work, dedication, devotion and determination to serve the society, today we are very proud to say that a total of 12 educational institutions have been established to cater to the demands of the people in various streams at strategic points in

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Theni. It has been an unparalleled journey of accomplishments and service to the society for the past 103 years. The parental objective of TMHNU is to provide quality education to all sects of people, especially those who could not meet their educational needs due to socio-economic issues. In addition to that, we also provide job oriented courses to ensure our students respectable jobs in the society. The Nadar Saraswathi College of Engineering and Technology (NSCET), known for its updated infrastructure and facilities, was established in the year 2010.The college is situated in Vadapudupatti, Annanji, in Theni.

Affiliated to Anna University, Chennai, approved by AICTE, New Delhi and with all eligible UG and PG programmes NSCET focuses on providing high quality learning and teaching atmosphere coated with layers of discipline and structured behavior. We believe in setting new trends and adapting to innovative teaching and training methodologies. Since the day of the establishment of this great institution, we have been very successful in guiding the students from rural areas to the road of success. "LISTEN, LEARN AND LEAD" is the motto of our college.

3. Vision and Mission

Vision of the College

- To establish ourselves as a leading technological institution.

Mission of the College

- To provide professional, constructive and learner centered education.
- To make learners contribute to the development of the nation through academic and industrial excellence.
- To encourage learners involve in innovative researches with ethics.
- To produce competitive and confident graduates to face the ever-growing challenges of the labor market.

4. General Information

4.1 Name of the College:

Nadar Saraswathi College of Engineering and Technology

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

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4.2 Address of the College:

Vadaputhupatti, Theni–625 531, Tamilnadu.

4.3 Contact Details:

Phone–04546-263900, 04546-263901

4.4 AICTE Approval ID for Nadar Saraswathi College of Engineering and Technology

Southern/1-36209788142/2023/EOAdt15-May-2023

4.5 Anna University Approval ID for the Institution

Lr.No.02/AFFLN/CAI/MDU/AU/2022-2023/9210dt.12.08.2022

5. Recruitment Process

- The Principal assesses staff requirements every semester.
- The administrative section obtains staff requirement lists from the Heads of Department and decides on the required number of faculty members, lab assistants and administrative staff.
- Principal forwards the requirements to the management and gets the approval.
- The administrative section is responsible for planning advertisements that highlight job profiles, required qualifications, and experience, along with salary norms. These advertisements are published in leading Tamil/English dailies.
- Applications for various posts received through email, post, or the college website are collected by the administrative section at the office. The necessary inward entries of the applications are recorded and scrutinized with the assistance of the respective Heads of Department.
- A Selection Committee which comprises of the following members is formed by the Principal to conduct interviews.

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S. No.	Members of Selection Committee
1	**Chairman:** • Principal
2	**Internal Members:** • HoD Concerned • Subject Experts
3	**External Members:** • Subject Experts
4	**Special Invitee:** • Management Representative

- The date and time of the interview will be communicated to the applicants through phone calls. Applicants are asked to attend the interview along with their original testimonials.
- The dates of the interview are communicated to all the designated panel members.
- Applicants who join as Assistant Professor shall take a written test on topics related to their specialization.
- On the date of selection, appraisal sheets are given to the panel members to award marks/ grades for each of the items (the attributes are decided at the time of interview depending upon the position).
- Assessment and valuation of applicants done by each panel members is consolidated and a list is prepared including the ranking, special qualifications etc.
- Selection of candidates shall be made on merit/ranking and recommendations signed by the panel members.
- The list of candidates selected for the appointment shall be forwarded for the approval of the Secretaries and Joint Secretary.

5.1 Appointment

- On reporting for duty at the college, the candidate shall meet the Principal and submit the joining report duly filled.
- New faculty members have to report to the HoD concerned after receiving instructions and guidelines from the Principal.

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5.2 Orientation

- The HoD gives a brief introduction about the department and introduces the new incumbent to all the teaching and non-teaching members.
- The administrative section will ensure that all the registration formalities, including submission of joining report, issuance of Appointment Order, Identity Card, Bank Account creation etc. are carried out in time.
- The HoD assigns the subject to the new faculty based on his/her field of interest/department requirements.

6. Employee Duties and Responsibilities

- Duties and responsibilities of the teaching staff shall be basically governed by the norms of AICTE and Anna University and as approved by the Governing Council.
- Duties and responsibilities of the Non-Teaching staff (Technical and Administrative) are assigned by the competent authorities.
- Every employee shall maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings at all times.
- Every employee is expected to be courteous in his/her dealings with other members of the staff, students and members of the public at all times.
- All the employees are required to observe the scheduled hours of work during which they must be present at the place of their duty. The staff members have to register their attendance in the register by 9.15 a.m. in the morning and 4.45 p.m. in the evening and have to register their biometric attendance by 9.15 a.m. every day.
- All grievances shall be addressed to the Principal/Secretary/Joint Secretary through proper channels.
- The dress code must be adhered to by the staff as outlined. Male staff members are required to wear formal pants, a tucked-in full-sleeve shirt with a tie, formal shoes, and maintain a professional appearance with a clean shave. Additionally, they should display their identity card
- The female staff members have to come in saree and wearing overcoat is mandatory inside the college premises.

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- All the staff members both teaching and non-teaching have to wear the identity cards with rope compulsorily.
- The usage of cell phones inside the campus is restricted. Only authorized (By the Principal) staff members can use them inside the college premises.
- The faculty members are expected to maintain a very healthy teacher-student relationship and maintain utmost discipline with students and uphold the decorum of their position.
- The faculty & staff members are expected to follow the code of conduct and be role models to the students.
- The faculty & staff members should always follow all the rules and regulations of the college that are in force.
- Every employee shall be governed by provisions of the relevant rules.

7. Positions and Pay Scale

Position	Pay Band (Rs)	AGP(Rs)
Professor	60000-80000	10000
Associate Professor	50000-60000	6000
Assistant Professor	18000-22000	4000

8. Yearly Increment

- Employees are eligible for increment after the completion of 12 months' satisfactory service in the College.
- The increment is awarded based on the self- appraisal and evaluation.
- It is mandatory for the faculty to register Ph.D. within 5 years from the date of joining.
- Faculty with more than 5 years of experience should organize conference/ seminar/workshop/FDP, etc.,
- Faculty with Ph.D. should organize funded conference/seminar/workshop/FDP, etc.,
- For faculty with Ph.D., at least two Scopus (web of Science) or two E-SCI or one SCI publication is mandatory for others one Scopus publication is mandatory.

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- Faculty members holding a Ph.D. are required to submit a minimum of one project proposal exceeding 5 lakhs to a funding agency.
- Holding a Ph.D. is a mandatory requirement for faculty members to serve as a supervisor at Anna University in their respective departments.

9. Benefits Extended to Faculty and Staff

- Employee Provident Fund is provided for all staff members who have completed 12 months of service in NSCET.
- Employee State Insurance (ESI) is covered for staff members drawing salary less than Rs. 15,000/month.
- Group Insurance for all faculty & staff members.
- A fee waiver of Rs. 5,000/- for one of the children of our faculty/staff member studying in the schools run by the management.
- Faculty members staying in hostel are entitled for free accommodation.
- Free medical emergency transportation for both faculty & staff members.
- 3 days paid leave is extended to the faculty/staff members on the occasion of their marriage.
- Professional membership in the faculty club for faculty members.
- Maternity Leave for female faculty/staff members.
- 4 days medical leave for faculty members served more than 4 years. (not covered under ESI).
- Workmen compensation benefits are extended to all faculty members.

10. Rewards

- Employees are eligible for the following rewards, based on their performance, contribution and years of service at the college.
- Awards such as certificates and medals for academic excellence for getting 100% pass percentage.
- Rs. 10,000/- as increment for faculties those who have completed Ph.D. in Engineering and Rs. 5,000/- as increment for faculties those who have completed Ph.D. in Science & Humanities.

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11. Research Benefits to Faculty

- Sponsorship of registration fee for attending seminars, workshops & FDPs and presenting papers in national/international conferences.
- Cash award of 5% of the total grant sanctioned by the funding agencies for research projects.
- Cash award of 3% of the total grant sanctioned by the funding agencies for organizing seminars, workshops, FDPs and national/international conferences.
- Incentive of Rs.3000/- * impact factor for publication of papers / research articles in SCI/SCIE journals. The maximum incentive awarded will be limited to Rs.15000/-.
- Incentive of Rs.1000/-* for publication of papers / research articles in E-SCI journals, Scopus indexed journals/conferences/book chapters.
- Incentive of Rs.3000/-* for publication academic books.
- The incentive of the above all is 100% for single authored, 50% for corresponding/first author, 25% for other author, distributed equally for multiple authors of the institution.
- An amount of Rs. 10,000/- is awarded to every patent applied.
- An amount of Rs. 1000/- is awarded to PI for every project applied for receiving grants above 15 Lakhs from funding agencies.
- An incentive for every additional degree received by the faculty with following criteria. Incentive of Rs 1000/- for additional Tech relevant degree. Incentive of Rs.500/- for other Tech relevant PG/UG degree. An incentive of Rs.200/- for Tech relevant diploma/ online courses.

12. Attendance and Leave Policy

The working hours are from 9.15 a.m. to 4.45 p.m. All employees should register their biometric attendance by 9.15 a.m. every day. Every employee should sign in the attendance register maintained by the organization at the time of reporting and leaving. The members of the staff should sign before 9.15 a.m. in the morning and they should sign in the evening after 4.45 p.m.

Anyone who is not signed in the attendance register in the morning and evening will be marked as absent for that specific day. Employees are not permitted to leave the college premises for personal reasons during office

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hours without obtaining prior permission from their immediate supervisor. This information must be duly recorded in the security register.

12.1. Casual Leave

- Faculty and staff members should apply for leave only when absolutely necessary. Late submission of leave applications will result in Loss of pay.
- A faculty or staff member can avail a total of 12 Casual Leave (CL) in an academic year (1st January to 31st December) on prorate basis.
- CLs cannot be availed prefixed and suffixed with holidays.
- CLs cannot be availed continuously for more than 2 days.
- Faculty & staff members having more than one year of service from the date of joining are eligible to avail vacation leave subject to the college leave policies.
- For the balance number of Casual Leave available for staffs, encashment is ensured at the end of the year.
- Request for any types of leave need to be addressed to the Principal, through the respective Heads of the Department.
- Leave can be availed by the faculty and staff member only with the prior permission from the Principal after making the due alternative arrangements.
- Any leave availed without alternative arrangements for exam duty will be treated as Loss of Pay.

12.2. On Duty

- Faculty members are eligible to avail on-duty (OD) for attending Conference, FDP, Workshop, Seminar, DC/BOS meeting, etc., upon prior approval from the Principal.
- Faculty members are eligible to avail OD for appearing NPTEL exams, GATE exams & higher-studies exams for a maximum of 3 days.
- Faculty members pursuing Ph.D. are eligible to avail OD for once in a month.

After attending conferences, FDP, workshops, seminars, etc., the faculty/staff member have to present a seminar in the department and produce a report submitted through the proper channel for the sanction of ON DUTY. Further, attendance certificate to the effect that he/she has attended to the specific work for the specific period has to be produced

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after returning to duty. Otherwise the ON DUTY shall be adjusted in the casual leave if available, or shall be treated as Loss of Pay. ON DUTY cannot be claimed as of right and based on exigencies, ON DUTY may be refused or curtailed.

Nature of Work	Max. No. of days allowed/ Semester	Details
Hall Superintendent for theory exams	6 days	• 6 full working days (both FN & AN) allowed. • Additional duties beyond 6 days have to be transferred to other staff members.
External Examiner for Labs	As per order from AU-Zonal office	-
Paper valuation	As per order from AU-Zonal office	-
AU Representative, Chief –AUR, Squad	As per order from AU-Zonal office	Maximum of one duty per year.
FDP/STTP	6days	Can be accumulated for a year.

12.3. Compensation Leave

- In general, prior approval of Principal should be obtained by the HoD, for carrying out works on a holiday which will be offered as compensatory leave to the faculty and staff members.
- Compensatory leave will not be granted to any faculty / staff for university practical examinations, inspection of AICTE/University.
- Compensatory leave shall not be given for any remunerative or routine work.

12.4. Vacation Leave

Faculty & staff members having more than one year of service from the date of joining in NSCET are eligible to avail vacation.

12.5. Maternity Leave

The leave can be granted to all eligible women faculty/staff members

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12.6. Medical Leave

The leave is granted for 4 days in a year to eligible faculties/staff members who have completed 4 years' service in NSCET and upon the discretion of the Principal.

12.7. Permission

All faculty & staff members are entitled for permission of 1 hour (only in a day) per month. However, the permission cannot not be availed in a day in which casual leave is taken either in forenoon/ afternoon.

13. Employee Performance Appraisals & Promotions

13.1. Performance Evaluations– Yearly evaluation is carried out to determine the progress of individual faculty & the training needs of the faculty. Pay increase depends on the staff member's demonstrated job proficiency.

13.2. Faculty Appraisal–Faculty's performance in Academics is evaluated every semester. The academic performance is evaluated using the following parameters:

1. Teaching Performance
2. Continuing Education
3. Programmes Organized
4. Research Activities and Publications
5. Memberships & Distinguished Achievement
6. Service to College, Department, Students

13.3Promotions –The institution provides equal opportunity for all the faculty members. The college prefers to promote employees within the organization who are not only qualified but also contributes to the development of the institution.

- All promotions shall be considered based on the merit and subject to the fulfillment of AICTE norms.
- The Principal constitutes a committee to determine the promotion of staff and faculty. The committee will be chaired by the Principal, and it will include two professors as well as representative(s) from the management.

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- The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate and any misconduct he/she has committed during the service for promotion.
- Under normal circumstances the senior most member of the faculty shall be considered for promotion to the next higher level position, subject to the AICTE prescribed qualification and their demonstrated performance in the college.
- Individuals who receive promotions will be placed in the nearest pay scale applicable to their respective category.
- For promotion to next cadre, faculties should have eligibility as per Anna University norms.
- **13.4. Training–** The College concentrates more on faculty development in their personal & professional life. The college conducts an orientation program beginning of every semester for the newly joined faculty members. The college encourages the employees to undergo Quality Improvement Programs, Conferences, Seminars, Workshops, FDPs and other Training Programs.

14. Faculty Welfare

14.1 Objective:

To encourage faculty members to take part in conferences, workshops, seminars, STTP's, NPTEL Courses and training programmes that will improve their pedagogical approaches, teaching strategies, academic skills, and use of new technology.

14.2 Responsibility:

- All the teaching &Non-teaching staff members
- Head of the respective departments
- Office staff members
- Principal

14.3 Policy:

1. Identification of Programs:

The teaching and non-teaching members find pertinent recent trends, social needs, workshops, conferences, seminars, or professional

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development programmes that are in line with their research, teaching, or institutional aims at the beginning of each academic year.

2. Specialized Training Needs of Faculty members

Faculty members who need to acquire specific skills, such as data analysis, grant writing, or technology integration, may be grouped together. This allows for a targeted approach in addressing these needs during training sessions.

3. Programs Organization for FDP

The faculty members must attend the programs including those offered by ATAL, AICTE, NIT, IIT, Anna University, and other reputed Universities & Institutions.

4. Approval Process

Upon incorporating revisions and obtaining budget approval, the finalized proposal is submitted to the Principal & Secretary through the NSCET - CFE Cell. Once sanctioned, faculty members can then avail the approved financial benefits.

5. Funding Guidelines

To request financial assistance, faculty members must submit a detailed proposal outlining conference/workshop/seminar specifics, objectives, and field relevance. The budget breakdown should cover registration fees, travel, accommodation, and related expenses. Evaluation criteria include the event's academic relevance, potential impact on faculty growth, and budget considerations. Funding approval is contingent on the proposal's merit and adherence to these criteria.

6. On Duty (OD) for FDP

Faculty members participating in the Faculty Development Programs (FDPs) are eligible for On Duty status.

7. Reporting

Following the Faculty Development Programs (FDPs), faculty members are required to submit a report along with the relevant and required documents.

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14.4 Outcome:

The objective of this policy is to enhance the research and professional development skills of faculty members, fostering a mutually beneficial relationship between the faculties and the institutions.

15. Discipline and Grievance Procedure

15.1 Acts, Commissions and Omissions Constituting Misconduct

Laws are established to facilitate harmonious coexistence, ensuring the acknowledgment of personal and legal rights. Similarly, college standards of conduct are instituted for the same purpose. The subsequent college standards, though not exhaustive, represent the primary guidelines enforced at our institution. These standards are universally applicable and are implemented to safeguard all employees and the overall well-being of our college community. Participation in certain activities outlined below may result in disciplinary action, including termination of employment. The following actions and omissions are considered misconduct.

1. Insubordination or disobedience whether alone or in combination with another or others, of any lawful and reasonable order of a superior.

2. Engaging in work stoppages or inciting others to strike, in violation of the provisions of the Industrial Disputes Act, 1947, or any other applicable enactment or rule currently in force

3. Riotous or disorderly behavior during working hours in the college premises or any act subversive of discipline either in the premises or outside concerning the administration or business.

4. Picketing or demonstration within the college premises.

5. Slowing down in work or an abatement or instigation thereof.

6. Threatening or intimidating or assaulting any employee within the premises or outside the premises of the college, if such threat intimidation or assault is in connection with the course of employment in the college.

7. Squatting anywhere inside the premises of the college with a view to intimidating the HoD or the Management or threatening them or for any other reason.

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8. Indulging in any political activity during the working hours of the college within the college premises.

9. Preaching or inciting violence in relation to any matter in the college.

10. Allowing an unauthorized person to do the work entrusted to him/ her.

11. Interfering with the works or process not connected with the work allocation and or asked to be done by a member of the Supervisory Staff.

12. Knowingly and improperly tampering with attendance records, attendance recording methods, or the attendance of another employee.

13. Disclosing confidential college information or damaging college property from college premises, without prior college authorization.

14. Unauthorized possession of any lethal weapon inside the college.

15. Conviction by any court of law for a criminal offense involving moral turpitude.

16. Habitual negligence or neglect of work.

17. Loitering, indulging or wasting time during working hours or being within the college out of the authorized hours of work without prior permission.

18. Damage to any property of the college.

19. Interference with any safety devices installed in the college.

20. Canvassing or taking signatures of employee within the college and indulging in acts which are harmful to the college or its peaceful or efficient working or indulging in any subversive acts against the establishment or the management thereof.

21. Distribution or exhibiting any pamphlets/posters within or outside the college causing them to be displayed by means of signs or writing or other visible representations of any matter without the previous sanction of the management.

22. Falsifying or refusing to give testimony when accident or other matters are being investigated.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

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23. Theft, fraud, or dishonesty or misappropriations in connection with the college property.

24. Taking or giving money or any illegal gratifications whatsoever.

25. Impersonation or being an accessory to it, conniving therein.

26. Giving false information regarding one's age, father's name, qualifications or previous service at the time of employment.

27. Refusal to receive a memo or any other communication, issued by the office.

28. Deliberately making false, vicious or malicious statement to public or to the college or any other officer of the college or an employee of the college.

29. Deliberate or willful destruction or vandalism of college materials, machines, supplies, or other college properties.

30. Unauthorized use of college property, equipment or materials.

31. Smoking inside the college premises on duty.

32. Drunkenness, consuming, possessing, selling, or distributing alcoholic liquors, illegal drugs, or narcotics within college premises

33. Gambling within the College premises.

34. Sleeping during working hours.

35. Collection of any money within the premises for purposes not sanctioned in writing by the employer.

36. Engaging in trade inside the College premises.

37. Money lending in the premises

38. Doing a private/personal work within the college with or without the prior permission of the employer.

39. Habitual absence without leave or absence without leave for more than & consecutive days or over staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation, and habituate attendance.

40. Obtaining or attempting to obtain leave of absence on false pretenses.

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Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

41. Taking up employment elsewhere after applying for leave giving other reasons without prior written permission of the employer.

42. Leaving or entering the college except by the gate pass notified for the purpose.

43. Repetition of any act or omission for which fine can be imposed.

44. Any other act which is subversive of discipline of the establishment.

45. Breach of any provisions of the standing orders or of law applicable to the establishment or any rule there under.

46. Violation of the college's Harassment or Employment Policies.

47. Such other acts and omissions which, in the opinion of the management, constitute misconduct.

48. In case of any conflict/court cases with management/administration, it is strictly restricted to Theni jurisdiction.

It is important to acknowledge that the employment relationship is based on the mutual consent of the employee and the college. Accordingly, termination of the employment relationship can be initiated by either the employee or the college, following the established norms outlined in the college's employment and termination policy. The college reserves the right to terminate employees engaged in immoral or criminal activities with immediate effect. In cases of unsatisfactory performance or when an employee wishes to resign due to family or personal reasons, both the employer and employee are required to provide a three-month notice period. Employees, in such instances, are expected to fulfill their work responsibilities until the end of the respective semester and plan their resignation accordingly.

15.2 Code of Conduct for Teachers

- Teachers are required to be present in the classroom at the scheduled time without any exceptions.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Each teacher must conclude the class promptly at the end of the hour.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take appropriate action, which shall be:

A) Taking corrective action if it is within his/her authority, or.

B) Reporting the matter to the HoD /Principal.

- Every faculty member is required to attend all departmental and college functions and fulfill responsibilities assigned, utilizing their skills and attention to the best of their ability.
- Every faculty member is required to attend all departmental and college functions and fulfill responsibilities assigned, utilizing their skills and attention to the best of their ability.
- Faculties shall not receive gifts of any kind from the students or their parents for any favoritism.

Teachers shall maintain a respectable work conduct in terms of:

- Preparing for the particular day's class with supporting information relevant to the topics taught previously.
- Keeping all teaching aid material required for conducting the class in an orderly manner.
- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- Ensuring the orderly arrangement and cleanliness of the classroom with the assistance of students and, where applicable, the cleaning staff.

Teachers shall observe good personal conduct in terms of:

- Refrain from using abusive language towards students, fellow teachers, parents, and other members of the public
- Not entering into quarrels, fights or any act of disrespectable nature.
- Not engaging in any activity/business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

15.3 Ethical Standards of a Teacher as Described Below:

- A Teacher shall live and lead by example in every sphere of conduct particularly to inculcate a culture among students,
  - ➢ To respect parents, teachers, elders
  - ➢ To express the love of brotherhood to fellow students
  - ➢ To accept and extend due respect to every religion and social grouping
- To love the nation and dedicate their efforts to its progress, faculty members should cultivate a sense of belonging to the college
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional expertise.
- Shall wear respectable attire, befitting the society's expectations.
- Shall keep up immaculate personal hygiene at all times.
- Faculty members must always maintain a tidy appearance, including their style of dressing, grooming of hair, and refraining from wearing any ornamental materials.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Shall always available to students with concern, whether it is in respect of doubts in lessons or it being relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the college, clarify their doubts with concern and help them understand the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the College or of fellow teachers, students or any other member of society.
- Faculty members must consistently acknowledge the individuality of their fellow teachers, honoring their sentiments, and respecting their value system

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

- Faculty members should always strive to assist their fellow teachers, whether in improving their teaching practices or in making necessary adjustments to fulfill their responsibilities.

15.4. Disciplinary Procedures:

- Any staff member found in violation of the code of conduct outlined in Section 14.2 of this Manual will be subjected to appropriate disciplinary action by the Principal, Secretary, or President.
- If a staff member commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report it in writing to the Principal.

• The Principal will conduct a preliminary inquiry into the matter promptly by summoning the individual implicated in the report.

• If the Principal is content with the facts revealed during this inquiry, the disciplinary process will be initiated, based on the seriousness of the violation.

• A Show Cause Notice will be issued, clearly outlining the offense and the proposed actions, affording the accused teacher ample time to provide their explanation.

• Upon receiving the explanation or after the expiration of the specified time for submission, the Principal will evaluate the merit of the explanation and decide on the appropriate course of action, which may involve disciplinary measures.

The process for disciplining a teacher shall fall under the following categories:

- Memo and Censure.
- Warning in writing, with recovery of financial loss is involved in the act.
- Suspension from work without remuneration.
- Dismissal or discharge from service.
- Any staff member receiving more than two memo or warning will be given punishments as mentioned above.
- The Principal shall report the proceedings periodically to the Secretary/ President.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

15.5 Grievance Redressal Procedure

- The Principal shall establish a Grievance Redressal Committee to address the grievances of the teaching and non-teaching staff.
- • The Grievance Redressal Committee shall consist of senior faculty members, Heads of Departments, and the Principal/Secretary.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

The Grievance Redressal Committee shall:

i) Have a convener, to monitor the proceedings

ii) Meet once in every month on a stipulated day and time

- Any teaching or non-teaching staff with grievances should submit a representation to the Committee.
- The convener of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the committee and by the Principal.
- The convener shall record and maintain the minutes of the meetings.

15.6 Suggestion Box

The college has placed suggestion boxes in all prominent areas for employees and students to provide their suggestions and foster a culture of feedback.

16. Confidentiality and Non-Disclosure

The college may provide and make available certain information including admissions, teaching and learning, brand building and other relevant information without limitation.

- Brand Building programs and methodology
- The techniques used in approach or result of any market research
- Advertising sources
- Financial information about the College
- Students information reports; and mailing plans and programs;

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

Email Policy: All official communication shall be done through email unless otherwise needed official documents should not be forwarded to others outside the institution.

Whether written or verbal, or stored on computer hardware or software, ("Information") is of substantial value, highly confidential, and is not known to the general public. It is the subject of reasonable efforts to maintain its secrecy, constitutes the professional and trade secrets of the College, and is being provided and disclosed to you solely for use in connection with your employment by the College. In consideration of your employment and receipt of the Information, you agree that you:

a. Shall regard and preserve the information as highly confidential and as the trade secrets of the College.

b. Shall not disclose, nor permit to be disclosed, any of the information to any person or entity, absent written consent and approval from the College.

c. Shall not photocopy or duplicate, and will not permit any person to photocopy or duplicate, any of the information without the College's written consent and approval.

d. Shall not make any use of information for their own benefit or the benefit of any person or entity other than the College.

e. Shall return all Information to the College immediately upon request. Nothing in this policy alters the at-will nature of the employment relationship.

17. Conflict of Interest

Employees are obligated to steer clear of any conflicts of interest during their tenure with the College. Any engagement that contradicts an employee's duties or responsibilities or impacts the staff member's judgment or the college's decision-making process will be deemed a conflict of interest.

Employees are allowed to pursue outside business or personal interests or activities, provided they do not create a conflict of interest with their employment by the college.

18. Non-Harassment Policy

In order to create and maintain a community in which teaching, non-teaching staff and students can work together in an environment free of

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of
Engineering and Technology
Vadapudupatti, Theni-625 531.

sexual violence, harassment, exploitation, and intimidation, NSCET has proactively established a cell for Prevention of Sexual Harassment (POSH) under the recommendation of National Accreditation and Assessment Council.

This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/ gender. This also meets the obligation as mandated by the Supreme Court of India, in its landmark judgment in August 1997 viz., Vishaka & others vs. the State of Rajasthan & others which stated that every instance of sexual harassment is a violation of "Fundamental Rights" under articles 14, 15 and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19(1)(g).

This judgment makes it obligatory for every employer and other responsible persons to follow the guide lines laid down by the court and to evolve a specific policy to combat sexual harassment in the work place. Educational institutions are bound by the same directive. Thus, NSCET has proactively established cell for Prevention of Sexual Harassment (POSH).

Roles

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services for the victimized and termination of the harassment.
- To ensure that appropriate action is taken against the offenders.
- To ensure that victims and witnesses are not victimized or discriminated because of their complaint.
- Implement proactive measures for sensitizing the working and learning community on gender issues, ensuring that the college fosters an inclusive and excellent workplace for all.
- Recommend suitable punitive actions against the party found guilty to the cell.

19. Employment Discrimination Policy

The college provides equal opportunities to employees and makes employment decisions based on competency. Our aim is to have the best

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

individuals in every job, and therefore, the college prohibits discrimination and does not allow its employees to discriminate against others based on caste, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age, physical or mental disability (an impairment that limits a major life activity), medical condition, genetic characteristic, or any other consideration made unlawful by applicable laws. Equal employment opportunity applies to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination.

If a faculty member believes that he/she or another staff member has been subjected to any form of unlawful discrimination, they have the duty to promptly report the incident or incidents, including the facts, names of individuals involved, and names of any witnesses, to the management.

The matter will be promptly and thoroughly investigated, with confidentiality maintained to the possible extent. After a comprehensive review of evidences, a decision will be reached regarding whether there are reasonable grounds to believe that discrimination has occurred. It is the responsibility of all employees to fully cooperate in the investigation process. The college deems any conduct based on unlawful discrimination as a serious offense, which may result in disciplinary action for the offender, including termination.

The college is committed to taking action to prevent future incidents of discrimination. Moreover, disciplinary measures will be enforced against any employee who tries to dissuade or hinder another employee from bringing discrimination to the attention of management. The individuals involved will be informed of the determination, if deemed appropriate. The college wants to reassure all its employees that steps will be taken to safeguard those who report discrimination from further acts of discrimination, coercion, threats, or retaliation due to their involvement in reporting an incident or participating in an investigation or proceeding related to the alleged discrimination.

20. off-Duty Employees

All Employees/students are required to leave the college property at the end of their regular working hours. Employees are not permitted to come

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY ★ THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

back the college until the start of the next workday. If needed, they should get permission from the Principal or Secretary to come to college either after the scheduled working hours or during holidays.

21. Rumors

Rumors are invariably destructive to all parties involved, providing no benefits. If you have concerns or questions, seek clarification from the respective Head of the Department, Management, or any other authority figure. Please feel free to do so—do not rely on rumors; instead, gather the facts. Employees are expected to actively discourage the initiation or spread of rumors and to refrain from participating in such actions.

22. Staff Sports

- Sports for staff members are conducted during the sports day, and the winners receive shields and medals as awards.
- Staff members are permitted to participate in sports events within the college.

23. Good Housekeeping

Employees are required to maintain the tidiness of their work area and utilize the services and facilities provided to them. They can contribute to enhancing the cleanliness of their working areas by reporting conditions that could be improved to their supervisor.

24. Personal Record Policy

24.1Personnel Record Updating

It's crucial to maintain accurate information regarding employees' names, addresses, and telephone numbers in college records. Occasionally, supervisors or other college personnel may contact employees at home. Additionally, employees may miss important correspondence from the college, if their address is not on file. Therefore, it is the responsibility of employees to promptly report any changes in their name, address, telephone number, or other matters affecting tax withholding to the Head of the Department.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

24.2Personal File

The college maintains personal files for employees. The employee's file, excluding letters of reference and other limited types of information, is open for inspection upon request at reasonable times.

The college is committed to keeping personnel records confidential. However, there are certain situations when information may be disclosed to individuals outside the college. These situations include:

- Responses to legal issues, court orders, or orders from administrative agencies.
- In a lawsuit in which the employee and/or the college are parties.
- To administer employee benefit plans and to a healthcare provider.

25. College Equipment Monitoring, Access or Inspection

All college laboratory machines, equipment, and furnishings, (but not limited to desks, cabinets, files, and lockers), are the property of the college, and the college reserves the right to monitor, access, and inspect such equipment and furnishings. Therefore, employees/students should have no expectation of privacy concerning any information or material stored in college-owned equipment and furnishings.

26. E-Mail and Computer Files

College-provided emails and computers are to be used for college purposes only and may not be used for personal business. Consequently, all messages sent, received, composed, and/or stored on these systems are the sole property of the College.

- College computers should not be utilized to access online databases or internet services unless the access is for work-related purposes. While the college recognizes occasional personal business needs, such use must be limited to break time and should not excessively consume computing and network resources.
- Excessive use of computer and/or network resources includes listening to audio broadcasts (live or prerecorded) on the internet, viewing video broadcasts (live or prerecorded), and downloading large data files for personal use. Unauthorized access to computing and network resources

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

from the internet is strictly prohibited, unless expressly authorized by the Principal/Secretary or the supervisors overseeing the computing and network resources.

• Messages or communications on the college's email or computer systems are subject to the same policies regarding harassment and discrimination as any other workplace communications. Offensive, harassing, or discriminatory content will not be tolerated. Offensive content encompasses messages containing sexual implications, cultural insults, gender-specific comments, or any statement that offensively addresses someone's age, sex, sexual orientation, pregnancy status, marital status, religious or political beliefs, ancestry, national origin, citizenship, or disability.

• Employees should not expect privacy regarding College-provided email and computer-based communications. Even when a message is erased, it may still be retrievable from a backup system. Therefore, employees should not rely on erasure to guarantee message privacy. The college reserves the right to listen to employees' voicemail, read email messages, and access employees' computer files to ensure compliance with these rules. This may be done without any prior notice to the employees and in the staff member's absence as well.

• Despite the college's right to retrieve and review such material, it should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve any email messages that are not addressed to them.

• Employees are prohibited from using passwords without prior college authorization. The existence of a password on email or computer systems does not guarantee the privacy of messages or other communications.

• Employees are prohibited from loading any software onto the college-provided computers, if such action would violate the software license.

• Employees are prohibited from loading any software onto the college-provided computer without the approval of the Principal/Secretary.

• The email system should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar matter without prior authorization from the Principal/Secretary.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of
Engineering and Technology
Vadapudupatti, Theni-625 531

27. Safety

For the employees' protection and the safety of fellow employees and students, the management encourages employees to work safely and utilize all the provided safety devices. Safety is a collective responsibility, particularly for employees, who play a crucial role in making the college a safe workplace. If any unsafe working conditions are observed, employees should promptly report them to the designated authority. All hazardous conditions will be thoroughly investigated and appropriately rectified.

• Accidents benefit no one, and working under hazardous conditions is undesirable for everyone. The college is committed to maintaining a consistent safety program, but its ultimate success relies on the safety consciousness of the employees.

28. Surveillance Camera

For the purpose of enhancing campus security, surveillance cameras with audio recorders have been installed throughout the campus.

29. Fire Extinguishers

Fire extinguishers of various types are positioned at key points.

30. Termination of Service / Resignation

30.1 Termination of Service

- A member of the staff shall have his / her service terminated by giving three months' notice.

The appointing authority shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- Serious misconduct and willful negligence of duty
- Gross insubordination
- Physical or mental unfitness
- Participation in any criminal offence involving moral turpitude
- In such termination cases, the staff member will not be eligible for any terminal benefits.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

30.2 Resignation/Retirement

- If any faculty member wishes to resign from their position, they can be relieved from service only at the end of the academic year with a 3-month notice.
- They will be relieved after completing the necessary formalities.

31. Employee HR Policy Revisions

This document is designed to encompass a sufficient understanding of the employee's work situation. The college reserves the right to amend, modify, withdraw, delete, supplement, or add to the provisions of this HR policy as it deems appropriate from time to time in its sole and absolute discretion.

However, no amendment or modification of this HR policy shall be effective unless made in writing by the Principal and signed by the Secretary/Joint Secretary of the college. The college will make an effort to notify employees of any other changes as they occur.

NADAR SARASWATHI E. & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
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Nadar Saraswathi College of
Engineering and Technology
Vadapudupatti, Theni-625 531.

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NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY

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Vadapudupatti, Annanji (po), Theni - 625 531,
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6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

S. No	List of Welfare Measures Provided by the College	Beneficiaries
1	Annual Increment	All Teaching and Non-Teaching Faculty
2	Financial Support for Attending Seminar, Conference, Workshop, FDP,	All Teaching Faculty
3	Employment Provident Fund for Teaching Faculty and Non-Teaching Faculty	All Teaching and Non-Teaching Faculty
4	Group Insurance	All Teaching and Non-Teaching Faculty
5	Transport Facilities	All Teaching and Non-Teaching Faculty
6	Canteen Facilities	All Teaching and Non-Teaching Faculty
7	R.O Water Facilities	All Teaching and Non-Teaching Faculty
8	Medical Leave, Maternity Leave, Marriage Leave	All Teaching and Non-Teaching Faculty
9	Casual Leave / Compensatory Leave and Vacation Leave	All Teaching and Non-Teaching Faculty
10	On Duty for Faculties Pursuing Ph.D.	All Teaching Faculty
11	Cadre Promotion for The Faculties	All Teaching Faculty
12	Certificate for Academic Excellence for Getting 100% Pass Percentage.	All Teaching Faculty
13	Free Accommodation & Mess Free for All Faculty in The Hostel While Examination Coaching	All Teaching and Non-Teaching Faculty
14	Gifts are Given to the Faculty Members for Diwali Celebrations, Teachers Day and Kamarajar Birthday	All Teaching and Non-Teaching Faculty
15	Faculty Picnic	All Teaching and Non-Teaching Faculty

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of Engineering and Technology
Vadapudupatti, Theni-625 531.

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Vadapudupatti, Annanji (po), Theni - 625 531,
Tamilnadu, India.

Benefits to Faculty and Non-Teaching Faculty

- Employee's provided fund.
- Employee's group insurance.
- Our management offer free accommodation and mess facilities for teaching and non-teaching faculties who reside in hostel during examination coaching.
- A fee waiver of Rs. 5,000/- for one of the children of our faculty/staff member studying in the schools run by the management.
- A fee waiver of Rs. 5,000/- for one of the children of our faculty/staff member studying in the schools run by the management
- 3 days paid leave is extended to the faculty members on the occasion of their marriage.
- Professional membership in the faculty club for faculty members.
- Maternity Leave for female faculty members.
- 4 days medical leave for faculty members served more than 4 years
- Workmen compensation benefits are extended to all faculty members.

- **Staff Picnic:** Once a year, staff trip is arranged by the management for the teaching as well as non-teaching staff. The Management also takes care of all the financial expenses of this trip. This trip gives an opportunity for the staff to energize and rejuvenate their mind and body.
- **Free Transport:** The College plies 15 buses that provide access to different parts of areas in and around Theni, all teaching and non-teaching faculties is allowed to travel free of cost.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of
Engineering and Technology
Vadapudupatti, Theni-625 531.

- **Recognition and awards:**
    1. Recognition for producing 100% results.
    2. On Teachers day celebration every teaching and non-teaching staff are given gifts by the management and lunch is hosted by the Management every year.
    3. Gifts are given to the faculty members for Diwali Celebrations, Kamarajar Birthday
    4. Best Performance Awards given during annual day celebrations.
- **Physical facilities:**
    1. Conducive working environment provided in the campus in the form of Physical Infrastructure.
    2. Separate rest rooms.
    3. Separate vehicle parking lot for faculty.
    4. Library with computer and internet facility.
    5. Faculty members also play games like shuttle badminton and throw ball during Saturdays when it is holiday for students.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY
THENI
625 531

Dr. C. MATHALAI SUNDARAM, M.E.,M.B.A.,Ph.D.,
Principal
Nadar Saraswathi College of
Engineering and Technology
Vadapudupatti, Theni-625 531.

THENI MELAPETTAI HINDU NADARGAL URAVINMURAI

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
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Vadapudupatti, Annanji (po), Theni - 625 531,
Tamilnadu, India.

Policy Documents on Providing Financial Assistance (Faculty Development Programs (FDP), Short Term Training Program (STTP), Conference, Seminar, and Workshop)

Objective:

To encourage faculty members to take part in Conferences, Workshops, Seminars, STTP's, NPTEL Courses and Training Programmes that will improve their pedagogical approaches, teaching strategies, academic skills, and use of new technology.

Responsibility:

- All the teaching & Non-teaching staff members
- Head of the respective department
- Office staff members
- Principal – Head of the institution

Policy:

1. Identification of Programs:

The teaching and non-teaching members find pertinent recent trends, social needs, workshops, conferences, seminars, or professional development programmes that are in line with their research, teaching, or institutional aims at the beginning of each academic year.

2. Specialized Training Needs of Faculty members

Faculty members, who need to learn particular technologies or abilities, such data analysis, grant writing, or technology integration, might be grouped together so that these needs can be specifically addressed in training sessions.

3. Programs can be Attend

The faculty members must attend the programs including those offered by ATAL, AICTE, NIT, IIT, Anna University, and other reputed Universities & Institutions.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY THENI 625 531

Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.,
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Vadapudupatti, Theni-625 531.

4. Approval Process

Upon incorporating revisions and obtaining budget approval, the finalized proposal is submitted to the Principal & Secretary through the NSCET – Faculty Enrichment Cell. Once sanctioned, faculty members can then access the approved financial benefits.

5. Funding Guidelines

To request financial assistance, faculty members must submit a detailed proposal outlining conference/workshop/seminar specifics, objectives, and field relevance. The budget breakdown should cover registration fees, travel, accommodation, and related expenses. Evaluation criteria include the event's academic relevance, potential impact on faculty growth, and budget considerations. Funding approval is contingent on the proposal's merit and adherence to these criteria.

6. On Duty (OD) for FDP

Faculty members participating in the Faculty Development Programs (FDPs) are eligible for On Duty status. The quantity of On Duty assignments will be contingent upon the approval of the respective program.

6. Reporting

Following the Faculty Development Programs (FDPs), faculty members are required to submit a report along with the requisite documents.

OUTCOME:

The objective of this policy is to enhance the research and professional development skills of faculty members, fostering a mutually beneficial relationship between the faculties and the institutions.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY
THENI
625 531

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Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
ISO 9001 : 2015 Certified Institution
Vadapudupatti, Annanji (po), Theni - 625 531,
Tamilnadu, India.

LEAVE POLICY

1.1 Leave rules

- Leave shall not be claimed as a matter of right.
- A member of the staff shall not absent himself / herself from his/her duties without prior permission of his/her Superior.
- Leave letter in the prescribed format is to be submitted in advance and approval must be obtained prior to availing the leave.
- Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished work involving the staff.

1.2 Casual Leave (CL)

- All staff members are eligible for 12 days of casual leave per year at 1 day per month during the Calendar Year from 1st January to 31st December after getting approval from the Principal with alternate arrangement of duties.
- Probation period staff members are allowed to take leave after completion of the respective months only.
- All staff members are advised to get prior permission from the Principal and the Secretary to avail CL for more than two days.
- Lapsed CL can be surrendered on 31st of December and pay can be claimed

1.3 Maternity Leave (ML)

- A woman employee of our institution, who has completed at least one year of continuous and satisfactory service, is eligible for Maternity Leave (ML) for a maximum of 90 (ninety) days, subject to prior approval of the Principal/Secretary
- In addition to the above, a maximum of 90 days can be availed as Maternity Leave and it will be considered as Leave on Loss of Pay (LOP).
- Any additional leave beyond the above will not be allowed.
- The decision of the Secretary will be final in sanctioning of ML.

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1.4 Out-station Duty (OD)

- OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. (Maximum 6 days per Semester) as approved by the Principal/Secretary.
- The approval has to be obtained in advance in the prescribed format.
- Number of OD for Exam duty is limited to 10 days per semester for those who has completed at least one year of continuous and satisfactory service and 5 days per semester for others (who has got less than a year of service).

1.5 Special Leave (SL)

- A faculty member who is pursuing higher studies is eligible for 12 days SL
- SL is applicable for other staff members also who wants to develop their career, subject to the decision of the Principal/Secretary
- The decision of the Secretary will be final in sanctioning of SL.

1.6 Compensation Leave (COL)

- Compensation leave can be claimed for any official duties other than College functions or Inspections during the holidays with the approval of the Principal.
- The decision of the Secretary will be final in sanctioning of COL.

1.7 Vacation Leave (VL)

- Vacation Leave (VL) is applicable only to the members of the Faculty who has completed at least one year of continuous service.
- The maximum duration and number of days shall be decided by the Principal/Secretary.
- Vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.
- Vacation leave shall be availed only during the vacation period and no vacation leave is granted other than the stipulated vacation period.
- Any unused part of VL cannot be carried over to the next Semester/Year.
- While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

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1.8 Permission

- Permission for short absence not exceeding one hour on any working day but only once in a month may be granted at the discretion of the Principal.
- Permission is permitted during any hour in a day.
- If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL.

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E GOVERNANCE POLICY

Electronic governance or E-Governance can be defined as the usage of information and communication technology(ICT) by the organization to provide and facilitate required service, exchange of information, communication ,transaction and integration of various standalone system and service thereby creating the transparent, paperless and automated data system.

Scope:

The scope of the policy extends to the following areas

- General administration
- Student admission
- Examination
- Library
- Accounts and Finance

Objectives:

- ► Implementation of E-Governance in all the functioning units of the institute
- ► E-Governance will provide simpler ,transparent and effective system to handle the data in one roof
- ► To make the paper free campus
- ► To make campus Wi-Fi enabled
- ► To establish a fully automated Library
- ► To monitor all the activities of the college

Policies:

The implementation of E-Governance should be for all the functioning units of the institute like administration, examination, students, library, finance & accounting, admissions and teaching learning process etc.

The policy is formulated to have complete, transparent and well documented data.

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Website:

In general institute website www.nscet.orgwill act as an information center for the stake holders and it will reflect the activities carried out inside the college. So policy is made to disseminate all the details in the website like circular, GC details, all the departmental activities, important notice, course offered etc.

For this purpose policy is made to have a separate system administrator whose role is to make the regular updates and to maintain the website.

Student Admission:

Policy is made to have an open and transparent strategy for the admission process so the admission enquiry and the admission details provided in the institute website. Further to strengthen the dissemination process, the institute displayed its Brochure which is display on the website. An admission portal in the college website will have the details like number of students applying to each course, withdrawals and all to be related details. Policy has been taken that the students are required to submit a separate online application form for admission.

Accounts:

Policy have been taken that the NSCET continues to maintain its account on tally. Policy also made to update the software on need basis. Policy has been made to generate the profit and loss, balance sheet analysis only through software. Policy has been made to provide proper training to accounts staff and the login credential will be provided to have the security over the accounts.

Library:

Policy has been taken to update the NSCET-CMS software for the library process. Policy has been made to maintain the stock in the software. The policy has been taken to update the e learning resources every year regularly for the benefits of learners. Policy has been taken to have bar code mechanism to lend the books and to have the entry through bar code.

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Administration:

Policy has been taken to have the automated attendance for the staffs. So the biometric attendance management software to be used. Policy has been taken to generate the monthly reports, semester end reports and the pay slip through the software. Policy have been taken to use the advance Excel and File management system to maintain effective database. Policy has been made to make the paperless administrative office.

Examination:

Policy has been taken to be in line with the affiliated Anna university so the examination software can be the same as Anna university portal. In the portal students marks and attendance posted periodically and the students can view their internal assessment marks and can report discrepancies if any e-governance policy of the university to be adopted in this regards.

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POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO FACULTY

Objective:

To encourage faculty members to take part in Conferences, Workshops, Seminars, STTP's, NPTEL Courses and Training Programmes that will improve their pedagogical approaches, teaching strategies, academic skills, and use of new technology.

Responsibility:

- All the teaching & Non teaching staff members
- Head of the respective department
- Office staff members
- Principal – Head of the institution

Policy:

1. Identification of Programs:

The teaching and non-teaching members find pertinent recent trends, social needs, workshops, conferences, seminars, or professional development programmes that are in line with their research, teaching, or institutional aims at the beginning of each academic year.

2. Specialized Training Needs of Faculty members

Faculty members, who need to learn particular technologies or abilities, such data analysis, grant writing, or technology integration, might be grouped together so that these needs can be specifically addressed in training sessions.

3. Programs Organization for FDP

The faculty members are must attend the programs including those offered by ATAL, AICTE, NIT, IIT, Anna University, and other reputed Universities & Institutions.

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4. Approval Process

Upon incorporating revisions and obtaining budget approval, the finalized proposal is submitted to the Principal & Secretary through the NSCET - CFE Cell. Once sanctioned, faculty members can then access the approved financial benefits.

5. Funding Guidelines

To request financial assistance, faculty members must submit a detailed proposal outlining conference/workshop/seminar specifics, objectives, and field relevance. The budget breakdown should cover registration fees, travel, accommodation, and related expenses. Evaluation criteria include the event's academic relevance, potential impact on faculty growth, and budget considerations. Funding approval is contingent on the proposal's merit and adherence to these criteria.

Sl. No.	Events	Conditions	Maximum Sanctionable Amount in Rupees / Year
1	International Conference (Only IITs, NITs, Universities and Government Colleges	Presentation in Person One is mandatory	Registration Fee = Rs. 2,000/-
2	International & National Journal – (Annexure I/Annexure II/Scopus/WOS etc.)	As Main Author As Co-Author One is mandatory	Publication Charges Main Author = Rs. 2,000/- Co-Author = Rs. 1,000/-
3	SWAYAM, MOOC, NPTEL Online Courses	Two Courses per year is mandatory	Registration Fee = 50%
4	One Week FDP (Sponsored)	One FDP per year is mandatory	Travelling Allowance = Rs. 500/-
5	One Day/Two Days FDP	Two FDP per year is mandatory	Travelling Allowance = Rs. 800/-
6.	Others	Subject to the Approval through Proper Channel	Rs. 600/-

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6. **On Duty (OD) for FDP**

Faculty members participating in the Faculty Development Programs (FDPs) are eligible for On Duty status. The quantity of On Duty assignments will be contingent upon the approval of the respective program.

Sl. No.	Faculty Members	Experience in NSCET	Maximum Santionable On-Duty / Year	Maximum Sanctionable Amount in Rupees / Year
1	Faculty Members	More than 5 years	12	6,000/-
2		2 to 5 years	9	4,500/-
3		0 to 2 years	6	3,000/-

7. **Reporting**

Following the Faculty Development Programs (FDPs), faculty members are required to submit a report along with the requisite documents.

OUTCOME:

The objective of this policy is to enhance the research and professional development skills of faculty members, fostering a mutually beneficial relationship between the faculties and the institutions.

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Policy Documents on Providing Financial Assistance (Faculty Development Programs (FDP), Short Term Training Program (STTP), Conference, Seminar, and Workshop)

Objective:

To encourage faculty members to take part in Conferences, Workshops, Seminars, STTP's, NPTEL Courses and Training Programmes that will improve their pedagogical approaches, teaching strategies, academic skills, and use of new technology.

Responsibility:

- All the teaching & Non-teaching staff members
- Head of the respective department
- Office staff members
- Principal – Head of the institution

Policy:

1. Identification of Programs:

The teaching and non-teaching members find pertinent recent trends, social needs, workshops, conferences, seminars, or professional development programmes that are in line with their research, teaching, or institutional aims at the beginning of each academic year.

2. Specialized Training Needs of Faculty members

Faculty members, who need to learn particular technologies or abilities, such data analysis, grant writing, or technology integration, might be grouped together so that these needs can be specifically addressed in training sessions.

3. Programs can be Attend

The faculty members must attend the programs including those offered by ATAL, AICTE, NIT, IIT, Anna University, and other reputed Universities & Institutions.

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4. Approval Process

Upon incorporating revisions and obtaining budget approval, the finalized proposal is submitted to the Principal & Secretary through the NSCET – Faculty Enrichment Cell. Once sanctioned, faculty members can then access the approved financial benefits.

5. Funding Guidelines

To request financial assistance, faculty members must submit a detailed proposal outlining conference/workshop/seminar specifics, objectives, and field relevance. The budget breakdown should cover registration fees, travel, accommodation, and related expenses. Evaluation criteria include the event's academic relevance, potential impact on faculty growth, and budget considerations. Funding approval is contingent on the proposal's merit and adherence to these criteria.

6. On Duty (OD) for FDP

Faculty members participating in the Faculty Development Programs (FDPs) are eligible for On Duty status. The quantity of On Duty assignments will be contingent upon the approval of the respective program.

6. Reporting

Following the Faculty Development Programs (FDPs), faculty members are required to submit a report along with the requisite documents.

OUTCOME:

The objective of this policy is to enhance the research and professional development skills of faculty members, fostering a mutually beneficial relationship between the faculties and the institutions.

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