



VELAMMAL

INSTITUTE OF TECHNOLOGY

Approved by AICTE-New Delhi, Affiliated to Anna University - Chennai



HR POLICY MANUAL

DREAM

DESIRE

ACHIEVE

www.velammalitech.edu.in



I am not for any one else.....

I am to become an employee or employer
to lead a happy married, disciplined,
peaceful life in the interest of myself,
my family, my parent, my society
and my country.

- **Velammallian**

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PREAMBLE

1.1. The Institution

Velammal Institute of Technology (Velammal I Tech) is an engineering institute started in 2008. It takes pride in its phenomenal growth under the guidance of Founder-Chairman, Shri M. V. Muthuramalingam. The institute belongs to Velammal Educational Trust, a registered non-minority service organization, established in the year 1986. The institution has developed the state-of-the-art infrastructure within the short span of time with dedicated and determined staff members. Velammal I Tech is ranked one among the top 10 Engineering Colleges affiliated to Anna University, Chennai. Presently, Velammal I Tech offers 7 Undergraduate programmes in various branches of Engineering and Technology approved by AICTE, New Delhi, affiliated to Anna University, Chennai and accredited by NBA and NAAC.

1.2. Courses Offered

B.E. (Bachelor of Engineering)

- Computer Science and Engineering
- Electronics and Communication Engineering
- Electrical and Electronics Engineering
- Mechanical Engineering
- Mechatronics

B.TECH. (Bachelor of Technology)

- Information Technology
- Artificial Intelligence & Data Science

1.3. Vision

To be a leader in imparting quality technical education, research and enterprising skills in pursuit of professional excellence.

1.4. Mission

- To promote quality education and technical skills to meet the industry requirements.
- To incorporate team work, leadership skills and lifelong learning.
- To facilitate career development and higher education assistance.
- To encourage innovative ideas for research and development and entrepreneurship for societal needs.
- To inculcate ethical responsibility and human values.

1.5. **Goals And Objectives**

- No compromise in regularity and punctuality
- Pursuit of Academic excellence
- Standards in Teaching and Learning Process
- Promoting Research and Development
- Depth in subject and general knowledge
- Proficiency in Communication skills
- Suitable placement or higher education or entrepreneurship
- Professional Values and Social Ethics
- Good health and following good habits

1.6. **Quality Policy**

- The Institution commits to offer quality professional education in pace with latest technology
- The Institution aims at academic excellence and overall development of students.
- The Institution within the framework of the quality policy identifies quality objectives and will strive for continual improvement.
- The Institution will review the quality policy for continual compliance.

2



THE MANAGEMENT

2.1. The Management

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

KEY PEOPLE

Founder-Chairman

Shri. M. V. Muthuramalingam

An educationalist with a motto of producing qualified professionals with human values.

Director

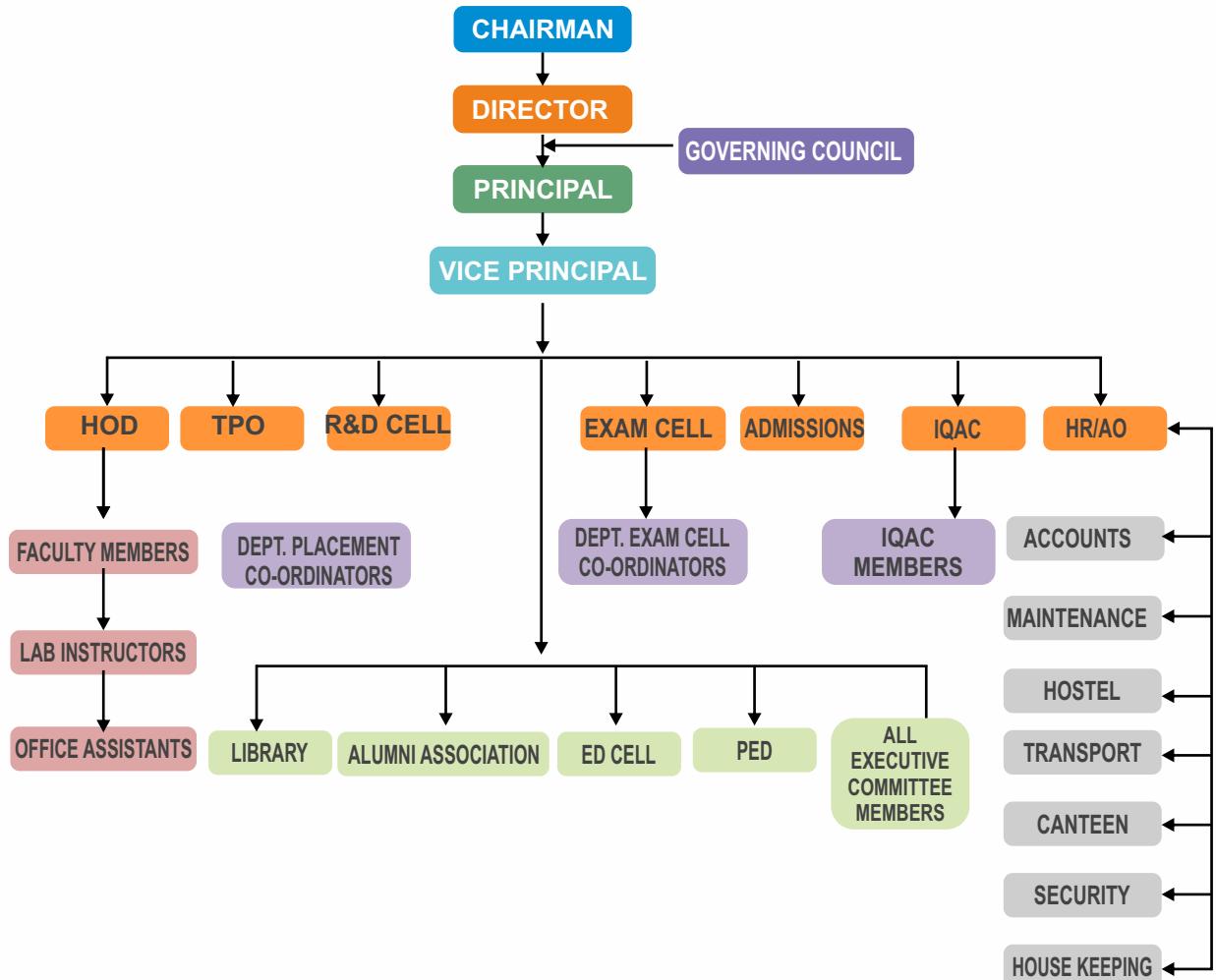
Mr. M.V.M.Sasikumar

Young & Dynamic administrator with exceptional calibre to achieve benchmark quality in each sphere of activity.

2.2. Governing Council

- Chairman
- Director
- Member Industrialists
- Member Educationalists
- Trust Nominees
- Member Academicians
- Ex-Officio Member

2.3. Organisation Chart



2.4. HR Policy

We believe that the HR Policy manual acts like a bridge in minimizing the gap between the staff members and management. In order to achieve the institutional goals with powerful human resources, the HR Policy manual is made as a guide for mutual benefits.

3



EMPLOYMENT POLICIES

3.1. The Process

The process for recruitment is tailored for selecting the best candidates for the stipulated designation. The institute shows keen interest in bringing the talented pool of staff members to cater the needs of the students. It is believed that this will be a benefit for staff members to meet the challenging students and show improved in their career.

3.2 Norms for Faculty Recruitment

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

- Need based requirement of manpower is prepared at the department level by HoD's which are scrutinized and finalized by the Principal
- The consolidated manpower requirement is then sent to Management for approval
- Applications for various posts are invited through Advertisement in the newspapers / online.
- Applications are scrutinized and shortlisted by HoD's after review.
- The interview date is informed through call letter to candidates after providing sufficient time for preparation. The External expert is also invited for the interview.
- The Interview committee comprises of an external expert and the HoD. This panel selects candidates on the basis of merit through demo sessions followed by Personal interviews. This Committee finalizes suitable candidates and recommends to the Principal for a personal interview. He will take the final decision for the appointment of the individual.
- After this, the Chairman / Director / Advisor or any authorized person from the management will release an offer of appointment indicating pay package and service rules.

3.3. Exceptional Recruitment

- During the selection process, candidates whose performance is below the standard assessment, may be considered for appointment on consolidated pay depending on the management decision
- Besides fulfilling the basic qualifications, the candidate must clear the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET for Basic Sciences/Physical Education/Library posts.

**Norms for Faculty Recruitment of Anna University Affiliated Colleges
for Engineering Discipline**

CENTRE for AFFILIATION of INSTITUTIONS

Anna University

Chennai – 600 025

Norms for Faculty Recruitment in Affiliated Colleges

Note: All degrees must be from UGC approved institutions

Faculty Appointed on or after 01.03.2019

I. ENGINEERING & TECHNOLOGY #

(As per AICTE Gazette Notification Dated: 01.03.2019)

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 approved list of journals till the date of eligibility of promotion	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.
* 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 	

Qualifications for Humanities and Sciences Faculty

IV. HUMANITIES AND SCIENCES

(As per UGC Gazette Notification Dated: 18.07.2018)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
*Assistant Professor	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET.</p> <p>Ph.D. Candidates shall be exempted from the requirement of SLET/NET.</p>	Experience not mandatory
*Associate Professor	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject</p> <p style="text-align: center;">AND</p> <p>Minimum of seven publications in the peer-reviewed or UGC-listed Journals</p>	8 years experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry
*Professor	<p>Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals</p> <p style="text-align: center;">OR</p> <p>Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years experience</p>	A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate

**Amendment related to Staff Recruitment
as on the circular dated 01.04.2023**



**Centre for Affiliation of Institutions
Anna University, Chennai - 600 025, India**

Phone : 91-44-2235 7100, 2230 0916
E-mail : ca@annauniv.edu

Lr.No.850/AU – CAI/ Circular / 2023

Dated: 01.04.2023

CIRCULAR

To

All the Principals / Chairmen of Affiliated Colleges
of Anna University, Chennai – 600 025.

Sir/ Madam,

With respect to the Inspection process, I am to inform the following:

1. Inspection process will be commencing shortly. You are requested to provide computer facilities, Printing facilities, Scan facilities and Internet facilities to the Inspection Team members to type and upload the Inspection report from your college on the same date of Inspection in the Anna University Affiliation Management Software (AUAMS).
2. Norms for Science &Humanities Faculty members in Affiliated colleges:
 - A. The incumbent Science and Humanities faculty members without NET/SLET/PhD who have joined on or **before 01.03.2019** may be permitted to continue in the same College.
 - B. For Promotions or movement to other affiliated Colleges under the same University on or after 01.03.2019, the faculty members need not satisfy the requirement of NET/SLET/SET or Ph.D.
 - C. Faculty members who have joined in **any institution for the 1st time on or after 01.03.2019** should satisfy the requirement of NET/SLET/SET or Ph.D. on any post.

3. Norms for an eligible Principal at the Affiliated colleges of Anna University, Chennai:

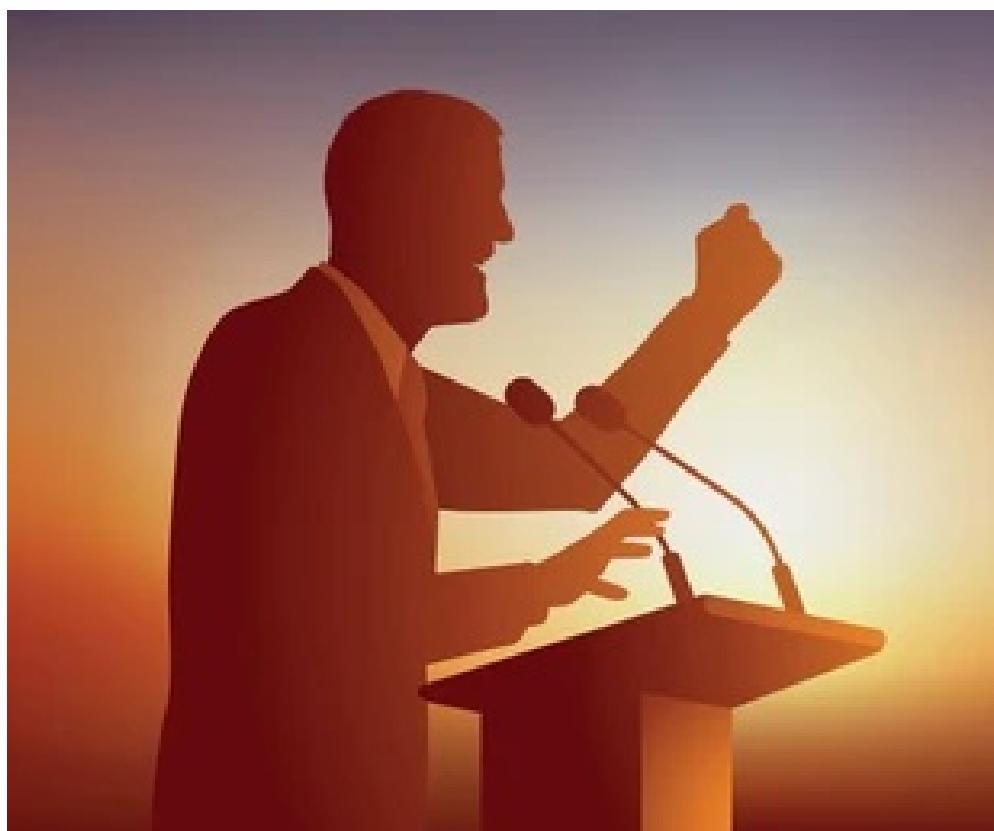
Principal Joined before 01.03.2019 (Old norms)	Principal Joined After 01.03.2019 (New norms)
<ul style="list-style-type: none"> • Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology • Minimum 10 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Minimum of 13 years experience in teaching and/or Research and/ or Industry. • If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. • Flair for Management and Leadership is essential. 	<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.

If the principal is appointed on or after 01.03.2019 for the 1st time, the new norms may be adopted. If a principal was appointed in any Affiliated College of Anna University only before 01.03.2019 by satisfying the previous norms and gets an appointment in new college on or after 01.03.2019 he/she also may be permitted to continue to work as principal in the new Institution until further notification by the University.

Additional Information on Faculty Eligibility

1. All U.G. and P.G. Degrees (Full time / Part time) awarded by any **UGC approved** Universities are **eligible**.
2. U.G. and P.G. Engineering Degrees (B.E. / B.Tech. / B.Arch. or M.E. / M.Tech. / M.Arch. / M.Plan.) obtained by **Correspondence / Distance education** are **not eligible**.
3. **Ph.D.** Degrees obtained from foreign Universities (obtained by correspondence / Distance mode) are **not eligible**. Ph.D. Degrees awarded by Institutions not approved by UGC are **not eligible**.
4. **Ph.D.** Degrees obtained from IIT's/IISc/NIT directly after B.E./B.Tech. are **eligible**
5. **M.S.** Degrees obtained from NIT, IIT, IISc, Anna University are eligible & endorsement by AIU is not required.
6. Non-Engineering Degrees such as M.B.A. / M.C.A. / M.Sc. / M.Phil. / M.A. obtained by correspondence / Distance mode from UGC approved Universities are **eligible**.
7. **Interdisciplinary Degree holders could work** as faculty in any of the departments from which either the U.G. or P.G. degree was obtained. [eg. 1. B.E. (CSE) and M.E. (VLSI) degree holder could work in either CSE or ECE] [eg. 2. B.E. (EEE) and M.E. (Environmental Engineering)] could work as faculty either in Chemical / Civil Engineering Department or in EEE Department.
8. M.E. / M.Tech. Degree holders after M.Sc. / M.C.A. **are permitted to continue** as faculty in their respective Engineering Departments. Fresh appointments with M.E. / M.Tech. Degree after M.Sc. / M.C.A. should have obtained their Engineering Degree latest by the year 2011 for Two-year Regular M.E. / M.Tech. Degree holders and by the year 2012 for Three-year Part-time M.E. / M.Tech. Degree holders.
9. Fifty percent (50%) of the Industrial Experience can be considered as Work Experience, only if the faculty member has experience \geq 10 years in an Industry. The industry should have been in existence for atleast 10 years.
10. Faculty members who had completed their P.G. and / or Ph.D. degree from foreign Universities should upload the Equivalence Certificate issued by Association of Indian Universities (AIU), www.aiu.ac.in
11. Faculty members who have completed their M.Phil. & Ph.D. degrees under Correspondence/ Distance Education / Open University System from the academic year 2007-2008 shall not be considered as per G.O.(Ms) No.91, Higher Education (K2) Department, dated: 03.04.2009.
12. Existing incumbents recruited as Faculty with basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), M.C.A., PGDM, AMIE / M. Com. and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment

4



ORIENTATION & TRAINING

4.1. New Faculty Orientation

- The new incumbents are inducted to the concerned departments where they have to get familiarity with the people, process and practices, in order to orient them towards the work culture of Velammal I Tech.
- To make them familiar with the other colleagues and to know the process, the newly recruited staff members are introduced in the orientation meeting along with all the staff members of the institute.
- The Management of Velammal I Tech strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize or the faculty members to attend FDP (Faculty Development Programme) for the benefit of faculty members and overall growth of the department. The institute also supports the faculty who wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage during the performance evaluation.

5



STAFF WELFARES

5.1. Increment & Promotion Policies

To reward the performer and to distinguish the talents, Velammal Institute of Technology has decided to come out with a suitable Performance appraisal system as prescribed by AICTE.

The Objectives

- To evaluate the results / targets attained by the individual staff during one Academic year.
- To review and plan for better performance.
- To identify the potential of individual staff and involve them as various executive committee members for the institutional development process.
- To evaluate the staff members and provide increment.
- To identify the training required by the faculty members.
- To distinguish the performers from non-performers.

5.2. Incentives And Allowances

- AICTE scale of pay as per the 6th pay norms with Basic + DA + AGP + HRA + CCA + EPF
- 50% School fee concession to the maximum of two children of the faculty members.
- Free transport for Faculty members
- Free Wi-Fi facility and computing resources to the staff members
- Faculty members are entitled to receive Rs.8000 for the publication of their papers in internationally acclaimed Scopus indexed journals.
- Faculty will receive an incentive of Rs.1000 for each patent Publication and Rs.5000 for each grant as per IPR norms.
- Mentors of the winning projects will get Rs.5000 for developing prototype or start up registration process.
- The staff members authored the complete book with ISBN number will receive Rs.5000 and who wrote book chapters with ISBN will receive Rs.2000.
- Faculty who owns curriculum related monography /blogs/youtube channels /mobile app are entitled to Rs.1000.The you tube channel must have 100 subscribers or have 500 likes in any of the videos.
- The faculty members who have received the grant from funding agencies are entitled to receive 5% of the amount from the concerned projects.
- The staff members can take 60% of the total value of their contribution in consultancy projects. If the college facilities are used in the same, the staff members can get 25% of the total values of their consultancy projects.

- The faculty members who attend and present papers in reputed institutions with Scopus indexing are eligible to receive Rs.2000 per paper.
- The staff members are entitled to receive the full registration fees from the institution after the recommendation of Research board if they attend and present papers in international conference in abroad.
- Incentives with other allowances will be sponsored to the staff members who attend Conferences/Workshops/FDPs/STTPs in reputed institutes and avail Professional Body Memberships in reputed organization. If the registration is free, they are eligible to receive 50% of traveling cost.
- The faculty members who have successfully completed the NPTEL are entitled to receive their exam fees.

5.3 Awards:

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

- 10 Years service completion (Common for TS & NTS) : Gold Coin
- 5 yrs completion (Common for TS & NTS) : Rs 5000/-
- Teaching staff producing 100% results in Academics-Rs.3000
- Teaching staff producing 95% results (Critical subject-Rs.2000,Non-Critical subject-Rs.1500)
- Teaching staff producing 100% attendance in one academic year will be awarded a gold coin. Non teaching staff will be awarded a cash prize of Rs.5000.

5.4. Promotion

- The promotion policy of Velammal I Tech is very categorical that just fulfilling the norms laid down in performance evaluation alone will not render oneself eligible for promotion, along with the same they have to satisfy other parameters and responsibilities for the goodwill of the institute.

6



RELIEVING PROCEDURES

6.1. Resignation

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

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

- The employee has to request in writing well in advance of his/her intention to resign from the services at college to the Competent Authority through proper channel.
- The resignation will be accepted only with three month prior notice at the end of the academic year. If the employee resigns after joining or in the middle of the academic year, he/she has to pay three months salary and get relieved.
- The employee shall not be granted any leave except casual leave during the notice period.
- On acceptance of resignation, the employee will be required to hand over his/her responsibilities and charge as directed by the Principal which includes handing over of all Official Documents, Records, Library books, Project details including funded project details, Room, Table, shelves, keys etc., before collecting the No Dues certificate from all the concerned departments prior to release in a prescribed format.
- All properties of the college should be returned in proper condition to the HOD/ PRINCIPAL for the issuance of Relieving Order.
- All the staff members leaving the College will receive Service Certificate on the date of their last day signature in the attendance.

6.2. Termination

- The Management reserves the right to terminate the services of any employee at anytime without giving prior notice and without assigning any reason thereto.
- Management shall take such a hard decision if the staff's morality and decorum is questioned during the tenure or found as a threat to the management, institute or society.

7



LEAVE RULES

7.1. General

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

7.2. Casual Leave (CL)

- All employees are eligible for 12 days of casual leave per year @1 day per month during the Academic Year from 1st June to 30th April.
- Carryover of unavailed CL is not permissible.
- The staff on Maternity Leave / Break of Study Leave will be eligible for CL only after completing 15 days of service from the date of rejoining.

7.3. Permission

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

7.4. Reporting Late

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

7.5. Leave on Loss of Pay (LoP)

- Any Unauthorized Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 10 days at a stretch Management has the right to either call for explanation/or to terminate the services.
- Before availing leave, an alternate arrangement must be made.
- If employee has no CL at his/her credit it will be considered as Loss of Pay.
- If the employee takes leave before and after the holiday leave, days including holidays or Sundays will be considered as Loss of Pay.

- If the 2nd half of preceding day and 1st half of succeeding day are availed as Leave Loss of Pay, then all intervening leave will be treated as Leave on Loss of Pay.

7.6. Vacation Leave:

Teaching Staff

- All teaching staff of Velammal I Tech who has rendered one year of continuous service **from 1st June of an academic year to 31st May** of the following calendar year either at Velammal I Tech or who has been transferred from any one of constituent unit of VET is entitled to avail **40 days of vacation** during an academic year.
- Teaching Staff who has rendered a continuous service of one to **six months** are eligible for **12 days** vacation leave during that academic year. And those with continuous service **from 6 months to 12 months** are eligible for **21 days** vacation leave during that academic year.
- The Vacation Leave has to be availed during the relevant academic year itself. Any unavailed part of vacation leave **cannot be carried over to the next academic year**.
- The total number of vacation leave **40 days** meant for an academic year is distributed in such a way that **10 days** can be availed at the end of odd semester (winter Vacation- December to January) and the **remaining 30 days** can be availed at the end of even semester (**summer vacation**- May to June / July)
- When all or majority of the staff are opting for spells in such a way, and if the HOD feels that it would disrupt the normal function of the department, the HOD can direct the staff to avail leave without affecting normal work **in which the case will be the decision of Principal shall be final**.
- The staff, after giving option for the slot(s), will **not be allowed to change the slots under any circumstances**. He/ she should not break the vacation leave unless she/he is permitted to do so by the Management.
- While on vacation, if the situation warrants, any or all the staff members can be called to attend duty by the HOD or the Principal or any other Designated Authority. However, the staff who attends the duty for the whole day (marking his attendance) during the vacation or any staff member who is not permitted to avail vacation leave in the interest of the College by the orders of the Principal/ Designated Authority, compensation leave shall be considered within the vacation period. Such a consideration would rest solely at the discretion of The Principal / Designated Authority.
- **For the purpose of calculating number of days of vacation leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.**
- **Casual Leave cannot be clubbed with Vacation Leave. That means a staff will not be eligible for CL, a day before or after the Vacation Leave. However, clubbing of OD with Vacation Leave will be allowed in case of any work related to Anna University, and FDPs of Anna University subject to a maximum of 2 days.**

- It will be the responsibility of each faculty to see that their academic commitments like invigilation work, correction of Model Exam papers, and conduct of coaching classes are not disrupted while they are proceeding on vacation leave. Staff going for External invigilation should report to college in the afternoon.
- **While availing vacation, any kind of University work within the vacation period will be treated as vacation leave only.**

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

NON- TEACHING STAFF

The following staff members are considered as Non Teaching Staff Members (NTS): All Admin staff, Lab Instructor, Maintenance, House Keeping and Sanitation, Dy.Wardens etc. The number of days of Vacation Leave for Non-Teaching Staff is restricted to 21 days per year which should be availed within the vacation period declared for them as 5 days for Winter Vacation and 16 days for Summer Vacation. Other rules and conditions of availing Vacation Leave are similar to the Teaching Staff.

7.7. Maternity Leave

A woman employee of the College, who has completed at least one year of continuous and satisfactory service, after the completion of the probationary period, is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal/Designated Authority.

7.8. On Duty (OD)

- On Duty (OD) will be granted when the members of staff are required to go out on official duties or to participate in Seminars, Conferences, Consultancy, and University related work as approved by the Principal/Designated Authority. OD will be given to the members of staff who go to university or other colleges for examination related work after receiving stipulated orders.
- Granting OD to a faculty should not affect the regular classes in any way. The Head of the Department should ensure that the classes of the faculty who is on OD are properly substituted.

8



GENERAL RULES AND PROCESSES

8.1. Working Days

Working days: 180 Days in an academic year with 8 hours/day.

- Instructional Hours: Minimum 36 weeks (6 days / Week)
- Non-Instructional Hours: 8 weeks (admission and examination activities)

***Working days are subject to change as per the requirements and university schedule.**

8.2. Working Hours

Teaching Staff: 08.30 am to 03.15 pm

- Non Teaching Staff: 08.00 am to 05.00 pm

***Working hours are subject to change as per the requirements.**

8.3. Code Of Conduct

- Faculties shall be in the assigned classroom 5 minutes before the designated time without fail.
- Every faculty must take attendance at the beginning of the Teaching hour.
- Every Faculty must close the attendance punctually at the end of the hour.
- If a faculty finds any kind or act of misconduct among the students in the class or in the premises, he/she shall immediately take appropriate action. (reporting to the Discipline committee/Principal for taking corrective action)
- Faculty should not beat or use offensive words against the students.
- Every staff member shall attend to all departmental and institutional functions and carry out responsibilities assigned by deploying best of their skills and attention.
- Faculty members shall not receive gifts from students or their parents.
- Faculty members shall not use their mobile phones in the classrooms.
- Teachers shall maintain a respectable work conduct in terms of preparing course material and preparing teaching aids/tools.
- Meticulous planning and maintenance of course files is expected from all faculty members.
- Faculty should follow the course plan without any backlog.
- Proper maintenance of log books is expected from all the faculty members. Staff member should get signature from HOD/ Principal periodically in his/her course files, logbooks and mentor books.
- Staff members are expected to evaluate students' assignment and test papers promptly and write comments after evaluation.
- Academic audit is conducted eight times by IQAC in a year to ensure quality in academics.

8.4. Employee Identity

- Every employee shall be provided with an Identity Card indicating his/her name, personal number and also a stamp size photograph. The employee shall show the Identity Card to the Security guard while on duty at the gate or to any person authorized by the Management on this behalf, while entering and coming out of the College, and/or whenever asked for.
- Identity Card is not transferable and any breach of this order shall be treated as misconduct and the employee is liable to punishment in accordance with the Standing orders.
- Every employee, to whom Identity Card has been issued, on the termination of his/her service or before proceeding on leave preparatory to retirement or on his/her suspension from work, must surrender his/her Identity Card to the College office.

8.5. Attendance

- Every employee shall 'PUNCH IN' and "PUNCH OUT" his or her attendance using his/her thumb at the time of entering and leaving the institution premises respectively.
- In addition to the punch, they have sign with time in the attendance register daily in the morning and evening without fail.
- The wage period is calculated from 1st to 30th of every month.

8.6. Dress Code

MEN:

- The employee should wear only formal full sleeve shirt and pants, it is recommended that colour of the shirt is mild and basic. Avoid anything bright or bold.
- Casual wears are not allowed.
- Shirts should be tucked in and proper belt is to be worn and formal black/brown shoes must be worn.
- Dress should be clean and not crumpled.
- Faculty should cleanly shave and neatly kempt their hair.
- Always use mild deodorant.
- Wrist watch and other accessories should be formal and with appropriate size.

WOMEN:

- Saree is the dress code for the women.
- Hair should be well kempt and neatly combed.
- Make-up should be light, subtle and properly applied.

9



LOYALTY AND COMMITMENT

9.1. Loyalty and Commitment

We believe the loyalty and commitment from employees are invaluable assets of our institution. All the staff members are provided with ample resources and opportunities for their professional development, career advancement, skill enhancement and personal growth. We ensure fairness and equity in policies, procedures and decision making processes which we strongly believe as a necessity to build trust and loyalty among employees.

10



ANNEXURE

ANNEXURE -I**CALL LETTER**

Velammal Institute of Technology
Velammal Knowledge Park,
Chennai Kolkata-highwayPanchetti,
Thiruvallur District-601204
Ph:30446300-306,Fax-30446309
Website: www.velammalitech.edu.in

Velammal Tech /CALL LETTER/ /2021-22/ 001

19th November 2021

Principal

Sir/Madam
Sub: Call Letter for interview -reg.

With reference to your application, you are requested to attend the interview for faculty position in the Department of
on at..... You are requested to bring all your original certificates, 2 passport size photographs & one set photocopies of all testimonials.

Kindly confirm your presence by replying to this mail.

Thanking You,

Principal

1. Bus route: Thachur Koot road Stop
58C, Nellore, Arani Thirupathi buses from Koyambedu Via Thirumangalam to Thachoor koot Road stop

2. Train route: Ponneri Railway Station
All Trains stopping at Ponneri Railway Station(8km From station).T47,T33, 588 buses from Ponneri to Thachur Koot Road Stop

ANNEXURE – II

(To be submitted to the Inspection Committee)

ANNA UNIVERSITY

CHENNAI – 600 025

INDIVIDUAL FACULTY DATA SHEET
[Details to be typed including Principal of the college]

Name of the College :
Name of the Department :
Name of the faculty member :
Present Designation :
Residential Address :
Contact Nos. : Landline: Mobile
Email :
Gender : Male / Female / TG
Community : OC / BC / MBC / SC / ST
PAN Number :
Passport Number :
Date of Birth and Age :
Date of joining the present post :
Scale of pay :
Present basic pay :
Total salary :

Affix and Attest
passport
size photograph

I. Particulars of Educational Qualification: (only completed)

Category	Name of the Degree	Specialization	Year of Passing	Name of the College	Name of the University	% of Marks / Grades obtained	Class obtained
UG							
PG							
Ph.D.							

* Enclose copies of certificates duly attested by the faculty member and the Principal as proof

I.a. Additional Qualification :

- i. GATE Score (In case of B.E. / B.Tech.)
- ii. NET / SLET (In case of M.C.A. / M.Sc. / M.A.)

- II. Title of Ph.D.Thesis* :
 III. Faculty in which Ph.D. was awarded :
 IV. Academic Experience :

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

- V. Industrial Experience :

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

- VI. Other Relevant Information :

It is certified that all the information provided are true to the best of my knowledge.

Signature of the Faculty

ANNEXURE – III**ENDORSEMENT BY THE PRINCIPAL**

Annexure III

Ref: AP/Velammal IT/Appt/223/ADMN

26th February 2014

Madam

Sub: Administration-Velammal Institute of Technology, Panchetti, Chennai.

Appointment of Assistant Professor-I, in the Department of _____ - Orders issued.

Ref: Your application and personal interview on 17th February 2014

With reference to the above, you are appointed as _____, in the Department of _____ in this college on a Basic salary and other allowances and subject to terms and conditions noted below:

Basic Pay	
AGP	
DA	
HRA	
TOTAL	

1. You will have to report for duty on or before 15th June 2014, failing which this appointment order will automatically stand cancelled. Your appointment will take effect from the date of joining duty. If you resign after receipt of this order, you will be governed by Clause 4 of this appointment order.
2. You will be on probation in the post of _____, in the Department of _____ in this college for a period of two years. The Management has the right to extend the period of probation to a further period of one year or a part thereof at its discretion.
3. If necessity arises, your services can be terminated at the discretion of the Management at any time without giving any prior notice.
4. In the event of your resignation of appointment, the resignation will be effected only at the end of the Academic year. If you resign after receipt of this order and if resignation is considered, you will have to pay an amount equivalent to three months salary to the College.
5. Any application for appointment outside this Institution must be routed through proper channel.

6. You will be in the whole time employment of the College and will not engage yourself directly or indirectly without the prior permission in writing from the Management in any trade, business, services nor shall undertake any activities which are contrary to or inconsistent with the Management's interests.
7. You should deposit all your original certificates in the College for verification by the University/statutory bodies
8. You will be governed by the leave rules as applicable to the Teaching faculty of this college.
9. You should produce satisfactory evidence for having been relieved from your previous employment, if any.
10. You should produce physical fitness certificate issued by a civil assistant surgeon of Government hospital for the issue of orders of satisfactory completion of probation.
11. You should abide by the job responsibilities of teachers prescribed by AICTE (1.Academic 2. Research & Consultancy 3. Administration and 4. Extension) and any other relevant work assigned by the Head of the institution.
12. A minimum of two papers and one article per semester should be made by you
13. Your services are liable for transfer to any of our institutions at the discretion of the Management.
14. The duplicate copy of this appointment order should be signed and returned as an acceptance of the terms and conditions.

With Best Wishes,

M.V.M.Sasikumar

Director

ANNEXURE – IV**VELAMMAL INSTITUTE OF TECHNOLOGY**

“Velammal Knowledge Park”, Panchetti, Chennai-601204

Post Applied For	:	Dept:
Name	:	
Qualification	:	
Teaching Experience	:	
Date of Birth & Age	:	
Gender	:	Male / Female
Nationality & State	:	
Marital Status	:	
Salary Last Drawn	:	
Expected Salary	:	
Communication Address	:	
Contact Nos.	:	
Email ID	:	

Details of Educational Qualification

Name of the Degree	Subject / Branch / Specialization	College	University	Regular/ Part Time/ Distance Edn.	Month & Year of Passing	Percentage of Marks & Class

Details of Work Experience

Designation	Dept	Name of the Organization	Duration		Total Years of Experience	Remarks
			From	To		
Grand Total						

Academic Performance (Previous 3 Years)

Additional Qualification:

- I. GATE score (in case of B.E / B.Tech)
 - II. NET/SLET (in case of M.C.A/M.Sc/M.A.)

Title of Ph.D Thesis*

Faculty in which Ph.D was awarded

Journal Publications

I. National :

II. International :

Place:

Date :

Signature

ANNEXURE – V**VELAMMAL INSTITUTE OF TECHNOLOGY**

“Velammal Knowledge Park”, Panchetti, Chennai-601204

Non Teaching Staff - Profile

Name :
 Position applied :
 Dept applied :
 Qualification :
 Experience :
 Date of Birth & Age :
 Gender :
 Nationality & state :
 Marital Status :
 Salary Last Drawn :
 Expected salary :
 Communication Address :
 Contact No. :
 Email Id :

Details of Educational Qualification

Name of the Degree	Subject/branch /Specialization	College	University	Regular /Part Time / Distance Education	Year of passing	Percentage of marks

Details of Work Experience

Designation	Dept	Name of the Institution	Duration		Total Years of Experience	Remarks
			From	To		

Date:

Signature

ANNEXURE – VI**PERFORMANCE APPRAISAL FORMAT****VELAMMAL INSTITUTE OF TECHNOLOGY**

“Velammal Knowledge Park”, Panchetti, Chennai-601204

STAFF CATEGORY SHEET

Date :

Staff Name : Dept : DOJ in VIT :

Position : Total Experience : VIT Experience :

Critical Parameter		Marks	Marks Awarded
I	Internal Assessment and University Results – 15 Marks		
	Internal Assessment / University Exam Results	5	
	Slow Learner Followup	5	
	Topper Followup	5	
II	Journal Publication – 10 Marks	10	
III	Student Motivation		
Only Applicable to II and III Year Mentors 35 Marks	Symposium / International Conference Paper Presentation	5	
	Project Competition	10	
	Patent	10	
	National Level Competition Supported / Online Certification Students Obtained	5	
	Cocurricular and Extra Curricular Participation	5	
Only for IV Year Mentors 35 Marks	Journal / Conference Publication	10	
	Patent	10	
	Placement Obtained	10	
	Higher Education obtained	5	
Only for I Year Mentors 20 Marks	Symposium Paper Presentation	5	
	Online Certification Students Obtained	5	
	Cocurricular and Extra Curricular Participation	10	

IV	Department Development Activities- 30 Marks		
	Contribution to Department Development / Admission Process	5	
	Funded Projects Applied / Consultancy Work Applied	5	
	Online Certification Obtained	5	
	FDP/STTP/Workshop / MOU / Industrial Visit	10	
	Guest Lecture / Seminar / Value Added Courses / Technical Event Conducted / Club Activity Conducted	5	
V Only Applicable to Core Dept Staff	Placement Support – 10 Marks		
	Higher Education Support / Competitive Exams Support / Placement Company Visit	3	
	Skillrack Followup	7	
For S&H Staff	Admission Followup – 25 Marks		
	Schools Visit/ Follow-up through Phone Call	15	
	Admission work	10	
	Total Marks	100	
	Staff Category		

HOD

ANNEXURE – VI**STAFF EVALUATION AND PROMOTION****VELAMMAL INSTITUTE OF TECHNOLOGY**

Velammal knowledge park, Panchetti, Chennai-601 204

Date

Velammal I Tech/ staff Evaluation / _____ / _____

To

Sir / Madam

Sub: Evaluation and promotion-reg.

We are pleased to inform you that you are promoted in the
Department of with effect from

You are requested to lead and co-ordinate all the activities in the department of

.....

Expecting your fullest co-ordination in this regard.

Best wishes,

Director



VELAMMAL

INSTITUTE OF TECHNOLOGY

Approved by AICTE-New Delhi, Affiliated to Anna University - Chennai

“Velammal Knowledge Park”,
Chennai - Kolkatta Highway,
Ponneri - 601204

📞 044-22446300 / 305

✉️ info@velammalitech.edu.in