



SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956

NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU



HR POLICY



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About the Policy

Sengunthar Engineering College aims at providing the best education which will mould the students as the right characters, who will cater to the needs of the society. While providing the various inputs for the best education, Sengunthar Engineering College will constantly thrive upon continuous improvement with the utmost commitment for the complete satisfaction of the stakeholders.

Objective

To be a prominent centre for academia transforming the life of aspiring minds by imparting professional, technical, ethical, entrepreneurial skills and research attitude to address global challenges.

- To train the students to develop into competitive professionals and entrepreneurs with high ethical standards.
- To offer a contemporary and flexible curriculum, industry collaborative teaching, and learning process to achieve academic excellence in Engineering and Technology.
- To establish research centers of excellence in niche areas to foster research for addressing local and global challenges.
- To engage the students in extension activities and outreach programmes for social development.

1. The Management

1.1 Sengunthar Charitable Trust

Sengunthar Charitable Trust registered in 1995, strives hard to bring out the hidden sparks from the students to mould them as entrepreneurs of high order. It renders its reliable service to the national cause of improving the quality of life of our people with importance to the betterment of rural people and their economic development. Our credo is to provide an all round development with a sound moral base. Surging ahead with a spirit of healthy competition, balancing a successful career teamed with a contented life, is the gift offered to all the students.

1.2 Sengunthar Engineering College

Sengunthar Engineering College was established in 2001 with an aim to accomplish distinction in Engineering and Technological pursuits. It is affiliated to Anna University and approved by AICTE. Here education is redefined to remove the long spell of hibernation in the field of education among the rural students of India. The environment imparts a work ethic, discipline and a set of principles that will give them the edge for their future studies and career.

Enhanced hands-on Training, well-established infrastructure, updated Software, well-resourced Library, Online Digital Library, Memorandum of Understanding with well-established concerns, Industrial visits, Guest Lectures, Workshops, Symposiums, Conferences and Students Exhibitions, importance given to Sports and Games, Co-curricular and Extra-curricular activities and a crew of quick-witted, proficient and professional Faculty Members are the spring of inspiration for the students to sprout with expertise. The care and concern shown on them by the Director, the Principal and the Teaching Members equip them to meet the challenges with ease. Constant review, exclusive focus given on each student and counseling at the apt time give accessibility to soar high.

1.3 Sengunthar Engineering College Human Resource Employee Policy

Sengunthar Engineering College Human Resource Employee Policy Manual has been developed to facilitate, implement and define Sengunthar



Engineering College's policies on Employee Management.

The Manual provides guidelines that have to be followed in the administration of these policies and assists all Teaching and Non-Teaching Faculties in defining who is responsible for each human resource management decision and the correct procedure which has to be followed.

The policies specified within are consistent with those of best practice management principles and have the full support and commitment of the management of Sengunthar Engineering College.

HR policies shall be kept current and relevant. Therefore, from time to time the document will be modified and amended or new procedures will be added to the manual.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. This should be provided by emailing to info@scteng.co.in.

These policies and procedures apply to all areas of operations within the Institution.



2. RECRUITMENT POLICY

2.1.Objective

To identify and recruit appropriately qualified and efficient teaching and non-teaching faculty members.

Operating Authorities

1. The Management – The Secretary & Correspondent and The Principal
2. Office Superintendent – OS
3. Respective Department Head (HoD)

2.3 Operating Procedure

2.3.1	The Head of the Departments should estimate the Manpower Requirement both Teaching and Non Teaching 3 months before the start of each semester (February or September)
2.3.2	The HoD forwards the Human Resource Requirements to the Principal and sorts the vacancies which have to be filled.
2.3.3	Formal announcement is made in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
2.3.4	The HoD and The Principal screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications.
2.3.5	The shortlisted candidates are called for an interview.
2.3.6	The candidates are to fill in the Application form of the institution and then subjected to a personal interview with the Head of the Department and Interview Panel.
2.3.7	Based on the feedback of the HOD decides on whether the candidate can be selected for the final round of interview with the Management Panel.
2.3.8	The Management reviews the performance of the candidate in the previous rounds of interview and checks for the stability, attitude and cultural adequacy of the individual with the organizational culture.



2.3.9	The other terms of employment including monetary and non-monetary benefits are discussed with the candidate and Date of Joining is scheduled.
2.3.10	If the employee satisfies the expectation of the Management and HoD an Appointment Letter is issued and the Date of Joining is decided.

3. JOINING FORMALITIES

Objective

To ensure smooth and hustle free joining process of the Candidates who have been offered a job with the institution

Operating Authorities

1. The Management – The Secretary and Correspondent and The Principal
2. Office Superintendent – OS
3. Respective Department Head (HOD)

3.3 Operating Procedure

The new joiners are welcomed with a joining kit which contains List of Documents to be submitted, Employee Application Form, Bank Application Form, ID card Application Form, details for website form, Certificate Acknowledgement form, Central Library Membership Form.

Softcopy of HR manual will be sent to the individual.

The Description of the above mentioned documents is below.

Contents of the Joining Kit

This Document contains the list of documents that the Joining Kit has and the general instructions on how these forms should be filled.

List of Documents to be submitted

A check list for new employee so that he/she does not miss to submit relevant documents for personnel file. These documents are Address proof, ID Proof, Age proof, education proof, relieving and experience certificate from last company, photograph and acceptance of appointment letter.

RE/5



3.3.1

3. Employee Application Form

This form is used to collect information like marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. This information further is uploaded in IMPRES ERP software. This form is signed by employee hence becomes authentic document for future references.

4. Bank Application Form

This form is used to open an account in Bank where the monetary emoluments of the employee can be credited.

5. ID card Application Form

This is the format which should be filled by employee attaching one of his/her photographs and same form can be send to ID Card Printing Department to print ID Card of employee.

6. Details for website Form

This document is used to get the information that is essential to add the employee's data in the website of the institution.

7. HR Manual

The Human Resource Manual is a document with all the necessary information that an employee should know about the institution. This document contains descriptions of all the policies and procedures set and followed by the institution.

8. Staff Mail ID

Official id created for individual staff in order to have effective paperless official communication.

9. Certificate acknowledgement form

This form acknowledges the certificates that have been submitted by the employee to the institution. A copy of the form will be given to the employee and the institution holds another copy for the Personal File of the Employee.

10. Central Library Membership Form

This form is used to register the employee in the database of the Central Library.



4. INDUCTION POLICY

Objective

To ensure smooth and hustle free joining process of the Candidates who have been offered a job with the institution

Operating Authorities

1. The Management – The Principal
2. Office Superintendent – OS
3. Respective Department Head (HOD)

4.3 Operating Procedure

4.3.1	<p>Given below are the processes and the procedures that will be followed while inducting a new employee and all queries at variance with this policy are to be addressed to the Principal</p> <p>The induction will include the following:</p> <ul style="list-style-type: none">• Completion of joining formalities• Introduction about the Education industry• Orientation of the Institution• Overview and orientation of Teaching Methodologies/processes• Orientation in the specific areas of work. Eg.ERP, NAAC, NBA etc.• Training for 3 days for fresher on Teaching Methods and Specific topics
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5. CONTRACT OF EMPLOYMENT

Objective

To provide clear and transparent terms and conditions of employment which are in tandem with all legal requirements.

Operating Authorities

1. The Management – The Secretary and Correspondent and The Principal

5.3 Operating Procedure

Given below are the terms and conditions of employment provided for employees. All queries at variance with this policy are to be addressed to the institute Head.



	<p>5.3.1.1 Classification of Employees based on the Nature of the Job</p> <p>Teaching Staff</p> <p>The employees who are actively involved in giving lectures/seminars with the objective of imparting technical/non-technical knowledge/skill to the students are categorized as Teaching Staff.</p> <p>Teaching staff are further classified into Teachers and Trainers.</p> <p>Non- Teaching Staff</p> <p>5.3.1 The employees who are not directly involved in the teaching/training the students are categorized as Non-Teaching Staff.</p> <p>The Non-Teaching Staff can take any one of the following roles:</p> <ul style="list-style-type: none"> (i)Lab In charge/Assistants (ii)Administrative Executives (iii)House Keeping Executives (iv)Drivers (v) Amenity Center and Mess Executive
5.3.2	<p>Proof of Age:</p> <p>Every employee at the time of employment is required to declare his/her age in the application blank form. Employee for this purpose shall provide any of the following documents for proof of age:</p> <ul style="list-style-type: none"> • Birth certificate • 10th standard mark sheet or transfer certificate • Age Certificate from a dentist / medical officer • Certificate issued by the registrar of births or any other local authority.
5.3.3	<p>Proof of address:</p> <p>All employees shall provide proof of permanent and temporary address on the date of joining and all written correspondence wherein there is to be addressed to the employee's residence shall be sent to the last address provided by the employee.</p> <p>When an employee is shifting or relocating his residence, he shall provide the new address in writing one (1) week prior to his shifting or relocating.</p> <p>Employee(s) for this purpose shall provide any of the following documents for proof of address:</p>



	<ul style="list-style-type: none"> • Driving license • Ration card • Voters ID card • Aadhar Card • Certificate issued by the registrar or any other local authority. • Copy of the House Lease Agreement
5.3.4	<p>Hours of Work</p> <p>The institution works six days a week on an 8 hours shift, which excludes two tea breaks one in the morning and one in the evening for 15 minutes each and a lunch for 60 minutes. The weekly off will be on all sundays.</p>
5.3.5.	<p>Shift Timing</p> <p>Currently the institution operates only in general shift. The shift starts at 9.20 AM and ends at 4.35 PM</p>
5.3.6	<p>Attendance</p> <ol style="list-style-type: none"> Every employee shall “PUNCH IN” and “PUNCH OUT” his/her attendance at the time of entering and leaving the institution premises respectively. The employee should also manually register attendance in the respective department register. Every employee shall be present at the place of his/her work in his/her respective departments at the beginning of the day. A period of fifteen (15) minutes late coming after shift start is provided for employees who are unable to come in time due to unavoidable circumstances. A period of more than fifteen (15) minutes late coming shall be considered as 1 (one) hour permission (if available). Deductions from the wages shall be in proportion with the time of late coming. Any employee who after punching his/her card is found absent from his/her place of work at any time during the working hours without permission will be liable for disciplinary action for loitering.



5.3.7	<p>Period of Payroll Process:</p> <p>The wage period is calculated from 26th to the 25th of the succeeding month.</p>
5.3.8	<p>Dress Code:</p> <p>Men:</p> <p>The employees should wear full-sleeve shirt. It is recommended that color of the shirt is mild and basic. Avoid anything bright or bold.</p> <ul style="list-style-type: none"> • Dress should be clean and not crumpled. • Hair should be clean, neatly cut, not extending below the ears – crew cut is recommended. It should be always well combed. • Face should be clean shaven without beard. Moustaches should be well trimmed - above the lip level and not drooping. • Shoes and Socks should be color co-ordinated with the clothes and well polished and clean. • Wrist watch and other accessories should be formal and with appropriate size. <p>Women:</p> <ul style="list-style-type: none"> • Saree is the dress code for the female faculties. • Hair should be well kept and neatly combed. • Make up should be light, subtle and properly applied • Should wear low heeled shoes or sandals in good condition • It is recommended that the faculties wear light authentic jewellery like a thin gold chain, a thin gold bangle and small earrings.
5.3.9	<p>Code of Conduct:</p> <p>The successful functioning and reputation of Sengunthar Engineering College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for the integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regards for the highest standards of conduct and personal integrity.</p>



	<p>Personal Relationships in Work Place</p> <p>Sengunthar Engineering College has prohibition against employing relatives or known person of current employees or individuals involved in a Personal relationship with current employees, we are committed to monitoring situations in work area.</p> <p>Phone Calls</p> <p>The making and receiving of personal phone calls must be limited to a maximum of five minutes in duration, unless otherwise approved by the HOD.</p>
5.3.10	<p>Email</p> <p>Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, the employees will be held responsible for the contents of email messages, including any attachments.</p> <p>No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of the institution in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.</p> <p>Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.</p> <p>Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.</p> <p>Internet</p> <p>The internet is a facility provided for official purpose. The following activities, using Sengunthar Engineering college internet access are not permitted:</p> <ol style="list-style-type: none"> Attending to personal activities of a business nature. Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material.

	<p>c. Downloading or printing material as described above.</p> <p>d. Repeated or prolonged use that is irrelevant to the employee's work</p> <p>Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation</p>
	<p>Outside Employment</p> <p>Employee may not hold any type of outside employment. Employee may not receive any income or material gain from individuals outside Sengunthar Engineering College for material produced or services rendered while performing their jobs.</p> <p>Grievance</p> <p>Sengunthar Engineering College supports the right of every employee to lodge a grievance with his/her acquaintances in the institution if the individual believes a decision, behaviour or action that affects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.</p> <p>5.3.11</p> <p>Grievances will be dealt with discreetly and promptly with an objective manner.</p> <p>Misconduct</p> <p>Compliance with this policy of ethics and conduct is the responsibility of every employee & associated members.</p> <p>A verbal warning will be given to an employee for minor misconduct. A record of warning will be kept by the HOD and will be signed by the employee. The employee will be given the opportunity to respond.</p> <p>If the unacceptable behavior continues, a written warning will be issued, and signed by the employee as being received and understood. The employee will be given the opportunity to respond.</p> <p>A second written warning will be given to an employee if he/she requires further discipline for the same or a related issue, and also signed by the employee as being received and understood.</p>

	<p>Employees who have been disciplined three times are subject to dismissal.</p> <p>Details of disciplinary actions should be recorded on the employee's personnel file and removed after six months if further disciplinary action is not required.</p>
<p>5.3.12</p>	<p>Conduct with the Students</p> <p>The faculty members are expected to maintain a reasonable professional space with the students and at any circumstance should not extend the relationship to the personal spheres.</p> <p>Unnecessary contact through phone, email or any other means is to be strictly avoided.</p> <p>Any grievance related to the issue should be reported to the management immediately. If the employee does not abide by this procedure strict disciplinary action will be taken.</p> <p>Overtime</p> <p>Sengunthar Engineering College will not support any overtime policy. Employees and associated members are requested to complete their assignment in given period of time. Compensation Off can be availed if the employee works on any State or Central Holiday.</p> <p>Visitors in the Work Place</p> <p>To provide for the safety and security of employees and facilities, only authorized visitors are allowed in work place. Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguards employees and students, and avoid potential distractions and disturbances.</p> <p>All visitors should enter the institution at the reception area. Authorized visitors will receive directions or be escorted to their destination.</p> <p>Work Place Violence Prevention</p> <p>Sengunthar Engineering College is committed to preventing work place violence and to maintain safe work environment. We have adopted the following guidelines to deal with intimidation, harassment,</p>

	<p>or other threats of (or actual) violence that may occur during business hours or on its premises.</p> <p>All employees, associated members and students should be treated with courtesy and respect at all times.</p> <p>Conduct that threatens intimidates or coerces another employee/student or a member of public at any time, including off duty periods, will not be tolerated.</p> <p>All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your reporting authority or any other member of management.</p> <p>We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.</p>
5.3.13	<p>Others</p> <p>The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.</p> <ul style="list-style-type: none"> a. Theft or inappropriate removal or possession of property. b. Falsification of timekeeping records. c. Working under influence of alcohol or illegal drugs. d. Possession, distribution, sales, transfer, or use of alcohol or illegal drugs in workplace, while on duty, or while operating employer-owned vehicles or equipment. e. Fighting or threatening violence in the workplace. f. Boisterous or disruptive activity in the workplace. g. Negligence or improper conduct leading to damage of employer-owned or customer owned property. h. Insubordination or other disrespectful conduct. i. Violation of safety or health rules. j. Sexual or other unlawful or unwelcome harassment. k. Possession of dangerous or unauthorized materials. l. Excessive absenteeism or any absence without notice. m. Unauthorized disclosure of business "secrets" or other confidential information..



6. PROBATION POLICY

Objective

To ensure smooth and hustle free Training and Development process of the Candidates who have been offered a job with the institution.

Operating Authorities

1. The Management – The Principal
2. Respective Department Head (HOD)

6.3 Operating Procedure

6.3.1	The performance of the probationers will be periodically evaluated by the respective Head of the Department (HoD).
6.3.2	The method of evaluation is by analysis of the 360 degree feedback mechanism. Analysis of the feedback from (a) Students, (b) Colleagues, (c) Senior Faculty Members, (d) Reporting Authority (HoD), (e) Members of the Management and Results of Anna University Examinations will be used to decide on the performance of the Probationer.
6.3.3	The management may terminate the period of probation at the end of the prescribed period; or may extend the period of probation, further up to a maximum of six (6) months, if in the opinion of the management the work o the conduct of any employee, during the period of probation is not satisfactory.
6.3.4	On successful completion of the probation period the probationer is employee on a permanent basis.

7. EMPLOYEE COMPENSATION AND BENEFIT POLICY

Objective

To provide the employees with the appropriate compensation and benefit package.

Operating Authorities

1. The Management – The Secretary and Correspondent and The Principal



7.3 Operating Procedure

Given below is the compensation and benefits provided for employees and all queries at variance with this policy are to be addressed to the Head of the institution.

7.3.1	<p>All the Teaching and Non-Teaching staffs are paid based on the Institution norms and the employees for this purpose are classified into:</p> <ol style="list-style-type: none"> 1. Assistant Professor 2. Associate Professor 3. Professor
7.3.2	<p>Provident Fund All employees will be covered as per the Employees Provident Funds and Miscellaneous Provision Act of 1952.</p>
7.3.3	<p>Holidays Sengunthar Engineering College will grant holiday to all employees on the State Government and Central Government holidays.</p>
7.3.4	<p>Casual Leave – Teaching Staffs Only one CL per month, If CL is not availed in a month it can be carried forward to next month</p> <ul style="list-style-type: none"> • Eligible after completing one month of service in SEC • Eligible for one CL per month (12 Days per Year) • Not more than 3 CL in a month, • Out of 12 days, maximum of 8 days CL will be granted in a semester
	<p>Casual Leave – Non - Teaching Staffs Only one CL per month, If CL is not availed in a month it can be carried to next month</p> <ul style="list-style-type: none"> • Eligible after completing one month of service in SEC • Not more than 3 CL in a month



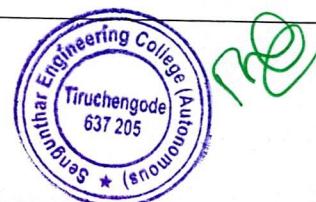
	<p>Medical Leave – Teaching Staffs</p> <ul style="list-style-type: none"> • Eligible after completion of three years of Service • Eligible for 3 ML per annum • Suffixing/prefixing holiday permitted, provided the member joins duty at the end of ML
7.3.5	<p>ML can be accumulated up to a maximum of two months in entire service</p> <ul style="list-style-type: none"> • Medical Leaves sanctioned by HoD and approved by Principal <p>Medical Leave – Non - Teaching Staffs</p> <ul style="list-style-type: none"> • Eligible after completion of three years of Service • Eligible for 3 ML per annum <p>Suffixing/prefixing holiday permitted, provided the member joins duty at the end of ML</p> <p>ML can be accumulated up to a maximum of two months in entire service</p> <ul style="list-style-type: none"> • Medical Leaves sanctioned by HoD and approved by Principal
	<p>Maternity Leave - Teaching Staffs (Female Staff)</p> <ul style="list-style-type: none"> • Eligible for 06 months. One month salary will be paid • Beyond one month would be treated as LOP; Max 6 months <p>Child care Leave</p> <ul style="list-style-type: none"> • Eligible for 12 months • After six months of maternity leave employee can avail child care leave.
7.3.6	<p>Maternity Leave – Non -Teaching Staffs (Female Staff)</p> <ul style="list-style-type: none"> • Eligible for 06 months. One month salary will be paid • Max 6 months, Beyond one month would be treated as LOP
7.3.7	<p>Vacation Leave – Teaching Staffs</p> <ul style="list-style-type: none"> • Less than 1 yr in SEC : 1 weeks • More than 1 yr in SEC : 4 weeks • VL can be availed only during Vacation Period <p>Vacation Leave – Non - Teaching Staffs</p> <ul style="list-style-type: none"> • On completion of one year of service : 7 days • On completion of two year of service : 10 days • Eligible after completion one year of Service



	<p>On-Duty</p> <ul style="list-style-type: none"> • Eligible for all staff members • Eligible for 7 days per semester <p>Can be availed for the purpose of External Exam Duty (UR / Invigilation / Practical exam), Attending Workshops & Conferences, and Higher Studies & Research purpose.</p> <ul style="list-style-type: none"> • Staff member attending external Exam duty in the FN or AN session should attend the college in the AN or FN respectively otherwise the absence will be treat as CL. <p>The faculty members who are pursuing Ph. D can avail On Duty to carry out any Ph. D related activity.</p>
7.3.9	<p>Earn Leave</p> <ul style="list-style-type: none"> • Eligible after completing 5 year service in SEC • Eligible for 4 days per year. <p>• Earn leave is only approved by Correspondent , leave will be provided without salary.</p> <p>The faculty members should report to duty upon expiry of granted period Else it will be treated as separating service.</p>
7.3.10	<p>Other Rules</p> <ul style="list-style-type: none"> • Leaves cannot be accumulated and carried forward to the next year except medical leave • Monthly 1 Permissions can be availed - 1Hour • Vacation leave will not be sanctioned if the staff member resigns or is relieved by the management. • If the staff member avails LOP, the prefixing and suffixing holidays will also be treated as LOP. • Medical leave can be sanctioned only for critical / serious illness of the faculty members who are admitted in the hospital. <p>CL and Holidays in between those days should not exceed more than 7 days</p> <ul style="list-style-type: none"> • One week of leave will be sanctioned for the faculties who are getting married and will be adjusted in Vacation leave if he/she has more than



	<p>one year service in SEC.</p> <ul style="list-style-type: none"> Leave for one week will be sanctioned for higher studies and will be adjusted in Vacation leave if he/she has more than one year service in SEC. VL can be availed at the Maximum of 2 slots per semester <p>All leaves except medical leave shall be recommended and approved by HoD. Before 10.30 am information should be given to HoD, if prior permission has not been taken.</p> <p>In calculating leave 2 half days will be treated as one full day leave. The employee should submit the leave form prior to the day of absence. In case of any emergency, the employee can submit the prescribed leave application form within 1 working day after the day of absence.</p>
7.3.11	<p>Loss of Pay</p> <ul style="list-style-type: none"> Approval of leave without pay is at the discretion of management.
7.3.12	<p>Incentive Policy</p> <ul style="list-style-type: none"> The Faculty Members who intend to participate in Paper Presentation and Seminars organized by other institutions can avail Registration fees (if applicable) and On Duty. The participation of a Faculty Member in Paper Presentation and Seminars organized by other institutions will get additional credit points during Performance Evaluation and Appraisal. HoDs who intend to participate in Paper Presentation and Seminars organized by other institutions can avail TA, DA, Registration fees (if applicable) and On Duty.
7.3.13	<p>Group Insurance Policy</p> <p>Group Medical Insurance for employees and Students of all programmes.</p>
7.3.14	<p>Staff Welfare Policy</p> <ul style="list-style-type: none"> Employee's can avail loan from SIEWF Festival bonus for Employee's Fee concession for Employee's children. Employee children are offered fee concessions in the constituent Institutions Fees concession for our own non-teaching staff doing PG in our institutions.



8. ORGANIZATIONAL STRUCTURE

8.1 Objective

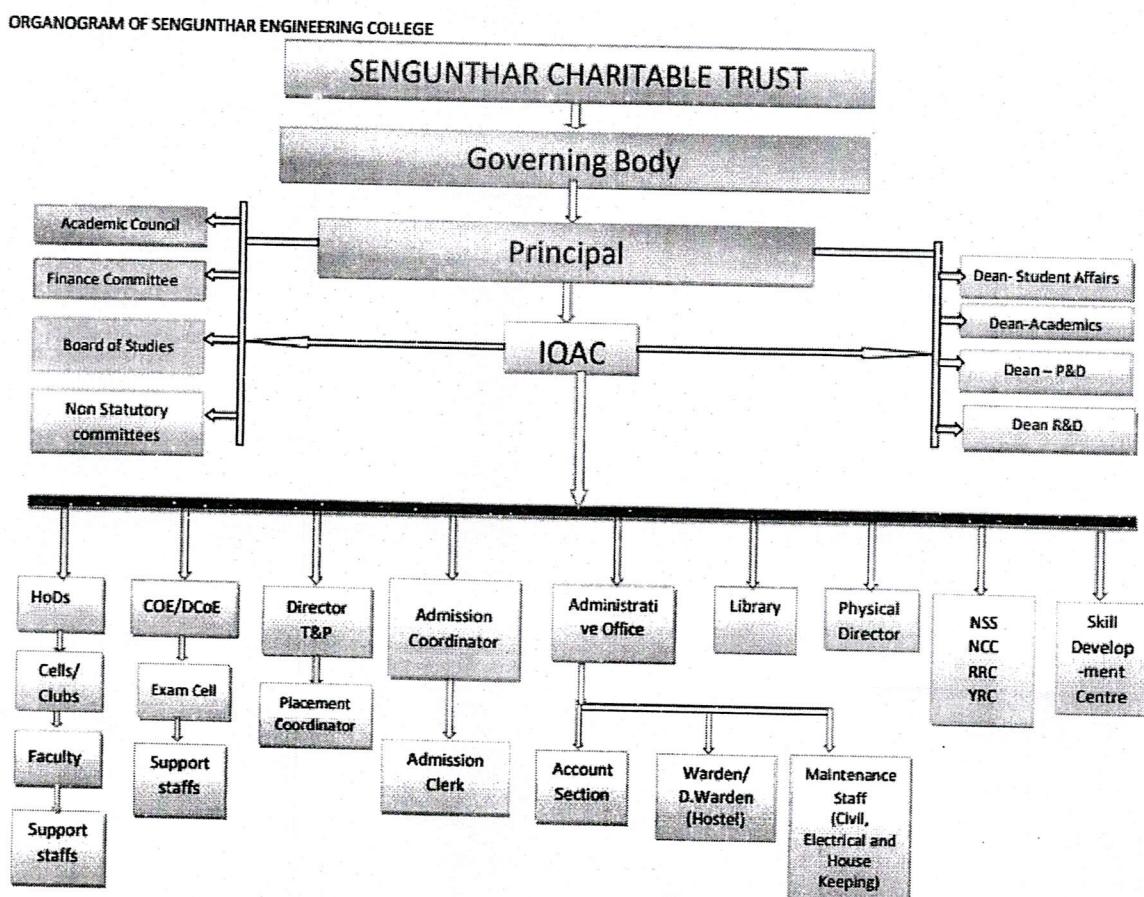
To help everyone involved in the institution to clarify and understand everyone else's role and scope.

Operating Authorities

1. The Management – The Principal
2. Human Resource Executive

8.3 Operating Procedure

Given below is the Organizational Structure of Sengunthar Engineering College:



9. Roles and Responsibilities of Organogram

9.1 Objective

To set measurable goals and objectives and to clarify the roles, responsibilities, duties and activities of an individual.

Operating Authorities

1. The Management – The Principal
2. Head of the Department (HoD)

Operating Procedure

Given below is the set of roles and responsibilities of various designations in the Institution.

1) PRINCIPAL

- a) Providing direction for programs through institution's Vision and Mission
- b) Review of attainment of program outcomes by departments
- c) Provision of input to Governing Council Meeting
- d) Implementation of improvement initiatives suggested by Governing Council
- e) Approval of Annual Academic Calendar at Institution Level
- f) Approval of program budget on an annual basis and approval of expenses
- g) Review of Department activities through HoD meetings
- h) Approval of annual performance appraisal outcome
- i) Collection of informal feedback from students for improvement of processes
- j) Review of complaints and suggestions and monitoring corrective action implementation Providing direction for establishing strategic relationship with Industry
- k) Review and approval of co-curricular activities of the institution
- l) Identifying and implementation of staff welfare measures
- m) Single Point of Contact for Anna University , AICTE other official bodies.
- n) Review and approval of proposal of projects to various funding agencies
- o) Approval of human resources requirements for the institution
- p) Identifying, Planning and Monitoring of Academic Performance Improvement initiatives
- q) Establishing an ecosystem conducive for academic excellence, research and entrepreneurial initiatives



2) Dean – student Affairs

- a) Developing good culture among students in the campus
- b) Identify the student's real interest and help them to achieve it through proper guidance.
- c) Motivate the students to take active participation in cultural events.
- d) Motivate the students to prove their hidden talents by participating in co-curricular activities.
- e) To nurture the innovative ideas of students and help them to develop into technological applications in their field of studies.
- f) Motivate the students to participate in inter college events conducted by reputed colleges.
- g) To inculcate the habit of interconnecting the theoretical knowledge to real time applications and solve problems through innovative solutions among the students.
- h) To assign innovative project works to students and provide proper guidance.
- i) Motivate the students to take active participation in national and international level contest.
- j) Create and improve the positive attitude among the students through proper guidance.
- k) Handling Grievance redressal Mechanism for students through proper Channel
- l) To inculcate strong value system among students community.

3) Dean - Academics

- a) Implementation of decisions taken on academic matters by the academic council.
- b) Receive, process and maintain all records related UG/PG programmes including curriculum, courses offered and course registrations.
- c) Prepare academic calendar, timetables, student handbook and class in charge diary.
- d) Oversee development of class schedules, class room and faculty assignments teaching & laboratory workloads.
- e) Works closely with Deans, HOD's and professors of various departments on the student's requirements and also ensures the resources are available at the beginning of semester.
- f) Maintain and supervise course syllabi updation for academic course offerings.



RE

- g) Establishment and maintain evaluation system for all academic programs.
- h) Identification and allocation of duties to course coordinators, laboratory coordinators and class in-charges.
- i) Collect, interpret and present feedback on faculty, Student exit survey and initiate the remedial actions in consultation with HOD's.
- j) Oversee the review and resolution of students complaints regarding academic issues.

4) Dean -R&D

- a) To Conduct R&D meeting on regular basis with coordinators and members.
- b) To ensure that every department organizes national / international Conference in a year.
- c) To create awareness among faculty about technical writing and importance of publishing paper in reputed, high impact factor research journals / Publications.
- d) To identify the various funding agencies and create awareness to all faculty members.
- e) To motivate the faculties to do innovative and creative projects in association with students.
- f) Support faculty members to participate and present papers in national and international conference and symposium.
- g) To encourage faculty members to apply for getting fund/grant for conducting programs.
- h) To create awareness among faculty members about Intellectual Property Rights.(IPR)
- i) To encourage our faculty members to apply for patents.
- j) To guide and support the research scholars to complete their Ph.D as soon as possible.
- k) To motivate the faculty to write books in their area of specialization
- l) To encourage industry institute linkages, collaborative research programs and formation of new incubation centre.
- m) To encourage faculty members to find industry oriented programs to carryout consultancy project.

5) Dean – P& D

- a) To co-ordinate matters pertaining to administration, establishment and budgetarymanagement by interacting with various sections.



- b) Planning and coordination to prepare long term perspective plan; suggest policy development and program evaluation for growth and development of the Institute.
- c) Follow up and coordination of the activities relating to the Ranking, Accreditation, Outreach, etc. and establish connect with government agencies at both State and Central level.
- d) Prepare the annual budget of the college with administrative team and HOD's/Dean's and control the proper utilization of budget in the institute.

6) Internal Quality Assurance Co-ordinator

- a) Ensure the mission and vision statements of the institute are properly addressed by professors and other faculty.
- b) Coordinate the timely and efficient execution of the decisions of IQAC committee.
- c) Develop parameters for various academic and administrative activities of the institution.
- d) Ensure that academic standards are being met seeking to the satisfaction of accreditation requirements.
- e) Coordinate in preparation of the Report to be submitted to accreditation body based on the quality parameters.
- f) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- g) Documentation of the various programmes/activities for the purpose of maintaining /enhancing the institutional quality.
- h) Facilitate the development and application of quality benchmarks/parameters/templates for the various academic activities of the institute and compile these in to a quality manual.
- i) Coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- j) Submit the Data Capturing System (DCS) for National Institutional Ranking Framework (NIRF), All India Survey on Higher Education (AISHE) and other Ratings.
- k) Build an organized methodology of documentation and internal communication.
- l) Prepare the activity calendar of the institute based on the individual plans submitted by departments.



RE

- m) Examine and scrutinize the annual budget of the institute and make suggestions, recommendations to the governing body.
- n) Verify and comment monthly reports submitted by Hod's and Deans.

7) HOD

- a) Chair the Academic Advisory Council Meetings
- b) Approval and Publication of Program Vision, Mission and PEOs
- c) Approval of Curricular Gaps identified and relevant Value-Added Courses
- d) Identification and monitoring of Program Outcome Improvement Initiatives
- e) Approval and Publication of Department Level Academic Calendar and Time Table
- f) Approval of Course Plan
- g) Planning, Allocation and Utilization of Human Resources
- h) Planning, Procurement and Utilization of Department Level Infrastructure/Labs/Equipment
- i) Identification of Class Advisors and Tutors and allocation of students to tutors
- j) Chairing Department Review Meetings and Class Committee Meetings
- k) Identification and provision of co-curricular programs
- l) Approval of student and staff leave and OD requests
- m) Identification and monitoring of staff competency enhancement initiatives
- n) Review and monitoring of support initiatives for Slow Learners
- o) Review and monitoring of support initiatives for Advanced Learners
- p) New faculty induction and evaluation
- q) Annual Performance Appraisal for Department Staff Members
- r) Approval of Reference Books for courses
- s) Preparation of Department Budget and approval of expenses
- t) Nurture Industry Relationship, Innovation & Entrepreneurial spirit among students
- u) Ensuring discipline among students and initiating disciplinary action where required

8) Overall Academic Coordinator

- a) Plan and publish the approved institutional level academic calendar
- b) Make changes to the published academic calendar when required and circulate
- c) Monitor the academic activities closely and provide periodic update to the Principal
- d) Coordinate academic audits in consultation with academic audits team



- e) Verification of Lesson Plan to check compliance to Academic Calendar
- f) Publish Schedule for Course Plan Preparation
- g) Publish Schedule for Value Added Courses Preparation
- h) Publish Stock Verification Schedule for the institution
- i) Coordinate NBA/NAAC related activities
- j) Prepare and publish circular for various events and activities

9) Time Table Coordinator (Overall):

- a) Maintaining the list of department time table coordinators.
- b) Overall responsibility for the preparation of the time tables before commencement of every semester.
- c) Organizing and chairing the meeting among department time table coordinators. Finalization of the class time table and faculty time table at the meeting among departmental coordinators.

10) Faculty

- a) Prepare lesson plan and get it approved by HOD well before commencement of classes
- b) Prepare lecture notes, power point presentations, video lectures etc. for subject allotted to them
- c) Maintain course file along with the current copy of the syllabus for theory subjects
- d) Ensure completion of portion as per the time table
- e) Prepare question papers for the internal tests and model examinations within stipulated time
- f) Conduct of tests on planned days and evaluation of answer sheets on the same day
- g) Plan for extra classes if required to complete the portions before internal tests
- h) Plan for and conduct coaching classes for slow learners and maintain attendance of students attending coaching classes
- i) Ensure that all prescribed experiments are covered within the planned date
- j) Verify and hand over observation notes of students within two days after the completion of the experiment done in laboratory
- k) Make alternate arrangements for taking classes against leave or permission
- l) Discharge assigned duties as external examiner
- m) Ensure recording of attendance in the Bio-metric system on time

- n) Adhere to the dress code specified by the institution
- o) Maintain students discipline in the class room/campus

11) Department Examination Coordinator

- a) Coordinate between the examination cell and department for the conduct the tests/examinations
- b) Deciding the practical examination schedule with the slot provided by the university in consultation with the internal examiners identified

12) Class Advisor

- a) Collection of students' options on the electives being offered.
- b) Deciding the electives to be offered based on the students options in consultation with HoDs.
- c) Overall responsibility of the class allotted.
- d) Maintenance tutor wise list of students with the approval of HoD.
- e) Update the students' attendance in Master attendance.
- f) Result analysis of all the tests and examinations.
- g) Maintaining course related documents including a copy of the syllabus with the approval of HoDs
- h) Arranging for collection of students' feedback.
- i) Data analysis against students' performance in the examination/ tests as well as students' feedback.
- j) Update the students' attendance in the class log book.
- k) Handing over hall tickets to students through the respective tutors against no due certificate.

13) Laboratory I/Cs

- a) Maintaining stock of both capital and consumables in the laboratory and update the same against receipt and issue.
- b) Maintaining identification of items in the laboratory.
- c) Identification of purchase requirements of consumables for the laboratory and raising purchase requisition.
- d) Collection of quotations and preparation of comparative statements.
- e) Recommendation of the supplier for the purchase of laboratory consumables against the comparative statements.
- f) Preparation of purchase orders and forwarding the same through college office after approval.



- g) Verification of items received from the suppliers.
- h) Maintaining the equipments in the laboratory and ensure that they are in working condition for offering to conduct the experiments for students as per the cycle of experiments planned

14) Project Coordinator

- a) To coordinate with the HODs in planning Projects
- b) Finalization of the project topics and guides
- c) Preparation of list of projects
- d) Planning for project presentations

15) Project Guides

- a) Monitor the progress of the projects
- b) Finalization of project plan
- c) Monitor the students' attendance in projects
- d) Review the feedback received during the presentations and incorporates improvements through the students
- e) Verification of project reports
- f) Awarding internal marks for students and supporting external examiner..

16) Department Library I/C

- a) Maintaining stock of books in the department library.
- b) Issue and receipt of books to and from the faculty/ department staff.

17) Laboratory Assistants

- a) The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- b) All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
- c) Keep the experiments ready before the laboratory classes.
- d) Issue of equipments and consumables for the students for practical classes and to receive back and maintain records of issue and receipt.
- e) Report to the faculty/ laboratory in charges against any loss or damage of the equipments and consumables while carrying out experiments by the students (or otherwise).
- f) Update the stock record as well as maintenance records.
- g) Absentees follow-up with parents by making calls.



- h) Making sure to open the laboratories before 8.30 a.m. on all working days and to ensure to close the same after 4.30 p.m.
- i) To check and ensure on all working days electrical items are switched off and the windows are closed before they leave the lab in the evening session.
- j) To monitor and to ensure that all the laboratories are kept clean.
- k) Walk around the labs and see who needs help. Ask that person if they need assistance ,and provide them with support to the best of your capabilities.
- l) Any other assignments as given by HOD/Principal/Director.

18) Examination Cell

- a) Maintaining the academic schedule from the University
- b) Release of the schedule of class tests along with the invigilators name
- c) Deciding the hall allocation for class tests at the beginning of the semester and display the details
- d) Collection of the question papers from the subject handling faculty for the internal and class tests
- e) Arranging copies of the question papers for the class tests, internal tests and university examination
- f) Handing over the answer sheets of internal / class tests to the subject handling faculty
- g) Planning the dates of internal tests based on academic calendar and guidelines from the university
- h) Release of time table for internal tests
- i) Release of circular on internal tests with the approval of Principal
- j) Maintaining the current university examination pattern for individual subjects
- k) Deciding the hall allocation, seating arrangement and invigilation duty for the internal tests/ model & university examinations and display the same prior to the tests
- l) Arranging answer sheets with college seal for the model examinations
- m) Collection of internal assessment marks from the concerned faculty
- n) Display of circular on payment of examination fee with the approval of Principal
- o) Forwarding the panel of internal examiners and list of faculty members who have completed 3 years of teaching experience to the University within the date announced by the University
- p) Display of the university examination time table in the notice board

- q) Deciding the internal examiners for the practical examination (University examination) in consultation with the Principal
- r) Forwarding the practical examination schedule to the university and receiving the approved copy of the time table from the university
- s) Identification of alternate internal examiners if it is not convenient for the identified examiner to attend the duty in consultation with the Principal or chief superintendent.
- t) Allocation of students roll numbers for the individual day of the practical examination
- u) Informing University to allot an alternate external examiner in case it is not convenient to attend the practical examination
- v) Collection of the printouts of the practical examination marks from the internal & external examiners
- w) Selection of internal and external invigilators for the university (theory) examinations
- x) Preparing invigilation duty for the university theory examination
- y) Communication of university examination invigilation duty to the internal invigilators
- z) Maintaining the attendance of invigilators in the university examinations
- aa) Issue of attendance certificates for the external examiners with the authorization of chief superintendent
- bb) Maintaining the stock of stationary received from the University

19) Controller Of Examinations

- a) To collect board of study approved syllabus copy from the departments.
- b) To collect the academic information from all the departments.
- c) To prepare the panel of examiners and question paper setters for all courses of various programmes offered in the Institution.
- d) To prepare question paper for all courses by appointing eligible paper setters and scrutinize the question papers.
- e) To scrutinize applications for appearing in end semester examinations, exam fees collection from all the eligible students and to issue hall tickets.
- f) To prepare the time table for end semester examinations.
- g) To collect attendance proforma and internal marks for conduction of examinations.



- h) Conduction of practical examinations for all the departments.
- i) Arrangement for conducting examination, appoint vigilance squads and collection of answer papers.
- j) To appoint qualified internal and external examiners and conduct for the valuation of answer sheets for various boards.
- k) To convene the result passing board, to finalize the results and to publish them.
- l) To Arrange for photo-copy/re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees.
- m) To convene disciplinary committee, to enquire malpractice cases and to implement punishments as recommended by the committee
- n) To conduct external audit for answer scripts and question paper.
- o) Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the Principal for consideration and necessary action.
- p) To issue grade certificates, provisional certificates, degree certificates, ranking certificates, duplicate mark sheets and transcript to the eligible students.
- q) Maintenance of all records, statistics and database of candidates pertinent to examinations
- r) Processing and passing of bills of remuneration of TA, DA, other conveyance/allowance, and maintenance of correspondence thereon.

20) Deputy COE

- a) Overall responsibility for the smooth conduct of both internal and End Semester examinations
- b) Coordinating with University Representative and University Squad for the university examinations
- c) Responsible for facilitating revaluation and challenge processes where solicited by students
- d) Receipt and handing over of degree certificates to students, as received from University
- e) Updating the departments with communication received from University on examinations
- f) Ensuring periodic update of internal test marks and attendance of students
- g) Ensuring update of students' and faculty profile



21) Examination Cell Coordinator

- a) Maintaining the current list of Examination cell members and EMS coordinator with the approval of Principal
- b) Finalization of University practical examination time table through a meeting among department time table coordinators

22) Supporting Staff

- a) Taking printouts of the hall ticket and handing over to class advisors
- b) Mapping the internal examiners details (with the external examiners)
- c) Ensuring periodic update of internal test marks and attendance of students
- d) Ensuring update of students' and faculty profile .

23) Invigilators

- a) Collection of the question papers/ test note or answer sheets from the examination cell and distribution of the same to the students
- b) Maintaining discipline in the examination hall
- c) Taking students attendance during the internal tests and examination and handing over to the examination cell
- d) Collection of answer sheets and handing over to the examination cell
- e) Not allowing late comers for the examination/ tests
- f) Report any mal practices during the examination (to chief superintendent in case of university examination)
- g) Collecting the answer sheets from students against any malpractices and allow the students to complete the examination in a fresh answer sheets
- h) Signing the evidence collected during any malpractices

24) Internal Examiners

- a) Ensuring smooth conduct of practical examinations along with the external examiner
- b) Feeding the practical examination marks in EMS along with the External examiner
- c) Arranging printouts of the practical examination marks and handing over to the examination cell
- d) Deciding the question papers for the university practical examination in consultation with the external examination



25) Head Career Guidance Cell

- a) Initiating relationship with corporate regarding industry relations and interaction.
- b) Interact with HR heads of corporate regarding internships, recruitment opportunities & in plant training.
- c) Arrange and coordinate industrial visits for students.
- d) Interact with technical heads of corporate and procure industrial projects for students of various engineering disciplines.
- e) Provide career guidance counseling sessions for students pursuing higher studies.
- f) Assessment and segregation of students as per their area of interest, communication, soft skills and core area competency.
- g) Initiate and co-ordinate with industry leads to set up industry powered laboratories in the institution.
- h) Exploring different avenues of employment and knowledge development opportunities for students across various sectors in both upcoming and niche areas.
- i) Training students in the area of communication and soft skills
- j) Maintain database of all corporate contacts (both individual and company).
- k) Identify areas of training required for students in specific areas of communication and soft skills provided by vendors.

26) Placement Trainer

- a) Identification of eligible/interested students for campus placement.
- b) Dividing the eligible students into sub groups based on their skill as Service, IT Product and Engineering Core company potential students.
- c) Organizing Aptitude, Verbal, Soft skill and Technical training for eligible students in association with department.
- d) Reviewing students' performance on pre-placement training and plan for improvement through re-training.
- e) Maintain and update database of potential recruiters and follow up with them on periodic basis
- f) Interacting with prospective employers to determine corporate requirement, plan and provide company specific training.
- g) Organizing on-campus and off-campus interviews of the eligible students for providing suitable jobs.



- h) Coordinating all the activities related to Placement process such as Pre-placement talk, Online Tests, GD and Interviews.
- i) Collecting and analyzing employer feedback form.
- j) Sharing the employer feedback with department for enhancing the employability skills.

27) Librarian

- a) Overall Library Administration
- b) Maintenance of Library Management System in IMPRES ERP
- c) Planning for and procurement of books and Periodicals
- d) Collect the requirement of student text books from faculty members, procure and issue the same
- e) Coordinate Photography and Videography and maintain photos and videos of various events
- f) Maintenance of soft/hard copies of project reports of students
- g) Issue of College ID cards to students
- h) Maintenance of Books and Periodicals
- i) Library Circulation Counter Activities (Issue and Receipt of books to students and members –Returning and Renewal – Overdue books fine collection)
- j) Displaying on the college notice board, news items of importance and news items that come in dailies about the college
- k) Periodic update the “SECE in Press” section of the college website with relevant content
- l) Increasing Library Utilization
- m) Maintenance of Digital Library comprising of DELNET, NPTEL, NDL & E Journals
- n) Maintenance of Photocopying Machines and Providing Copier Services
- o) Act as Single Point of Contact for initiatives like NAAC, NBA etc.
- p) Carry out stock verification once a year and report status
- q) Monitor the timely receipt of periodicals and follow up against delayed or non-payment of subscriptions
- r) Review of feedback received from students and members and initiating corrective action



28) Administrative Officer

- a) AICTE – Approval and Renewal activities
- b) Anna University – Affiliation related activities
- c) DOTE – Admission related activities
- d) In-Charge for Admission Related Activities – New, Lateral – Transfer, Re-admission
- e) Issuance of Certificates to students for Education Loan
- f) Scholarship Related Activities – For various communities - Scrutiny and Processing
- g) Course Completion Related Activities – Handing over of TC, CC, Original Certificates
- h) Students/Staff Group Insurance Scheme - Payment of Premium, Tracking of Policies and Claims
- i) Fee Collection – DD, Cheque Payment and Cash Deposits
- j) HR Function covering: Resume Gathering, Scrutiny, Scheduling Interviews, Issue of Appointment Letter, Joining Formalities, New Faculty Induction
- k) Students Admission, Staff Attendance, Leave, Payroll Processing through ERP System
- l) Point of Contact for NBA, NAAC for data pertaining to Faculty Recruitment and Retention
- m) Liaison with Governmental Departments regarding Building Approval and Payment of Taxes
- n) Maintaining repository of Rules and Regulations of AICTE, Anna University and DOTE
- o) Maintenance of Training Records of Staff Members
- p) Single of Point of Contact for Medical Emergency for students and staff members
- q) Official Communication with various agencies

29) Office Staff

- a) Collection of fee and issue of receipt
- b) Maintaining records related to admission, examination and fee collection
- c) Day to day administration responsibilities assigned by the management, Principal and/or Office superintendent



30) Physical Director

- a) Maintaining stock of sports good.
- b) Planning & organizing selection trials.
- c) Selection of house team/ college team.
- d) Providing TA/DA to students for participating external competitions.
- e) Conducting practice trials before representing college in external events.
- f) Arranging for purchase of sports goods.
- g) Review of student's feedback on physical education and its activities
- h) Analysis of data related to physical education process and plan for improvements in consultation with the Principal
- i) Maintaining stock of common furniture in class rooms and other common areas
- j) Arranging for periodic inspection and repair of furniture in class rooms and common area.

31) Warden

- a) Maintaining list of admitted students
- b) Allocation of rooms to students
- c) Ensuring dress code among hostellers when they go to classes
- d) Providing medical assistance to hostellers, whenever required
- e) Ensuring discipline among hostellers including adherence to study hours and upkeep of rooms
- f) Ensuring timely provision of food to the students
- g) Collecting feedback from students on overall hostel facilities including food, hygiene etc.
- h) Communication to parents on status of studies, health and outdoor visits of hostellers
- i) Monitoring hostellers' leave and permission
- j) Alert the management on any disciplinary issues observed
- k) Vendor coordination for proper maintenance of hostel infrastructure including electricity, water, plumbing, house-keeping etc.
- l) Ensuring hygiene and cleanliness in the hostel premises
- m) Counseling the students if any indiscipline is observed
- n) Regular monitoring of hostellers' activities including study hours
- o) Managing security guards stationed in different places of the campus
- p) Vendor coordination for Natural's Salon located inside the campus

- q) Ensuring hoisting and de-hoisting of the National Flag in the campus
- r) Ensuring attendance of hostellers for coaching classes conducted after college working hours

32) Mess Manager

- a) Manage the employees of the Mess, their attendance, leave and payroll processing
- b) Plan for procurement of materials for the Mess, including grocery, vegetables, milk, gas, firewood, snacks and fruits
- c) Provide indent of the materials required for the Mess to Purchase Team and follow up onprocurement
- d) Vendor coordination for service of kitchen and mess equipment
- e) Check and receive the ordered materials for quantity and any visible damages
- f) Update the inventory system with receipt and issue of materials
- g) Dining Hall Management during events and visits of guests from industry and academia
- h) Maintenance of stock of the items required for the Mess operations
- i) Disposal of old and unused stock of materials in the Mess
- j) Ensuring cleanliness and hygiene in the kitchen and dining hall areas
- k) Random verification of physical stock against the stock available in the inventory system

33) Alumni Coordinator

- a) Managing and monitoring of alumni database, website, social network, documentation and chapter meetings
- b) Administering alumni survey and degree exit survey, collating response and generating Action Taken Report to address suggestions/feedback
- c) Monitoring the status of Action Items and ensuring them to closure Organizing alumni meeting yearly once at the college campus
- d) Organizing alumni office bearers meeting at least once in a year at college campus Organizing chapter alumni meeting at Chennai and Bangalore
- e) Preparing minutes for meeting of alumni related meetings and track actions to closure
- f) Communication of various accomplishments and events to alumni through mail
- g) Sending college newsletter to alumni on regular basis
- h) Preparing and sending alumni newsletters and proceedings to stakeholders

- i) Organizing alumni sports day with the help of Physical Education Department

34) System Administrator

- a) Assessing system requirements and submitting proposal to management for procurement Vendor coordination for procurement, installation and maintenance of systems Maintenance of various firewalls including CYBEROAM firewall, Linux Firewall Monitoring the firewall load for better performance
- b) Vendor Coordination of Internet Services for the institution
- c) Installation, Configuration, Trouble Shooting and Maintenance of Windows 2008 and 2012
- d) Servers including DHCP and DNS Servers
- e) Installation, Configuration and Maintenance of Net Core email server Implementation and Maintenance of TELNET and SAMBA Servers using Linux
- f) Installation, Configuration and Maintenance of WIRELESS ROUTERS AND ACCESSPOINTS.
- g) Custom configuration and Designing of Network for New Laboratories Installation and Configuration of IIS Server for implementing NPTEL Installation, Configuration and Maintenance of FTP servers.
- h) Backup and Restoration of Data on various servers
- i) Allocation of tasks to Lab Technicians for installation and maintenance of LCD Projectors
- j) Disposal of unused IT assets by following procedure for e-waste disposal

35) Transport Officer

- a) Collection of students' data at the end of every year for college bus usage
- b) Planning for the no. of buses based on the data of students collected
- c) Assignment of routes to students based on their requirement and route optimization
- d) Issue of bus passes to the students
- e) Identifying new routes and providing bus facility based on students' requirement
- f) Verifying the bus passes for proper usage
- g) Attendance, Leave and Payroll processing of drivers
- h) Sanctioning of annual increment for drivers
- i) Preventive and Break Down Maintenance of buses
- j) Renewal of Insurance and Registration of buses
- k) Insurance claims initiating and follow up on compensation

- l) Redressal of grievances about bus services
- m) Ensuring that the drivers follow safety regulations
- n) Ensuring that the drivers comply with discipline and dress code
- o) Providing bus facilities for industry visits and beyond college hours
- p) Computation of bus fare on annual basis considering the factors like fuel price, insurance charges, drivers' salary and cost of maintenance

36) Technical Club Coordinator

- a) Planning technical club activities including seminars, workshops and symposiums for the semester in discussion with departments
- b) Where required, plan for the financial budget for the technical club activities, in line with the departments
- c) Publishing the schedule for the technical club activities
- d) Ensuring that the scheduled activities are carried out
- e) Submitting the consolidated report along with photographs to management on a weekly basis
- f) Ensuring that the departments publish IEEE Newsletter in coordination with the professional bodies they have collaboration with

37) General Club Coordinator

- a) Planning general club activities including seminars and contests for the semester in discussion with various club coordinators
- b) Where required, plan for the financial budget for the general club activities, in line with the activities planned by the clubs
- c) Publishing the consolidated schedule for the club activities
- d) Conducting monthly reviews to ensure that the scheduled activities are carried out
- e) Submitting the consolidated report along with photographs and supporting documents to management on monthly basis

38) Redressal Cell Coordinator

- a) Collecting the grievances and ensuring resolution through stakeholders
- b) Convene Grievance Redressal Cell meeting once in a semester and review the status of grievances received
- c) Prepare Action Taken Report for grievances received and monitor the status of the same
- d) Provide summary report of grievances received and resolution provided



39). Human Resource Team

Operating Authorities:

- 1) The Secretary and Correspondent .
- 2) Chief Executive Officer.
- 3) Director, Corporate Relations & Training.
- 4) HR Executive.

- a) Estimate the Manpower Requirement both Teaching and Non Teaching 3 months before the start of each semester
- b) Formal announcement is made in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
- c) Screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications.
- d) The shortlisted candidates are called for an interview.
- e) The other terms of employment including monetary and non-monetary benefits are discussed with the candidate and Date of Joining is scheduled.
- f) Appointment Letter is issued and the Date of Joining is decided.

10. PERFORMANCE MANAGEMENT SYSTEM

Objective

To constantly monitor progress of the capabilities and achievements of employees, to facilitate the ongoing development of the faculty members and to identify when an employee has demonstrated readiness for greater responsibility.

10.2. Operating Authorities

1. The Management – The Principal
2. Head of the Department (HOD)

10.3 Operating Procedure

10.3.1	Those employees who have completed one year of employment with the institution will be eligible for the annual performance appraisal programme.
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10.3.2	In the month of July of every year, official information is sent through the circular highlighting the objectives and process of the Performance Appraisal Programme.
10.3.3	The employees are requested to fill in the Performance Appraisal Form and submit the same to the reporting authority. The Performance Appraisal Form rates the employee in the skills such as job proficiency, interpersonal relationships, communication skills and attitude.
10.3.4	The appraisal forms are then evaluated and each of the fields in the form is weighted against a predetermined score card and the final score is calculated for each employee.
10.3.5	Performance Appraisal Meeting is then scheduled with the employee and the panel of the Management that includes the HoD, The Principal and The Director.
10.3.6	<p>The following points are discussed during the Appraisal Meeting:</p> <ul style="list-style-type: none"> • Reviewing, discussing, and confirming understanding of the essential functions listed on the job description, annual goals and standards of work performance. • Recognizing strengths and achievements • Confirming previously identified functional areas needing improvement and establishing agreement about how improvement is to be accomplished. • Identifying areas in which education, training, or other development opportunities are needed and a strategy for developing skills, knowledge or abilities. Discuss and confirm understanding and agreement about the steps the employee will take to accomplish self- development goals, as well as how the Management or the department will help.
10.3.7	The Employer decides on the monetary increment based on the scores of the individual's performance.



11.EMPLOYEE GROWTH AND DEVELOPMENT POLICY

Objective

To improve the employees knowledge, skills and attitude and to facilitate their overall individual development.

Operating Authorities

1. The Management – The Principal
2. Head of the Department

11.3 Operating Procedure

11.3.1	Faculty Development Training Programmes : <ul style="list-style-type: none">• Based on the needs of the industry and the performance of the Faculty Members, Training needs are identified. Based on Training needs and the list of Training Programmes that have to be organized is made
11.3.2	Transfer: <p>In the interest of the institution's work process, any employee shall be liable to be transferred at the discretion of the management from one Department to another.</p>
11.3.3	Higher Studies: <ul style="list-style-type: none">• The faculties are motivated to pursue Higher Education.• The Management approves OD for the faculties who are to appear for Examinations.• Those Faculty Members who are pursuing Ph.D can avail On Duty to carry out the activities of Ph. D
	The Internal Promotional Structure is as follows: Promotion Policy: <p>SEC has established a detailed process for career progression for its staff members. The career progression for a faculty who joins as Assistant Professor is Associate Professor and then Professor. The staff members are promoted considering both their educational qualification and experience. The norms given below, as fixed by AICTE/Anna University are followed.</p>



	<p>ENGINEERING STREAMS:</p> <p>Assistant Professor to Associate Professor (with PhD) – Total 5 years of experience, of which, 2 years shall be after completion of PhD.</p> <p>Assistant Professor to Associate Professor (without PhD) – Total experience of 13 years after completion of Under Graduate Degree (BE/B.Tech and M.E/ M.Tech or equivalent in the appropriate branch of Engg.)</p> <p>Associate Professor to Professor – PhD along with a first class in Under Graduate/Post Graduate is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor.</p> <p>SCIENCE & HUMANITIES STREAM:</p> <p>Assistant Professor to Associate Professor (with PhD) – Total 7 years of experience, of which, 2 years shall be after completion of PhD.</p> <p>Assistant Professor to Associate Professor (without PhD) – Total experience of 15 years after completion of Post Graduate with M Phil Degree.</p> <p>Associate Professor to Professor – PhD with at least 55% marks in Post Graduate Degree is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor.</p> <p>The above stated norms are minimum qualification considered for career progression. Apart from the above, the staff members also go through a performance appraisal process on an yearly basis. The staff members do a self- evaluation of their performance and make a presentation to a panel of members comprising of the Principal, the concerned HOD and Dean Research & Innovation. An interview is conducted as part of this presentation and based on the outcome the decision for promotion is taken. Compensation & Benefits are revised upon promotion, based on the norms prescribed by AICTE.</p>
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12. RESIGNATION POLICY

Objective

To provide unbiased and equitable treatment to all employees who are leaving and providing them with necessary requirement for a smooth separation.

Operating Authorities

1. The Management – The Principal
2. Head of the Department (HoD)

12.3 Operating Procedure

Given below are the procedures to be followed by all employees while getting relieved from the institution. And all queries at variance with this policy are to be addressed to the Management.

12.3.1	Any permanent employee desirous of leaving the service shall provide three months notice or three month's wages in lieu of notice to the Management in writing.
12.3.2	The employee shall formally inform the Management in writing either in the month of September (for the employees who intend to get relieved by the end of the Odd Semester) and in the month of February (for the employees who intend to get relieved by the end of the Even Semester) about their intention to get relieved from the services.
12.3.3	The HR is to conduct an exit interview with the separating employee to ascertain feedback on the institution and its management.
12.3.4	After completion of three months of notice period, the employee by producing the Certificates Receipt and Acknowledgment form can get the certificates from the Human Resources Department.
12.3.5	All the leaves that the employee applies during the notice period should be approved by the HoD with the prior consent of the Management.
12.3.6	All payments due to the employee or the management will be settled in full before the discharge.



13. TERMINATION POLICY

13.1 Objective

To provide appropriate regulations when an employee is to be terminated

Operating Authorities

1. The Management – The Principal
2. Head of the Department (HoD)

13.3 Operating Procedure

Given below are the procedures to be followed by all employees if he/she is terminated from the institution. And all queries at variance with this policy are to be addressed to the Management.

13.3.1	In the case of Cessation of Service, a permanent employee's one month wage in due off or one months notice period may be issued.
13.3.2	The reason for terminating the employee shall be communicated in writing at the time of discharge.
13.3.3	All payments will be settled in full before the notice period expires.

POWER TO MODIFY THE RULES

These rules are subject to modifications or amendments as may be made from time to time by the Management.

PRINCIPAL
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