

NEW PRINCE SHRI BHAVANI COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi,
Affiliated to Anna University, Chennai
VENGAIVASAL MAIN ROAD, GOWRIVAKKAM,
CHENNAI – 600 073



HUMAN RESOURCES POLICY

HANDBOOK

FOREWORD

New Prince Shri Bhavani College of Engineering and Technology (NPSBCET) is a new generation engineering college established in the year 2008 by Tmt. Abaranjee Ammal Educational Society, Chennai

NPSBCET approved by AICTE, New Delhi and affiliated to Anna University, Chennai, is dedicated for an unparalleled learning experience. This commitment is best reflected in its vision to become a globally recognized institute of engineering and technology by the year 2030.

This commitment to excellence is supported by a strong team of experienced professionals. In short, NPSBCET stands tall as one of the best destinations for world class education.

VISION

NPSBCET commits to strive for excellence in imparting technical education by promoting innovation, creativity and entrepreneurial abilities of the students.

MISSION

➤ To enhance the effectiveness of teaching-learning process by providing a stimulating learning environment

- To establish R&D centers, incubation centers and centers of excellences in latest technologies and provide a platform for students to interact with the industry.
- To achieve Academic excellence by imparting knowledge and skills through problem solving, practical training and design & development of innovative projects.
- To sensitize students to social and environmental issues.
- To inculcate discipline in students and make them technologically and ethically strong

QUALITY POLICY

We aim at excellence in Technical Education through continual improvements and are committed to provide responsible technocrats for effective nation building through

- Imparting quality Education & Training.
- Developing students with a Disciplined and Integrated personality.
- Facilitating faculty and supporting staff to update their knowledge and skills to match the industrial and technological developments.

HUMAN RESOURCE PLANNING

- The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- He will consider appointing a Head of every discipline, besides the number of Assistant Professors and Lecturers required in accordance with the teacher student ratio prescribed herein.
- The teacher student ratio shall be **1:20** and for this purpose, the Professor shall also be included in counting the number of teachers.
- He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/ Experts.

RECRUITMENT

- The selection committee shall prepare a job description and job Specification for the candidate to be recruited.
- The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
 - Advertisement in the Newspapers
 - Files maintained for storing the unsolicited applications
 - The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- The committee shall short list the candidates in the following processes:
 - Personal Interviews

- Class room demonstrations
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/ Correspondent who in turn interview the candidates and decide on the appointment.
- The norm for faculty recruitment is given below.

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	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND At least total 6 research publications in SCI/SCIE/UGC / AICTE approved list of journals	
* 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	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.
	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	
* 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 	

II. MASTER OF COMPUTER APPLICATIONS (MCA) #*(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 the relevant branch with First Class or equivalent in any one of the degrees	Experience not mandatory
	(OR)	
	B.E., B.Tech. and M.C.A. with First Class or equivalent in any one of the two degrees	Experience not mandatory
	(OR)	
	Bachelor Degree of three years duration with Mathematics as a compulsory subject and MCA with First Class or equivalent	2 years of relevant experience after acquiring degree of MCA.
* 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	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
* 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	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.
	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	
* Principal / Director for Stand-Alone 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 ❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE journals / 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 	

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

ANNEXURE**ENGINEERING & TECHNOLOGY#***(As per AICTE Gazette Notification Dated: 13.03.2010)*

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E./B.Tech. and M.E./M.Tech. in relevant branch with First Class or equivalent either in B.E./B.Tech or M.E./M.Tech.	Experience not mandatory
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline Post Ph.D. publications and guiding Ph.D. student are highly desirable.	Minimum of 5 years experience in teaching / research / industry of which 2 years post Ph.D. experience is desirable.
Professor	Qualifications as above that is for the post of Associate Professor, applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable In case of research experience, good academic record and books / research paper publications / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. OR Minimum of 13 years experience in teaching and/ or Research and /or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / patents, etc. as deemed fit by the expert members of the Selection committee.
Principal	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable In case of research experience, good academic record and books / research paper publications / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. OR 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, executing, analyzing, quality control, innovating, 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.

II. MASTER OF COMPUTER APPLICATIONS (MCA) #*(As per AICTE Gazette Notification Dated: 13.03.2010)*

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E./B.Tech. and M.E./M.Tech. in relevant branch with First Class or equivalent either in B.E./B.Tech or M.E./M.Tech. OR B.E./ B.Tech. and M.C.A. with First class or equivalent in either B.E. / B.Tech. or M.C.A. OR M.C.A. with first class or equivalent with two years relevant experience.	Experience not mandatory
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline Post Ph.D. publications and guiding Ph.D. student are highly desirable.	Minimum of 5 years experience in teaching / research / industry of which 2 years post Ph.D. experience is desirable.
Professor	Qualifications as above that is for the post of Associate Professor, applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. OR Minimum of 13 years experience in teaching and/ or Research and /or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.
Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable In case of research experience, good academic record and books / research paper publications / IPR/ patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. OR 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, executing, analyzing, quality control, innovating, 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.

IV.HUMANITIES AND SCIENCES #*(As per AICTE Gazette Notification Dated: 04.01.2016)*

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	<p>Master's degree in relevant subject of Humanities & Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University.</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) or SLET or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR or similar tests accredited by the UGC.</p> <p>Note:</p> <p>I. A Candidate, who has a Ph.D. Degree awarded before 2009, or has been awarded a Ph. D Degree after 2009 in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor in Technical Institutions.</p>	Experience not mandatory
Associate Professor	<p>Master's degree in relevant subject of Humanities & Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University and Ph.D. degree in the relevant subject.</p>	<p>A minimum of 6 years of experience in teaching or research at an academic/research position equivalent to that of Assistant Professor</p> <p>AND</p> <p>Minimum of 3 publications with good impact factor in International Journal of repute.</p>
Professor	<p>Master's degree in relevant subject of Humanities & Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University and Ph.D. degree in the relevant subject.</p> <p>AND</p> <p>Evidence of published work with a minimum of 4 publications with good impact factor in International Journal of repute.</p>	<p>A minimum of 10 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/ industries out of which 5 years should be at the level of Associate Professor including experience of guiding candidates for research at doctoral level.</p> <p>OR</p> <p>Minimum of 13 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/ industries.</p>

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 in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.
13. Maximum age limit for all the Cadres of Faculty Members / Principal is 65 years.
14. Faculty members who have obtained their Ph.D. in full time mode, Experience shall be reckoned from the date of Ph.D. viva-voce examination.

ORIENTATION

- Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/ her joining.
- The Principal shall take him/ her to the department of his/ her work and introduced to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- He will also take him/her on a tour to the campus, explaining him/ her various codes of conduct observed in availing the facilities in the College.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/ she is going to handle in every section of his assignment.

SALARY, INCENTIVES, POSITION AND PAYSCALES

The College will have the following positions of hierarchy in the teaching departments:

- Principal
- Professors
- Associate Professors
- Assistant Professors
- In addition, each department shall have support staff like Programmers, Lab Assistants and Department Attendant.
- The College Office will have the following positions of hierarchy in the administrative department.

- Director
- Accountant, PA to Principal/ Chairman,
- Clerical Assistants
- Office Assistants.

The Scales of pay for various teaching and other positions is based on the AICTE norms

DEARNNESS ALLOWANCE

- Management can also decide other allowances for Professor, Principal and Special category.

YEARLY INCREMENTS

- Staff Members are eligible to the increments prescribed at the end of every academic year.
- Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

BENEFITS EXTENDED TO TEACHING AND NON-TEACHING STAFF

- Employees Provident Fund (EPF)
- Group Insurance
- Free transport facility
- Day care centre for Staff member's kids

INCENTIVES AND REWARDS

- Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the institution.

- a) For producing 100% results in a theory paper: 1000/- cash award
- b) Department-wise, Yearly, Best Teacher Award

RULES TO AVAIL LEAVE

- For any leave, prior permission should be get from the Principal. Without prior permission, any leave availed will be treated as loss of pay.
- Leave is taken at the end or beginning of the week, it will be calculated as a leave for 3 continuous days.
- If leave is taken continuously for one week without prior permission, Saturday and Sunday and other holidays in the leave period will also be treated as loss of pay

CASUAL LEAVE

- Every employee is eligible to avail one day as a casual leave for every month.
- Normally only one day casual leave will be sanctioned in a month.

COMPENSATORY LEAVE

- In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date /period of carrying out such work.

- Later on the compensatory leave can be availed only after applying to the principal and getting it sanctioned in advance. The compensatory leave should be availed within two months after the actual date of working.
- Compensatory leave will not be granted to any staff of special classes, educational tours, university practical examinations, ISO, accreditation, inspection of AICTE/ University, other bodies, emergency works and special working on Saturday etc.

ON DUTY

- On Duty Permission will be granted only the prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.
- The Teaching staff members will be allowed a maximum of 12 working days in an academic year as On Duty for the purpose of attending board meetings/ FDP, Seminar, Workshop/ External Examiner for practical examinations connected with university during the college working days.
- Staff should produce evidence from the Competence authority for having done the intended duty. Otherwise if this absence will be treated as leave.
- All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.

VACATION LEAVE

Vacation leave

For summer – 30 days

For winter – 15 days

- Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:
Odd Semester – June to October
Succeeding winter Vacation – November to December.
Even Semester – November to April
Succeeding Summer Vacation – May to June.
- For both Odd and Even semesters the Vacation Period starts from the date of commencement of University Theory Examinations and ends on the date to be announced then and there.
- Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail vacation leave during the academic year.
- The eligibility of the vacation leave for the staff members who are doing part-time B.E, M. Phil., M.E., and Ph. D., programmes etc. on sponsoring will be finalized according to the merit of the case and announced by the Principal by the end of April every year.
- Vacation Leave should be availed in a single spell.
- CL, COL, OD etc. cannot be combined with Vacation Leave.
- Vacation Leave should be applied well in advance and got sanctioned before availing the same.
- Vacation Leave may be curtailed or refused depending upon the exigencies of works.

MATERNITY LEAVE

The leave can be granted to all lady staff subject to the following conditions:

- Should have completed the minimum of one years of satisfactory service.
- The maternity leave is limited to a maximum of 6 months with salary.
- Non-Teaching lady staffs are eligible 30 days only subject to the above conditions.

MEDICAL LEAVE

- For the treatment and hospitalization of serious compliant like TB, Cancer, Leprosy, Heart Surgery, Kidney Transplantation or Retina Transplantation etc. The medical will be decided on the merit of individual case.
- For other ailments and hospitalization the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following conditions.

0 – 2 Years	-	Nil
2 – 5 Years	-	1 Week.
5 – 10 Years	-	2 weeks

MARRIAGE LEAVE

- Staff members can avail marriage leave maximum of 15 days with salary.

PROMOTION POLICY

- All promotions shall be considered on the basis of merit-cum – seniority basis.

- The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/ she has committed during the service.
- Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

FINANCIAL SUPPORT TO THE FACULTY

- Staff members can avail financial support for attending workshops in other institutions and for publishing research papers in conferences and journals.

DISCIPLINE AND GRIVANCE PROCEDURE

CODE OF CONDUCT FOR TEACHERS

- Teachers shall be at the appointed classroom at the appointed time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour.
- A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately

take appropriate action, which shall be taking correctional action if it is within his/her power, or reporting the matter to the Principal

- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the department and the college.
- Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- Teachers shall maintain a respectable work conduct in terms of:
 - Preparation for the particular day's classes, with latest information added to earlier course content.
 - Keeping all teaching aid material required for conducting the class in an orderly manner.
 - Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- Teachers shall observe good personal conduct in terms of:
 - Not using any abusive language towards students, fellow teachers, parents and other members of public.

- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
- Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 3.

DISCIPLINARY PROCEDURE

- Any teacher who is violating the code of conduct defined in this manual will be subjected to appropriate disciplinary action by the Principal/ Chairman/ Correspondent.
- If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
 - a. Memo
 - b. Warning in writing, with recovery of monies, where Financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Dismissal or discharge from service.
- The Principal shall report the proceedings periodically to the Chairman/ Correspondent.

GRIEVANCE PROCEDURE

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal/ Director/ Chairman.
- The Principal shall announce the constitution of the Committee and the names of members at the beginning of every academic year.

The grievance committee shall:

- Have a member secretary, to monitor the proceedings
- Meet once every month on a stipulated day and time
- Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the

next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

- The grievances shall be redressed immediately by the committee and by the Chairman
- The Member-Secretary shall record and maintain the minutes the meetings.

CONSUTANCY AND R&D ASSIGNMENTS

- The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.

The teacher shall undertake such assignments

- When the College is approached for such help and the College assigns such engagement to the particular teacher (or)
- When the teacher himself/ herself is approached by the outside agency for such help.
- In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/ Chairman in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/ her assignment.
- The teacher shall also associate other members of the faculty in working on the assignments.
- The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

- Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 20:80 (80% to college).
- In all other cases like consultancy assignments, it shall be 20:80 (80% to College).
- Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman
- The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

TEACHING ASSIGNMENTS

- The college permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

IN-HOUSE R&D AND SEMINARS/ WORKSHOPS

7

- The College encourages its faculties to undertake department- wise R&D Activities along with Students and other Staff Members.

- Staff members can submit their proposals through the head of the Department and can avail a maximum 20 % of the amount earned towards developing a prototype or model.
- The College encourages its faculties to organize funded Seminars and workshops for the benefits of fellow teachers and students.
- The Management provides additional funds for any funded programs.

INCENTIVES AND REWARDS - STUDENTS

The Management is pleased to announce the following incentives and awards for Students:

- Rs.1000/- cash award for best outgoing student (Male & Female)
- There will be free personality development, entrepreneurship, ethics, communication skills, computing skills and placement specific programs for Students.

Annexure 1


NEW PRINCE
SHRI BHAVANI COLLEGE OF ENGINEERING & TECHNOLOGY
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
VENGANASAL MAIN ROAD, GOWRIVAKKAM, TAMBARAM, CHENNAI - 73. 044 22780404, 22780303
E-mail: info@newprinceshribhavani.com www.newprinceshribhavani.com

Ref:

Date:

APPOINTMENT ORDER

On the recommendation of the Staff Selection Committee the undersigned is pleased to appoint Mr/ Ms.
as Asst. Prof. / Assoc. Prof. / Professor / Lab Instructor /
in the Department of from
..... He / She will be paid a monthly salary of Rs.....
(Rupees.....)

The appointment is purely temporary and subject to the approval of Anna University.

The appointment is also subject to the following conditions:

1. He/She will be governed by the Rules and Regulations of the college.
2. The appointee shall abide by any administrative orders issued from time to time depending upon the situation prevailing at that time.
3. The candidate has to give one month notice or one month salary in lieu of it, in case the candidate wants to leave the institution.
4. No staff member will be relieved in the middle of a semester.
5. He/She is liable for such action as the appointing authority deems fit, if at any time the authority comes to know that the antecedents of the employee had been doubtful.
6. The candidate has to produce a minimum 90% result in three theory subjects and 80% in the remaining theory subjects he / she is handling in a year.
7. Yearly increment will be fixed on the recommendation of the performance appraisal committee which will also consider condition number 6.
8. He / She is requested to submit all original Degree Certificates at the time of accepting the Appointment Order.
9. He / She should be punctual and regular in his / her attendance. Teachers who take leave 'Off and on' (intermittently) or continuously are liable to be terminated from his / her service without one month prior notice as it affects not only the systematic, methodical planning of the syllabus but also the students progress.

10. He / She is expected to be neat and clean in his / her dress in tune with our culture and tradition.
11. Private or personal talk among the teachers is strictly prohibited within the college.
12. He / She should correct assignments and test papers, attend teacher's meetings and extra curricular activities, and help slow learners.
13. Teachers who want to attend outside interview must submit some equivalent certificates for taking their certificates from the office for the purpose of interview.
14. For any leave, prior permission should be got from the Chairman / Principal. Without prior permission of the Chairman / Principal, any leave availed will be treated as on loss of pay.
15.
 - a) if leave is taken at the end or beginning of the week, it will be calculated a leave for 3 continuous days.
 - b) If leave is taken continuously for one week, Saturday and Sunday and other holidays in the leave period will be treated as loss of pay.

CHAIRMAN

I have read the terms and conditions given above carefully and accept the same.

Signature of the Faculty.

Received the following original certificates:

- 1.
- 2.
- 3.
- 4.
- 5.

CHAIRMAN

Annexure 2

ANNEXURE - II

Affix and Attest Passport Size photograph

INDIVIDUAL FACULTY DATA SHEET

Name of the College :
 Name of the Department :
 Name of the faculty member :
 Present Designation :
 Residential Address :
 Contact Nos. :
 Gender :
 Community :

PAN Number: _____ Passport Number : _____
 Date of Birth and Age : _____
 Date of joining the present post : _____
 Scale of pay : _____
 Present basic pay : _____
 Total salary : _____

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

(Endorsement by the Principal)

Annexure 3

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
 - to respect parents, teachers, elders
 - to express the love of brotherhood to fellow students
 - to accept and extend due respect to
 - every religion and social grouping
 - to love the nation and commit the endeavors to his/ her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other Members of public which might provoke a sensation or ill feeling of any sort.

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society.

A Teacher

- shall always accept the entity of fellow teachers, honor their sentiments and respect their value system
- shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.