

P.S.V. COLLEGE OF ENGINEERING AND TECHNOLOGY

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

(Accredited by the NAAC with 'A' grade)

Krishnagiri -635 108.



HR POLICY




Dr. P. LAWRENCE, M.E. Ph.D.
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& TECHNOLOGY
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Dr. P. LAWRENCE, M.E. Ph.D.
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ABOUT THE INSTITUTION

P.S.V College of Engineering and Technology is one of the leading Private Academic Institutions in Tamil Nadu state of India. Establishments and achievements are long way of 15 years with marked research and innovations that caters societal impact. P.S.V College of Engineering and Technology, an affiliated Institution, was established in the year 2008 under the St. Joans Educational Trust by Dr. P. Selvam, a well-known Academician and philanthropist with a motive of providing quality education to the rural community at an affordable cost.

P.S.V College of Engineering and Technology has humble beginning with 4 UG departments and at present it offers 8 UG departments and 4 PG departments in the areas of Engineering, Science, Technology and Management under Anna University and approved by AICTE. P.S.V College of Engineering and Technology is known for the stamp of quality, multi-disciplinary / diversified, quality faculty and excellent infrastructure to cater the needs of local and global needs.

The ethos of the Institution lies impregnated with the beliefs, values, responsibility, accountability and societal welfare by inculcating all these life-enriching standards to the students along with the dissemination of education and other accompaniments to build the future of the nation empathetic values. The institution insists the students that they should try to solve the social or scientific problems by using Science and Technology.

P.S.V College of Engineering and Technology aids in imparting knowledge, teamwork, innovation, entrepreneurship, courage, sacrifice, and duty, which are the innards of a meaningful life.

The faculty members are well-experienced, seasoned, and prolific academicians. PSVCET is a coeducational, privately endowed college committed to extending knowledge through teaching and research.


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GENERAL INFORMATION OF THE INSTITUTION:

Name of the college	: P.S.V COLLEGE OF ENGINEERING AND TECHNOLOGY
Year of Establishment	: 2008
Address of the college	: P.S.V College of Engineering and Technology Mittapalli, Balinayanapalli, Elathagiri (PO) Krishnagiri District, Tamil Nadu, Pin: 635 108
Contact Details	: 9444494360
Trust Name	: St.Joan's Educational Trust

VISION AND MISSION

Vision:

To be recognized at national level for quality technical education with ethics supported by research leading to produce innovative, entrepreneurial, and successful engineers

Mission:

- To provide state of the art education with strong Engineering basics and managerial skills
- To develop students with good Engineering skills for designing and developing solutions to cater the need of industries and society
- To develop the institute as a Hub, working constantly in chase of brilliance in Engineering education, Research and technology transfer to the industries and society at a large
- To inculcate qualities required for becoming a good entrepreneur
- To instill a spirit of innovation through excellence, ethical values and social stimulation.
- To enhance the competency in all spheres of academic activities

QUALITY POLICY:

P.S.V College of Engineering and Technology is committed to provide quality education to the students enabling them to excel in the fields of Science, Engineering,


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Technology and Management to cater to the changing and challenging needs of society and industry.

INTRODUCTION ABOUT HR POLICY

HR policy is created for P.S.V COLLEGE OF ENGINEERING AND TECHNOLOGY. This document serves to familiarize employees with PSVCET, referred to as the PSVCET, and inform them about working conditions, key policies, procedures, and employment benefits. It aims to train individuals with the institution's general rules, service conditions, values, ethics, and culture. The information applies universally to all institution employees and is presented as a summary of policies for informational purposes, not as a guarantee of employment or a contractual agreement between PSVCET and its staff.

Employees are responsible for realizing and adhering to the provisions outlined in this document. The policies are subject to change at the Management's discretion and will be communicated whenever such changes occur.

The information in this HR policy is important to all of our Employees and they should read the document and whenever there is a clarification on college policies and benefits HR policy should be referred. Clarifications can be asked with the administrative office, if doubt arises.

The HR policy aims to uphold a harmonious work culture, enlighten employees on PSVCET values, and streamline institutional processes and departmental functions to align employee satisfaction with these core values.

SCOPE

HR policies play a crucial role in shaping the organizational culture, managing employee behavior, and ensuring legal compliance. Effectively implemented HR policies promote consistency, fairness, and transparency within the organization. This policy applies to all staff working in P.S.V College of Engineering of Engineering and Technology.


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DEFINITIONS

- The Governing Council is the principal body of PSVCET's Management, responsible for approving all academic and administrative matters.
- Refers to the Chairman/Chairperson of the Governing Council, who also serves as the Chairperson of the Institution by virtue of their office.
- Premises means encompasses the entire space of PSVCET's office, including departments, labs, classrooms, sections, library, both indoor and outdoor areas, hostels, canteen, play area, and other connected confines.
- Management comprises the members of the Management Team (MT), including the Chairman, Director, Secretary and Joint Secretary authorized to enforce the Rules and Regulations governing the Staff Service Rules.
- Appointing Authority, Disciplinary Authority, Competent Authority under these rules refers to the Chairman, Director, Secretary, Joint Secretary, Principal, Vice Principal, Heads of the Departments, or any authority empowered by the GC to serve PSVCET.
- Selection Committee means the authority nominated by the Management to select candidates for filling vacancies in PSVCET.
- "College" means the P.S.V COLLEGE OF ENGINEERING AND TECHNOLOGY.
- "Employer" means a regular employee employed by PSVCET to discharge the duties of the college. The type of employees in PSVCET is: Teaching, Non-Teaching, Technical and Supporting staff.
- "Notice" means a notice in writing required to be given or exhibited on the notice board for the purpose of these Standing Orders.
- "Notice Board" means notice board installed at or near the main entrance of the College, Administrative Building etc.,
- "Employees" means any person employed in the College to do any Technical and Non – Technical work.
- Salary means Compensation earned, including basic salary, Dearness Allowance, Special Allowance, and any other allowance payable to an employee.
- Leave means Authorized absence, with or without pay.
- Absence from Work means unauthorized absence, late attendance, or leaving the workplace

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early without explicit approval from the Management/Principal.

- Service includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.

STANDARDS OF CONDUCT

Norms of direct in educational organizations ordinarily envelop ways of behaving and rules that encourage a positive and conscious learning environment. This incorporates advancing academic integrity, respectful communication, completeness, adherence to moral rules, and making a protected and creating a safe and supportive atmosphere for both students and staff.

Hours of work

The standard working hours are typically from 9:30 AM to 4:30 PM. Employees may be required to follow different work hours under special circumstances.

Attendance and Punctuality

Employees are expected to commence work at the beginning of their assigned daily hours and reasonably complete it by the end. Regular attendance marking through the biometric system is required.

Absence and Punctuality

In cases of emergencies, illnesses, or unavoidable personal matters during work hours, employees must inform the reporting authority about their absence or late arrival and seek permission. Unauthorized absence will result in strict disciplinary action.

Unscheduled Absence

If an employee is absent from work for three consecutive days without notifying superiors, disciplinary action will be initiated.

Gender harassment policy

It outlines the institution's commitment to maintaining a safe and respectful environment free from gender-based harassment. Every employee must ensure their conduct must be of accepted social, moral, ethical and social norms. Any act contrary, will be unacceptable and will be dealt with severely.


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Dress code and ID card display

Employees are required to maintain a clean and professional appearance both within and outside the institution. All employees must visibly display their institution-issued ID card during working hours, including those representing the institution at various forums.

Misconduct

Employees found guilty of misconduct or violating the institution's policies will be subject to disciplinary actions in accordance with institutional rules. The institution reserves the right to take appropriate disciplinary measures as deemed necessary.

Return of Institution Property

Any institution property, including computer equipment, keys, employee ID cards, and official records, must be returned to the institution upon an employee's departure. Employees are accountable for any lost or damaged items, and issue of the No Dues Certificate is dependent upon settling all accounts in full and final terms.

CODE OF CONDUCT

Principal

Roles and Responsibilities

- Principally involved in formulating policies and decision-making for goal setting.
- Coordinating activities with various entities for affiliation, approvals, admissions, and accreditation.
- Creating short and long-term plans aligned with a 10-year strategic vision.
- Implementing institution-approved missions, goals, and policies, emphasizing discipline and quality education.

Administrative Duties

- Overseeing overall administration, annual budget preparation, and progress monitoring.
- Managing curricular, academic, and related activities.
- Monitoring college discipline, growth, and arranging periodic meetings.

Encouraging Excellence

- Facilitating research/consultancy activities by engaging with industries and research organizations.


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- Motivating staff and students, identifying hidden talents.

Support and Improvement:

- Supporting overall individual and institutional development.
- Taking necessary steps to enhance student placement services.
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Recruitment and Coordination

- Coordinating with management for the recruitment of teaching and non-teaching staff.
- Attending other tasks assigned by the management.

Head of the Department

Departmental Leadership

- Heading the department and coordinating faculty activities for quality education and achieving college goals.
- Planning and monitoring the department's activities, including syllabus coverage and testing schedules.

Infrastructure and Meetings

- Arranging departmental requirements, such as staff, equipment, library books, and infrastructure.
- Developing, installing, and maintaining departmental laboratories.
- Convening departmental meetings.

Guidance and Research Initiatives

- Counseling and guiding students.
- Identifying and encouraging faculty to apply for research projects, consultancy work, and publication opportunities.

Administrative Support

- Assisting the Principal in administrative, academic, and other matters.

Professional Development

- Motivating staff and students to become members of professional organizations.
- Taking steps to develop industry-institute interaction.
- Review faculty member's course files, recommend corrective actions.


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- Uphold records in accordance with University, NAAC, NBA, and equivalent accrediting bodies' guidelines.

Administrative Officer

- Responsible for overseeing the overall administration of office personnel in the college.
- Notifying and facilitating financial benefits, aids, and concessions, including scholarships, for the best interest of students, particularly those from deprived classes like SC/ST/MBC.
- Managing documents related to leave, qualifications, university affairs, students, and faculty.
- Coordinating and supervising all activities related to college maintenance.
- Addressing and implementing HR rules on the campus.
- Recruiting personnel based on department requirements and in compliance with interview/selection panel guidelines.
- Managing admissions, approvals, and communication related to the university.

Librarian

- Ensure optimal utilization of library facilities and maintain overall operating efficiency with discipline and decorum inside the library.
- Prepare and coordinate the annual budget for library activities.
- Collect indents from various departments, process them for procurement, purchase, and maintenance of books, new journals, and subscription renewals.
- Administer library records, provide information on library matters, and update records, books, and computers.
- Organize annual stock verification; preserve statistical records related to the library, and plan changes and reorganization as needed.
- Maintain library automation and facilitate digitization.
- Foster good inter-departmental relationships for better coordination.
- Remove obsolete book materials in consultation with concerned departments, secure soiled items through rebinding, and manage binding arrangements for important back volumes.

Physical Director

- Assist the Principal in maintaining discipline in the campus and ensuring overall order among all students participating in sports and games.
- Coordinate staff activities in the physical education department for effective functioning.

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- Suggest changes, develop, and prepare the annual budget, submitting it to the Principal.
- Plan and schedule student access to equipment, grounds, and other facilities in the department.
- Attend university-level meetings regarding physical education.
- Arrange training for oneself and colleagues in advanced programs.
- Organize and conduct sports and games at the university, district/state levels.
- Coordinate inter-departmental sports, inter-collegiate, and university competitions.

Teaching Faculty

- Upon entering the college, the staff members sign the Attendance Register at the Principal's office.
- Teaching staff should prepare Lesson Plans for subjects, submitting them to the HoD and Principal for approval.
- Notes of the lesson, aligned with the Lesson Plan and Academic schedule, must be submitted to the HoD before each semester.
- Adherence to the Academic schedule and daily activities, preparation before classes, timely entry and exit from classes, accurate attendance marking, and submission of log books to HoDs are essential.
- Ensure correlation between Lesson Plans, notes of the lesson, and log books to avoid performance deficiencies. Any necessary amendments to Lesson Plans should be communicated to the Principal well in advance.
- Conduct Unit tests, internal tests, and Model examinations according to the Academic schedule and Time Table.
- Evaluate answer scripts accurately and submit them to the HoD and Principal within two days of the completion of test.
- Submit mark lists promptly to the HoD and Principal without delays.
- Conduct retests for the students those who are all fail in any subject.
- Ensure practical classes are not canceled.
- Correct observation notes, value records periodically, and take care to avoid accumulating records for verification with ante-dates, as it will be viewed seriously.
- Effectively implement the tutorial system, adhering to the schedule.


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- The staff in charge of project work must timely submit details like project title, batch size, and guide's name to the HOD.
- Instruct students to maintain cleanliness in classrooms and labs.
- Advise students to wear proper attire, carry ID cards, and wear appropriate shoes.
- Monitor and warn against engaging in immoral activities.
- Teaching faculty bear responsibility for classroom issues and student irregularities, ensuring overall discipline.
- Any student discipline or conduct problems should be promptly reported to the HoD and then brought to the Principal's attention.
- The staff members who are all irregular to the college, do not follow rules and regulations and do not discharge the duties properly will receive memos.
- Issuing of 3 memos will be viewed seriously.
- Male staff members are required to wear formals, ensuring shirts are neatly tucked in, accompanied by proper shoes, and an ID card.
- Female staff members should wear a Saree, along with an overcoat and an ID card.
- Teaching staff must dedicate themselves to their work, following the guidelines mentioned above without any deviation or shortcomings.
- Immediate resolution of students' problems is expected at the grassroots level.
- Faculty members are urged not to take leave without proper justification.
- The faculty members who are distinguished as best instructors will receive appreciation with regards.

Non-Teaching Faculty

- Staff members must sign in the Attendance Register at the Principal's office.
- Non-teaching staff are accountable for maintaining cleanliness in laboratories/workplaces, ensuring equipment, machinery, computers, furniture, papers, and files are orderly.
- Adhere to the daily schedule issued by the Principal's office, informing the Principal in advance about office/laboratory requirements through the HoD.
- Staff should remain at their designated seats during working hours, refraining from chatting with other staff members or students in other areas.
- Taking leave without a proper reason is discouraged.


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- Genuine reasons for leave, must be submitted in advance with the leave application duly sanctioned.
- Male staff members should wear formals, properly tucked in, and display their ID card.
- Female staff members are expected to wear a Saree along with their ID card.
- Staff is accountable for addressing problems and irregularities in the workplace.
- Staff members who perform their duties with involvement and dedication will be recognized, encouraged, and rewarded with raises.

Technical/Supporting Staff

- Assisting in the installation, operation, and maintenance of laboratory equipment, including calibrations.
- Aiding in scheduling and conducting practical and drawing classes.
- Assisting in indenting and purchasing stores and consumables for laboratories and workshops.
- Supporting faculty in research, consultancy, and testing works related to projects.
- Providing assistance to faculty in matters concerning design, fabrication, and computer work.
- Assisting in operating telephones, intercom, Internet, audio-visual aids, and other housekeeping activities on campus.
- Taking specific responsibilities during the organization of functions, workshops, and seminars assigned to them.

POLICIES

Administration Policy

New Employee Orientation

The formal welcoming process is conducted by the concerned department to which the employee has been appointed.

Official Languages

- All written communication within the Institution will be in English or Tamil (if required by local authorities).
- Employees shall verbally communicate in English or Tamil, or any language understood by them when interacting with each other or clients.

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Notice Board

- It is important to ensure that posting of written matter, sheets, Letters and other matters are properly displayed on Notice/Bulletin Boards/Posters/Display Boards after prior approval from the Principal.
- Duty rosters and other employee-related information may be posted on the Department Notice Board with prior approval from the Head of the Department.
- Undated notices/other information will remain posted for a maximum of 15 days.
- Advertisements, posters, or displays of information from commercial companies will not be accepted or displayed.

Employee Identification Cards

- All employees are required to carry identification provided by the institution
- Each employee will receive an ID card containing the following details: name, photograph, designation, department, date of birth, address, blood group, mobile number and an email id.
- Employees are obligated to wear their ID cards at all times while on the premises.

No Smoking

Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff/students or the visitors

Personal record

Personal files will be kept confidential and include some of the following documents:

- Profile
- Appointment order
- Educational Certificates and work experience certificates
- Joining report

Recruitment Policy

Procedure

- Recruitment typically occurs during June/July.


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- The Principal/Designated authority communicates the number of vacancies in different cadres based on student strength, existing faculty, and resignations to gain management approval.
- Based on the requirement, vacancies are advertised in prominent newspapers, employment websites and officially social media.
- Scrutinization of applications is conducted by the Principal and Head of the Department.
- Scrutinization is based on qualifications, experience, and other credentials prescribed by AICTE & Anna University.
- Shortlisted candidates receive notifications through call letters and telephone communication from the college office for interviews.

Selection Process

- The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University per each department. The Staff Selection Committee is constituted by Governing Body.
- The staff selection committee for interviews comprises the following members:
 - Chairman
 - Principal
 - Head of the Department/Senior Professor
 - Subject Expert
- Appraisal sheets are provided to the staff selection committee members to assign appropriate marks or grades for each observed thing.
- Each member conducts individual assessments, and the selection of candidates based on merit is collectively consolidated and approved by all board members.
- Additionally, the selection board suggests the pay structure, considering candidates interview performance, qualifications, and experience.

Appointment

- The appointment is made after due approval from the Management through the Principal.
- Newly appointed faculty is expected to join work as instructed by the administrative office.
- On reporting for duty at the college, the candidate shall meet the Principal for attending the

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formalities and submit the joining report duly filled on receipt of appointment order.

- The Bio-data will be verified and an individual staff files containing the certificates, Bio-data, original along with the copy of the joining report duly signed by Chairman and Principal is maintained in the office.
- The appointment is given under probation for a period of one year from the date of joining in duty. After one year he/she will be considered as regular.

Orientation

- On the day of joining, the HoD will also take him/her to the department, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- The HoD will also explain about the rules to be followed in the campus and college working hours.
- The HoD will introduce the new faculty member in the first class he/she is going to handle in every section of his/her assignment.

Positions and Pay Scale

- The college will have the following positions of hierarchy in the teaching departments:
 - Principal
 - Vice- Principal
 - Professors
 - Associate Professors
 - Assistant Professors
 - Technical Assistants
- In addition, each department shall have support staff like lab Technicians and department attendant.
- The college office will have the following positions of hierarchy in the administrative department.
 - Administrative Officer
 - Accountant/Clerical Assistants
 - Office Assistants.
- Based on the experience and qualifications, pay scales are implemented as per AICTE Norms.

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Deserving candidates are offered high.

- Suitable dearness allowance (DA) will be paid to the faculty who are in time scale. The DA will be revised whenever announced by the management.

Increments

- Staff Members are eligible to the increments prescribed at the end of 12 months service in the institution. The increments will be effected in the month of June.
- Additional increments shall be given to staff members based on their results achieved in the University Examinations and additional in charges at the discretion of the Management.

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.
- Necessary support shall be provided to supporting staff for higher education or skill development whenever needed

Promotion Policy

- The College adheres to AICTE norms for faculty promotion, considering both qualification and experience.
- Academic performance and overall contributions are also taken into account.
- Staff members excelling in academics receive additional increments.
- Performance appraisal, including results, student feedback, project guidance, departmental and college contribution, publications, conferences, and participation in various activities, is conducted annually.
- Faculty members are rewarded and honored based on their performance.

Resignation and Termination Policy

- If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay two months salary in lieu thereof. Similarly, the Management shall be the competent authority and it is at their discretion to terminate the services of any employee by giving two months or three months notice.
- The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving two months notice in

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- The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, by giving two months notice.

SERVICE AND LEAVE RULES

Service Rules

- The Service Rules of the Human Resource Department are designed to optimize the effective use of human resources for enhanced academic and overall performance.
- Faculty appointments are granted based on the consent letter, expressing their commitment to work for a specified period.
- Faculty salaries adhere to AICTE norms.
- Resignations are not accepted during the academic year.
- A two-months' notice is mandatory for resignations, facilitating alternative arrangements by the institution.
- Faculty members are acknowledged with promotions and increments based on their performance.
- Cultivating good habits among the students and Intellectual teaching are highly essential.

Leave Rules

(A) Casual Leave (CL):

Each staff member is entitled to 1 CL per month, up to a maximum of 12 CLs per calendar year. In emergencies, they can opt for 3 consecutive days of CL.

(B) On-Duty Leave (OD):

1. Invigilator/AUR Duty for Anna University Examinations: A maximum of 10 days per semester is allowed. Eligible faculty members will be permitted based on orders from the Zonal Office.
2. External Examiner Duty for Anna University Examinations: Faculty members meeting eligibility criteria will be permitted as per orders from the Zonal Office.
3. Central Evaluation Duty for Anna University Examinations: Approved evaluators will be permitted as per orders from the Zonal Office.


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4. Each member of faculty shall avail 2 days on duty to participate in Conference / Seminar/ Workshop and 5 days for FDP/STTP etc., in a semester

(C) Compensatory Leave (CCL):

Staff members have the option to utilize CCL instead of working for the institute management on Sundays/General Holidays.

(D) Permission:

Faculty members are provided with a monthly allowance of 1 hour to attend urgent work of any working day without impacting their academic duties.

(E) Vacation Leave:

Faculty members with over 1 years of experience are entitled for a VL up to 10 days persemester.

(F) Maternity Leave:

6 months of maternity leave is granted for women faculty members

BENEFITS TO EMPLOYEES

- Encouraging faculty members to pursue higher studies
- The college shall grant OD to the Ph.D. Scholars to meet their supervisors for any discussion related to their research.
- 6 months maternity leave is granted for women faculty members.
- Faculty members shall avail OD to participate in conferences, workshop, seminar, FDP, STTP etc.,

ACKNOWLEDGMENT

- Acknowledge receipt of the PSVCET employment policies and commit to reading and adhering to them. I understand that any questions regarding PSVCET policies should be directed to my immediate superior or the Principal.
- I recognize that PSVCET policies and related documents do not constitute a contract of employment or guarantee the conditions and benefits described. However, I agree to abide by the provisions outlined in the institution's policies.
- I am aware that PSVCET may, with reasonable notice, modify, add, or remove provisions from company policies.


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