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SRI RAMAKRISHNA COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Sri Saradha Nagar, Perambalur - 621 113. Mobile: 95855 44688 Website: www.sriramakrishna.ac.in



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HR POLICY MANUAL



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Vision

To provide valuable resources for society through excellence in technical education and research.

Mission

- To offer state-of-the-art undergraduate programmes
- To generate new knowledge
- To undertake collaborative projects with academic and industry
- To develop human intellectual capacity to its fullest potential

Courses offered (UG)

- BE, Computer Science And Engineering,
- BE, Biomedical Engineering
- BE, Mechanical Engineering,
- B.Tech, Artificial Intelligence And Data Science,
- B.Tech Agricultural Engineering
- B.Tech Agricultural Engineering
- B.E. Cyber security

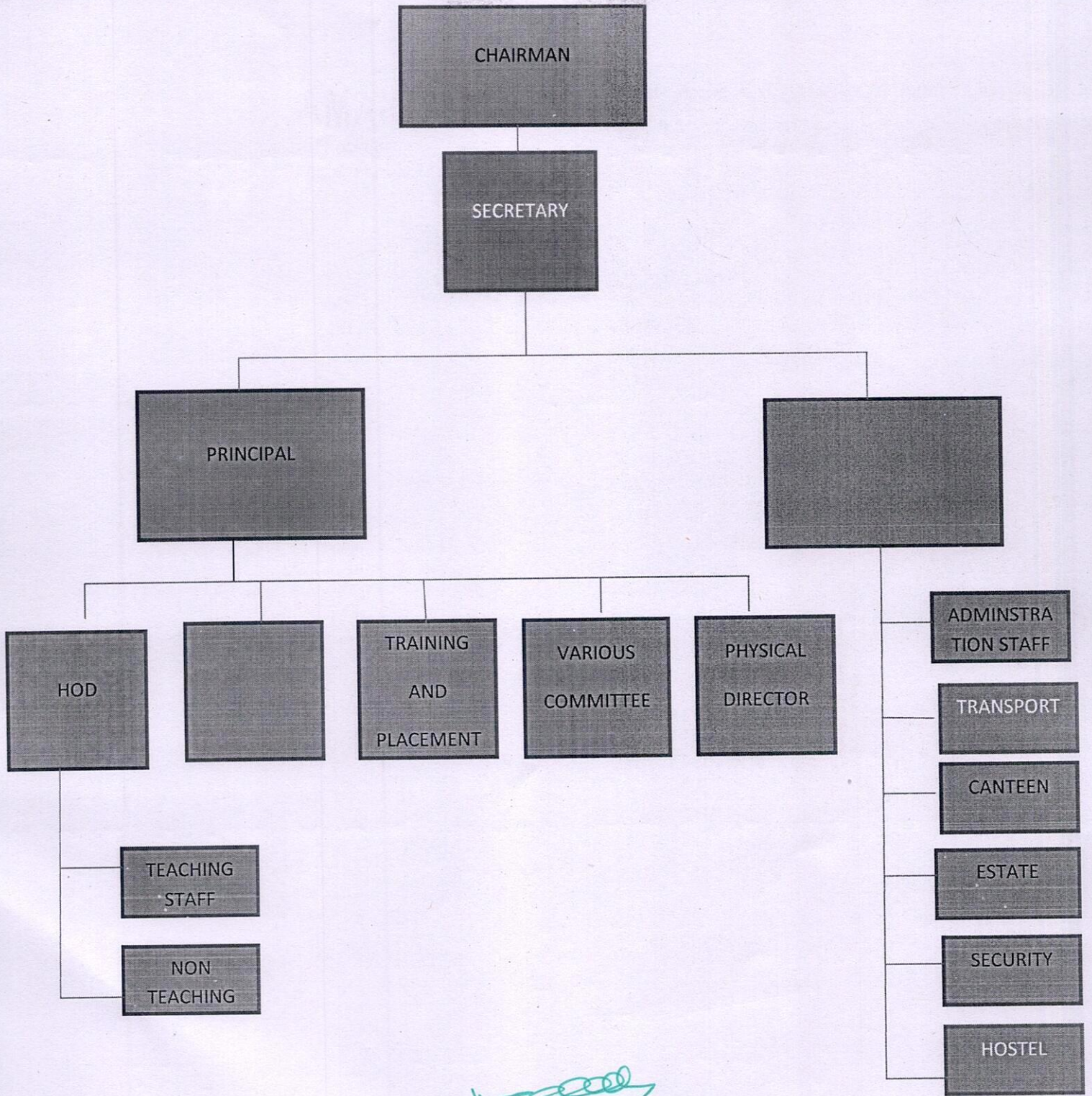

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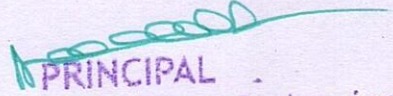
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Governance

S.No	NAME	POSITION	DESIGNATION	MOBILE NUMBER	EMAIL
1	Dr.M.Sivasubramani am	Chairman	Chairman	9787770227	drsivasrms@gmail.com
2	Mr.M.S.Vivekananda n	Members	Member	9787770229	msvivek.srm@gmail.com
3	Dr.M.S.VijayAnand	Members	Member	9787770228	vams.vijay@gmail.com
4	Mrs.S.Premavathi	Members	Member	9787770230	ssvetrust@gmail.com
5	Dr.M.Marimuthu	Member Secretary	Principal	9865631147	sriramakrishnaengg@gmail.com


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Classification of Human Resources

SRCE Workforce

Sri Ramakrishna College of Engineering (SRCE) employs a dedicated team with diverse expertise to ensure the smooth operation of the college. The staff is categorized based on their primary responsibilities:

- **Academic Leadership:** This category comprises the Principal, Administrative Officer, Heads of Departments, and Course Coordinators. They provide strategic direction, manage academic affairs, and oversee curriculum development.
- **Faculty:** SRCE's faculty members are highly qualified professionals, including Professors, Associate Professors, and Assistant Professors. They deliver lectures, conduct research, and mentor students, fostering a dynamic learning environment. Course coordinators within this group manage specific programs, ensuring their smooth delivery. Additionally, Class In-Charges oversee the day-to-day functioning of individual classes.
- **Technical Support Staff:** This team keeps the college's technical infrastructure running smoothly. It includes System Administrators, Programmers, Lab Assistants, and Lab Technicians, who provide essential support for laboratories and IT systems.
- **Support Services Staff:** SRCE's support services staff plays a crucial role in maintaining the college environment. This category encompasses Drivers, Attendants, Gardeners, Housekeeping Staff, Estate Managers, Transport Managers, Electricians, Plumbers, and Painters. Their dedication ensures a clean, safe, and functional campus for students and staff.

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ROLES & RESPONSIBILITY

CHAIRMAN

Responsibility & Authority

- **Strategic Vision:** The Chairman plays a pivotal role in **formulating and articulating long-term policies** in collaboration with the college management. These policies guide the institution's overall direction and development.
- **Policy Implementation:** The Chairman closely **oversees and monitors** the implementation of established policies across the college, ensuring their effectiveness in achieving institutional goals.
- **Financial Oversight:** The Chairman plays a critical role in acquiring **endorsement for the annual budget** and other financial policies. They **authorize the release of funds** based on budgetary allocations and may approve **contingent funding** for specific requests.
- **Human Resources:** The Chairman is a member of the **staff selection committee**, participating in the approval process for all faculty and staff **appointments** and **relieving orders**.
- **Decision-Making Authority:** The Chairman is empowered to make **final decisions** on a wide range of college-related activities, ensuring the smooth operation and progress of SRCE.

SECRETARY

Responsibility & Authority

- **Right-Hand Support:** The Secretary acts as the **Chairman's right-hand person**, assisting in all management-related activities and ensuring their effective execution. They also take over the Chairman's responsibilities during their absence.
- **Financial Management:** The Secretary is authorized to **sign college cheques** to release funds for approved institutional development projects, acting within the framework established by the Chairman and the budget.
- **Meeting Facilitation:** The Secretary is responsible for **arranging general body meetings** and other gatherings crucial for the college's functioning. These meetings can be academic (involving faculty) or non-academic (involving administrative staff and committee members).
- **Financial Oversight:** The Secretary plays a key role in maintaining financial accountability. They are responsible for **collecting monthly financial and inventory audits**, ensuring accurate record-keeping and financial transparency.

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- **College Collaboration:** The Secretary fosters collaboration between the Chairman, Principal, Heads of Departments (HoDs), and other key stakeholders. They facilitate communication on **important issues** related to **college functioning, governance, and development**.
- **Staff Selection:** While not the final decision-maker, the Secretary is a member of the **staff selection committee**. They **forward all appointment and relieving orders** to the Chairman for their review and approval.

PRINCIPAL

Responsibility & Authority

The Principal of Sri Ramakrishna College of Engineering (SRCE) serves as the **chief academic officer and administrative head**, playing a pivotal role in the college's success. Here's a breakdown of their key responsibilities and authorities:

- **Strategic Leadership:** The Principal actively participates in the governing council, contributing to the formulation of **strategic plans** for the college's development and ensuring their **expeditious implementation**.
- **Academic Oversight:** They hold ultimate responsibility for the conduct of all **academic activities**, including curriculum development, teaching methodologies, and student learning outcomes.
- **Personnel Management:** The Principal acts as the **direct supervisor** for all teaching and non-teaching staff. They oversee their performance, provide guidance, and may initiate **corrective measures** as needed to ensure academic excellence.
- **Quality Management:** The Principal champions **quality management systems** within SRCE. They actively promote their effectiveness and ensure the college adheres to the standards set by Anna University and AICTE.
- **Goal Setting and Achievement:** The Principal plays a key role in **setting short-term and long-term goals** for the college, aligning them with the vision and mission of SRCE. They strive to achieve these goals by implementing effective strategies.
- **Academic Excellence:** The Principal is dedicated to upholding the highest standards of **academic quality**. They ensure the delivery of **discipline-specific education** and actively promote continuous improvement.
- **Faculty Development:** The Principal is responsible for **training and appraising** faculty members to enhance their teaching and research skills. They also oversee the management of both **curricular and co-curricular activities**.


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- **Student Development:** The Principal is committed to nurturing the talents of students. They recognize and appreciate **outstanding achievements** by both students and staff, fostering a supportive learning environment.
- **Examination Management:** The Principal serves as the **chief superintendent** for both internal and external examinations, ensuring their smooth conduct and integrity.
- **Process Improvement:** The Principal identifies opportunities for **standardization** of various college activities using appropriate technology. They may also initiate **in-house training programs** for faculty, staff, and students to enhance their skillsets.
- **Curriculum Management:** The Principal plays a crucial role in **monitoring, reviewing, and approving lesson plans** for both theory and practical courses. They may also recommend **subject allocation** for faculty members based on their expertise.

HOD/HOD IN-CHARGE

Responsibility & Authority.

The Head of Department (HOD) or HOD In-Charge plays a vital leadership role within their respective departments at Sri Ramakrishna College of Engineering (SRCE). Here's a breakdown of their key responsibilities and authorities:

- **Departmental Leadership:** The HOD/HOD In-Charge is responsible for **overseeing all academic activities** within the department, ensuring they align with the college's goals and departmental objectives. They lead and motivate both faculty and supporting staff.
- **Planning and Management:** They are responsible for **systematic planning and supervision** of all departmental activities, including curriculum delivery, student discipline, and resource allocation. They also set **timeframes** for syllabus coverage, internal exams, and semester schedules.
- **Resource Management:** The HOD/HOD In-Charge identifies and fulfills departmental needs such as faculty, equipment, books, classrooms, and learning materials. They also prepare and submit the annual departmental budget to the Principal, considering AICTE and Anna University norms.
- **Laboratory Management:** They ensure the proper **installation, upkeep, and improvement** of departmental laboratories according to Anna University and AICTE requirements.



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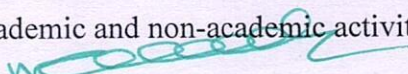
- **Student Development:** They act as **facilitators** in motivating high-achieving students and providing support for students who need additional assistance.
- **Committee Management:** They conduct regular **departmental staff meetings** and manage departmental committees. Meeting outcomes are communicated to the Principal at regular intervals. They also facilitate **remedial measures** based on committee grievances.
- **Faculty Development:** The HOD/HOD In-Charge explores opportunities for **faculty development programs**, including research projects, for both teaching and non-teaching staff.
- **College Collaboration:** They **coordinate with the Principal** on administrative matters and report daily on academic and routine departmental activities.
- **Curriculum Management:** They **collaborate with the university** for curriculum updates and ensure alignment with industry standards.
- **Faculty Management:** The HOD/HOD In-Charge **enrolls faculty members**, assigns **workloads**, and sets **deadlines** for assigned tasks. They also review and approve **lesson plans** for both theory and practical courses, and in consultation with the Principal, select faculty for different subjects.
- **Value Addition Programs:** They may **identify and conduct in-house programs** to enhance the skills of faculty, staff, and students.
- **Student Support:** They collaborate with student counselors, tutors, and class teachers to organize **counseling programs** for students. They also work to ensure faculty and students have access to **national and international educational resources**.

PROFESSOR/ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR

Responsibility & Authority

Professors, Associate Professors, and Assistant Professors at Sri Ramakrishna College of Engineering (SRCE) form the backbone of the teaching faculty. They play a crucial role in imparting knowledge, fostering critical thinking, and preparing students for successful careers. Here's a breakdown of their key responsibilities and authorities:

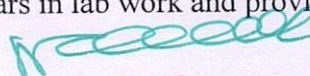
- **Departmental Collaboration:** Faculty members closely **coordinate with the HOD/HOD In-Charge** on all academic and non-academic activities within their


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department. They actively participate in departmental initiatives and undertake special tasks assigned by the HOD.

- **Academic Integrity:** They are responsible for **adhering to the policies and norms** established by the institute, governing bodies, and accreditation agencies.
- **Curriculum Delivery:** Professors take primary responsibility for **completing the syllabus** for their assigned theory and practical courses. They effectively manage course content and ensure timely coverage.
- **Student Support and Discipline:** Faculty members closely **monitor student attendance** and **maintain discipline** within their classrooms. They also contribute to student development by providing guidance and addressing academic concerns.
- **Assessment and Evaluation:** Professors actively participate in the **evaluation process**, including answer script valuation, mark statement submission, and invigilation duties during examinations.
- **Leadership and Substitution:** In the HOD's absence, senior faculty members may **shoulder departmental responsibilities** to ensure continuity and smooth operation.
- **Student Mentoring:** Faculty members act as mentors, guiding students in various activities such as educational tours, industrial visits, projects, seminars, and technical events.
- **Professional Conduct:** Upholding **ethical standards** is paramount. Faculty members are expected to maintain professionalism both inside and outside the college campus.
- **Continuous Learning:** SRCE encourages faculty to embrace **lifelong learning**. They are expected to participate in Faculty Development Programs (FDPs), refresher courses, workshops, seminars, and other professional development opportunities.
- **Staying Current:** Professors actively stay abreast of the **latest advancements** in their respective fields to ensure their teaching methods and course content are up-to-date.
- **Course Documentation:** They maintain detailed **course files** with lesson plans, ensuring timely syllabus coverage for each unit. They also collect and maintain records of classwork assessments, attendance, and student feedback, all certified by the HOD.
- **Laboratory Management:** For lab courses, faculty members **plan and oversee laboratory programs and projects**, ensuring their timely completion. They proactively address any student arrears in lab work and provide support for completion.



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- **Assessment Strategies:** Professors conduct **unit tests and model examinations** for both theory and practical courses as per the academic calendar.
- **Student Records and Assessment:** They monitor student performance and ensure students maintain organized notebooks and course records. Regular checks are conducted to assess student progress.
- **Exam Preparation:** Faculty members contribute to exam preparation by actively **developing question banks** that reference past university questions and relevant resources. This helps students excel in their examinations.
- **Knowledge Enhancement:** Professors have access to the college library, journals, periodicals, and online resources. They are encouraged to continuously enhance their knowledge by attending seminars, conducting symposiums, and presenting papers at technical conferences.
- **Student Participation:** Faculty members **encourage and guide students** to actively participate in seminars, competitions, projects, industrial visits, and other enriching activities.
- **Extra Support:** Professors readily provide **additional support** to students by conducting special classes and offering individual consultations to clarify doubts and address learning difficulties.
- **Departmental Improvement:** Faculty members collaborate with the HOD to analyze exam results, prepare progress reports, maintain student records, and gather student feedback. This collaborative approach ensures continuous improvement in teaching methods and program delivery.

STUDENT COUNSELOR/TUTOR/CLASS IN-CHARGE

Responsibility & Authority

Student Counselors, Tutors, and Class In-Charge at Sri Ramakrishna College of Engineering (SRCE) play a vital role in supporting and guiding students throughout their academic journey. Here's a breakdown of their key responsibilities and authorities:

- **Individualized Support:** Each counselor, tutor, or class in-charge is assigned a group of 20-30 students, providing them with **personalized attention and support**.
- **Academic Counseling:** They offer **confidential counseling** on academic matters, including study habits, time management, and course selection. They also collaborate



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with the HOD and other faculty members to stay updated on student progress and identify potential challenges.

- **Communication Bridge:** These dedicated professionals act as a **liaison** between students, parents, and faculty members. They facilitate communication regarding academic performance, attendance, and disciplinary matters.
- **Student Advocacy:** Student counselors, tutors, and class in-charge advocate for the **well-being and success** of their assigned students. They provide guidance and support to help students overcome academic challenges and personal difficulties.
- **Monitoring Progress:** They closely monitor student performance by collecting and analyzing the results of internal tests, model examinations, and university examinations. This information helps them identify students who might need additional support and allows for timely intervention.
- **Collaboration and Support:** They collaborate effectively with faculty members to ensure a comprehensive support system for students. They may also work with other college resources, such as learning centers and mental health professionals, to provide students with the support they need to succeed.

LABORATORY ASSISTANT

Responsibility & Authority

Laboratory Assistants at Sri Ramakrishna College of Engineering (SRCE) play a crucial role in supporting faculty and students in the laboratory setting. Here's a breakdown of their key responsibilities and authorities:

- **Laboratory Maintenance:** They are responsible for the **installation, operation, and maintenance** of laboratory equipment, instruments, tools, and accessories. This includes identifying worn-out parts, reporting damages, and ensuring timely repairs to keep equipment operational.
- **Inventory Management:** Laboratory Assistants maintain **stock registers** for their assigned labs, ensuring proper organization and record-keeping of equipment and supplies. They may also be involved in assigning unique identification numbers to new equipment.
- **Student Support:** They actively **assist faculty members** during laboratory sessions, providing guidance and support to students as they conduct experiments.

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- **Project Support:** They may assist faculty with research projects and testing procedures, contributing to a well-equipped and efficient laboratory environment.
- **Departmental Duties:** Laboratory Assistants follow instructions from the HOD and may be assigned various tasks, including clerical work if needed.
- **Equipment Organization:** They ensure equipment is arranged in designated locations within the laboratory or workshop, promoting a safe and organized workspace.
- **Preventative Maintenance:** Laboratory Assistants play a key role in preventative maintenance by following established plans and maintaining records of completed maintenance tasks.
- **Troubleshooting and Repair:** They can identify faulty equipment and take necessary steps to rectify the issue, potentially coordinating repairs with designated technicians.

ADMINISTRATIVE OFFICER

Responsibility & Authority

The Administrative Officer at Sri Ramakrishna College of Engineering (SRCE) plays a pivotal role in ensuring the smooth and efficient functioning of the college administration. Here's a breakdown of their key responsibilities and authorities:

- **Overall Administration:** In collaboration with the Principal, the Administrative Officer oversees the entire college administration, handling various aspects of day-to-day operations.
- **Course Management:** They play a key role in course approval processes, working closely with the Principal to ensure compliance with relevant regulations.
- **Staff Management:** The Administrative Officer supervises office files and manages all establishment matters related to college staff, ensuring proper record-keeping and adherence to personnel policies.
- **Quality Management:** They are responsible for implementing ISO 9001:2008 requirements within the administrative office, promoting quality and efficiency in processes.
- **Staff Development:** Identifying the training needs of the administrative staff and facilitating professional development opportunities is an important aspect of their role.

- **Record Keeping and Documentation:** The Administrative Officer meticulously maintains various registers and documents, including:
 - Leave applications and permission letters
 - Office stock, consumables, and contingency records
 - Staff attendance registers
 - Admission reports for approval by DOTE, Chennai
 - Nominal rolls and associated work
 - Exam fee details
 - Staff details for university exam purposes
 - Exam TA/DA bills, remuneration forms, and related documents
- **Examination Management:** They handle various aspects of **exam administration**, including:
 - Preparing exam-related correspondence with the university
 - Receiving degree certificates and professional certificates
- **Liaison:** The Administrative Officer acts as a liaison between the college and external bodies such as the university and DOTE, Chennai.

TRANSPORT MANAGER

Responsibility & Authority

The Transport Manager at Sri Ramakrishna College of Engineering (SRCE) plays a vital role in ensuring the safe and reliable operation of the college's transportation system. Here's a breakdown of their key responsibilities and authorities:

- **Fleet Maintenance:** The Transport Manager is responsible for overseeing the **maintenance** of all college transport vehicles. They ensure regular servicing, repairs, and adherence to safety standards to keep the fleet in good working condition.
- **Route Management:** They are authorized to **plan and monitor** efficient **bus routes**, taking into consideration student needs and traffic conditions. Flexibility in adjusting routes based on requirement is crucial.
- **Regulatory Compliance:** The Transport Manager ensures all college vehicles comply with **statutory and regulatory requirements** set forth by authorities. This includes maintaining proper permits, licenses, and insurance coverage.
- **Driver Management:** They are responsible for **maintaining driver attendance reports** and ensuring drivers adhere to safety regulations and established protocols.

- **Communication and Problem-Solving:** The Transport Manager may address any **work-related issues** pertaining to the college buses, ensuring smooth operations and timely resolution of any concerns.

LIBRARIAN

Responsibility & Authority

The Librarian at Sri Ramakrishna College of Engineering (SRCE) plays a vital role in curating and managing the college's library resources, ensuring students and faculty have access to the information they need for academic success. Here's a breakdown of their key responsibilities and authorities:

- **Optimizing Resources:** The Librarian strives to achieve **optimal efficiency** from the library's resources, ensuring their effective utilization by students and faculty.
- **Collection Development:** They **collect and process book and journal requests** submitted by various academic departments. This ensures the library collection aligns with the college's curriculum and research needs.
- **Acquisition and Maintenance:** The Librarian **procures and maintains** a comprehensive collection of books, journals, and other learning materials. This may involve selecting resources, negotiating purchases, and overseeing proper maintenance and preservation of library holdings.
- **Subscription Management:** They are responsible for **renewing subscriptions** to academic journals and other valuable online resources, ensuring continued access for the college community.
- **Library Automation:** The Librarian spearheads the **automation of library processes**, implementing library management software to enhance efficiency and accessibility of resources.
- **Collection Care:** They **protect valuable library volumes and records**, safeguarding against damage or loss. Additionally, they may **identify and discard obsolete or outdated materials**, ensuring the collection remains current and relevant.



ASSISTANT LIBRARIAN

Responsibility & Authority


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- **Library Support:** The Assistant Librarian provides **general library assistance**, supporting patrons with tasks such as book searches, reference assistance, and navigating library resources.
- **Circulation and Patron Services:** The Assistant Librarian may be involved in **circulation desk operations**, handling tasks such as book check-out, check-in, and reserve management. They may also interact with patrons, answering questions and providing guidance.
- **Reporting:** They compile **consolidated quarterly reports** on photocopier usage, providing valuable data for resource management and budgeting.
- **Vendor Management:** The Assistant Librarian may be responsible for **contacting and following up with photocopier service agencies** when maintenance or repairs are needed, ensuring the smooth operation of photocopying services within the library.

PHYSICAL EDUCATION DIRECTOR

Responsibility & Authority

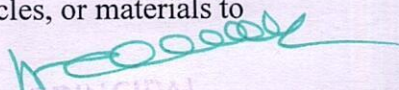
The Physical Education Director at SRCE drives athletic excellence. They:

- Organize successful state-level tournaments.
- Pursue advanced coaching training.
- Instill sportsmanship and ethics in athletes.
- Collaborate with other departments for support.
- Select and recruit talented athletes for competitions.
- Organize training camps and friendly matches.
- Establish practice schedules for competitive teams.

SECURITY OFFICER

Responsibility & Authority

- Responsible for protecting the institution from theft.
- Responsible to keep watch on the person entering the institution.
- Responsible for maintaining records for the entry of persons, vehicles, or materials to the institution.
- Maintain the attendance register


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- Maintain the shift register.
- Allocation of shifts for all security persons.

JOB RESPONSIBILITY

SRCE shapes faculty job duties to mirror its goals and AICTE/Anna University guidelines. This ensures faculty deliver high-quality education, possess relevant expertise, and contribute to curriculum development. They use innovative teaching methods, continuously learn, and provide academic guidance to students. Ultimately, this alignment fosters a positive learning environment and prepares students for successful technical careers.

RECRUITMENT AND SELECTION POLICY FOR TEACHING STAFF

1. **Identifying Needs:** Head of Institution, HODs, and Course Coordinators determine staffing requirements.
2. **Approval Process:** HODs propose vacancies to the Principal for approval.
3. **Advertising:** Once approved, open positions are advertised in relevant media.
4. **Shortlisting:** Applications are screened based on qualifications and number of openings.
5. **Selection Committee:** A qualified committee is formed to evaluate candidates.
6. **Interview Process:** Shortlisted candidates go through a multi-stage interview process, including a demo class.
7. **Merit List and Selection:** A merit list is created, and the most qualified candidate(s) are offered the position.
8. **Appointment:** Selected candidates receive a formal appointment letter.

Transparency and anti-discrimination practices are emphasized throughout the process.



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THE APPOINTMENT LETTER CONTAINS

- **Job Designation and Responsibilities:** Clearly outlines the specific job title and outlines the core duties and responsibilities associated with the position.
- **Joining Report:** Upon starting, new faculty must submit a joining report acknowledged and countersigned by the department head. This report is then forwarded to the Principal's Office for official record-keeping.
- **Original Certificate Verification:** Selected candidates are required to bring their original academic and professional certificates for verification to ensure they meet the qualifications outlined for the position.

JOINING PROCEDURE

1. **Report to HR:** On your first day, visit the Human Resources (HR) department.
2. **Sign Joining Report:** Sign the joining report, which will be countersigned by the HR representative.
3. **Submit Documents:** Provide the following documents for verification:
 - Photocopy of Aadhaar Card
 - Photocopy of PAN Card
 - Original Educational Certificates
 - Original Experience Certificates (if applicable)
 - Relieving Order from Previous Employer (if applicable)
 - One Passport-Sized Photograph
 - Signed Acceptance of Appointment Letter
4. **Bank Account Details:** Submit an application to HR/Accounts to open a bank account for salary credit.
5. **Report to HoD:** Visit the Head of Department (HOD) in your assigned department. Introduce yourself and inquire about any departmental onboarding procedures.
6. **Staff Email ID:** HR or IT will generate a staff email ID for you, facilitating communication and access to online resources.
7. **Data Entry:** HR will enter your employee data into the college website, Anna University portal, and AICTE portal.





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PAY SCALE AND ALLOWANCE

- SRCE adheres to the AICTE pay scale structure, ensuring competitive compensation for faculty positions.
- Information about specific allowances provided to faculty is not publicly available. You may inquire with the HR department for details.
- Regular work hours are weekdays from 9:15 AM to 4:45 PM with a lunch break from 12:25 PM to 1:15 PM.
- Faculty may be required to work beyond these hours depending on workload and exigencies.
- Saturdays and Sundays are holidays.

FEEDBACK EVALUATION

SRCE prioritizes faculty development and performance evaluation to ensure a thriving academic environment. Here's a breakdown of the key processes:

Student Feedback:


- Conducted twice per semester through a well-designed online platform.
- Evaluates faculty effectiveness in various aspects like course delivery, communication, and student engagement.
- Plays a vital role in enhancing teaching and learning outcomes.

Performance Appraisal:

- Annual reviews assess faculty performance against established goals set collaboratively with management.
- Provides feedback on strengths and areas for improvement.
- Informs decisions regarding incentives, salary increments, and promotions.

Performance Appraisal Form:

- Includes a self-assessment section and is reviewed by the HOD and Principal.
- Evaluates faculty across various dimensions:


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- **Teaching Effectiveness:** Twice-yearly assessment of overall academic performance.
- **Teaching Innovation:** Incorporating innovative methods in pedagogy.
- **Professional Development:** Participation in Faculty Development Programs (FDPs), conferences, and seminars.
- **Research and Innovation:** Contributions to research and extension activities.
- **Scholarly Publications:** Publication of research findings in national/international journals and patents filed.
- **Institutional Development:** Involvement in college improvement initiatives.
- **Leadership:** Demonstrated leadership qualities within the academic setting.

Promotion Process:

- Based on recommendations from the HOD and Principal, considering the performance appraisal.

Evaluation Methods:

1. Monthly Feedback:

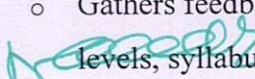
- Utilizes student feedback, syllabus completion, lecture delivery, communication skills, and subject knowledge assessment.
- Discussed through Class Committee Meetings (CCMs).

2. Class Committee Meetings (CCMs):

- Comprise students, faculty (including tutors, senior faculty, and representatives from diverse learning paces), and potentially the Principal/HOD.
- Focus on student academic progress, teaching methods, and learning process improvement.
- Analyze Anna University exam results, syllabus coverage, performance on common assessment tests, and student discipline.
- Review student seminars and presentations, offering constructive feedback.

3. Post-Metric Evaluation Feedback:

- Gathers feedback after university examinations on question papers, difficulty levels, syllabus coverage, and out-of-syllabus content.


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Code of Conduct:

- Faculty members are expected to adhere to institutional policies and regulations.
- Follow the directives of the HOD and Principal, performing assigned tasks diligently.
- Obtain formal approval for any outside work, paid or unpaid.
- Maintain a professional dress code.
- Wear their ID cards at all times.
- Uphold ethical conduct that reflects positively on the institution.

NATURE OF LEAVE

Casual Leave

General Leave

Maternity Leave

On Duty

Compensation Leave

Medical leave

Vacation Leave

- **Casual Leave (CL):**
 - 12 days per year after one year of service.
 - Prorated for remaining months in the first year.
- **General Leave (GL):**
 - Requires one year of satisfactory service.
 - Not a right, granted at Principal's discretion.
 - Absence exceeding four months without permission may lead to termination.
- **Maternity Leave:**
 - 60 days for female faculty members.


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- Up to 2 weeks for miscarriage or abortion with medical certificate.
- **On Duty (OD):**
 - Up to 12 days per year for academic purposes at other institutions.
 - Requires prior application to Principal with supporting documents.
 - Attendance certificate needed upon return.
- **Compensation Leave:**
 - Granted for working on Sundays/holidays with prior Principal approval.
 - Must be availed within the following month.
- **Medical Leave:**
 - Up to 8 days per every 3 consecutive years.
 - Requires application to Principal with supporting medical documents.
- **Vacation Leave:**
 - 30 days summer vacation (May/June) after each calendar year.
 - 15 days winter vacation.
 - Requires one year of service.
- **Permissions:**
 - Two one-hour permissions per month (morning/afternoon) with no classes.
 - Third permission requires applying for half-day CL.

Leave Guidelines:

- Taking leave is not a right, use it responsibly.
- Obtain prior permission from HODs/Coordinators before leave.
- Plan leave to minimize disruption to classes.
- Arrange substitutes for classes during leave periods.
- Leave requests require authorization from relevant authorities.
- Unauthorized leave is not permitted.
- Leave is calculated based on the academic year.

ON DUTY FOR SKILL DEVELOPMENT PROGRAMS


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SRCE prioritizes faculty development through various initiatives:

Skill Development Programs:

- Faculty members are encouraged to attend at least one activity (FDP, workshop, seminar, or conference) per year organized by other institutions.

Financial Assistance for Attending Events:

SRCE offers financial assistance to faculty members who present papers or participate in conferences, seminars, and workshops. The extent of assistance varies based on the type and location of the event:

Activity	Registration Fee	Travel Allowance	Daily Allowance	Local Allowance
National/International Paper Presentation	Up to Rs.2,000 (whichever is lower)	Up to 50% of actual fare (first class/AC train or Rs. 2,000) OR Up to Rs. 10,000 (whichever is lower)	US\$75 per day OR Rs. 10,000 (whichever is lower)	Rs. 100 per day (subject to terms)
Conference in India	Up to Rs. 3,000 (whichever is lower)	Up to 50% of actual economy class fare (Air India or similar) OR Up to Rs. 10,000 (whichever is lower)	As per Government Norms	Rs. 100 per day (subject to terms)
International Conferences Abroad	Up to Rs. 2,000 (whichever is lower)	Up to 50% of actual economy class fare (Air India or similar)	US\$75 per day OR Rs. 10,000 (whichever is lower)	Rs. 100 per day (subject to terms)


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		OR Up to Rs. 10,000 (whichever is lower)		
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Staff Induction:

- New employees undergo a comprehensive orientation program to ensure a smooth transition and equip them for success.

Identity Cards:

- All SRCE staff members are required to wear photo ID cards while on campus or traveling for work purposes. New staff receive their IDs within 15 days of joining. Upon leaving SRCE, employees are required to return their ID cards for immediate destruction.

Promotion and Increment Policy:

- SRCE recognizes and rewards staff performance through annual increments and promotions.

Annual Performance Evaluation:

- Faculty performance is assessed yearly based on the following key criteria:
 1. Teaching, Learning, and Evaluation
 2. Research, Innovation, and Extension Activities
 3. Professional Responsibility

STAFF WELFARE:

SRCE prioritizes staff well-being through a comprehensive suite of programs and benefits:


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Staff welfare encompasses all aspects that support employee well-being and create a positive work environment. This includes benefits, flexible work arrangements, safety measures, and programs promoting physical and mental health.

SRCE's Commitment:

SRCE is dedicated to providing a work environment free from harassment and intimidation, ensuring dignity and optimal work performance for all staff members.

SRCE Staff Welfare Measures:

- **Medical Claim (Accidents) for Staff and Students:** Reimbursement for eligible medical expenses incurred due to accidents.
- **School Fee Concession for Staff Children:** Up to 50% concession on school fees for children of SRCE staff. (Yearly application required)
- **Festival Gifts and Advances:**
 - Festive gifts and sweets for all staff during major celebrations.
 - Special gift hampers for Women's Day and AyuthaPooja.
 - Festival advance (once per year) for faculty with over one year of service (recoverable in installments). Applicable to Diwali, Pongal, Ugadhi, Ramzan, and Christmas.
- **Free Bus Facility:** Complimentary transportation for teaching and non-teaching staff.
- **PF Scheme:** SRCE adheres to EPF (Employee Provident Fund) regulations, contributing to staff provident fund accounts.
- **No Objection Certificate (NOC) for Ph.D. Programs:** NOCs are issued to faculty pursuing Ph.D. programs, with a two-year service commitment to SRCE upon completion.

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