

ARUNAI ENGINEERING COLLEGE



HR POLICY MANUAL

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ABOUT OUR INSTITUTION

Arunai Engineering College (AEC) was established in the year 1993 by Saraswathi Ammal Educational Trust, to render philanthropic and educational services to the people living in rural areas Tamil Nadu. The main objective of the trust is to foster quality technical education, research and training in various branches of science and technology and simultaneously inculcate among the youth a sense of discipline so that they can be moulded into competent and talented engineers.

A rapidly changing world is one of the biggest challenges facing today's graduates. New technologies, new working practices and changes in tastes and fashions require graduates who are equipped with flexible attitudes. AEC provides students with the skills to succeed. AEC, a Co-Educational institution is spread out on serene sylvan settings on the Chittor - Cuddalore National Highway, providing a holistic environment, ideal for dedicated study with discipline, away from the hustle and bustle of the modern cities. The serene spiritual atmosphere at AEC helps an individual to discover himself and the contribution he can make to the world. We, at Arunai Engineering College, will bring out and enlighten the hidden technical skills and abilities of youth with highest quality technical education and proper discipline.

Today, the institution has grown immensely and magnificently with an area of 24.66 acres. The college offers eight Under Graduate Engineering programs and seven Post Graduate programs. Arunai Engineering College has been awarded ISO 9001:2015 certification from DNV Netherlands in recognition of its International Quality Standards in technical education. Further to enhance the level of interaction with the industry, Arunai Engineering College has become a member of confederation of Indian Industry.

COURSES OFFERED

UNDER GRADUATE COURSES

BACHELOR OF ENGINEERING

1. Civil Engineering
2. Computer Science and Engineering
3. Electrical and Electronics Engineering
4. Electronics and Communication Engineering
5. Mechanical Engineering

BACHELOR OF TECHNOLOGY

1. Bio Technology
2. Chemical Engineering
3. Information Technology

POST GRADUATE COURSES

MASTER OF ENGINEERING

1. M.E. – Applied Electronics
2. M.E. – Computer Science & Engineering
3. M.E. – Power Electronics & Drives
4. M.E. – Structural Engineering
5. M.E. – Thermal Engineering

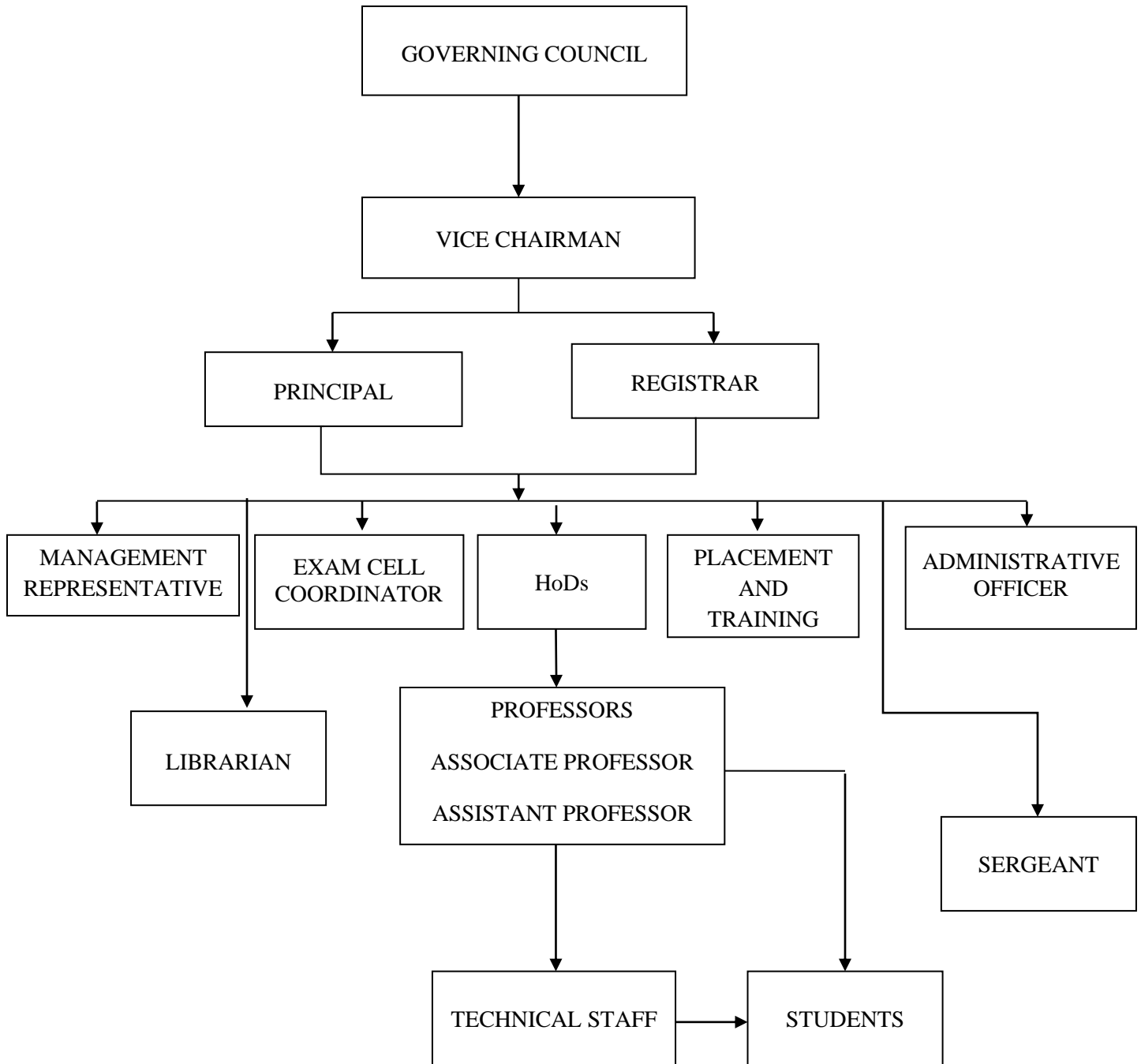
MASTER OF TECHNOLOGY

1. M.Tech – Bio Technology

MANAGEMENT STUDIES

1. Master of Business Administration

ORGANIZATIONAL STRUCTURE



1.RECRUITMENT

Recruitment in HRM is a systematic process for Hiring Talent. It starts from identifying, attracting, screening, short listing, interviewing, selecting and finally hiring the most potential candidate for filling up vacancies in an organization.

1.1 IDENTIFYING THE VACANCY

The number of Vacancies in the different cadres shall be communicated by the Principal / Designated Authority based on the student strength / existing faculty / resignations or terminations of staff members to the Management for approval.

1.2 RECRUITMENT OF TEACHING FACULTY

Recruitment process

Direct Recruitment to all cadres is based strictly on merit. The selection is done by duly constituted Committees for the various departments. The following procedure is adopted in selection of faculty members.

- Advertisement in Newspapers.
- Scrutiny of application received till the last date as mentioned in the advertisement.
- Constitution of the Selection Committee.
- Selection Committee for interview shall be constituted and functions as per the guidelines approved by the Governing Council. The Committee consists of the following members:
 - Principal
 - Registrar
 - Head of the Department / Senior Professor
 - Subject Expert.
- Intimation to candidates about the date and time of Interview.
- Personal interview with demonstration of teaching capabilities.
- Based on the recommendations made by the Selection committee the candidates are informed of their selection.
- Appointment orders are issued to the selected candidate occasionally, senior positions at the level of Professor and Associate Professor are filled by inviting working or retired persons from industry / research institutes.

Qualifications for Teaching Faculty

The qualifications for the various teaching positions are in line with AICTE norms.

Assistant Professor:

- (a) *Engineering/Technology:* 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.
- (b) *Management:* Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/C.A/ICWA/M.Com. with First class or equivalent and two years of professional experience after acquiring the degree of Master's Degree.
- (c) *Humanities & Science:* A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned /relevant/allied subject. Besides fulfilling the above qualifications, the candidate must have M.Phil. degree in the relevant field.

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.

Associate Professor:

- (a) Ph.D degree in the relevant field and first class or equivalent at either Bachelor's or Master's level in the relevant branch.
- (b) At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals.
- (c) Minimum of 8 years of experience in teaching/research/industry out of which at least 2 years shall be post Ph.D experience.

Professor:

- (a) Ph.D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
- (b) 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.
- (c) At least 6 research publications at the level of Associate Professor in SCI journals/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.

Salary For Teaching Faculty

- Professor -Pay scale Rs.37,400-67,000 with Rs.10,000 AGP.
- Associate Professor - Pay scale Rs.37,400-67,000 with Rs.9000 AGP.
- Assistant Professor (Senior Grade) - Pay scale Rs.15,600-39,100 with Rs.8000 AGP.
- Assistant Professor (Selection Grade)- Pay scale Rs.15,600-39,100 with Rs.7000 AGP.
- Assistant Professor (Ordinary Grade) - Pay scale Rs.15,600-39,100 with Rs.6000 AGP.

1.3 RECRUITMENT OF NON – TEACHING STAFF

All positions are advertised in the papers or in the local notice boards. After scrutiny of applications received, the Principal makes a short – listing. Call letter will be mail to eligible candidates to appear for a skill test and subsequent personal interview.

The selection Committee consists of some or all of the following:

- Principal
- Registrar
- Administrative Head
- HOD Concerned

Staff: Administrative Officer / Accountant / Cashier / System Admin / Physical Director/Librarian/ Hostel Supervisor / Store in charge.

Junior Staff : Junior Asst / Data Entry Operator / Supervisor / Record Asst.

Technical :Lab Asst / Lab Technician.

General Staff :Works Supervisor / Electrician / Mechanic / Welder/ Plumber / Driver.

Non– Skilled Staff : Xerox operators / Record Asst /Sweeper / Scavenger.

Qualifications Non – Teaching Staff

Administrative Officer : Master’s Degree from any recognized University in Literature, Commerce, Business, Management etc, with 5 years experience.

Accountant/Cashier: A Master’s Degree in Commerce A.C.S.etc. with 5 years experience.

System Admin/ Data Entry Operator / Junior Assistant : A Bachelor’s Degree or equivalent knowledge of MS office with 3 Years experience.

Physical Director: A Master’s Degree in Physical Education / Sports Science with 5 Years experience.

Librarian: A Master's Degree in Library Science / Information Science / documentation with 5 Years experience.

Laboratory Instructor : First class Diploma in the subject concerned with 3 Years experience

General Staff :

Electrician/ Plumber/ Welder :A certificate from ITI in the equivalent trade , At least 2 years experience in the trade desirable.

Driver : X th Std with valid professional driving license, 3 years experience as driver for college bus at least 5 years experience with H.V.

Attender : X th Std. and Experience is not mandatory.

Salary For Non – Teaching Staff

Pay fixation of Non -Teaching Staff shall be as fixed by the selection committee is based on the Government norms.

2. INCREMENT

All the Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will be effected at the beginning of every academic year, i.e. in the month of June.

Additional Increments / honorarium / monetary benefits shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

3. PROMOTION POLICY

Employee Job Promotion refers to the upward movement of employees within the company for a new or higher job role, tasks and responsibilities.

Promotion to a higher level of services shall be made subject to availability of posts, eligibility of staff on the basis of merit or efficiency, commitment/ dedication of the Faculty to the all round development of the corporate ambience of the college, seniority however will be the deciding criteria.

4. PERFORMANCE APPRAISAL

- Annual Staff Performance Appraisal Systems have been established. Employees shall fill the appraisal forms and submit the same to the HR department.
- The faculty will be assessed based on their performance on the following parameter
 - Pass percentages in the AU examinations in the subjects handled.
 - Student feedback.

- Performance in the areas of research , consultancy & Funded projects.
- Journal Publications.
- Extra responsibilities handled.
- Additional inputs to the students otherthan syllabus.
- Participation and contribution at the college level Programmes.
- Organising International ,National conferences,seminars,workshops,Webinars,etc.

The system consists of

- Self-Appraisal by Staff
- Appraisal by Head of Department
- Appraisal by Students Feedback
- Appraisal by Principal & Management

5. RESIGNATION

- Any member of the faculty in permanent service shall give three months notice in case he / she desire to be relieved from the services. Alternatively, he / she shall pay three months salary in lieu thereof. Normally they will not be relieved in the middle of a semester.
- If the member of the faculty intends to resign during the month of April, no notice period shall be applicable. (since this falls during the end of the academic year)

6. TERMINATION OF SERVICES

The services of an employee are liable to be terminated with one month's pay in lieu of the notice period, in the event of in subordination, dereliction of duty, professional misconduct and other undesirable activities.

7. OTHER GENERAL CONDITIONS

- A service file shall be maintained in respect of each employee of the college where all his / her service particulars shall be recorded under the signature of the Principal / Administration.
- Notwithstanding anything said above, matters which involve financial commitments will be subject to availability of funds and the decision of the management will be final.
- The Management, subject to the ratification of the Governing Council, is the authority for introducing, repealing or amending any service rule it deems necessary for day-to-day administration of the college.
- The service conditions of the incumbent will be governed by the rules and regulations of the college amended and issued from time to time.

8. CODE OF CONDUCT –FACULTY

All employees are expected to get accustomed familiar with the Institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conducting their work.

- Every Employee of the college shall devote his whole time to the college and shall not engage directly or indirectly in any trade or business activity in any other institution which is likely to interface in the proper discharge of his or her duties. This provision shall not apply to academic work giving Guest lectures, talks or any other work undertaken with the prior permission of the management.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college and shall extend utmost courtesy in his / her relationship with all faculty members, staff, Students and Visitors to the college.
- No employee, without the previous sanction of the Principal/ Management solicit or accept in any way to raise subscriptions in pursuance of any objective whatsoever expect for routine farewell or felicitation functions connected with the college.
- No employee shall take recourse to any organization / forum / courts or the presses in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his / her case.
- No Staff member of the college shall engage himself / herself in coaching students for any remuneration. No Employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the college.
- No employee shall expect with the previous sanction of the Principal own, wholly or in part, conduct or participate in editing / managing any newspaper or periodical, or any other publication.
- No employee shall invite or participate in strikes or incitement there to pertaining to his service or other conditions, which tends to bring disrepute to the college.
- No employee may absent himself / herself from duty without prior permissions. In case of emergency or proceeding on leave without prior permission, he/ she must explain the circumstances before rejoining duty.
- Every employee shall be at work punctually at the timing fixed unless permitted otherwise by his / her superior.
- No employee shall, after reporting for work, be found absent during the course of working hours.
- Mobile phone, Internet and other Social media should be used with utmost discretion.

9. ROLES AND RESPONSIBILITIES

9.1 PRINCIPAL

- Providing academic and administrative leadership.
- Setting Vision and Mission.
- Ensuring Compliance to Regulatory Authorities.
- Performing Administrative Activities.
- Staff Management.
- Student Management.
- Conduct of University Exams and internal assessments.
- Training and Placement activities of students.
- To arrange MOU with Industries, Government Organizations & Universities.
- Improvement in Sponsored Research and Consultancy.
- Interactions with Outside World.
- Setting Strategic Direction for the college through Quality Management System. and Monitoring the QMS activities.
- Setting up and monitoring activities of Task Forces.

9.2 MANAGEMENT REPRESENTATIVE

Support to Principal in the following :

- Setting up and managing the Quality Management System. (QMS)
- Conducting Internal Audits and Management Review Meetings.
- Planning for effectiveness of the QMS and Continual Process Improvement.
- Quality Assurance Cell Activities.
- Curriculum Delivery review activities.

9.3 HEAD OF THE DEPARTMENT

- **Setting Vision and Mission of the Department**
- **Department Administration**
 - Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired goals of the college.
 - Planning and monitoring the overall departmental activities.

- Scheduling the time for the syllabus coverage, internal tests and opening and closing of semesters.
- The teaching subject will be allotted by the after taking into account of the Faculty Member's choice.
- Arranging for the departmental requirements such as staff, lab equipments, library books, textbooks and other infrastructure facilities.
- Preparing and submitting the annual departmental budget proposals to the Principal, getting necessary approvals and spending the proposed money for department developmental activities and submission of accounts to Principal.
- Developing installing and maintaining departmental labs.
- Convening departmental meetings.
- To check the course files of the teachers and suggest corrective measures.
- Maintaining all records as stipulated by NBA / ISO for Accreditation.
- HOD shall fill up the proforma for Performance appraisal for each faculty in the department and submit to the Principal every year along with his / her self assessment form.
- Authorized to approve leave for Faculty & Students.
- **Staff Management**
 - Motivating and leading the department as a role model.
 - Delineation and allocation of responsibilities to faculty and staff.
 - Faculty appraisal.
- **Curriculum Design Activities**
 - Setting the Program Educational Objectives. (PEO)
 - Publishing the PEOs of the department and disseminating among the stakeholders.
 - Achievement of the PEOs
 - Assessment of the achievement of the PEOs.
 - Definition and validation of course outcomes and Program Outcomes
 - Attainment of the POs.
 - Evaluation of the attainment of POs.

- **Curriculum Delivery Activities**

- Ensuring preparation of Time Table and Hall management.
- Consolidation of attendance and internal assessment marks.
- Arranging Guest lectures and Workshops.
- Monitoring the activities and dissemination of information through regular meetings.
- Conduct of periodical class committee meetings.
- Conducting Students Symposia / Seminars / Conferences.
- Review of students' performance and remedial measures.
- Arranging Industrial visits and In-plant training for the students.
- Monitoring the Cleanliness of the Department.
- Development of inter-departmental cooperation.
- Purchasing of equipments, testing, quality assurance and processing of bills.
- Purchase and issue of books and stationery items to staff and students and accounting.
- Improving Students' Academic results and initiating remedial measures
- Counseling of students.
- Conducting value added courses.

- **Research and Publications**

- Motivating and improving research – sponsored development programmes.
- Motivation for paper publications and Ph.D. research.
- Conducting professional society activities.
- To take necessary steps to develop Industry Institute interaction.

- **Mentoring Students and Faculty Members**

- **Maintaining relation between Alumini and parents for the welfare of department**

9.4 TEACHING FACULTY

a) Subject Teaching

- Teaching subjects as assigned by the HoD after the process of giving the choice of subjects and discussions with HoD on the assigned subjects.
- The teaching load will be allotted by the HoD after taking into account of the Faculty Member's workload.

- Handling classes as scheduled and working for the improvement in students' pass percentage.
- If the Faculty Member is going for laboratory class, he / she must carry out the responsibilities.
- Motivating high performing students to obtain ranks in university examinations.
- Motivating students to involve in co-curricular activities such as paper presentation, model building etc.
- Assessment and Evaluation of Students.
- **Preparation of Learning Resource Material:**
 - Course / Lesson Plan.
 - OHP Transparencies / Power Point Slides.
 - Question Bank with Answers.
 - Tutorial Problems with Solutions.
 - Quizzes, Crosswords and Puzzles.
 - Web Based Learning Material.
- **Regularly involving in Students' Guidance and Counseling.**
- **Coaching the students to participate in GATE examinations.**
- b) **Assisting the HOD in Department Administration Activities**
 - Assisting the HoD in implementing the activities of the department
 - In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HoD / Principal in academic, co curricular or extracurricular activities, Research and consultancy works.
 - Taking up department activities as assigned by HoD.
 - Participation in college level activities in placement cell, exam cell, etc.
 - Improvement/Upgradation and maintenance of Laboratories.
 - Guiding student projects and exhibits.
 - Interaction with Parents.
 - Submission of Proposals and Reports.

c) Professional Development Activities

Involving in Professional Development through:

- Continuing Education.
- Research and publications.
- Interactions with outside world.
- Externally funded R&D Projects and Consultancy Work.
- Creation of Intellectual property rights.
- Industry Institute Interaction.
- Each faculty shall fill up the proforma for self assessment and submit to the HoD every year.

d) Class Room Teaching Responsibilities

- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the Department as soon as the classes / laboratory hours are over.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab. In case of emergency, the HoD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- Faculty Member should make himself / herself presentable and should show no partiality to any segment / individual student.
- Student counsellor must update the student's counselling book regularly and put up for inspection by HoD / Principal as the case may be.
- Once the subject is allotted, the Faculty Member should prepare the lecture hour wise lesson plan.
- He/She should get the lesson plan and course file approved by HoD and Principal. The course consist of preface, previous year university question papers, two model answer scripts for each test / exam question papers. Two model answer scripts for test / exam, Assignments (if any), feedback analysis report etc.,

- Faculty Member's record of attendance and assessment register must be regularly updated and for inspection every month by HoD / Principal as the case may be.
- He/She should engage the full 50 minutes and should not leave the class early.
- The Faculty Member should make use of OHP, Power Point Presentation Models and Smart Class Rooms as teaching aids.
- He/She should encourage students to clarify doubts and to ask questions.
- Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- He/She should take care of academically backward students and pay special attention to their needs by conducting special classes.
- In problem oriented subjects, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least one week in advance of actual class.
- Faculty Member should interact with the class advisor or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.,
- Faculty handling the laboratory should correct the observations / records then and there or atleast before next class.
- He/She should always aim for 100% pass results in his / her subjects and work accordingly.
- Faculty Member should motivate the students and bring out the creativity / originality in the students.
- The test papers must be corrected within three days from the date of examination and marks should be submitted to the HoD for forwarding to Principal with remarks.

9.5 LABORATORY INCHARGE

- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- When ever possible, additional experiments to clarify or enlighten the students must be given.

- The laboratory manuals shall be prepared and maintained by the lab in charge.
- Maintenance and calibration of experiments shall be carried out periodically.

9.6 COORDINATOR - EXAMINATION CELL

- Ensuring smooth Conduct of University Exams and internal assessments.
- Consolidating and conveying tests and examination schedules to the departments and management.
- Compilation of external/internal examiners/invigilation duty given by the university and sharing the same with the respective departments.
- Computation of attendance for tests and examinations and sharing with departments.
- Compilation of internal assessment marks.
- Allocation of invigilation duty.
- Issue of original and duplicate hall tickets.
- Distribution of remuneration related to university examination.
- Distribution of mark sheets received from University to the respective departments.

9.7 HEAD, TRAINING AND PLACEMENT

a. Placement activities

- To look after the training and placement activities of students.
- To have close liaison with industry for placement of students.
- To work in consultation with Coordinator, Industry Institute Interaction for organizing lectures from the professional from industry.
- To collect feedback from the companies coming for placement.
- To prepare placement brochures of departments.
- To invite prospective companies for campus recruitment.
- To register students for the placement with prescribed qualifications.
- To arrange for various facilities required on the date of interview.
- To collect appointment letters and distribute them to selected students.
- To achieve maximum possible placements for students.
- To guide students on various interview techniques, group discussions, aptitude tests.
- Periodic Conduct of IQ tests.

b. Training Activities

- To arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.
- To organize the entrepreneurship workshops.
- To arrange for industrial visits and in plant training.
- Arrangement of Personally Development Workshops.
- To Train students in aptitude tests, interview techniques, group discussions.
- Notification regarding various competitive examinations.
- To Guide students wishing to pursue Higher Education.
- To organize the Faculty Development programmes by the Industry experts. Signing of MoUs with the Industries for students training, FDP, research Guest lecture etc.

c. Support to Principal in Administration and Corporate Relation

Assisting the Administration at the Institution and Department Level

- Creation and maintenance of data base.
- Initiating and conducting Soft Skill Development programmes.
- Placement activities.
- Students counseling.
- Extramural lectures.
- In- plant trainings and Industrial visits.
- Common faculty development programmes.
- Interaction with industry and outside Agencies.
- Interaction with alumni.
- Liaison with Print and Electronic Media
- Public Relations.
- Getting feedback from industry (employers of passed out graduates) periodically and submission to Principal.

9.8 ADMINISTRATIVE OFFICER

- **To carry out all administrative activities of the college as per the instructions of the Chairman and Principal:**
 - Over all incharge of administration and supervision of all administrative work.
 - Planning and budgeting of office requirements.
 - Liaison work with AICTE, DOTE and Affiliating University.
 - Preparation of various reports for the college.
 - Any other duty as may be assigned from time to time by the Principal and Chairman.
 - Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- **Other major responsibilities include:**
 - Maintenance of Students' files.
 - Maintenance of staff personal files.
 - Maintenance of inward and outward correspondence registers with all required details.
 - Attendance management.
 - EPF and EPS management.
 - Maintenance of notice boards and information display.
 - Purchases, stores and issues of stationery through proper procedure.
 - Collection of suggestion slips and submitting to the Principal for further action.
 - Furnishing the list of students to the Principal having unsatisfactory attendance during the middle of each semester facilitating advance intimation to the students and parents.
 - Assisting the Principal in the preparation of reports to AICTE University / Government / NBA.

9.9 PHYSICAL DIRECTOR

- Co-coordinating the activities of the staff of the physical education department in order to ensure effective functioning.
- Planning and time scheduling for student's accessibility to the equipments, grounds and other facilities made available in the Department.
- Preparation and submission of the annual budget to the Principal.
- Organization and conduction of the university level, state level and TIEs tournaments when undertaken.

- Attending the meetings at the university level regarding physical education.
- Arranging for the training of himself / herself and the colleague/ in advance programmes.
- Suggesting changes and developments to be effected in the department.
- Ensuring overall discipline among all the students participating in sports and games.
- Inter – departmental sports, inter collegiate and university competitions.
- Assisting the Principal in maintaining discipline in the campus.

9.10 LIBRARIAN

- Responsible for overall operating efficiency of the library.
- Purchase and maintenance of books.
- Collecting of indents from various departments and processing them for procurement.
- Purchase of suggested new journals and renewal of subscriptions.
- Co – ordination and management of the library activities including the staff.
- Introduction / Maintenance of Library Automation and Digitization of Library.
- Selection and recommendation of staff for further training.
- Preparation of annual budget for the Library.
- Maintenance of good inter – departmental relationship for better co – ordination.
- Collection and preservation of statistical records related to library.
- Administration of library records.
- Furnishing information on all matters relating to library.
- Updating the records, books and computer systems.
- Removing the obsolete book materials in consulting with the concerned department, securing the soiled through rebinding, and binding, arrangements of important back volumes.

9.11 TECHNICAL STAFF

- Assisting in installation, operation and maintenance of laboratory equipments and their calibrations.
- Assisting in scheduling and conducting practical and drawing classes.
- Helping in indenting and purchasing of stores and consumables for laboratories and workshops.
- Helping the faculty in research, consultancy and testing works in respect of projects.

- Helping the students in their project works.
- Assisting the faculty in matters relating to design, fabrication and computer work.
- Helping for the supply of water and electricity in the campus.
- Assisting in the operation of telephones, intercom, Internet and Audio Visual aids.
- Taking specific responsibilities at times of organization of functions, workshops and seminars specially assigned to them.

9.12 SERGEANT

- Maintenance of infrastructure.
- Monitoring the Operation of buses to various routes, Electrical and Plumbing works etc.,

10. TIME OF WORKING

The working hours for

Teaching & Non Teaching Staff	: 09.00a.m to 04.45p.m
Office Staff	: 09.00a.m to 06.00p.m

With a one hour lunch break.

The employees may be required to follow different working hours under special circumstances.

11. WORKING DAYS

The College shall function from Monday to Saturday ,except Government Holidays and Vacation holidays.

12. WORKLOAD

Workload of a teacher will be assigned as per the instruction from the Principal.

13. DRESS CODE AND IDENTITY CARD

Employees of the Institution are expected to present themselves in a clean and professional appearance, both inside and outside the Institution.

Following is the dress code for the faculty of Institute:

Gentlemen	: Tucked in shirts and shoes
Ladies	: Saree

It is mandatory for all employees to wear the ID card issued by the Institution, during hours of work.

14. TRAINING AND DEVELOPMENT

- The new incumbents are inducted to the concerned departments where they are familiarized to the people, process, and practices in order to orient them towards the work culture of AEC.
- To make them familiar with the other co staff members, the new recruits are introduced by the Management to all the members of the Institution at a gathering.
- The Management of AEC strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and also lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weight age by including these components in the performance evaluation.

15. WELFARE MEASURES

The teaching and non-teaching staff plays a vital role in the growth of the institute and therefore, the Institute is recognizing their productiveness and acknowledges their needs and requirements regularly. As a result, the institution is implementing various effective welfare schemes. These welfare measures enrich the physical and mental health of the employees and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment towards the institute.

15.1 FINANCIAL BENEFITS

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

- a. For achieving 90% results in a theory paper: BEST FACULTY AWARD with Rs.5000/- Cash Prize.
- b. Professional Society Life Membership Fee - will be paid by the Management for Faculty members with minimum three years of service in the Institution based on one professional society per staff member.
- c. Paper publication in International Conferences and National Conferences: 100% Registration Fee & On Duty.
- d. Faculty Development Program/Workshop/Seminar: 50% Registration Fee & On Duty.
- e. Supporting Staff Members are offered free computer training.

15.2 NON FINANCIAL BENEFITS

- Free Transport facilities to and from their home to Institute.
- Free breakfast for supporting staff members.
- Free Lunch to all the staff members.
- Car facilities for senior staff members.
- On any medical need, medical room available in campus.
- Accommodation in hostel for out station employees.
- Free Wi-Fi inside the campus.
- Providing On duty for attending FDP, workshop, training programs and National & International Conferences.
- All non-doctoral faculties are encouraged to get enrolled for Ph.D. program in various Universities.

16. LEAVE POLICY

16.1. CASUAL LEAVE

- Faculty and Staff can avail only 1day CL in a month.
- C.L. can be availed only on prior permission. In case of emergency, the employee can be absent from duty and the leave reported on resuming duty after CL is availed. This is permitted only on emergency.
- It is the responsibility of the Faculty to make an alternative arrangement for the classes.
- Half a day C.L can be availed either in the forenoon or afternoon as per the college timings.
- Casual leave not availed in any calendar year cannot be carried over to the next calendar year.

16.2. PERMISSION

Two permissions of one hour duration each can be availed by Faculty / Staff in a month. If the permission hour exceeds this, the same shall be accounted as Casual Leave for half-a-day.

16.3.WINTER VACATION

Winter vacation will be for a period of 7 days, during end of the odd semester for teaching staff. This is subject to the staff completing one year of service. The schedule of winter vacation will be based on University Examination Time- table reopening of date of Even semester.

16.4.SUMMER VACATION

Summer vacation for the teaching staff will be for a period of 28 days, during the end of the even semester.. The schedule of summer vacation will be basaed on University Examination Time- table reopening of date of Odd semester.

The faculties joined in the middle of the academic year will avail Annual Leave proportionately.

16.5 .ONDUTY FOR OFFICIAL WORK

Staff members deputed by the College to attend any official work including arrangements for Institutional programmes, University work, etc.,will be granted On duty Leave.

No limitation for Staff invited for paper presentation in Conference / Symposia / Seminar conducted by other Colleges / Universities / Professional societies etc.,

16.6.COMPENSATORY LEAVE

In exceptional cases,staff members those who are worked for extra hours compensatory leave will be provided.

16.7. MATERNITY LEAVE

All married female employees are eligible for maternity leave for a maximum period of 90 days. Staff who have completed one year of service in AEC are eligible one and a half month pay and staff with two years of service in AEC are eligible three months of pay.

The leave is extendable for a period of 45 days which will be treated as Leave on Loss of Pay (LLP). Under any circumstances, the Maternity Leave shall not exceed (90+45) 135 days. Any further extension, violating the regulations, will lead to the discontinuation of service of the employee with immediate effect.

16.8 . OTHER GENERAL LEAVE GUIDELINES

- All types of leave and permission should be availed with prior approval. However in exceptional cases, CL or Permission can be availed under intimation to the HOD overphone . The same will be regularized only after submitting proper application on the same day of reporting for duty.
- Without alternative class arrangement details, leave shall not be permitted. For leave requested over phone, the HOD or any other designated staff concerned shall make alternative arrangements underintimation to thePrincipal.
- Staff members who are getting relieved from the institution are not authorised to avail vacation (Winter & Summer) during the notice period.
- Staff members should enter their staff code in all the official correspondence, leave letters, forms etc.

17 . GRIEVANCE REDRESSAL SYSTEM

Grievance may be any genuine which an employee experiences about his job and its nature, about the policies and procedures. It must be expressed by the employee and brought to the notice of the management and the organization.

In order to address the grievances of the employees, a grievance redressal cell is being formed as per the guide lines of AICTE.

Grievance Redressal System in the College shall aim at providing a channel by which any aggrieved employee may present his grievance; providing a procedure which ensures that there will be a systematic handling of every grievance. It also aims at providing a method by which an aggrieved employee can relieve his feelings of dissatisfaction arising out of various factors.

18 . SUGGESTIONS

AEC always concentrate on employee's suggestions and pioneering ideas about making the Institution a better place to work and enhancing service to the society. Any employee who sees an opportunity for improvement is encouraged to talk it over with Management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are cherished.

19.VARIOUS COMMITTEES

19.1. ANTI-RAGGING CELL

To avoid ragging of the students inside the Campus and to recommend for taking action on students who involved in such in-disciplinary activities immediately to the Principal.

19.2. SPARSH CELL

The College has a women harassment prevention cell to handle the sensitive issues regarding the women's right and security. Whenever a complaint is received from a female employee, it is submitted to the principal who forwards the complaint to the cell and the cell duly conducts an enquiry and submits a report to the principal. The Principal initiates an appropriate action based on the report and settles the issue.

The cell includes Senior female Faculty members of the college. As per the guidelines of UGC.

19.3 DISCIPLINARY COMMITTEE

To maintain discipline and rules inside and outside the college campus.

19.4 INTERNAL QUALITY ASSURANCE CELL[IQAC]

IQAC concerning improvement and monitoring the quality system of the college.

19.5 RESEARCH CELL

To give the guidance to the staff & students to do Research and encourage to apply the research proposal for financial assistance to the various Government and Non-Government organization and also guide for the project consultancy.

19.6 WOMEN EMPOWERMENT CELL

To identify and inculcate skills among women to strengthen them intellectually.

19.7 ENTREPRENEURSHIP DEVELOPMENT CELL

To bring out the Entrepreneurship talents and make them as Entrepreneurs.

19.8 INSTITUTION'S INNOVATION COUNCIL [IIC]

To create a vibrant local innovation ecosystem. Start-up supporting Mechanism in HEIs. Prepare institute for Atal Ranking of Institutions on Innovation Achievements Framework. Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas. Develop better Cognitive Ability for Technology Students.

19.9 ALUMNI CELL

Alumni Cell of Arunai Engineering College functions to strengthen the bond between the institute and its alumni. Strong Alumni base is one of the formidable strengths for any institute. Thereby, cell acts as a platform where the existing students and the alumni can interact for a healthy, mutually beneficial relationship.