



PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE

Gowrivakkam, Chennai-600073.

Affiliated to University of Madras, ISO 9001:2015 Certified Institution

Recognized by UGC under section 2(f) of UGC Act 1956

HR POLICY

HANDBOOK



HR POLICY

Introduction

The Governing Council of Prince Shri Venkateshwara Arts and Science College periodically formulates policy declarations, which are then communicated to the staff members through the Head of the institution. The Human Resource Policy is intended for internal utilization and its information remains validated from the point of its issuance until a revised Human Resource policy is disseminated.

Terminology:

The term 'Human Resource policy' wherever mentioned in the book means and includes Human Resource Policy of PSVASC. The term 'Institution/College/Organization' wherever mentioned in the book means and includes Prince Shri Venkateshwara Arts and Science College -PSVASC. The term staff member wherever mentioned in the Human resource Policy means and includes teaching, non-teaching, technical, administration and ministerial staff.

Human Resource Policy (HRP):

In order to achieve sustainable and viable growth, enhance institutional effectiveness, and promote employee satisfaction, it is essential to establish a robust set of human resource policies. These policies should possess a dynamic and adaptable nature, fostering a conducive work environment where employees can operate and thrive in alignment with the institution's mission, vision, objectives, and quality standards. The institution actively promotes and values the open expression of thoughts and ideas from its employees, emphasizing a collaborative approach in decision-making and operational processes. This inclusive approach serves to recognize and honor the contributions of each staff member.

PSVASC acknowledges the pivotal role that culture, values, loyalty, motivation, involvement, and professional development play in charting a successful path for both the institution and its employees. In light of this, there is a concerted effort to encourage and support these factors, recognizing their significance in

fostering excellence and achievement.

HRP focuses on:

- Enhancing staff proficiency through targeted FDPs, workshops, constructive industry engagements, and active participation in professional associations.
- Fostering avenues for progressive career advancement and personal growth.
- Facilitating a platform for open dialogue and resolution of both personal and professional challenges.
- Nurturing a cohesive and collaborative atmosphere for effective team formation and unity in the orchestration of Institutional R&D initiatives.
- Cultivating a corporate environment grounded in shared values, unwavering loyalty, resolute commitment, disciplined conduct, and wholehearted dedication.
- Demonstrating unwavering dedication to supporting the comprehensive enrichment of our human capital.

Privacy:

PSVASC requires all employees to uphold a fundamental sense of discipline by maintaining strict confidentiality. This pertains to refraining from divulging any information concerning personnel compensation, R&D consultancy, course materials, laboratory protocols, human resource policies, as well as proprietary training and workshop materials. Additionally, the confidentiality extends to safeguarding personnel data and other financial compensation-related affairs.

Violation of these confidentiality obligations will be addressed with the highest level of gravity. Appropriate measures will be taken to enforce discipline, potentially culminating in the termination of employment, and if deemed requisite, initiation of legal proceedings.

Prince Shri Venkateshwara Arts and Science College- PSVASC was established during the Academic year 1995 with a view to excel in professional education. It is affiliated to the University of Madras.

MANAGEMENT

Society

Prince Educational Society was established in the year 1978 with a long-cherished ambition to promote and disseminate knowledge and serve the cause of education, in general and technical/professional education, in particular. With this aim in mind, this society launched PSVASC.

Chairman

Prince Educational Society was established in 1978 by our **Founder - Chairman Dr. K. Vasudevan, M.A., B.Ed., Ph.D.** Going down memory lane in the seventies, our Chairman had realized the need for an Institution which will serve as a role model and stand apart from other Educational Institutions. The setting up of Prince Matriculation Higher Secondary School, Nanganallur, Chennai, helped in the evolution of Prince Matriculation Higher Secondary School, Madipakkam, Chennai, both met this need. In order to serve the poor and the needy, he started a Tamil Medium School as well. Today this educationist and pioneer head 2 Arts and Science College and 2 Engineering Colleges in Chennai. These Institutions aim at imparting quality education in the fields of engineering, arts and science.

Prince Shri Venkateshwara Arts and Science College was started in 1995 and is promoted by the Prince Educational Society. PSVASC's vision is to be a centre of professional excellence and innovation in the implementation of educational programmes, with a core focus on academics and holistic development of student and faculty. Situated in an expansive and ecologically conscious locale on the outskirts of Chennai, our institution offers a serene and tranquil atmosphere that nurtures an ideal setting for academic pursuits. Our capacious and fully-equipped laboratories serve as optimal spaces for hands-on experimental learning, enhancing the educational experience for our students. Moreover, our state-of-the-art library stands as a testament to our commitment to providing comprehensive resources for learning. Stocked with a diverse collection, it serves as a valuable reference hub for both students and faculty, accommodating their academic and intellectual needs.

The library remains up-to-date with contemporary publications, encompassing reference materials, literature for leisurely reading, as well as an array of informative magazines and journals.

An enthusiastic group of adept and seasoned faculty, hailing from diverse fields of expertise, demonstrate a strong commitment and exert concerted efforts to extract the finest potential from every student. Their approach is characterized by a meticulous focus on addressing individual student requirements. Displaying a keen dedication, they actively engage in nurturing the well-being and conduct of the students, aiming to cultivate their development into conscientious and capable future contributors to society.

In a bid to foster exceptional talent, the administration has established scholarships for students displaying remarkable academic prowess. Furthering our commitment to supporting high-achieving individuals, we facilitate placement opportunities for outstanding students through meticulously organized on-campus recruitment drives featuring prominent multinational enterprises and esteemed Indian corporations. Underscoring the significance of effective English communication, our curriculum places a special emphasis on honing this skill. This strategic focus empowers our students to eloquently respond to inquiries posed by panels of expert interviewers from multinational entities and other prominent enterprises, thereby ensuring their poised and successful performance in such evaluative scenarios.

Governing body

The governing body of PSVASC is constituted as per University of Madras and UGC guidelines. Its powers and functions are as follows:

- Create and fill various positions as per requirements of the head of the institution, following the prescribed qualifications, experience and pay scales of the affiliating university.
- Approval of budget proposals for infrastructure and academic development.
- Approval of action plans of the institution regarding introduction of new course and increase of intake in existing courses.

- Originate, prepare, provide and revise the functioning of various committees in administering the institution.
- Approve short and long term plans of institution in improving the quality of TLP.
- Review, monitor and take necessary actions in execution of plans and schemes.
- Provide, Help and issue necessary guidelines to the head of the institute for administration.

HUMAN RESOURCE MANAGEMENT:

Working days and working Hours:

Our institution works for six days in a week (i.e. Monday to Saturday) except second and fourth Saturday. The working hours are from 9.30 A.M to 4.15 P.M with a lunch break of 30 minutes. The working hours may vary marginally depending on exigencies.

Public holidays:

Institution will remain closed on Sundays and public holidays adopted by the affiliating University which is normally as per the list of holidays declared by Govt. of Tamil Nadu.

Job responsibility

Academic:

- Class room teaching with ICT tools.
- Lab instruction and demonstration with master readings.
- Development of laboratory, curriculum and resource material by using modern techniques.
- Student evaluation and assessment.
- Participation in curricular and co-curricular activities.
- Student guidance, counselling, personality and overall character development.
- To prepare, provide, generate and disseminate knowledge in the interest of students.

- Career development through QIP, Professional Association, Knowledge and skills.

R&D & Consultancy

- R&D activities through projects and research guidance.
- Potential search for opportunities to provide consultancy services.
- Promotion of institute-industry interaction.

Administration

- Planning, designing and development of new programmes and promotional activities.
- Mobilizing resources for the institution.
- Administration both at departmental and institutional levels.
- Development, administration and management of institutional facilities.
- Monitoring and evaluation of academic and research activities.
- Participation in policy planning for development of technical education
- Design, develop, update and maintain MIS implementation
- Maintain accountability
- Conduct performance appraisal.

Extension:

- Guiding the students in overall character development
- Extension services by interacting with Society/Community through NSS, Rotaract and YRC.
- Providing technical support in areas of social relevance
- Providing non formal education for the benefits of the community
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.

Salary and Disbursement

Based on the qualification and experience of the staff member, the compensation will be fixed under the guidelines of UGC. Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct.

As a policy of the institution, the salaries of all the staff members will directly be credited to their respective SB Accounts in Indian Overseas bank of Gowrivakkam. In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned.

Teaching and Learning process:

The following are some of the contents of learning modules irrespective of the subjects.

- Course file
- Lesson plan
- Additional Topics and Assignments
- Provision for Mid Tests and Distribution of scripts
- PPTs and OHPs
- Lesson and Course Material
- Web Downloads
- Case studies
- Self-Learning Materials
- E-Learning Material through Digital Library
- Guest/Expert Lectures
- Industrial Visits and Tours relevant to their respective specialization

Cadres of staff

The staff comprises the following categories.

A. Teaching Staff:

S. No.	Designation
1	Principal
2	HODs
3	Professors
4	Associate Professors
5	Assistant Professors
6	Librarian
7	Physical Director

B. Supporting Staff (Technical):

S.No.	Designation
1	Lab Instructors

C. Supporting Staff (Non-Technical):

S.No.	Designation
1	Accounts Officer
2	Administrative Officer
3	Attenders
4	Sweepers
5	Gardeners

Qualification and Experience:

The qualification and experience required for the candidates to fill various posts shall be as per the norms prescribed by UGC/ Affiliating University / State Government.

Pay, Allowances, Increments:

Scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by UGC/Affiliating University/ Government.

Annual increments shall be sanctioned by the Principal on satisfactory performance of the employee based on the recommendations of Head of the Department or In-charge of section in the case of Principal, Chairman/Secretary is the sanctioning authority.

The management shall have the authority to withhold an increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend himself/herself.

The management shall also take responsibility in motivating the employee by providing rewards for attending Seminars, Workshops, Guest lectures, and conferences, STTP, FDP, NPTEL excellence, Scopus and UGC approved Journal publications.

Recruitment and Selection

- The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload.
- The rules prescribed for selection of employees from time to time by UGC/University/Government shall be followed.
- Staff selection committee shall be constituted.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.

- The Management/ Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- The candidates for Assistant professor and Associate professor are required to give a demo lecture and take an interview by the Principal.
- Candidates for non-teaching posts are selected based on practical test conducted by departmental selection committee and if needed, by a final round of one-on-one interview by the Principal.
- Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

APPOINTING AUTHORITY:

All the appointments are made by the Principal with the approval of the Secretary based on the recommendations of various committees appointed from time to time for such purposes.

Reporting:

On receiving the offer letter from the institution, the staff member has to give in his/her consent to join the institution on or before the last date notified for reporting. He/ She should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn.

Probation:

All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.

No application of the employees seeking employment elsewhere shall be forwarded during the probation period.

Resignation:

A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the semester after completing one year of service and also completing all the academic work pertaining to the semester concerned.

INCREMENTS:

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1st June unless it is withheld as a measure of punishment. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory or there have been many LOPs.

ANNUAL PERFORMANCE APPRAISAL REPORT:

The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic activities and achievements. The H.O.D. shall offer his/her remarks and observation on the report. The Performance Assessment Committee headed by the Secretary shall review the reports and finalize. The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotion.
4. Monitoring and recording of the regular growth of each faculty member.

POWER TO MODIFY THE RULES:

These rules are subject to modifications or amendments as may be made from time to time by the Governing Council. If any dispute arises in the interpretation of these rules, the decision of the Governing Council shall be final.

Leave Rules and Leave policy:

KINDS OF LEAVE

- Casual Leave
- Vacation Leave
- Compensatory Leave
- On Duty Permission for Examinations related
- Maternity Leave
- On Duty for pursuing Skill Enrichment Program/Part time study
- Permission / Late Attendance
- Marriage Leave

CASUAL LEAVE

Casual Leave is not earned by duty but it is a concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 10 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof.

VACATION LEAVE

The teaching staffs who have served for two semesters consecutively in this college are eligible for 30 days of vacation leave in the Even semester.

Vacation leave can be availed only during vacation period as declared by the Principal. Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.

In Odd semester, November – December, vacation leave will be restricted to a period of not more than 7 days.

COMPENSATORY LEAVE

Staff members, who work on specific request and approval of the Principal / HoD on college holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave. The quantum of compensatory off will depend on the duration of work on holidays.

Compensation leave should be registered in the Principal's office with proper prior permission when attending duty on holidays and should be availed within 2 months after the actual date of working with prior sanction. Compensation leave should not be combined with CL.

ON DUTY PERMISSION

On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the

Principal.

The teaching staff members will be allowed a maximum of 15 working days in an academic year as “ON DUTY” for the purpose of attending Central Valuation/External Examiner for practical examinations connected with University. Teaching staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce evidence from the competent authority for sanction. Otherwise their absence will be treated as unauthorized absence. All other duties if any pertaining to the college should be specifically informed to the HOD and Principal and permission obtained in advance.

POLICY MANUSCRIPT FOR FINANCIAL SUPPORT TO FACULTY FOR ATTENDING SEMINARS/GUEST LECTURES/ WORKSHOPS/ CONFERENCES etc.

To elaborate the procedure for sponsoring the Faculty Members for attending the programs, at the start of every semester, academic schedule for the semester have been released to all teaching and non-teaching staff members.

Based on the academic schedule, the faculty members have to plan for the skill Enrichment courses like FDP, Conferences, Workshops, and Industrial Trainings.

Head of the Department, group the Faculty Members based on their specialization. It may be done by conducting department meeting to group the faculty based on their specialization or willingness to learn the technology.

Finding out the relevant programmes organized in reputed institutions like IIT, University of Madras, UGC sponsored, etc. and sharing the Program options in group to all Faculty Members. Number of programmes that can be attended by an individual faculty member and the need of attending will be finalized.

Financial Assistance Request form has to be submitted to IQAC cell with the recommendation from the concern department HOD and the Principal. After getting the approval from the IQAC, Faculty members can complete the registration process.

Based on the policy beyond the specified amount, He/She has to get special

approval. They can claim the full registration fee, Travel allowance for the outstation, and miscellaneous amount like auto charges, room rent, refreshments, learning materials, etc. Any number of claims can be made. IQAC and Training department have the rights to approve and disapprove the application.

A faculty must attend at least one faculty development program or workshop or conference or NPTEL course or Industrial training per year. Faculty member can be permitted for the programmes organized by the reputed organizations preferably. Faculty members are advisable to attend a week FDP or STTP.

On the approval of the IQAC, faculty members can collect the approved amount from the accounts department. Faculty member will be provided with on duty to attend the Programmes. Each faculty member can avail the approved number of ODs. After the skill enrichment program, faculty member has to submit the Certificate copy to IQAC for Claim Verification.

POLICY DOCUMENT FOR ON DUTY PERMISSION FOR PURSUING PH.D. UNDER EVENING PART TIME PROGRAMME OR DAY TIME PART TIME PROGRAMME

- An employee may be granted OD permission so as to enable him to undergo part time higher studies or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidate's area of specialization. An employee may also be granted OD permission for attending seminars, guest lectures, workshops and conferences.
- OD permission shall not be granted to one, whose absence will cause cadre-difficulties, besides dislocation in the regular work of the college.
- For writing University Theory and Practical examination during week days, OD will be granted on production of proof.
- Whenever applying for OD permission for study purposes, they should submit the OD application in advance.
- They should make alternative arrangements for their theory and lab classes with prior approval. OD permission will be granted only if they make

alternative arrangement for their classes, through a teacher handling subject for the same class.

- They should produce the attendance certificate from the faculty advisor where they are undergoing the higher studies.
- Depending upon the quantum of departmental work load, whether one lab course or one theory course will be dropped from the normal work load allocation during the period of studies.

PERMISSION / LATE ATTENDANCE

- Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave.
- Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work.

All employees should follow the prescribed working hours strictly.

- All employees should sign the attendance register. If any staff member comes late on more than three occasions in a month, each such late attendance will be treated as half-a-day leave.

MARRIAGE LEAVE

An unmarried staff member is eligible for 7 continuous days of marriage leave from the day of marriage on production of invitation. The marriage leave can be combined with CL or CPL. The concerned staff member shall apply for marriage leave in advance.

MATERNITY LEAVE

Maternity leave may be granted to married women employees for 90 days from pre-confinement rest to post confinement recuperation. During the period of maternity leave they are eligible for 100% of pay and allowances.



PRINCE

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