



ACHARIYA
COLLEGE OF ENGINEERING TECHNOLOGY
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution



HUMAN RESOURCE POLICY



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PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAFURAM VILLIANUR,
PUDUCHERRY 605 110

HUMAN RESOURCE POLICY

ABOUT OUR INSTITUTION

Acharya College of Engineering Technology – a temple of learning, is an **ISO certified** institution was founded by the great Educationalist and Philanthropist, Tr. J. Arawindhan. The main objective of our college is to advance the knowledge base of the engineering professions and to influence the future directions of engineering education and practice.

ACET – Best Engineering College in Pondicherry. We believe not only in educating the students, but also in grooming characters, with moral and ethical values to build the nation. Since inception, the college has been providing world-class facilities & infrastructure in education and learning. The emphasis is on transformational leadership rather than directional leadership. We aim to establish new trends, introduce innovative training methodologies, and thus guide students towards the road to success.

The founding group **ACHARIYA World Class Educational Institutions** had its humble beginnings more than a decade ago by the launch of The **ACHARIYA Teacher Education Academy** and **ACHARIYA College of Education** in the year 2000. This was followed by the starting of the **ACHARIYA Siksha Mandir** and gradually classes were added. In the year 2001 **ACHARIYA Bala Siksha Mandir** was inaugurated at **Thengaithittu Campus** and its satellite branches were started at various places in **Puducherry**. In the year 2004 **ACHARIYA Arts and Science College** was started followed by **Sri Sampourna Vidyalayam** in the year 2005. **ACHARIYA School of Business and Technology** came into being in the year 2006. **ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY (ACET)** was inaugurated on 29.09.2010 and commenced from the academic year 2010-11 with a sanctioned strength of 420 students with six branches:

COURSES OFFERED

UG-Courses

1. B.Tech.-ARTIFICIAL INTELLIGENCE AND DATA SCIENCE
2. B.Tech.-CIVIL ENGINEERING
3. B.Tech.-COMPUTER SCIENCE AND ENGINEERING
4. B.Tech.-ELECTRICAL AND ELECTRONICS ENGINEERING
5. B.Tech.-ELECTRONICS AND COMMUNICATION ENGINEERING
6. B.Tech.-MECHANICAL ENGINEERING

INSTITUTE VISION

To make suitable changes in the **PHYSICAL, MENTAL, INTELLECTUAL, EMOTIONAL and SPIRITUAL PERSONALITY** of every individual and to develop and elevate them to lead a higher degree of life enabling them and excel in his present nature and elevate to become an **ACHARIYAN**.

ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY

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To provide outstanding technical education that combines vigorous academic study to experience learning success and become lifelong learners to practice sustainable development.



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HR VISION

A company's most valuable resource is its human capital, especially if it is an educational institution that teaches information to future generations of students who will constitute the backbone of the country. This asset's potential impact is virtually limitless. The HR Cell will play a crucial role in the process of creating a sizable pool of qualified workers who are capable of top-notch performance in the fields of teaching, research, consulting, and support tasks. The HR Cell will take a proactive role in helping the college become a center of excellence for engineering, technology, and management.

HR MISSION

We will work to put the best human resource practices into practice and continuously search for fresher, more creative human resource solutions. We will continue to place a strong emphasis on providing excellent service to our internal clients. We will continue to be dedicated to creating an environment that supports the creative urges of the educated workforce.

The HR Department shall aim at:

Establishing and nurturing a framework that upholds, nurtures, and manages the organization's most valuable resource its human capital.

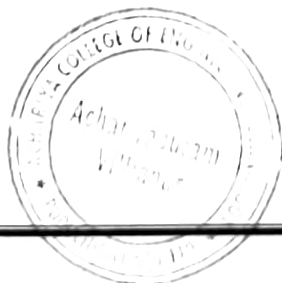
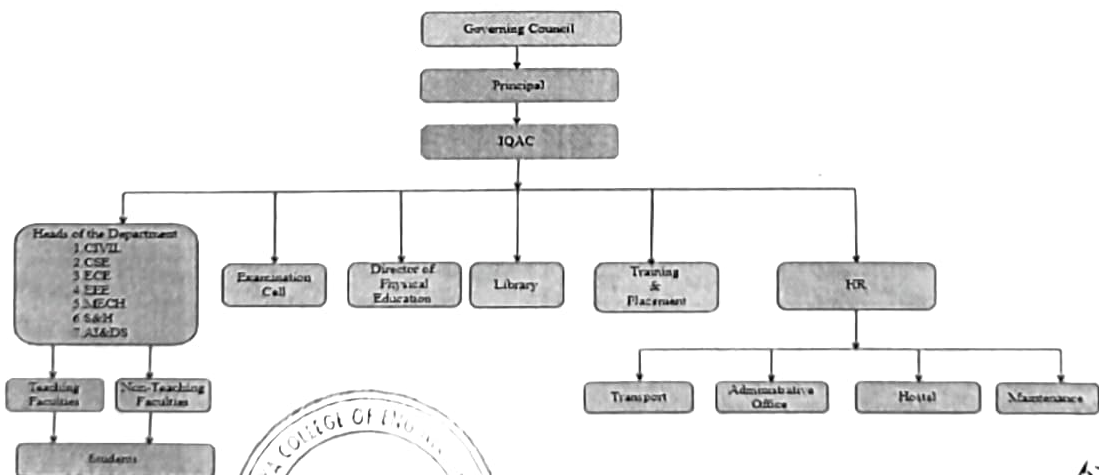
Recruiting skilled experts who are enthusiastic about education, research, consultancy, and enlisting capable individuals proficient in auxiliary roles.

- Ensuring ongoing enhancement of employees' core proficiencies.
- Sustaining employee retention for a prolonged and mutually advantageous partnership.
- Formulating and effectively conveying robust policies and protocols that harmonize employee requirements with institutional advancement.
- Offering strategic leadership that emphasizes integrity, transparency, and collaborative teamwork

ADMINISTRATIVE SETUP

Organizational chart and functioning of various administrative roles attached below.

Organogram Structure



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HIERARCHY OF REPORTING

The following table is followed when reporting by various staff employees to higher authorities:

S. No	Staff	Reporting Authority
1	Principal	Chairman
2	IQAC Coordinator	Principal
3	Head of the Departments	Principal
4	Placement Officer	Principal
5	Librarian	Principal
6	Teaching Staff	Head of the Department
7	Non-Teaching Staff	Head of the Department
8	Director of Physical Education	Principal
9	Administrative Staff	Principal
10	System Admin	Admin Office
11	Drivers	Admin Office
12	Security	Admin Office
13	Workers	Admin Office

RECRUITMENT

In a competitive environment where skilled individuals are scarce, the primary role of Human Resource (HR) is to establish a competitive edge and strategic benefit for the college. This is achieved by cultivating a reservoir of skilled and dedicated faculty members along with other staff, thereby contributing to the institution's advantage.

IDENTIFYING THE VACANCY

After assessing the workload, available workforce, and projected growth, the departments submit their manpower requisitions.

APPOINTMENT PROCEDURE

Recruitment for all positions is solely based on merit, encompassing every cadre. Committees established for individual departments conduct the selection process. The subsequent process is employed for the appointment of faculty members.

- Advertising in newspapers.



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- Reviewing applications received until the specified deadline mentioned in the advertisement.
- Formation of the Selection Committee.
- Notifying candidates regarding the interview schedule.
- Conducting personal interviews, including showcasing teaching aptitude.
- Candidates receive notification about their selection based on the Selection Committee's evaluations.
- Issuing appointment letters to chosen candidates. In some cases, senior positions such as Professor and Associate Professor might be filled by inviting individuals with industry or research institute experience, whether currently working or retired.

QUALIFICATIONS/EXPERIENCE/PAY

Norms: The qualifications, experience and pay for the various teaching positions are in line with AICTE norms. In addition, financial support is provided to the faculties for attending conferences workshops and programs based on their annual performance.

PROBATION

The chosen candidate will undergo a six month probationary period, during which their performance will be assessed. Subsequent to this probation period, a review will determine the regularization of their appointment.

PROMOTION POLICY

Advancement to higher service levels follows a predetermined timeline and is contingent on experience, unless instances arise where enhanced performance is a prerequisite.

RETIREMENT

- ✓ The teaching staff of the college will retire from their services upon reaching the age of 70 years.
- ✓ The non-teaching staff of the college will retire from their services upon reaching the age of 60 years.

RESIGNATION

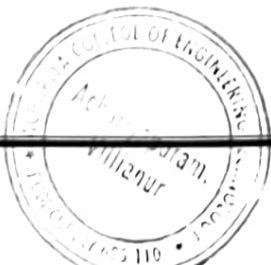
Any faculty member who wishes to resign from their position must provide a notice period of three months. Alternatively, they can opt to pay three months' salary in lieu of notice. Typically, resignations are not processed during an ongoing semester to minimize disruptions. If a faculty member plans to resign in April, no notice period is required, as this falls at the end of the academic year.

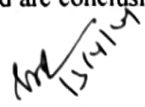
TERMINATION OF SERVICES

Temporary employees' contracts can be terminated without providing reasons at any time. In situations of insubordination, neglect of duties, professional misconduct, and other undesirable behaviors, an employee's services may be terminated with one month's pay in lieu of notice.

OTHER GENERAL CONDITIONS

A personnel record will be maintained for every college employee, containing comprehensive service details verified by the Principal or Administration's signature. However, actions involving financial obligations are contingent on fund availability, and management's decisions in this regard are conclusive.




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The Management holds the power, subject to the Governing Council's approval, to establish, revoke, or modify any service regulation necessary for the college's routine administration. The terms of employment for staff members will be dictated by the college's periodically revised rules and regulations.

CODE OF CONDUCT

An employee of the college is required to dedicate their full attention to college duties and refrain from engaging, directly or indirectly, in any trade, business, or external activities that could hinder their proper job performance. This provision excludes academic endeavors such as delivering guest lectures, talks, and other tasks, provided prior approval from the principal is obtained. Each employee must consistently uphold integrity and commitment to their responsibilities, behaving in a manner that preserves the college's reputation and prestige. This extends to exhibiting the utmost respect when interacting with fellow faculty, staff, students, and visitors. No employee is permitted to seek, accept, or participate in raising monetary contributions or support for any purpose, except for routine college-related events, farewells, and honors, without obtaining prior sanction from the Principal. Additionally, engaging in paid tutoring of students is prohibited for any staff member. Participating in remunerative or honorary work unrelated to the college is prohibited unless prior approval from the Principal is secured. Owning, contributing to, or managing newspapers or periodicals necessitates prior Principal's approval. Employees are discouraged from seeking external avenues or media for the resolution of grievances without the Principal and Management's awareness and approval. Any absence from duty must be pre-approved, but in unavoidable emergencies, an explanation for the absence due to unforeseeable circumstances must be provided upon return. Adherence to punctuality is essential; employees must promptly report to work at designated times unless granted an exception by a superior. Once present for work, employees are expected to remain present throughout their designated working hours. The use of the internet and social media should be exercised with careful judgment.

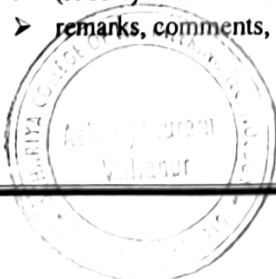
CAREER PROGRESSION:

Individuals possessing pertinent qualifications and a strong enthusiasm for teaching have the opportunity to begin their journey as Assistant Professors. Their career progression can advance through various stages, including Assistant Professor (Senior Grade), Associate Professor, and Professor. Advancement is contingent upon demonstrating consistent dedication, comprehensive performance, and the acquisition of requisite qualifications and experience in accordance with established statutory criteria.

DUTIES AND RESPONSIBILITIES:

PRINCIPAL

- The Principal holds the position of the Institution's Head.
- The Principal assumes responsibility for achieving overall excellence across all aspects of the College's endeavors.
- The Principal serves as the Member-Secretary of the Governing Council.
- Circulating notices on both administrative and academic matters is within the Principal's purview.
- All academic and administrative personnel report to the Principal.
- The Principal oversees and manages leave approval as per established leave regulations.
- All official and personal communications from staff and Heads of Departments
- (HODs) intended for the Management are forwarded by the Principal with appropriate
- remarks, comments, or recommendations.



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- The Principal conducts monthly meetings with HODs and a monthly staff meeting, ensuring that the minutes are conveyed to the Management.
- Regular updates regarding administrative and academic activities are reported by the Principal to the Management.
- The Principal ensures the smooth execution of theoretical and laboratory classes, complete syllabus coverage, and orderly administration of internal and university examinations.
- Co-curricular and extra-curricular activities are monitored by the Principal, who encourages staff and student participation and takes initiatives in this regard.
- The Principal provides guidance for staff career development, fostering dedicated involvement and performance in all institutional undertakings.

IQAC

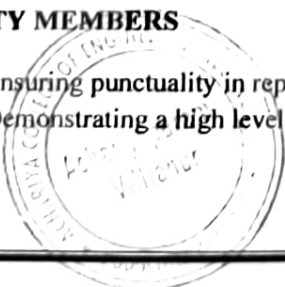
- Strategizing academic activities.
- Supervising and evaluating academic undertakings.
- Conducting audits and analyzing assessments.
- Executing and evaluating planned activities.
- Ensuring quality throughout institutional processes.
- Overseeing the quality of institutional activities.

HEADS OF THE DEPARTMENTS

- Responsible for comprehensive departmental development.
- Formulating mission, quality objectives, and short-term, medium-term, and long-term goals for the department.
- Directly overseeing the department's staff performance.
- Allocating workloads among faculty members.
- Conducting regular reviews of academic activities and sharing review reports with the Principal and Management.
- Proposing academic activities such as Symposia, Workshops, Seminars, value-added courses, lab purchases, etc., and seeking Management approval through the Principal.
- Engaging with industries for arranging In-plant training, Guest Lectures, Industrial Visits, and coordinating with the Placement & Training cell for Placement Activities.
- Establishing a Staff Advisory Committee of Senior Faculty Members to manage departmental functions during absence.
- Creating Staff Panels for distinct activities and overseeing their progress.
- Ensuring effective coordination for centralized activities like ISO, IQAC Accreditation, College Day, Graduation Day, etc.
- Fostering active intra and interdepartmental collaboration to attain quality objectives for both the department and the College.
- Providing periodic confidential staff performance and discipline reports, assisting the Principal and Management in sustaining a dedicated staff team.
- Sustaining a dynamic interaction with students, collecting feedback, and enhancing departmental service delivery.

FACULTY MEMBERS

- Ensuring punctuality in reporting to the college, classes, and labs.
- Demonstrating a high level of dedication to duties and responsibilities.



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- Fostering a strong sense of connection to the institution and working towards fulfilling its vision and mission.
- Carrying out tasks assigned by superiors as and when required.
- Adhering to institution rules and regulations while upholding impeccable integrity and character.
- Formulating Course Outcomes (COs) for their subjects and designing course delivery aligned with Program Outcomes (POs) and Program Specific Objectives (PSOS).
- Conducting classes with thorough preparation and employing effective teaching methodologies to enhance classroom learning. Taking responsibility for equipment and materials provided by the institution for teaching.
- Engaging in teaching, laboratory guidance, counseling, research and development, publication of papers and books, and other activities outlined by AICTE and the college.
- Enhancing the syllabus with contemporary and updated insights.
- Motivating students to continuously improve their performance and nurturing their research and development endeavors.
- Maintaining a disciplined and orderly classroom environment.
- Encouraging student involvement in co-curricular and extra-curricular pursuits.
- Pursuing further education, staying updated with the latest developments in the chosen field, and consistently enhancing knowledge.
- Actively participating in departmental and institutional activities

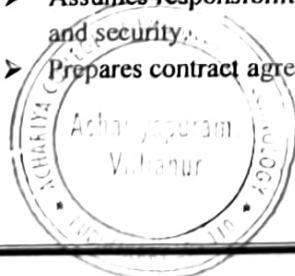
NON-TEACHING STAFF


- Adhering to the institution's rules and regulations and upholding a strong sense of integrity and character.
- Ensuring punctuality in reporting to the designated work location within the college.
- Fulfilling all duties and responsibilities assigned by superiors, whether individually or as part of a team. These duties could encompass tasks within the Administrative office, Academic departments, central facilities, and all other General services.

ADMINISTRATIVE OFFICE

Assumes overall responsibility for administrative functions including managing tasks such as registering for transport, campus maintenance, security of college property, canteen operations, public relations, and health center operations.

- Coordinates with the Directorate of Technical Education / AICTE.
- Composes correspondence to University, AICTE, Government, UGC, and handles affiliation-related work.
- Manages coordination efforts for creating calendars, college magazines, brochures, invitations, greeting cards, advertisements, etc.
- Gathers and maintains Management Information System (MIS) reports on departmental activities.
- Establishes liaisons with the Police, Panchayat, Labor Office, and various government and private entities as required, with Chairman's approval.
- Acts as a liaison with the Head Office.
- Assumes responsibility as the custodian of college property, overseeing document filing, storage, and security.
- Prepares contract agreements and documents for security services and general maintenance.




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- Oversees transport operations through collaboration with the Transport-in-charge, ensuring safe and convenient transportation for students and staff.
- Engages with consulting architects/engineers to translate college requirements into specific design requirements.
- Manages the campus infrastructure, installations, office equipment, and facilities such as classrooms, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus greenery, transport vehicles, telephones, photocopy machines, air conditioners, computers, printers, CCTV cameras, water.
- Supervises the student admission process.
- Ensures compliance with statutory and institution-related regulations, meeting AICTE, UGC, SSC requirements within stipulated timelines.
- Provides participation and necessary documentation for various accreditations like NAAC, NBA, and others.

HR MANAGER

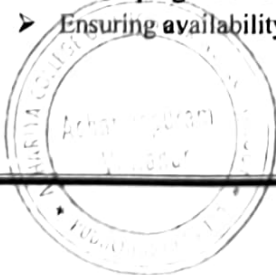
- Prepare staff appointment and relieving orders.
- Offer comprehensive HR assistance to the Management team and all staff.
- Independently research and update HR policies and procedures, ensuring adherence to recruitment guidelines and recommendations of relevant teaching bodies.
- Handle employee relations, overseeing grievance and disciplinary processes for both teaching and non-teaching staff.
- Manage the Leave Management System and ensure timely salary processing.
- Oversee the recruitment, selection, and induction process for teaching staff.
- Ensure all necessary documents related to teaching and non-teaching staff align with AICTE/AU regulations.
- Maintain and manage databases for teaching and non-teaching staff.
- Contribute to HR data reports.
- Collaborate directly with Heads of Departments regarding the Performance Management System.
- Stay updated on legislative changes related to HR.
- Fulfill any additional duties as required.


MEDICAL OFFICER

- Conducting patient consultations and physical examinations, including those within the college premises, boys' hostel, and girls' hostel.
- Administering and monitoring medication as required.
- Advocating for health education among students and staff.
- Providing medical care to both students and employees of the organization.
- Offering free medical facilities.
- Ensuring the quality of food in the hostel mess and canteen through regular checks.

SYSTEM ADMINISTRATOR

- Overseeing all activities concerning computer systems and networking.
- Managing repairs and maintenance for computer systems and their networks.
- Developing a service schedule for providing computer support to all relevant parties.
- Ensuring availability of internet connectivity as needed.




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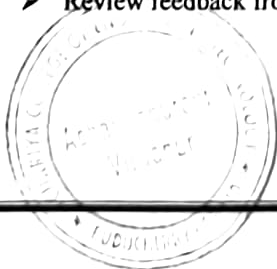
- Executing systems requirements and related tasks, including obtaining quotations for software and hardware procurement.
- Administering and configuring servers, as well as performing system performance tuning.
- Facilitating and maintaining software for campus systems, encompassing operating system updates and configuration adjustments.
- Administering the campus-wide LAN and Internet services, ensuring network infrastructure functionality.
- Installing and configuring new hardware and software.
- Conducting data and file backups.
- Managing user account information, including additions, removals, and updates, along with password resets.


ACCOUNTS MANAGER

- Manage financial transactions including admission fees, semester fees, hostel fees, etc.
- Oversee salary administration related to IT, PF, etc.
- Keep records of all financial transactions related to repairs, maintenance, purchases, etc.
- Administer salary disbursement for both teaching and non-teaching staff.
- Coordinate with SC/ST/BC/MBC/Minority Department for scholarships.
- Manage property insurance payments.
- Prepare and audit the annual accounts, Handle all bank transactions.
- Responsible for filing annual returns.
- Liaise with the Head Office for Accounts Maintenance of all account books.
- Adhere to institution rules and regulations while maintaining high integrity and character.
- Maintain punctuality in reporting to the designated work location within the college.
- Fulfill all duties and responsibilities assigned by superiors, either individually or as part of a team, as required.

LIBRARIAN

- Oversee all aspects of Library Administration.
- Organize books based on Dewey decimal classification.
- Manage the Library Management System (LMS) using appropriate software.
- Plan for and acquire books and periodicals.
- Collect student textbook requirements from faculty, procure and distribute accordingly.
- Coordinate photography and videography, and maintain records of various events.
- Maintain project reports from students in both soft and hard copies.
- Manage the upkeep of books and periodicals.
- Handle activities at the Library Circulation Counter, including issuing, receiving, returning, renewing books, and collecting fines for overdue books.
- Display important news and updates on the college notice board
- Enhance library usage and engagement.
- Maintain the Digital Library, comprising resources from DELNET, NPTEL and E Journals
- Conduct annual stock verification and report findings.
- Monitor the timely receipt of periodicals and address any delays or non-payment of subscriptions.
- Review feedback from students and members and initiate corrective measures.




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 TELANGANA
 ESTABLISHED IN 1983

PHYSICAL DIRECTOR

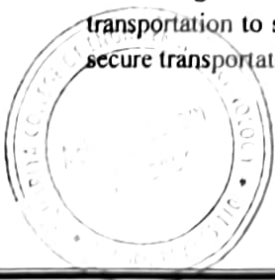
- Keeping track of sports equipment inventory.
- Choosing house teams or college teams.
- Conducting practice sessions before college representation in external events.
- Facilitating sports equipment purchases.
- Evaluating student feedback on physical education and related activities.
- Analyzing data concerning the physical education process and collaborating with the Principal to devise enhancement strategies.
- Ensuring student participation in both Inter College and Inter State Competitions.

WARDEN

- Maintaining a record of admitted students.
- Allocating rooms to hostellers.
- Enforcing dress code compliance among hostellers during class hours.
- Providing medical assistance to hostellers when needed.
- Ensuring hostellers maintain discipline, including adhering to study hours and keeping their rooms orderly.
- Ensuring timely provision of meals to students.
- Gathering feedback from students regarding overall hostel facilities, including food and hygiene.
- Communicating with parents regarding hostellers' academic status, health, and outdoor visits.
- Monitoring hostellers' leaves and permissions.
- Notifying the management about any observed disciplinary issues.
- Coordinating with vendors for proper maintenance of hostel infrastructure, including electricity, water, plumbing, and housekeeping.
- Ensuring cleanliness and hygiene in the hostel premises.
- Providing counseling to students if instances of indiscipline arise.
- Regularly monitoring hostellers' activities, including study hours.
- Managing security guards stationed across the campus.
- Coordinating with vendors for the Natural's Salon within the campus.
- Ensuring hostellers attend coaching classes held after regular college hours.

TRANSPORT IN-CHARGE

- The institute buses operate on a "No Profit No Loss" basis.
- Ensuring proper maintenance of vehicles.
- Conducting vehicle inspections.
- Coordinating repairs and routine maintenance.
- Verifying that all drivers and operators possess the appropriate and current qualifications.
- Mitigating the risk of vehicle overloading.
- Maintaining accurate and complete records.
- Managing schedules and organizing team members.
- The college houses a comprehensive Transport department, equipped with buses to offer transportation to students and staff from different locations. This service ensures convenient and secure transportation.



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CANTEEN IN-CHARGE

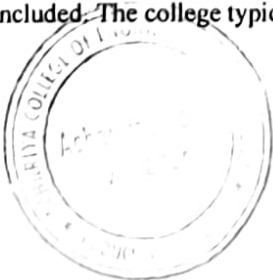
- The presence of an efficient and effective canteen within the college campus creates opportunities to promote healthy eating habits.
- Ensure a safe work environment aligned with the Work Health Safety Act.
- Oversee day-to-day management and operation of canteen services.
- Supervise canteen staff and manage their workload.
- Monitor and maintain adequate stock levels in the canteen, placing timely orders as needed.
- Coordinate catering for events as required.
- Monitor kitchen cleanliness and hygiene.
- Serve customers, including staff and students.
- Maintain and reconcile financial transactions.
- Fulfill any additional tasks directed by the Business Manager.
- The college offers a vegetarian canteen, providing hygienically prepared food at subsidized rates to staff and students.

HEAD-TRAINING & PLACEMENT

- Establish strong networks with top MNCS for coordinating on-campus recruitment drives.
- Motivate, guide, and prepare students for successful final placements.
- Visit core domain companies, establishing HR contacts for arranging campus drives.
- Coordinate interaction programs between students and core companies.
- Categorize students based on eligibility and capabilities for successful final placements and training.
- Establish relationships with Placement Officers at reputable colleges.
- Periodically invite industry professionals to enrich student knowledge about the latest technological innovations and industry practices.
- Identify prestigious companies for potential MoU signings.
- Foster positive relationships with industries and software companies across India via letters, phone calls, emails, etc.
- Organize Campus/Group Campus interviews with esteemed industries/software companies for student placements.
- Arrange seminars and guest lectures featuring qualified and experienced professionals.
- Provide guidance for students' in-plant training.
- Organize career planning and development programs for students.
- Report the outcomes of all activities to the Principal.
- Fulfill any additional instructions provided by the Principal.
- Maintain a comprehensive student database.

WORKING HOURS

The College operates for a total of 48 working hours per week. The standard working hours are from 08.50 am. To 05:00 p.m., with a 30-minute lunch break and 15 minutes tea break in morning and evening are included. The college typically operates for 6 days a week.



Principals
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TEACHING DAYS

The College required to have a minimum of 180 full teaching days per year or 90 full teaching days per semester. The term "Teaching Days" refers to the actual days of classroom or laboratory instruction and excludes days dedicated to examinations, tours, Reports events, etc.

WORKLOAD

The assignment of workload for teachers will follow the guidelines and directives outlined in the norms and circulars provided by the Principal.

INDUCTION

The candidates who are selected will become part of ACET through a well-structured onboarding process that includes induction formalities.

EMPLOYEE ON-BOARD

Upon joining on the designated date, before obtaining approval from the relevant authority, the HR personnel will verify the original documents, including certificates, percentage of marks, and any other necessary parameters.

SUBMISSION OF DOCUMENTS:

Upon joining, individuals are required to submit their academic credentials to the HR Department. This includes SSLC, XII, UG, PG, PhD certificates, and any other relevant certificates for verification and copies to be submitted.

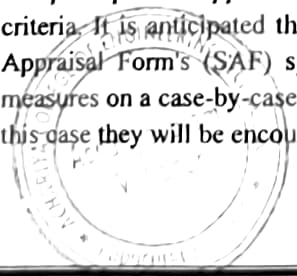
Additionally, the following documents need to be submitted:

- Copies of the appointment order, relieving letter, and salary certificate from the previous employer.
- Copies of all experience certificates.
- Three passport-size photographs.
- Copies of PAN Card, Aadhar Card, Voter ID Card, and Passport (if held).
- A joining report should be completed and submitted to the HR Department with appropriate signatures.
- Individuals should open a bank account for salary transactions after joining the college.
- The account number must be provided to both the Accounts Department and HR Department.

PERFORMANCE APPRAISAL

The purpose of the Performance Appraisal System is to monitor employee performance at work and assist staff in reaching objectives. Effective teaching and learning strategies are needed for this. In order to guarantee high-quality education, it is essential to routinely evaluate their performance and implement the necessary corrective actions under different stages.

The principal will approve and the HOD will finalize the self-appraisal score, which is based on verifiable criteria. It is anticipated that each faculty member will achieve the minimal rating in each of the Self-Appraisal Form's (SAF) specified categories. Faculty members shall be subject to suitable remedial measures on a case-by-case basis if they do not maintain the minimum mandated score in any category. In this case they will be encouraged and motivated to do better in the next semester.



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Faculty (Teaching staff) appraisal consists of the following aspect

- ✓ University Exam pass %
- ✓ Innovation in Class room Teachings
- ✓ Students feedback
- ✓ PhD Pursuing/Completed
- ✓ Project Guiding
- ✓ Patents/Books published
- ✓ Attending FDP/Workshops/Training Programs/Online Course
- ✓ Faculty Organizing Events (Seminar/Training/Workshop/Gate Coaching to students- Dept. Activities/Cultural)
- ✓ Consultancy/Funded projects
- ✓ Conducting Remedial Classes
- ✓ Journal Publications /papers published
- ✓ Course file Completion
- ✓ Syllabus Coverage
- ✓ Practical Classes Coverage
- ✓ Lab classes handled
- ✓ Leave & Punctuality

The faculty appraisal report consists of the above points along with HOD and Principal Remarks

Non-Teaching Staff Appraisal

The methodology followed for non-teaching staff is as follows

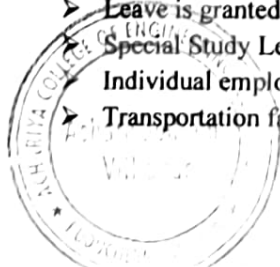
- ✓ Knowledge about the lab
- ✓ Improvement in skills
- ✓ Conduct and performance

The non-Teaching Staff appraisal report consists of the above points along with HOD and Principal Remarks.

EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

The institution places great importance on the well-being of its employees and recognizes their invaluable contributions in all aspects. The following are the welfare measures provided to both teaching and non-teaching staff:

- Casual leave is granted to 08 days per academic year.
- On-duty leave is allowed for attending Faculty Development Programs (FDPs), workshops, conferences, external examination duties, and evaluating university test papers.
- Medical coverage is provided to ensure employees' health needs are taken care
- Canteen with a variety of food options is available to cater to the staff's dietary preferences.
- Internet access is accessible 24/7 to facilitate convenient connectivity for work and personal needs.
- Fees are waived for the children of staff members attending this institution.
- Leave is granted for medical reasons, including maternity leave for eligible employees.
- Special Study Leave is granted to eligible individuals to pursue higher studies.
- Individual employee accomplishments are rewarded and recognized.
- Transportation facilities are provided for all teaching and non-teaching employees.





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- Accommodation in a hostel is offered to staff members upon request.
- Technical and skill-based training programs are organized to enhance employees' professional growth.
- Non-teaching employees are regularly provided with training sessions to enhance their technical skills and expertise.
- Newly wed employees receive a thoughtful gift as a gesture of congratulations and best wishes on their marriage.
- The institution is planning to provide financial support by covering 50% of the expenses for faculty members who are presenting papers in national and international conferences.
- The institution offers research facilities to support faculties who are pursuing their Ph.D. degrees.
- The institution organizes a yearly visit to tourist spots, allowing faculties and their family members to participate.
- Faculty members are entitled to a yearly 14-day vacation leave, providing them with an opportunity to take a well-deserved break and recharge.
- Provident fund and Employee's state insurance are providing to the eligible staffs
- The institution conducts sports events, including both indoor and outdoor games, for staff members.

GRIEVANCE REDRESSAL SYSTEM

A grievance, whether genuine or perceived, refers to the feeling of dissatisfaction that an employee may have regarding their job, its nature, organizational policies, or procedures. For a grievance to be recognized, it needs to be expressed by the employee and communicated to both the management and the organization. To address such concerns effectively, the college has established a Grievance Redressal Cell, in accordance with the guidelines provided by AICTE. The purpose of the Grievance Redressal System is to offer a designated avenue through which any dissatisfied employee can raise their grievance. This system ensures a structured approach for handling each grievance systematically. Its primary objectives include providing a mechanism for addressing individual complaints, allowing employees to voice their concerns, and enabling a method for employees to alleviate feelings of dissatisfaction arising from various factors.

Verified by	Approved by
 (01/12/2021) IQAC Coordinator	 PRINCIPAL ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY Achariyapuram, Villianur Puducherry Principal




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