



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

(AN AUTONOMOUS INSTITUTION)

POLICIES HANDBOOK



Edition - 2022

VISION OF THE INSTITUTE

To be a prominent institution for technical education and research, meeting global challenges and societal needs.

MISSION OF THE INSTITUTE

- To develop the necessary resources and infrastructure, and to create a conducive environment for the teaching- learning process.
- To nurture professional and ethical values in students, and to instill in them a spirit of innovation and entrepreneurship.
- To inspire students with a passion for higher learning and research, and to prepare them to tackle global challenges.
- To provide students with opportunities to acquire the additional skills needed to become industry ready.
- To interact with industries and other organizations to facilitate the transfer of knowledge and expertise.

QUALITY POLICY

Achieving excellence in technical education, research and consultancy through an outcome-based curriculum focused on continuous improvement and innovation by benchmarking against the global best practices.

INSTITUTIONAL POLICIES

CONTENTS

S.No	Policy Name	Page No.
1	Students' Handbook on code of conduct and Ethics	4-17
2	Code of Ethics to Check Pilagiarism on Research	18-24
3	Faculty Appraisal Policy	25-28
4	Feedback Policy	29-31
5	Financial Resource Mobilization and Utilisation Policy	32-34
6	Grievance Redressal Policy	35-37
7	Hostel Rules	38-46
8	HR Policy	47-60
9	Human Values and Professional Ethics	61-71
10	Institution Policy on Divyangjan	72-73
11	Library Policy	74-77
12	Maintenance Procedure and Policies	78-82
13	Mentor Policy	83-85
14	Project Policy	86-89
15	Recruitment and Promotion Policy	90-96
16	Research Policy	97-103
17	Scholarship Policy	104-106
18	Slow Learners & Advanced Learners Policy	107-112
19	Service Rules	113-118



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

STUDENTS' HANDBOOK ON CODE OF CONDUCT AND ETHICS

Year of Publication 2018

TABLE OF CONTENT

SL.NO	CONTENTS	PAGE NO
1	PREAMBLE	3
2	JURISDICTION	3
3	ETHICS AND CONDUCT	3
4	BREACH OF CODE OF CONDUCT	5
5	APPEAL	6
6	ACADEMIC INTEGRITY	6
7	ANTI-RAGGING	9
8	SEXUAL HARASSMENT	10
9	STUDENT GRIEVANCE PROCEDURE	12
10	STUDENT PARTICIPATION IN GOVERNANCE	12

SL.NO	ENCLOSURES	PAGE NO
1	LIBRARY RULES AND REGULATIONS	13
2	COMPUTER LAB RULES AND REGULATIONS	14
3	STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES	15

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook indicates the standard procedures and practices of Prince Shri Venkateshwara Padmavathy Engineering College (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be wellaware with this Code.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- c) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct. If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest disciplinary actions based on the nature of misconduct.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
 - He/she shall be regular and must complete his/her studies in the Institute.
 - In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute subject to written consent of the Principal and Chairman.



STUDENTS' CODE OF CONDUCT

- As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
2. Students are expected to maintain the highest standards of academic integrity which includes the following:
 - Students must regularly attend lecture and practical classes. They shall put in a minimum attendance of 75% in each term and in each subject.
 - Students must refrain from the act of lying, cheating, stealing, and using unauthorized materials on any assignment, quiz or exam.
 - Students must refrain from allowing or facilitating copying, or writing a report or taking examination for someone else.
 - In the classroom setting, students should not interrupt their classmates or professor, make fun of them or their expressed views, or disrupt the learning environment. Students are encouraged to engage in thoughtful and meaningful dialogue while refraining from acting or using language with malicious intent.
 - Students should recognize that opportunities for carrying out any unsupervised tasks will vary with different programmes. They should only carry out an unsupervised task if they feel that they have the appropriate knowledge and skills to do so safely and effectively.
 - Students should take responsibility for their own learning.
 - Students should not indulge in plagiarism. Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source.
 - Students should provide constructive feedback on the quality of teaching and learning experience in the college campus.
 3. Ragging is strictly prohibited in college campus. Ragging constitutes any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, mistreating or handling with rudeness any student.
 4. Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging can approach the Student Grievance Redressal Cell of the college. Further, any student who is aware of any violations must report the same to the Cell.
 5. Students should respect all persons including other students, support staff and teaching staff and their rights as well as safety.
 6. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the college's interests and reputation substantially. The various forms of misconduct include:
 - Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - Intentionally damaging or destroying college property or property of other students and/or faculty members
 - Any disruptive activity in a class room or in an event sponsored by the college
 - Refusal to wear the identity card, issued by the college, or refusing to produce it on demand by campus security guards
 7. Participating in the following activities is prohibited:
 - Organization of meetings and processions without permission from college authorities



STUDENTS' CODE OF CONDUCT

- Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - Smoking or consuming alcohol on campus
 - Use of mobile phones in the college campus, outside the permitted zone
 - Theft or unauthorized access to others resources.
 - Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
 - Rash driving on the campus that may cause any inconvenience to others.
 - Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
8. Students should read information displayed on college notice boards regularly. They shall not be granted any concession for any matter on the ground of ignorance due to their failure to read the notice.
 9. Students must follow the dress code appropriate to an educational institute. They must come to the college suitably cladded.
 10. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
 11. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
 12. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
 13. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
 14. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
 15. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
 16. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
 17. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4. BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.



STUDENTS' CODE OF CONDUCT

1. **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. **RESTRICTIONS -**Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
3. **COMMUNITY SERVICE -** For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
4. **EXPULSION -** Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
5. **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
6. **SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
7. Ineligibility to reapply for admission to the Institute for a period of three years, and
8. Withholding the mark sheets or certificate for the courses studied or work carried out.

5 APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
2. Refer the case back to the committee for reconsideration.

In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

1. Scope and Purpose
 - a) This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold:
 - To clarify the principles of academic integrity, and
 - To provide examples of dishonest conduct and violations of academic integrity
 - b) Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every

STUDENTS' CODE OF CONDUCT

member of the Institution community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

- c) The principles of academic integrity require that a student,
 - Properly acknowledges and cites use of the ideas, results, material or words of others.
 - Properly acknowledges all contributors to a given piece of work.
 - Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
 - Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
 - Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.
2. Violations of this policy include, but are not limited to:
 - a) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
 - Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
 - Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
 - Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
 - Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
 - Paraphrasing or changing an author's words or style without citation.
 - b) Cheating: Cheating includes, but is not limited to:
 - Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
 - Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - Fabricating (making up) or falsifying (manipulating) data and reporting them in project and publications.
 - Creating sources, or citations that do not exist
 - Altering previously evaluated and re-submitting the work for re-evaluation

STUDENTS' CODE OF CONDUCT

- Signing another student's name on an assignment, report, research paper, project or attendance sheet
- c) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.
- To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.
- d) Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:
- Use proper methodology for experiments and computational work. Accurately describe and compile data.
 - Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
 - Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
 - Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
 - Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and project.
 - Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.
3. **Individual and Collective Responsibility:** The responsibility varies with the role one plays.
- a) **Student roles:** Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.

- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

7. ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

1. Ragging constitutes one or more of the following acts:
 - a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
 - b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
 - c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
 - d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
 - e. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
 - f. any act of financial extortion or forceful expenditure burden put on a student by other students;
 - g. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
 - i. any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

2. ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee, as constituted by the Principal and headed by student's affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors, and can have as its members, the HODs, Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

STUDENTS' CODE OF CONDUCT

3. ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

4. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:
 - a. Suspension from attending classes and academic privileges.
 - b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - c. Debarring from appearing in any test/ examination or other evaluation process.
 - d. Withholding results.
 - e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
 - f. Suspension/ expulsion from the hostels and mess.
 - g. Cancellation of admission.
 - h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - i. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
 - j. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.
5. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

8. SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

Acts amounting to Sexual Harassment

- Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- A demand or request for sexual favours / unwelcome comments / sexual epithets
- Exposing the victim to pornographic material: audio or visual or BOTH or print
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Medium of conducting Sexual Harassment

A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

- Comments
- Remarks
- Jokes

STUDENTS' CODE OF CONDUCT

- Letters
- Phone calls
- Emails
- Chats on any electronic medium like whatsapp, twitter, facebook, etc.
- Gestures
- Remarks
- Showing of pornography clipping
- Lurid stares
- Physical contact
- Molestation
- Stalking
- Sounds or display of a derogatory nature
- Any other understandable medium

Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in in-decent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

Assistance by College

In order to foster a fearless environment, the COLLEGE shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- To provide counseling services to the complainant
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- Make available such information to the Internal Committee as the case may be, as it may require

Redressal Process

- Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, whereafter, an “Enquiry” shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

9. STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Grievance and Redressal Committee at the Institute. Further, any student who is aware of any violations must report the same to the Committee. The Committee shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Committee shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

STUDENTS' CODE OF CONDUCT

Annexure A COMPUTER LAB RULES AND REGULATIONS

A. Entry/Exit

1. Only students, faculty and staff of Institution are allowed inside the computer lab.
2. Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.
3. Students are required to sign the register at the time of entry and exit from the computer lab.
4. Students should be dressed in a formal attire (as per the dress code stipulation of the Institution) to gain entry into the lab during working hours.
5. Any kind of footwear inside the lab is strictly prohibited.
6. Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

B. Inside the Lab

1. Students have to maintain silence at all times in the lab.
2. Students will occupy the computer systems as identified by the lab-in-charge.
3. Students will login with their username and password.
4. Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.
5. Students should not attempt to access IT servers.
6. Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.
7. The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
8. Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
9. The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.
10. Beverages and food are prohibited inside the Computer lab.
11. Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
12. Chatting and talking is prohibited in all the Computer labs of the Institution.
13. Students are prohibited from visiting any sites that do not add learning value or are illegal.
14. Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.

Annexure B

STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES

1. Students are to report for the required laboratory and workshop sessions on time.
2. Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
3. All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
4. Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
5. Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.
6. Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
7. Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/Workshop is strictly prohibited.
8. All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
9. Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.



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PLAGIARISM IN RESEARCH*

YEAR OF PUBLICATION 2022-2023

INSTITUTIONAL CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

- The purpose of this set of guidelines is to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code, it also leads to better scientific results. Because, the adherence to ethical research practice leads to more attention to the details of scientific research including qualitative analysis, quantitative & statistical techniques and to more thoughtful collaboration among investigators. Also, the credibility of science with the general public depends on the maintenance of the highest ethical standards in research.
- Observance of these guidelines will help an investigator avoid departures from accepted ethical research practice and prevent those most serious deviations that constitute research misconduct. Research misconduct is defined as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion. Misconduct as defined above is viewed as a serious professional deviation that is subject to sanctions imposed both by the University by many professional associations and in the case of funded research, the respective funding agency.
- These guidelines can be used as a common repository of generally accepted practice for experienced researchers and as an orientation to those beginning research careers. Although some of these principles apply to all fields of research including scientific research, social and behavioral sciences that involve collection and interpretation of data. These materials can be adapted or specified in a more particular form appropriate for each scholarly discipline or academic unit. In fact, many academic units have developed excellent handbooks on research ethics and integrity. When in doubt about the accepted ethical standards in a particular case, a researcher should discuss the matter on a confidential basis with an academic supervisor, another respected colleague, or the Dean of Research of the University.

MATTERS OF ETHICAL CONCERN IN RESEARCH

1. Plagiarism

Authors who present the words, data, or ideas of others with the implication that they own the same, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. This statement applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source. The same rules apply to grant applications and proposals, to clinical research protocols, and to student papers submitted for academic credit. Not only does plagiarism violate the standard code of conduct governing all researchers, but in many cases it could constitute an infraction of the law by infringing on a copyright held by the original author or publisher. The work of others should be cited or credited, whether published or unpublished and whether it had

been written work, an oral presentation, or material on a website. Each journal or publisher may specify the particular form of appropriate citation. One need not provide citations, however, in the case of well-established concepts that may be found in common textbooks or in the case of phrases which describe a commonly-used methodology. Special rules have been developed for citing electronic information.

2. Use and Misuse of Data

Research integrity requires not only that reported conclusions are based on accurately recorded data or observations but that all relevant observations are reported. It is considered a breach of research integrity to fail to report data that contradict or merely fail to support the reported conclusions, including the purposeful withholding of information about confounding factors. If some data should be disregarded for a stated reason, confirmed by an approved statistical test for neglecting outliers, the reason should be stated in the published accounts. A large background of negative results must be reported. Any intentional or reckless disregard for the truth in reporting observations may be considered to be an act of research misconduct.

3. Ownership of and Access to Data

Research data obtained in studies performed at the University by employees of the University are not the property of the researcher who generated or observed them or even of the principal investigator of the research group. They belong to the University, which can be held accountable for the integrity of the data even if the researchers have left the University. Another reason for the University's claim to ownership of research data is that the University, not the individual researcher, is the grantee of sponsored research awards. Reasonable access to data, however, should normally not be denied to any member of the research group in which the data were collected. If there is any possibility that a copyright or patent application might emerge from the group project, a written agreement within the group should specify the rights, if any, of each member of the group to the intellectual property. A researcher who has made a finding which may be patentable should file an Invention Disclosure with the Office of Technology Management.

A principal investigator who leaves the University is entitled to make a copy of data to take to another institution so as to be able to continue the research or, in some cases, to take the original data, with a written agreement to make them available to the University on request within a stated time period. A formal Agreement on Disposition of Research Data should be negotiated in such cases through the Office of Research. Each student, postdoctoral fellow, or other investigator in a group project should come to an understanding with the research director or principal investigator, preferably in writing, about which parts of the project he or she might continue to explore after leaving the research group. Such an understanding should specify the extent to which a copy of research data may be taken. Co-investigators at another institution are entitled to access the data which they helped to obtain.

Since the scientific enterprise may be a cooperative endeavor encompassing many persons who now or in the future might pursue related research interests, and since it is in the interest of all to rely on the contributions and findings of others, every investigator has an obligation to the general scientific community to cooperate by sharing of data. Other virtues of sharing data include the facilitation of independent confirmation or refutation of reported outcomes. It is generally accepted that the data underlying a research publication should be made available to other responsible investigators upon request after the research results have been published or accepted for publication.

4. Authorship and Other Publication Issues

Publication of research results is important as a means of communicating to the scholarly world so that readers may be informed of research results and other researchers may build on the reported findings. In fact, it is an ethical obligation for an investigator at the University to make research findings accessible, in a manner consistent with the relevant standards of publication. The reported data and methods should be sufficiently detailed so that other researchers could attempt to replicate the results. Publication should be timely but should not be hastened unduly if premature publication involves a risk of not subjecting all results to adequate internal confirmation or of not considering adequately all possible interpretations.

A commercial sponsor of a research project may not have a veto over a decision to publish, but a delay of publication for an agreed period, not to exceed six months, may be allowed in order to permit filing of a patent application.

a. Criteria for Authorship

Since academic work is informed by a multitude of sources offering concepts and information, it is essential to emphasize rightful acknowledgement in the presentation of ideas and the publication of manuscripts. Authorship should be awarded only to those persons who have made an original and significant contribution to the conceptualization, design, execution and interpretation of the published work.

Individuals who have made smaller contributions by for instance giving advice, performing analyses or providing subject material, or who have supported the research in some other way, should also be acknowledged. The principal author should determine whether or not these individuals should be included as authors. Sometimes written permission has to be obtained for acknowledgement in the published work and even the format thereof is prescribed by the party concerned.

In the case of co-authorship, questions arise as to the criteria for inclusion as author, the ability of each author to evaluate all aspects of the study and the sequence of the list of authors. Authors should discuss these questions openly and should make appointments before undertaking a co-author project. The author submitting the work, or the principal author, is responsible for coordinating the completion and submission of the work and for ensuring that all the contributions and all the collaborators are given proper acknowledgement. All authors should approve the final version of the manuscript and should be prepared to accept responsibility for the work in public.

Each author or co-author is responsible for the compilation, revision and verification of those parts of the manuscript, publication or presentation representing his/her contribution. All co-authors are entitled to making their own copies thereof, including figures and attached documents. In factual or scientific reports, authors should go out of their way to quote applicable data, including those data not supporting the hypothesis proposed. It is the responsibility of the author(s) to be au fait with other appropriate publications and to quote from them. It is unethical, and harmful to the academy, to present as one's own the work of others, whether in part or in full, to fabricate research results or to omit or change information.

Authors who wish to quote information obtained at a personal level or from unpublished written material should obtain written permission from the source. It is inappropriate and unacceptable to submit extracts from research, or reports on the same research, to more than one publisher, unless such action has been approved by the editors of each publication or multiple submissions is the acceptable standard practice in the specific discipline or field. In the complete report on the work in question, reference should be made to preliminary extracts from work that has already been published.

b. Order of Authors

Customs regarding the order in which co-authors' name(s) appear vary with the discipline. Whatever the discipline, it is important that all co-authors understand the basis for assigning an order of names and agree in advance to the assignments. A corresponding, or senior author (usually the first or last of the listed names in a multi-authored manuscript) should be designated for every paper, who will be responsible for communicating with the publisher or editor, for informing all co-authors of the status of review and publication, and for ensuring that all listed authors have approved the submitted version of the manuscript. This person has a greater responsibility than other co-authors to vouch for the integrity of the research report and should make every effort to understand and defend every element of the reported research.

c. Self-citations

In citing one's own unpublished work, an author must be careful not to imply an unwarranted status of a manuscript. A paper should not be listed as submitted, in anticipation of expected submission. A paper should not be listed as accepted for publication or in press unless the author has received galley proof or page proof or has received a letter from an editor or publisher stating that publication has been approved, subject perhaps only to copy-editing.

d. Duplicate Publication

Researchers should not publish the same article in two different places without very good reason to do so, unless appropriate citation is made in the later publication to the earlier one, and unless the editor is explicitly informed. The same rule applies to abstracts. If there is unexplained duplication of publication without citation, sometimes referred to as self-plagiarism, a reader may be deceived as to the amount of original research data.

It is improper in most fields to allow the same manuscript to be under review by more than one journal at the same time. Very often journals specify that a submitted work should not have been published or submitted for publication elsewhere, and some journals require that a submitted manuscript be accompanied by a statement to that effect. An author should not divide a research paper that is a self-contained integral whole into a number of smaller papers merely for the sake of expanding the number of items in the author's bibliography.

5. Conflict of Interest

Academic members of staff may not allow other professional or outside activities to distract their attention from their primary responsibilities towards the University. They should maintain a significant and professionally acceptable presence on campus during each semester in which they are on active duty. Holidays and leave should be in accordance with the University's regulations. They should create an atmosphere of academic freedom by promoting the open and timely disclosure of the results of their academic activities, by ensuring that their advice to students and postdoctoral associates is not influenced by personal interests, and by disclosing external activities that could affect the free flow of academic information between themselves, students and colleagues.

Researchers may use University resources, including facilities, staff, equipment, information or confidential information as part of contract work, provided that the University is compensated in terms of the provisions of the Rules for Contract Work of the University. Researchers may not use University resources for any purpose other than purposes related to tuition, research or service by the University, unless prior permission has been obtained by the head of the department and/or the dean, as provided by the University's regulations. Researchers should disclose in good time all potentially patentable inventions that have been discovered or created in the course and within the ambit of their service to the University. Ownership of such inventions should be dealt with in accordance with the policy of University. The inventors will, together with the University, share in the benefits or royalties earned in accordance with the provisions of the University's Intellectual Property Policy.

Researchers should inform the University whether they (or members of their families) have consultation agreements or work in an outside institution, before the following proposed arrangements or agreements between such institutions and the University will be approved: a) gifts; b) funded projects; c) technology licensing agreements; and d) allocations. In such cases formal University permission will be required before the proposed arrangements or agreements can proceed. University researchers should not allow their names to be used as “ghost” authors of manuscripts written or provided by commercial sponsors.

Faculty may be allowed to engage in outside professional activities such as consulting or service on a scientific advisory board, but approval of each such activity from the academic supervisor must be obtained in advance. In no case are University facilities to be used in the conduct of an outside activity, and the University name and logo may be used by outside entities only with permission of designated University officers. Research performed for an external entity should be conducted by means of a sponsored research contract and not by way of consulting. In some schools a contract for consulting must be approved in advance, to ensure, among other things, that remuneration is related to specific services and that legitimate intellectual property rights of the University are not compromised.

6. Obligation to Report

a. Reporting Suspected Misconduct

Reporting suspected research misconduct is a shared and serious responsibility of all members of the academic community. Any person who suspects research misconduct has an obligation to report the allegation to the HoD of the department in which the suspected misconduct occurred or to the Dean of Academic Research. Allegations are handled under procedures described in the University's Policy. All reports are treated confidentially to the extent possible, and no adverse action will be taken, either directly or indirectly, against a person who makes such an allegation in good faith.

b. Correction of Errors

If a finding of error, either intentional or inadvertent, or of plagiarism should be made subsequent to publication, the investigator has an obligation to submit a correction or retraction in a form specified by the editor or publisher.

7. Responsibilities of a Research Investigator

An investigator who leads a research group has leadership and supervisory responsibilities with respect to the research performed by members of the group. A principal investigator must not only put together the research group but also arrange for the assembly of an adequate financial and administrative structure to support the research. A supervisor not only provides guidance and advice to individual members of the group in the responsible conduct of the research but also has ultimate responsibility for the scientific integrity of the whole research project. He or she should thus take all reasonable steps to check the details of experimental procedures and the validity of the data or observations reported by members of the group, including periodic reviews of primary data in addition to summary tables, graphs, and oral reports prepared by members of the group.

An investigator serves not only as a research manager with respect to members of the research group but also as a mentor responsible for the intellectual and professional development of graduate students, postdoctoral fellows, and junior faculty in the group, including awareness and sensitivity to issues in research ethics. A researcher should be open to collaborative work with investigators having different but complementary skills at the University.

8. Responsibilities to Funding Agencies

An investigator should be aware that the same standards of accuracy and integrity pertain to grant applications and proposals as to manuscripts submitted for publication. Reporting of results of experiments not yet performed as evidence in support of the proposed research funding, for example, is considered to be fabrication and is subject to a finding of research misconduct, even if the proposal is subsequently rejected for funding or is withdrawn before full consideration for funding is completed. The same definition of plagiarism applies to an application or proposal, including background and methodological sections, as to a publication. An investigator must submit progress and final research reports to a sponsor at times specified in the award. He or she must authorize expenditures in a manner consistent with the approved budget and should review financial reports carefully.

Investigators, who enter into agreements with commercial sponsors of research, as negotiated by the Office of Research, should familiarize themselves with the special terms of such agreements, such as those, for example, concerning reporting of results, disclosure of inventions, and confidentiality. Failure to comply with the provisions might sometimes constitute a breach of contract or might compromise the University's claims to intellectual property.



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

FACULTY APPRAISAL POLICY

YEAR OF PUBLICATION 2022

FACULTY APPRAISAL POLICY

Faculty Appraisal Process in Prince Shri Venkateshwara Padmavathy institution, covering the entire appraisal cycle from initiation to final actions based on performance evaluation. The Policy is designed to establish a fair, transparent, and structured mechanism for evaluating the performance of faculty members.

The key objectives of this policy are:

1. **To evaluate faculty performance** in core areas such as teaching, research, administration, and other institutional responsibilities, ensuring a comprehensive assessment of their contributions.
2. **To encourage continuous professional development** by identifying individual strengths and areas that require improvement, thereby fostering a culture of lifelong learning and academic growth.
3. **To promote accountability and goal-oriented work** among faculty members by linking performance with institutional expectations and strategic goals.
4. **To recognize and reward meritorious performance**, thereby motivating faculty members to maintain high standards in teaching, research, and institutional engagement.
5. **To support decision-making** related to promotions, incentives, training needs, and other faculty development initiatives through an evidence-based approach.
6. **To align faculty efforts with the vision and mission** of the institution, ensuring their work contributes meaningfully to the overall academic excellence and development of the institution.

Here's a step-by-step explanation:

1. Initiation Phase

- **Appraisal Process Initiation by the Principal:**
The process begins with the Principal initiating the appraisal process.
- **Appraisal Form Distribution by HOD:**
The Head of the Department (HOD) distributes appraisal forms to the faculty members.

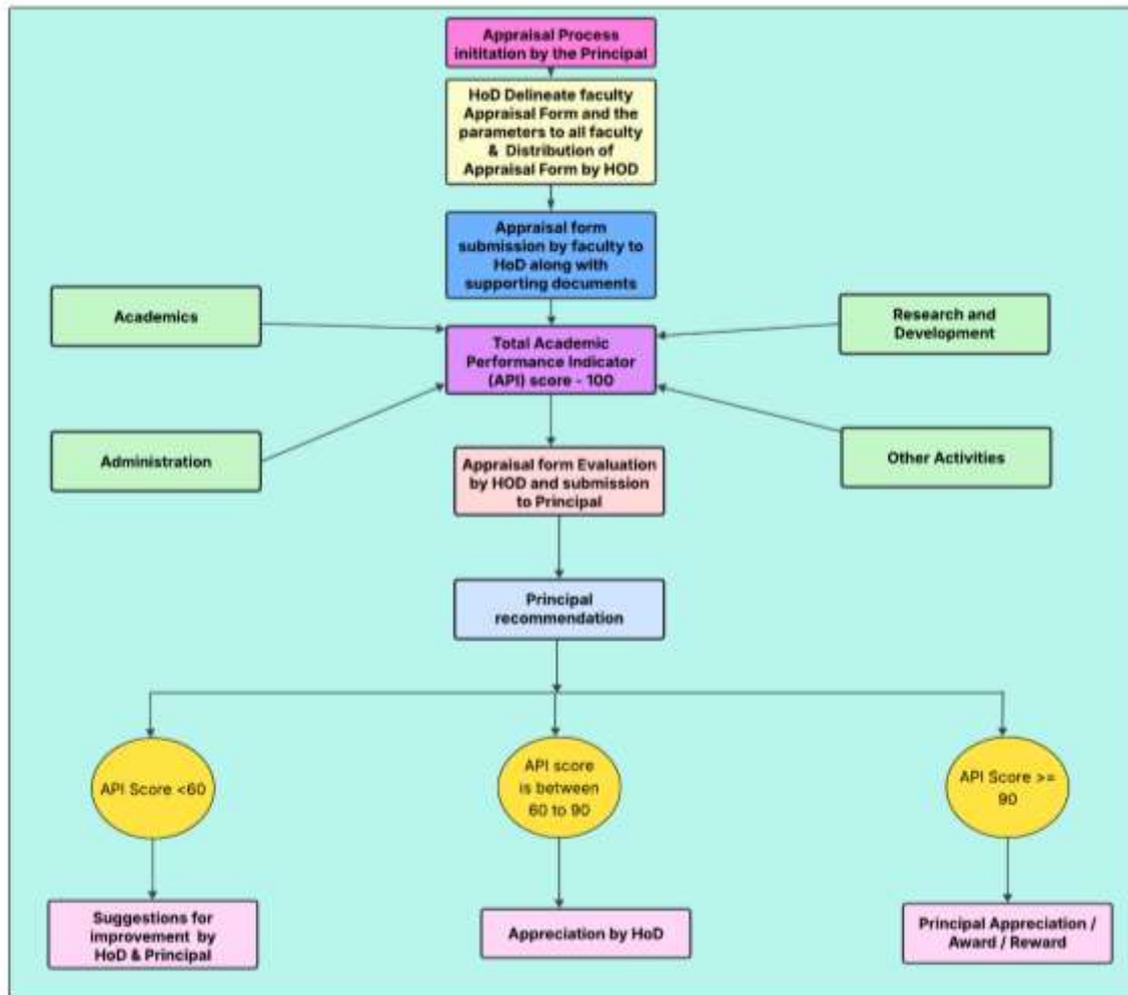


Fig Process of Faculty Appraisal System

2. Submission Phase

- Appraisal Form will be submitted by Faculty with Supporting Documents: Faculty members complete the form and attach necessary documentation (evidence of activities, achievements, etc.).

3. Performance Evaluation Areas

(Total Academic Performance Indicator (API) score is 100)

Faculty are assessed based on multiple performance domains:

- **Academics**
- **Administration**
- **Research and Development**

- **Other Activities**

Each component contributes toward a cumulative score out of 100.

4. Evaluation Phase

- **Evaluation by HOD and submission to Principal**

The HoD evaluates the faculty’s performance and forwards the evaluation to the principal.

- **Principal Recommendation**

The Principal reviews the scores and provides a final recommendation based on performance.

5. Action Based on Performance

Depending on the score, three outcomes are possible:

Faculty are categorized based on their total score:

API Score	RangeOutcome	Action Taken
< 60	Below Average Performance	Suggestions for improvement by HoD & Principal
60 to 90	Satisfactory to Good Performance	Appreciation Letter
> 90	Outstanding Performance	Award / Reward

- API Score is Less than a 60 (Below Average Performance):
→ Guidance by Principal and HoD
- API Score is within 60 to 90 (Good performance):
→ Remedial Action (suggesting improvement steps)
- Greater than a threshold (Outstanding performance):
→ Appreciation / Award



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FEEDBACK POLICY 2021

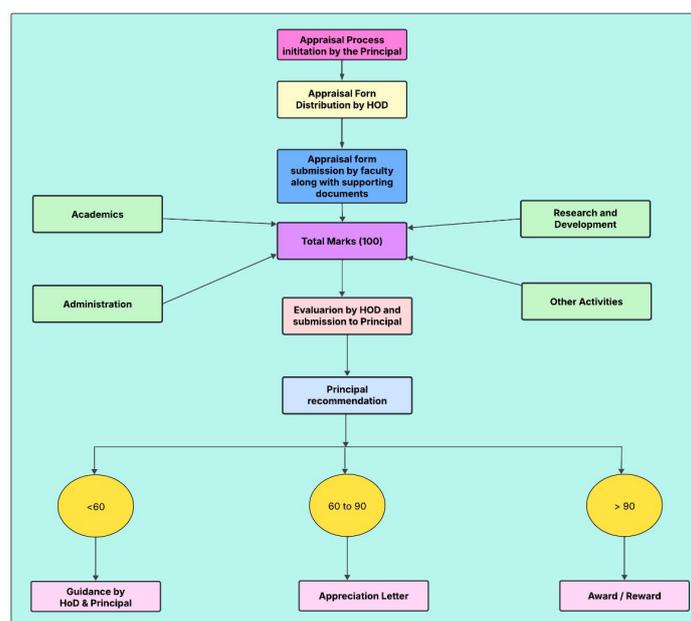
STUDENT FEEDBACK ON FEEDBACK AND FACULTY APPRAISAL

Faculty Feedback Evaluation and Action Process followed in an academic institution. It details how feedback is collected, analyzed, and how actions or rewards are determined based on performance.

Feedback on Faculty:

The Head of the Department (HoD) sends a circular to class advisors to begin the feedback collection process. Students provide feedback about their faculty members at the end of the semester. The class advisor compiles and analyzes the feedback data received from students. The class incharge compiles and analyzes the feedback data received from students. If average score is $< 85\%$ Initiates Corrective Actions by HoD and Principal. If average score is $\geq 95\%$ Faculty receives Appreciation by Principal & Reward at the end of the Academic Year. If average score is $\geq 95\%$ Faculty receives Appreciation by Principal & Reward at the end of the Academic Year Faculty receives Appreciation by Head of the Department.

Faculty Appraisal:



Faculty Appraisal Process in Prince Shri Venkateshwara Padmavathy institution, covering the entire appraisal cycle from initiation to final actions based on performance evaluation. The Policy is designed to establish a fair, transparent, and structured mechanism for evaluating the performance of faculty members. The process begins with the Principal initiating the appraisal process. The Head of the Department (HOD) distributes appraisal forms to the faculty members. Appraisal Form will be submitted by Faculty with Supporting Documents: Faculty members complete the form and attach necessary documentation. The HoD evaluates the faculty's performance and forwards the evaluation to the principal. The Principal reviews the scores and provides a final recommendation based on performance. If the score is below 60, the faculty member will receive guidance from the Principal and HoD; a score between 60 and 90 will be considered as good performance, while a score above 90 will be regarded as outstanding performance and shall be recognized with an appreciation or award.



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

FINANCIAL RESOURCE MOBILIZATION AND UTILIZATION POLICY

YEAR OF PUBLICATION 2022-2023

Financial Resource Mobilization and Utilization Policy

Prince Shri Venkateshwara Padmavathy Engineering College has established a robust and transparent financial management system to ensure optimal resource mobilization and effective utilization aligned with the institution's vision and goals. The financial framework upholds **transparency, accountability, and efficiency** in managing the available funds.

Admission-Based Revenue Distribution

- **65%** of student admissions are through the **Tamil Nadu Common Admission (TANCA)** process conducted by the Tamil Nadu State Government.
- **35%** of admissions are filled through the **Management Quota**, strictly adhering to the norms prescribed by regulatory authorities.

Financial Philosophy

The institution operates on a **non-profit model**, ensuring that all income is reinvested for institutional development and student welfare. Approximately:

- **60%** of the budget is allocated to **staff salaries** (teaching and non-teaching).
- **40%** is directed towards **infrastructure development**, student facilities, maintenance, and academic enhancements.

A **dedicated team of experts** oversees the financial planning, monitoring, and sanctioning of expenditures to ensure judicious use of resources.

Sources of Financial Resources

The institution mobilizes funds through various sources:

- Tuition Fees
- Hostel Fees
- Grants (Government and Private)
- Contributions from the Trust
- Alumni Contributions

Utilization of Financial Resources

The funds mobilized are systematically allocated across different domains as outlined below:

1. Salary and Human Resource Support

- Timely payment of salaries and benefits to both teaching and non-teaching staff.

2. Academic and Infrastructure Development

- Development and maintenance of well-equipped **classrooms, smart classrooms, and state-of-the-art laboratories.**
- Upkeep of the **Central Library and Information Centre** through:
 - Physical verification of books.
 - Renewal of subscriptions to **journals, periodicals, and magazines.**
- Procurement and upgrading of **licensed software** for academic and administrative use.
- Regular maintenance of **computers, projectors,** and other digital infrastructure.

3. Transport and Utilities

- Maintenance of **college transport vehicles** including periodic servicing and immediate repair works.
- Maintenance of **DG generators** to ensure **uninterrupted power supply (24x7).**

4. Research and Innovation

- Funding of **institutional and collaborative research projects.**
- Support for **state and national level** research programs organized by government and private agencies.

5. Student-Centric Facilities

- Operation and maintenance of the **college canteen** and **Internet facility.**
- Ensuring access to all essential amenities that contribute to a holistic educational experience.

6. Social Responsibility Initiatives

- Organizing **free health check-up camps** and other community outreach programs as part of our social commitment.

This structured and efficient financial management system ensures that all monetary resources are optimally utilized for the continual growth of the institution and the welfare of its students and staff.



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ENGINEERING COLLEGE

Approved by AICTE, Affiliated to Anna University & ISO 9001:2015 certified Institution



**HAND BOOK
ON
GRIEVANCES REDRESSAL POLICY**

Year of Publication 2021-2022

GRIEVANCES REDRESSAL POLICY

The Grievance and Redressal Committee desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Committee ensures effective solution to the grievances, using a fair approach.

The Grievance and Redressal Committee enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the College. 'Student's Grievance Committee' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias". The Committee meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

The Grievance and Redressal Committee shall receive and redress the grievances of the following issues:

- Academic issues pertaining to Teaching, Learning and Evaluation activities.
- Grievances related to Internal Assessment Examinations.
- University Examination related grievances.
- Student-teacher, student-student grievances
- Grievances related to library and IT services.
- Grievances related to sports and cultural.
- Grievances related to behavior of stakeholders

Redressal of Grievances

1. The grievances shall be redressed depending on the nature of the grievance.
2. The Grievances are invited through suggestion boxes provided in each block ground floor.
3. Department level counseling is offered where the matter can be resolved.
4. Grievances pertaining to academic and internal evaluation and other grievances shall be redressed by receiving written and signed application by the student's mentor and it will be forwarded to the committee through the HODs.
5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

The End



HOSTEL RULES

YEAR OF PUBLICATION: 2022-2023



**PRINCE SHRI VENKATESHWARA
PADMAVATHY ENGINEERING COLLEGE**
Mambakkam - Medavakkam Main Road, Ponmar, Chennai – 600127.
**Approved by AICTE, New Delhi/ Affiliated to Anna University, Chennai/
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Recognized by UGC under section 2(f) & 12(B) of UGC ACT 1956**

HOSTEL RULES

ROLES:

A hostel committee's role is to ensure the smooth functioning of the hostel and to create a disciplined environment for students. The committee helps the Council of Wardens maintain the students' living standards. The committee acts as a bridge between the students and the administration, caterers, and hostel authorities to address student grievances.

RESPONSIBILITIES:

- ❖ Monitor proper infrastructure facilities regarding hostels.
- ❖ Scheduling the study hours, maintaining academic discipline, and monitoring the absenteeism of the hostellers.
- ❖ Address the complaints from students and appropriate actions are taken.
- ❖ Counsel the behaviour of students and monitor the academic performance of the students.
- ❖ Visit the mess/canteen monthly.

RULES:

- ❖ Students should maintain strict discipline and avoid making noise inside the hostel premises including the dining hall.
- ❖ Students should maintain the rooms and hostel premises as neat and clean.
- ❖ Any health issues and Emergencies immediately contact wardens.
- ❖ Any strangers / outsiders / other college friends / friends and relatives are not permitted to enter the hostel.
- ❖ Don't entertain any day-scholar students entering into the hostel for any purpose.
- ❖ Don't bring any outside food inside the hostel premises.
- ❖ Do not waste the water and electricity whenever it is not in use.
- ❖ Inmate going out should get prior permission from the warden and should come back within the stipulated time.



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- ❖ Hostellers should not go outside the college campus except on holidays by obtaining prior permission from the HoD and hostel warden.
- ❖ Students should make proper use of furniture, electrical fittings, bathroom fittings and sanitary fittings.
- ❖ Reckless use of power and water should be avoided. Students should not waste the food in the dining hall. Defacing of walls, floors should be avoided.
- ❖ Ragging is totally prohibited and violations in this regard will invite punishment including dismissal from the college.
- ❖ Students found to disobey the above rules will be expelled from the hostel/ college under disciplinary grounds and have to forego his/her fees and deposit.
- ❖ The students should follow the Mess timings.

1. THE WARDENS:

- 1.1. The Chief Warden shall be vested with power to, administer the hostels, interpret and enforce the rules and to regulate hostel admission/readmission.
- 1.2. The Administration reserves the right to change the rules and regulations or introduce new rules, from time to time as and when necessary.

2. ALLOTMENT AND OCCUPATION OF ROOMS:

- 2.1. The sub warden shall make allotment of rooms in consultation with the Chief Warden and Hostel In-charge.
- 2.2. Rooms once allotted for the academic year are not interchangeable without the permission of the Warden/Principal.
- 2.3. Students are not allowed to shift from one room to another without the prior written permission of the warden. No furniture should be shifted from one room to another without the prior written permission of the hostel administration.
- 2.4. Every student and their parents, before he/she is admitted into the hostel, must give an undertaking in writing that he/she will abide by the rules and regulations of the hostel and he/she will submit to any disciplinary action imposed on him/her by the authorities.
- 2.5. The administration may refuse admission to anyone without assigning any reason.



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- 2.6. Being a resident in the college hostel for any period does not confer on any student a legitimate right to continue as an inmate for the next year or for any subsequent period.
- 2.7. Resident members may be shifted from one room to another by the Warden without assigning any reason.
- 2.8. No student is allowed to stay in the hostel without being a member of the mess.
- 2.9. Day scholars are not permitted to be brought into or allowed inside the hostel, except when specially permitted.

3. VACATION AND HANDING OVER:

- 3.1. At the end of the academic year, the rooms have to be vacated for general maintenance.
- 3.2. Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. In addition to the furniture, the electrical installations including the fan should be handed over intact.

4. CARE OF HOSTEL PROPERTY:

- 4.1. The rooms and surrounding area should be kept clean and in a hygienic state.
- 4.2. Students should not tamper with any of the electrical and other permanent fittings in the rooms. In case of damage or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
- 4.3. Hostel furniture shall not be removed from one room to another under any circumstances. Students are responsible for the care of furniture and fittings in their respective rooms.
- 4.4. Students should not paste any posters/pictures etc on the walls, doors, windows and shelves.
- 4.5. Students should switch off light when they are not in room.
- 4.6. Once in 15 days room inspection will be carried out by the Warden.



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5. GENERAL:

- 5.1. Students are not permitted to enter the kitchen or store room of the mess on any account.
- 5.2. No food will be served in the room of the hostel for any student. However sick students will be taken care by the Wardens.
- 5.3. Students shall not issue orders to hostel employees or interfere in their work. Cases of misconduct of hostel employees shall be reported to the Warden with full particulars.
- 5.4. Inmates of hostel are requested not to tip any employee of the hostel/mess.
- 5.5. Students are strictly prohibited from indulging in any kind of celebration in the hostel premises, unless organized centrally under special authorization for birthday from Principal.
- 5.6. Students are prohibited from giving shelter to any other student/outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.
- 5.7. Lights must be switched off when not in use. The use of electric heater, electric rod and other similar appliances are prohibited.
- 5.8. Residents should intimate in writing to the Office immediately any changes in the addresses and cell phone number of Parents and Local Guardians duly verified by the guardian.

6. OUTINGS AND WEEKEND STAYS:

6.1. Outings:

The Hostel administration will organize an outing programme with warden once in a month for all inmate's year wise on Holidays (Saturday Sunday/etc.) – Separately for Boys and Girls to enable them to do shopping. The interested students may undertake the outing trips by registering with Deputy Warden.



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6.2. Weekend Stays:

Students will be issued out pass subject to the following conditions:

- a) One out passes for two days will be issued during the weekends to attend any emergency and other personal work including bank loan, scholarship, etc. at the request of parents by way of **WhatsApp/SMS** communication recommended by HOD.
- b) Out pass also will be issued to the students participating in seminars/allied competitions Sports & Games, Etc. (Approved by Parents and HOD).

However out passes may be restricted due to unsatisfactory performance in academics or involvement in disciplinary Activities.

6.3. Students will be permitted to go out of the campus only with Parents / authorized guardians / Escorts, only after getting permission from the Principal / HODS / Warden.

6.4. Students may be permitted to go out with a “Gate Pass” for a day from 7:00 A.M. to 5:00 P.M. over Saturdays/Sundays/holidays/breaks along with parents’ /Guardian once in a month with prior permission through WhatsApp/SMS from registered mobile. They must get passes approved at least by 6:00 P.M. on the previous day in advance.

6.5. Participation in Specialized courses:

Students of second and third year UG classes and also PG students, who are doing well in academics and also not involved in any act of indiscipline during their entire stay in the hostel, may be permitted to go out for attending specialized courses for GRE, GMAT, CAT, GATE & foreign language or recognized Certification Programmes with the prior request by the parents along with necessary documentary proof like admission cards, fee receipts and etc. Such courses/Programmes should be conducted during the weekends and the duration should not exceed one semester.

The students joining / pursuing the above weekend courses may opt to stay outside the campus overnight at authorized relatives’ residences (as declared by the parents) or return to the college hostel by 6:00 P.M. These requests are to be submitted to Warden at least one week in advance.

6.6. After obtaining out passes, students are to hand over a copy to the gate security and sign in the register available with hostel security when they are going out. Approval copy/student copy is to be retained with them.



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- 6.7. Security and wardens have to verify the genuineness and adherence to correct timings, before 7:00 P.M. and find the discrepancy, if any, reported to Principal immediately over phone and writing.
- 6.8. Registers maintained with the security at the hostel gate and also at the main gate will have to be filled up with details of each arrival and departure on passes.
- 6.9. Students are to strictly adhere to the timings mentioned in the gate/stay pass. Action will be taken against the defaulters.
- 6.10. Students will be given hostel ID card along with college ID. Students must hand over the hostel ID whenever they go out. While returning they must collect it from the security.

7. VISITORS (PARENTS AND GUEST):

- 7.1. No guest is allowed to enter the hostel premises, without permission from Warden or Hostel Superintendent. However, no visitor's vehicles are allowed inside the hostel compound.
- 7.2. Visiting parents or authorized local guardians may meet the students inside the hostel premises, including dining halls for brief periods. However, they are not permitted to enter the residential blocks.

Parents are permitted to visit their son/daughter/warden between 4:00 P.M. to 6:00 P.M. on working days or between 9:00 A.M. to 5:00 P.M. on holidays/weekends.

- 7.3. Visitor's vehicle may be permitted inside the hostel only for a brief while for loading/unloading of heavy luggage during vacation period or reopening of college.
- 7.4. No guest who is ill or who has come from medical treatment shall be brought into the hostel.
- 7.5. Students are not permitted to bring/retain cars or two wheelers in the hostel campus.



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8. LEAVE RULES

The following are the leave rules to be strictly followed by all the Hostel inmates,

- 8.1. The students applying for leave must submit the leave letter with WhatsApp/SMS from registered mobile proof to Class in Charge. The Class in Charge must look into the genuineness of the reason stated before forwarding to the HOD. Parents must call the respective HODs two days before application of Leave and need not call the principal for leave of their wards.
- 8.2. Parents of Hostel students are requested to apply for leave through WhatsApp/SMS only and not through telephone calls **except for emergency issues.**
- 8.3. Leave letters may be signed and forwarded by the Class In-charges to the principal through the respective HOD with his/her recommendation at least two days in advance for grant of leave.
- 8.4. Leave may be granted for students on special and emergency grounds only.
- 8.5. Students applying for leave to attend the wedding / betrothal ceremonies of close kith and kin (brothers and sisters), may apply for grant of leave at least **one week in advance with the copy of the Marriage / betrothal Invitation** along with requisition letter from Parents.
- 8.6. No Leave will be granted during weekdays except on emergencies. Girls students will be granted leave provided they are escorted by authorized persons / guardians.

Inmates of college hostels should adhere to the following instructions while returning to the hostel from home station after vacation:

Students must report to their respective hostel before 5.00 pm on the previous day of reopening the college. Late comers will not be permitted to enter the hostel.

8.7. **Request for Accommodation from Visitors**

Hostel Accommodation will not be provided for visitors.

9. STUDY HOURS

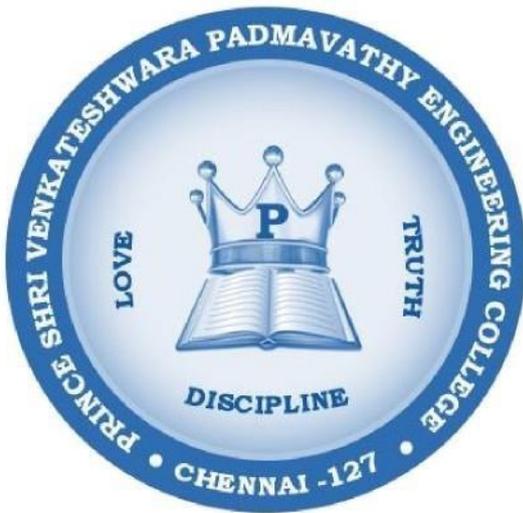
- 9.1. All hostel students must use the available time outside working hours gainfully for academic and self-development purposes.
- 9.2. Students desirous of taking part in sports may proceed to the play fields after evening snacks but return by 5.30 PM (Girls) and 6.00 pm (Boys) latest.



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- 9.3. Students may proceed out of the hostel to library/computer laboratory/temple till 5.15 pm (Girls) and 5.45 PM (Boys) only.
- 9.4. If anyone is found to be outside the hostel premises but in places within campus, other than canteen, temple, Sports ground, computer laboratory, action may be taken against him or her.
- 9.5. The inmates should be in their rooms during study hours without fail. During the study hours all must have their rooms open and are not permitted to use mobiles. After study hours, all inmates may continue to study or go to sleep.
- 9.6. During study hours, attendance will be taken by Resident Tutors.

**Prince Shri Venkateshwara
Padmavathy Engineering
College**



**MEDAVAKKAM – MAMBAKKAM
ROAD**

PONMAR

CHENNAI-600127

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HR POLICY

Year of Publication 2021-2022

HR POLICY

Introduction

The governing body of Prince Shri Venkateshwara Padmavathy Engineering College, formulates policy statements periodically and communicates the same to the staff members through the Head of the institution. The Human Resource Policy is for internal use and the information is authenticated at the time of its publication and till a revised Human Resource policy is circulated.

Terminology:

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

The Human Resource Policy (HRP):

For a sustainable viable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment where employees can work and benefit in conformance to the mission, vision, objectives and quality policies of the institution. The institution encourages its employees to think express and share their views in facilitating decisions and operations through collective contributions which is a noble approach in recognition of the staff member. The institution recognizes the fact that the culture, values, loyalty, motivation, involvement and development are the harbingers of glory for both the institution and the employees and feels the need to encourage the same.

HRP focuses on:

- Capacity building of staff through FDPs, workshops, Industry Interactions and professional associations.

- Opportunity for career development.
- Sharing personal and professional problems.
- Team Building and Team Spirit in Organization of Institutional R&D programmes.
- Culture, Values, Loyalty, Commitment, Dedication, Discipline and Devotion
- Commitment to support the overall development of its human resources.

Privacy:

The institution expects that each and every employee should have inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation, R&D consultancy, Course material, laboratory, Human resource policy , training and workshop materials developed, personnel data and any other financial compensation matters. Employees who disclose secrets or confidential information will subject to disciplinary action, which may lead even to dismissal and prosecution.

Management, Society and GB & Chairman

Prince Shri Venkateshwara Padmavathy Engineering College (PSVPEC) was established during the Academic year 2001 with a view to excel in professional education. It is affiliated to the Anna University.

The 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 PSVPEC.

The 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, which met this need. In order to serve the poor and the needy, he started a Tamil Medium School as well. Today this educationist, Industrialist and pioneer heads an 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 Padmavathy Engineering College is promoted by the Prince Educational Society. This College was started in 2001 and was approved by the All India Council for Technical Education (AICTE). Its vision is to make every student a successful. Our College that is located on a sprawling environment – friendly area with very calm atmosphere, on the outskirts of Chennai provides conducive ambience for learning. The laboratories are spacious and well equipped. They provide the best experimental learning facility to our students. A well-stocked state-of-the-art library caters to the reference and additional reading requirements of students and members of staff. The library is updated with contemporary publications. Reference books and light reading materials are provided, apart from magazines and journals.

A devoted band of qualified and experienced lecturers from various fields of specialization are highly motivated and strive hard to bring out the best in each student, by taking care to attend to the individual student's needs. They take personal interest in the welfare and discipline of the students and mould them into responsible citizens of the future. To encourage outstanding talent, the management has instituted cash awards for the meritorious and outstanding students. We give placement assistance for meritorious students by organizing campus recruitment by multinational companies and top-notch corporates within India. We lay emphasis on “Communication Skills” in English which enables the students to answer the queries put forth by the expert team of interviewers from multinational and other Blue Chip companies with ease and emerge with flying colours.

ACHIEVEMENTS:

- Our College secured 9th, 4th and 7th Rank in Anna University year wise college rank list for the academic year 2007- 2008, 2008-2009 and 2014-2015.

The Governing body –powers and functions:

The governing body of PSVPEC is constituted as per Anna University and AICTE 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:

The institution works for six days in a week (i.e Monday to Saturday). The working hours are from 9.00 A.M to 3.45 P.M with a lunch break of 30 minutes. The working hours may vary marginally depending on exigencies.

Public holidays:

The 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 Tamilnadu.

Job responsibility

Academic:

- Class room teaching with modern aids.
- 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
- 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 AICTE. 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 Canara bank and Indian Overseas bank of Medavakkam and Ullagaram. 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
- Content beyond syllabus Topics and Assignments
- Internal Assessment Tests and Distribution of answer scripts
- Innovative teaching and Pedagogical initiatives
- Lesson and Course Material / Case studies
- Self-Learning Materials
- E-Learning Material through Digital Library
- Guest/Expert Lectures/Workshops/Seminars/
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 Assistants
2	System Admin

C. Supporting Staff (Non-Technical):

S.No	Designation
1	Administrative Officer
2	Manager
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 the AICTE/ 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 AICTE/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 etc.

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 AICTE/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 are required to give a demo lecture and take an interview by the Staff Selection Committee.

- Candidates for non-teaching posts are selected based on practical test conducted by departmental selection committee and if need be a final round of one-on-one interview by the Head of the Department and 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 August 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 has 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 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
- On Duty Permission
- Maternity Leave
- On Duty for pursuing Part time higher study.
- Permission / Late Attendance
- Marriage Leave

CASUAL LEAVE

Casual Leave is not earned by duty but it is 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 staff and technical staff who have served for two semesters consecutively in this college are eligible for vacation leave in an academic year.

In Odd semester November – December, vacation leave will be restricted to a period of not more than 8 days.

In Even Semester May – June, vacation leave is restricted to 15 days of vacation

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.

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 6 working days in semester 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.

ON DUTY PERMISSION FOR PURSUING M.E. / M.TECH /PH.D. UNDER EVENING PART TIME PROGRAMME OR DAY TIME PART TIME PROGRAMME/FOR ATTENDING SEMINARS/GUEST LECTURES/WORKSHOPS AND CONFERENCES etc.

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 candidates’ 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 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 two 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 days 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

**SHRI VENKATESHWARA
PADMAVATHY
ENGINEERING COLLEGE**



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– MAMBAKKAM
ROAD, PONMAR,
CHENNAI-127
www.psvpec.in



HANDBOOK FOR HUMAN VALUES AND PROFESSIONAL ETHICS

Year of Publication 2021-2022



HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

Human Values & Professional Ethics

A person who is offered a quality education will be able to serve the region, the state and the nation through resourceful educational programmes. A quality-based education consequently helps in upgrading the individual's growth which in turn endorses the growth of the nation. Prince Shri Venkateshwara Padmavathy Engineering College offers Quality Education to create a personal paradigm, devoted to master the life skills required for success.

Objectives of Professional Ethics & Human Values in Engineering

- To understand the moral values that ought to guide the Engineering profession, Resolve the moral issues in the profession.
- To justify the moral judgment concerning the profession.
- Intended to develop a set of beliefs, attitudes and habits that engineers should display concerning morality.
- To create an awareness on Engineering Ethics and Human Values.
- To inspire Moral and Social Values and Loyalty.
- To appreciate the rights of others.

PSVPEC is a living, learning, and working community dedicated to the personal and academic growth of its students, staff and serves as an educational, cultural, and economic driver for the greater public good.

PSVPEC's Vision

"To be a prominent institution for technical education and research meeting global challenges and societal needs"

Leadership in quality technical education to-day has many characteristics that are needed which perhaps were not necessary ten, or fifteen years ago. Technology's impact on how students learn and how teachers teach has had educational leadership think about more innovative ways in which to prepare, deliver, and assess curriculum. It is necessary now to empower our teachers and to lead in a way that reflects unconditional positive regard



through relationships and displaying that they are in the fore-front of change and are key agents of change.

The research environment is increasingly global and interdisciplinary with collaboration and supporting infrastructure crossing boundaries. Our research aim is brimming with ambition, relevance and practical application. Pioneering innovations made at PSVPEC will benefit people and organizations in many areas of life and work – helping industries, societies and communities continue competing, improving and evolving.

Mission of the Institution

- To develop the needed resources and infrastructure, and to create a conducive environment for the teaching- learning process.
- To nurture professional and ethical values in students, and to instill in them a spirit of innovation and entrepreneurship.
- To inspire the students with a passion for higher learning and research, and to prepare them to tackle global challenges.
- To provide students with opportunities to acquire the additional skills needed to become industry ready.
- To interact with industries and other organizations to facilitate transfer of knowledge and expertise.

Quality Policy

Achieving Excellence in technical education, research and consultancy through an outcome-based curriculum focused on continuous improvement and innovation by Benchmarking against the global best practices.

Institution Culture

The Institution promotes a culture that values teamwork and collaboration, and recognizes all contributions of faculty, staff, and students to meet our mission. We acknowledge, respect and promote the importance of diversity in an inclusive environment. We reinforce the importance of leadership, integrity, safety, innovation and excellence in all that we do and our



stakeholders expect these values in our graduates. To facilitate this culture, the institution provides support to its departments, faculty and staff as they deliver world-class education and research in an environment where continuous improvement is a top priority.

Core Values of the Institution



Built on the vision that education serves as a keystone in improving society and building better futures for all, we commit to our core values of:

1. Truth
2. Discipline and
3. Love

Truth: The institution strongly believes that everything is established in truth. This means that the Institution, students, workers and the nation at large can develop through nothing else but only the truth.

Discipline: Discipline is important at every stage of student life and is an integral element of success. We believe that a well-disciplined person can be easily differentiated in the crowd. The institution enables the students to practice discipline as a way of life.

Love: The institution emphasizes that being kind to all determines who we are and how we act. It strongly encourages all to love our neighbors, family, those around us, those in diverse places, even our enemies and most importantly to love the work we do, may it be studies or the profession.

The institution's core values reflect its commitment to advancing the cause of education, cultivating ethical behavior patterns in students and fulfilling its responsibilities towards the society.



HUMAN VALUES

Human value is defined as “a principle that promotes well-being or prevents harm. The various factors responsible for evolving human values are religious leaders, gurus or saviors” teachings and practices, need and judgment of fulfilling individual’s need in society. Human values can be assured of a happy and harmonious human society. At PSVPEC we cultivate and inculcate these values in the student and staff through teaching and conducting the activities. The human values which play a major role in grooming our students are:



1. Love Encompasses the following values such as:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

2. Truth Encompasses the following values such as:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self - analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

3. Discipline

Discipline is needed in every way of one’s life no matter one’s is on a playground or your home. If you value discipline you can grow, learn and become grateful in life. Valuing disciplines is a very important thing to become a great person. It is very important to obey what is said to you in regard to complete the work.



4. Right Conduct: Encompasses the following values such as:

- Self - Help Skills: Care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance
- Social Skills: Good behavior, good manners, good relationships, helpfulness, no wastage and good environment
- Ethical Skills: Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.
- Ownership: Ownership of the work

5. Peace Encompass the following values such as:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self - acceptance, self - confidence, self - control, self - discipline, self - esteem, self - respect, sense control, tolerance, and understanding.

6. Non - Violence Encompasses the following values such as:

- a) Psychological: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love
- b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.





PROFESSIONAL ETHICS

Ethics is an activity which concerns with the investigation of moral values in moral issues. As far as an Engineer is concerned, he/she should have an ethical as well as a social responsibility to himself, to his subordinates and to his society. The set of standards adopted by professionals is called as Professional ethics. Every profession like teaching, medicine, law etc., has its own professional ethics. The set of ethical standards that are applicable for an engineering profession is known as Engineering ethics. Engineering ethics is about balancing cost, schedule and risk in practical. Engineering ethics helps an Engineer to discover moral principles like obligation, rights and ideals in this field. Formal code, Focus, Precedence, Restriction, two dimensional (positive & negative) and Role morality are some of the important characters of professional ethics. Few professional models are Engineers as Social Enablers as well as Catalysts, Engineers as Game Players, Engineers as Bureaucratic Servants, Engineers as Guardians, Engineers as Social Servants and Engineers as Saviors.

1. Integrity: Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

2. Credibility & Responsibility: The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

3. Loyalty: Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some



argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

4. Commitment: Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. Attitude: It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behavior, and attitude- behavior relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day-to-day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

6. Valuing Time: Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increase effectiveness, efficiency or productivity.

7. Passion: Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.

8. Identifying one's role in larger picture: Cultivating the skill of big picture thinking is important. When one maintains big picture, it allows one



to Lead, keeps one on target, promotes teamwork, gain insight from different people and makes one ready for the change.

Whoever adopts teaching as a profession assumes the obligations to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and admirable in disposition.

“The term value stands for „efficacy“. Education is capable of developing individuality and worthiness. At all times, education has built on value- system, conducive to the development of physical, intellectual, moral life. In activates the latent capacities of the individual enabling him or her to recognize „truth“, „duty“ and „goodness“”.

TEACHERS AND THE INSTITUTION

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with the dedication;
- Co-operate and assist in carrying out function relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising, and counseling students as well as assisting the conduct of university and



college examinations, including supervision, invigilation and evaluation: and

- Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- Respect the right and dignity of the students in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual need;
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of the for any reason;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals

TEACHERS AND THE COLLEAGUES

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing consideration of caste, creed, religion, race or sex in their professional Endeavour.



TEACHERS AND NON-TEACHING STAFFS

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- Teachers should help in the function or join staff-council covering both teachers and the non-teaching staff.

TEACHERS AND PARENTS / GUARDIANS

Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send report of their performance to the guardians, whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

TEACHERS AND SOCIETY

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the society and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic group but actively work for national integration.





PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

INSTITUTION POLICY ON DIVYANGJAN **Year of Publication 2021-2022**

INSTITUTION POLICY ON DIVYANGJAN

Purpose:

This document describes Prince Shri Venkateshwara Padmavathy Engineering College policies and procedures for providing necessary guidance and counseling to the students with Locomotor Disabilities (Divyangjan). In accordance to which the college will follow certain practices support the Divyangjan students.

Policy:

Prince Shri Venkateshwara Padmavathy Engineering College is committed to understand the various rights, regulations, scholarships provisions, facilities, opportunities given by the legislation on the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) rules, 1996 and Amended Rules for Persons with Disabilities and to implement the same for the Divyangjan.

Policies and Measures framed are as follows

PSVPEC ensure the admission to as many differently –abled students as possible.

PSVPEC will provide the fee concessions, assistance during examination if required and other needs pertaining to differently –abled persons.

Assess their educational needs, determine and facilitate assistive devices that can be procured for them.

- Facilitate with scholarship if needed.
- Assist in placement opportunities.
- Celebrate important days pertaining to disability such as the World Disabled Day, Blind Walk for differently –abled persons.

Infrastructural Facilities:

All existing structures as well as future construction projects in the campus will be made disabled friendly. Special facilities such as ramps, rails and special toilets, wheeling chair, tactile will be made to suit the special needs of differently –abled persons.



**PRINCE SHRI VENKATESHWARA
PADMAVATHY ENGINEERING COLLEGE**
(An Autonomous Institution)



Mambakkam - Medavakkam Main Road, Ponmar, Chennai – 600127.
Approved by AICTE, New Delhi/ Affiliated to Anna University, Chennai/NAAC Accredited
with A++ Grade/ ISO 9001: 2015 Certified Institution
Recognized by UGC under section 2(f) & 12(B) of UGC ACT 1956

LIBRARY POLICY



Year of Publication 2021-2022

POLICY ON LIBRARY

Prince Shri Venkateshwara Padmavathy Engineering College has central library building with huge collection of books, journals, reference books, Newspapers, Periodicals, magazines, rare collections of books, Handbook, Braille Books, Dictionaries, Encyclopaedia, project books, digital library, e-resources, and year-wise new arrivals etc. The central library is located in a spacious block of 5550 Sqft. It caters to the information needs of the institute's faculty, students, staff and researchers. The reading room is well furnished to accommodate 200 students at a time and provides conducive environment for study. Central library is well equipped with

Vision of the Institution:

To be a prominent institution for technical education and research, meeting global challenges and societal needs.

Mission of the Institution:

- i. To develop the necessary resources and infrastructure, and to create a conducive environment for the teaching-learning process
- ii. To nurture professional and ethical values in students, and to instill in them a spirit of innovation and entrepreneurship.
- iii. To inspire students with a passion for higher learning and research, and to prepare them to tackle global challenges
- iv. To provide students with opportunities to acquire the additional skills needed to become industry ready.
- v. To interact with industries and other organizations to facilitate the transfer of knowledge and expertise

A) About Central Library:

Working Hours:

TITLE	TIMINGS
Working Days	08:00 AM – 6.00PM
Holidays (except Government Holidays)	09:00 AM – 05.00 PM

B) Library Features:

- Open access to all.
- Journal Section
- Printing, Reprography and scanning facility.
- Reading room facility.
- Availability of NPTEL in digital Library
- Registration of NDL in digital Library
- DELNET membership
- JGATE
- INFLIBNET

C) Library Rules and Regulation

1.Entry in Library

- Students should enter in library with their Identity card.
- Enter the names in Gate Entry is compulsory.

2.Circulation System

- Students and staff are allowed to check out a maximum of three books at a time using their Id card, with a loan period of 15 days.
- Before receiving student should check the books condition, there shall be penalty.
- The same book can't be renewed on that day.
- No book shall be returned on the day of issue.
- The Best User Award is given to the student with the highest number of users during the academic year.

3.Overdue Charge

- If the books are returned after due date, then student will be fined Rs.10 Per day.
- Tampering, writing, underlining, etc., should be avoided in the library books. A fine of Rs 50 will be collected in such events
- Reprography services are available in the library for both students and staff, with a nominal charge of 50 paise per page.

4.Book Lost

- In case of loss of book, the borrower is required to pay double the amount of book cost with fine

5. NO DUES Certificate

- At the end of academic year every student should close their account & get the NO DUES Receipt.

6. Care of Library Books

- Student are required to handle the book/journal very carefully
- Student is punished to fined, if he/ she is found in marking with pencil, writing or highlighting, tearing the page.
- Librarian may ask to return book from any student at any time and it is compulsory to return the same immediately.

7. Reference Section

- In this section student can use their text books, reference book for their studies to be used only in the library.

8. General rules for students

- Silence should be maintained.
- Keep your personal belongings outside the library.
- Use of mobile phones is not permitted in the library.
- Please maintain decorum, peace and silence within the premises of library.
- A person shall not write upon damage or mark any book belonging to the library.
- Sleeping, Eating, having refreshments in the library is prohibited.
- Personals book shall not be allowed inside the library.

Reading room general rules for students

- Reading room open from 08.00 am to 06.00 pm
- Silence should be maintained.
- Group discussion is not allowed in reading room
- Use of mobile phones is not permitted in the library and reading room.
- Please maintain decorum, peace and silence within the premises of library.
- Students do not write, mark on any desk, table and chair belonging to the library.
- Do not eat in reading room. Do not dirty reading room

**MAINTENANCE PROCEDURES AND
POLICIES MANUAL**

YEAR OF PUBLICATION:2022-2023

MAINTENANCE PROCEDURES AND POLICIES

The institute has established a well-structured system for the maintenance of its physical, academic, and support facilities, including laboratories, library, sports complex, indoor stadium, computer labs, and classrooms. A dedicated Maintenance Supervisor, along with a supporting team, oversees the upkeep of the entire campus infrastructure.

This team is responsible for the routine maintenance of civil works, such as furniture repair, masonry, painting, carpentry, plumbing, and general upkeep. They also ensure the proper maintenance and cleanliness of restrooms, internal roads, and the overall campus environment. Housekeeping activities are systematically carried out and regularly monitored to maintain hygiene and orderliness.

Under the guidance of the Director, the maintenance system functions effectively to meet all infrastructure and facility needs. Instructional spaces, administrative blocks, amenity areas, academic zones, and support facilities are systematically maintained by the team following defined schedules and procedures.

Well-defined maintenance policies and procedures are in place to ensure the safe and efficient functioning of college infrastructure, including classrooms, laboratories, IT systems, mechanical and electrical installations, and buildings. These practices are vital in supporting academic activities and ensuring a conducive learning environment.

A. Maintenance Policies

- **Scheduled Routine Checks:** Conduct regular inspections of buildings, electrical systems, HVAC units, plumbing, and mechanical infrastructure to detect and resolve potential issues at an early stage.
- **Preventive Maintenance:** Carry out preventive maintenance to minimize the risk of unexpected failures, especially for essential systems such as power supply, water facilities, and IT infrastructure.
- **Safety Compliance:** Ensure that all maintenance activities are carried out in accordance with local building codes, safety guidelines, and relevant industry standards.

- **Documentation and Record Maintenance:** Keep detailed records of all inspections, maintenance activities, repairs, and upgrades to ensure traceability and compliance with regulatory requirements.

B. Classroom and Office Maintenance

- a. **Electrical Systems:** Conduct periodic inspections of wiring, lighting, projectors, and other electrical components to ensure optimal functionality and safety.
- b. **Furniture and Fixtures:** Regularly maintain desks, chairs, whiteboards, and other fixtures in classrooms and offices to prevent wear and maintain a productive environment.
- c. **Cleaning and Sanitation:** Implement a structured cleaning schedule for classrooms, administrative areas, and common spaces, ensuring that hygiene and sanitation standards are consistently met.

C. Laboratory Equipment Maintenance

- a. **Equipment Calibration and Servicing:** Schedule regular calibration and servicing of laboratory equipment like meters, dual power supply, Digital storage oscilloscope, function generator etc.
- b. **Inventory Management:** Keep an updated stock register of all lab equipment and conduct regular audits to ensure everything is in working order.
- c. **Safety Equipment:** Ensure that fire extinguishers and other safety equipment are functional and accessible.
- d. **Chemical Storage:** Implement strict policies for the handling and storage of hazardous materials, ensuring compliance with safety standards.

D. IT and Network Infrastructure Maintenance

- a. **Server and Network Maintenance:** Perform regular updates and maintenance of servers, routers, and switches to prevent downtime and ensure network reliability.
- b. **Data Backup:** Ensure there is a robust data backup system in place for critical files, with regular checks to confirm backups are successful.
- c. **Software Updates:** Maintain regular updates and security patches for software used in classrooms, labs, and administrative offices.
- d. **Security:** Ensure network security protocols, such as firewalls and antivirus programs, are in place and regularly updated to protect against cyber threats.

E. Building and Grounds Maintenance

- a. **Structural Integrity:** Conduct routine inspections of roofs, walls, and flooring to identify and address any signs of deterioration or damage before they escalate.
- b. **HVAC Maintenance:** Maintain heating, ventilation, and air conditioning systems to ensure a comfortable and conducive learning environment throughout the year.
- c. **Outdoor Area Upkeep:** Regularly care for lawns, parking areas, and walkways to maintain safety, cleanliness, and visual appeal across the campus.
- d. **Waste Disposal and Management:** Implement effective waste management systems, including recycling initiatives and safe disposal methods for hazardous laboratory waste.

F. Mechanical and Workshop Maintenance

- a. **Maintenance of Machinery:** Schedule regular servicing of mechanical equipment such as lathes, milling machines, and CNC systems to prevent breakdowns and ensure operational efficiency.
- b. **Lubrication and Calibration:** Develop and adhere to maintenance schedules for lubrication, cleaning, and calibration of all workshop machinery.
- c. **Tool Inventory Management:** Implement a comprehensive tool tracking system to monitor availability, condition, and usage of workshop tools.
- d. **Workshop Safety Compliance:** Perform regular safety audits of workshop areas to ensure adherence to safety norms, including checks on personal protective equipment (PPE), emergency shutdown mechanisms, and proper ventilation.

G. Energy and Resource Management

- a. **Conducting Energy Audits:** Perform periodic energy assessments to identify opportunities for energy conservation and efficiency improvements.
- b. **Adoption of Sustainable Practices:** Promote environmentally sustainable initiatives, such as the use of LED lighting, installation of solar energy systems, and implementation of water-saving technologies.
- c. **Efficient Water Management:** Ensure that all plumbing systems, including drinking water units, sanitation facilities, and lab water setups, are well-maintained and operate efficiently.

H. Emergency Maintenance Policies

- a. **Emergency Maintenance Plan:** Develop a comprehensive plan detailing procedures for addressing urgent maintenance situations such as electrical failures, equipment breakdowns, or building-related emergencies.
- b. **24/7 Emergency Support System:** Establish a mechanism for continuous maintenance support and emergency response, accessible at all times.
- c. **Reporting and Communication Channels:** Set up structured communication systems, including helpdesks or online ticketing platforms, for quick and efficient reporting and tracking of maintenance issues.

I. Vendor and Outsourcing Management

- a. **Engagement of Third-Party Services:** Maintain formal agreements with trusted external vendors for specialized maintenance services such as HVAC repairs and IT infrastructure support.
- b. **Monitoring Vendor Performance:** Regularly evaluate the quality and timeliness of services provided by third-party contractors to ensure alignment with institutional standards.
- c. **Spare Parts Procurement:** Maintain an inventory of essential spare parts or establish vendor agreements to ensure timely procurement when needed.

J. Budgeting and Resource Allocation

- a. **Annual Maintenance Planning:** Allocate a dedicated budget to cover both routine and emergency maintenance requirements, considering upcoming infrastructure developments or expansions.
- b. **Expenditure Monitoring:** Regularly review and assess maintenance costs to ensure budget adherence and optimal resource utilization.



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

MENTOR POLICY 2021-2022



MENTOR-MENTEE POLICY

The Mentor-Mentee system is a structured program aimed at providing continuous support and guidance to students throughout their academic journey. It facilitates academic, personal, and professional development through regular interaction between faculty mentors and students.

Objectives:

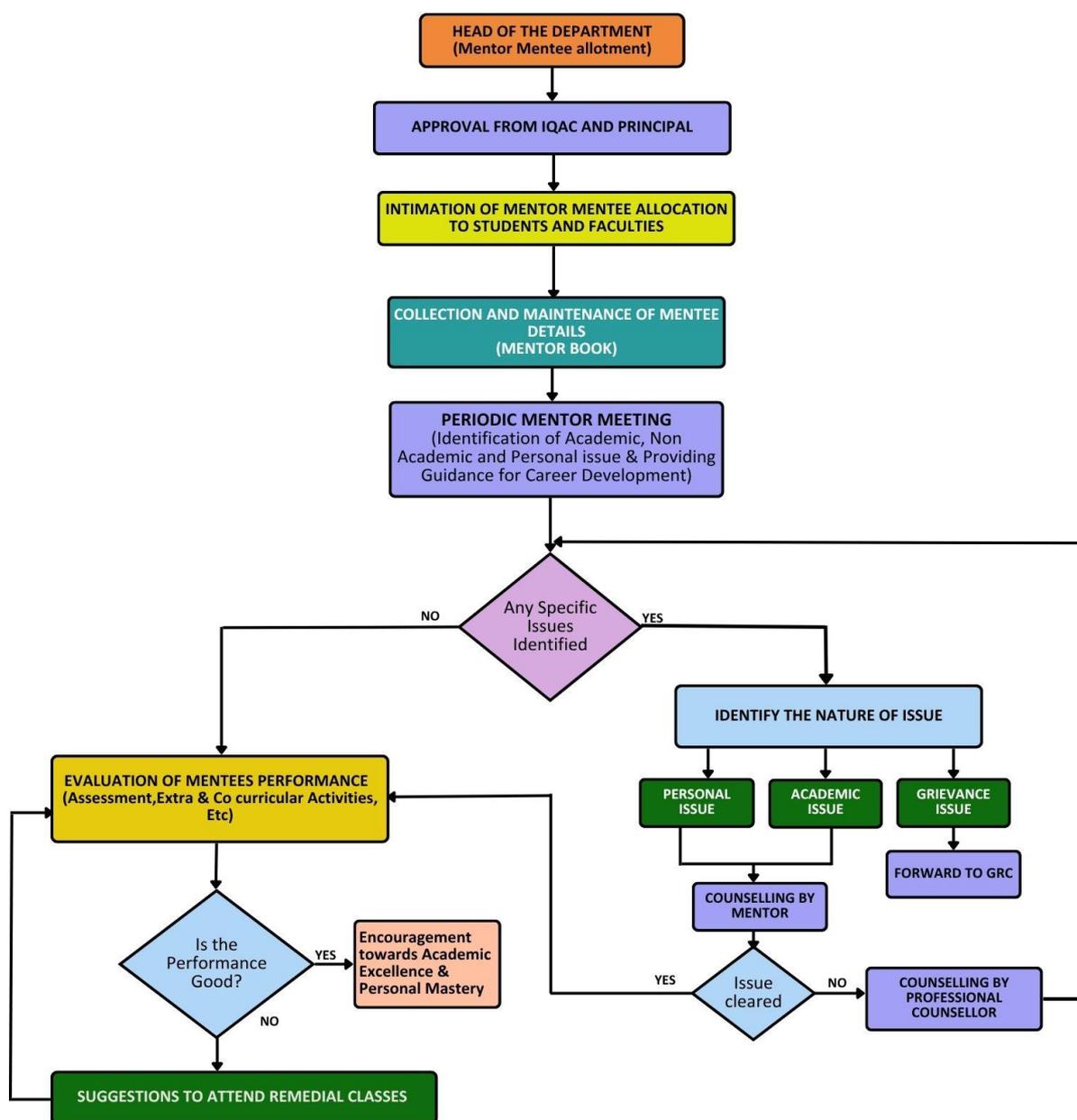
To provide a support system for students to help them adjust and thrive in the academic environment. To enhance student performance and progression by offering academic and personal guidance. To identify and address students' challenges early through proactive mentoring.

Policy Guidelines:

Each faculty member (mentor) is assigned a maximum of **15 to 25 students** from their department. Allocation is done at the beginning of the academic year. Students will remain with the same mentor throughout the duration of their program for continuity and trust-building. Newly admitted first-year students are allotted to faculty mentors during the beginning of the Semester. If the mentor is relieved or transferred, the Head of the Department (HOD) shall reassign the mentees to another faculty member to ensure continuity of guidance and support.

Mentoring Activities:

Mentors are expected to meet their mentees three times each semester — once before Internal Assessment 1, once after Internal Assessment 2, and once before the Internal Assessment 2. Mentors maintain records of academic progress, attendance, behavioral aspects, and participation in co-curricular/extra-curricular activities. Students facing academic or personal



issues are to be guided and HOD will forward the matter to the Professional Counselor for Guidance and Support. At the end of the semester, Mentor efficacy form submitted by the mentor to HOD and HOD consolidate the report and submitted to the principal.

Documentation:

A Student Profile and Progress report is maintained to track each mentee's progress and the mentor's interaction.



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

PROJECT POLICY

YEAR OF PUBLICATION 2018-2019

PROJECT POLICY

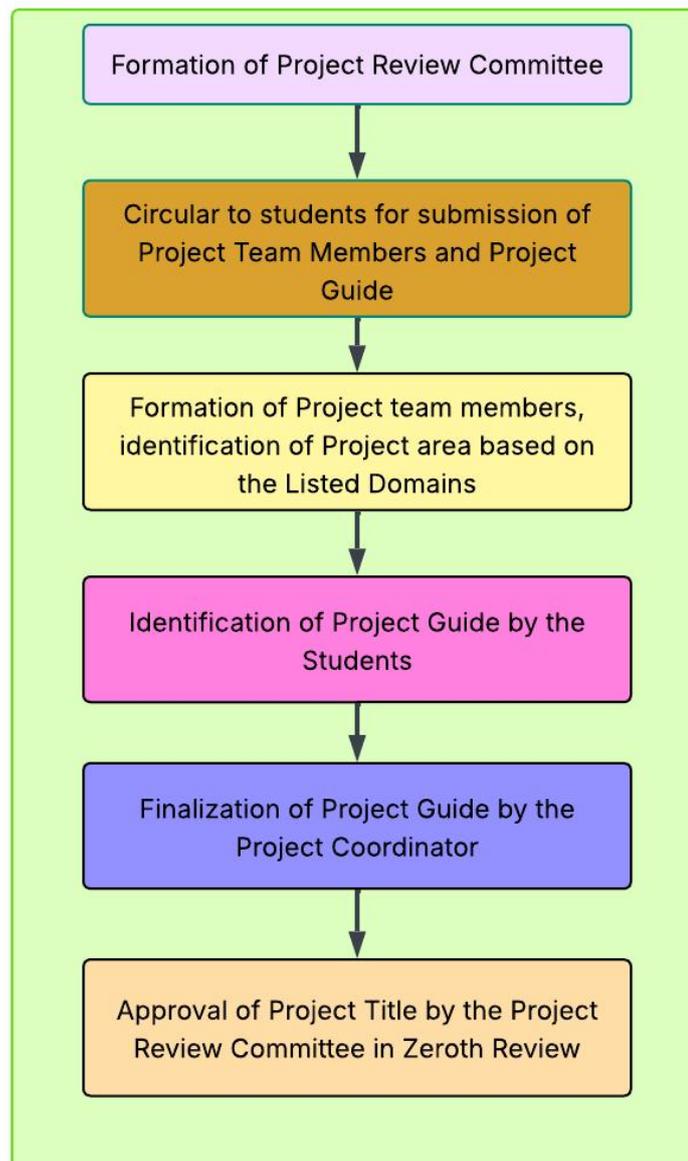
1. Policy Objectives

To guide the planning, execution, evaluation, and documentation of student and research projects in a systematic and ethical manner, ensuring learning outcomes and innovation.

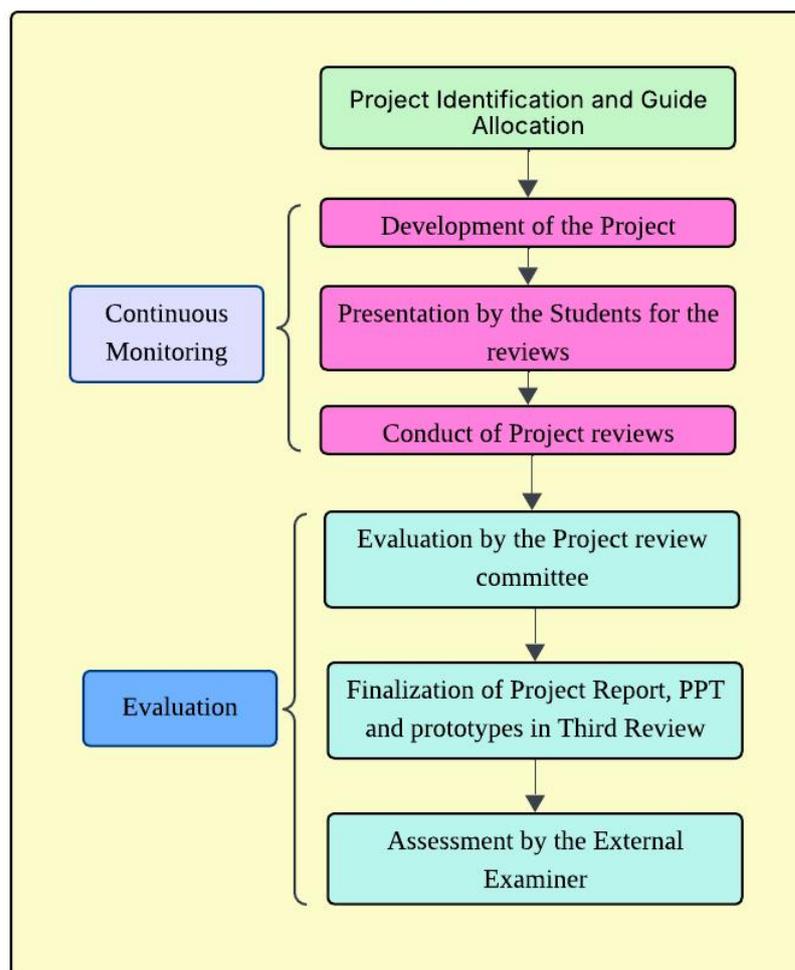
2. Scope of the policy

This policy applies to all students undertaking academic or research projects as part of their curriculum or institutional engagement, including mini-projects, final-year projects, and interdisciplinary or industry-sponsored projects.

3. Project Guide Selection and Project Title Identification Process



A committee is formed comprising faculty members to oversee, guide, and review student projects. Students receive a formal circular instructing them to submit the details of their project team members and a preferred project guide. Students form teams and choose a project topic based on the listed or suggested domains. Projects can be done individually or in teams (2–4 members typically). Team members must have clear role distributions and shared responsibilities. Each student team identifies and proposes a faculty member to guide their project, based on area of interest or expertise. The guide must support the team with technical inputs and project management advice. The project coordinator officially reviews and confirms the assigned guide for each student team to ensure proper alignment and distribution of workload. The Project Review Committee conducts the Zeroth Review, where the project title, scope, and feasibility are evaluated and formally approved. Students begin working on their projects under the guidance of the Project Guide / Supervisor. At regular intervals, students present their project progress to the internal review panel. Evaluation will be based on innovation, technical depth, documentation, teamwork, and presentation.



Project review meetings are conducted (First and Second Reviews) and the suggested feedbacks and improvement points are intimated to the students. The review committee evaluates the progress, implementation, and outcomes of the project. In the Third (final internal) Review, students submit their completed project report, presentation, and working prototype (if applicable). Each project must have a detailed report following the institution's format. Plagiarism should be below a specified threshold. Students must follow ethical practices: no plagiarism, proper citation of references, and acknowledgment of contributions. Projects involving human/animal subjects must follow ethical clearance procedures. Industry-collaborated projects must have consent letter. Projects should map with Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs). Project report should contain the Journal Paper / Conference certificates / Patent (whichever is / are applicable). The final evaluation is conducted by an external examiner, who assesses the quality, innovation, and presentation of the completed project.



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

RECRUITMENT AND PROMOTION POLICY

2022

RECRUITMENT POLICY & PROMOTION POLICY

Objective:

To recruit potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the development of the college.

Scope and Application:

These rules shall apply to all the regular employees of all the institutions.

These rules are subject to such changes from time to time as may be decided by the Governing Body of the respective institutions.

Selection Committee for Appointment of faculty:

Selection Committee is composed of the following members:

1. Principal
2. Head of the Department
3. External Member (Preferably Anna University Member)
4. Two Subject Experts

Strategy:

Identify vacancy: The identification of vacancies depends on:

- A. Existing changes arising due to termination, resignation, leave and/or break
- B. New workload requirements such as creation of new position or temporary additional workload

Prepare job description and person specification:

a) Job description:

- i. Role responsible to
- ii. Role responsible for
- iii. Main purpose of the job
- iv. Principal duties and responsibilities

b) Person specification: Person specification needs to be neither too narrow nor too broad.

Essential and desirable

- i. Skills and abilities
- ii. Knowledge
- iii. Experience
- iv. Training
- v. Other requirements

Advertising the vacancy:

An advertisement with the following generic information may be prepared and if required it can be appended with some specific information.

Title of the Position:

Faculty / Department

No. of positions to be advertised

Job summary

Advertisement Text

Closing Period

Proposed Interview Date (if known)

Response Management: The applicants can apply for the posts advertised in newspaper / Faculty Plus. They shall be received and a database must be created by the Selection Committee (Internal Members). These applications based on the discipline / Department will be separated and sent to the respective departments for short listing.

Short-listing: In this process applications are evaluated to determine the most suitable applicants for interview. These will be the applicants that most closely match the needs as defined in the person specification.

- ❖ If an applicant doesn't meet an essential criterion they should be discounted from the short list.
- ❖ The criteria for rejection must be demonstrated on the application form.
- ❖ Two or more people should shortlist applications, preferably from diverse backgrounds.
- ❖ Ideally aim to identify more candidates to invite to interview. This ensures candidates get fair hearings from alert and interested interviews.
- ❖ If an applicant has written anything on the application that discloses a specific request or recommendation, that must not be used in the decision-making process.
- ❖ The candidates can request to see any notes made about them during the short-listing stage.
- ❖ If the number of applicants meeting the essential criteria becomes difficult to manage, you can use the desirable criteria as a further screening method.

Arranging interviews:

- ❖ For eligible applicants, Institution/ Department in-charge shall send email or call them over phone to inviting them for interview.
- ❖ For unsuccessful applicants, Institution/Department in-charge shall send email or call them over phone informing them that they have been unsuccessful.

Conducting Interview: Interviewing is the process of asking questions in order to gather evidence about a candidate's ability to fulfill the job role. An interview is the compulsory element of the selection process. This enables an informed decision to be made about who is the best person for the job. It is also an opportunity for the candidate to learn more about the job and institution.

Procedure for Interview

Opening the interview

- ❖ Welcoming the candidate
- ❖ Introducing the panel members (name & role)
- ❖ Providing an outline agenda (including length of interview and when the candidate can ask questions)
- ❖ Informing that the panel will be taking notes for effective questioning and listening:
- ❖ Prudent questioning & more of listening.
- ❖ Begin the interview with less demanding questions to put the candidate at ease
- ❖ Follow the sequence of questions planned but be prepared to deviate if required

Recording the Interview:

- ❖ All members of the panel must take their own individual notes for each candidate
- ❖ Marks for each candidate should be recorded in the Proceedings of the Selection Committee for Appointment of Faculty
- ❖ Notes should be factual and accurate for recruiting the most suitable candidate
- ❖ Proceedings will be kept on record for verification and audit

Decision making:

Following the interview and any other additional assessment methods that may have been incorporated into the decision-making process, panelists should begin discussing each individual's performance to decide whether they are suitable for recruitment. It is important to conduct this stage properly to ensure an objective and sound decision.

- ❖ The members of panel should take some time to individually review their notes including any comments,

scores and performance in additional selection methods that were undertaken.

- ❖ All panel members must agree for the ranked order.

Avoiding bias

In decision making process the members of panel are all potentially susceptible to unconscious bias, stereotyping and distortion. To avoid unwittingly making any potentially discriminatory decisions vide consultations unilateral decision has to be arrived.

Making the appointment

- ❖ The chairman of the panel (as far as possible) should contact the successful candidate by telephone, ideally on the same or next day, to offer them the job.
- ❖ The chairman of the panel should congratulate the candidate and confirm that they have been successful candidates to the standard pre-employment checks (e.g. qualifications, experience etc) which will be undertaken by establishment section of the institution
- ❖ Discuss on potential start/joining dates
- ❖ Try to establish without pressurizing the candidate, whether they are likely to accept the offer.
- ❖ Explain that establishment section of the institution will be in touch with them shortly to confirm the offer of employment

Induction: The Departmental/Faculty Induction should consist of pre arrival activities (greetings procedures, physical arrangements, ICT services, induction activities and an induction pack).

- ❖ A personalized Induction timetable
- ❖ Information about the Faculty / Department structure, etc
- ❖ Any relevant departmental policies and procedures

- ❖ Any other information appropriate to the Faculty/ Department and staff member's role
- ❖ Depending on what is most appropriate, this could be a hard copy pack or references to key documents.

Promotion Policy

- A. **Assistant Professor** Master's degree in the relevant field with a first-class or equivalent in either the Bachelor's or Master's degree. A PhD or equivalent is highly desirable, and relevant research experience, including publications and post-PhD experience, is also considered a plus
- B. **Associate Professor:** require a Ph.D. in the relevant field, along with a Master's degree with at least 55% marks (or equivalent). Additionally, a minimum of 5 years of experience as an Assistant Professor or equivalent is needed, with at least 2 years post-PhD experience. Publications and research experience are also highly desirable.
- C. **Professor:** generally require a Ph.D. in the relevant field and a strong academic record, including publications and experience. Specifically, a Professor must have a Ph.D. and first-class or equivalent in their Bachelor's or Master's degree. They also need a minimum of 10 years of experience in teaching, research, or industry, with at least 3 years at the Associate Professor level. Additionally, they should have a minimum number of research publications at the Associate Professor level and a successful PhD guidance

Note: The candidate need to satisfy minimum API score in Performance Based Appraisal System of the College.

PRINCE

SHRI VENKATESHWARA PADMATHY
ENGINEERING COLLEGE

RESEARCH POLICY

YEAR OF PUBLICATION: 2021-2022



RESEARCH POLICY

Introduction

In order to strengthen and expand the research activities R&D Committee was established and it is functioning in this institution for several years. To achieve the high quality research ambience the following policy has been framed. A research development cell has been developed that will prepare and implement the documents for the development of Research and development activities within the institute.

1. Establishment of Research and development (R&D) cell was established as per the decisions taken by the Governing Body.

The R&D cell is administered by the Research Committee comprising of the following members

1. Research Director – Dr.Mercilin Raajini X
2. Convener-Dr.K.K.Senthil kumar.
3. Principal-Dr.G.Indira
4. Heads of the department (HoDs)- Members
5. Nominee from the Industry-Member
6. Nominee from Consultancies-Member

- ❖ Head members should have doctoral Degree (Ph.D)
- ❖ Head members should have Research publications in referred journals to their credit.

2. Responsibilities:

- R&D Committee is responsible for assisting the Academic Council in the performance of Council's responsibilities in respect of the establishment and promotion of excellence in the Institute's research and development, and research training activities.

- The development and enhancement of the Institute's research capacities. Motivate all faculties to pursue research in their respective areas of expertise.
- The protection and commercialization of the Institute's Intellectual property. Increasing consultancy activities related to R&D for Industry and society
- The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other institutional activities.
- The development of infrastructure conducive in promoting the quality and quantity of research
- The establishment of research and development policies; and monitoring the quality and quantity of the research and development.
- Disbursement of Institute Research funds to establish researchers both individually and in groups including research infrastructure funds: higher degree by research candidates: seeding grants to beginning researchers; research initiatives across the departments: and provision of consolidated information to the Academic council and other appropriate Institutional bodies.
- Monitor the application of Research funds to ensure that the funds are properly and formally accounted for promote emerging areas of research and development. Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.
- To monitor and enhance the quality of research programmes, projects and the research infrastructure within the institute, including the training of research scholars. To be responsible for progression of Research scholars.
- To foster the development of multi-disciplinary research endeavors across faculties and departments. Monitor the research and development performance of individual group centers and faculties to encourage excellence and productivity through maintaining a database of research and development activities.
- Oversee the application of the Code of Research Ethics for the responsible practice of research. To formulate incentive schemes for promoting research activities with teachers and students/ scholars.

- To promote building build strategic, durable partnerships and develop funding solutions with industries and research Institutions for steering, funding and cooperation.

3. Quorum:

The Quorum of the meeting shall include a minimum of 50% of the members of the Research Committee.

4. Meeting Schedule:

The committee will meet once per semester. More meetings can be scheduled if requirement arises at the advice of the Chairman/Principal.

5. Reporting:

The Research committee shall submit the report to Principal.

6. Policy for Internal research and Innovation Funding: Development principles

- (i) Funding for research projects will be long term with transparency.
- (ii) Stable funding base to be allocated to long term skills development, provided the technological and science base will be safe guarded.
- (iii) Funding to promote the application, introduction and commercialization.
- (iv) New and current resources to be directed towards the most important targets strengths and selected priority fields, infrastructure, the research career system, internationalization.
- (v) Research and innovation by individual departments will be achieved through funding, with the aim of improving the ability to innovate through inter disciplinary research work.

- (vi) The funding basis for the institute to be diversified: quantitative objectives and incentives to be set for international funding through steering committee.
- (vii) Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through inter disciplinary research work.
- (viii) The funding basis for the institute to be diversified: quantitative objectives and incentives to be set for international funding through steering committees.
- (ix) A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation as well as cross – border cooperation.
- (x) Expanding the funding base of research institutes will be necessary in the future.

7. Approval of research proposals

- I. The design and methodology of research undertaken by a member of staff or student that makes use of research and subjects like people, and environment must be submitted to the research committee for Approval.
- II. When faculty and student hand in research essays, mini dissertations and theses they must declare that their research has been compiled with the code of research ethics of the institute.

8. Code of Research Ethics

This code expresses the ethical values of all staff engaged in academic and/ or research activities at the Institute, who have committed themselves to:

- i. Uphold the values of freedom, democracy, equality, human dignity and respect for diversity.
- ii. Strive for distinguished scholarship, excellence in teaching, reputable research and innovation through leading challenging, creating and exploring knowledge.

- iii. Accomplish the above individually, through collective efforts and partnerships with communities.

Code of ethics in relation with the staffs and students engaged in research activities

- i. Respect the human dignity and rights of all stake holders
- ii. Promote shared ethical values and fulfill all academic / research activities according to such values uphold and promote individual, group and institutional integrity when in the process of fulfilling the roles of Professors, Guides, researchers, Mentors and Advisors.
- iii. Create trust in the institution and the practice of science and Engineering
- iv. This code can be amended from time to time to deal with the research duties
- v. The pursuit of truth through free inquiry and open dialogue.
- vi. Just and fair treatment of human beings and other living beings
- vii. Compiling with the highest standards of scientific and engineering research
- viii. Making no misrepresentation in the dissemination of research information and finding and not fabricating the data or information.
- ix. Designating authorship of consulted research sources clearly accurately justly and assigning authorship of research publications accurately and justly.
- x. Committing to no form of plagiarism
- xi. Practicing or promoting no form of unfair discrimination in research.

Code of ethics in relation with the community

- I. Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.
- II. Researchers will judiciously consider potentially destructive consequences of their research activities outcomes , outcomes or outputs on the human or natural

environment and will avoid such research projects or assiduously reduce the risk of such consequences through their research activities

- III. Researches will exercise their rights to academic freedom and freedom of scientific research, researchers are accountable to community for the way in which they exercise those rights.

Code of ethics in relation with sponsors

- i. The methods, contents and results of research that has been funded (fully or partially)

By external funds shall be fully disclosed. Full particulars of the person or institution from outside the institute who funded the research shall be provided in the published in the published results of the research.

- ii. Researchers shall be honest with sponsors of their research about their qualification and their research expertise and skills. Researchers shall ensure that sponsors require nothing of their research that is contrary with internationally acknowledged standards.
- iii. Researchers shall only utilize sponsors funds for purposes explicitly approved by the sponsor.

Code of ethics in relation with Research participants and Research objects

- i. Researchers shall, at all times, respect research participant's right to freedom, dignity, privacy and physiological integrity.
- ii. Researchers shall treat research objects with care, respect and awareness of their vulnerability and defenselessness.
- iii. Researchers undertake research in a manner that does the environment no harm and that creates no additional environmental stress.
- iv. Researchers shall undertake to carry out bio hazard waste disposal as per established norms and practices.
- v. Researchers may use people as participants of research only if they have given their proven informed consent for their participation in research.



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

SCHOLARSHIP POLICY 2018

STUDENT SCHOLARSHIP-POLICY AND PROCEDURE

Objective:

- 1.** To reward the students for their hard work and diligent effort put by talented students.
- 2.** To provide financial aid to the merit-based students of HSC/Equivalent examination considering the factors which include economic status, family status, and educational background of the student as well as the literacy level of the parents, medical needs, disability and other related factors that may impede the education of the student.

Purpose: To motivate the students to emerge out as talented engineers in the future. To support students who are not able to pay fees. The purpose is also to identify students who have not been benefited any of the Private / Government/ University Endowment Scholarships available.

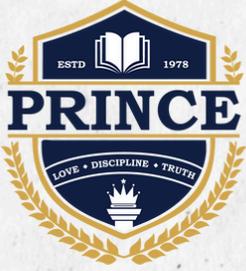
Criterion for selection of students:

CLASS TOPPER SCHOLARSHIP:

1. The beneficiaries of this scheme are the students who have secured first three ranks for the previous academic year.
2. Amount is distributed to the top three ranks holders of each department.

Merit-Based Scholarship

1. The beneficiaries of this scheme are the students who have secured more than 1000 marks in HSC/Equivalent examination.
2. Other factors for the selection of the students include economic status, family status, and educational background of the student as well as the literacy level of the parents, medical needs, disability and other related factors that may impede the education of the student.
3. The final selection/ amount will be the discretion of the Management.



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE

SLOW LEARNERS AND ADVANCED LEARNERS POLICY

Year of Publication 2018-2019

Policy for Slow Learners and Fast Learners

1. Purpose

This policy is designed to provide academic support and opportunities tailored to the needs of both slow learners and advanced learners. It reflects the College's commitment to fostering academic excellence by providing targeted support to both fast and slow learners. The policy aims to help fast learners achieve higher levels of academic and personal growth, while enabling slow learners to enhance their performance through focused guidance and resources. Additionally, the policy encourages all academic departments to adopt significant strategies for addressing the diverse learning needs of students, including those who perform at an average level, ensuring an inclusive and supportive learning environment for all.

2. Objectives

- To identify and support slow learners through structured academic interventions.
- To nurture advanced learners by providing opportunities for academic and research excellence.
- To promote inclusive teaching practices across departments.
- To encourage peer learning and collaborative growth among students.

3. Identification of slow learners and support provided for slow learners

3.1 Identification of Slow Learners:

The process begins by evaluating the student's performance in the Continuous Internal Assessment Test (CIAT). Students scoring less than 50 marks in any subject are flagged for additional attention. Based on this criterion, they are subsequently identified as slow learners.

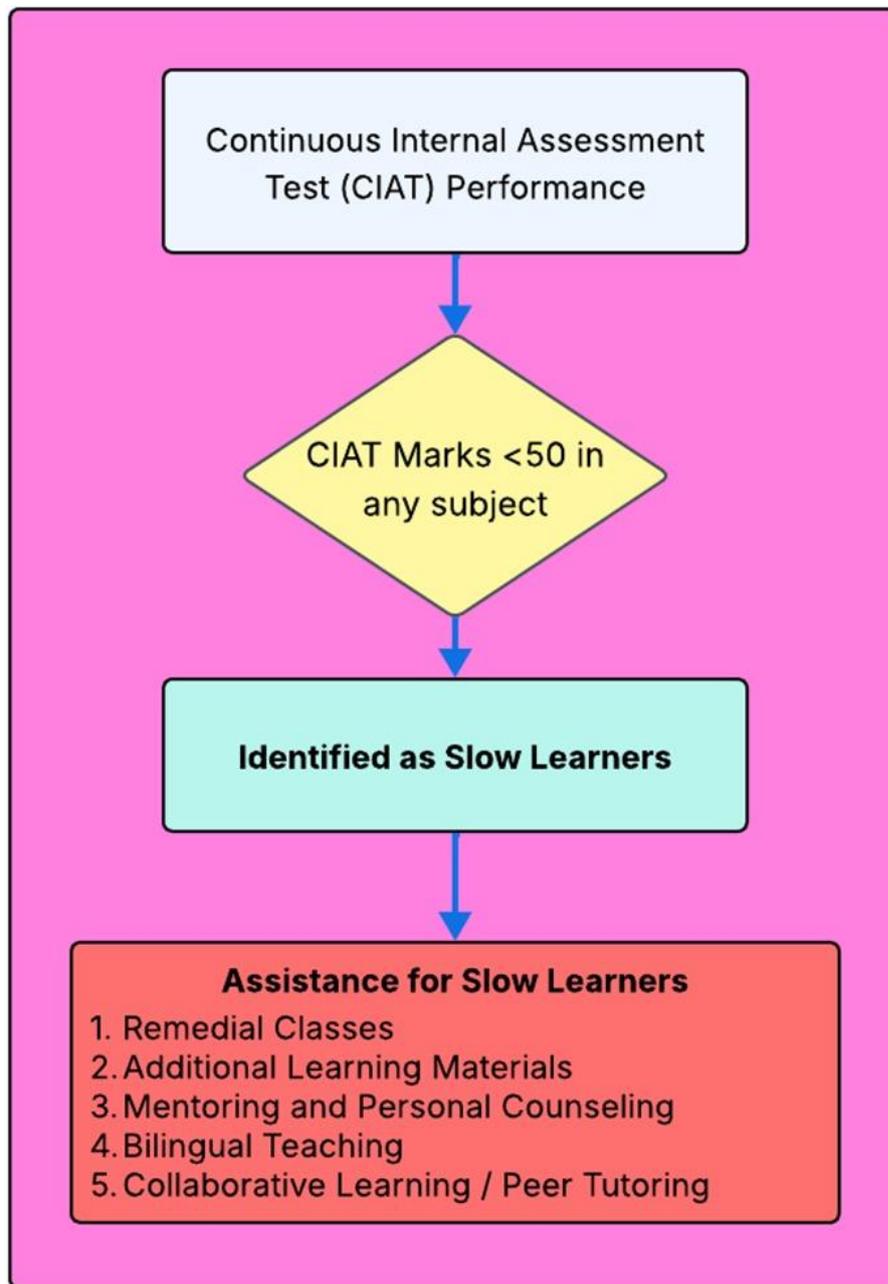


Fig. 1 Identification and Support Mechanism for Slow Learners

3.2 Support Provided to Slow Learners

Students identified as slow learners are offered focused support through the following initiatives:

- **Remedial Classes** – Remedial Classes are conducted for the slow learners to strengthen understanding of students in challenging subjects.

- **Supplementary Learning Materials** – Additional resources like notes, PPT, question banks are provided to improve the students' performance.
- **Mentoring and Personal Counseling** – Guidance and support are given to the students to address both academic and emotional needs through mentoring by the respective mentors.
- **Bilingual Instruction:** Teaching delivery is done in both English and the student's native language to aid clarity.
- **Collaborative Learning / Peer Tutoring:** Encouragement is done for teamwork by which sharing the learning experiences among peers. High performing student will provide academic support through assistance for slow learners.
- **Peer Tutoring:** Academic support through assistance from high-performing fellow students.

3.3 Advanced Learners:

Identification of advanced learner process begins with evaluating students using **two academic performance indicators**:

- i) **Continuous Internal Assessment Test (CIAT) Performance**
Students who scored 50 or above in all subjects
- ii) **Previous Year Academic Performance**
Students who have **cleared all subjects** and achieved a **CGPA of 7 or above**.

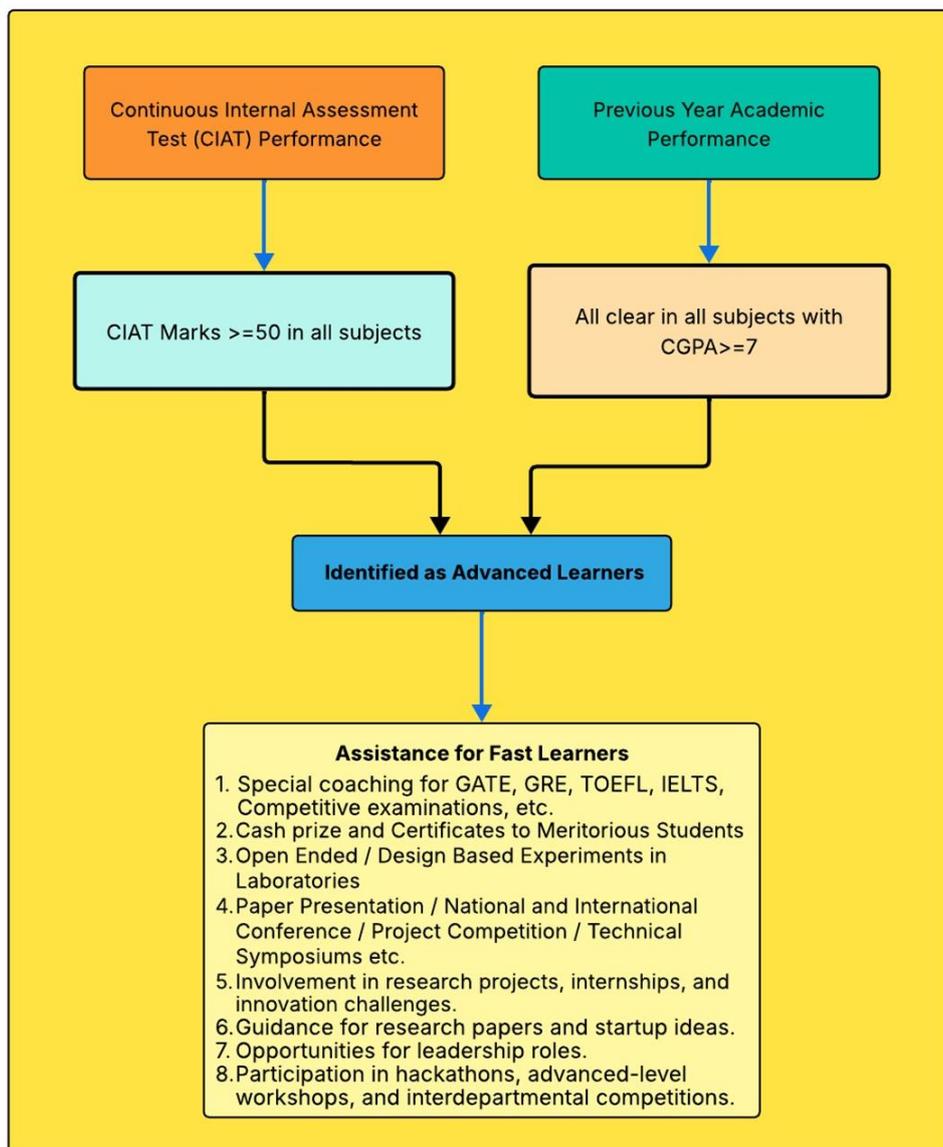


Fig. Identification and Support Mechanism for Advanced Learners

3.4 Support Provided to Advanced Learners

Once Advanced Learners are identified, they will be provided with a range of advanced opportunities and support, including:

1. Special Coaching – For competitive exams like GATE, GRE, TOEFL, IELTS, etc.
2. Recognition – Cash prizes and certificates will be given for the meritorious students. I.e., Top 3 CGPA students with all clear in all subjects in that particular year

3. Innovative Learning – Advanced learners are motivated to do open-ended or design-based laboratory experiments.
4. Academic Exposure – Opportunities to present papers and participate in national/international conferences, project competitions, and technical symposiums.
5. Research & Internships – Engagement in research projects, internships, and innovation contests.
6. Guidance for Research & Startups – Mentorship for writing research papers and developing startup ideas.
7. Leadership Roles – Involvement in leadership activities and responsibilities.
8. Advanced Participation – Taking part in hackathons, high-level workshops, and interdepartmental competitions.

4. Faculty Role and Monitoring

Faculty members and mentors play a key role in identifying learner needs and implementing appropriate strategies. Regular monitoring of progress and feedback will be maintained through academic records and mentor reports. Departments are encouraged to review the effectiveness of interventions and revise strategies as needed.

5. Learner-Centered Environment

Equal respect and dignity are maintained for all students. No student is labelled negatively; support is provided sensitively to maintain motivation and self-esteem. A positive and supportive classroom culture is promoted.



PRINCE

SHRI VENKATESHWARA PADMAVATHY
ENGINEERING COLLEGE



SERVICE RULES

2022



PRINCE SHRI VENKATESHWARA PADMAVATHY ENGINEERING COLLEGE

SERVICE RULES, RECRUITMENT AND PROMOTION

POLICIES

Rules for Faculty disseminated during their Appointment

1. As assured by you during interview, you should serve without break till the end of the academic year.
2. You should deposit your original degree and training certificates with the head of the institution under acknowledgement and the same will be kept in safe custody. They will be returned to you at the end of the academic year or at the time of your leaving the service.
3. If you wish to leave the institution, you must give three months' notice or three months' salary in lieu of it. If the management terminates your service, they will give you one month notice or one month salary in lieu of it.
4. You are entitled for 11 days casual leave on the basis of one day per month served. The number of days not availed of can be encashed at the end of the academic year.
5. For any leave, prior permission should be got from the Chairman/Principal. Without prior permission of the Chairman/Principal, any leave availed will be treated as on loss of pay.
6. If leave is taken at the end or beginning of the week, it will be calculated as leave for 3 continuous days.
7. Salary will be normally paid on 10th of every month.
8. You should be punctual and regular in your attendance. Assistant Professor/Professor who take leave 'Off and On' (intermittently) or continuously are liable to be terminated from his/her service without one-month prior notice as it affects not only the systematic, methodical planning of the syllabus but also the students' progress.
9. You are expected to be neat and clean in your dress in tune with our culture and tradition.
10. Private or personal talk among the teachers is strictly prohibited within the college premises from 9-00 a.m. to 4-00 p.m.
11. You should correct assignments, test papers, attend staff meetings, extra – curricular activities and help slow learners.
12. a. Assistant Professor / Professor who want to attend outside interview must submit some equivalent certificates for taking their certificates from the office for the purpose of interview.
b. If leave is taken continuously for one week, Saturday and Sunday and other holidays in the leave period will be treated as loss of pay.

c. Assistant Professor / Professor who have completed 13 months of service including annual holidays will be eligible for maternity leave for 3 months and while they leave for confinement 3 months prior notice is not required.

d. Late attendance for 5 minutes will be permitted thrice in a month. If it exceeds this limit, every late will be treated as leave for half – a – day.

13. a. If any doubt arises in teaching, please do not hesitate to consult the head of the institution. He/She will help you to teach effectively.

b. Apart from the academic excellence as a service organization, we firmly believe in the total personality development of the student, and this would be achieved only by your dedicated efforts and active co-operation.

Employees / Staff: PSVPEC employees have been classified into two categories, which are as detailed below.

a) Teaching Staff:

Principal, Vice Principal, Dean, Head of the Departments, Training & Placement Officer, Professors, Associate Professors, Assistant Professors

b) Non-Teaching Staff:

Administrative Officer, Accounts Officer, Manager, Assistant Manager, Office Assistant, Attender, Security and Physical Director

c) Technical Staff:

Systems Administrator, Laboratory Technicians, Librarian and Assistant Librarian

Cadre Strength:

The Cadre Strength is the number of posts in each cadre. The Governing Council approves the cadre strength from time to time as per AICTE norms.

Qualifications & Experience:

With respect to teaching and non-teaching staff, the qualifications and experience have been according to the specified guidelines of UGC / AICTE / Affiliating University / State Government. The Governing Council approves the same from time to time.

Recruitment Policies:

The Head of the department assesses the need for additional faculty based on workload calculation and sanction intake in the beginning of the semester.

Whenever there is a vacancy in the departments, the approval is sent to the management after discussions with the principal.

Once the approval is obtained, advertisement is released in popular English and vernacular

dailies stating the vacancies and the basic requirements for applying.

The applications are shortlisted based on the number of vacancies and the minimum qualifications.

The interview board is constituted Principal, External member (Preferably member from Anna University), Head of the department and two Subject Experts

Based on the candidate's Academic record, Research performance, Domain knowledge and their presentation during the interview, the candidates are recruited. During the Selection process the recognition and genuine of Degree certificates as well as Experience and Eligibility shall be verified.

Leaves:

The institution provides different kinds of leaves for the staff.

(i) Casual Leave:

Casual Leave is a concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period. The staff member is eligible to avail of 12 days of Casual Leave in a Calendar year.

ii) On Duty Permission:

The teaching staff members will be allowed a maximum of 6 working days per semester in an academic year as "ON DUTY" for the purpose of attending Central Valuation /External Examiner for practical examinations etc., connected with university / other autonomous institutions. 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.

iii) Permission / Late Attendance:

Generally, permission is given for one hour. Permission is allowed at the end of the afternoon session only when there is no class work. If any staff is late, he/she has to sign in the late register maintained in the office. 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. Either two permissions or three late occasions are allowed every month and if it exceeds two (both combined), half a day casual leave will be counted.

iv) Welfare measures for teaching and non-teaching staff:

The institute has well placed effective welfare measures for teaching and non-teaching staff. Welfare measures include various facilities, services and amenities provided for improving their academic and career growth, health, efficiency, economic betterment, and

social status. Staff members are provided fee concessions for their wards in Prince Institutions. The staff members are encouraged and given OD to pursue higher education, to attend FDP in their field of interest, industry visits and training to attend and present research papers in conferences, to publish research papers in indexed journals, to organize seminars, guest lectures, and FDP for faculty members. The faculty members are also given OD to participate/act as a resource person in the outside Institute. Orientation programs are conducted for the newly recruited faculty members once in a year to enhance their teaching ability. The faculty members are encouraged to attend the seminars, conferences as well as refresher courses organized by university and AICTE. The Institute provides the following welfare scheme towards motivating and retaining the employees such as EPF, vacation for teaching and non-teaching staff members, casual leave, medical leave, and free transportation for teaching and non-teaching staff members.

List of major Welfare facilities given to the faculty and their family members:

1. Employment Provident Fund contribution to staff members.
2. Every year the Daily Sheet Calendar is given to all faculty members.
3. Compensatory OFF to faculty members.
4. Maternity leave for 3 months with salary for the lady Teaching & Nonteaching Staff members.
5. 14 days of vacation in summer and 7 days of vacation in winter is given to staff members.
6. Fee concession for the children of teaching staff members in Prince Institutions.
7. Providing crèche facilities for the wards of the staff.

List of measures taken for Faculty Work-Life Balance:

1. In an emergency, a transport facility is arranged for any medical need, hospital facility is arranged.
2. Yoga facilities, Gym facilities are available. Staff members sports (indoor game, outdoor games) are conducted.
3. Motivation talks from the experts are conducted once in a semester.

Incentives / Awards:

1. Reward the staff for 100 % result achievement.
2. Gifts are provided on Teacher's day to all the faculties.
3. Motivates the staff to participate in events and rewards them with gifts.

Advancement /Life Long Learning:

1. Incentives for authoring books and publications in refereed journals and conferences.
 2. The institute supports the teaching staff to enhance professional development

by permitting study leave to faculty for carrying out research projects.

3. Research facilities are available for faculties pursuing their Ph.D.
4. Sabbatical leave (OD) for attending examinations, FDP, National & International Conferences.
5. 50% expenses will be sponsored for the faculty members presenting paper in international conference.
6. Registration fee reimbursement for FDP/ Conferences.
7. For Patent filing full fees will be paid by the Institution.
8. Financial support to attend conferences/workshops.
9. Faculty members are encouraged to associate with State, National and International professional bodies.

Promotion Policies:

- The College follows AICTE norms for qualification and experience in respect of promotion of faculty members.
- At the end of every year, a performance appraisal is conducted for all faculties.
- The self-appraisal form is filled in by all faculties, with endorsement by the Head of the department.
- The faculty is assessed based on the End Semester results produced in the subjects handled by the faculty, the feedback received from students, workshops, paper presentations in international/national conferences, paper publications in international/national journals, projects guided, self- up gradation activities and the faculty involvement and contribution in student/ department/ institution level activities.