



SRI MANAKULA VINAYAGAR
ENGINEERING COLLEGE
(AN AUTONOMOUS INSTITUTION)



HUMAN RESOURCE POLICY MANUAL

Version 2.0



Preface

September 01, 2025

It has been decided to revise the existing Human Resource (HR) Policy Manual as part of the institution's continuous improvement in alignment with its vision of promoting excellence in teaching, research, innovation, administration, and community engagement. The revision has been done considering the evolving regulatory requirements, institutional aspirations, best practices in higher education, the revision aims to incorporate additional provisions for recognizing and rewarding outstanding contributions of faculty members and staff. Accordingly, a committee is constituted to review and revise the existing HR Policy Manual as detailed below

SNo	Name	Designation	Role in Committee
1.	Dr.V.S.K. Venkatachalapathy	Director cum Principal	Chairman
2.	Dr. S. Jayakumar	Controller of Examinations	Member
3.	Dr. S. Anbumalar	Dean Academics	Member
4.	Dr. K. Velmurugan	Dean, R & D	Member
5.	Dr. N.S.N. Cailassame	Dean, Placement	Member
6.	Dr. P. Raja	Professor and Head, ECE	Member
7.	Mr. T. Selvam	Administrative Officer	Member
8.	Mr. S. Sathish	Lawyer	Member
9.	Dr. A.A. Arivalagar	IQAC Coordinator	Member Secretary

This policy document comes into immediate effect.

Recommended by

Director cum Principal
(Dr.V.S.K. Venkatachalapathy)

Approved by

Chairman and Managing Director
(Shri. M. Dhanasekaran)



FOREWORD

Sri Manakula Vinayaga Educational Trust was formed with the avowed objective of imparting quality technical education, especially to the weaker sections of the society. To cherish this objective and to join hands with the policy of the Government of Puducherry in enhancing technical education and also to meet the needs of our Nation, the Trust established Sri Manakula Vinayagar Engineering College (SMVEC) in the year 1999.

The institution has been approved by AICTE, New Delhi and affiliated to Pondicherry University. and got Autonomous Status from University Grants Commission (UGC) for ten years (2019-2029). The Institute is recognized under 2(f) and 12(B) by UGC. It offers 12 programs in Engineering. Apart from engineering programs, it also offers BBA, BCA, MBA and MCA programs, with faculties who are motivated with a quest to promote multi-disciplinary, technical and quality education.

Sri Manakula Vinayagar Engineering College, An Autonomous Institution, an institute of higher education offers quality programs that integrate academic inputs and professional skills to empower students for developing their personal and career potential. The Institute provides assistance to eligible graduates through training, seminars, workshops and counseling sessions to make them employable. Qualified and experienced faculties strive to attain excellence which is outlined in the mission of the institute. The faculty members upgrade their knowledge by participating in Faculty Development Programs and presenting papers at various national/ international programs in their field of specialization.

Sri Manakula Vinayagar Engineering College (SMVEC) has been accredited by National Assessment Accreditation Council (NAAC) with “A” grade (two cycles) and all the eligible programs are accredited by NBA. The institution is also accredited by TATA consultancy services. SMVEC also ranked in the band of 201-300 by National Institute of Ranking Forum NIRF 2025, Government of India.

The college has a good placement record with students getting job offers from top companies in India and abroad. SMVEC students have won many awards and honors for their academic achievements. To be globally recognized for excellence in quality education, innovation and research for the transformation of lives to serve the society, the Institution continuously strives for excellence. The institution is recognized by All India Council for Technical Education (AICTE), New Delhi to establish Idea Lab and Ministry of Education (MoE's) Institution Innovation Council (IIC) based on strong industry alliance, research culture and activities of Innovation Eco System. The institution has established 37 Centers of Excellence with significant partnership and association with top Multi-National Companies.

In addition to academic excellence, SMVEC has framed a comprehensive Human Resource (HR) Manual that serves as a guiding framework for faculty and staff. The HR Manual is designed in line with statutory councils and outlines policies related to recruitment, service conditions, career advancement, welfare measures, and code of conduct. It reflects the institution's commitment for creating a professional, transparent, and supportive work environment that motivates employees to contribute effectively towards institutional growth and student development.



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VISION

To be globally recognized for excellence in quality education, innovation and research for the transformation of lives to serve the society.

MISSION

- **M1:** Quality Education: To provide comprehensive academic system that amalgamates the cutting-edge technologies with best practices.
- **M2:** Research and Innovation: To foster value-based research and innovation in collaboration with industries and institutions globally for creating intellectuals with new avenues.
- **M3:** Employability and Entrepreneurship: To inculcate the employability and entrepreneurial skills through value and skill-based training.
- **M4:** Ethical Values: To instill deep sense of human values by blending societal righteousness with academic professionalism for the growth of society.

QUALITY POLICY

Our quality policy is to impart value-based education to the students both in theory and practical aspects of Engineering and Technology. This policy envisages

- To develop Young Technocrats on a year-to-year basis to contribute to the industries through improved academic performance.
- To prepare and enrich students with the power of knowledge and to attain prosperity through enhanced placement prospects.
- To review and improve the effectiveness of the system continually as well as to comply with the statutory and regulatory requirements.



GOALS

- Developing quality human resources possessing soft and technical skills leading to amenable team working environment in the areas of National / International demands.
- Augmenting human and physical resources for developing strong relations between Industry - Institute and R & D Organization to encourage Institute for bilateral sharing of knowledge and skills.
- Offering post-graduate programs to promote careers of potential teachers.
- Promoting research activities for R& D cell.
- Becoming eligible for collaboration with Foreign Universities and renowned Industrial houses.
- Becoming excellent center in all the areas of specialization and eventually achieve the Deemed University status

OBJECTIVES

- To develop infrastructure appropriate for delivering quality education.
- To develop the overall personality of students who will be innovators and future leaders capable of prospering in their working environment.
- To inculcate ethical standards and make students aware of their social responsibilities.
- To promote close interaction among industry, faculty and students to enrich the learning process and enhance career opportunities.
- To encourage faculty in the continuous professional growth through quality enhancement programs and research and development activities.
- To foster a healthy work environment which allows for freedom of expression and protection of the rights of all stakeholders through open channels of communication.



STAFF POLICY

The Staff Policy Document is prepared for all the staff working at Sri Manakula Vinayagar Engineering College to get awareness about the rules and regulations that governs the institute. The revised policy is effective from September 2025. It is expected that the staff members should strictly adhere to the rules and regulations mentioned out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.



HUMAN RESOURCE POLICIES AND FINANCE RULES

1. Overview of the Institution

Sri Manakula Vinayaga Educational Trust (SMVET) was formed in the year 1998 with the avowed objective of imparting quality education. In order to cherish this objective, to join hands with the Government of Puducherry in providing quality technical education, and to meet the needs of our Nation for the technically qualified human resources, SMVET has established Sri Manakula Vinayagar Engineering College (SMVEC). The institution is approved by All India Council of Technical Education (AICTE), New Delhi and affiliated to Pondicherry University, a Central University, Puducherry.

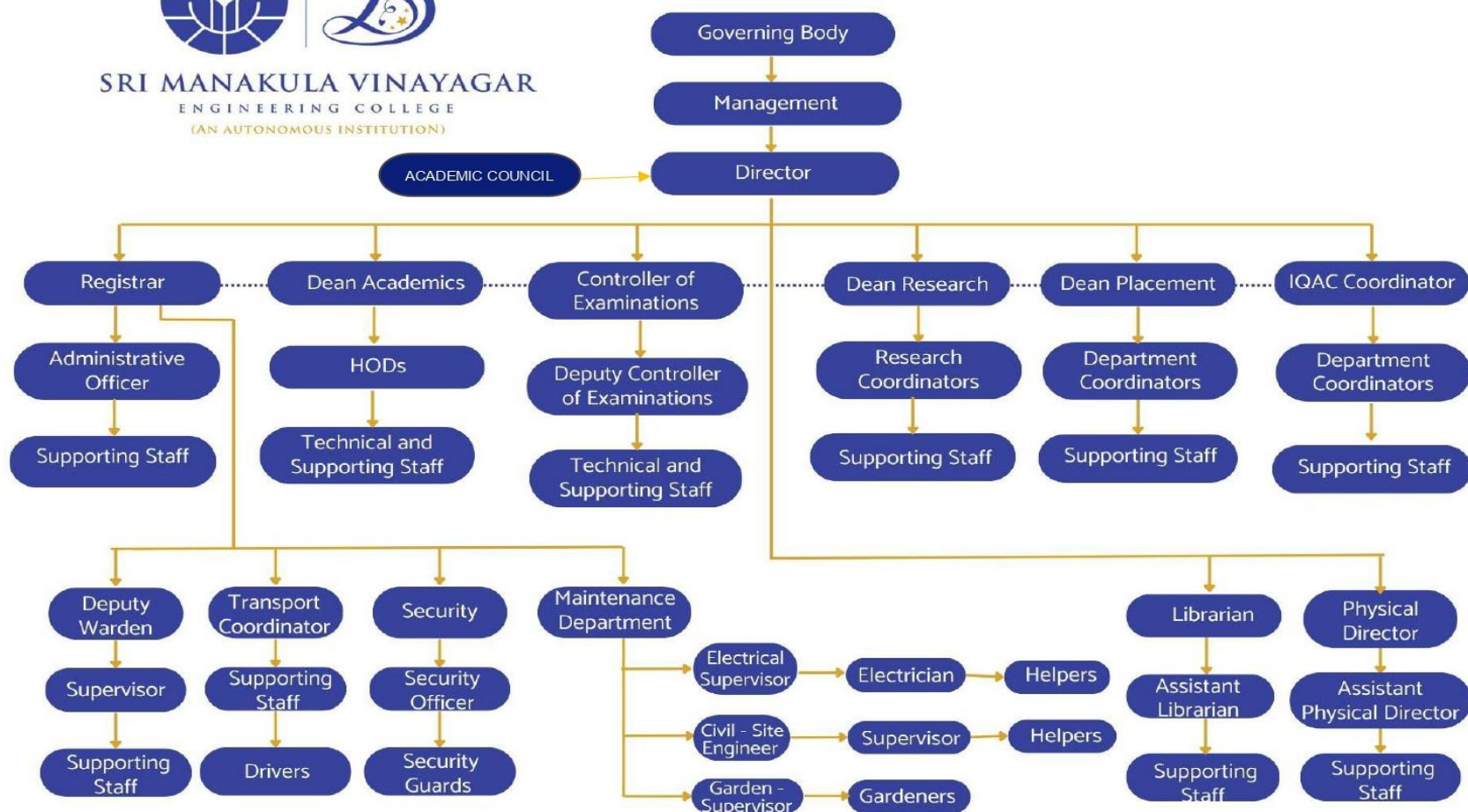
All the eligible programs of engineering are accredited by National Board of Accreditation (NBA), New Delhi. It is also accredited by the National Assessment and Accreditation Council (NAAC), Bangalore with a "A" grade in two cycles. SMVEC got Autonomous Status for ten years (2019-2029) from University Grants Commission (UGC), New Delhi.

2. Organization Structure

An Autonomous Institution should possess Decentralization Organization Structure to regularize its HR policy to meet out the National Education Policy (NEP 2020) as per the guidelines of UGC /AICTE. The organization structure of our Autonomous institution is designed and managed to achieve collective goals. A good organizational structure ensures better Communication, Efficient Task Completion, Growth and Expansion. Our organization structure depicts how individual and teamwork within an organization are coordinated. It also defines the manner in which the roles, power, authority, and responsibilities are assigned and governed, and depicts how information flows between the different levels of hierarchy in our organization.



ORGANIZATIONAL CHART





3. STATUTORY COMMITTEE

As per the University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023, the following statutory committees shall be formed in an Autonomous College:

1. Governing Body
2. Academic Council
3. Finance Committee
4. Board of Studies

3.1 GOVERNING BODY

Constitution of Governing Body of Colleges run by Trust/Society

Number	Category	Nature
Five Members one of them to be Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Administrative Staff of the college	Administrative Officer/Senior administrative staff
1 Member	Educationist or Industrialist	Nominated by the Management
1 Member	State Government Nominee	Academician not below the rank of Professor or State Government official of Directorate of Higher Education/ State Council of Higher Education.
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Member Secretary

Term: Governing Body shall be reconstituted every five years.

Meetings: Meetings of the Governing Body shall be held at least once every six months.

Quorum: Presence of a minimum 50% of Members will be the quorum.

Functions of the Governing Body:

Subject to the existing provision in the bye-laws of the respective Autonomous College and rules laid down by the State Government/Parent University, the Governing Body shall:

- Guide the Autonomous College while fulfilling the objectives for which the College has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve the annual budget of the Autonomous College.
- Perform such other functions and institute committees as may be necessary and deemed fit for the proper development of the Autonomous College.



3.2 ACADEMIC COUNCIL

COMPOSITION OF THE ACADEMIC COUNCIL

1. The Principal (Chairman)
2. All the Heads of Departments in the Autonomous College
3. Four teachers of the Autonomous College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
5. Three nominees of the University, not less than Professors.
6. The Controller of Examination of the Autonomous College
7. A faculty member nominated by the principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Academic Council shall be held at least once every six months.

Functions of the Academic Council

- a) To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
- c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- d) To recommend to the Governing Body proposals for the institution of new programmes of study.
- e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- g) To perform such other functions as may be assigned by the Governing Body.

3.3 BOARD OF STUDIES

The composition of the board of studies:

1. Head of the Department concerned (Chairperson).
2. All faculty members of the Department.
3. Two subject experts from outside the parent University are to be nominated by the Academic Council.
4. One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Autonomous College Principal.
5. One representative from industry/corporate sector/allied areas to be nominated by the principal.
6. One member of the College alumni to be nominated by the principal.
7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the principal.

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Board of Studies shall be held at least once every six months.



Functions:

The Board of Studies shall recommend the following to the Academic Council:

- (a) Courses of studies;
- (b) Measures for the improvement of the standards of teaching and research;
- (c) Any other academic matter.

3.4 FINANCE COMMITTEE

Composition of Finance Committee

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the Autonomous College for a period of two years.
- (c) One senior-most faculty member of the Autonomous College to be nominated in rotation by the Principal for two years.
- (d) Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College (Member Secretary)

Term: The term of the Finance Committee shall be three years.

Meetings: Meetings of the Finance Committee shall be held at least once every six months.

Functions of the Finance Committee

The Finance Committee shall act as an advisory body to the Governing Body to consider:

- (a) Budget estimates relating to the grant received/receivable from funding agencies, income from fees, etc. and
- (b) Audited accounts for the above.

4. CLASSIFICATION OF HUMAN RESOURCES

The SMVEC recognizes the following classification of its staff.

4.1 Administrative Staff:

Head of the Institution, Registrar, Administrative Officer, Accountants, Office and Accounts staff, Library staff, Principal office staff and COE office staff.

4.2 Teaching Staff:

Deans, HoDs, Professors, Associate Professor, Asst. Professor, Librarian and Director of Physical education.

4.3 Technical Support Staff:

System Administrator, Computer Programmer, Workshop Superintendent and Lab Instructors / Technicians.

4.4 Non-Technical Support Staff:

Junior Assistant, Lab Assistants / Attendants, Drivers, Securities, Attenders, House Keeping and Gardeners.

5. JOB RESPONSIBILITY

The responsibilities of various faculty positions are designed as per the norms of UGC /AICTE, New Delhi and in line with the vision and mission of the SMVEC

5.1 Academic:

- ❖ Class room teaching with modern aids.
- ❖ Lab instruction and demonstration with master readings.
- ❖ Development of laboratory, curriculum and resource materials by using modern techniques.
- ❖ Student evaluation and assessment.
- ❖ Participation in curricular and co-curricular activities.
- ❖ Provide guidance and counseling for personality and overall development of students.
- ❖ To prepare, provide, generate and disseminate knowledge according to the interest of students.



5.2 Research and Development:

- ❖ Research and Development activities through projects and research guidance.
- ❖ Potential search for opportunities to provide consultancy services.
- ❖ Promotion of institute – industry interaction.
- ❖ Promotion of Patent development and Inventions.

5.3 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 facilities.
- ❖ Monitoring and evaluation of academic and research activities.
- ❖ Participation in policy planning for development of technical and technological education
- ❖ Maintain accountability
- ❖ Conduct performance appraisal

5.4 Extension Activity:

- ❖ Guiding the students in overall character development.
- ❖ Extension services by interacting with society / community through NSS, NCC, etc.
- ❖ Providing technical support in areas of social relevance.
- ❖ Providing non formal education for the benefit of the community
- ❖ Promotion of entrepreneurship and job creation
- ❖ Dissemination of knowledge

6. ROLE AND RESPONSIBILITIES

6.1 Director cum Principal (Head of the Institution)

The Head of the Institution (HoI) reports directly to the Top Management (Chairman) of the institute and assists in the overall functioning of the institution. The responsibilities of the Head of the Institution can be categorized as follows:

A. Regulation of Academic and General Administration / Monitoring / Execution

The Head of the Institution ensures smooth functioning of academic and administrative systems in alignment with the expectations of AICTE, Department of Technical Education, Pondicherry University, Government of Puducherry, Governing Body, Students, and Parents and Industries.

Key responsibilities include:

1. Monitoring the performance and discipline of academic and administrative staff.
2. Ensuring student discipline, attendance, and overall decorum.
3. Overseeing effective teaching as per prescribed curriculum and guidelines of University/AICTE/Management.
4. Supervising office functions including admission, fee collection, payroll, purchases, accounts, and audits.
5. Coordinating liaison with government bodies, industries, academic institutions, and internal departments.
6. Conducting staff meetings, HoD meetings, and Academic Council meetings.
7. Monitoring procurement and purchases (equipment, books, furniture, etc.).
8. Overseeing inspections/audits by AICTE, Government, Pondicherry University, and Management.



9. Maintaining cordial relations with all stakeholders.

B. Design and Development

The Head of the Institution is responsible for institutional growth and development by:

1. Recruiting competent faculty members.
2. Guiding and nurturing faculty for academic excellence.
3. Identifying institutional core competencies and projecting strengths.
4. Building the image and brand of the institution.
5. Establishing a positive learning and working culture.
6. Developing infrastructure (libraries, labs, etc.) with global standards.
7. Building strong industry, research and consultancy linkages.
8. Engaging industry leaders in advisory roles for policy formation.
9. Creating a favorable stakeholder environment.
10. Developing research and consultancy facilities.
11. Designing and monitoring admission policies and procedures.

C. Leadership

The Head of the Institution must lead by example and inspire the faculty and staff by:

12. Demonstrating excellence in teaching and academics.
13. Pursuing research, publications, and consultancy at global standards.
14. Setting high standards in discipline, commitment, and professionalism.
15. Motivating colleagues towards institutional goals.
16. Addressing staff concerns and supporting their professional growth.

D. Visionary Functions

The Head of the Institution plays a crucial role in long-term vision building by:

17. Developing long-term plans in coordination with management.
18. Implementing systems, policies, and procedures to realize the vision.
19. Leading initiatives for NBA, NAAC, and other accreditations.
20. Taking strategic steps at regular intervals for continuous growth.

E. Planning, Execution, and Reporting

21. Preparing and presenting short-term and long-term plans to the Chairman.
22. Executing perspective plans of the college.
23. Submitting quarterly/biannual/annual reports on academic, financial, and administrative matters.
24. Maintaining service records of faculty/staff and updating them.
25. Safeguarding confidential faculty records.
26. Conducting periodic review meetings with faculty and staff.

6.2 Controller of Examinations (CoE)

1. Responsible for the confidential, fair, and smooth conduct of all examinations (End- semester and supplementary exams)
2. Prepare and publish the End Semester Exam schedules in consultation with Director cum Principal and HoDs.



3. Manage question paper setting, printing, and secure storage.
4. Coordinate with HoDs for continuous internal assessment (CIA) and ensure timely submission of marks.
5. Oversee appointment of examiners, invigilators, and staff for examination duty.
6. Ensure conduct of exams as per autonomous regulations and affiliating university guidelines.
7. Supervise evaluation, tabulation, moderation, and publication of results.
8. Maintain examination records, mark sheets, and result analysis.
9. Issue grade sheets, transcripts, and certificates.
10. Address grievances related to exams and results through redressal committees.
11. Ensure compliance with AICTE, UGC, Pondicherry University, and Government exam norms.
12. Maintain strict confidentiality of examination processes.
13. Conduct training/orientation for examiners and staff on examination duties.
14. Plan and conduct special/supplementary exams as per policy.
15. Present examination reports and analysis to Academic Council, Governing Body, and IQAC.
16. Implement automation and digital exam management systems.
17. Ensure safe storage and archival of exam-related data.
18. Prepare annual exam budget.
19. Perform any additional examination-related responsibilities assigned by Head of the Institution.

6.3 Dean Academics

1. Oversee academic planning, curriculum design, and effective implementation in line with AICTE/UGC/University guidelines.
2. Ensure quality teaching-learning, conduct of classes as per academic schedule, conduct of continuous assessment examinations, evaluation, and computation of internal assessment marks.
3. Promote innovative pedagogy, use of ICT, research orientation, and outcome-based education.
4. Coordinate academic audits, accreditations (NBA/NAAC), rankings, and compliance with statutory requirements.
5. Monitor faculty performance, student mentoring, and encourage faculty development programs.
6. Work with HoDs to enhance academic outcomes, employability, placements, and higher education prospects.
7. Facilitate value-added courses, industry linkages, internships, and collaborative programs.
8. Review academic performance periodically and report to the Director cum Principal and Academic Council with recommendations for improvement.

6.4 . Dean Research

1. Promote research culture across all departments of the institution.
2. Facilitate submission and management of research projects, grants, and funding from government and private agencies.
3. Encourage faculty and students to publish research papers in reputed journals and present at conferences.
4. Oversee interdisciplinary and collaborative research initiatives, including industry-academia partnerships.
5. Monitor research ethics, intellectual property rights, patents, and innovation activities.



6. Organize workshops, seminars, and faculty development programs related to research.
7. Guide faculty and students in developing proposals for consultancy, sponsored projects, and innovation grants.
8. Report research progress, achievements, and challenges to the Director cum Principal and Academic Council.

6.5 . Dean Placement

1. Understand management's objectives and policies, liaise with industry and build strong industry-academia linkages.
2. Identify training needs of students, update plans, and design programs to enhance employability skills.
3. Organize on-campus and off-campus recruitment drives, internships, and summer training opportunities.
4. Prepare and propose the annual Training and Placement budget and ensure availability of required resources.
5. Build and maintain a database of top national and international companies, including HR contacts and requirements.
6. Counsel students individually and in groups on career goals, job search strategies, and decision-making skills.
7. Coordinate with faculty and HoDs to integrate career planning with curriculum, projects, and internships.
8. Prepare promotional materials, brochures, presentations, and placement-related handouts for potential employers.
9. Maintain detailed student profiles, photographs, and academic records.
10. Prepare comprehensive placement brochures highlighting college, department, student achievements, and placement statistics for industry circulation.
11. Empower students through seminars, workshops, pre-placement training, resume-building sessions, and mock interviews.
12. Track industry trends, placement advertisements, and employer requirements to align student skill development.
13. Coordinate recruitment drives as per company requirements and shares schedules with departments in advance.
14. Act as the link between students, alumni, and industry; maintain placement records, appointment letters, and career guidance library (competitive exams, communication skills, GRE/TOEFL prep, etc.).
15. Serve as the Coordinator of the Placement Cell with faculty representatives; conduct monthly review meetings and maintain minutes.
16. Organize expert sessions on soft skills, personality development, communication, and aptitude tests (at least four per semester).
17. Arrange special training sessions for final-year students, including:
 - Personality Development
 - Oral and Written Communication
 - English Grammar & Comprehension
 - Aptitude and IQ Tests
 - Personal Interview Skills



6.6 Head of the Department (HoD)

The HoD works under the directions of the Director cum Principal to ensure smooth academic and administrative functioning of the Department.

Key responsibilities include:

1. Assigning academic and administrative duties to teaching/non-teaching staff.
2. Coordinating departmental academic, co-curricular, and extracurricular activities.
3. Leading quality initiatives (NBA, NAAC, NIRF, etc.).
4. Supporting admission activities with innovative strategies.
5. Allocating teaching and practical workload.
6. Preparing departmental budget requirements.
7. Monitoring teaching-learning processes and submitting reports to the Director cum Principal.
8. Maintaining staff attendance, lesson plans, logbooks, and course completion records.
9. Ensuring proper conduct of internal examinations (question papers, evaluation, confidentiality).
10. Supervising purchases, stock registers, and lab maintenance.
11. Motivating faculty for research, publications, and proposals to funding agencies.
12. Organizing workshops, seminars, industrial visits, and guest lectures.
13. Guiding students on career opportunities and promoting placements.
14. Conducting parent meetings and sharing student performance.
15. Facilitating curriculum planning, time-tabling, and class allocation.
16. Maintaining departmental discipline and addressing student grievances.
17. Encouraging slow learners and advanced learners through special initiatives.
18. Convening regular departmental meetings and recording minutes.
19. Ensuring readiness for Pondicherry University inspections and audits.
20. Collecting and reviewing student feedback and suggesting improvements.
21. Approving staff/student leave and OD requests.
22. Leading Department Advisory Committee (DAC), Review Meetings, and Class Committee Meetings.
23. Supporting faculty development and recruitment recommendations.
24. Ensuring compliance with Quality Management System (QMS).
25. Recognizing student achievements and enforcing dress code discipline.

6.7 . Professor

Perform all duties of an Associate Professor along with the following:

1. Mentor and train junior faculty and teaching assistants.
2. Lead research activities and create a strong research environment.
3. Guide department staff in publishing papers, attending conferences, writing books, and obtaining patents.
4. Network with external academicians, researchers, and industry experts to strengthen research.
5. Write and secure research funding proposals from Government and private agencies



6. Take a leadership role in raising academic standards of the department/college.
7. Prepare manuals and training materials for short-term/industry-based courses.
8. Review teaching methods and materials; recommend improvements.
9. Taking a leading role in signing Memorandum of Understanding (MoU) with Industries
10. Coordinate and review Internal Quality Assurance Cell (IQAC), NAAC, NBA, and quality enhancement initiatives.
11. Conduct innovative pedagogy methods including collaborative, peer, or flipped learning methods.

6.8. Associate Professor

Perform all duties of an Assistant Professor along with the following:

1. Create, innovate, and implement career-enhancement programs for students.
2. Assist HoD in Training and Placement Cell activities.
3. Assess, review, and evaluate student activities and progress, and report to HoD.
4. Support HoD in admission strategy and related promotional activities.
5. Enforce and maintain student discipline in collaboration with HoD.
6. Assist HoD in curriculum development, choosing electives, and preparing training resource materials.
7. Promote a research environment by conducting research, publishing papers, and attending conferences.
8. Conduct bridge courses/special coaching for slow learners.
9. Prepare and submit project proposals to government and private funding agencies.
10. Participate in consultancy, Research and Development activities.
11. Guide students and faculty in project design and fabrication.
12. Serve as member/head in academic audits, NAAC/NBA accreditation processes.
13. Provide demonstrations and supervise experiments.
14. Teach elective subjects and value-added courses with latest technology.
15. Taking an active role in establishing memorandum of Understanding with industries (MoU)
16. Being an autonomous Institution, a faculty member can act as a Board of Studies (BoS) member in the design of curriculum and assessment procedure.

6.9 Assistant Professor

An Assistant Professor plays a vital role in academic delivery, student mentoring, research and development and institutional growth. The key responsibilities include:

1. Teaching theory courses and conducting practical/laboratory classes as allocated by the HoD.
2. Designing tutorials, seminars, and project guidance sessions to strengthen student learning.
3. Monitoring student attendance, discipline, and academic performance, taking remedial measures wherever necessary.
4. Preparing lesson plans, course materials, and ensuring timely syllabus completion.
5. Ensuring classrooms, laboratories, and department surroundings are kept neat, tidy, and conducive to learning.
6. Adopting innovative pedagogical methods and continuously updating subject knowledge.



7. Acting as Class Coordinator/Mentor by continuously monitoring students' academic progress and personal well-being.
8. Communicating regularly with parents regarding academic performance, attendance, and discipline.
9. Providing proper guidance and supervision for student projects and publishing patents and research innovations.
10. Motivating slow learners and encouraging advanced learners to achieve higher academic excellence.
11. Guiding students in career development, placements, and higher education opportunities.
12. Actively participating in research, publications, and consultancy activities.
13. Assisting in departmental research and development and consultancy projects.
14. Updating knowledge by attending Faculty Development Programs (FDPs), conferences, seminars, and workshops.
15. Enrolling and participating in professional societies/associations to contribute towards departmental growth.
16. Developing innovative teaching and learning techniques, including hands-on practices and technical interactions.
17. Assisting the HoD/Principal in developmental activities of the department and college.
18. Participating in quality assurance processes like NBA, NAAC, NIRF, and other accreditation/ranking procedures.
19. Maintaining complete records of student academic data and supporting accreditation-related documentation.
20. Organizing and accompanying students on industrial visits, educational tours, and field trips.
21. Serving as a member of committees for events such as Annual Day, Sports Day, Technical Festivals, and Cultural Festivals.
22. Contributing actively to institutional activities such as NCC, NSS, Alumni Association, etc.
23. Assisting in the maintenance and supervision of departmental equipment, labs, and stock registers.
24. Supporting consultancy, MoUs, and collaborations with industry and academic bodies.
25. Participating in exam-related duties including question paper setting, evaluation, invigilation, and maintaining confidentiality.
26. Monitoring and evaluating student performance, maintaining records, and submitting results promptly.
27. Assisting in the exam cell and complying with exam-related instructions given by HoD/Principal.
28. Acting as a bridge between students and the HoD for knowledge sharing and problem-solving.
29. Organizing guest lectures, workshops, and industry interactions to enhance student exposure.
30. Promoting the institution's public image while interacting with academic peers, industry professionals, and society.
31. Motivating and guiding students to participate in innovation, entrepreneurship, and research-driven activities.
32. Being an autonomous Institution, a faculty member can act as a Board of Studies (BoS) member.

6.10 Class Advisor / Mentor

1. Maintain good rapport with students and parents; know students' academic and personal background.
2. Counsel students, provide guidance, and motivate them positively.



3. Regularly assess and record students' academic progress.
4. Support students in planning careers, higher education, or professional goals.
5. Guide students about institution rules, attendance, exam procedures and graduation requirements.
6. Motivate students to actively participate in class, tests, labs, and assignments.
7. Help students explore career opportunities and higher studies relevant to their field.
8. Act as a teacher-friend and counsellor, centralizing student progress information.
9. Guide students on the importance of academic performance and long-term impact.
10. Maintain student records, attendance reports, and result analyses.
11. Liaise with parents and report unsatisfactory progress.
12. Submit regular reports to HoD/Class Coordinator.

6.11. Laboratory / Workshop In-Charge

1. Maintain stock registers, consumable records, and equipment lists.
2. Plan and procure required consumables/equipment before the semester.
3. Ensure adequate lab infrastructure for smooth practical sessions.
4. Organize and supervise oral/practical examinations.
5. Hold students accountable for breakages/losses and collect fines if required.
6. Ensure cleanliness and safety; switch off equipment after using them.
7. Maintain movement register for lab equipment.
8. Supervise overall discipline and environment in the lab.
9. Maintain master records (equipment, models, lab materials, R&D activities).
10. Communicate regularly with HoD about lab status and requirements.

6.12. Lab Assistant

1. Support the Lab In-Charge for smooth lab functioning.
2. Maintain and care for lab resources/services.
3. Report maintenance, theft, or damage issues to HoD through faculty in charge.
4. Display lab details on notice board (equipment, experiments, staff in charge, timetable).
5. Responsible for opening, closing, and securing labs.
6. Record missing/damaged items and assist in recovery actions.
7. Support in organizing and conducting lab sessions/exams.
8. Perform any additional duties assigned by HoD/Principal/Administrator.

6.13. Librarian

1. Provide literature and resources to support students, faculty, and staff.
2. Manage both physical and digital libraries.
3. Prepare budgets and formulate library policies.
4. Ensure procurement of books, journals, software, and digital resources.
5. Provide online access and URL links to study material.
6. Establish specialized resources for faculty/research needs.



7. Maintain online system for newly added books/journals.
8. Coordinate with departmental library in-charges.
9. Provide statistical and Research and Development related information.
10. Supervise circulation, reference, periodicals, acquisition, technical, and maintenance sections.
11. Manage book lending, renewals, fines, reservations, and missing-book cases.
12. Order and display journals and back volumes.
13. Handle book selection, ordering, accessioning, and bill processing.
14. Oversee cataloguing and classification of books.
15. Supervise shelving, stock verification, binding, and reprographic services.
16. Collect fines and photocopy charges with proper records and receipts.

6.14. Director of Physical Education

1. Maintain discipline in college campus and playground.
2. Conduct sports activities smoothly as per schedule.
3. Maintain sports equipment and usage records.
4. Propose and utilize annual sports budget.
5. Motivate students to participate in sports and tournaments.
6. Maintain and develop sports facilities and grounds.
7. Ensure discipline and permissions for students attending tournaments.
8. Prevent ragging in campus/grounds.
9. Support NSS activities.
10. Help organize cultural and college events.
11. Maintain records for sports audits (PU, AICTE, NBA, NAAC).

6.15. Transport Officer

1. Assess transport requirements and evolve the procedures to manage them.
2. Process student applications and allot bus passes.
3. Fix bus routes and allocate vehicles/drivers in consultation with Director cum Principal.
4. Review routes annually and reorganize if required.
5. Ensure timely bus arrivals/departures.
6. Manage driver leave and substitutions.
7. Schedule buses for exams and vacations.
8. Handle overtime duties and bills for drivers.
9. Process fuel/maintenance/hiring bills.
10. Monitor buses during travel, arrange relief vehicles in breakdowns.
11. Resolve route/discipline/vehicle fitness issues.
12. Maintain vehicle records and inventory.
13. Ensure compliance with RTO regulations (fitness, insurance, permits, pollution).
14. Schedule regular vehicle maintenance.
15. Handle transport-related complaints.
16. Maintain insurance renewals and documentation.



17. Arrange periodic medical/eye check-ups for drivers.
18. Perform other duties assigned by Director cum Principal/Administrator.

7. Non-Statutory Committees

Sri Manakula Vinayagar Engineering College has established 34 non-statutory committees to ensure smooth academic, administrative, co-curricular, and extracurricular operations and in line with the norms and regulations as prescribed by statutory councils like UGC, AICTE and Government of Puducherry. These committees cover a wide range of areas including Planning and Development, Examination and Evaluation, IQAC and Academic Audits, Admissions, Student Welfare, Institutional Social Responsibility, Extension Activities, Sports, Online Courses, Vanavil Art Academy, NILA CRS, Cultural Events, Literary Association, Competition and Technical Events, Transport, Hostel, Training and Placement, Research and Development, Entrepreneur Development, Digital Marketing, Library, Discipline, Grievances and Redressal committee, Anti-Ragging committee, Minority cell, SC/ST cell, Internal Complaints committee, Equal opportunity cell, Women Empowerment, Alumni, Professional Bodies Activities, Career Guidance cell, College Purchase committee, Waste Disposal committee, Curricular committee, Safety Measures committee, Design Innovation, Knowledge Incubation, Green Campus committee, and Industry-Institute Interaction committee. For detailed information about each committee, including specific objectives, responsibilities, and members, please visit the college website at: <https://smvec.ac.in/about-us/non-statutory-bodies/>.

8. FACULTY RECRUITMENT AND POLICIES

8.1. Qualification of faculty members

Faculty members shall be recruited in accordance with the qualifications and experience prescribed by the relevant regulatory bodies, including UGC, Council of Architecture (COA), Indian Council of Agriculture and Research (ICAR), AICTE, Bar Council of India (BCI), Pharmacy Council of India (PCI) and National Commission for Allied Health Professions (NCAHP). The detailed eligibility criteria, qualifications, and experience requirements as specified by respective statutory Councils are provided in Annexure-I and Annexure-II.

8.2 Mode of selection

Direct recruitment to all cadres shall be strictly based on merit. The following procedure shall be followed for recruiting faculty members.

- ❖ Recruitment notification shall be advertised in leading newspapers.
- ❖ The scrutinizing committee constituted as per the norms shall scrutinize the received applications.
- ❖ Later on, call letters shall be sent to the candidates for interview.
- ❖ The duly constituted selection committee shall prepare the merit and waiting list of the candidates.
- ❖ Orders of appointment shall be issued to the selected candidates based on the requirements.
- ❖ Depending on exigencies, ad hoc appointments shall also be made on contract basis for a specific period but later ratified by the Governing Body of the institution.



8.3 Selection committee

The selection committee shall consist of some or all of the following members:

- 8.3.1 The Chairman & Managing Director
- 8.3.2 The Treasurer
- 8.3.3 The Secretary
- 8.3.4 The Hol
- 8.3.5 The Dean-Academics/Dean
- 8.3.6 The HOD concerned
- 8.3.7 Expert member Industries / Academicians

The select / wait lists recommended by the selection committee shall be submitted to the Chairman & Managing Director for approval and then orders will be issued. All such appointments made shall get ratified in the Governing Body.

8.4. Service and recruitment procedure

A person shall be deemed to have been appointed to a post at Sri Manakula Vinayagar Engineering College provided the post in accordance with the AICTE / Pondicherry University but shall exclude the staff appointed on deputation / adhoc / on contract or temporary basis.

Every person appointed shall be certified to possess sound mental health, physical fitness and certified by an appropriate medical authority as specified from time to time. The selection committee shall fix the pay scales of teaching faculty as per the scales prescribed by the AICTE from time to time. The following are the scales as per the sixth pay commission of the Govt. of India and as notified by the AICTE.

Professor:	Rs.37400-67000
Associate Professor:	Rs.37400-67000
Assistant Professor:	Rs.15600 – 39100

The selection committee in accordance with the norms of the Institution shall fix the pay of staff member. Seniority of any employee in any grade shall be determined by the date of his / her first appointment on probation unless he / she has been de-promoted to a lower rank due to disciplinary action or has been on leave without pay.

In case more than one person has been recruited by the selection committee to a particular cadre, the seniority is fixed by the selection Committee itself and the same shall be the merit list. All appointments shall be made by following the prescribed procedure. However, the Management has the right to make any appointment on ad hoc basis or by deputation.

Applications seeking employment elsewhere shall not be forwarded for an employee under probation. The probation period for all the faculties will be one year.

8.5. Selection Criteria

- Candidates are required to submit the application form of the institution and will subsequently be interviewed by the Selection Committee.
- Candidates will be requested to write a test and /or give a technical presentation on any topic of their interest for approximately 10 minutes to assess their communication skills. This will be followed by a personal interview to evaluate their technical knowledge. The Committee will prepare a panel of selected candidates in the order of



merit.

- The committee shortlists candidates in the ratio of 1:2 and submits the interview reports with recommendations to the Chairman for further action. The Chairman will take the final decision regarding the appointment of the individual.
- Upon approval, the Chairman will issue an appointment letter indicating the pay package and service rules to the selected candidate.
- Joining Report: At the time of joining, faculty must submit a joining report to the office with the signatures of the HoD and Principal.

8.6. Orientation

New faculty members are inducted into their respective departments and familiarized with the personnel, processes, and practices of SMVEC to orient them toward the college's work culture by respective HoD.

8.7. Staff Service Record

Service records in the prescribed format are maintained for all employees of the college. These records include particulars of service rendered, increments, promotions, awards, and disciplinary actions throughout the period of service. All entries in the service record must be attested by the Director cum Principal periodically.

8.8. Declaration of Probation

All the selections made will be temporary and the selected candidates are deemed to have been on probation for a period of 12 months. On completion of one-year period, the services of an employee shall be regularized, if found satisfactory. His / her service conditions will be governed by rules and regulations of the institution in vogue. In the case of tenure or contractual assignments, the employee would be deemed to be on probation for a period of 11 months and this period could be extended by the Management if the Management desires so.

If the candidates are appointed on purely temporary basis in any vacancy, then they have no right to claim a permanent post in the college. However, those candidates may apply for such posts observing the regular procedure. If a candidate appointed to a temporary vacancy is subsequently promoted or appointed to a regular position, he / she shall commence his / her probation from the date on which he / she is appointed to the regular position. Service of any person appointed on temporary / Ad hoc basis can be terminated without giving any notice and without assigning any reason thereof.

9. INCREMENT PROCEDURE

In all the cases, the increments will be sanctioned only based on the outcome of the performance appraisal of staff members besides feedback collected from

- ❖ The students
- ❖ The Head of the Department

In the case of non-teaching employees, the following persons make the appraisal

- ❖ The Head of the Department

Increment may be withheld to the employees, if the performance / conduct has not been found at least "satisfactory". The authority withholding the increment shall state the period for which it is withheld and if so, whether any postponement shall have the effect of postponing future increments also. Leave period shall also be taken into account for the



postponement.

10. PROCEDURE FOR PROMOTION

FACULTY PROMOTION POLICY

The Institution is committed to maintaining high standards in teaching, research, innovation, and institutional development as per AICTE, UGC, and University regulations. This Promotion Policy provides a transparent and merit-based framework for faculty career advancement, recognizing contributions in academics, research, accreditation, mentoring, and professional ethics.

OBJECTIVES OF THE POLICY

The objective of this policy is to ensure a transparent and merit-based faculty promotion process. It encourages excellence in teaching, research, innovation, consultancy, and student development.

ASSISTANT PROFESSOR

Assistant Professors form the foundation of academic delivery and student engagement in higher educational institutions. They are responsible for effective classroom teaching, laboratory instruction, student mentoring, research initiation in institutional Quality activities.

Eligibility Criteria – Engineering Faculties

- B.E./B.Tech and M.E./M.Tech in relevant specialization with First Class.
- Ph.D. preferred/mandatory as per AICTE/institutional norms.
- Knowledge of Outcome Based Education (OBE) preferred.
- Participation in FDPs, workshops, seminars, and NPTEL/SWAYAM courses desirable.

Eligibility Criteria – Science & Humanities Faculties

- Master's Degree in relevant discipline with First Class.
- Candidates applying for Assistant Professor positions shall have qualified: UGC-NET / SET / SLET wherever applicable as per UGC regulations.
- Minimum qualifying marks and cutoff criteria shall be as prescribed by UGC/State agencies from time to time.
- Candidates awarded Ph.D. in accordance with UGC Regulations may be exempted from NET/SLET requirements wherever applicable under prevailing norms.

Roles and Responsibilities

- Handle theory, tutorial, and laboratory classes.
- Prepare lesson plans, course files, and assessment materials.
- Conduct internal assessments and mentoring activities.
- Participate in research, FDPs, and consultancy activities.
- Assist in NBA, NAAC, IQAC, and NIRF activities.
- Organize workshops, guest lectures, and industrial visits.
- Support admission, placement, and student welfare activities.

PROMOTION: ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

Promotion from Assistant Professor to Associate Professor shall recognize faculty members who demonstrate excellence in teaching-learning processes, quality research contribution, innovation, student mentoring, and institutional involvement.



Eligibility Criteria – Engineering Faculties

- Ph.D. in relevant specialization is mandatory.
- Minimum 8 years of teaching/research/industry experience.
- Publications in Scopus/SCI/UGC Care indexed journals.
- Participation in funded projects, patents, consultancy, or research activities.
- Mandatory completion of FDPs/NPTEL/AICTE approved training programs.
- Contribution towards NBA/NAAC/IQAC activities.

Eligibility Criteria – Science & Humanities Faculties

- Ph.D. in relevant discipline is mandatory.
- Minimum 8 years of teaching/research experience.
- Publications in peer-reviewed/indexed journals.
- Participation in FDPs, conferences, workshops, and institutional activities.
- Good academic performance and student feedback.

ASSOCIATE PROFESSOR

Associate Professors are expected to function as academic leaders by contributing significantly towards teaching-learning processes, curriculum planning, research and development, accreditation activities, innovation, and institutional governance.

Roles and Responsibilities

- Handle advanced UG/PG courses and electives.
- Implement innovative teaching methodologies and OBE practices.
- Guide UG/PG projects, internships, and industrial training.
- Assist in curriculum design and syllabus revision.
- Publish quality research papers in indexed journals.
- Apply for funded research projects and consultancy assignments.
- Organize FDPs, seminars, workshops, and conferences.
- Coordinate NBA, NAAC, IQAC, and academic audit activities.

PROMOTION: ASSOCIATE PROFESSOR TO PROFESSOR

Promotion from Associate Professor to Professor shall be based on demonstrated academic leadership, high-quality research contribution, consultancy, innovation, research guidance, institutional development, and professional excellence.

Eligibility Criteria – Engineering Faculties

- Ph.D. in relevant specialization is mandatory.
- Minimum 10 years of teaching/research/industry experience.
- Minimum 3 years experience as Associate Professor preferred.
- Significant research publications in SCI/Scopus indexed journals.



- Experience in funded projects, consultancy, patents, and research guidance preferred.
- Strong contribution towards NBA/NAAC/IQAC activities.

Eligibility Criteria – Science & Humanities Faculties

- Ph.D. in relevant discipline is mandatory.
- Minimum 10 years of teaching/research experience.
- Strong research publications and academic contributions.
- Active participation in accreditation and institutional leadership activities.

PROFESSOR

Professors serve as senior academic leaders responsible for academic governance, curriculum innovation, research leadership, faculty mentoring, consultancy development, accreditation leadership, and institutional quality enhancement.

Roles and Responsibilities

- Provide academic leadership to departments and institutions.
- Lead curriculum development and academic reforms.
- Mentor junior faculty members and researchers.
- Guide PG and Ph.D. research scholars.
- Lead major research projects and consultancy activities.
- Publish high-quality research papers, books, and patents.
- Establish research centers, laboratories, and innovation hubs.
- Lead NBA, NAAC, IQAC, and institutional quality initiatives.
- Participate in policy formulation and strategic planning.
- Develop industry collaborations and international partnerships.

IMPORTANT AICTE / UGC NORMS

- Ph.D. qualification is mandatory for Associate Professor and Professor positions.
 - Promotions shall follow AICTE Career Advancement Scheme (CAS) / PBAS norms.
 - Research publications play a significant role in promotions.
- Institutions may prescribe additional requirements based on autonomous/university regulations.

LIBRARIAN RECRUITMENT AND PROMOTION POLICY

1. ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

Assistant Librarians / College Librarians are responsible for library administration, digital resource management, academic support services, institutional repository maintenance, and promotion of research and learning resources.



Eligibility Criteria – Initial Recruitment

- Master's Degree in Library Science / Information Science / Documentation Science or equivalent professional degree with at least 55% marks or equivalent grade.
- Consistently good academic record with knowledge of library computerization and digital library systems.
- Candidate shall have qualified: UGC-NET / SET / SLET in Library Science (OR) possess a Ph.D. degree in accordance with UGC Regulations and eligible NET exemption norms.

PROMOTION: ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN TO ASSOCIATE LIBRARIAN / DEPUTY LIBRARIAN

Promotion shall be based on academic contribution, innovative library services, ICT integration, research publications, institutional contribution, and professional development.

Eligibility Criteria

- Master's Degree in Library Science / Information Science / Documentation Science with at least 55% marks.
- Minimum 8 years of service as Assistant Librarian / College Librarian.
- Evidence of innovative library practices and ICT-enabled services.
- Participation in FDPs, workshops, conferences, and accreditation activities.

PHYSICAL EDUCATION FACULTY – ELIGIBILITY & PROMOTION POLICY

Assistant Professor (Physical Education)

Eligibility Criteria

- Master's Degree in Physical Education / Sports Science with minimum 55% marks.
- UGC-NET / SET / SLET qualification is mandatory wherever applicable.
- Ph.D. exemption shall be governed by UGC Regulations.
- Good record in sports activities, student mentoring, and event coordination desirable.

Roles & Responsibilities

- Conduct physical education and sports activities.
- Train students for intercollegiate/university competitions.
- Organize sports events, tournaments, and wellness programs.
- Maintain sports facilities and student fitness records.
- Support institutional activities including NBA/NAAC/NSS/student welfare.

Promotion: Assistant Professor to Associate Professor (Physical Education)

Eligibility Criteria

- Ph.D. in Physical Education / Sports Science is mandatory/preferred as per UGC norms.
- Minimum 8 years teaching/sports administration experience.
- Participation in FDPs, workshops, conferences, and institutional activities.
- Research publications and contribution to sports development desirable.



Associate Professor (Physical Education) Roles & Responsibilities

- Lead sports development activities and student training.
- Organize university/state/national level sports events.
- Mentor junior faculty and student teams.
- Contribute towards accreditation, IQAC, and institutional development.
- Promote fitness, wellness, and extracurricular activities.

Promotion: Associate Professor to Professor / Director of Physical Education

Eligibility Criteria

- Ph.D. in relevant discipline.
- Minimum 10 years teaching/sports administration experience.
- Strong contribution in sports leadership, institutional development, and research.
- Experience in organizing major sports events and student development programs.

However, Promotion to a higher level of services shall be made subject to availability of posts, higher eligibility, merit, efficiency, commitment and dedication of the faculty to all round development of the institution. However, seniority will be the deciding criterion.

11. NORMS FOR CAREER INCENTIVES

The norms/ rules and regulations laid down by the AICTE / UGC/ and Pondicherry University are followed for awarding promotion to the next higher level in respect of the faculty members of this institution.

Period spent on higher studies is also reckoned for the purpose of awarding a higher scale.

Every faculty member acquiring an additional higher degree (through examinations and course work) relevant to the subject he / she is teaching, while in service is entitled for one advance increment on submission of the provisional certificate of the degree.

Faculty members of the institution are considered for sponsorship to the higher studies based on their seniority. While preference is given to doctoral programmes, requests for doing Master's degree programmes shall also be considered. Such faculty members have to execute a bond post completion of Doctoral thesis or the program as the case may be as per the norms prescribed.

All the faculty members interested in promoting or advancing the research and development exhibits lot of innovation. This will be encouraged by the Institution and all necessary assistance and recognitions will be provided.

11.1 NORMS FOR GRANTING RELIEF SERVICE

A member of the faculty or supporting staff in permanent service shall give three months' notice in case he or she needs to be relieved or three months salary in lieu thereof. The appointing authority reserves the right to waive the notice period or payment of compensation thereof.

However, none of the faculty member will be relieved in the middle of the semester by considering the academic duties / future of the students



11.2 TERMINATION OF THE SERVICES

The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reason thereof. The Management reserves the right to terminate the services of an employee on medical grounds giving suitable notice / suitable salary in lieu as it may deem fit.

The Management may terminate any employee whether temporary or permanent, if he / she is found involved in any political activity / criminal case / has failed to perform the duty as per norms, his / her activity found leading to a moral turpitude/ negligence of duty. Interpretation of the rules, notwithstanding anything said anywhere.

12. NORMS FOR RETIREMENT

An employee of the college shall retire on superannuation on attaining the age of sixty-five (65) years. However, the Management shall have the right to issue order of retirement to an employee who has attained the age of sixty-five (65) years. This rule is not applicable to the employees appointed on contract basis. Contractual employees shall be bound by the terms and conditions of their offer letter issued by the Management.

13. CODE OF CONDUCT FOR EMPLOYEES

Every employee of the college shall devote his / her whole time to the college and shall not engage directly or indirectly in any trade or business activity in any other institution which is likely to interfere with the proper discharge of his or her duties. This provision shall not apply to academic work like giving guest lectures, talks or any other work undertaken with the prior permission of the Management.

- ❖ Every employee should maintain absolute integrity, be committed and devoted to the college. He / she shall always maintain the dignity and prestige of the college and every employee is expected to maintain a cordial relationship with the Management, Director cum Principal, staff, students, parents and visitors to the college.
- ❖ No employee, without the previous sanctions of the Management / Director cum Principal / Solicit or accept in any way to raise subscriptions in pursuance of any objective whatsoever. Arrangements made except for routine farewell or felicitation functions connected with the college will be exempted and will not be considered under this category.
- ❖ No faculty member shall engage himself or herself in undertaking coaching or private tuition for the students for remuneration.
- ❖ No employee shall involve without the previous sanction of the Director cum Principal own, wholly or in part, conduct or participate in editing/managing any newspaper or periodical or any other publication.
- ❖ No employee, while on duty, shall participate in politics or contest in election either as an independent candidate or as a candidate for a particular political party.
- ❖ No employee shall induce or participate in strikes pertaining to his / her service or other conditions, which tend to tamper the reputation of the college.
- ❖ No employee shall be permitted to approach any organization / forum or to press in



order to indicate or air his grievances. Such a kind of activity will be considered as an act of „misconduct“ and appropriate disciplinary action shall be initiated.

- ❖ No employee may absent himself / herself from duty without prior permission. He / she must try his / her best to send intimation to the concerned Head of the dept. regarding his / her availing of leave, in case of emergency. The staff concerned on his / her return to duty should get the written approval for the leave availed.
- ❖ Every employee shall maintain punctuality unless permitted otherwise by his / her superior. No employee shall be found absent during working hours after reporting for duty.

The above rules are applicable to all the employees including those appointed on contract and temporary basis.

The following activities shall be treated as act of misconduct.

- ❖ Failure to exercise efficient supervision / insubordination or disobedience to his / her superior officer.
- ❖ Gross negligence in teaching or other duties of any conduct, which is immoral and liable to be punished under the Bharatiya Nyaya Sanhita (BNS).
- ❖ Intemperate habits affecting the efficiency of teaching.
- ❖ Bringing an outsider into the college campus with ulterior motives.
- ❖ Damaging the property of the institution.
- ❖ Inducing somebody to cause damage to the property of the institution.
- ❖ Failure on the part of an employee in suppressing factual information of his /her Previous history.
- ❖ Misleading the students against Central Government / State Government and College authorities

14. DISCIPLINARY PROCEEDINGS

No employee shall be subjected to any punishment unless the Head of the Institution has informed the employee in writing of the specific allegations for which disciplinary action is proposed, and has provided an opportunity to present an explanation either in person or in writing. Such explanation shall be duly considered by the competent authority before initiating any action.

15. PUNISHMENTS AND APPEALS

15.1 Punishments

Any employee of the college may be imposed of the following penalties or punishments if found any undesirable behavior / deviations.

- ❖ Censure
- ❖ Fine
- ❖ With holding of increments/ promotion
- ❖ De-promoting to lower post or a lower stage in the time scale.
- ❖ Recovery from the pay (whole or partial) for the pecuniary loss caused to the college by negligence.
- ❖ Suspension
- ❖ Compulsory retirement
- ❖ Removal / dismissal from the service.



15.2. Appeals

Order issuing authority	Appellate authority
Head of the Institution	The Chairman & Managing Director of the Trust
The Treasurer / Secretary of the Trust	The Chairman & Managing Director of the Trust

16. WORKING HOURS

The working hour of the college is 9.00a.m to 4.50p.m. with 40 minutes lunch break. The college also works on Saturdays which shall depend on conduct of special classes and completing the prescribed syllabi.

17. UNIVERSITY STIPULATIONS ON TEACHING DAYS

The Pondicherry University to which the institution is affiliated has prescribed that the institution must work for at least 80 days (or) 540 hrs. (50 minutes hour) or 420 hrs. (60 minutes hour) per semester. It is also explained that these days do not include examinations days / tours / sports or co-curricular work but exclusively meant for actual class room lecture / laboratory contact days.

18. WORK LOAD NORMS

Work load of a teacher should not be less than 35 hours per week of which teaching / contact hours will be as noted below:

- Director cum Principal : 4 hours / week
- Professor : 12 hours /week
- Associate Professor : 14 hours /week
- Assistant Professor : 18 hours /week

In addition to the above working hours prescribed for teaching / contact hours, the faculty members of all the levels should devote their time towards the following items of work so that the total working hours per week should be equal to 35 hrs. They are the work related to Research and Development, consultancy, administration and extension services.

19. PERFORMANCE APPRAISAL

19.1 For faculty members

The performance appraisal system has been introduced in the institution. The performance of the faculty is based on the self-appraisal of faculty members with duly recommendation of HoD and Academic Performance Evaluation Committee.

19.2 For supporting staff: (With student interaction)

Appraisal by	Percentage of weightage
Students	40%
Head	30%
Director cum Principal	20%
Management	10%



19.3 For supporting staff: (Without student interaction)

Appraisal by	Percentage of weightage
Head	50%
Director cum Principal	40%
Management	10%

20. Transparency

The Chairman and Managing Director / Treasurer /Secretary / Director cum Principal / HOD / shall discuss the results of the appraisal with every employee. Continuous and sustained performances shall be a necessary requirement for internal promotions, for selection as HODs, Chairman of various committees, selection grade promotions, deputation, eligibility for study leave and other financial benefits, awards etc.

21. Leave Rules

These leave rules shall apply to the faculty members and non-teaching staff members and shall be called Sri Manakula Vinayagar Engineering College leave rules.

21.1. Casual Leave

- ❖ All the faculty and non-teaching staff members are entitled to avail 12 days of casual leave (CL) in a calendar year. They may avail the CL at the rate of one day per month.
- ❖ In case a faculty member / staff have accumulated CL in a calendar year, he / she may avail only three days CL at a stretch.
- ❖ Leave availed along with the non-working Saturdays, Sundays and declared holidays shall not be counted as part of the casual leave.
- ❖ Casual leave cannot be combined with earned leave (EL) and compensatory leave.
- ❖ Vacation and on – duty (OD) leave cannot be combined with CL and EL.
- ❖ Casual leave not availed in a calendar year cannot be carried over to the next calendar year.
- ❖ Half a day casual leave can be availed either in the forenoon or afternoon as per the college timings.
- ❖ Casual leave can be availed only with prior sanction. In case of emergency, an employee may avail the leave but the same should be intimated to the Head of the institution / HOD for making necessary alternate arrangements if required. On resuming duty, written approval shall be obtained for the casual leave availed.
- ❖ In case, a faculty member happens to avail casual leave suddenly, he/she should contact the Head of the department and inform his/her availing of leave. He /She should also suggest the means as how to take care of the class if any allotted for him/her as per the time table. On return from the leave, the faculty member concerned shall compensate the missed classes by conducting special classes if required in order to complete the syllabus.
- ❖ The HOD shall monitor and ensure that no class is left free /unattended by a faculty member.
- ❖ The office of Head of Institution should maintain a register showing the casual leaves and permissions granted to the respective staff. These data should be given to the section preparing the pay bill on the last working day of the month.
- ❖ The rules and regulations indicated above shall be strictly followed while preparing the



pay bill for the month.

- ❖ Staff members taking leave without prior permission or without any information for two consecutive days continuously shall be deemed to have been absent and the same will be treated as “leave without pay”.
- ❖ The casual leave counted on the basis of calendar year may lapse at the end of the calendar year.

21.2. Permission

Two permissions, each one-hour duration may be availed by a faculty member / non-teaching staff member in a month on emergency. Permission exceeding two shall be treated as half a day casual leave.

21.3. Vacation Leave

- ❖ Faculty members who have completed one year of service shall be eligible for a vacation leave of 30 days in a calendar year (8 days during winter and 22 days during summer). Those who have not completed one year of service shall be eligible to avail the closed vacation on prorata basis at the discretion of the Management only.
- ❖ The administrative staff members who have completed five years of service shall be eligible for a vacation leave of 10 days (5 days for attenders) in a calendar year. Those who have not completed five years of service are eligible for the closed vacation/ pro rata leave at the discretion of the Management only.
- ❖ The vacation leave includes non-working Saturdays, Sundays & Government holidays. Vacation leave cannot be combined with CL or OD. Vacation leave cannot be availed during the course of the academic year and it lapses at the end of the academic year.

21.4. Earned leave

- ❖ Both the faculty members and non-teaching staff are entitled to avail seven days earned leave per year on satisfactory completion of the probation period of one year and declaration of probation.
- ❖ Vacation leave mentioned above shall be inclusive of common vacation declared by the college at the end of the academic year.

21.5. On duty leave

- ❖ Faculty members deputed by the institution to attend conferences / seminars / meetings and for the work related to the other colleges shall be treated as “on duty”. The Management / Head of Institution is empowered to depute an employee for any work as “on duty” at its discretion.
- ❖ A faculty member is entitled to avail 15 days OD in an academic year. Apart from these, a faculty member registered for Ph.D., in the Universities established by the Government shall be entitled to avail OD one day per week in an academic year and this may be availed for the first three years from the date of registration and this will not be accumulated.
- ❖ A faculty member shall be allowed to attend any one conference / seminar / meeting during the academic year for which the Management shall bear the expenses of registration or conference fees, traveling and daily allowances /accommodation & boarding charges. The faculty member may also attend a conference / seminar / meeting on his own with the prior permission of the Management, on his / her own for which there will be no reimbursement.
- ❖ The “on duty leave” in this case shall be restricted “to the days of the conference.” Both of these periods shall be treated as “on duty” and shall not exceed five days in



a year on both the occasions included.

- ❖ Faculty members shall be permitted to undertake Pondicherry University examinations work / central valuation / laboratory external examiner / any other work connected with Pondicherry University (which is remunerative) for a period not-exceeding 5 days in each semester. Faculty members involved on such duty must produce certificate as a proof of attendance to the HOD concerned immediately on return.
- ❖ The on duty leave lapses at the end of the academic year.

21.6. Sponsoring for higher studies

A faculty member on completion of one calendar year of service at Sri Manakula Vinayagar Engineering College shall be eligible for sponsorship for higher studies. He / she has to furnish a bond on a non - Judicial stamp paper for a value to be decided by the Management, to hold a lien on his/her job at this institution. During the period of his/her sponsorship he/she will not be paid any salary / allowances. If the person sponsored needs to be away from the college for more than 10 hours per week then he / she shall not function as a coordinator of a department or HOD or warden etc.,

A faculty member proceeding on leave for a longer period unless sponsored by the Management has to terminate his/her assignment with the institute following the prescribed procedure.

21.7. Maternity Leave / Medical Leave

Permanent employees of the institution shall be entitled to avail maternity leave for a period of one month on production of a medical certificate. They are entitled to pay full allowances and permitted to draw the salary at the time of rejoining the college. Such employees should continue to serve the institution for a minimum period of one year thereafter on resuming duty. Before proceeding on leave, the employee should submit an undertaking to this effect.

22. STAFF DEVELOPMENT AND TRAINING

22.1 Supporting staff - Administration and Technical

The In-house training programmes shall be arranged with the help of resource persons drawn from the departments of English and Management.

Professionals from the industry and Government shall be invited to provide training in the areas of Administration, Accounts and Management.

Training to improve the technical skills shall also be provided to the employees. With the help of the faculty members drawn from the department of Computer Science and Engineering, basic computer training shall be provided to the ministerial staff of the institution for improving their performance. The language training shall enhance their working knowledge in English. Training shall also be provided to the laboratory technicians to help them to understand the proper handling of the new equipment which will be very much essential for effective applications.



23. AWARDS & OTHER

SMVEC recognizes the importance of honoring excellence, commitment, innovation, and service among its stakeholders. To motivate faculty, alumni, and contributors, the institution has instituted a structured Awards and Recognition Policy. This initiative not only acknowledges outstanding achievements but also integrates a culture of excellence, innovation, and social responsibility within the institution.

23.1. Research Excellence Award

This Research Excellence award is introduced from the academic year 2020-2021 intended to motivate the research culture among the teaching staff of our college in the various domains like

- (i) Engineering and Technology
- (ii) Management Studies etc.,
- (iii) School of Architecture
- (iv) School of Arts and Science
- (v) School of Medical Sciences
- (vi) School of Agricultural Sciences
- (vii) School of Physiotherapy

The award will be given annually for the research activities of the faculty member in the previous year commencing from June 1st to May 31st. The award comprises of cash with a Certificate.

- ❖ The research under consideration for the award should have demonstrated considerable positive impact on the society
- ❖ Research excellence is recognized as scholarly output that include papers/patents/books published in the last two years, any research-related knowledge mobilization, research-derived innovation, training of highly qualified personnel (HQP) (e.g. supervising Masters/PhD students), Research grants fetched etc.

23.2. Best Teacher Awards for both Male and Female

Best Teachers of our college, identified from Male and Female staff members, will be receiving this award from the Academic Year 2020-2021. Recipients of the award will have demonstrated their excellence as educators over a sustained period of time. The award comprises cash with a Certificate. The following major points will be considered for evaluation for the award:

- ❖ The ability of teacher to inspire, promote, and sustain the intellectual development of students
- ❖ A consistent record of outstanding teaching inside and outside the classroom
- ❖ An innovative pedagogical approach (new approaches using current or new models of teaching), intellectually rigorous, creative and engaging.
- ❖ Based on the 360degree feedback collected from various stake holders
- ❖ Demonstrated scholarly/professional contributions and their integration into the classroom that foster critical thinking and challenge students to independent inquiry
- ❖ Advising/mentoring students for interactions outside the classroom and the quality of such interactions
- ❖ Contribution to develop or enhance curricula in the field



- ❖ Length of service in Academic and Research
- ❖ Awards/honors received/Role as a Reviewer /Editor
- ❖ Externally funded Research Projects Handled in the last 10 years as Principal Investigator (PI) / Co-Investigator
- ❖ Research Publications in last 10 years (Preference will be given for publications in SCI & SCOPUS journals)
- ❖ Patents awarded/Published
- ❖ Organization of Conferences, Seminars, Workshops, STTPs, Executive Development Programs etc.,
- ❖ Laboratory In-charge and involvement in modernization and Teaching beyond Curriculum
- ❖ Staff Advisor to the student clubs and achievements

23.3 Long-Term Service Award

The Long-Term Service Award acknowledges employees who have shown unwavering commitment, loyalty, and professionalism through their extended service to SMVEC.

Purpose:

- To recognize dedication and consistent contributions.
- To honor the positive impact created by employees over their tenure.

23.4 Social Impact Award of the Year

The Social Impact Award celebrates individuals, teams, or organizations whose initiatives have contributed significantly to society from the Academic year 2025

Guidelines:

- Recognizes innovation, commitment, and sustained action for societal benefit.
- Focus areas include quality of life improvement, equality promotion, environmental protection, and sustainable development.

23.5 Cultural Ambassador Award

The Cultural Ambassador Award honors individuals who promote cultural awareness, diversity, and inclusion from the Academic year 2025

Purpose:

- To recognize contributions in preserving, sharing, and celebrating cultural heritage.
- To promote cultural vibrancy and inclusivity within the institution and the larger community.

23.6 Green Innovation Award

The Green Innovation Award honors contributions towards sustainability and environmental conservation from the academic year 2025.

Purpose:

- To recognize creativity and leadership in developing eco-friendly technologies, processes, or initiatives.
- To support climate action and long-term environmental sustainability.

24. Schemes / Incentives for faculty members

A number of schemes and incentives have been introduced by the Management to encourage the faculty members and to improve their knowledge further. The details of the scheme and the incentives are as follows.



Sl. No	Details of the scheme	Details of sponsorship and incentives
1	Paper presentation in National conferences	Registration fee up to Rs. 1000/- will be sponsored, provided college name should appear in the manuscript
2	Paper presentation in international conferences held in India	Registration fee up to Rs. 3000/- will be sponsored, provided college name should appear in the manuscript
3	Paper presentation in international conferences held in abroad	Registration fee up to 50% is sponsored
4	If the paper is adjudged as the best paper in the National conference	Full registration fee is sponsored
5	If the paper is adjudged as the best paper in the International conference held abroad	Full registration fee is sponsored
6	If the paper is adjudged as the best paper in the International conference held in India	Full registration fee and travelling is sponsored
7	International / national journal publication with impact factor greater than 2	Rs.5,000/- is sanctioned as incentive (onetime)
8	International / national journal publication with impact factor greater than 1	Rs.3,000/- is sanctioned as incentive (onetime)
9	International / national journal publication with impact factor less than 1	Rs.1,500/- is sanctioned as incentive (one time)
10	Attending conferences, workshops etc.,	Registration fee up to Rs.1000/- is sponsored.
11	Full book with international Publisher	Rs. 5,000/- is sanctioned as incentive (one time)
12	Full book with national publisher with ISBN/ISSN number	Rs. 2,500/- is sanctioned as incentive (one time)
13.	Full book with other local publisher	Rs. 1,500/- is sanctioned as incentive (one time)
14.	Book Chapter contribution in international publication	Rs. 2,000/- is sanctioned as incentive (one time)
15.	Book Chapter contribution in National publication with ISBN / ISSN number.	Rs.1,000/- is sanctioned as incentive (one time)
16.	Research grant received from funding agencies for projects. (FDP and SDP will not be considered as projects)	An amount equivalent to 2.0 percent of the sanctioned amount is allowed as honorarium
17.	Consultancy work carried out	40% of the total consultancy amount for faculty 60% for the institution
18.	End semester examination results 100% results.	A honorarium of Rs.2000/-Plus appreciation certificate is given
	More than 95%	A honorarium of Rs.1000/-Plus appreciation certificate is given
	More than 90%	A honorarium of Rs.500/- Plus appreciation certificate is given



25. WELFARE MEASURES

The following shall be some of the amenities / services / facilities provided to the faculty members and staff of the college:

1. A separate lunch hall for the benefit of women / men staff members and girl students.
2. Facilitated with separate mineral water plant for supplying safe drinking water.
3. Establishment of canteens and coffee shops at the campus.
4. Lunch shall be provided at subsidized rates for all the faculty members and non-teaching staff.
5. Sanction of maternity leave for women employees for a period of 30 days for the first child.
6. Sanction of educational loan for higher studies (conditions apply), subject to fulfilling prescribed conditions
7. Free transport for teaching and non-teaching staff.
8. In the event of the death of an employee, while in service, his/ her dependent shall be considered for employment depending on individual merits, limited to the case of Junior assistant, subject to availability of the post.
9. In case the dependent is highly qualified, he / she would go through the normal selection process, but all the things being equal, preference shall be given to this category of applicants.
10. Scholarship shall be awarded to the daughter / son of the faculty member or staff to pursue higher studies in Engineering Science and Technology / Management or Computer Applications. In total, four scholarships shall be awarded per year. The scholarship shall be renewed year after year based on the satisfactory performance of the scholarship holder. If the performance is found unsatisfactory, the Management shall withhold the scholarship for the particular year of study.
11. A committee under the Chairmanship of the Trust, the Director as the member secretary shall recommend the names for sanction of scholarship. The Chairman's decision shall be final in this regard.
12. Free medical support for all employees of our Institution at our medical college and hospital.

26. FINANCE RULES

26.1 Financial powers of the Chairman & Managing Director

All financial powers shall be vested with the Chairman and Managing Director as he is the sole signatory of the Trust for spending along with a senior member of the Trust.

26.2 Financial powers of the Treasurer

The Treasurer shall be vested with full financial autonomy to assure adequate control on financial systems.

- 26.2.1 To appoint and fix the remuneration for teaching / non-teaching staff of the college and also sanction increments as per norms.
- 26.2.2 To make investment decisions and also arrange for resource mobilizations to meet the financial requirements of the college.
- 26.2.3 To purchase fixed assets within the limits authorized by the Chairman and the budget of the college.
- 26.2.4 To authorize payment of purchase bills and to confirm oral sanctions given, if any,



to Director cum Principal / Dean / HODs etc. over and above their delegated powers.

26.2.5 To delegate the financial powers down the line in case of exigencies.

26.2.6 To introduce adequate control systems to enforce financial discipline

26.2.7 To enter into contract for any service or work.

26.2.8 The *Treasurer* shall exercise powers vested with them judiciously for the effective Management of the financial system of the college.

26.2.9 All the decisions taken by the Treasurer with regard to the management of funds shall be subject to the ratification by the Governing Body.

26.3 Financial powers of the Director cum Principal

The Director cum Principal shall be delegated with financial powers up to a maximum of Rs. 1,00,000/- (one lakh only) for any academic, co-curricular, extracurricular and extension activities or for any one of the following:

26.3.1 To authorize purchase of consumables for laboratories over and above the powers of the Heads of the departments.

26.3.2 To admit reimbursement of traveling allowances and other expenses incurred for official purpose within the permitted limits to be decided by the Director / Principal.

26.3.3 To entertain guests in the campus.

26.3.4 To sponsor faculty / staff for any academic or co-curricular / extracurricular activities.

26.3.5 To authorize any expenses which he may deem essential.

26.4 Financial powers of the Heads of the departments

The Heads of departments shall be sanctioned a cash of Rs. 25,000/- (Rupees Twenty five thousand only) each to meet the following expenses which are to be ratified by the Director / Principal against receipts.

26.4.1 To meet the expenses towards urgent purchase of consumables for the laboratory.

26.4.2 To meet small non – recurring expenses.

26.4.3 To pay for the TA/DA or other expenses of the departmental staff within the permitted levels.

26.4.4 To incur any other expenditure that may be deemed necessary.

27. TRAVELLING, CONVEYANCE AND TELEPHONE EXPENSES

The Management/ Director cum Principal/ Dean have access to the college telephones, fax and transport. However, in case of emergencies, they could avail other sources and claim reimbursement within limits as decided by the Chairman and Managing Director.

The HODs and other executives provided with transport facilities may be reimbursed the charges actually incurred subject to production of necessary bills if the vehicle is not available.

The faculty members and staff sponsored for any outstation programmes and training, authorized by the management shall be reimbursed the expenses incurred, the amount actually spent or II Class sleeper fare whichever is less. Daily allowances as approved by the Chairman and Managing Director shall also be paid.

The staff on official work shall be paid local conveyance expenses at the rates approved from time to time. Auto fare can be reimbursed if the place of visit is not connected by bus or train



28. SPORTS AND GAMES

To encourage the sports activities and to produce quality sports men and women, it shall be necessary to expose them to matches / tournaments, organized by University or sports bodies. The participating students shall be provided allowances as follows:

Distance	Allowance
Within city distances	Rs. 150/-DA per day
Up to 50 Kms.	Rs. 200/- DA per day
Beyond 50 Kms.	Rs. 200/- DA per day

The claims with necessary details and bills duly authorized by the person in charge / Director of Physical education shall be submitted to the Director cum Principal for sanction.

29. STAFF SALARY ADVANCE AND LOAN

Staff salary advance / loan is not encouraged in general. However, in extraordinary circumstances / emergencies, any request for loan or advance from the permanent staff shall be submitted to the Chairman and Managing Director for his consideration as per norms.

30. PURCHASES

All the departments, including the hostel, library, transport, shall critically analyze their requirements. Based on their budget, taking into account of the syllabus, Technology up gradation, qualities, etc., may place their requests before the purchase committee. Since the committee shall meet only once in two months, only budgeted requirements shall be considered. All requests must be addressed to the Chairman and Managing Director / Vice Chairman.

All requests for purchase of non- recurring assets should contain a minimum of three quotations and a comparative statement after preliminary discussions with the supplier with regards to statement of quality, quantity, and alternative means of substitution and also the current trends in the market. Obsolete items should not be purchased. Unless the request for purchase is cleared by the Purchase committee and the same should not be forwarded to the Chairman and Managing Director. Purchase orders shall be issued from the office of the Chairman and Managing Director.

26.4.5 A complete database of the products relevant to the purchase, suppliers and prices should be used while making the decision for the purchase.

26.4.6 The stores in-charge shall be responsible for the receipts, issues and balances. He has to maintain proper records and produce the same for audit at any time. The purchase could also be made by cash in case of emergency and later it should be ratified by the accounts officer

31. STORES

The Officer in charge of stores shall intimate the concerned department immediately on receipt of goods. The HOD concerned shall arrange to inspect the goods and clear the bill for passing. The HOD shall certify the bill for further processing. The HOD concerned and the stores Officer shall be jointly responsible for the receipts of non-performing / defective goods



received from the supplier. Immediate arrangements shall be made to contact the supplier regarding the status and necessary steps shall be taken to stop payment. Unless the HOD/ Stores Officer are convinced on the quality and the usefulness of the goods received, payment shall not be made.

The stores officer / HODs are expected to maintain the following registers. Assets register (Non – Consumables)

Consumable stock register (item– wise folio, details of receipts, issues and balances) Maintenance and service register

32. BANKING

All bank transactions shall be done on a daily balance basis. Cash depositing shall be done through the bankers only. Cash should not be carried from cash section to the bank counter at Puducherry. All cheques and cash should be deposited in the Bank, by the Bank collection system on the same day. The Trust Office should be informed about the daily collections every day at the close of banking hours.

33. AUGMENTATION OF INCOME AND COST CONTROL

The committee consisting of the Chairman and Managing Director/ *Treasurer*/ Secretary / Director cum Principal and Administrative Officer shall review the financial aspects of the collection process of fees and other recoverable dues from the students, income/ expenditure and seek remedial measures to curtail expenditure at frequent intervals.

All the arrangements shall be made for the speedy collection of fees and other dues from the students.

34. BUDGET

The Finance Committee shall be totally responsible for the preparation of the annual budget. All the departments shall prepare an annual budget including recurring and non-recurring expenditure and the finance committee shall present a consolidated budget to the Management and the same shall be ratified by the Governing Body of the institution.

35. SMVEC POLICIES:

Sri Manakula Vinayagar Engineering College (SMVEC) has formulated a comprehensive set of 51 policies to ensure systematic governance, academic excellence, administrative efficiency, and the overall well-being of its students, faculty, and staff. These policies cover a wide range of areas including academic, administrative, student welfare, safety, research, and sustainability. The key policies include Career Guidance Cell Policy, Curriculum Feedback Policy, Discipline Committee Policy, Exam-Related Grievances Redressal Policy, IT Maintenance Policy, Literary Association Cell Policy, Maintenance Policy, Mentoring System Policy, NILA CRS Policy, Placement Policy, Resource Mobilization Policy, Safety and Security Policy, Society Outreach Policy, Sports Policy, Student Council Policy, Training Policy, Transport Committee Policy, Waste Management Policy, Women Empowerment Cell Policy, E-Governance Policy, Finance Policy, Research Policy, Internal Exams and Evaluation Policy, Internship Policy, Question Paper Scrutiny and Setting Policies, Value Added Courses Policy, Academic Monitoring Policy, Alumni Association Policy, Anti-Ragging Policy, FDP Policy, Competition and Technical Events Policy, Academic and Administrative Audit Policy, Admission Policy, Conduct of ESE Policy, Consultancy Policy, Employability Enhancement Courses, Green Campus Policy, MoU Policy, Policy Code of Conduct, Drug Abuse Monitoring Policy, Hostel Policy, Internal Complaints Committee Policy, Library Policy,



Management Information System Policy, Start-up Policy, Environmental Policy, Grievances Redressal Cell Policy, Purchase Policy, Energy Policy, and Performance Appraisal Policy. Each policy has clearly defined functions, objectives, and designated members responsible for its implementation and monitoring. All issues shall be addressed based on the above policies. Detailed information regarding the objectives, functions, and members of each policy can be found in the URL <https://smvec.ac.in/internal-> as well in each department.



ANNEXURE-I

Minimum qualifications and experience prescribed by the AICTE for teaching posts at the degree level technical institutions

Programme	Cadre	Qualifications	Minimum Experience
Engineering Technology	Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
Computer Applications	Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M.Tech. in the relevant branch with First Class or equivalent in any one of the degrees (or) B.E., B.Tech. and M.C.A. with First Class or equivalent in any one of the two degrees (or)	Experience not mandatory
		Bachelor Degree of three years duration with Mathematics as a compulsory subject and MCA with First Class or equivalent	2 years of relevant experience after acquiring degree of MCA.
Management Studies	Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with First Class or equivalent	2 years of relevant experience professional experience after acquiring the Master's degree.
Humanities and Science	Assistant Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.	Experience not mandatory
		Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET.	
		Ph.D. Candidates shall be exempted from the requirement of SLET/NET.	
	Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	
		AND	



Engineering Technology / Computer Applications / Management studies	Associate Professor	At least total 6 research publications in SCI/SCIE/ UGC / AICTE approved list of journals	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
Humanities and Science	Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject AND Minimum of seven publications in the peer- reviewed or UGC-listed Journals	8 years" experience teaching and /or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry
Engineering Technology	Professor	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion Or At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	
Computer Applications	Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co supervisor till the date of eligibility of promotion Or At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals till the date of eligibility of promotion	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.



Management Studies	Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
		AND	
		At least 6 research publications at the level of Associate Professor in SCI /SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
		Or	
		At least 10 research publications at the level of Associate Professor in SCI/SCIE journals / UGC /AICTE approved list of journals till the date of eligibility of promotion	
Humanities and Science	Professor	Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals	A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate
All programs	Principal / Director	❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology ❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor	

**ANNEXURE-II**

Educational Qualifications and experience prescribed for the non-teaching positions

Post	Qualifications	Experience
Registrar	A Master"s degree from any recognized University	1. At least 15 years of administrative experience in an academic system. 2. Persons having administrative experience in the University system shall be preferred. 3. Working knowledge in computer is desirable.
Controller of Examinations	A Master"s degree in Engineering / Technology	1. At least 15 years of experience in teaching in an academic system. 2. Persons having experience in the University examination system shall be preferred. 3. Working knowledge in computer is desired.
Administrative officer (Establishment)	A Master"s degree in any discipline from a recognized University.	1. At least 10 years of experience as an administrator and must be through in labour /company laws. Working knowledge in computer is a must.
Administrative officer (Finance)	A Master"s degree in commerce / ACS or other related disciplines.	1. At least 10 years of experience in a responsible position in a financial institution. Persons having knowledge in budgeting / auditing / maintenance of accounts shall be preferred. 2. Working knowledge in computer is a must.
Public relations officer	A master"s degree in any discipline from a recognized unit.	1. At least five years working experience in an academic / Govt. system. 2. Knowledge in typing 3. Working knowledge in computer 4. Must have pleasing manner. 2. Should be capable of expressing himself fluently in Tamil as well as in English. Knowledge of Hindi / other foreign languages is desirable.
System Administrator	A master"s degree in computer science / MCA or equivalent from a recognized University.	1. At least five years" experience as a computer system administrator or a programmer in an academic system. 2. Ability to maintain laboratories. 3. Should be capable of attending and solving all kinds of problems related to computers. 4. Exposure to the latest technology and troubleshooting methods. 5. Must be capable of guiding the technical assistants working in various departments.
Programmer	A master"s degree in computer science / MCA or equivalent from a recognized University.	1. At least five years experience in an academic system / computer company



Section Officer (Establishment) Section Officer (Examinations) Section Officer (Finance) Section Officer (Purchase stores), Section Officer (Hostels, estates & transports)	A bachelor"s degree in any discipline from a recognized University.	1. At least five years working experience in an academic / Govt. system. 2. Knowledge in typing 3. Working knowledge in computer 4. Persons having lower / higher level typing / shorthand and those having working experience in the respective field shall be preferred
Stenographer / Personal assistant	A Bachelor"s degree from a recognized University. Must have qualified for typewriting English lower and higher level. Must have qualified for shorthand English / lower and higher level. Must have working knowledge in computer / sending emails/ operating fax machines / Xerox machines.	1. At least two years" experience as a stenographer/ personal assistant in an academic / administrative system. 2. Persons qualified for typewriting higher and shorthand higher will be preferred.
Junior Stenographer	A Bachelor"s degree from a recognized University. Must have qualified for type writing English lower	At least one year experience as a stenographer
Assistant	A Bachelor"s degree from a recognized University. A pass in typewriting lower One year certificate as a proof for having knowledge in computer.	1. At least two years" experience in an academic / administrative system. 2. Persons having typewriting higher qualification will be preferred.
Junior assistant	A Bachelor"s degree from a recognized University Thorough knowledge in type writing and operating computer	At least one year experience in an in academic / administrative system
Technical Assistant (Engg.)	A First class Diploma in the concerned subject from a recognized institution	At least two years experience in a recognized academic / administrative system
Technical Assistant (Science)	A Bachelor"s degree in science from a recognized University. A pass in typewriting lower, working knowledge in computer.	1. At least two years" experience in an academic / administrative system. 2. Persons having degree in computer subjects and passed the typewriting higher / short hand will be preferred.

Draughtsman	A Bachelor's degree from a recognized University. A pass in typewriting lower One year certificate as a proof for having knowledge in computer.	At least two years' experience in an academic / administrative system. Persons having typewriting higher qualification will be preferred.
Vigilance officer	A Bachelor's degree from a recognized University.	Persons having at least two years working experience as vigilance officer will be preferred.
Supervisor (Housekeeping)	A pass in HSC or those who are working as housekeepers and having a minimum of 3 years experience will also be considered.	Persons worked as supervisors for a period at least two years will be preferred.
Supervisor (Estates)	A pass in HSC.	Persons having working experience in the estates for at least two years will be preferred.
Telephone operator	A Bachelor's degree from a recognized University. (only male members are eligible)	At least two years of experience as in an Telephone operator academic/ other set up
Warden (boys hostel)	A Bachelor's degree from a recognized University. (only male members are eligible)	At least five years of experience as deputy warden in an academic/ other set up.
Warden (Girls hostel)	At least Bachelor's Degree from a recognized University. (only women members are eligible)	At least five years of experience as deputy warden in an academic /other set up
Electrician/ Plumber	A pass in the VIII STD A certificate from ITI in the equivalent trade	At least two years experience in the trade is desirable.
Driver	A pass in the X Std with valid heavy driving license.	Five years of experience as driver of a heavy vehicle in an academic institution.
Attendant	A pass in the X STD should be able to drive a moped and bicycle	
Attendant (housekeeping / sweeper) Scavenger	Able to read and write.	



SRI MANAKULA VINAYAGAR
ENGINEERING COLLEGE
(AN AUTONOMOUS INSTITUTION)

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