

# NAAC REASSESSMENT 2024

## Criterion 6 Governance, Leadership and Management

### Key Indicator 6.2 Strategy Development and Deployment

**6.2.1.** The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

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# INSTITUTIONAL PERSPECTIVE PLAN

## PERI INSTITUTE OF TECHNOLOGY FIVE YEAR PLAN (2019-2024)

**Objective:** To establish a comprehensive and efficient student management system through iGuru LMS, integrating innovative pedagogies, supporting educational platforms, enhancing governance, improving education quality, promoting research, achieving autonomy, stabilizing admissions, increasing industrial connectivity, and implementing an effective mentoring system.

### Strategic Initiatives

#### 1. Implementing an Efficient Student Management System through iGuru LMS

- **Action:** Gradual deployment of the iGuru LMS to manage student data, academic records, attendance, and communication.
- **Goal:** Streamline administrative processes and enhance data accessibility for all stakeholders.
- **Timeline:** Rollout begins in Year 1, with full integration by Year 3.

#### 2. Effective Integration of Innovative Learning and Teaching Pedagogy

- **Action:** Continuous faculty development programs on innovative pedagogical techniques, including flipped classrooms, blended learning, and educational technology.
- **Goal:** Enhance student engagement and learning outcomes through interactive and flexible teaching methods.
- **Timeline:** Ongoing from Year 1 to Year 5.

#### 3. Supporting Platforms: IQAC, CTEE, CHS, EDC

- **Action:** Establish and operationalize IQAC, CTEE, CHS, and EDC to provide academic and extracurricular support.
- **Goal:** Enhance the overall educational environment and support holistic student development.
- **Timeline:** Establishment in Year 1, with continuous enhancements through Year 5.



#### 4. Improving Governance and Administrative Practices

- **Action:** Implement transparent and accountable administrative practices using iGuru LMS for all management tasks.
- **Goal:** Increase efficiency, accountability, and transparency in governance.
- **Timeline:** Initiate in Year 1, with iterative improvements through Year 5.

#### 5. Improving the Quality of Education through IQAC

- **Action:** Regular internal audits, feedback sessions, and quality enhancement initiatives spearheaded by IQAC.
- **Goal:** Ensure continuous improvement in education quality and alignment with accreditation standards.
- **Timeline:** Begin in Year 1, with continuous implementation.

#### 6. Initiating Basic Level Accreditation through NAAC and NBA

- **Action:** Systematic preparation and submission of accreditation applications to NAAC and NBA.
- **Goal:** Achieve accreditation to enhance institutional credibility and attract quality students.
- **Timeline:** Application preparation in Year 1, with accreditation sought by Year 3.

#### 7. Implementing Research and Development Practices

- **Action:** Establish dedicated research centers, provide funding, and incentivize faculty and student publications.
- **Goal:** Increase research output and publication rates.
- **Timeline:** Establish centers in Year 1, with ongoing support, growth through Year 5.

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## 8. Achieving Autonomy for Curriculum Development

- **Action:** Apply for academic autonomy to develop a curriculum aligned with industry and global demands.
- **Goal:** Develop a flexible and industry-relevant curriculum.
- **Timeline:** Application in Year 2, with autonomy achieved by Year 4.

## 9. Stabilizing Admissions and Attracting High-Scoring Students

- **Action:** Develop and implement marketing strategies, and form partnerships with high schools to attract top-performing students.
- **Goal:** Stabilize admissions and improve the academic caliber of incoming students.
- **Timeline:** Begin initiatives in Year 1, with continuous enhancements.

## 10. Increasing Industrial Connectivity

- **Action:** Establish strong ties with industry through internships, workshops, and guest lectures.
- **Goal:** Enhance practical learning and improve employability of graduates.
- **Timeline:** Initiate in Year 1, with continuous engagement through Year 5.

## 11. Improving the Quality of Placements

- **Action:** Enhance the placement cell's capabilities, organize career fairs, and campus recruitment drives.
- **Goal:** Increase placement rates and ensure quality job offers for graduates.
- **Timeline:** Continuous improvement from Year 1 to Year 5.

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## 12. Implementing an Effective Mentoring System

- **Action:** Develop a structured mentoring program involving faculty, alumni, and industry experts.
- **Goal:** Provide comprehensive support to students, ensuring academic and personal growth.
- **Timeline:** Implement in Year 2, with ongoing refinements.

## 13. Comprehensive Review and Continuous Improvement

- **Action:** Conduct thorough reviews of implemented strategies and their outcomes.
- **Goal:** Identify areas for further improvement and update the strategic plan accordingly.
- **Timeline:** Begin reviews in Year 3, with continuous improvements through Year 5.

## 14. Strengthening Institutional Autonomy and Governance

- **Action:** Refine administrative practices and strengthen institutional autonomy.
- **Goal:** Ensure sustained growth, adaptability, and excellence in governance and academic practices.
- **Timeline:** Ongoing from Year 1 to Year 5.

## 15. Expanding Research and Development Initiatives

- **Action:** Increase funding for research projects and foster collaborations with international institutions.
- **Goal:** Position PERIIT as a leading research institution.
- **Timeline:** Continuous effort from Year 2 to Year 5.

## 16. Enhancing Global Engagement

- **Action:** Establish exchange programs and international collaborations.
- **Goal:** Increase global exposure and opportunities for students and faculty.
- **Timeline:** Begin initiatives in Year 3, with ongoing development.

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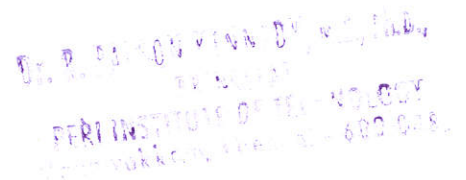
*[Stamp: Dr. R. PRASAD KENNEDY, M.E., Ph.D., PRINCIPAL, PERI INSTITUTE OF TECHNOLOGY, Ukkam, Chennai - 600 048]*

## Summary

This 5-year strategic plan aims to transform PERIIT into a premier institution known for its innovative learning environment, high-quality education, strong governance, prolific research output, and robust industrial connectivity. By leveraging the iGuru LMS and implementing the outlined initiatives, PERIIT will achieve its vision of excellence and continuous improvement in all academic and administrative aspects.

The perspective/strategic plan is discussed and approved in the Governing Council meeting.

  
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## PERI INSTITUTE OF TECHNOLOGY FIVE YEAR PLAN (2023-2028)

### Strategic Objectives

1. Achieve Autonomy and Implement National Education Policies
2. Increase Student Intake
3. Expand Course Offerings
4. Enhance Industry-Oriented Curriculum
5. Develop Centers of Excellence
6. Boost Research and Development Activities
7. Strengthen Industry Interaction and Entrepreneurship Development
8. Promote Higher Studies and Student Exchange Programmes
9. Improve Teaching Methods and Quality Assurance

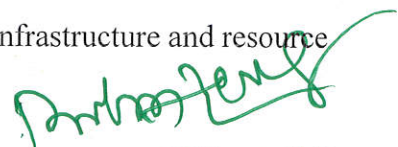
### Strategic Plan Details

#### 1. Achieve Autonomy and Implement National Education Policies (2023-2028)

- Secure and maintain autonomous status.
- Implement national education policies step by step to align with regulatory standards and enhance educational quality.

#### 2. Increase Student Intake

- **2024-2025:** Increase intake from 582 to 672 students.
- **2025-2026:** Further increase intake from 672 to 1100 students.
- **2027-2028:** Stabilize and optimize intake numbers to match infrastructure and resource capabilities.

  
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### 3. Expand Courses Offerings

- Add in-demand higher and technical courses in the upcoming academic year (2023-2024).
- Continuously review and update the course offerings based on industry needs and trends.

### 4. Enhance Industry-Oriented Curriculum

- Implement an industry-oriented curriculum that supports projects and internships to improve industrial expertise during the learning journey.
- Engage industry experts in curriculum development and review.

### 5. Develop Centers of Excellence

- Establish Centers of Excellence in three departments by 2024.
- Focus on cutting-edge technology areas and allocate specific experts to lead these centers.
- Increase the number of PhD scholars and advanced research initiatives.

### 6. Boost Research and Development Activities

- Enhance R&D activities by allocating resources to cutting-edge technology areas.
- Promote interdisciplinary research and collaboration with reputed institutions.
- Establish research funding and grant acquisition programmes.

### 7. Strengthen Industry Interaction and Entrepreneurship Development

- Increase industrial connectivity and active institute-industry interaction.
- Develop an Entrepreneurship Development Cell to foster innovation and startup culture.
- Implement an incubation cell by the 2024 academic year to support student startups and entrepreneurial ventures.

## 8. Promote Higher Studies and Student Exchange Programmes

- Collaborate with reputed institutions in India and abroad for student exchange programmes.
- Promote the benefits of higher studies abroad through workshops, seminars, and counseling sessions.
- Facilitate scholarships and funding opportunities for students aiming for higher studies.

## 9. Improve Teaching Methods and Quality Assurance

- Exercise improved quality policies and advance teaching methods to meet higher-order thinking and industrial demands.
- Enhance the Internal Quality Assurance Cell to ensure the delivery of high-quality education.
- Regularly train faculty members on innovative teaching techniques and industry trends.

## Monitoring and Evaluation

- Conduct annual reviews to assess progress against strategic objectives.
- Adjust strategies based on feedback from stakeholders including students, faculty, industry partners, and regulatory bodies.
- Report outcomes and improvements to the Board of Governors and other relevant authorities.

By adhering to this strategic plan, PERIIT aims to enhance its educational offerings, strengthen research capabilities, and establish itself as a hub for innovation and industry collaboration. The perspective/strategic plan is discussed and approved in the Governing Council meeting.

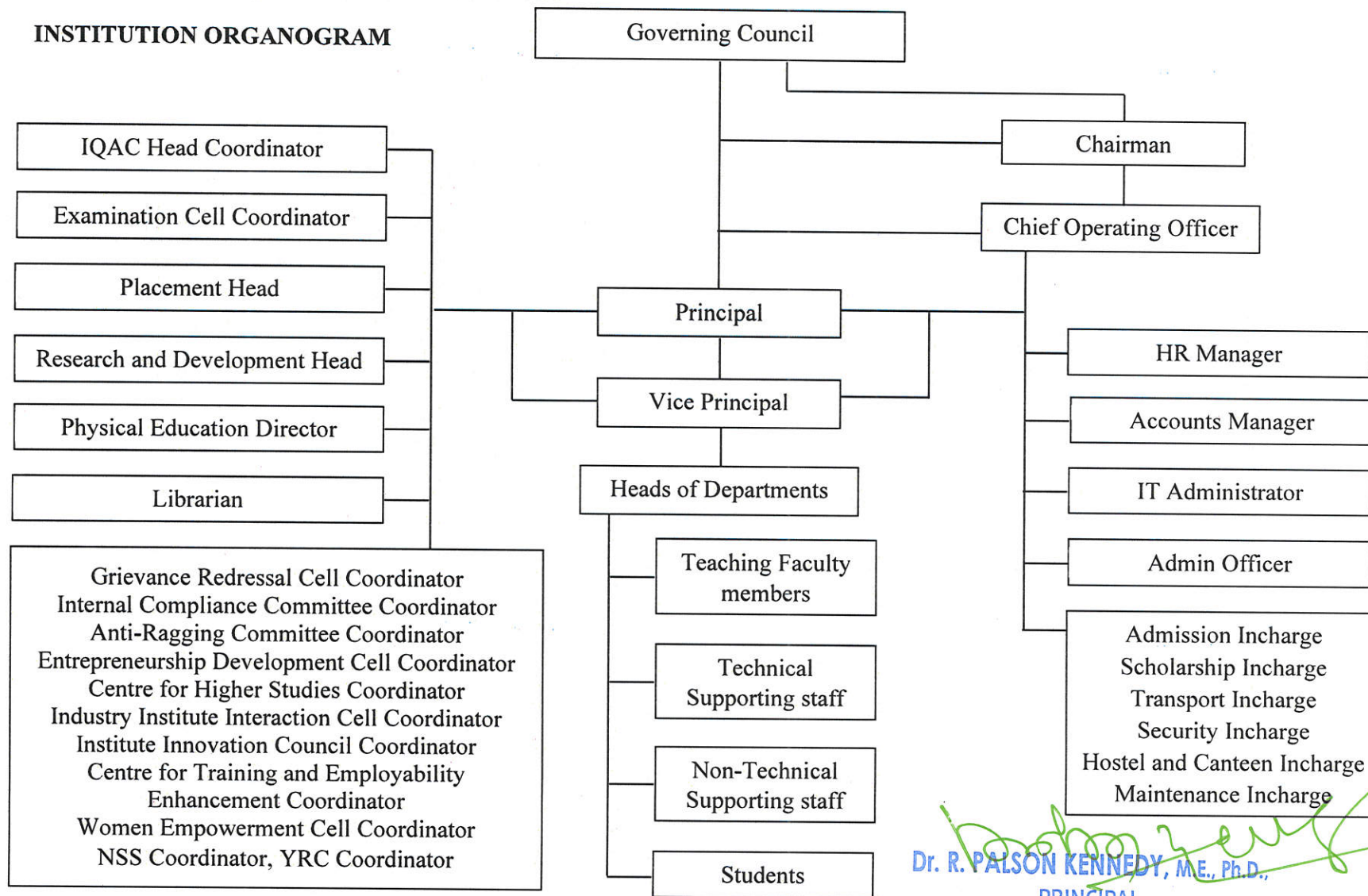
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# ADMINISTRATIVE SETUP

## INSTITUTION ORGANOGRAM



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**ACADEMIC YEAR 2023 - 24**

**MEMBERS OF GRIEVANCE REDRESSAL CELL**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chairperson
2	Mr. B. Magesh	Vice Principal	Vice Chairperson
3	Dr. M. Ramkumar Prabhu	Professor Department of ECE	Faculty member
4	Dr. T.N. Balaji	Associate Professor Department of S&H	Faculty member
5	Mr. Anilkumar	Assistant Professor Department of Mechanical	Faculty member
6	Ms. S.L. Sreedevi	Assistant Professor Department of EEE	Faculty member
7	Ms. K. Varalakshmi	Assistant Professor Department of CSE	Faculty member
8	Mr. M. Pitchi Rajan	Assistant Professor Department of Civil	Faculty member

  
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**ACADEMIC YEAR 2023 - 24****MEMBERS OF ANTI RAGGING COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chairperson
2	Mr. B. Magesh	Vice Principal	Vice Chairperson
3	Mr. M. Ramesh	Associate Professor Department of S&H	Faculty Member
4	Mr. P. Dhilip Kumar	Assistant Professor Department of Mechanical	Faculty Member
5	Mr. K.S. Senthil Kumar	Associate Professor Department of ECE	Faculty Member
6	Mr. A. Antony Charles	Assistant Professor Department of EEE	Faculty Member
7	Dr. V. Priya	Professor Department of CSE	Faculty Member
8	Mr. M. Pitchi Rajan	Assistant Professor Department of Civil	Faculty Member
9	Mr. Kalaiselvan	Sub Inspector of Police P2 Otteri Police Station	Civil and Police Representative
10	Mr. Vasanthan	News Reporter	Local Media Representative
11	Mr. K. Ramesh Babu	Lab Technician Department of Civil	Non-Teaching Staff Representative
12	Mr. P. Vishwanathan	Father of 2023-27 Batch Student	Parent Representative
13	Mr. V. Sabarinath	CSE Student 2023-27 Batch	Fresher Male Student Representative
14	Mr. D. Jayanth	EEE Student 2020-24 Batch	Senior Male Student Representative
15	Ms. S. Thirisha	AI&DS Student 2023-27 Batch	Fresher Female Student Representative
16	Ms. S. Apsar	CSE Student 2020-24 Batch	Senior Female Student Representative

  
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**MEMBERS OF INTERNAL COMPLIANCE COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chairperson
2	Mr. B. Magesh	Vice Principal	Vice Chairperson
3	Dr. P. Yamunaa	Associate Professor Department of EEE	Presiding Officer
4	Dr. C.N. Vidhyalakshmi	Associate Professor Department of S&H	Faculty member
5	Dr. G. Charulatha	Associate Professor Department of ECE	Faculty member
6	Ms. K. Varalakshmi	Assistant Professor Department of CSE	Faculty member
7	Ms. C. Lavanya	Assistant Professor Department of Civil	Faculty member
8	Ms. Swetha	HR Executive	Administrative Official
9	Ms. S. Ramya	Student - EEE 2019-2023 Batch	Student member
10	Ms. N. Jayasree	Student - CSE 2019-2023 Batch	Student member

  
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**MEMBERS OF SC, ST and OBC CELL**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chairperson
2	Mr. B. Magesh	Vice Principal	Vice Chairperson
3	Dr. T.N. Balaji	Associate Professor Department of S&H	Member
4	Ms. C. Lavanya	Assistant Professor Department of Civil	Member
5	Ms. P. Bhuvaneshwari	Scholarship Incharge	Member

  
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**MEMBERS OF ENTREPRENEURSHIP DEVELOPMENT CELL**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Mr. R. Tamilamuthan	Assistant Professor Department of EEE	Head Coordinator
2	Dr. D. Mummoorthi	Associate Professor Department of Mechanical	Department Coordinator
3	Mr. D. Manoj Kumar	Assistant Professor Department of Civil	Department Coordinator
4	Dr. S. Ambareesh	Assistant Professor Department of CSE	Department Coordinator
5	Mr. B. Balaji	Assistant Professor Department of ECE	Department Coordinator
6	Ms. P. Divya laxmi	Assistant Professor Department of S&H	Department Coordinator

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**ACADEMIC YEAR 2023 - 24**

**MEMBERS OF ACCREDITATION COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chairman
2	Mr. B. Magesh	Vice Principal	Head Coordinator
3	Dr. R.N. Sathiyamoorthy	Assistant Professor Department of Mechanical	Department Coordinator
4	Dr. K.S. Venkatesh	Assistant Professor Department of S&H	Department Coordinator
5	Dr. G. Charulatha	Associate Professor Department of ECE	Department Coordinator
6	Ms. S.L. Sreedevi	Assistant Professor Department of EEE	Department Coordinator
7	Mr. A. Vijayanarayanan	Assistant Professor Department of CSE	Department Coordinator
8	Ms. C. Lavanya	Assistant Professor Department of Civil	Department Coordinator

  
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**ACADEMIC YEAR 2023 - 24**

**MEMBERS OF WOMEN EMPOWERMENT CELL**


S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. V. Priya	Professor Department of CSE	Chairperson
2	Ms. K. Varalakshmi	Assistant Professor Department of CSE	Coordinator
3	Ms. E. Ezhilarasi	Assistant Professor Department of Civil	Faculty Member
4	Ms. D. Vidhya	Assistant Professor Department of CSE	Faculty Member
5	Ms. B. Pandyselvi	Assistant Professor Department of EEE	Faculty Member
6	Ms. S. Shobana	Assistant Professor Department of ECE	Faculty Member
7	Ms. V. Jeeva	Assistant Professor Department of S&H	Faculty Member
8	Ms. D. Vidhya Lakshmi	Lab Technician Department of EEE	Non-Teaching Staff Member

  
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**ACADEMIC YEAR 2023 – 24**

**MEMBERS OF EXAMINATION CELL**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chief Superintend
2	Dr. G. Loganathan	Associate Professor Department of Mechanical	Coordinator
3	Mr. P. Dhilip Kumar	Assistant Professor Department of Mechanical	Department Coordinator
4	Dr. S. Leela	Professor Department of EEE	Department Coordinator
5	Dr. Dinesh Kumar	Associate Professor Department of ECE	Department Coordinator
6	Mr. S.R. Noble Lourdhu Raj	Assistant Professor Department of AIDS	Department Coordinator
7	Mr. G. Vignesh	Assistant Professor Department of Civil	Department Coordinator
8	Mr. Karthikeyan	Assistant Professor Department of CSE	Department Coordinator
9	Mr. Pugazh Gowrishankar	Assistant Professor Department of S&H	Department Coordinator

  
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**ACADEMIC YEAR 2023 - 24**

**MEMBERS OF PLACEMENT CELL**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Mr. B. Vikranth	Head of Corporate Relations	Head Coordinator
2	Mr. S.S. Vasantharaja	Assistant Professor Department of CSE	Department Coordinator
3	Ms. J. Jayaprabha	Assistant Professor Department of CSE	Department Coordinator
4	Dr. P. Santhosh	Associate Professor Department of EEE	Department Coordinator
5	Mr. V. Narasimman	Associate Professor Department of ECE	Department Coordinator
6	Ms. C. Lavanya	Assistant Professor Department of Civil	Department Coordinator
7	Mr. M. Vignesh Kumar	Assistant Professor Department of Mechanical	Department Coordinator

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ACADEMIC YEAR 2023 – 24

**MEMBERS OF CENTRE FOR TRAINING AND  
EMPLOYABILITY ENHANCEMENT (CTEE)**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Mr. V. Dharmaprakash	Head of CTEE	Head Coordinator
2	Ms. J. Aruna Jasmine	Assistant Professor Department of CSE	Department Coordinator
3	Dr. S. Kandasamy	Associate Professor Department of Civil	Department Coordinator
4	Mr. Gokul Surendra Kumar	Assistant Professor Department of ECE	Department Coordinator
5	Ms. B. Dhivya	Assistant Professor Department of EEE	Department Coordinator
6	Dr. Kanimozhi	Associate Professor Department of AIDS	Department Coordinator
7	Mr. V. Sounthararasu	Assistant Professor Department of Mechanical	Department Coordinator

  
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ACADEMIC YEAR 2023 - 24

**MEMBERS OF CENTRE FOR HIGHER STUDIES**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Mr. G. Naga Subramanian	Assistant Professor Department of Civil	Head Coordinator
2	Ms. A. Arul Sandana Rani <i>Vasanthan</i>	Assistant Professor Department of CSE	Department Coordinator
3	Ms. R. Savithiri	Assistant Professor Department of AIDS	Department Coordinator
4	Ms. P. Aileen Sonia dhas	Assistant Professor Department of EEE	Department Coordinator
5	Ms. S. Mahalakshmi	Assistant Professor Department of ECE	Department Coordinator
6	Mr. P. Prabakaran	Assistant Professor Department of Mechanical	Department Coordinator

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**MEMBERS OF CENTRE FOR RESEARCH AND DEVELOPMENT**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. M. Ramkumar Prabhu	Professor Department of ECE	Head Coordinator
2	Dr. P. Selvaraj	Professor Department of Mechanical	Department Coordinator
3	Dr. S. Karpaga Selvi	Professor Department of CSE	Department Coordinator
4	Dr. P. Sampath	Assistant Professor Department of Civil	Department Coordinator
5	Dr. S. Ambareesh	Associate Professor Department of CSE	Department Coordinator
6	Dr. P. Yamunaa	Associate Professor Department of EEE	Department Coordinator
7	Dr. M. Durairaj	Associate Professor Department of ECE	Department Coordinator

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**ACADEMIC YEAR 2023 – 24**

**MEMBERS OF SPORTS AND CULTURAL COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Mr. Anilkumar	Assistant Professor Department of Mechanical	Sports Coordinator
2	Ms. K. Varalakshmi	Assistant Professor Department of CSE	Cultural Coordinator
3	Mr. T. Asirvatham	Physical Education Director	Sports Coordinator
4	Ms. J. Jenoraji	Assistant Physical Education Director	Sports Coordinator
5	Ms. S. Priya	Assistant Professor Department of ECE	Faculty Member
6	Ms. B. Dhivya	Assistant Professor Department of EEE	Faculty Member
7	Ms. E. Ezhilarasi	Assistant Professor Department of Civil	Faculty Member
8	Dr. G. Loganathan	Assistant Professor Department of Mechanical	Faculty Member
9	Ms. M. Lakshmi Priya	Assistant Professor Department of S&H	Faculty Member

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**ACADEMIC YEAR 2023 - 24**

**MEMBERS OF INDUSTRY INSTITUTE INTERACTION CELL**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chairperson
2	Mr. B. Magesh	Vice Principal	Vice Chairperson
3	Dr. V. Abhilash	Assistant Professor Department of Mechanical	Department Coordinator
4	Dr. T. Saravanan	Associate Professor Department of CSE	Department Coordinator
5	Mr. A. Antony Charles	Assistant Professor Department of EEE	Department Coordinator
6	Dr. S. Kandasamy	Associate Professor Department of Civil	Department Coordinator
7	Mr. B. Balaji	Assistant Professor Department of ECE	Department Coordinator

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**ACADEMIC YEAR 2023 – 24**

**MEMBERS OF ADMISSION COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chairman
2	Mr. B. Magesh	Vice Principal	Admission Head
3	Ms. K.S. Thirupurasundari	Admission Officer	Member
4	Ms. N. Thangam	Assistant Professor Department of Civil	Member
5	Mr. D. Manoj Kumar	Assistant Professor Department of Civil	Member
6	Mr. L. Saravanan	Assistant Professor Department of ECE	Member
7	Mr. S.S. Vasantharaja	Assistant Professor Department of CSE	Member
8	Mr. S. Srinivasan	Assistant Professor Department of EEE	Member
9	Mr. U.M Anandhan	Assistant Professor Department of Mechanical	Member
10	Ms. M. Vishalini	Assistant Professor Department of S&H	Member

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ACADEMIC YEAR 2023 – 24

**MEMBERS OF ALUMNI ASSOCIATION COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chairperson
2	Mr. B. Magesh	Vice Principal	Vice Chairperson
3	Mr. R. Tamilamuthan	Assistant Professor Department of EEE	Department Coordinator
4	Ms. A. Arul Sandana Rani	Assistant Professor Department of CSE	Department Coordinator
5	Ms. J. Jayaprabha	Assistant Professor Department of CSE	Department Coordinator
6	Dr. M. Durairaj	Assistant Professor Department of ECE	Department Coordinator
7	Mr. P. Dhilip Kumar	Assistant Professor Department of Mechanical	Department Coordinator
8	Ms. N. Thangam	Assistant Professor Department of Civil	Department Coordinator

  
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**ACADEMIC YEAR 2023 – 24****MEMBERS OF DISCIPLINE COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. R. Palson Kennedy	Principal	Chairperson
2	Mr. B. Magesh	Vice Principal	Vice Chairperson
3	Dr. T.N. Balaji	HOD - S&H	Member
4	Mr. D. Manoj Kumar	Assistant Professor - Civil	Member
5	Mr. A. Vijayanarayanan	Assistant Professor - CSE	Member
6	Mr. R. Tamilamuthan	Assistant Professor - EEE	Member
7	Mr. L. Saravanan	Assistant Professor - ECE	Member
8	Mr. P. Dhilip Kumar	Assistant Professor - Mech	Member
9	Mr. S.R. Noble Lourdhu Raj	Assistant Professor - AIDS	Member
10	Mr. K. Kannadasan	Assistant Professor - ECE	Member
11	Ms. G. Ruby	Assistant Professor - S&H	Member
12	Mr. Mohamed Sajeeth	Assistant Professor - S&H	Member
13	Ms. M. Renuka	Assistant Professor - CSE	Member
14	Mr. Rajagopalan	Lab Technician - Mech	Member
15	Ms. S. Malarvizhi	Lab Technician - EEE	Member

  
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ACADEMIC YEAR 2023 - 24

**MEMBERS OF LIBRARY COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION	POSITION
1	Ms. S. L. Sreedevi	Assistant Professor Department of EEE	Coordinator
2	Mr. U.M. Anandhan	Assistant Professor Department of Mechanical	Department Coordinator
3	Ms. N. Premavathy	Assistant Professor Department of CSE	Department Coordinator
4	Mr. G. Vignesh	Assistant Professor Department of Civil	Department Coordinator
5	Ms. B. Dhivya	Assistant Professor Department of EEE	Department Coordinator
6	Mr. V. Narasimman	Assistant Professor Department of ECE	Department Coordinator
7	Ms. V. Jeeva	Assistant Professor Department of S&H	Department Coordinator

**Dr. R. PALSON KENNEDY, M.E., Ph.D.,**

**PRINCIPAL**

**PERI INSTITUTE OF TECHNOLOGY**  
Mannivakkam, Chennai - 600 048.



**ACADEMIC YEAR 2023 - 24**

**MEMBERS OF IT COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION
1	Mr. P. Mohan	Project Manager
2	Mr. P. Raj Kumar	Software Team Leader
3	Mr. R. Mohan	Senior Program Analyst
4	Mr. M. Muthurasu	Senior System Administrator
5	Mr. T. Dhayanathi	Creative Team Head
6	Mr. P. Abilash	Senior Web Designer
7	Mr. A. Sathish	Quality Analyst
8	Mr. M. Raj Mohan	Quality Analyst

**Dr. R. PALSON KENNEDY, M.E., Ph.D.,**  
**PRINCIPAL**


PERI INSTITUTE OF TECHNOLOGY  
Mannivakkam, Chennai - 600 048.



**ACADEMIC YEAR 2023 - 24**

**MEMBERS OF  
MAINTENANCE, HOSTEL AND TRANSPORT COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION
1	Mr. D. Johny Raj	Transport Manager
2	Mr. S. Muthu Baskar	Additional Transport Incharge
3	Mr. E. Anandh	Boys Hostel Warden
4	Mr. T. Asirvatham	Additional Boys Hostel Warden
5	Ms. C. Lavanya	Girls Hostel Warden
6	Ms. R. Jayasree	Additional Girls Hostel Warden
7	Mr. M. Anbazhan	Site Engineer
8	Mr. S. Kamaraj	Site Supervisor
9	Mr. G. Padmanabhan	Maintenance Supervisor
10	Mr. S. Maideen Shaik Abdulla	Supervisor
11	Mr. K. Bharath Kumar	Electrician
12	Mr. S. Giridharan	Electrician
13	Ms. S. Ramadevi	Janitor Supervisor
14	Mr. C. Anandha Selvam	Plumber

  
**Dr. R. PALSON KENNEDY, M.E., Ph.D.,**  
PRINCIPAL

PERI INSTITUTE OF TECHNOLOGY  
Mannivakkam, Chennai - 600 048.

**ACADEMIC YEAR 2023 – 24**

**MEMBERS OF FINANCE COMMITTEE**

S.No.	COMMITTEE MEMBER	DESIGNATION
1	Mr. N. Karthick	Accounts Manager
2	Mr. D. Prabakaran	Accounts Manager
3	Mr. J. Balachandran	Accounts Executive
4	Mr. S. Saravanan	Accounts Executive
5	Mr. K. Thirumurugan	Accounts Executive
6	Ms. K. Dency	Accounts Executive
7	Ms. S. Priyanka	Accounts Executive



# INSTITUTION POLICIES, SERVICE RULES AND PROCEDURES



# EMPLOYEE HANDBOOK

2023

HUMAN RESOURCE  
POLICIES

ROLES AND  
RESPONSIBILITIES

## **PREFACE**

In the pursuit of excellence and commitment to fostering a conducive work environment, this Employee Handbook for faculty members and staff serves as a comprehensive guide outlining the principles, policies and practices that govern the functioning of PERI Institute of Technology. As we strive for excellence in all aspects of our operations, our employees play a vital role in achieving this goal. As employees of the PERI Institute of Technology, each of us play a pivotal role in upholding the standards of academic rigor, integrity and professionalism within the organization.

This handbook serves as a roadmap, providing clarity and guidance on the expectations and standards we uphold. By adhering to these policies, we aim to create a workplace where employees feel valued, respected, and empowered to contribute their best efforts. It is designed to provide you with the necessary information to understand our rights, roles and responsibilities, protocols and privileges as a member of our workforce. It encapsulates the collective ethos, guidelines, and expectations that underpin our institution's functioning.

As an integral part of our team, it is essential that you familiarize yourself with the content of this handbook and adhere to its guidelines. So we encourage you to take the time to review this handbook thoroughly and reach out to your supervisor or the Human Resources department if you have any questions or require clarification on any of the content. As you familiarize yourself with the contents of this handbook, we encourage you to approach your role with dedication, enthusiasm, and a commitment to excellence.

It is also the earnest hope of the management that every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost-effective quality technical education of an exceptionally high standard, for molding the personalities of future engineers.

**PRINCIPAL – PERIIT**

*[Handwritten Signature]*  
P. B. RAJESH KUMAR, M.E., M.D.,  
Principal  
PERI INSTITUTE OF TECHNOLOGY  
Chennai - 600 092

## DEFINITION OF TERMS

### 1. College

College means “PERI Institute of Technology”, Chennai established in 2010. PERI Institute of Technology will be herein after referred as “College”, “Institution”, “Institute”, “PERI IT”.

### 2. Trust

Trust means PERI Educational and Charitable Trust, started in 2007 and managing the college.

### 3. Chairman

Chairman means Founder and Chairman of PERI Education and PERI Institute of Technology, Honorable Mr. Saravanan Periasamy, President and CEO, PERI Software Solutions Inc.

### 4. Chief Operating Officer

Chief Operating Officer will be herein after referred as “COO” means Chief Operating Officer of PERI Education, Respected Mr. Sasi Veerarajan.

### 5. Management

Management means the members of the Management of PERI Institute of Technology, viz., Managing Director, Chairman, COO, and person(s) vested with the authority to enforce rules and regulations in the college.

### 6. University

University means the Affiliating Anna University, Chennai

### 7. Principal

Principal means Principal of PERI Institute of Technology, Chennai and will be herein after referred as “Head of the Institution”, “Principal”.

### 8. Vice Principal

Vice Principal means Vice Principal of PERI Institute of Technology, Chennai.

*Saravanan Periasamy*  
Dr. D. RAJAGOPALAN, M.E., Ph.D.,  
Principal  
PERI INSTITUTE OF TECHNOLOGY, CHENNAI



## **9. Head of the Department**

Head of the Department means Head of the Departments in PERI Institute of Technology, Chennai, and will be herein after referred as "HOD".

## **10. Employee**

Employee includes all the employees of PERI IT, without exception performing whatsoever function assigned to him/her and whether such employment is permanent/contractual/probationary/temporary/adjunct/visiting/part-time/substitute/trainee.

## **11. Teaching faculty**


Teaching faculty includes Principal, Vice Principal, Heads of departments, Professors, Associate Professors, Assistant Professors.

## **12. Non-Teaching staff**

Non-Teaching staff means those categories of staff who are not categorized under the teaching faculty.

## **13. Campus**

Campus means the entire campus of PERI Institute of Technology, which includes departments, laboratories, classrooms, faculty rooms, hostel buildings, canteen, grounds, stores and such other areas and precincts attached to PERI IT.

  
Dr. R. BALSON KENNEDY, M.E., Ph.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
Chennai - 600 043.

## ABOUT THE INSTITUTION

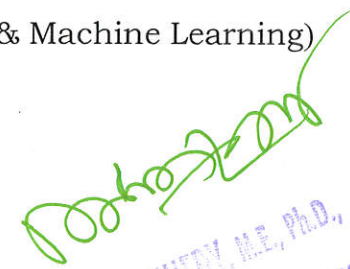
PERI Educational and Charitable Trust was founded in 2007. The vision of the trust is to develop a world class nodal centre of education where academics, communication, comprehension, visualization, practical application and leadership skills are imparted through encouraging research, training and development in technical and non-technical areas. As part of its vision, the trust established PERI Institute of Technology in 2010. PERI IT is the brainchild of Mr. Saravanan Periasamy, the Founder & CEO of PERI Software Solutions Inc., a leading multinational IT Consulting and Services Company based in USA and the Chairman of the PERI Institute of Technology. The Institute is located in a sprawling area of 15.56 acres replete with smart classrooms, well equipped laboratories, transport, cafeteria and a vast central library. PERI IT currently offers 10 under graduate programmes and 4 post graduate programmes in the streams of engineering and technology.

### U.G. Programmes:

- B.E. Civil Engineering
- B.E. Computer Science and Engineering
- B.E. Electrical and Electronics Engineering
- B.E. Electronics and Communication Engineering
- B.E. Mechanical Engineering
- B.Tech. Artificial Intelligence and Data Science
- B.Tech. Computer Science and Business Systems
- B.Tech. Information Technology
- B.Tech. Computer Science (Artificial Intelligence & Machine Learning)
- B.Tech. Computer Science (Cyber Security)

### P.G. Programmes:

- M.E. Applied Electronics
- M.E. Communication Systems
- M.E. Computer Science and Engineering
- M.E. Power Electronics Drives

  
D. S. SARAVANAN KENNEDY, M.E., Ph.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
Chennai - 600 042



## **VISION THE INSTITUTION**

To be an internationally recognized seat of higher learning in Engineering, Technology and Science in future. It also visualizes being a research incubator for academicians, industrialists and researchers from across the country /world.

## **MISSION THE INSTITUTION**

- It strives to provide quality Technical education at affordable cost.
- Providing state-of-the art infrastructure facilities to achieve excellence in Teaching-Learning, Research and Development.
- Aligning with leading industries to create competent engineers through internships and placement focused training.
- Create an environment which is conducive to learn skills which will solve pressing issues along with foundation in moral values and ethics.

## **OBJECTIVES THE INSTITUTION**

- To provide a holistic education by emphasizing outcome, project based education which produces competent and innovative Engineers.
- To facilitate industrial readiness, which comprises industry internships and on campus practical sessions.
- To create conducive environment that promotes research and development in various engineering fields.
- To foster an entrepreneurial culture among students, providing them the opportunity to inculcate their ideas access to college.
- To promote inclusive education by providing equitable opportunities and access to education to students from different backgrounds and demographics.



## HUMAN RESOURCE DEPARTMENT QUALITY POLICY

- To develop sound human resource policies and procedures that balance the needs of employees and the needs of the institution.
- To provide quality human resources (Teaching, Non-Teaching, Supporting staff) to the Institution based on the requirement.
- To identify and recruit highly competent professionals with passion for teaching, research, consultancy and also suitable personnel with skills for providing support in all the academic and administrative functions.
- To follow an effective selection process for the recruitment of Teaching and Non-Teaching faculty members.
- To provide staff welfare programs and create a progressive environment in the Institution.
- To enrich all the staff members by providing training in order to improve skills required for individual and institutional development.
- To monitor the staff performance for recognizing the contribution and achievements of faculty members.
- To recognize the service of the staff members and to motivate them through incentives, awards, promotion and increment.

*Roshini*  
D. D. PALSCA KENNEDY, M.E., M.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
K. Annamalai, Chennai - 600 043.

## « CONDUCT RULES »

Every employee of the institution shall:

1. Dedicate his/her whole working time to the service of the institution and shall not engage directly or indirectly in any trade or business in the institution or in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties in the institution.
2. Abide by and comply with the rules and regulations of the institution and all orders and directions of the Management, Principal, Vice Principal, Academic and Administrative heads and all superior authorities.
3. Maintain absolute integrity to duty and shall do nothing against the dignity and reputation of the institution.
4. Maintain professionalism and utmost courtesy in his/her relationship with all faculty members, staff, students, parents and visitors to the institution.
5. Maintain strictest secrecy and shall not reveal any information of confidential nature related to the institution, directly or indirectly to any person in or outside the institution.
6. Not misuse the amenities available in the institution or provided individually for the discharge of his/her official duties.
7. Uphold high ethical standards and avoid engaging in any behavior that may be considered unethical and affect the reputation of the institution.
8. Carry out duties and responsibilities assigned to his/her post and shall also carry out any other duties assigned by superior authorities from time to time.
9. Behave in accordance with the ideals of national integration in terms of respect to all employees and students without any discrimination whatsoever of gender, caste, creed, community, etc.



## « GENERAL INSTRUCTIONS »

1. All correspondence addressed to an employee or by him/her or by the institution and other such copies of correspondence, all vouchers, books including all notebooks containing all lecture materials or records or all other papers and document of any nature whatsoever, relating to the affairs of the institution which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the institution and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services for any reason whatsoever deliver up the same to the institution on demand and without claiming any lieu thereon.
2. Institution mail, whatsapp groups and other social media should be used with utmost discretion. Do not share any unofficial content to staff, students and parents.
3. Utilize the resources of the institution effectively with proper care only for official purposes.

## « DRESS CODE »

### **Male Staff**

- Formal Pant and Formal Shirt tucked in
- Clean shave, proper hair and Formal shoes
- White Shirt on Professional day (Every Wednesday)

### **Female Staff**

- Well dressed in Saree
- Chudidhar is not allowed.


The dress code may be relaxed on special occasions and celebrations, in accordance to the circulars released for the same.

All employees must wear ID card at all times inside the institution premises.

*[Handwritten signature]*  
Dr. R. R. VENKATACHARI, M.E., Ph.D.,  
PERI INSTITUTE OF TECHNOLOGY  
Chennai - 600 048.



# ATTENDANCE AND LEAVE POLICY

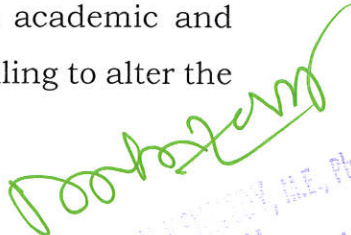
  
PERI INSTITUTE OF TECHNOLOGY, A.E., Ph.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
Lumberton, Channel - 600 048





## « LEAVE POLICY »

1. The Leave year shall be from January to December.
2. The Leave shall not be claimed as a matter of right and need to be claimed for approval. It would, however, generally be granted unless the exigencies of service is required. It may be refused or revoked by the authority empowered to grant it.
3. Any employee shall not normally absent himself/herself from their duties without prior permission of the authority empowered to grant it.
4. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when any work assigned is not completed, unless claimed in emergencies.
5. Under exceptional/unforeseen circumstances, if unable to report to work it must be informed before 9.00 a.m., to the respective authority who is empowered to give permission. Leave information will not be accepted after 9.00 a.m. and such absence will be treated as unauthorized.
6. Leave application must be submitted on prescribed form well in advance of availing the leave. In case emergency leave, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents.
7. Leave application will be accounted only if it has been sanctioned. Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without being sanctioned will be treated as unauthorized.
8. Proper alternate arrangements must be made for all the academic and additional responsibilities on the day(s) of availing leave. Failing to alter the duties will lead to cancellation of the approved leave.

  
Dr. P. S. Srinivasan, M.E., Ph.D.,  
Principal  
PERI INSTITUTE OF TECHNOLOGY  
P. O. Chinnai, Chennai - 600 042



The employees are entitled for the following types of leave:

- (a) Casual Leave
- (b) Compensatory Leave
- (c) Medical Leave
- (d) Vacation Leave
- (e) Maternity Leave
- (f) Special Leave
- (g) Leave on Loss of Pay
- (h) Permission/Late Attendance
- (i) Duty Leave/On-Duty

**(a) Casual Leave**

1. Casual Leave is not a privilege. Getting prior approval from the authority empowered to grant it is essential.
2. Employees are eligible for maximum of 12 days of paid Casual Leave (CL) in a leave year. (i.e. one day CL on completion of one month of service).
3. In case, an employee joining duty during the course of the year, such leave will be granted in proportion to the number of complete months of service in the joined calendar year. Casual Leave is authorized to a staff only after one month of service from the date of joining.
4. Casual Leave may be availed at a minimum of half day and maximum of two days in a month (Salary period: 1<sup>st</sup> to 30<sup>th</sup> /31<sup>st</sup>).
5. Casual Leave can normally be availed only with prior approval. Leave application should be submitted one day in advance (for 1 or 2 days CL) / on the day of availing leave (for half day CL) with proper alterations.
6. Casual Leave will not be carried forward to next leave year and will lapse at the end of the leave year (December).
7. Both suffix and prefix to weekends or other holidays cannot be availed as Casual leave; either one of the two can be availed. If not the intervening holidays during the leave period will also be accounted as casual leave.

*[Handwritten signature]*  
PERI INSTITUTE OF TECHNOLOGY  
Chennai - 600 043.

**(b) Compensatory Leave**

1. Compensatory Leave shall be sanctioned when an employee is required to work extra hours or on official holiday(s).
2. Compensatory leave has to be availed within two months and cannot be accumulated. Compensatory leave cannot be combined with Casual leave or any other leave.
3. Compensation shall not be provided for the duty performed in connection with the AICTE, Anna University, NBA and NAAC.
4. Compensation shall not be provided for any work for which honorarium is received by the staff and matters in which the participation of the staff members is official and inevitable.
5. Compensatory leave cannot be claimed for work on holidays or outside office hours to complete the work left undone due to negligence or delay in completing the assigned work in prescribed time.
6. Prior approval regarding the eligibility of availing Compensatory leave have to be obtained from the authority empowered to grant it.

**(c) Medical Leave**

1. Employees are eligible for three days Medical leave in a Leave Year.
2. Medical leave can be applied by an employee for treatment or under hospitalization of serious complaints. The approval for medical leave will be decided by the management on the merit of individual case.
3. Medical leave can be availed only after completion of one year of service.
4. Employees availing Medical leave should produce Medical Certificate/ Discharge certificate from a Registered Medical Practitioner on the day of resuming duty.
5. Sundays and holidays can be prefixed or suffixed to medical leave, however intervening holidays will be counted along with medical leave.

**(d) Vacation Leave**

1. Employees who have served atleast two semesters completely are eligible for availing full vacation leave. Employees who have completed one semester are eligible for partial vacation leave. Employees who have not completed one semester are not eligible for availing vacation leave.
2. The number of days of vacation leave shall be availed as per the circular issued in this regard, indicating the slots with terms and conditions. Vacation leave can be availed only during period mentioned in the circular.
3. The number of days of vacation leave includes all the intervening declared holidays, including that of the Institution, and also Sundays.
4. The vacation shall start on any day of the week, but the last day of the vacation shall not fall before a holiday, and must report to duty on the next day of completion of vacation.
5. Vacation leave may be availed either in one spell or in two spells at the discretion of the approving authority.
6. Any duty assigned by the Affiliating University including Invigilation duty, Squad duty, External Examiner duty, Valuation duty, etc., during the vacation period shall be treated as part of Vacation Leave.
7. The Institution has the right to prevent any staff member from availing a portion or whole of the vacation if his / her services are considered essential during that period.
8. Staff members who are getting relieved from the institution are not authorized to avail vacation, during the notice period.
9. During the vacation period the employees must respond to communications and have to report to campus at essential situations for duties assigned by the department/ institution.

*[Handwritten Signature]*  
P. S. PRADEEP KENNEDY, A.E., Ph.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
Kannur, Kerala - 690 040.

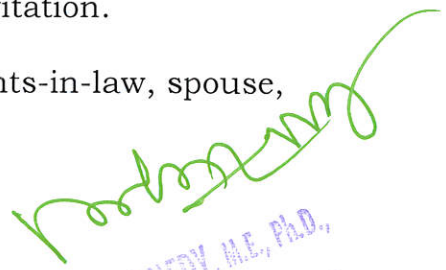


**(e) Maternity Leave**

1. Permanent women employees having minimum two years of service at the institution are eligible for availing maternity leave.
2. Maternity leave can be availed for a period of three months, with salary compensation. This leave is extendable for a period of additional two months, which will be treated as Leave on Loss of Pay (LLP). If the faculty has completed a minimum of five years of satisfactory service, then they are eligible for Maternity leave of six months.
3. The employee should give an undertaking that she will work for minimum two years after rejoining duty.
4. During the period of maternity leave they are eligible for half of the salary and allowances. The remaining half of the salary for the leave period shall be paid after the employee rejoins for duty.
5. The employee must forego the succeeding vacation after rejoining from the maternity leave.
6. Application for Maternity leave should be submitted well in advance along with a medical certificate from a registered Gynecologist stating the date of delivery.

**(f) Special Leave**

1. Permanent employees having minimum one year of service at the institution are eligible for availing Special leave.
2. Marriage leave can be availed for 7 days. Application for Marriage leave should be submitted well in advance along with an invitation.
3. Leave for bereavement in the family viz. parents, parents-in-law, spouse, siblings, children can be availed for 7 days.

  
D. A. DALSON KENNEDY, M.E., Ph.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
K. J. Somaiya Road, Chembur - 400 048.

**(g) Leave on Loss of Pay**

1. Absence without prior permission and without making alternative arrangement for classes and other duties will be treated as Loss of Pay.
2. Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay.
3. Under unavoidable or emergency circumstances, if any employee has to avail leave in excess of authorization, he/she may be granted, leave on loss of pay at the discretion of the management subject to exigencies of service.
4. Leave on Loss of Pay more than 7 days at a stretch, will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such leave is provided.

**(h) Permission/Late Attendance**

1. Permission either for late coming at the beginning of forenoon session (8.30 am to 9.30 am) or early going at the end of afternoon session (2.40 pm to 3.40 pm) is granted only for one hour.
2. Either two permission or two late attendance are allowed in one month.
3. The permission shall not be granted as a matter of routine, it can be availed only in essential situations.
4. Late attendance for more than one hour in a day will be treated as half a day casual leave. Late attendance for more than two days in a month will be treated as half a day casual leave. If casual leave is not in credit, it shall be treated as half a day loss of pay.
5. Permission has to be availed only after proper intimation to the concerned approving authority. Form for permission has to be submitted duly with the signature of all the authorities after coming late or before going early.

**(i) Duty Leave/On-Duty**

On Duty (OD) will be granted when staff members are required to go out on official duties of the institution as listed below:

1. Duties related to University examination like Invigilation duty, Squad duty, External Examiner duty, Assistant Examiner duty, Chief Examiner duty, AUR duty, Valuation duty.
2. To attend Conferences, Faculty Development Programs, Workshops, Seminars and other technical enhancement programs.
3. Any duties assigned by the department or institution related to academic, administrative and admission activities.

The institution has the right to cancel the sanctioned on-duty, and demand for reporting to campus for any emergency work.

(Sample Leave/Permission form)

<b><u>PERI EDUCATION</u></b>					
<b>PERI INSTITUTE OF TECHNOLOGY</b>					
<b>Name of Faculty:</b> <b>Department:</b> <b>Reason:</b> <b>No. of Days required:</b> <b>Late coming / Early going</b>				<b>CL / OD / Permission</b> <b>Designation:</b> <b>Before / After Leave</b> <b>From: To:</b> <b>From: To:</b>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Date:</b>   <b>ID No.:</b> </div>					
S.No	Date	Year / Class	Period	Alternate Staff Name	Alter Staff Signature
<div style="display: flex; justify-content: space-around;"> <span>Staff</span> <span>HOD</span> <span>Vice Principal</span> <span>Principal</span> </div>					



# RECRUITMENT AND RELIEVING POLICY



Dr. R. RAJESH KUNTHY, M.B.A.  
DIRECTOR  
PERI INSTITUTE OF TECHNOLOGY  
Muthuvalluram, Chennai - 600 042.

## « RECRUITMENT PROCESS »

### Identification of Vacancy

- The Head of the Department will notify the requirement of teaching faculty and non-teaching staff based on
  - Workload of the upcoming semester
  - Relieving of existing employees
  - Introduction of new courses or increase of intake
- Principal will consolidate the recruitment requirements of various departments and submit for approval by the Governing Council.
- Upon approval by the Governing body, the Principal will send the recruitment details including department, number of vacancies, job position, experience, specific requirements (if any) to the HR department for further processing of recruitment.

### Recruitment Procedure

- Advertisement for recruitment will be made in leading newspapers/online advertising platforms and also in institution website.
- Applications received will be sent to the respective department for preliminary scrutiny and a list of eligible candidates will be prepared.
- The schedule of interview for the eligible candidates will be prepared and communicated to the candidates by the HR department.
- The interview following a standard process will be conducted by a Selection Committee.
- Based on the recommendations made by the Selection Committee, the candidates will be informed of their results.
- The selected candidates will be informed by the HD department for further processes of appointment.

### Constitution of Selection committee

The selection committee with the following members will be formulated for interview:

- Members of the management
- Head of the institution (Principal)
- Vice Principal
- Head of the Department
- Member of Board of Studies of the department
- Member of Governing Council (if available)

### Interview Process

The interview process consists of three stages:

1. Test for competency in teaching
2. Technical interview by panel of experts
3. Personal interview by COO and Chairman

The candidates shall be requested to give a technical presentation on any one topic of their interest for about 10 minutes.

### Counting of Experience

Teaching experience in Universities / Engineering Institutions	100 %
Teaching experience in Polytechnic colleges / Arts and Science Colleges /	50 %
Industrial experience	50 %
Part time / Visiting Employment	25 %

- For the purpose of calculation of experience, documentary evidence such as Experience Certificate, Appointment Order and Relieving Order is mandatory.
- Original copies of these documents have to be produced during interview and a copy of the same have to be submitted for appointment.
- The Principal and HR Department will decide on the actual experience to be taken into account based on the documents submitted.





**Confirmation**

- If the performance and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation.
- Based on the feedback from the competent authority, the confirmation of an employee will be decided by head of the institution and management.

**Resignation**

- Any employee will be relieved only at the end of the academic year after completing all the academic work pertaining to the ongoing semester.
- Normally employees are not allowed to resign during the course of an academic year. Employees can never resign in the middle of a semester.
- If an employee desires to resign, he/she must give letter of resignation in writing to the Principal through proper channel (Head of the Department and Vice Principal).
- The institution reserves the right to accept or reject the resignation of an employee. The resignation letter has to be submitted to the HR Department, only if it is accepted by all the authorities.
- Any employee must give three months' notice, starting from the date of acceptance of resignation. If the notice period is not followed, he/she must pay three months' salary in lieu thereof.
- During the notice period the employee must continue to complete the duties without any deviation till the last working day in the institution.
- An employee may not be permitted to withdraw his/her resignation after it is accepted.
- No leave other than CL will be granted to an employee once notice of resignation is given.

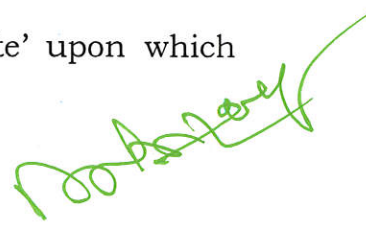
**Termination**

The institution has the power to terminate the services of an employee, for any of the following reasons without any notice period:

- **Poor Performance:** Failure to meet job expectations or poor performance in duties despite repeated warning.
- **Misconduct:** Theft or misuse of institution property, fraud, violence, harassment, discrimination or other forms of serious misconduct.
- **Violation of Policies:** Repeated breaching of college rules, regulations or procedures both academics and administration.
- **Insubordination:** Refusal to follow instructions from superiors and showing negligence in assigned duties.

**« RELIEVING PROCESS »**

- Employee relieving must complete all the academic and other duties assigned during the tenure.
- Employee relieving must submit all the assigned files and documents (both hard copy and soft copy) to the competent authority and upload the same in institution server for verification and approval.
- Employee relieving must submit a 'No Due form' with the approval from all the authorities upon which relieving process will be initiated by the management.
- Employee relieving must submit a 'No Claim Certificate' upon which relieving process will be completed by the management.



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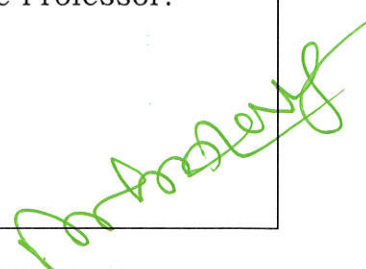
## AICTE NORMS FOR FACULTY RECRUITMENT

### ENGINEERING & TECHNOLOGY

Faculty Appointed on or after 01.03.2019

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
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
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 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.
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 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.

  
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**HUMANITIES AND SCIENCES**

(As per UGC Gazette Notification Dated: 18.07.2018)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.  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.	Experience not mandatory
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
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
	Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.	



**ENGINEERING & TECHNOLOGY**

(As per AICTE Gazette Notification Dated: 13.03.2010)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E./B.Tech. and M.E./M.Tech. in relevant branch with First Class or equivalent either in B.E./B.Tech or M.E./M.Tech.	Experience not mandatory
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline  Post Ph.D. publications and guiding Ph.D. student are highly desirable.	Minimum of 5 years' experience in teaching / research / industry of which 2 years post Ph.D. experience is desirable.
Professor	Qualifications as above that is for the post of Associate Professor, applicable  Post Ph.D. publications and guiding Ph.D. students are highly desirable  In case of research experience, good academic record and books / research paper publications / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor.  or Minimum of 13 years' experience in teaching and/or Research and /or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / patents, etc. as deemed fit by expert members of the Selection committee.



**HUMANITIES AND SCIENCES**

(As per AICTE Gazette Notification Dated: 04.01.2016)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	<p>Master's degree in relevant subject of Humanities &amp; Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University.</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) or SLET or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR or similar tests accredited by the UGC.</p>	Experience not mandatory
Associate Professor	<p>Master's degree in relevant subject of Humanities &amp; Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University and Ph.D. degree in the relevant subject.</p>	<p>A minimum of 6 years of experience in teaching or research at an academic/research position equivalent to that of Assistant Professor</p> <p>and</p> <p>Minimum of 3 publications with good impact factor in International Journal of repute.</p>
Professor	<p>Master's degree in relevant subject of Humanities &amp; Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University and Ph.D. degree in the relevant subject.</p> <p>and</p> <p>Evidence of published work with a minimum of 4 publications with good impact factor in International Journal of repute.</p>	<p>A minimum of 10 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/ industries out of which 5 years should be at the level of Associate Professor including experience of guiding candidates for research at doctoral level.</p> <p>or</p> <p>Minimum of 13 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/ industries.</p>


**NOTE:**

- The incumbent faculty members who are appointed before 01.03.2019 should possess the necessary minimum qualification as per 6th CPC norms of AICTE (ANNEXURE).
- Incumbent Faculty members with basic minimum qualifications as stipulated by the appropriate regulatory authority for the post held before the implementation of 7th CPC norms of AICTE can continue in the same college in the same post. For considering promotions on or after 01.03.2019 and movement to other colleges, the faculty should satisfy the conditions of 7th CPC norms of AICTE.
- Maximum age limit for all the Cadres of Faculty Members / Principal is 65 years.

**NORMS FOR PRINCIPAL**

As per AICTE Gazette Notification Dated: 01.03.2019

- 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.

  
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**AICTE SERVICE CONDITIONS AND PAY SCALE****Constitution of Selection Committee for Faculty Members**

The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:

- 1) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- 2) The Principal/ Director of the College.
- 3) Head of the Department of the concerned subject in the College.
- 4) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
- 5) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
- 6) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.



## Training Requirements for Promotions of Teachers

### For Assistant Professor (Senior Scale):

Completion of following requirements at the level of Assistant Professor:

1. Completed minimum two weeks of relevant Industrial Training / Professional Training.

AND

2. Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

### For Assistant Professor (Selection Grade):

Completion of following requirements at the level of Assistant Professor (Senior Scale)

1. Completed minimum two weeks of relevant Industrial Training / Professional Training.

AND

2. Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

**For Associate Professor:**

Completion of following training requirements at the level of Assistant Professor (Selection Grade)

1. Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

2. Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

**Cadre Structure and Mode of Appointment**

S.No.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Senior Professor	182200	15	Promotion
7	Principal / Director	144200	14	Direct Recruitment