

SRI BHARATHI

ENGINEERING COLLEGE FOR WOMEN



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Kaikkurichi, Pudukkottai-622303

www.sbec.edu.in



HR POLICY HAND BOOK

Sri Bharathi Engineering College for Women

INSTITUTION VISION AND MISSION

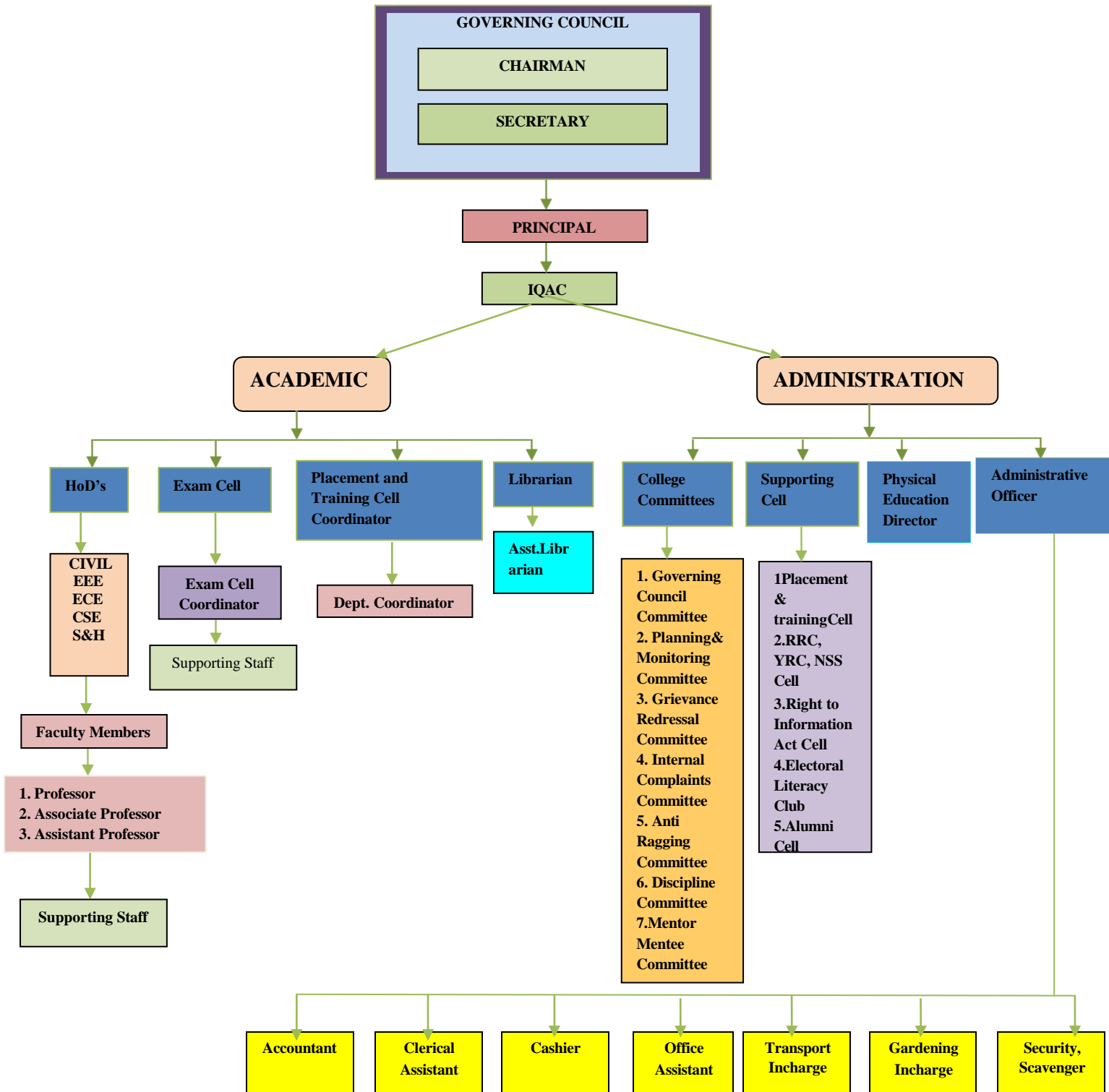
VISION

To Empower Women as Intellectual, Valued Human, Ethical Engineer through Outcome Based Education to serve the society in the right path.

MISSION

- To create conducive atmosphere for Active Teaching - Learning process by adopting Outcome Based Education to turnout an Intellectual Women Engineers.
- To impart value based Education to become Valued Human and professionally groom as Ethical Engineer in the field of Engineering and Allied Areas.
- To inculcate R&D activities in emerging areas of Engineering and Technology to address the day to day issues faced by the society.
- To practice lifelong learning and empowering women students to serve the society as learned person.

ORGANIZATIONAL CHART



SERVICE RULES AND REGULATIONS

- Employees appointed in Sri Bharathi Engineering College for women, must adhere to the rules and regulations laid down by the Board of Governance.
- The college is wholly, administrated by a Trust and its Board of Members reserves, it rights to alter or cancel, any or all of the rules and regulations, temporarily for short/long duration or permanently.
- Qualification for various posts shall always be in accordance with the norms, prescribed by the Anna University, Chennai / AICTE/UGC from time to time.
- Employees appointed shall be on probation for a period of one year and on completion of the probation period there services may be automatically confirmed.
- Employees appointed shall submit all the original certificates of the academic qualifications with the institution, on the date of joining. After verification the certificates will be returned back, with the promise to produce, when required for accreditation, affiliation and whenever necessary if institution decide to do so.
- Every teacher shall complete the syllabus of the course as prescribed by the Anna University.
- Every faculty is normally held responsible for the result of the students taught by him/her.

- Salary payable to any employee is formulated by the Board of Trust/Principal, from time to time.
- Promotion will be made only on the basis of Merit and performance.
- The Board of Trust/Principal has the right to prescribe the mode of access for the performance of the employee, which may include conducting periodical performance test, interview, etc., for granting annual increments and/or promotion.
- Employees are permitted to avail 12 days of casual leave in a calendar year (January - December).
- Casual leave can be combined with Sundays and / or another prescribed holiday.
- All Faculty members who have served for one year and more than that are eligible for 50 days of vacation and On Duty (OD). The total duration of vacation and OD is split in to 2 parts, as 25 days (ODD Semester) and 25 days (Even semester).
- Faculty members can continue their work in college after working hours for academic as well as extracurricular activities as directed by their higher authority.
- No employee shall without the prior permission of the management, publish any book or engage himself / herself habitually in literary or inventive work of any kind and such book / publications do not contain political aspirations, objectionable matter and views against the policies of the Government.

- No Employee shall in the performance of the duties assigned to him / her release or disclose, directly or indirectly, any official documents or any part thereof or information to any other person to whom, he / she is not authorized to communicate such information or document.
- The Management shall also be at liberty to terminate the service of members of the staff by serving one – month notice.
- Any confirmed, employee can get relieved from the services by producing three months of advance notice to the management of his intention to leave the service or on payment of one-month salary.
- Faculty can get relieve from his/her academic duties only at the end of the semester and not permitted to relieve at the middle of the semester.

The above rules are framed for the conduct of the college, shall replace the earlier rules in so far as they are not in consonance with the rules presently framed.

RECRUITMENT PROCEDURE

RECRUITMENT & APPOINTMENT PROCEDURE

The method of recruitment to any service in the teaching cadre is either exclusively by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by authority.

1. Staff selection committee of SBECW will conduct the interview for the selection of staff members.
2. The terms and conditions of the appointment are clearly stated in the Appointment order.

Recruitment Procedure-Principal

Category : Principal
Qualification : As Per AICTE

Mode of Recruitment:

1. Advertising in News paper and Faculty Plus website.
2. Applications received will be scrutinized by a staff selection committee and list of eligible candidates are shortlisted and called for an interview.
3. There will be a selection committee consisting of the following members:
 - a. Chairman/Secretary
 - b. Two/Three External Experts

Recruitment Procedure-Teaching (Common to all Department)

Advertisement will be made in newspaper, Faculty Plus website by indicating the Department and designation. Applications received against the advertisement will be scrutinized department wise and list of eligible candidates will be shortlisted and called for an interview.

The interview will be conducted by selection committee and it consists of following members:

1. Principal
2. One member from Governing Council
3. One External Expert
4. Head of Department Concerned.
5. Senior Faculty from Concern Department

Interview Procedure

The candidates were requested by the committee to give a Technical presentation on any topic of their interest for about 10 minutes, to assess the communication/technical skills and then the personal interview will be conducted to assess their technical knowledge. Based on that the candidates are selected.

Recruitment Procedure-Non Teaching staff

Qualification and Experience

As per AICTE norms

Mode of Recruitment

Advertisements will be made in newspaper and faculty plus by indicating the Posts.

1. Applications received against the advertisement will be scrutinized by the Head of Departments concerned and list of eligible candidates was prepared and forwarded to Principal.
2. All eligible candidates were called for an interview.
3. Selection committee consists of the following members:
 - a. Principal
 - b. HoD concerned Department

PROMOTIONAL PROCEDURE

Screening Committee

A Screening Committee will be constituted with the following members

1. Chairman
2. Secretary
3. Principal
4. HoD Concerned

Selection Procedure for Promotion

The Governing Council will review the performance appraisal, academic performance and other capabilities of each candidate and based on the above factors the committee will prepare a list of candidates recommended for promotion in the order of merit. The approved candidates will be promoted.

CODE OF CONDUCT

(STUDENTS)

CODE OF CONDUCT

- Students are responsible for their conduct to the College/ Authorities/ Principal / HoD. They are prohibited from doing any kind of indisciplinary activity, which may breach or harm the reputation, discipline of the college or violate its normal working, either inside or outside the College premises.
- Students should take proper care of college properties and must not spoil or cause any kind of damage to the college properties. For any damage, occurred, the decided amount will be collected from the guilty. In case the guilty is not traceable, the amount may be charged collectively from the class/college students.
- The areas near classrooms are "Silence Zone" Students are advised not to loiter /make noise in this zone. Furthermore, they should utilize their free time for creative activities or visiting library or computer center.
- Student notice boards carry various kind of information from time to time. Hence, all are advised to observe notice boards regularly. Ignorance of any notice/s will not be accepted as a plea or an excuse for any kind of delay in any matter.
- Students are not permitted to receive or entertain visitors in the College during the college time. In case, such visits are essential, the prior permission of the principal is necessary.
- Students should not use their mobile phones inside college premises. During college hours no student is allowed to enter the hostel or move outside the college campus without taking permission from the Principal through their class coordinator or

HoD/ First year In charge.

- Roaming during college hours will be considered as in-disciplinary activity.
- Dress code is strictly followed in the college failing which the students will be marked absent in regular classes and will not be allowed to attend any kind of practical or examination.
- Mass bunk in any condition is not allowed. In case of such eventuality, all students in the class will be marked absent and the topics to be covered shall not be repeated.
- Residents of girls hostel the timing will be 6:00 pm (during winter) and 7:00 pm (during summer).
- Using any kind of foul language on social networking websites or any public platform which may harm the reputation or discipline of the institutions will be treated as misconduct.
- The student/s shall be liable to disciplinary action for any kind of contravention to the above mentioned rules. The disciplinary action may involve warning, and/or fine and/or suspension from the class, from examination, from the College as such and/or any such action as per the rules of discipline. During the enquiry conducted by the students discipline committee against a student's conduct, the authorities have the right to suspend her from the College.

ATTENDANCE POLICY

- As per the rules and regulations of the Anna university, no student will be allowed to attend sessional / University Examination unless she has secured 75% of the attendance in lectures/labs, tutorials and other academic activities.
- Students securing 100% attendance will be duly honored. For any kind of leave student/s must take permission of the concerned HoD in-charge through their class coordinator.
- All applications for leave on medical ground must be supported by an authentic Medical Certificate and should reach the Principal's Office within a week of student's return. Failing which she will not be considered eligible for such leave. The benefit for the leave/s on medical ground is restricted to 10% of total attendance. For such leaves the class coordinator or HoD/First Year Incharge of the student should be informed earlier.
- While issuing the contact certificates from the college yearly attendance of the student will also be considered.

DISCIPLINE RULES

- In case of suspension of a student by the Principal. She will not be allowed to enter the college campus and participate in any kind of college activity. However, she may be allowed for the examinations with prior permission of the principal. If such student/s is found in the college campus without permission she will be liable for further disciplinary action.
- **Rights and Duties of Newcomers and their Guardians:** A fresher should consider the College community as her family and should maintain cordial relationship with other members of the community particularly with senior students. She, like any other student, enjoys all rights and privileges that are available to any free citizen of this country. It is the duty of the students, therefore, not to obey any order/request, which she feels undignified in complying with, from seniors in the hostel or within the campus. It is the responsibility of the fresher or any other person(s) who is/are aware about such request or order to bring it to the immediate notice of the any member of the Anti-ragging committee (ARC). It should be noted that failing to do so is an offence as per College rules and thus liable to be punished. The confidentiality of such student(s)/guardian(s) will be strictly maintained. The guardian should cooperate with the College authority to seek redressal of the grievances of the fresher's, if any.

- **Rights and Duties of the Old (senior) Students:** It is the duty of the seniors to guide the fresher's properly so that they feel at home. The seniors should remember the days when they had come in similar situation in first year after leaving their parents or the homely environment and set foot in this hitherto unknown campus. It is the modesty, helpfulness, love and cooperation of the seniors that will contribute towards making the newcomers good and responsible members of the college community. Interaction is very crucial between the new and old students to help them know each other and make friends. However, they should note that this can be done only in the presence of the members of the ARC or their representatives.
- In dealing with any kind of breach of discipline, infringement of above mentioned rules and regulations, the Principal may decide to order appropriate penalty including (and/or) apology (verbal and written), fine, temporary suspension from college, rustication from the hostel, or rustication from the college.
- Students are expected to behave in such a manner so as to keep up the name and fame of the Institution and the conduct of each student should be satisfactory.
- Students shall not take part in political activities of any type.
- Students should always ask for permission to the teacher while entering and leaving the class room, when the classes are going on and late coming is not permitted.
- Students are expected to keep the class rooms and the college campus clean and maintain without any dust and dirt.

- Students are not permitted to organize meetings of any type inside and outside the class rooms and within the college premises without getting prior permission from the principal
- Day-scholars are not permitted to enter the Hostel without prior permission from the principal and the warden
- Students involving in any type of malpractice ,giving false information, spreading rumors in connection with the tests and examinations will be severely dealt with and liable to be debarred from the examinations.
- If any student is affected by any other student, classmate or any college mate in any manner which would affect the student either mentally or physically, he/she should immediately report to the Principal through the class coordinator and the HoD for taking appropriate action against the mischief.
- For all practical classes and laboratories, students are strictly advised to wear shoes and laboratory coats. The student without shoes and laboratory coats will not be allowed inside the practical classes and laboratories.

ANTI RAGGING POLICY

Ragging in any form is strictly prohibited both inside and outside the College premises. Any student found indulged in any kind of ragging would be considered as guilty of gross indiscipline and as per the latest decision of the Hon. Supreme Court an FIR will be filed against her and she will be immediately suspended from the college. Anyone found indulged in eve teasing shall also be dealt with the same.

PLACEMENT POLICY

To provide better opportunities and an outstanding launch pad to the students a placement policy has been framed. According to which only those will be considered eligible for Training & Placement who:

1. Have secured minimum 75% of attendance.
2. Have not been involved in any in-disciplinary activity.

Note: It is expected that the students of final year will ensure the above.

FEE POLICY

- Parents/Guardians of the students are advised to deposit their ward's fee in two installments as scheduled below:
 - For odd semesters: 1st to 15th July
 - For even semesters: 1st to 15th January
- In case of voluntary withdrawal after the due date of admission, no Fee will be refunded.
- In case of loss or any kind of damage to the original identity card, a Duplicate identity card can be issued on payment of Rs. 50/- after reporting to the College authorities.

GENERAL RULES

- An Identity Card is issued to each student at the time of admission. Students are advised to carry their identity card in person while entering the college premises.
- In hostels, students must keep their rooms neat, clean and well organized.
- Use of liquor or any allied substances is strictly prohibited in college/hostel premises.
- Chewing in any form is prohibited in college campus.
- Writing/spitting on walls/desks and various other places in the college is strictly prohibited.
- Students are not allowed to keep/carry weapons in the college premises.
- College authorities will not be responsible for loss/damage of any property such as mobile, jewelry etc of the students.
- Suggestion Boxes have been provided on the ground floor near the library and in the administrative block etc., Students are advised to make use of them for empowerment of the institution.
- In case the students go for hiking/tours/picnics organized by Private groups or unofficially on their own, the college will not bear responsibility for any mishap and the students will go at their own risk.
- This is being made clear that the college will assist the students in the process of applying for bank loan. However, such assistance shall not be considered as a guarantee.

- For getting any document or certificate from the college minimum processing time will be forty eight hours. (Subject to the availability).
- To prevent the habit of late coming in classes, the attendance will be taken during first five minutes of commencement of lectures and the latecomers will not be marked present for that lecture.

LIBRARY RULES

- Use of library is open for members only.
- Absolute silence should be maintained in the library.
- Books, journals and project are to be handled with great care, as they are costly and valuable.
- Personal papers and non-library material should be kept outside the library. The library staff will not be responsible for any loss or damage.
- Four books will be issued to each student for a period of 15 days.
- Reference books, Dictionaries are not to be issued.
- The books can be renewed at due date if required. If a book is not returned by the due date, an overdue charge @ Rs. 1.00 per day for fifteen days.
- Students are instructed to check the pages of the books at the time of borrowing from the library counter.
- Books will be issued / returned during the college working hours only.

- Loss of Reader's Ticket should be reported immediately in writing. A fine of Rs. 50/- will be charged for issuing duplicate Reader's Ticket.
- Students are advised not to hide books in the shelves. The students who take out the book from the shelf can keep/put the same on the library table or in at the specified place in the rack.
- Student/s should not tear and deface the date slip otherwise a fine of Rs. 50/- will have to be paid.
- Students should not be present in the library when classes are going on.
- The books are issued for a period of 15 days to the students. In case the 15th days happens to be Sunday/Holiday, the students have to return the books prior to this day, otherwise fine will be applicable.
- Violation of library rules or misconduct by any reader may result in cancellation of membership from the library.

EXAMINATION POLICY

- The students can enter the examination hall and occupy their seats 10 minutes prior to examination.
- Students are required to find their seats and sit according to the arrangement being made by the Examination Cell and displayed on the notice boards.
- Cellular phones/ programmable calculators/ communication devices are strictly prohibited in the examination hall. Only scientific calculator is allowed.

- Students are forbidden from writing anything on question papers except their Register Number.
- Students will not be allowed to leave the examination hall in midterm before the scheduled time.
- During the course of the examination, students have to maintain discipline and obey the instructions of examination superintendent in all examination related matters.
- Security/ staff member/ flying squad/ invigilator can check any student. Any kind of resistance to this will be treated as a case of unfair means.
- Any written material (Chit, writing on calculator, desk, hand etc) will be considered as unfair means. The punishment may be cancellation of examination/ appropriate disciplinary action.
- Students should use only blue/black ink. Any other ink is prohibited.
- Smoking/chewing in any form is prohibited during examination.
- Cycle tests examinations are compulsory for all the students.

Note :- University Examination will be conducted as per Anna University guidelines.

REQUEST TO THE PARENTS/GUARDIANS

- To create good academic atmosphere in the institute the parents/guardians are requested to prevent their wards from taking part in any kind of anti social activity and cooperate with the authorities of the institution for better teaching learning and to maintain the discipline.
- Parents/guardians are requested to participate in Parent Teacher Meetings to be held once or twice in a year.
- It is responsibility of parents/guardians to check monthly progress report of their wards and in case of same is not received contact concerned authority.
- Parents/guardians should keep in touch with the class teacher/mentor of their ward to know about the attendance, performance and progress of the student.
- Parents should inform the college authorities of any change in their mobile number and house address.