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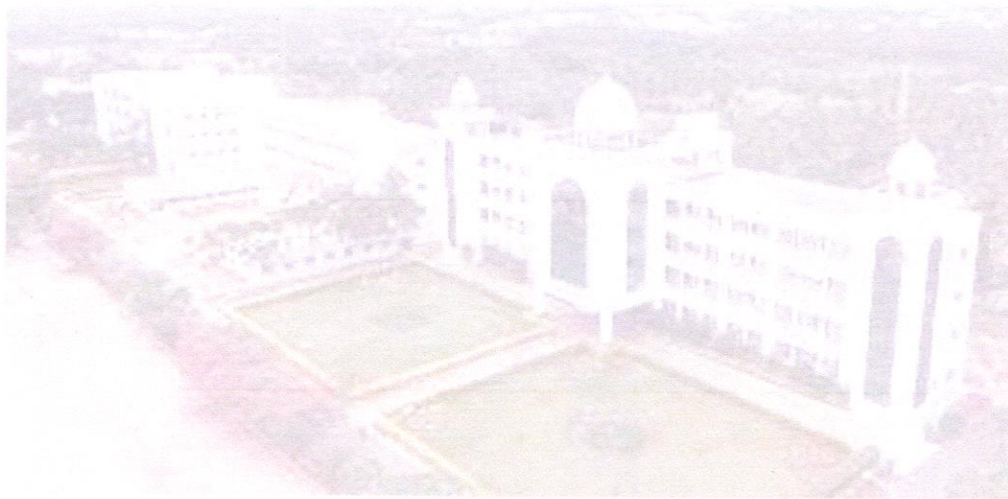
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HR MANUAL

POLICY DOCUMENT





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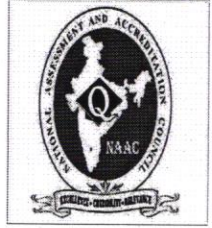
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Name of the policy	HR Manual	Policy Number	U201601
Prepared by	Mr.G.Murali Krishnan	Date of Submission	06-06-2016
Reviewed by	Dr.Amirthagadeswaran, Principal, UIT	Revised Date (if any)	Nil
Approved by	Mr.S.Shanmugam, Chairman, UIT Educational Trust	Date of Approval	08-06-2016
To whom the policy is applicable	Students and Staffs of UIT	Version Number	1

S.No.	Name of the Authority	Designation	Signature
1	Mr.G.Murali Krishnan	Administrative Officer	
2	Dr.Amirthagadeswaran	Principal, UIT	
3	Thiru.S.Shanmugam	Chairman, UIT Educational Trust	



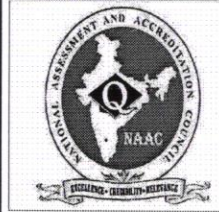
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HR Manual

I. Administrative Setup

Response:

The Institution ensures effective implementation of governance, administrative functions, policy guidelines, service rules for employment at all functional level. The Institution Organogram is framed and described as follows.

- 1. Governing Council (Chairman):** The institution has an effective governing council headed by Chairman in line with the vision and mission of the institution by practicing decentralization and participative management involving Principal, Heads of various Departments, Programme Coordinators and Faculty in-charges with specific roles and responsibilities. The Governing Council regularly meets to assess the performance of the institution and suggests various measures to excel. Regular Governing Council meetings are held, to discuss plans for new courses, additional intake, infrastructural facilities-buildings, labs, transport, Signing MoUs, accreditation, Centers of Excellence, research grants, placement and training activities, recruitment of teaching and non-teaching staff etc.,
- 2. Principal:** The Principal is the head of the institution who acts as a secretary member of the Governing Council. The academic policies, rules and regulations for different programmes offered by the institute are framed and monitored by different committees which are nominated by the Principal.
- 3. Internal Quality Assurance Cell (IQAC):** The IQAC is initiated for planning, directing and observing Quality Assurance and Quality Enhancement exercises of the Institution. The IQAC coordinator monitors the internal quality aspects pertaining to Academic Audit, Examination Process and Online Certification Courses for the welfare of the students within the existing academic and administrative systems under the guidance of Principal.



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The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Board of Management) for the follow up action for necessary quality enhancement measures.



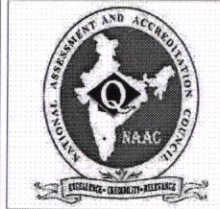
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4. **HoDs:** HoDs are responsible for executing the Academic Plan of the department. They take decisions concerning department affairs. All possible and feasible action plans are discussed in the departmental meetings and all valid suggestions made by the Department Advisory Board (DAB) as well as faculty members are taken into consideration and the same is conveyed to the Principal.
5. **Faculty:** Faculty takes up positions as Course Mentors, Class advisors and Various Programme Coordinators. They are responsible for effective curricular transaction and address the grievances of students, if any.
6. **Administrative Officer:** Administrative Officer maintains office services by organizing office operations and procedures including preparation of payroll, controlling correspondence, designing filing systems, reviewing, approving supply requisitions, assigning and monitoring clerical functions.
7. **Exam Cell coordinator:** Exam Cell coordinator coordinates with Anna University regarding all matters related to the University examinations
8. **Placement officer:** His duty is to conduct placement readiness program that meets the requirements of the recruiters and arrange on and off campus placement drives.
9. **Librarian:** Librarian is responsible for acquisition and provision of library resources like hand book, manuals, back volumes of projects for case study reference along with the prescribed text, Reference books, National and International printed journals which are extensively used by faculty and students for investigative study. He ensures to meet the needs of all users with the help of supporting staff.
10. **Hostel Warden:** Warden is responsible for all hostel related activities and to ensure the students health, hygiene and general welfare regularly.



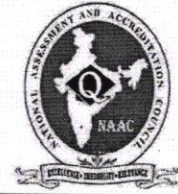
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11. Estate Manager: Estate Manager plays a role to maintain and upkeep the in and around campus college. To supervise all the activities related to estate service and to ensure that the daily routines and maintenance of the facilities are promptly carried out.

12. Physical Education Director: Physical Education Director motivates and coaches the students to take part in national, state level sports activities and competitions .He organizes and conducts inter and intra collegiate sports events.

II. Appointment, Service Rules, Procedures, Recruitment

1. Procedures, recruitment, promotional policies are framed as per the rules and regulations of AICTE and the Anna University.
2. Service rules are approved by the Governing council.
3. Service register for all faculties is maintained in the institution.
4. Career advancement scheme is implemented in accordance with AICTE rules. Faculty members, technical and non technical staff is appointed as per norms.

Recruitment Procedure:

- a. Submission of requirement from the department heads based on the vacancy position as per AICTE norms.
- b. Publishing the vacancy position through various media such as, Advertisement in Newspapers, Notifying in college website, advertising through jobsites like Faculty plus etc.,
- c. After scrutiny of applications, applicants are shortlisted and implied to show up for the personal interview on a specified date and time.
- d. The selection panel comprises the principal, Head of the Department and senior staff members of the department concerned.
- e. Based on Presentation, Communication Skills, Teaching learning methodology and attitude, the faculty will be interviewed.



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- f. The Selection committee submits interview reports with recommendation for appointment to the Management.
- g. Personal interview is conducted by the Management for the prospective candidates and selected candidates will get appointed.

Conditions of Appointment:

- The staff appointed, will be on probation period of two years from the date of their joining.
- The institution makes the offer of employment on the basis of the bonafide statements and facts provided by their application form for employment.
- At the time of employment or during employment, if the institution finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against them.
- During working hours, they shall use all their competing knowledge and abilities to serve the institution faithfully and shall comply with the rules, regulations and procedures which are in effect from time to time and shall entirely devote their time for the growth and betterment of the institution.
- Without the institutions written consent, the staff shall not be in any way directly or indirectly engaged or concerned with any other assignment or employment during or outside their hours of work in the institution.
- During the period of service, the staff member's increment / promotion will solely be based on the appraisals done by the management.
- The staff member will be entitled to leave facilities as per the rules that may be prescribed from time to time.



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Appointment Order and joining Report:

While receiving the appointment order, the candidates selected for the position are expected to sign an joining letter. The selected candidates will submit the joining report at the time of joining duty to the office with principal signature, attached with the following enclosures:

1. Relieving order and Service Certificate from the previous institution, if any
2. DOB Proof/Aadhaar Card Copy / PAN Card Copy / Residential Proof.
3. Educational qualification Original certificates with one set of the photocopies of these certificates.
4. Four copies of passport size color photographs of the candidate.

Service Rules for the Staff

- 1. Conduct:** Faculties shall abide by the standing orders, rules and regulations enforced by UIT from time to time in relation to work timing, discipline, leave, holidays, etc.
- 2. Appraisal:** Faculties promotion/increment will depend upon their efficiency and performance. There will be periodic appraisals to review their performance.
- 3. Leaves and Vacation:** Anyone completing probation will be eligible for benefits such as Medical Leave, Maternity Leave etc. However, they are not a matter of right.
 - a. Vacation: After probation period faculty will be eligible for 7 days of winter vacation and 14 days of summer vacation.
 - b. Casual Leave: Faculties are eligible for 12 days of casual leave per year. Casual leaves can be availed at the rate of one day for each completed month to a maximum of 12 days.
 - c. Maternity Leave: A woman employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Maternity Leave (MTL) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal/Designated Authority .



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- d. Permission: faculties can avail permission of up to 2 hours during any given month (Either a single two-hour permission or two, one hour permissions). Any absence over two hours will be counted towards leave. 2 hours to 4 hours will be counted as half a day leave and over 4 hours as a full day leave. The authority to consider your will solely rest with your HOD/ Principal.

Provisions & Rules Relating To Leave/ Permission

Faculties may kindly refer to the rules governing leaves.

- a. None of the leaves can be carried forward to the subsequent year.
- b. Faculties cannot take leaves on days preceding and succeeding weekend holidays For example, if Sunday is a weekend holiday and if leaves are availed on Saturday and Monday, then, Sunday will also be counted as leave.
- c. If leaves preceding and succeeding weekend holidays are unavoidable, it has to be applied at least one week in advance and should be approved by the authorities.
- d. If any public holiday falls on a weekday and if any leaves are availed on days immediately preceding or succeeding the holiday, then, even the holiday will be counted towards leave.
- e. Any leave should be applied in advance except on emergency or sickness.
- f. Unapproved leaves will not be entertained. Each unapproved leave will be counted as two days' leave without pay .
- g. Casual leaves can be availed only for the months worked and cannot be availed in advance.
- h. A maximum of three days of leave can be taken during the month.



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4. Dual Employment: During Faculties service at UIT, they shall not take up another job with any other institution / organization. They shall also disclose completely any such opportunities or circumstances that may arise during employment with UIT.

5. Representation: Only those authorized by specific power of attorney may represent the college or sign legal documents representing the college.

6. Statement of Facts: Faculties appointment is entirely based on the information furnished in the resume. The college believes that they are true. If the information is found to be false / if there are discrepancies between the credentials given in support and the information furnished, action will be initiated against them, that may include termination and legal action.



7. Confidentiality: As an Employee of UIT, faculties are exposed to lot to information that are confidential in nature. They shall not disclose any information pertaining to Academics, Administration, HR or Strategy with any third party during their employment and for a minimum period of three years from the date of their separation.

8. Retirement: Faculty retirement shall be as per university norms after which, the terms of their continuation would be left to the discretion of the board of directors.

9. Resignation:

Procedures for Relieving:

- Staff members, who wish to be relieved, during the academic year shall be considered only during the end of the academic year or at the discretion of the college management.
- Staff members, who wish to be relieved, have to submit a notification regarding his/her resignation a month before. They will be relieved only at the end of the semester.
- The letter of resignation should be signed, dated and the reason for resignation should be explained, along with the clear detail intending the last day of work. The letter should be submitted to the department head.

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- All resignations should be recommended by the department head, approved by the Principal and the chairman. The approved letter of resignation should be submitted to the Establishment section to get the Salary certificate & Service certificate. During the notice period all forms of leave stands cancelled except for leave with loss of pay.

10. Termination: UIT shall have the right to terminate any faculty without notice or payment of salary in lieu thereof, if:

- A Faculty commits any breach of responsibilities under any rules that are governing employment.
- Faculty is guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of their employment.
- Faculty commits any breach of any terms pertaining to confidentiality.
- If Faculty cause the college / institution any disrepute or be suspected of any personal financial gain derived from any transaction you handled on behalf of the college / institution.



11. Separation: After service is regularized, any separation as in resignation or termination would necessitate a three months' notice .Further, the UIT may at its discretion relieve from such date as it may deem fit even prior to the expiry of the notice period.

III. Roles & Responsibilities of the Employees

Principal: As the head of the institute, Principal should have the vision and leadership ability to ensure the continuous growth of the institute.

Academic:

- To monitor and conduct academic activities of the institute under the guidance of the management and assistance of Head of the Departments.
- To plan and take the necessary actions for improvement for producing better academic results.
- To promote industry institution interaction, research & development activities.

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- To maintain cordial relations with staff members, students, parents and with all those connected to the institution both directly and indirectly.
- To promote the faculty members, the academic activities are monitor through online and they will work from home for the COVID 19 pandemic.

Administration:

- To conduct the periodical meetings of the HoDs & faculty members for effective administration of the institution.
- To make the employee and students aware of the rules, policies and procedures laid down by the institution and see to it that they are enforced.
- To initiate recruitment of teaching and non-teaching staff members as per rules laid down by the institution.
- Approves and ensures the implementation of the department's & Institute academic calendar for Odd and Even Semester.
- To sanction the leave of the faculty members as per the norms.
- To review internal test analysis report and initiates necessary corrective actions.
- Collects grievances through suggestion box periodically and takes action with the necessary approval of top management.
- To monitor the institute website with complete information and to execute any other work assigned by the management.

Finance:

- To recommend allocation of budget for the departments as requested by the Head of Departments to the Governing body.
- To authorize for cash advances for urgent purchases required in the institute.
- To ensure that all financial transactions are conducted as per the norms.



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Promotion of Co-curricular and Extra-curricular and Strategic Activities

- To prepare long term and short term plans (concrete documents) and present to the top management.
- To monitor and promote technical and non-technical, co-curricular and extra-curricular activities like seminars, workshops, cultural and sports events with the assistance of HoD's and staff members.
- To maintain the infrastructure of the institution with the help of concern staff.
- To monitor the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, Anna University, etc.

Head of the Department(HoD)

HoD will be

- Monitoring the proper functioning of the Department as per the education policies formulated by the college.
- Reporting to the Principal daily about the activities carried out and activities in progress in the department.
- Allocating the academic roles and responsibilities equally among the members of faculty.
- Surveilling the effectiveness of teaching and learning process with the help of lesson plan, student's attendance periodically.
- Finalizing the portion for the internal examinations and ensuring the completion of the portion before every examination.
- Directing the faculty members to prepare internal exam question and approve the question paper in prior to the commencement of the exam.
- Directing the faculty members to evaluate the exam papers of their classes before arranging the review meeting.



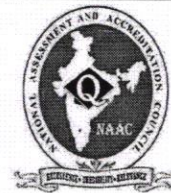
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- Reviewing the performance of the students in the internal examination and making arrangements for remedial coaching class to the slow learners if necessary. High level learning and additional develops will be planned for higher order learners.
- Arranging review meeting with the principal for appraising the performance of all the students in the internal examination.
- Ensuring whether the class advisors concerned have apprised the parents of their children's internal exam performance and fixing date and time for the parents meeting.
- Monitoring the progress of the students and to promote in both co-curricular and extra-curricular activities.
- Ascertaining the overall progress of the faculty members in teaching and learning process and in research activities.
- Initiating Department association activities and club activities through faculty coordinators and motivating the students to take part actively.
- Ensuring the adequacy and proper maintenance of the laboratory equipment periodically.
- Preparing the budget proposal for the department including department lab infrastructure and submitting it to the principal each year.
- Addressing students' grievances and providing proper counseling to the students whenever necessary.
- Ensuring the proper maintenance of all the department files with the help of the faculty in charges.
- Organizing motivational programs and special guest lectures by inviting eminent personalities for the betterment of the students.
- Ensuring the discipline of the faculty members and students by being disciplined.



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Teaching Faculty Members

All members of the faculty need to

- Prepare lecture plan for the subject's assigned using academic calendar and get approval from the Head of the Department.
- Choose appropriate mode of delivery for their subjects to make the teaching and learning process more interactive and interesting.
- Maintain students' attendance for every hour.
- Check the students' assignment completion status periodically.
- Demonstrate the experiments to the students at first and make them to do the experiments later by following the procedures given during lab hours.
- Verify the record completion by the students before every lab hour.
- Complete the portion before every internal examination as per the lesson plan and encourage the students to score good marks.
- Prepare question bank for their course .
- Evaluate the Internal exam papers within 2 days and submit the mark statements to the HOD.
- Attend review meeting with HOD and the Principal for every exam and explain their students' performance in their subject.
- Identify the slow learners in their subject and conduct appropriate remedial coaching classes to improve their performance in the next exam.
- Monitor the performance of the slow learners' in every examination.
- Guide the students to do their mini projects and final year projects effectively.
- Motivate the students to take part in co-curricular and extra-curricular activities and counsel them whenever necessary.
- Help the students in all the activities to promote self-confidence and create a better learning environment among the students.



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- Take up additional academic roles and responsibilities like class advisor, Department lab in-charge, timetable in-charge, AICTE/Affiliation in-charge,
- NAAC metric in-charge etc as per the allocation done by the HoD.
- Carry out research work in their area of specialization and bring out articles for publications in International / National Journals / Conferences.
- Work on book publications, funded projects, patent filing, applying grants .
- Participate in workshops, seminars, FDPs, other training programs etc organized by other reputed institutions to equip themselves.
- Complete one online course (NPTEL-SWAYAM, etc) every year pertaining to their area of interest.
- Develop contacts with industries and take up industry oriented projects involving students with the approval of the management.
- Report to the Head of the department daily about the works carried out on that particular day.
- Adhere to a formal dress code strictly and set an example to the students to emulate.
- Be punctual to the class and motivate the students to be punctual.
- Work as a team to achieve department visions that directly pave way to accomplish college vision.

Entrepreneurship Development Cell

- To encourage students to consider self employment as a career option, provide training in Entrepreneurship through modular courses and increase the relevance of Management particularly in the non-corporate and under managed sectors.
- To create an environment for self-employment and entrepreneurship development through formal and non-formal programmes.



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- To develop management personnel at appropriate levels for the non-corporate and unorganized sectors like education, rural development, small-scale industry etc.

Placement Coordinator

- To motivate and guide the placement in-charges of every department in preparing the students to face interviews.
- To build and maintain a healthy and strong network with top MNC's for arranging on-campus drive.
- To guide placement in-charge of every department to visit core companies and build a rapport with HR for arranging campus drive.
- To arrange interaction program for students with HRs of core companies for each department in every semester to understand the expectations of the companies.
- To categorize the companies based on their profile & package offered.
- To prepare and categorize the students based on their eligibility and capability and suggest training accordingly to face the interviews successfully.
- To arrange Internship for students in reputed organization with stipends.
- To act as a bridge between the employer and the Institution.
- To create a platform, where students directly express their talents in front of corporate people other than campus drive such as Contest, Events, etc.
- To closely monitor and update the corporate requirements and expectations to the students and department faculty members.
- To invite alumnus working in reputed companies to interact with pre-final year students and share their knowledge and experience about corporate culture and expectations.
- To organize HR conclave every year.
- To build strong network with Placement Officers of reputed institutions.



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- To monitor and update off campus drive to students through department placement in-charges.
- To prepare the budget for on / off campus placement.
- To guide the placement in-charges of the departments in preparing brochures with relevant information.
- To instruct placement coordinators to maintain student's database.
- To inform the students about the date and time of campus drive.
- To organize mock-interview for students
- To instruct the placement coordinators to help the students in CV preparation.
- To develop Industry - Institute interaction by organizing and coordinating frequent industrial visits, in- plant training and projects of industrial relevance for the students.
- To identify the reputed companies for signing of MoUs. To invite industry persons periodically to enrich the knowledge of the students with the latest technological innovations and industry practices.
- To handle alumni affairs, including maintenance of all relevant details of alumni association.
- To keep regular contact with all the industries/software companies existing all over India through letters/phone calls/emails etc.
- To arrange campus/ group campus interviews from reputed industries/ software companies for the placement of the students.
- To organize seminars/guest lectures by eminent, qualified and experienced industry persons.
- To organize career planning and development programmes for the students.
- To arrange monthly review meeting with the faculty in-charges from all the departments.
- To report the results of all activities to the respective Heads of the Departments.



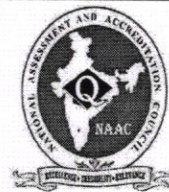
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- To maintain the records of placed students, college brochure, list of companies and other relevant data.
- To provide support services in the preparation for GRE, TOFEL etc and other competitive exams, procurement of passport, and submission of application to foreign universities.
- To encourage faculty members to apply for getting fund/grant for conducting programs.
- To create awareness among faculty members about Intellectual Property Rights.(IPR)
- To encourage our faculty members to apply for patents.
- To guide and support the research scholars to complete their Ph.D as soon as possible.
- To motivate the faculty to write books in their area of specialization
- To formulate policy and facilitates the consultancy work in the institution.
- To encourage industry institute linkages, collaborative research programs and formation of new incubation centre.
- To encourage faculty members to find industry oriented programs to carryout consultancy project.

Exam Cell Coordinator

- To collect board of study approved syllabus copy from the departments.
- To collect the academic information from all the departments.
- To prepare the panel of examiners and question paper setters for all courses of various programmes offered in the Institution.
- To prepare question paper for all courses by appointing eligible paper setters and scrutinize the question papers.
- To scrutinize applications for appearing in end semester examinations, exam fees collection from all the eligible students and to issue hall tickets.
- To prepare the time table for end semester examinations.



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- To collect attendance proforma and internal marks for conduction of examinations.
- Conduction of practical examinations for all the departments.
- Arrangement for conducting examination, appoint vigilance squads and collection of answer papers.
- To appoint qualified internal and external examiners and conduct for the valuation of answer sheets for various boards.
- To convene the result passing board, to finalize the results and to publish them.
- To arrange for photo-copy/re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees.
- To convene disciplinary committee, to enquire malpractice cases and to implement punishments as recommended by the committee.
- To conduct external audit for answer scripts and question paper.
- Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the Principal for consideration and necessary action.
- To issue grade certificates, provisional certificates, degree certificates, ranking certificates, duplicate mark sheets and transcript to the eligible students.
- Maintenance of all records, statistics and database of candidates pertinent to examinations.

IV. Financial Management and Resource Mobilization



- ❖ United Institute of Technology receiving funds from various sources every academic year. The important sources are as follows,
 - Fees Collection from students and scholarships received from government.
 - Sponsorships and Donations from non-government organizations.
 - United Educational Trust contribution.
- ❖ The management has given authority to principal to utilize the collected funds for the institution development.



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- ❖ The principal scrutinizes the budget and recommends the same to the Management Committee for the approval.
- ❖ The HODs of the respective departments are given the responsibility for proper utilization of the sanctioned budget.
- ❖ Budget proposals are prepared by HODs after consultation with teaching and technical staff members based on the requirements of the department and submit the same to Principal and Management at the beginning of every financial / academic year.
- ❖ The management and principal utilize the expenditure for the following ways,
 - The recruitment for the faculty and non-teaching staff members.
 - Infrastructural development of the institution.
 - To purchase laboratory equipment according to the department needs.
 - To conduct Faculty Development Programme (FDP), Seminar, conference, workshop etc., for the staff and students.
 - To carry out CSR activities like Blood donation camp, medical camp, Awareness camp, NSS camp etc.,
 - To purchase Journals, magazines, text books for the institution library as well as department library.
 - To celebrate festivals and co-curricular activities like sports day, college day etc.,
 - To provide welfare to teaching and non-teaching staff members.
 - To promote transport facilities for both teaching and non-teaching staff members.
 - To purchase sports equipment to improve the fitness of the students.
 - To implement latest technologies like Smart class rooms, Advanced computers, Laboratory equipment, furniture and Internet facility etc., for the betterment of the students.
 - The remaining funds of every academic year will be carried over the next academic year as per management directions.

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V. Faculty Skill Development

- Faculty are encouraged/permitted to attend the Professional Skill development programmes like Professional Development Programme (PDP), Orientation Programme, Induction Programme, Refresher Course, Short Term Course and Faculty Development Programme (FDP) inside the campus as well as other institutes/Universities.
- To attend any of the above-mentioned courses the faculty should get prior permission and should produce participation certificates.
- On Duty (OD) will be given for the faculty who successfully completed the course and produced the certificates to the Principal.

VI. Welfare Measures for the Teaching and Non-Teaching staff

Financial Support

- The management encourages and supports its faculty by providing Financial Assistance to attend and conduct training sessions, FDPs, Conferences/Seminars/Workshops, and to deliver guest lecture.
- Tuition fee concession for teaching and non teaching staffs wards at The United Public School.
- Subsidized transport facilities teaching and non - teaching staffs.
- Deputy Warden and faculty in the hostel are provided with free food and accommodation.
- Maternity Leave for all female employees.
- Provision of PF and ESI for the teaching and non - teaching faculty.



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Career Development and Progression

- Opportunities available for higher studies for teaching and non teaching staffs.
- Industrial Training / Visits are allowed for teaching staffs, for enhancement of technical knowledge and development of additional skills.
- Provision of OD for PhD work Progression for teaching staffs.
- The management encourages and supports its faculty by permitting and providing OD to attend training sessions, FDPs, Conferences/Seminars/Workshops, and to deliver guest lecture.
- Skill development courses for non- teaching staff to enhance their skills in the work environment.

General Welfare Measures for Teaching and Non Teaching Staff

- In and around campus, different food habitats has been laid out which are opened for all the staffs during the working and extended hours.
- Free Tour and Sports activities for the teaching and Non-teaching staff by the staff club.
- Women Empowerment Cell is established for making venues for women members to flourish and gain momentum.
- Wi-Fi facility to all staffs inside the Campus.

Welfare Measures for the Supporting staff:

1. Free uniforms for drivers and housekeeping staff on every Republic day celebration.
2. Free transport facility for supporting staff.
3. Food, refreshment and accommodation provided at concessional rate for supporting staffs.



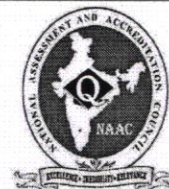
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VII. Performance Appraisal System for teaching and non-teaching staff

Performance appraisal system for teaching staff


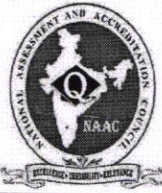
The institute has structured mechanism for the performance evaluation system for teaching and nonteaching staff to discuss career goals, to re-assess work goals, future progression etc,. It is carried out regularly at the end of every academic year. The entire faculty in the college submits the appraisal form to the Head of the department with relevant proofs. The Head of the Institute will review the performance of the faculty. The self appraisal scores along with the recommendations of the Head of the Department and the Head of the Institution will be considered by the management for career advancements includes approval for academic upgradation, promotions and providing additional responsibilities based on performance.

Appraisal Mechanism for teaching staff:

The faculty need to self assess and will write the following key parameters in Self-appraisal form

- Total experience in Academic and Industry
- Academic Results
- Curricular activities
- Administrative /College level Activities
- Programmes Organized
- Details of Membership in Professional Society
- Programmes Attended
- Online Certification Courses
- Research Papers published in Journals/Research Grants/Consultancy Project

The faculty will submit the filled self appraisal form to the Head of the Department with all the relevant supporting materials/documents.

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Review by the HoD and the Head of the Institution

- The HoD observes the preparedness and involvement of the faculty in multiple activities throughout the year. A feedback taken from the students gives further inputs regarding the effectiveness of the teaching learning methodologies used. Based on those, Head of the Department will award scores for all the criteria and will submit to the Head of the Institution with all the necessary recommendations.
- Both the Head of the Department and the Head of the Institution will review the strengths and weakness of Faculty based on the appraisal and convey it to the faculty member for further improvements and finally the Head of the Institute will submit the appraisal to the management for career advancements.

Components for Evaluation:

Curricular Activities

A faculty may value the specific achievements in following parameters.

- Pass percentage
- Project guidance and Presentation in Intra or Inter collegiate Competitions.
- Remedial and bridge courses
- Participation in curriculum development
- Learning and upgrading knowledge through online certification courses.

Co-curricular activities:

- Membership of professional societies
- Online Certification courses like NPTEL etc.
- Improvement of departmental facilities
- Participating and Organizing events at Departmental and Institutional level like FDP, STTP, Workshop, Seminar, Conference, Value added Program, Awareness programs etc



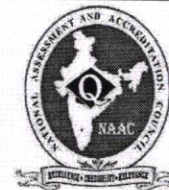
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- Support in product development activities of the students
- Accompanying students on industrial tours
- Supporting and guiding student innovations
- Involvement in Consultancy activities.

R&D related contributions:

- Research publications like journals
- Sponsored research projects
- Paper presentations at national and international conferences
- Filing and publishing of patents
- Involvement in the establishment and maintenance of incubation centers and center of excellence
- Ph.D. related activities like admission to the Ph.D. program, submission of thesis and guidance to research scholars.

Academic Administration:

- Participation in Departmental and Institutional level administration
- Participation in Sports, NSS / NCC / YRC/Club/Other service activities
- Coordinating Training & Placement activities in the departments.

Appraisal Mechanism for Non- teaching staff:

For non teaching staff, the appraisal evaluation can be done every academic year, evaluated by the head of the department and principal. The performance appraisal form for non teaching staff consist of the following components

- Experience and Work Discipline



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- Career development
- Taking additional Responsibilities
 - a) Internal Equipment service.
 - b) Support for Department Association Activities.
 - c) Exam cell assistance.
 - d) Support for college Activities.
- Technical Accomplishment
 - a) Understanding the job responsibility and level of Knowledge.
 - b) Willingness to take responsibility and resolve the issues on time.
 - c) Systemic working and completing their routine works neatly.
 - d) Maintenance of stock register / Lab record / Students attendance register.
 - e) Efficiency in maintaining other Lab related documents.
- General Conception
 - a) Cooperation and Team Work.
 - b) Discipline and Punctuality to Work.
 - c) Work Ethics / Attitude / Behavior.
 - d) Interpersonal Skill and Willingness to Learn.

Principal

Principal
United Institute of Technology
Coimbatore - 641 020.

Chairman

S. SHANMUGAM, B.E., M.S., MISTE.,
CHAIRMAN
UNITED INSTITUTE OF TECHNOLOGY
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ANNEXURE – AMMENDMENTS

HR Manual

03-08-2020

The existing HR Manual will be in live and the following amendments were made as an attachment due to pandemic and are forced to follow from the date of releasing of this document.

1. The management decided to conduct the academic online classes through E-box and Google class room platforms and they are instructed to be familiar on these tools.
2. Faculty members were asked to be present before 5 minutes of commencement of online session.
3. The online classes should be engaged completely as in the given schedule.
4. The materials and assessments should be prepared and submit in prior and should be updated in the E-box platform.
5. HOD's and faculty members are asked to disseminate circulars and information through the What's App group.
6. Class advisors are asked to create google class room to post academic materials and assessment conduction.
7. HOD's and faculty members were instructed to report to the Institution physically whenever required.
8. Class advisors are asked to follow and disseminate whatever the information received from the Exam cell coordinator.
9. Once online classes are completed, faculty members were asked to share the soft copy of the presentations and materials to the students
10. Student's attendance must be updated everyday once classes are completed through common google drive link.

Principal

Dr. S. RAMKUMAR M.E., Ph.D.,
PRINCIPAL
United Institute of Technology
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Chairman

S. SHANMUGAM, B.E., M.S., MISTE.,
CHAIRMAN
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