



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICY





RVS COLLEGE OF ENGINEERING AND TECHNOLOGY
Kumaran Kottam Campus, Kannampalayam (Po), Coimbatore – 641 402
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
NAAC Accredited and ISO 21001:2018 certified Institution



LIST OF INSTITUTIONAL POLICIES

S. No	Policy Documents
1	HR Policy
2	Feedback Policy
3	E-Governance Policy
4	Slow-Advanced Learners Policy
5	Research Policy
6	Faculty Performance Appraisal Policy
7	Maintenance Policy
8	IT Policy
9	Divyangjan Policy
10	Green Campus Policy
11	Code of Conduct Policy
12	Fee waiver Policy



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

COIMBATORE – 641402

**HR POLICY
HANDBOOK**

Vision

RVS College of Engineering and Technology, Coimbatore, will strive to be an Institution of National Importance and committed to work towards societal and economic empowerment of the nation through the development of Engineers with technical and managerial skills.

Mission

The RVSCET, Coimbatore, strives to

- Become a center of excellence for engineering education and research with excellent infrastructure and well-qualified faculty.
- Develop and support faculty who are potential scholars and effective educators.
- Empower the students with newer and newer skills through various training programmes to face the growing challenges of the industry.
- Enhance competitiveness of the students for economic and social developments

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1. Introduction

This document has been developed by Human Resource department (HR Dept) in order to orient employees with RVS College of Engineering & Technology, herein referred to as the RVSCET and provide make knowledgeable about working conditions, key policies, procedures, and benefits of employment at RVSCET and to inculcate with its general rules, service conditions, values, ethics and culture. The information provided in the book applies to all employees of the institution. The book is a summary of our policies, with are presented here only as a matter of information and not as a promise of employment or as a contract between RVSCET and any of its employees.

The employee is held accountable for reading, understanding, and abiding by the provisions of this book. These policies are subject to change at any given point of time at the sole discretion of the Management and shall be intimated as and when such changes are made.

Purpose of This Book

To maintain a congenial work culture and to enlighten the employees on the values and culture that RVSCET stands for and to streamline the processes within the institution and departments to ensure that employee satisfaction is inclined with these cultures and values.

2. Employee Definition and Status

An “employee” of RVSCET is a person who regularly works for the institution on a Permanent/Probation/Tenure/Contract basis.

2.1 Probationary/Tenure period for New Employees

RVSCET monitors and evaluates every new employee’s performance for a specific period to determine whether further employment in a particular position or with the institution is appropriate.

3. Employment Policies

3.1 New Employee Orientation

The formal welcoming process is conducted. This will be followed by the concerned department to which the employee has been appointed to work with.

3.2 Personnel Record and Administration

The task of handling personnel records and related administration functions at RVSCET is assigned to the office. Personal files will be kept confidential at all times and include some or all of the following documents.

- Faculty Profile
- Appointment order and joining report
- Time Table (3 assessment years+ current year)
- Copies of Qualification Certificates (Highest To the Lowest)
- Summary Sheet On FDP /Workshop/Seminar/Guest Lecture/Professional activities(5 Assessment years)
- Certificates copies/Proof related to FDP/Workshops/Guest Lecture/Professional activities(5 Assessment year)
- Summary Sheets on Papers/ Publications and Conferences (5 Assessment year)
- Proof related to Papers/ Publications and Conferences
- Patents published/list of research scholar/Govt. grants/Consultancy/Research projects(applicable to Professors with Ph.D - 5 Assessment year)
- Proof related to Patents published/list of research scholar/Govt. grants/Consultancy/Research projects
- Subject Wise Result Analysis
- Duties And Responsibilities
- Latest Faculty Performance Appraisal

4. Standards of Conduct

4.1 General Guidelines

All employees are expected to get accustomed familiar with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conduction their work.

4.2 Hours of Work

The normal working hours are from 9.00AM to 4.45PM. An employee may be required to follow different working hours under special circumstances. Employee's immediate/reporting head is to be consulted if required.

4.3 Attendance and Punctuality

The institution expects employees to be ready to start the work from the beginning of assigned daily working hours, and to reasonably complete it by the end of assigned working hours. They are to regularly mark their attendance through the bio-metric attendance system.

4.4 Absence and Punctuality

In case of emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority for permission/leave. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

4.5 Unscheduled Absence

Absence from work for three (3) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 3 consecutive days without proper approval. Non compliance is to be reported to the compliance committee. Enquiry will be conducted by the IIC.

4.6 Gender Harassment Policy

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral / unsocial / unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employees must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly. Any such issues should be reported to sexual harassment cell for further action.

4.7 Dress Code & ID Card Display

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the institution.

4.8 Misconduct

An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations mentioned in the code of conduct. Non compliance is to be reported to the compliance committee. Enquiry will be conducted by the IIC. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

4.9 Outside Employment

The institution prohibits employees from taking any outside job for pay.

4.10 Return of Institution Property

Any of the institution property issued to employees, such a computer equipment, keys, employee ID card, official completed records must be returned back to the institution at the time of relieving, employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

5. Education Qualification for Teaching Faculty

CENTRE for AFFILIATION of INSTITUTIONS
Anna University, Chennai - 600 025

Norms for Faculty Recruitment in Affiliated Colleges

Note- All Degrees must be from UGC approved institutions

Faculty appointed on or after 01.03.2019 - 7th Pay CPC

I. ENGINEERING & TECHNOLOGY

(As per AICTE Gazette Notification Dated on: 01.03.2019)

CADRE *	QUALIFICATION	MINIMUM EXPERIENCE	REMARKS
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / 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 6 research publications in SCI journals/UGC/AICTE approved list of journals.	Minimum of 8years of experience in teaching/research/ industry out of which at least 2 years shall be Post Ph.D experience..	He/She is eligible to hold this position after 2 years of Post Ph.D experience.
Professor	Ph.D in the relevant field and first class or equivalent at either UG or PG level in the relevant branch. AND At least 6 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals and at least 2 successful Ph.D guided as Supervisor/Co-Supervisor till the eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals till the date of eligibility of promotion.	Minimum 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	He/She is eligible to hold this position after 5 years of Post Ph.D experience.

Principal	<p>➤ Ph.D in the relevant field and first class or equivalent at either UG or PG level in the relevant branch. AND</p> <p>➤ At least two successful Ph.D guided as Supervisor/Co-Supervisor and minimum 8 research publications in SCI journals/UGC/AICTE approved list of journals.</p>	<p>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.</p>	<p>He/She is eligible to hold this position after satisfying Professor post eligibility and should be guided minimum 2 Ph.D Scholars.</p>
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NOTE:

- ❖ The incumbent faculty members shall have to meet the necessary conditions as per 6th Pay CPC of AICTE
- ❖ Incumbents recruited as faculty with the basic minimum qualifications can continue in the same college in the same post. For considering promotions and movement to other colleges, the faculty should satisfy the conditions of 7th pay CPC of AICTE.
- ❖ Maximum Age limit for all Cadre of faculty members/Principal is 65 Years.

CENTRE for AFFILIATION of INSTITUTIONS

Anna University, Chennai - 600 025

Note- All Degrees must be from UGC approved institutions

Faculty appointed on or before 29.02.2019 - 6th Pay

I. ENGINEERING & TECHNOLOGY

CADRE	QUALIFICATION	MINIMUM EXPERIENCE	REMARKS
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech..in relevant branch with first class or equivalent in any one of the degrees.	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 is highly desirable.	Minimum of 5 years of experience in teaching/research/ industry out of which at least 2 years Post Ph.D experience is desirable.	He/She is eligible to hold this position after 2 years of Post Ph.D experience. Ph.D is mandate to hold this post.
Professor	Qualification as above that is for the post of Associate Professor, as applicable and Ph.D. or equivalent in appropriate discipline. Post Ph.D publications and guiding Ph.D student is highly desirable. In case of research experience good academic record and books/research paper publications / IPR / patents record shall be required fit by the expert members of the selection committee.	Minimum 10 years of experience in teaching/research/industry out of which at least 5 years should be at the level of Associate Professor. OR Minimum 15 years of experience in teaching or research 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	He/She is eligible to hold this position after 5 years of Post Ph.D experience or worked as Associate Professor for 5 years.

		publications/IPR/ patents,etc.as deemed fit by the expert members of the selection committee.	
Principal	<p>Qualification as above that is for the post of Professor, as applicable Post Ph.D publications and guiding Ph.D student is highly desirable. In case of research experience good academic record and books/research paper publications / IPR / patents record shall be required fit by the expert members of the selection committee.</p>	<p>Minimum 10 years of experience in teaching/research/industry out of which at least 3 years should be at the level of Professor. OR Minimum 15 years of experience in teaching or research or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books /research paper publications /IPR/ patents, etc.as deemed fit by the expert members of the selection committee.</p>	He/She is eligible to hold this position after 3 years of experience as Professor.

Faculty appointed on or after 01.03.2019 - 7th Pay CPC

HUMANITIES AND SCIENCE

(As per UGC Gazette Notification Dated: 18.07.2018)

CADRE*	QUALIFICATION	MINIMUM EXPERIENCE	REMARKS
Assistant Professor	At least 55% marks (or) an equivalent CGPA at the Masters degree level in the relevant subjects. 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 NET/SLET	Experience not mandatory.	-
Associate Professor	At least 55% marks (or) an equivalent CGPA at the Masters degree level and Ph.D degree in the relevant subjects. AND Minimum of 7 publications in the peer reviewed or UGC listed journals.	8 years of experience in teaching and / or 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. OR 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 10 years of experience	A Minimum of 10 years of teaching experience in University/College as Assistant Professor/Associate Professor, and/ or research experience at equivalent level at the University/ national level institutions with evidence of having successfully guided doctoral candidate.	Guided at least 1 Scholar in the level of Ph.D

NOTE:

- The incumbent faculty members shall have to meet the necessary conditions as per 6th Pay CPC of AICTE
- Incumbents recruited as faculty with the basic minimum qualifications can continue in the same college in the same post. For considering promotions and movement to other colleges, the faculty should satisfy the conditions of 7th pay CPC of AICTE.
- Maximum Age limit for all Cadre of faculty members/Principal is 65 Years.

Faculty appointed on or before 29.02.2019 - 6th Pay CPC

HUMANITIES AND SCIENCE

CADRE	QUALIFICATION	MINIMUM EXPERIENCE	REMARKS
Assistant Professor	<p>Master's degree in relevant subjects of Humanities & Sciences with first class or equivalent, at Bachelors or Masters 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 Lectures conducted by the UGC, CSIR or similar tests accredited by the UGC.</p> <p>Note: i) Candidates having Ph.D degree are exempted from the above tests for U.G and P.G level teaching. ii) Candidates registered for M.Phil Programme prior to July 11, 2009 shall be exempted from the above tests.</p>	Experience not mandatory.	--
Associate Professor	<p>At least 55% marks (or) an equivalent CGPA at the Masters degree level and Ph.D degree in the relevant subject. (Desirable: 5 publications in international journal)</p>	Minimum of 8 years of experience in University / College, and or experience in research at the University/ National Level Institutions / industries.	--
Professor	<p>At least 55% marks (or) an equivalent CGPA at the Masters degree level and Ph.D degree in the relevant subject. (Desirable: 10 publications in international journal)</p>	Minimum 10 years of experience in University / College, and or experience in research at the University/ National Level Institutions / industries, including experience of guiding candidates for research at Doctoral level.	--

6. Recruitment, Designation, Joining, Promotion and Relieving

6.1 Recruitment is normally done during March / April

6.2 The number of vacancies in the different cadres shall be communication by the Principal / Designated authority based on the student strength / existing faculty / resignations staff members to the management approval.

6.3 Vacancies shall be advertised in leading newspapers and employment websites.

6.4 Screening of applications shall be done by the respective screening committee.

6.5 Screening will be done as per the qualifications, experience and other credentials prescribed by the AICTE & Anna University

6.6 Shortlisted candidates shall be informed through call letters and over telephone by the college office.

6.7 Selection committee for interview shall be constituted of the following members:

- a) Principal
- b) Head of the Department / Senior Professor
- c) Subject Expert

Designation

Designation for the selected candidates in teaching cadre shall be followed (given below) as per the education qualification and experience.

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Physical Director

Ministerial Staff

- Office in charge / Training Coordinator / Student Trainer / CG Cell Coordinator / NBA Accreditation Coordinator / Office Assistant / Junior Assistant / Telephone Operator

Technical Staff

- System Admin / System Analyst / Lab Technician / Programmer / Lab Assistant / Instructor

General Services

- Electrical Supervisor / Electrician / Electrical Technician / Attender / Turner / Carpenter / Welder

Mode of Selection of Support Staff:

- All the positions are advertised in the Newspaper. After scrutiny of applications received and short listing by a committee consisting of
 - a) Administrative Officer
 - b) HODs
 - c) Section In charges

Promotion:

The Promotions under Career Advancement Scheme of teaching faculty will follow the guidelines given below subject to the condition that the candidate possesses the prescribed minimum qualification. The candidate should present herself / himself before the selection committee.

- Self-appraisal reports (required)
- Research contribution, books, articles, etc published. (At least 2 papers in referred journals required)
- Seminars/Conferences attended. Must have attended at least 4 seminars /conferences at national or international level or must have attended summer /winter schools (short-term courses) of total duration of 4 weeks. ·
- Significant contribution to teaching / academic environment / institutional corporate life.
- Development of course material / monographs.
- Participation in Continuing Education programme
- Any other academic contributions.
- For every upward movement, a selection process as per the rules and regulations of AICTE / University to which the institution is affiliated will be followed.

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

Resignation:

1. Any member of the faculty in permanent service shall give THREE months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
2. Any member of the Support Staff in permanent service shall give THREE months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.
3. Any member of the faculty/Support staff during probation shall give ONE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay ONE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
4. However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

7. Roles and Responsibilities:

7.1 Principal

- Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
- Coordination the activities with the University, AICTE, DOTE, Government and NBA/NAAC for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- Making the short term and long term plans in setting out the priorities based on the 10 years strategic plan of the institution.
- Carrying out the mission, goals and the policy of the institution approved by the governing council giving top priority for discipline and quality education.
- Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and excellence.
- Managing the curricular, academic and other related activities.
- Monitoring the overall discipline, growth and development of the college. Arranging HOF and staff meetings periodically and also monitoring the university examinations.
- Encouraging Research / consultancy activities in the college by interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MoU.
- Encouraging and motivation the staff and students by identifying the hidden talents within them.
- To support in all aspects pertaining to the development of the individual and the institution.
- To take necessary steps to improve the placement services for the students.
- Coordination with the management for the recruitment of teaching and non teaching staff.
- Attending other works assigned by the Management.

7.2 Head of the Department

- Coordinating the activities of the faculty in the department to offer quality education to the students and achieve the desired goals of the college.
- Planning and monitoring the overall department's activities.
- Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- Arranging for the departmental requirements such as staff, equipment's, library books, and other infrastructural facilities.
- Developing, installing and maintain department laboratories.
- Convening departmental meetings.
- Counseling and guiding students.
- Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.
- Assisting the Principal in all administrative, academic and other matters.
- To motivate staff and students to become members in professional organizations.
- To take necessary steps to develop industry institute interaction.
- To check the course files of the faculty members and suggest corrective measures.
- Maintain all records as stipulated by University, NBA and equivalent Accrediting bodies.

7.3 Administrative Officer

- Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- Financial benefits/aids/concessions such as scholarships/first graduation from Government/Private shall be notified and availed for the best interest of the students, especially to the students of deprived class such as SC/ST/MBC
- Maintain the documents related to leave/qualification/University/students/faculty.
- Coordinate/supervise all activities related to maintenance of the college.

- Addressing/implementing HR rules in the campus
- Recruit personnel as per Department requirements in comply with the guidelines of the interview/selection panel.
- Admission/Approval/Communication related to University and AICTE shall be taken care of.

7.4 Librarian

- Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.
- Preparation and co-ordination of annual budget of the library and library activities.
- Collection of indents from various departments and processing them for procurement, purchase and maintenance of books, new journals and renewal of subscriptions.
- Administration of library records, furnishing information on all matters relating to library, updating the records, books and computers.
- Arranging annual stock verification, collection and preservation of statistical records related to library and planning for changes and reorganization whenever need arise.
- Maintenance of library Automation and digitization of library.
- Maintenance of good inter-departmental relationship for better co-ordination.
- Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

7.4 Physical Director

- Assisting the Principal in maintaining the discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
- Coordinating the activities of the staff in the physical education department for ensuring effective functioning.
- Suggesting changes and development, preparation and submission of the annual budget to the Principal.

- Planning and time scheduling for student's accessibility to the equipment's, grounds and other facilities made available in the department.
- Attending the meeting at the university level regarding physical education.
- Arranging for the training of himself/herself and the colleague/s in advance programs.
- To organize and conduct sports and games at the university level, district / state level.
- To organize inter-departmental sports, inter collegiate and university competitions.

7.5 Responsibilities of Technical / Supporting Staff

- Assisting in installation, operation and maintenance of laboratory equipment's and their calibrations.
- Assisting in scheduling and conducting practical and drawing classes.
- Helping in indenting and purchasing of stores and consumables for laboratories and workshops.
- Helping the faculty in research, consultancy and testing works in respect of projects.
- Assisting the faculty in matters relating to design, fabrication and computer work.
- Assisting in the operating of telephones, intercom, Internet, Audio visual aids and other housekeeping activities in the campus.
- Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.

8. Benefits to the Employees

8.1 Higher Studies

The faculty is granted study leave for higher studies in the fields of specialize desirable from the point of view of the institution at IITs and Indian Institute of Science Bangalore and the like. The said facility is limited to one faculty member every year.

Preference will be given for the doctoral programmes, followed by Master Degree and Second Masters Degree Programmes on execution of a bond to the effect that he/she shall serve the institution for a period of 3 years in respect of Doctoral programmes and 3 years in respect of Master's Programmes and that in case he/she fails to successfully complete the said programme,

he/she would refund the assured amount as per bond executed: and further that he/she would refund the assured amount on prorated basis in case he/she does not serve the College for the full period as per the bond on return after successful completion of studies.

Faculty are encouraged to pursue Doctoral research work within the college by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee of which the Research Guide will be a member. Also financial help in preparation of the Doctoral Thesis towards the end of the Research work and procuring of books related to the research work may be considered in deserving cases.

8.2 Sabbatical Leave

Faculty is granted sabbatical leave for working in reputed institutions abroad. It will be limited for a period of one year for every five years of completed service in the college. This facility is limited to one faculty member every year.

8.3 Seminars / Workshops / Conferences

The faculty is being deputed to short term/orientation courses during vacation or non-vacation days without hindrance or dislocation to the academic work preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

Promotion of Research the College aims at providing, promoting research, development, consultancy and such other professional - promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and

receive special commendations. Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible

Awards Excellent Teacher Awards and Excellent Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

Faculty member(s) attending Conference / Seminar / Symposium / Workshop may be granted "duty leave" for the period of Conference / Seminar / Symposium / Workshop to include the actual journey period, subject to a maximum of 15 days in a calendar year. Registration fee based the application is considered and sanctioned for financial assist.

8.4 Staff Development & Training - Ministerial / Supporting Staff

Arranging in house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

8.5 Staff Development & Training- Technical Staff

Support Staff [Technical] In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

8.6 Service Benefits & Welfare Measures

- The management grants maternity leave to the women employees, for a period of 6 months
- Medical Assistance for major accidents
- Salary advance for emergency
- Marriage benefits and leave
- Group Insurance Scheme.
- Free admission for children of non-teaching staff and 20 % fee concession for teaching staff.
- Free food for supporting staff and drivers.
- Free holiday trip for staff.
- Employment Provident Fund Scheme as per the act.

9. Leave Rules

9.1. Permission

- Maximum of 3 permissions per month of 1 hour each can be availed. Permission will be granted for 1st and last hour and not in between.
- Half a day casual leave will be deducted for exceeding three permission. Late at attendance will be treated as permission.
- More than 1 hour permission on single day will be treated as half day CL.

9.2. Casual Leave

- Staff members can avail 12 days of casual leave in the academic year
- For staff members who join in the middle of the academic year, casual leave will be credited on pro-rata basis. i.e. one day of CL after completing one full month of service from the Date of joining.
- Casual leave cannot be combined with any leave other than OD
- Balance of casual leave, if any, at the end of the academic year will not be carried over to the next academic year and it will lapse.

- Members, who have completed one full year of service, are eligible to avail two days of advance CL any time.

9.3. On duty Leave

- For teaching staff, a Maximum of 12 days of OD with pay will be granted per academic year for higher study related activities, parent University Exam related work, for attending seminars, conferences and paper presentations. An additional 12 days of OD per semester may be granted to those who have executed bond to the college for pursuing higher studies.
- For Non-Teaching staff three days of OD per semester may be granted to those who are doing Part Time (Diploma or B.E/B.Tech) course.
- OD certificate is to be produced on return from OD; otherwise it will be treated as loss of pay.
- OD cannot be combined with any leave other than CL
- Balance of OD if any at the end of academic year will lapse.

9.4. Vacation Leave

- Teaching staff members are permitted to avail 14 days of winter vacation and 21 days of summer vacation in an academic year and Non-Teaching staff may avail 7 days of Winter Vacation Leave and 14 days Summer Vacation Leave.
- Un availed vacation leave at the end of the semester will not be carried over to the next semester. Shifting of vacation will not be granted on any grounds.
- Vacation leave should be availed within the stipulated period only, otherwise it will lapse. However for genuine reasons, a relaxation may be given up on approval by Principal
- For availing vacation leave, staff members must have completed one full semester of continuous and active service (a semester runs from the day one of instruction to the last day of University exam).
- Vacation leave cannot be combined with any other leave.
- Intervening holidays and Sundays will be counted as vacation leave.

- Prefixing and / or suffixing holidays with vacation leave will be counted as vacation leave.
- Vacation leave application should be submitted in advance
- Vacation leave will be sanctioned in rotation without affecting smooth
- Functioning of the college and can be availed only on approval of authority.

9.5 Compensatory Leave

- Compensatory leave will be granted to employees when they are required to work on holidays. The leave shall be availed within 2 months, otherwise it will lapse. Paid duties on holidays will not be eligible for compensatory off, like Exam duty etc.
- Alternate arrangement is to be made before proceeding on any kind of leave/ OD
- All these rules will not apply to hostel supervisors. CL rules are applicable to them as given above.

9.6 Maternity Leave

- The management grants maternity leave to the women employees, for a period of 6 months.

9.7 Medical Leave

This leave is eligible to the staff members who are hospitalized for serious illness or major surgery /fracture which are supported by authentic approved Medical Practitioner's certificate acceptable to the management. If the staff members with serious illness but not hospitalized are eligible for Medical leave. But they have to forego the Vacation period to the extent of the Medical leave availed.

This leave is can be granted to all, subject to the following conditions:

1. Should have completed one year of service.
2. They must forego the vacation to the extent of 50 % of the medical leave availed. Those who have served one year will be eligible for 30 days Medical Leave per academic year.

10. Employee Communications

10.1 Open Communication

The institution encourages employees to solve any issues with a co-worker amicably that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the issue is not properly addressed, employees should contact the Principal. Any information discussed in a communication meeting is considered confidential, still allowing management to respond to the problem. At no point will an employee use offensive methods against any employee for appropriate usage of open communication channels.

10.2 Suggestions

RVSCET welcomes employee's suggestions and innovative ideas about making the institution a better place to work and enhancing service to the society at large as envisioned. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

10.3 Closing Statement

Pleasant working environment and relationships solely rely on communication success. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at RVSCET.

11. Acknowledgment

- I acknowledge that I have received a copy of the RVSCET employment policies, and I do commit to read and follow these policies.
- I am aware that if, at any time, I have questions regarding RVSCET policies I should direct them to my immediate superior or the Principal.
- I know that RVSCET policies and other related documents do not form a contract of employment and are not a guarantee by RVSCET of the conditions and benefits that are described within them. Nevertheless, the provisions of such the institution policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.
- I also am aware that RVSCET at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

COIMBATORE – 641402

HR POLICY

Annexure -I

S.NO	HEADING	PAGE NO
1.	APPLICATION FOR LEAVE / OD /OFFICIAL OD	2
2.	APPLICATION FOR PERMISSION	3
3.	APPLICATION FOR MISSING PUNCH FORM	4
4.	FACULTY SELF APPRAISAL FORM	5
5.	EVALUATION OF FACULTY BY HOD	10
6.	STUDENTS FEEDBACK FORM	11
7.	CURRICULUM FEEDBACK FORM	12
8.	CO-PO ATTAINMENT	13
9.	COURSE EXIT SURVEY	16

**RVS COLLEGE OF ENGINEERING AND TECHNOLOGY
COIMBATORE - 641402.
APPLICATION FOR LEAVE**

Date: _____

Name	Arrangement made with (Name)	Subject	Class	Period	Date
Designation	:				
Department	:				
Nature of leave	:	Summer VL/Winter VL/Casual Leave/on duty/ Official OD/LLOP/COL credited for _____			
For the date (or) period	:	On _____ (or) From _____ To _____			
No. of days of leave					
Eligible:	<input type="checkbox"/>	Already Aailed:	<input type="checkbox"/>	Now required:	<input type="checkbox"/>
Reason for leave :	_____				
Signature of applicant					HOD

Sanctioned

A.O

PRINCIPAL

**RVS COLLEGE OF ENGINEERING AND TECHNOLOGY
COIMBATORE - 641402.
APPLICATION FOR LEAVE**

Alternate arrangements for class work

Date	Period	Class	Subject	Arrangement made with (Name)	Signature of the faculty

Leave address (To be given when the period of leave exceeds 3 days)

PRINCIPAL

A.O

**RVS COLLEGE OF ENGINEERING AND TECHNOLOGY
COIMBATORE - 641402.
APPLICATION FOR PERMISSION**

Date: _____

Name	Arrangement made with the faculty (Name):	Subject	Class	Period	Date
Designation					
Department					
Date & Time	: On _____	From _____	To _____		
No. of hours of Permission					
Eligible:	<input type="checkbox"/>	Already Availed:	<input type="checkbox"/>	Now required:	<input type="checkbox"/>
Reason for Permission: _____					
Signature of applicant					HOD

Sanctioned

A.O

PRINCIPAL

Alternate arrangements for class work

Date	Period	Class	Subject	Arrangement made with (Name)	Signature of the faculty
HOD					

Sanctioned

PRINCIPAL

A.O

RVS College of Engineering and Technology

Coimbatore - 641402

Biometric Attendance Management System

Late Punch / Missing Punch Form

Name : _____ Date : _____

Designation : _____

Department : _____

Miss Punch

Date :

Time : FN / AN / EVE

Reason : _____

Late Punch

Date :

Time : _____ FN / AN / EVE

Signature

HOD

DEAN

AO

Principal



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Anna University)

KumaranKottam Campus, Trichy Road, Kannampalayam, Coimbatore-641 402.

Faculty Self-Appraisal Form

Name :
Designation :
Department :
Date of Joining @ RVSCET :
Number of Promotions @ RVSCET :
Date of Birth : Age :

QUALIFICATION

Degree		Specialization	College Name	University	Year of Graduation	Marks Obtained (% or CGPA)	Class Obtained
(UG/PG/M.Phil/Ph.D)	Full Time/ Part Time						

STATUS OF RESEARCH (if any)

Date of Registration	Title	University	Name of the Research supervisor	Current Status (Provisional Registration / Conformance)

EXPERIENCE SUMMARY (Till Date)

Academic Experience		Industry Experience	Total	
S.No	Name of the College / Industry	Designation	Experience	
			Years	Months

TOTAL**ACADEMIC RESULTS⁺⁺ PRODUCED IN THE ACADEMIC YEAR 2015-16
@ RVSCET**

S.No	Subject Code	Title	Exam period	Pass %
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

⁺⁺ For UG Subjects only

COURSE MATERIAL FOR THE SUBJECTS TAUGHT

S.No	Name of the subject	Regulation	Class	Semester
1				
2				
3				
4				

NPTEL COURSE CERTIFICATION STATUS*

COURSE	MARK SCORED

*Course attended during odd semester of 2017-18

EVENTS ORGANIZED FOR DEPARTMENT GROWTH

S.No	Event type #	Title	Resource person	Duration

# FDP / Workshop / Guest Lectures / Value added programs / Conferences / Training Programs - Organized				
Contributions to Department administration (if Any)				
Contributions to College level administration (if Any)				
MoU's Initiated and list of activities conducted (if Any)				
Professional bodies Initiated and list of activities conducted (if Any)				
Coordinated Extension and Outreach Programs				

EVENTS ATTENDED FOR SELF-DEVELOPMENT				
S.No	Event type ^{*#}	Title	Venue	Duration

*#FDP/ Workshop / Guest Lectures / Value added programs / Conferences / Training Programs– Attended

Books / Chapters published (if Any)

JOURNAL PUBLICATIONS

S.No	Title	Author No (I / II / III Only)	Journal Name	Anna University Indexing**	Issue / Volume / Date

** Annexure 1 , Annexure 2, Redefined journal list (if any)

CONFERENCES ATTENDED

S.No	Conference Title	Date	Venue	Sponsor

ACTED AS RESOURCE PERSON

S.No	Institution	Name of the Program	Date

Consultancy⁺ with RVSCET Approval

⁺ Documents to be produced
Funded Projects
List of Research Proposals Submitted
Awards and Achievements
Innovation in Teaching & Learning Process
Any Other

Date :

Place :

Signature of the Faculty

Verified by

Head of the Department

Faculty Appraisal Record							
EVALUATION OF FACULTY BY HoD							
Fill in data or tick in boxes as appropriate						To be filled by Faculty	
Date of Birth				ID #		Year	20
Name of Faculty				Designation		Department	
Subjects Taken [Semester #]				Other Responsibilities			
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
To be filled in by Evaluating HoD							
Items for Grading							
1. Class room - delivery	5	3	2	1	0		
2. Innovativeness in teaching	5	3	2	1	0		
3. Results achieved	10	6	4	2	0		
4. Interaction with Industry	10	6	4	2	0		
5. Papers Published	10	6	4	2	0		
6. Consultancy	10	6	4	2	0		
7. Resource genre	10	6	4	2	0		
8. Contribution with Industry	5	3	2	1	0		
9. Attendance of the community	5	3	2	1	0		
10. Attendance of the students for his/ her class	5	3	2	1	0		
11. Punctuality	5	3	2	1	0		
12. Papers presented	5	3	2	1	0		
13. Involvement in college administration	5	3	2	1	0		
14. Involvement in Department administration	5	3	2	1	0		
15. Effectiveness as a tutor/ mentor	5	3	2	1	0		
TOTAL SCORE				% Max : 100			
Performance Appraisal Score of Faculty							
Evaluation by		% Scored		Weightage		Net Score	
1. Evaluation by Students				0.50			
2. Evaluation by Reporting Head				0.50			
Overall Faculty Performance Score [OFPS]							
HoD's Comments and Suggestions:							
This box is not meant for criticism but aims at improvement for future							

HoD

Principal



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

NAAC Accredited and ISO 21001:2018 certified Institution,

KumaranKottam Campus, Kannampalayam (Po), Coimbatore – 641 402

Name of the Faculty:	Branch/Semester :
Subject Name :	Date :

S.No	Questions	Feedback Mark(Please tick any one column)				
		Excellent (5)	Good(4)	Average (3)	Poor (2)	VeryPoor (1)
PLANNING AND ORGANIZATION						
1	Comes To Class On Time					
2	Has The Lesson Well Planned					
3	Makes Aims & Objectives Clear					
4	Has Subject Matter Organized In Logical Sequence					
5	Comes Well Prepared In The Subject					
6	Engages Classes Regularly & Maintains Discipline					
PRESENTATION / COMMUNICATION						
7	Speaks Clearly And Audibly					
8	Writes And Draws Legibly					
9	Provides Examples Of Concepts / Principles And Explanations Are Clear & Effective					
10	Makes Pace And Level Of Instruction Suited To The Required Attainment Of Students					
11	Offers Assistance And Counseling To Needy Students					
STUDENTS PARTICIPATION						
12	Asks Question To Promote Interaction And Reflective Thinking					
13	Encourages Questioning / Raising Doubts By Students An Answers Them All					
14	Ensures Learner Activity And Problem Solving Ability In The Class					
15	Encourages, Compliments And Praises Originality & Creativity Displayed By Students					
16	Is Courteous & Impartial In Dealing With The Students					
CLASS MANAGEMENT/ ASSESSMENT OF STUDENTS						
17	Covers The Syllabus Completely And At Appropriate Pace					
18	Holds Tests Regularly Which Are Helpful To Students In Building Up Confidence In Their Acquisition And Application Of Knowledge					
19	His Marking Of Scripts Is Fair And Impartial					
20	Is Prompt In Valuing And Returning The Answers Scripts; Provides Feedback On Performance					
Total						

HOD

IQAC Director

PRINCIPAL



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY
 KumaranKottam Campus, Kannampalayam (Po), Coimbatore – 641 402
 (Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
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TEACHERS' FEEDBACK ON ACADEMICS AND AMBIENCE OF THE INSTITUTION

S.No.	Questionnaire	Excellent(4)	Good(3)	Satisfactory(2)	Poor(1)
QUESTIONS ON ACADEMICS					
1	Teachers have complete academic performance in moulding their students.				
2	Teachers are facilitated with ICT Tools like Laptops, LCD Projectors, Smart Boards, Wireless Internet etc.				
3	Teachers blend additional certification and skill development programs for students, to learn new skills for employability and life-long learning.				
4	Teachers mentor students on regular basis offering counseling/mentoring services for students' excellence and to overcome students' personal and leaning issues.				
5	Academics, co and extra-curricular opportunities and facilities and ambience shaped the character of students' in terms of values, ethics, self-learning and creative attitudes.				
6	Institute has enabled on-line information systems for access to students, parents, faculty and others for upto-date access to information.				
7	Institute promotes sponsored research, research publications, consultancy, faculty developments, patents etc., though faculty motivation and budget provisions.				
QUESTIONS ON AMBIENCE					
8	Class Rooms and Laboratory ambience are good for effective instructional delivery and practice.				
9	Library facilities are good with enormous number of books, eBooks, e Journals etc., for self-learning and research.				
10	The initiatives towards co-curricular activities helped in nurturing natural talents and achieving accolades.				
11	Sports, Games and Gym facilities helped in practicing good health and in participating in inter-institutional competitions				
12	Canteen, Mess, Dinning space, Hostel Facilities, transport facilities are adequate and good.				
13	Campus environment promotes healthy interaction of students, teachers and other stake-holders.				
14	Inclusive infrastructure meeting the needs of differently-abled stake-holders.				
15	Campus is green, plastic-free and eco-friendly; Neat and clean always; Well maintained.				

SUGGESTIONS FOR IMPROVEMENTS.....

Date: _____ Name _____ Department: _____ Signature (Optional) _____

RVS COLLEGE OF ENGINEERING AND TECHNOLOGY
DEPARTMENT OF XXXXX

Course Code & Name:

Batch:

Regulation:

Year & Semester:

S.NO	Register Number	Name of the Student	INTERNAL ASSESMENT												EXTERNAL ASSESMENT	
			CO-I	CO-II	CO-III	CO-IV	CO-V	Model Exam Marks	A-1	A-2	A-3	A-4	A-5	S-1	UNIV MARKS	
1																
2																
3																
4																
5																
No. of Students Absent																
No. of Students Appeared																
Percentage of Students Secured more than the Benchmark value																
Attainment Level																

Level of Attainment

Level of Attainment	% of Students Scored the Benchmark value					
	For Assignments/tutorial/seminar		For Internals/Model Exams		Anna University exam	
	Benchmark value	70	Benchmark value	50	Benchmark Grade	B
Level 1	70 to 80		45 to 65		55 to 65	
Level 2	81 to 90		66 to 75		66 to 75	
Level 3	91 to 100		76 to 100		76 to 100	

Weightage

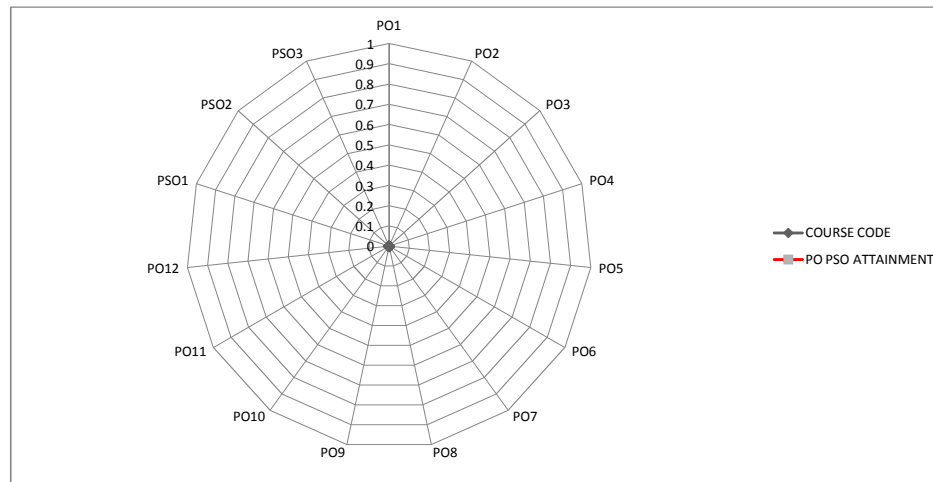
Course Outcome	Direct Attainment			Indirect Attainment	Final Attainment
	Internal Attainment	External Attainment	Direct CO Attainment	Course Exit Survey	
CO1	60% of IE+30% of Assignment+10% of ME	100 % AU exam	60 % of Internal attainment + 40% of External Attainment	100% of Course Exit Survey	80% of Direct Attainment+20% Indirect Attainment
CO2	60% of IE+30% of Assignment+10% of ME	100 % AU exam		100% of Course Exit Survey	
CO3	60% of IE+30% of Assignment+10% of ME	100 % AU exam		100% of Course Exit Survey	
CO4	60% of IE+15% of Assignment+15% of Seminar+10% of ME	100 % AU exam		100% of Course Exit Survey	
CO5	60% of IE+30% of Assignment+10% of ME	100 % AU exam		100% of Course Exit Survey	

RVS COLLEGE OF ENGINEERING AND TECHNOLOGY, COIMBATORE
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING
Regulation XXXX
PO-PSO Attainment (BATCH :)

Sl. NO	SUBJECT CODE	NAME OF THE COURSE	COURSE CODE	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
1																		
2																		
3																		
4																		
DA-Direct PO, PSO Attainment (for 3)																		
IA-Indirect PO, PSO Attainment (for 3)																		
Total PO, PSO Attainment (for 3) (0.8*DA+0.2*IA)																		
Target Level																		
Attainment (Y/N)																		

Class Advisor

HOD





RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

KumaranKottam Campus, Kannampalayam, Coimbatore – 641 402

Accredited by NAAC | Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai

Department of XXXXXX

COURSE EXIT SURVEY

Name of the Student:

Batch:

Register No:

Semester:

Course Number & Title:

Course Outcome	Very Well Accomplished (3)	Well Accomplished (2)	Moderately Accomplished (1)	Poorly Accomplished (0)
C01 :				
C02 :				
C03 :				
C04 :				
C05 :				

Signature

RVS COLLEGE OF ENGINEERING & TECHNOLOGY, COIMBATORE

EVALUATION OF HOD BY PRINCIPAL

Fill in data or tick in boxes as appropriate

To be filled by Faculty

Date of Birth	dd	mm	yy	ID #		Year	20_ - 20_
Name of HOD						Department	

To be filled in by Principal

Items for Grading	10	6	4	2	0
1. Community Sensitivity					
2. Creativity in Curriculum and Laboratory Development					
3. Department's support for students					
4. Delegation and Second line development					
5. Research activities in the Department					
6. Industry Institute Interaction					
7. Man power planning					
8. Professional Body Activities					
9. Continuing Education by the Department					
10. Branding of the Department					
TOTAL SCORE					%
					Max:100

Comments and Suggestions:

This box is not meant for criticism but aims at improvement for future

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
--

Signature of Principal with date



RVS COLLEGE OF ENGINEERING & TECHNOLOGY
Kumaran Kottam Campus, Kannampalayam (Po)
Coimbatore – 641402

NON – TEACHING FACULTY APPRAISAL FORM

Name : Academic year :
Designation : Date of joining :
Department : Experience :
Date :

S No	Parameter	Excellent (5)	VeryGood (4)	Good (3)	Need Improvement (2)	Not satisfied (1)
1	Punctuality					
2	Knowledge upgradation					
3	Initiatives taken					
4	Responsibility					
5	Attitude towardsteam work					
6	Interest in Learning					
7	Maintenance of records and files					
8	Laboratory Maintenance					
9	Integrity					
10	Behavior with faculty					
11	Interaction with peers					
12	Behavior with students					
Total						
Suggestions (if any)						

Signature of the reviewer/HoD



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

COIMBATORE – 641402

HR POLICY

Annexure -II



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

Kumarankottam Campus, Kannampalayam (Po), Coimbatore – 641 402
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
(NAAC Accredited and ISO 21001:2018 certified Institution)



FEEDBACK POLICY

RVS College of Engineering and Technology, Coimbatore has been unique right from its inception and has tried to march towards excellence in the field of education. The institution created the feedback process with quality sustenance as its primary goal. The institution started with receiving feedback from the various stakeholders to ensure and analyze academic performance at the student and faculty levels. The institution draws feedback from the internal stakeholders, such as the faculty members and students, and from the external stakeholders, such as alumni and employers, for continuous improvement in curriculum development and enrichment.

The Institute collects feedback on the curriculum from stakeholders, including students and faculty, both physically and through **college website** in order to make it an essential part of the curriculum and to value their feedback as valuable for growth.

External feedback from alumni and employers is critical in providing networking opportunities and connecting our students with prestigious industrialists. It is also an eye-opener to analyze the strengths and weaknesses of the institution. Feedback from employees helps us get back to the nature of the teaching and learning process. It inculcates more confidence and commitment to show a positive approach.

Objectives

- Collect all recorded responses to internal and external stakeholders' feedback in a methodical and consistent manner.
- Utmost care is taken to evaluate the responses received from stakeholders about the curriculum and its delivery.
- Based on the feedback analysis from the evaluations of the collected feedback and the plan of action been formulated.
- To monitor the implementation of the action plan.

Feedback Committee

A well-organized committee has been formed to record all the feedback and analyze its activities. IQAC ensures academic excellence and plays a prominent role in surveying feedback activities. The Principal, IQAC director, HOD, and faculty members are involved in the survey of the activities. The data collected are compiled systematically by our team of experts within our institutional advisory bodies. The above team is involved in providing great support to collect and record the feedback from the stakeholders.

Feedback Mechanism

Feedback survey is done on various aspects for each semester. The parameters are carried on the teaching learning process, curriculum and curriculum delivery and progress in the performance of faculty members, library, continuous evaluation, co-curricular & extracurricular activities, opportunity for career and personality development, student's content towards their tenure in their four years of academic in our institution, alumni's feedback/opinions/ experience all help us to record the survey. All the recorded feedback would be accessed through our IQAC of our institution to recognize and address all issues relevant to looking forward to the betterment of our institution.

Student's satisfaction survey

The college ensures this by collecting feedback from the undergraduate students pursuing their courses in our college at the end of each academic year. The survey prefers specific questions and statements. Students are encouraged to record their responses and try to actively participate in the feedback survey. The below questions help us understand the survey in a better way.

- Syllabus covered and delivery of the teaching and learning process
- Preparation level, communicative skills, and faculty approach towards students
- Student-centric approaches like the experimental learning process and problem-solving strategies
- Mold the personality of students both in their career and personal lives.
- Teach soft skills, life skills, and employability skills.

Student's feedback on Curriculum

Feedback on the curriculum is a prime factor in the enhancement of the teaching-learning process. The student feedback on the curriculum nourishes teacher-student communication and syllabus modification. Students were given opportunities to register their opinions, understanding the relevance of a learner-centered perspective. The output taken by these surveys registers 70 - 80 % responses to the comments on "Excellent" and "Good" The feedback output also assists us in identifying areas of weakness identified by the college committee.

Feedback from the teachers

The teachers play a vital role in the teaching-learning process and the development of the college. The academic problems and the suggestions can be analyzed and solved by the teachers. Feedback has been collected from the teachers on learner-centered issues—the areas of problems faced by the students who have different socio-economic backgrounds. Feedback on academic opinions, administrative planning, and infrastructure of the college has also been collected for the betterment of the college.

Alumni Feedback

Alumni meet have been conducted every academic year. The former students and the faculty members participate in this event regularly. The opinion and suggestion of the alumni students play an important role for the development of the college. Their opinion and suggestions have been a great for the improvement of the college for years. The infrastructure, academic and extracurricular excellence and general facilities and the feedback received on different areas have been discussed with the alumni during the meet. They put forward their well analysed suggestions and support for the growth of our college.

Employer feedback

A huge number of students pass out every year and work for the industries' growth. To analyze the outcome of the institution Employers feedback is much essential to modify the academic content and performance. A questionnaire is shared with the employers to get the observation they have made about their employees (alumni of the college). This is a great opportunity to know and understand the drawbacks and strengths of the college. The employers have appreciated the creativity, work skills and team spirit of the employees (alumni).

Feedback Processes

The stakeholders are asked to fill the questions and they are required to give the remark like Excellent, Good, Satisfactory and Poor. For each questions, target has been set like 80% which are considered in excellent and good.

The feedback collected from the stakeholders is consolidated and analysed. Department wise and stakeholder wise analysis report has been generated and reviewed in the meeting along with IQAC coordinator and come out with necessary actions for improvement.

Feedback process	Remarks
Feedback collection	Applicable to all courses and collected through online Google forms/ offline
Feedback receiver	Head of the institution/ Head of the Department
Frequency of the feedback collection based on Curriculum	Once in a year
Metrics used for calculation.	4. Excellent 3. Good 2. Satisfactory 1. Poor
Target	80% Excellent and Good
Action taken/ Corrective measure taken	Below 70% and suggestions provided in comments

Execution of action/ corrective measures taken:

1. Faculty members have enrolled and have passed in the NPTEL/ SWAYAM courses.
2. A faculty mentor has been assigned for each student competitive group and students have started participating in more competitions and have won prizes.
3. The IQAC committee has accepted to plan the roadmap as suggested by the feedback committee.
4. Training programmes on Communication skill and interpersonal skills have been conducted to improve the soft skills and employability skills of the students.
5. IEDC has been created to conduct various entrepreneurship and startup activities to encourage the students.
6. Technical training has been conducted through ICT Academy to enhance the skills of the students in all aspects.
7. All the departments conducted workshops, seminars and guest lectures for the development of the students.
8. To upgrade the students' knowledge in recent/trending technologies various training sessions have been conducted through ICT Academy, ATAL etc.,
9. All action taken by the institution is documented at the end of the academic year analysis report and it has been made available in the college website.



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

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E- GOVERNANCE POLICY

RVS College of Engineering and Technology which driving towards to provide efficient, transparent and reliable service to the stakeholders in a better way in all aspects through implementation of E-Governance. The formulation of E-Governance in the institution is make the work easier and faster in a better way in all process. This policy is mainly framed to have clear accountability in functioning of the Institution in much transparent way.

This area is one of the most vibrant part in taking part in any activity for exchanging of information. Specially to have an excellent work in sharing and receiving of data or uploading of data, as whole its efficiency in all the process is well done. For an active decision-making the stakeholders are the main concern including management, teaching and non-teaching staffs, and students. This includes various aspects like stating the policy and information relating to programs, automation of all academic activities, Accounts, Administration etc.

SCOPE

The institution has implemented E-Governance in the respective areas of operation for a transparent and effective functioning, which includes

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination
5. Library

The policy is designed and framed to make each and every function transparent and accountable. The scope of this policy extends to the following areas:

OBJECTIVES

- To provide an effective and efficient service to the stakeholders in all aspects by enhancing the integrity, credibility and transparency in function of operations in the institution.
- To develop the functioning of various activities in the institution through implementation of user friendly Enterprise Resource Planning (ERP).
- To promote transparency and accountability as well as easy access to data regarding the various activities of the institution to the stakeholders.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.
- To ensure and reduce paperless administration work in the institution.

1. Administration :

The Institution administrative structure is purely operated through ERP Software (Palpap Ichinichi Software International Limited). The various modules utilized by the institution are Student and Staff Database, Student and Staff Attendance, Staff leave, Payroll, Staff time table, workload, Student feedback on subjects and general, Event request, approval and follow up, Internal circulars, follow up and Reminder, subject master, syllabus, and regulations, library and online OPAC, Purchase, Inventory and Alerts, Transport Maintenance and Reminders, Hostel and Gate Pass. The information regarding the institution are communicated in the website, email is used for sharing the official circulars with staff members. The Institution staff uses separate group for the sharing of circulars to the students in whatsapp group. The staff attendance are monitored through biometric system. The regular updation of the institution information in the website is keenly monitored by the committee members. All the important events released should be made to go live in the website. The college website is put in full use as a vital information source to all the stakeholders. College information shall also be communicated in the college social media pages of twitter, Facebook and Instagram. The administration work shall also be done through ICT. The entire college is provided with faster internet facility.

2. Finance and Accounts.

The institution uses Tally software for maintaining the accounts. The student's tuition fees, hostel fees and examination fees are paid through online mode [link: <http://rvscet.ac.in/pay-online-detail.php>] displayed in the college website. All payments/transactions shall be through online mode such as NEFT, RTGS, Bank Transfer, Gpay etc, The confidentiality in transactions are maintained in proper manner with appropriate security measures. Regular training for the updated version of software is provided for the existing staffs as well as for the new entry staff. In the future, pay roll management system for salary calculations, TDS, Provident fund, disbursement of salary to the bank accounts will be fully automated.

3. Student Admission and Support

The admission process is carried in an open and transparent manner as per the guidelines provided by the affiliating University (Anna University, Chennai). The Admission guidelines are displayed in the college website. For taking admission in the college, students are allowed to fill the online application form displayed in the college website [link: <http://rvscet.ac.in/index.php>]. This admission portal is developed by in-house and utilized by the admission team of the institution. The ERP Software is used for supporting the students data effectively in a efficient manner. The students attendance are entered daily and their monthly report can be viewed. Similarly students internal marks are also generated. The portal can be assessed by the faculty members to track the performance of the students as well as the attendance etc.

4. Examination

The Internal examination conducted in the college are monitored and managed by ERP Software. The overall result analysis report as well as the individual result analysis shall be generated. The database of the complete examination activities of the students of both odd and even semester are maintained confidentially and backed up securely on a periodic basis. The students profile entry, individual subject registration process, students attendance entry, students internal mark entry are purely made online mode developed by Anna University. The individual assessment report as well as the overall report shall be generated from the Anna University Web Portal.

5. Library

The institution continues to properly maintain the stock of the library as well as the e-learning resources (**Autolib – Learning Management Software, Version 2022.01**) for the benefit of students and faculty members. The institution regularly subscribes to updated journals and new books. As per the recommendations from the students and faculty members e-resources subscription are made. The bar codes are used for scanning the entry of students and faculty members inside the library as well as for faster transactions (Issue/Return book). The utilization of frequently used books and no in used book are easily identified. OPAC is utilized for inventory status.

The College shall continuously review and update the policy document and gets approved for implementation.



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

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SLOW-ADVANCE LEARNER POLICY

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are admitted in the first year through Tamilnadu Engineering Admission (TNEA) counseling and Management quota; and Second year through TNEA lateral entry counseling and Management quota. The orientation program is conducted in the beginning of the academic year to freshly admitted students to familiarize with the university curriculum, resources available in the institution and on code of conduct.

The RVSCET is well aware of students' diversity and is equally concerned about the students' learning outcome. The students are categorized into two groups based on learning capacity: Slow Learners and Advanced Learners and the teachers are sensitized to the different need of students.

CATEGORIZATION OF STUDENTS:

At the beginning of the programme, marks secured by the students at + 2 level is used for categorizing them:

Advanced learners - Students scored 60% and above marks; and

Slow Learners - Students scored less than 60% marks.

The knowledge gap between the courses studied at school level and courses they would be studying in engineering college level is identified. In

order to fill the knowledge gap, the bridge courses with defined curriculum are introduced every year before the commencement of the first semester classes. This two-week course facilitates the students' smooth transition to the Engineering programmes. The fundamentals taught in the bridge course lays the strong foundation for the entire four-year programme.

After completion of first semester university examination, the students are categorized based on the number of arrears:

Advanced learners: Students with 2 and less than 2 arrears; and

Slowlearners: Students with more than 2 arrears.

INITIATIVES FOR ADVANCED LEARNERS:

The initiatives are aimed at motivating and facilitating the better learning outcomes and achievement. They are encouraged to:

- Participate in technical events like paper presentations, software contests, code debugging, etc.;
- Apply for funding to do projects;
- Do mini projects / new experiments to give a chance to their ideas; and
- Take leadership in curricular activities including organizing events.

The students have received funding from Tamilnadu State Council for Science and Technology for research activities, won cash prize in project competition conducted by Pan IIT Leadership Series (PALS), IIT Madras and won many prizes at inter-college and intra-college academic competitions. The

students presented the research work at National/International conferences and published in journals.

The institute's career guidance cell motivates and provide them coaching for competitive examinations like GATE and Tamil Nadu Common Entrance Test (TANCET).

These are the testimony of advance learners' encouragement by the institution and its teachers.

INITIATIVES FOR SLOW LEARNERS

The teachers are sensitized on the need of the extra and sensitive care towards the slow learners to improve the learning outcomes. Some of the initiatives are:

- Conducting evening coaching classes, tutorial classes, and giving assignments;
- Giving question bank and previous year university question papers encouraging them to solve;
- Grouping them along with advanced learners in laboratory classes to get the peer counseling and learning; and
- Providing special emphasis through mentors to overcome the learning difficulties.

The extra care given to these students helped them to complete the programme on time successfully.



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RESEARCH & DEVELOPMENT POLICY

Research and developmental activities creates and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculties and students of our institution as these are often incorporated in the courses. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, following RVS College of Engineering and Technology (RVSCET) Research Policy is implemented.

SCOPE

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers in our Higher Education Research Policy. The policy shall serve as an overall framework within which research activities may be carried out.

OBJECTIVES

1. To create an enabling environment within RVSCET in order to foster a research culture as well as provide required support through research framework and guidelines.
2. To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
3. Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
4. To nurture an environment of undertaking socially useful research with potential for commercialization.



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

Faculty Performance Appraisal and Evaluation Policy

Faculty Performance Appraisal and Evaluation Policy

Faculty Performance Appraisal and Evaluation Policy aims at helping faculty get a clearer idea of their expected important roles in the Institute, given that faculty are the essence of the education system. Institution can have the infrastructure and can adopt and develop the best curricula, yet ultimately it is the caliber and standards of the faculty members that have the most influence on the education process. Planning is part of the process of assisting faculty members improve such standards.

Performance appraisals are essential for the effective management and evaluation of faculty. Appraisals help develop individuals, improve organizational performance, and feed into academic planning. It generally reviews each individual's performance against objectives and outcomes set by the institution.

Performance appraisals are important for faculty motivation, attitude and behavior development, communicating and aligning individual and organizational aims, and fostering positive relationships between management, staff and students. Performance appraisals provide a formal, recorded, regular review of an individual's performance, and a plan for future development.

The Faculty Self-Appraisal and evaluation system has the following main objectives:

1. Helping faculty members to recognize the areas in need of development or improvement, and to capitalize on their areas of strength.
2. Building to that can be used for promotion applications.
3. Helping the institute set a program for faculty development.

Faculty members are expected to:

1. Provide up-to-date reports involving teaching activities and student advising as assigned by the department
2. Be responsible for course development and participate in curriculum and program development.
3. Participate in scholarly and research activities which enhance their professional development and contribute to their discipline.
4. Serve as appropriate in, the department, college and university committees

5. Provide professional services to the Institution and community.

1.0 FACULTY SELF APPRAISAL SYSTEM

Faculty Performance Appraisal and Evaluation is the tool to help the faculty improve , progress and prevent him/her from failing. The objective of this system is to motivate each member of the faculty to perform better and better in delivering quality education and research.

The appraisal system will follow the rules and the evaluation system which define the evaluation areas to be:

1. Teaching and instruction
2. Research and development
3. Innovation and Product Development
4. Interaction with industries
5. Performance as a mentor
6. Contribution to the development of the Department and Institute
7. Self - Development

2.0 PERFORMANCE EVALUTION

The faculty with below threshold Faculty Performance Appraisal and Evaluation score shall ask to attend programs like seminars, workshops, conference, higher studies etc. However, they shall be deputed to appropriate Development Programs to improve the skills and teaching abilities with due recommendation of the concerned HOD and approval of the Principal.

For outstanding faculty members will be appreciated by Head of the Department, Director IQAC and principal.



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MAINTENANCE POLICY

CREATION OF THE MINTENANCE COMMITTEE

This committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities. The committee ensures that annual building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is also an important one.

Objectives

- To ensure proper maintenance of physical property and facilities in the campus
- Ordinary preventive maintenance
- Long range plans for repairs/replacement of equipment
- Regular review of the conditions of infrastructure and other facilities.

POLICY FOR CAMPUS MAINTENANCE

Maintenance of Existing Equipment:

- ❖ Identify the need for the Maintenance and Repair etc.
- ❖ Listing out the specification of the repaired items.
- ❖ Preparing comparative statement for the price, scope of repair and technical specification.
- ❖ Estimating the approximate cost of the system from the supplier input and getting financial approval from the management.
- ❖ After getting confirmation from the management, call the suppliers for price negotiations before the purchase and technical committee.

- ❖ Based on the terms and conditions of the service order the supplier will supply and install or show the system/ equipment/ item
- ❖ Supervise the work done by the supplier as per our requirements.
- ❖ After satisfactory completion of the work, the details of the equipment are entered in the respective department Maintenance Register.
- ❖ After the work completion necessary entries are made in work register and sent for payment.

MAINTENANCE COMMITTEE MEMBERS

S. No.	Name of staff	Designation	Responsibility
1.	Dr.V.R.Sivakumar	HoD/MECH	Chairman
2.	Dr.A.Ramesh	Physical Director	Ground Maintenance
3.	Mr.L.Senthilmurugan	AP/EEE	Fire Fighting Equipment Maintenance
4.	Mr.J.Vignesh	General Maintenance	Supervisor
5.	Mr.T.Senthil	System Analyst	ITMC Cell Incharge
6.	Mr.S.Perumal	Electrician	Electrical Maintenance
7.	Mr.S.A.Suresh	Lab Technician/ECE	Intercom



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IT POLICY @ RVSCET

NEED FOR IT POLICY

- IT Policy is being documented for fair and transparent academic purpose for use of various IT resources in the College for Students, Staff, Authority and visiting Guests and Researchers.
- Due to the policy initiative and academic drives, IT resource utilization in the Campus has grown by leaps and bounds during the last decade.
- ITMC is managing all IT infrastructure of the college having the Firewall security, DHCP, DNS, email, web and application servers and managing the network of the institute.
- The students, staff, departments and others, who may be granted permission to use the Institute's Information Technology Infrastructure, must comply with the Guidelines.
- Further, due to the dynamic nature of the Information Technology, Information security in general and therefore policies that govern information security process are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing technology, changing requirements of the IT user community, and operating procedures.

POLICY OBJECTIVES

The objectives of the IT policy are as follows:

- To provide all required IT resources as per the academic/operational programs laid down by College Also, introduce new IT technologies which will benefit the students and staff.
- Create provision for priority up-gradation of the system
- Create Provision for maintenance expenses to ensure maximum uptime of the system.
- Plan and invest for redundancy at all levels.

IT HARDWARE POLICY

Network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

- **Primary User:**

An individual in whose room the computer is installed and is primarily used by him/her is considered to be “primary” user.

- **End Users:**

User who gets services on the Intranet/Internet through Servers installed at ITMC are considered under this policy as "end- users".

- **Power Connection to Computers and Peripherals:**

All the server and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

- **Network Cable Connection:**

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

- **File and Print Sharing Facilities:**

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

SOFTWARE INSTALLATION AND LICENSING POLICY

- **Operating System and its Updating:**

Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). All OS and other application software used in the campus must be licensed.

- **Antivirus Software and its updating:**

Computer systems used in the college should have anti-virus software installed. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

- **Backups of Data:**

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically C, D and so on. OS and other software should be on C drive and user's data files on the other drives (e.g. D, E). In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a fool proof solution. Apart from this, users should keep their valuable data on Pen Drive or other storage devices such as pen drives, external hard drives.

NETWORK (INTRANET & INTERNET) USE POLICY

Network connectivity provided through an authenticated network access connection or WiFi is governed under the college IT Policy. For any maintenance and support of the Network, exclusive of local applications. Problems within the college network should be reported to ITMC.

- **IP Address Allocation:**

Any computer (PC/Server) that will be connected to the college network should have an IP address assigned by the ITMC. Departments should follow a systematic approach, the range of IP addresses that will be allocated to each computer.

- **Wireless Local Area Networks:**

This policy applies, in its entirety, department, or hostel wireless local area networks.

EMAIL ACCOUNT USE POLICY

- In an effort to increase the efficient distribution of critical information to all staff and the college administrators, it is recommended to utilize the institute's e-mail services, for formal Institute communication and for academic & other official purposes.

- These communications may include administrative content, such as human resources information, policy messages, general Institute messages, official announcements, etc.
- The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Email account must be surrendered after retirement/termination of service.

WEB SITE HOSTING POLICY

- **Official Pages:**

Departments, Cells, central facilities may have pages on college official Web Site.

MAINTENANCE OF COMPUTER HARDWARE & PERIPHERALS

- Receiving Complaints ITMC may receive complaints from the users if any of the computer systems or peripherals that are under maintenance through them is having any problems.
- The designated person in ITMC receives complaints from the users of these computer systems and coordinates with the service engineers of the respective brands of the computer systems (which are in warranty) to resolve the problem within a reasonable time limit. For out of warranty computer systems, problems resolved at ITMC.
- ITMC may receive complaints from department/users; if any of the networks related problems are noticed by them such complaints should be made by phone.
- ITMC may receive complaints from the users if any of the users is not able to access network due to a network related problem at the user end. Such complaints may be generally through phone.

VIDEO SURVEILLANCE POLICY

The system comprises: High resolution cameras; Monitors; digital video recorders; Storage. Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.



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POLICY ON DISABLED FRIENDLY MEASURES

RVS College of Engineering considers it an honor to serve the differently abled members of the community. We have formulated a specific policy to keep the campus disabled friendly and to take every possible measure to provide a barrier free environment to the Divyangjan.

Total five percent seats in all programs are reserved for persons with disabilities according to the guidelines given by AICTE / DOTE/Anna University.

Provides special facilities for the differently abled students and persons to provide them opportunities to acquire quality education and to bring them into the main stream of the society. The college has a social responsibility and perception that differently abled students should be respected and treated as a normal human being.

The class room has the easiest and shortest access for a differently abled student.

The administrative staff asked to meet the differently abled student in the class room or at a spot most convenient for her to carry out her needs.

A table closer to the entrance of library is specially set apart for the differently abled students in the college canteen a table is set apart for the differently abled students.

At the time of admission, a Helpdesk should be set apart for the differently abled students seeking admission.

The examination section will follow guidelines issued the guidelines by Anna University in giving extra time or allotting scribes.

The institute is having infrastructural facilities like ramp, lift, restrooms, and scribes for examinations.

Separate toilets are available for people with disabilities. They are clearly identifiable and accessible. The doors are wide enough. There is enough maneuvering space inside. All floor surfaces are slip resistant. Flushing arrangements are mounted at appropriate heights.

Currently there are no divyangjan students in the campus. If admitted in future, then institute will provide the other facilities required

Scribes for Examination:

There are some students who feel difficult to take the examination and they need scribes with them.

The college provides or allows the students to take the help of scribes in the examination. As per the Government Circular ED 5 UNE 2004, dated 5.3.2004 and ED 5 UNE 2004, dated 22.3.2004, the following guidelines are to be strictly followed:

- a) The blind student may select the scribe
- b) The scribe need not have a qualification lower than that of the student, provided that the scribe should not have the qualification (with the same optional and languages) pertaining to the examinations, which the student is writing (for ex: a student who has completed B.A. or M.A. can be a scribe for the student who is taking B. Sc. Examinations)
- c) A physically disabled / blind / hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes per hour.
- d) As the hearing impaired students are having language problems, possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.



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GREEN CAMPUS POLICY

RVS college of Engineering and Technology realizes that it has a responsibility to the environment beyond its routine work and requirements. The Institution commit to reducing the environmental impact and continually improving the environmental performance as an integral part of operating methods. The Institution seeks to minimize its impact on landfills through the promotion of practices to reduce, reuse and recycle.

RESPONSIBILITY

RVS College of Engineering and Technology, Coimbatore is responsible for ensuring that this environmental policy is implemented, however, all employee have a responsibility in their area to ensure that the aims and objective of this policy to met.

POLICY FOR ENVIRONMENT

The Institution policy aims to

- Integrate the consideration of environmental concerns and impacts into all of the decision making and activities
- Create awareness regarding environmental policy amongst the students and the management.
- Maintain pollution free campus by avoiding tobacco in the campus. As per the govt. rules and regulations regarding the instructions of tobacco free campus signboards are displayed at various places in the campus.

- Use Solar Energy in College Campus by installing Solar Lamps.
- Sensitize the students and staff regarding the use of drinking water properly for which, the institute provides purified (RO aqua-guard) drinking water facilities on the campus.
- Bring in use the 'Rain Water Harvesting' on the campus.
- Maximize the use of e –governance in all aspects and minimize the use of paper.
- Protect and nurture the Flora and Fauna in the campus
- Promote environmental awareness among the employees and encourage them to work in an environmentally responsible manner
- Educate and inform the employees and students about environmental issues
- Reduce waste through re-use and recycling and by purchasing recycled, recyclable product.
- Promote efficient use of materials and resources throughout the facility including water, electricity, raw materials and other resources, particularly those that are nonrenewable, avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used stored and disposed of purchase and use environmentally responsible products accordingly,
- Strive to continually improve the environmental performance and minimize the social impact and damage of activities by periodically reviewing the environmental policy in light of the current and planned future activities.
- Determine major grievances pertaining to any matter of persons with disabilities. If it is not resolved, it should be sent to the higher authority .

IMPLEMENTATION OF POLICY

- Institution ensure Rain Water Harvesting within their premises, provide Waste Management and environment improvement measures to ensure a sustainable Green Campus, strive to have a plastic free environment, start Installation of grid connected solar rooftops/ Power Systems, wherever feasible.
- The Institution has a MoU with a E-waste management company. The Institution identify the E-waste from all the departments. Those are handed over to the company . It ensures the proper the management of the E products.

CODE OF CONDUCT

POLICY

RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

COIMBATORE-641402

PROFESSIONAL CODE OF CONDUCT

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PROFESSIONAL CODE OF CONDUCT

INTRODUCTION

Students seeking admission and trust of their parents are the primary reasons RVSCET exist as an Institution. Everybody in the Institution is expected to discharge his/her duties with due responsibility. The roles and responsibilities are assigned, and people are held accountable for their deeds. We feel our liability towards the society and our actions add values to the Institution. Our Institution is committed to developing the skilled and ethical manpower to serve the Nation.

Admission of the student to any academic programme of the Institution carries with it the presumption that students will conduct themselves as responsible members of the academic community. The betterment of the Institution is when proper discipline is maintained by the students. All pleasures are to be enjoyed with sense of morality. Hence, discipline and decorum of the College Campus shall be monitored. Students shall abide by the rules and regulations of the College and act accordingly.

1.CODE OF CONDUCT FOR STUDENTS

GENERAL RULES:

1. Students shall adhere to the work schedule of 6 days from Monday to Saturday. Working hours are from 9.00 AM in the morning to 4.30PM in the evening.
2. Students shall wear identity card inside the campus, violation leads to prohibition to enter the campus.
3. Dress code is the identity of the professionalism these days. Students are required to follow the dress code prescribed by the Institution. Proper dress code and wearing lab coat for the lab session is mandatory.
4. Any behaviour obstructing teaching, administration, other proceedings, physical abuse, verbal and emotional abuse against fellow students and staff inside/outside campus are entitled for punishment.

5. Students must take care that his/her behaviour is impeccable toward opposite gender. Any unwelcome behaviour towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with the Law.
6. Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.
7. Rules and regulations are laid down for conduct in Hostels must be strictly followed by each student.
8. Alcohol and Tobacco products are prohibited in the Campus and in the Hostels.
9. Sale, distribution, manufacture use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited.
10. Forbidden are the mobile phones in on mode in the classrooms, laboratory and library and possession in the examination hall.
11. Entry of student's vehicle is prohibited inside the campus and shall be parked in the parking area near the entrance.
12. Damaging college properties is liable for punishment and compensation shall be claimed.
13. Academic Calendar and academic activities shall be followed scrupulously to ensure the smooth functioning.
14. Anti-national, anti-social, anti-institutional and immoral practices inside the campus shall be punishable.
15. Participation in educational tours or industrial visits with Faculty members shall be encouraged. Undertaking from Parents/Guardian is mandatory.

EXAMINATION RULES

1. Students shall be present at the examination hall an hour before the commencement of the examination. Instructions specified in the Hall ticket and Answer booklet shall be followed conscientiously.
2. Malpractices/Cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with.

LEAVE RULES

1. Students must be punctual for each period.
2. Attendance is compulsory and leave or absence will be permitted only on valid reasons.
This rule is applicable for examination also.
3. Late comers are viewed seriously.
4. Student's attendance will be computed fortnightly and shared to the parents through letter.
5. The students should avail leave only with the previous sanction of the Faculty Advisor/Tutor. When leave is availed of for unforeseen causes, the application must be made soon after the availing of the leave. Such application will be considered only on production of a Medical Certificate or the applicant should produce evidence of the unforeseen cause. No student should write an application for leave on behalf of another student. Students who avail of leave should furnish their address to the Principal and to the Deputy Warden if hosteller.
6. In the case of serious illness and infectious diseases, the hosteller-students should report to the Deputy Warden concerned and College Medical Officer for necessary action.

2. CODE OF CONDUCT FOR FACULTY

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures, methods and methodology for theory, lab experiments and computations and that the data are properly recorded and saved for future reference. Responsibility includes punctuality, teaching, student mentoring, college/departmental activities.
2. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their responsibility for completion of academic schedule.
3. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

4. Co-operate in the formulation of policies or the institution by accepting various offices and discharge responsibilities which such offices may demand.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Should adhere to the conditions of contract at the time of appointment.
7. Give and expect due notice before a change of position is made.
8. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing that will affect the reputation and prestige of the college, particularly in his relationship with the Director/Principal, staff, students and visitors of the college.
9. No employee shall, without obtaining the sanction of the Director/Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the college.
10. No staff member of the college shall engage himself/herself in coaching students privately for any remuneration.
11. No employee shall, without the permission of the Director/Principal accept any remunerative or honorary work not connected with the college.
12. No employee shall, without the previous sanction from the Director/Principal, wholly or in part, participate in editing or management of any newspaper or other periodical publications.
13. No employee shall, while being on duty, take part in politics which includes party or standing for election to the State Legislative or the Parliament or take part in any other election as an independent or on any party ticket.
14. No employee shall take part in any act or movement, such as strike, incitement thereof to similar activity in connection with any matter pertaining to his service or any other matter, which tends to bring dishonor to the college, nor shall he/she resort to media with his/her grievances.
15. An employee shall not without the knowledge and approval of the Director/Principal and the Management, have recourse to any organization/authority, court or to the press for vindication of his grievances.

16. The Governing Body in exercising the provisions of these rules, shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
17. No employee may absent himself or herself from duty without prior permission. In case of emergency of proceeding on leave without permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
18. Every employee shall be regular to work during their working hours fixed unless permitted otherwise by his/her Superior.
19. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

The following acts of commission/omission shall be treated as misconduct which is punishable.

1. Failure to exercise efficient supervision on the subordinate staff.
2. Insubordination or disobedience to any lawful order of the Superior Officer
3. Gross negligence in teaching or any other duty assigned.
4. Causing willful damage, the college property.
5. Intemperate habits affecting the efficiency of the teaching work.
6. Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior.

3. CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

1. Coordinating the activities of the faculty in the department to offer quality education to the students and achieve the desired goals of the college.
2. Planning and monitoring the overall department's activities.
3. Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.
4. Arranging for the departmental requirements such as staff, equipment's, library books, and other infrastructural facilities.
5. Developing, installing and maintain department laboratories.
6. Convening departmental meetings.

7. Counseling and guiding students.
8. Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.
9. Assisting the Principal in all administrative, academic and other matters.
10. To motivate staff and students to become members in professional organizations.
11. To take necessary steps to develop industry institute interaction.
12. To check the course files of the faculty members and suggest corrective measures.
13. Maintain all records as stipulated by University, NBA and equivalent Accrediting bodies.

4. CODE OF CONDUCT FOR PRINCIPAL

1. Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
2. Coordination the activities with the University, AICTE, DOTE, Government and NBA/NAAC for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
3. Making the short term and long term plans in setting out the priorities based on the 10 years strategic plan of the institution.
4. Carrying out the mission, goals and the policy of the institution approved by the governing council giving top priority for discipline and quality education.
5. Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and excellence.
6. Managing the curricular, academic and other related activities.
7. Monitoring the overall discipline, growth and development of the college. Arranging HOF and staff meetings periodically and also monitoring the university examinations.
8. Encouraging Research / consultancy activities in the college by interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MoU.
9. Encouraging and motivation the staff and students by identifying the hidden talents within them.

10. To support in all aspects pertaining to the development of the individual and the institution.
11. To take necessary steps to improve the placement services for the students.
12. Coordination with the management for the recruitment of teaching and non teaching staff.
13. Attending other works assigned by the Management.

5. CODE OF CONDUCT FOR ADMINISTRATIVE OFFICER

1. Financial benefits/aids/concessions such as scholarships/first graduation from Government/Private shall be notified and availed for the best interest of the students, especially to the students of deprived class such as SC/ST/MBC
2. Maintain the documents related to leave/qualification/University/students/faculty.
3. Coordinate/supervise all activities related to maintenance of the college.
4. Addressing/implementing HR rules in the campus
5. Recruit personnel as per Department requirements in comply with the guidelines of the interview/selection panel.
6. Admission/Approval/Communication related to University shall be taken care of.

6. CODE OF CONDUCT FOR LIBRARIAN

1. Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.
2. Preparation and co-ordination of annual budget of the library and library activities.
3. Collection of indents from various departments and processing them for procurement, purchase and maintenance of books, new journals and renewal of subscriptions.
4. Administration of library records, furnishing information on all matters relating to library, updating the records, books and computers.
5. Arranging annual stock verification, collection and preservation of statistical records related to library and planning for changes and reorganization whenever need arise.
6. Maintenance of library Automation and digitization of library.

7. Maintenance of good inter-departmental relationship for better co-ordination.
8. Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

7. CODE OF CONDUCT FOR PHYSICAL DIRECTOR

1. Assisting the Principal in maintain discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
2. Coordinating the activities of the staff in the physical education department for ensuring effective functioning.
3. Suggesting changes and development, preparation and submission of the annual budget to the Principal.
4. Planning and time scheduling for student's accessibility to the equipment's, grounds and other facilities made available in the department.
5. Attending the meeting at the university level regarding physical education.
6. Arranging for the training of himself/herself and the colleague/s in advance programs.
7. To organize and conduct sports and games at the university level, district / state level.
8. To organize inter-departmental sports, inter collegiate and university competitions.

8. CODE OF CONDUCT FOR OFFICE STAFF

1. Carry out their functions with integrity, independence, and good faith, and shall act in the best interests of college.
2. Act responsibly and fairly with the care, diligence, loyalty, and discretion of a reasonable individual.
3. Make every reasonable effort to avoid real or perceived conflicts of interest.
4. Respect the confidentiality of information received in the performance of their duties as well as the confidentiality of the deliberations in which they participate.

9. RESPONSIBILITIES OF NON-TEACHING STAFF/SUPPORT STAFF

1. Assisting in installation, operation and maintenance of laboratory equipment's and their calibrations.
2. Assisting in scheduling and conducting practical and drawing classes.
3. Helping in indenting and purchasing of stores and consumables for laboratories and workshops.
4. Helping the faculty in research, consultancy and testing works in respect of projects.
5. Assisting the faculty in matters relating to design, fabrication and computer work.
6. Assisting in the operating of telephones, intercom, Internet, Audio visual aids and other housekeeping activities in the campus.
7. Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

Kumarankottam Campus, Kannampalayam (Po), Coimbatore – 641 402
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
(NAAC Accredited and ISO 21001:2018 certified Institution)



FEE WAIVER POLICY

RVS Educational Trust was formed with the sole aim of serving the society, in the year 1983 by Dr.K.V.Kuppusamy in memory of his late son Rathinavel Subramaniam.

Best Service to the society is providing education to the needy people. People with desire to bear may have hurdles in the form their location, region, religion and money. Identifying such people and showing the way will go a long way in uplifting is position and the society he lives in. The management is committed to provide financial to such students through fee waiver schemes to provide an opportunity for them to learn in peace. Students from economically poor background and students without family support are identified and supported with fee waivers. Based on the income of their family income fee waiver varies from 20% to 100% of the fees.

Moreover, the management encourages the meritorious students by providing fee waivers. They are selected on the basis of the marks scored in their school final examination marks. The waivers scheme is as follows

+2 cut off marks	Tuition fees concession in %
190 and above	100% Tuition fee waiver
185 to 189.99	40% Tuition fee waiver
180 to 184.99	30% Tuition fee waiver
170 to 179.99	20% Tuition fee waiver

Management offers 20% fee concession for students who have come through sports quota to encourage them in their sports activity.

The wards of the employees of RVS group of institutions are eligible to receive 10% concession in their tuition fees.

Students from RVS groups of institutions who wants to pursue higher studies in our group of institutions are eligible for 20% fee concession.

The students who are benefited with reserved category scholarship from the government are exempted from room rent in the hostel.
