

DHANALAKSHMI COLLEGE OF ENGINEERING

(Approved by AICTE and Affiliated to Anna University)
NBA Accredited Course: NAAC Accredited Institution
Tambaram, Chennai 601 301



HR MANUAL 2024

About Institution	4
Vision of the Institute	5
Mission of the Institute	5
QUALITY POLICY	5
QUALITY OBJECTIVES	5
Governing Council (GC)	5
ROLES & RESPONSIBILITIES PRINCIPAL	10
Regulation / Monitoring:	11
The Principal also takes on developmental functions that are crucial for the institution's growth, including	11
Strategic functions undertaken by the Principal involve:	12
As a leader, the Principal embodies the following functions:	12
The Principal also takes on visionary functions:	12
IQAC Director	12
Dean of the Academics	14
Roles and responsibilities of Dean of Academics:	14
Head of the Departments	16
Faculty	17
Training and Placement Director	18
Functions and Responsibilities	18
Administrative Officer	19
Responsibilities	19
Responsibilities of Department Academic Coordinator (DAC)	21
Responsibilities of Timetable Coordinator	22
Responsibilities of Course Faculty	22
Responsibilities of Mentors	22
Functions and Responsibilities of Librarian	22
Functions and Responsibilities of Physical Director	23
SERVICE RULES	24
2. Definition	24
3. Appointing Authority	24
4. Appointments on Contract	24
5. Delegation of financial and sanctioning powers	24
6. Termination of Service/Resignation	25
7. Retirement	25
8. Leave	25

3) Medical Leave	25
4) Maternity leave	25
5) Marriage Leave	26
6) Summer vacation is allowed in a staggered manner, as described below:	26
10. Non-Teaching Staff	26
11. Qualification	26
12. Provident fund (PF)	26
13. Group Gratuity Cum insurance	26
14. Other Concessions	26
15. Pay Scales	27
16. Promotion	27
17. Traveling and Daily Allowances	27
18. Awards/Incentives	27
19. Financial Assistance/Sponsorship for Higher Studies	27
(a) Paper presentation	27
ii) Abroad	28
(b) Faculty Development programmes	28
(c) Incentives for Publication of paper	28
(d) Incentives for Publication of text Books	28
(e) Incentives for funded project approvals from Government / Private Agencies	28
Teaching Staff:	28
Non-Teaching staff:	29
PROMOTION POLICY	30
Eligibility criteria	30
Associate Professor	31
GRIEVANCE REDRESSAL MECHANISM	31

About Institution



Dr V P Ramamurthi, Ph.D.

Founder and Trustee, Former Professor of Anna University

Dhanalakshmi College of Engineering (DCE) under the auspices of Dhanalakshmi Educational Trust Was set up near Tambaram in Chennai, in the year 2001. DCE is the brainchild of the eminent and dedicated academician and former Professor of Anna University, Dr V P Ramamurthi.

The College is approved by the All India Council for Technical Education (AICTE), New Delhi and affiliated to Anna University, Chennai. The Institution is accredited by National Assessment and Accreditation Council (NAAC).

The Institution is ISO certified and the courses are NBA accredited. UG courses have got permanent affiliation by Anna University, Chennai.

DCE is a sister institute of the Indian Institute of Professional Education (IPE), an institute offering coaching for Professional Courses Entrance Examinations, also founded by Dr V P Ramamurthi in the year 1993.

Dhanalakshmi College of Engineering has now grown into a 'Distinguished Centre for Engineering and Technological Studies' providing a serene environment and congenial atmosphere for learning. The Institution not only provides quality engineering education to mold the students into technologically sound, efficient, effective and creative engineers but also mold them as responsible human beings.

Vision of the Institute

Our Institute is committed to produce, highly disciplined, conscientious, enterprising professionals conforming to global standards through value-based quality education, and research excellence.

Mission of the Institute

- M1: To provide competent technical manpower capable of meeting the global industrial requirements through excellence in education
- M2: To establish the Center of Excellence on the cutting-edge technologies that initiate new ideas, leading to the emergence of innovators, leaders, and entrepreneurs
- M3: To instill the highest level of self-confidence, professionalism, academic excellence, and engineering ethics

QUALITY POLICY

Committed to providing quality education and training to the students through continual improvement to cater to the changing and challenging needs of industry

QUALITY OBJECTIVES

1. To strive and achieve the global standards of engineering skills through training and hands on experience
2. To impress the employability of students through sustained motivation and intensive participation in industry related real time projects
3. To inculcate moral and ethical values among the students and staff and train them to apply it professionally with due consideration for ecological and economic issues

Governing Council (GC)

Governing Council:

The Governing Council of Dhanalakshmi College of Engineering has the authority to operate within the framework of the institution's bye-laws and the rules set by the state government or affiliated university. The Council's functions include developing and achieving the college's vision, mission, and

objectives, ensuring academic and administrative autonomy, making policy decisions on various matters, approving a new study programs, awarding scholarships and honors, overseeing academic and financial matters, managing the institute's physical resources, evaluating performance and providing guidance, ensuring regulatory compliance, ratifying meeting minutes, reviewing accreditations, monitoring non- statutory committees and promoting applications for funds from funding agencies.

Members of Academic Governing Body				
Name	Position	Qualification	Present Position	Professional
Dr Viswanathan D	Chairman - GC	Ph.D.	Rector – Research and Development Dr. M.G.R. Educational and Research Institute, Chennai Former Vice Chancellor of Anna University, Chennai	
Dr Ramamurthi V P	Ex.officio Member	Ph.D.	Managing Trustee, Dhanalakshmi Educational Trust	
Mr Ramesh R Vishegu	Ex.Officio Member	B.E., M.S.	Vice Chairman, Dhanalakshmi College of Engineering	

Dr Elanchezhian C	Member Secretary	Ph.D.	Principal, Dhanalakshmi College of Engineering
Dr Natarajan R K	Member	Ph.D.	Dean, Dhanalakshmi College of Engineering
Dr Pradeepkumar A R	Member	Ph.D.	IQAC Director, Dhanalakshmi College of Engineering
Mr Vasu M	Member	B.A.	Academic and Finance Adviser
Dr Viswanath B A	Member	Ph.D.	Senate Member Rajiv Gandhi University of Health Sciences, Bangalore
Dr Mehata K M	Member	Ph.D.	Advisor, Computing Services Dr M G R Deemed University Chennai Former Professor School of Computer Science and Engineering Anna University, Chennai

Dr Kumar P S	Member	Ph.D.	Executive Director Prithivi Grow Care
Mr Sudhakar Govindan	Member	B.E., M.B.A	General Manager , Wipro, Chennai
Dr Ramesh Venkatesan	Member	Ph.D.	CEO, ANSYS
Mr Ramanathan	Member	IAS	Retired IAS Officer Former Secretary to Govt. of Tamil Nadu Food and Co-op Department
Mr Gopinathan P R	Member	B.Sc., L.L.B., M.B.A., M.L.S., P.G.D.I.T.	Advocate, Counsel for UGC, Standing Counsel for AICTE & NCTE
Dr Annamalai K	Member (University Representative)	Ph.D.	Professor and HoD Department of Automobile Engineering MIT, Chrompet Chennai

Dr Anandha Kumar P	Member (University Representative)	Ph.D.	Professor Department of Computer Technology MIT, Chrompet Chennai
Dr Panneerselvam M A	Member	Ph.D.	Dean of EEE Department Tagore Engineering College Chennai
Dr Anbu Rathinavel	Member	Ph.D.	Partner, Chief Design Officer Intellect Design Arena Head, School of Design Thinking
Mr. Sardar Mahaboob Jan A	Member	M.E.	Consultant
Dr. Sabapathi S R	Member	Ph.D.	Director, Technicals, Qmax Test Equipments Pvt. Ltd.
Prof. Balan K S	Member	M.E.	Advisor, AICTE
Dr Anbu Rathinavel	Member	Ph.D.	Sr. Vice-President, Polaris Financial Technology

Mr. Subrahmanyam K	Member	M.Sc. (Engg.)	Consultant
Mr. Sridharan P K	Member	M.Tech.	Director, Premier Centre for Competency Training, MARG Group
Mr. Gnanasekaran O C	Member	M.S.	Director, PayPal
Mr. Sachindran K	Member	M.S.	Product Line Manager, Infosys Ltd, Chennai
Mr. Sujith Kumar	Member	M.B.A.	Infosys Ltd., HR Management, Chennai

ROLES & RESPONSIBILITIES

PRINCIPAL

Responsibilities

Reporting only to the top Management (Chairman, and Vice Chairman) of the institute and assisting them in the following functions of the institute:

- Regulation / Monitoring
- Development

- Leadership
- Visionary

Regulation / Monitoring:

The Principal holds a vital role in the academic and general administration of the institution, overseeing various systems, policies, and procedures to meet the expectations of regulatory bodies, top management, students, and parents. Some key responsibilities in this capacity include:

- Monitoring the performance and fulfillment of responsibilities by academic and administrative staff
- Supervising the conduct, regularity, and discipline of both administrative and academic staff
- Ensuring student discipline, attendance, and maintaining the institution's decorum
- Monitoring effective teaching aligned with prescribed curricula and institutional methodologies
- Overseeing all administrative procedures, including admission, fee collection, attendance, recruitment, salary payments, purchases, and accounts.
- Handling liaising activities with government bodies, corporations, and academic institutions. Maintaining liaison with the top management of the institution and coordinating activities with various departments.
- Overseeing meetings of staff, HoDs, Coordinators, College Academic Council, and the Governing Council.
- Managing the procurement and purchase of necessary infrastructure and maintaining the institution's infrastructure and safety.
- Maintaining positive relationships with staff, students, parents, and all connected with the institution.

The Principal also takes on developmental functions that are crucial for the institution's growth, including

- Recruiting suitable faculty members for the institution and providing guidance and support to nurture and facilitate their growth
- Identifying and projecting the institution's core competencies
- Building the institution's reputation and working culture
- Developing necessary infrastructure, particularly the library and laboratories, to provide an international standard of education

Strategic functions undertaken by the Principal involve:

- Developing strong associations with industry, research, and consultancy establishments through Memorandum of Understandings
- Gaining industrial support by involving industrialists and business people in the governing council and advisory bodies

As a leader, the Principal embodies the following functions:

- Demonstrating excellence as an academician and setting high standards of discipline and commitment.
- Inspiring colleagues to achieve the institution's goals and being a role model for sacrificial leadership.
- Addressing the concerns and requirements of the staff at the ground level.

The Principal also takes on visionary functions:

- Developing a long-term vision for the institution and working towards its realization in collaboration with the top management.
- Establishing systems and policies aligned with the institution's vision.
- Planning, executing, and reporting on long-term and short-term plans to the top management.
- In addition, the Principal plays a significant role in creating a vibrant organizational culture that promotes academic excellence, mentorship, and academic activities. They focus on faculty development, identify leadership capabilities, and foster a strong mentor-mentee relationship. The Principal also takes charge of organizing graduation day ceremonies and performs any other functions assigned by the management.

IQAC Director

Responsibilities

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes / activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Dean of the Academics

The Academic Monitoring Committee (AMC) is under the supervision of the Dean of Academics and consists of department Heads and academic coordinators. Its main responsibility is to plan, monitor, and oversee all academic aspects, ensuring smooth operations, proper procedures, and maintaining relevant documents. The AMC focuses on several key objectives, including providing clear guidelines to teaching staff for curriculum planning and implementation, implementing effective teaching and learning practices, supporting continuous assessment and evaluation, catering to the needs of both slow and advanced learners, mentoring students for academic and personal growth, and ensuring the achievement of course and program outcomes.

Roles and responsibilities of Dean of Academics:

- Forms the AMC in collaboration with the Principal and heads of departments, including department academic coordinators
- Provides guidelines to academic coordinators and gathers information from them for necessary corrective measures.
- Prepares the institute Event Calendar based on the Academic Calendar and shares it with departments at least 15 days before the semester begins.
- Ensures the well-being of slow and advanced learners
- Circulates important information related to the semester, examinations, feedback, events, and more.

Head of the Departments

Functions and Responsibilities

- To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- Assigns duties to teaching and non teaching staff of the Department.
- With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
- To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- To present the departmental budget/requirement to the Principal.
- To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
- To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
- To submit recommendations, if any, to the examination committee for processing of results.
- To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
- To ensure Quality, Maintenance and cleanliness of the department.
- To recommend leave of the departmental Colleagues.
- To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
- To encourage research/innovative programs in the department.
- To organize need based workshop/seminars/symposia/visits/excursions etc.
- To invite guest speakers for interaction and guidance to UG/PG students.
- To guide the students for career opportunities.

Faculty

Responsibilities

- To facilitate faculty in the preparation and processing of self-appraisal of performance
- To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required
- Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college. Coordinating the activities of the department and assisting the Principal of the College
- Assisting faculty in providing a quality educational experience for students
- Recommending, mentoring, and supervising faculty
- Coordinating and recommending full-time faculty responsibilities teaching assignments, committee assignments, and student advise assignments
- Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development
- Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables)
- Supporting the integrity of curricula, encouraging student success
- Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the department
- Assisting in providing leadership to meet the instructional goals of the department and college
- Conducting regular meetings of the department faculty
- Coordinating the formulation of department short- and long-term plans
- Facilitating interaction and collegial spirit among the department faculty
- Coordinating the preparation of propose departmental budget request
- Administrative Responsibilities of HoD
- Represents the department at meetings of department chairs
- Assists with student complaints, and grievances originate in the department
- Plans, executes, and monitors academic and support activities of the department
- Maintains discipline and culture in the department
- Picks and promotes strengths of students / faculty / staff

- Maintains records of departmental activities and achievements

Training and Placement Director

Functions and Responsibilities

- Liaisons with industry
- Identifies and provides for training needs of students
- Arranges campus interviews
- Proposes annual T & P budget
- Prepares a database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
- Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- Assists students develop and implement successful job search strategies.
- Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
- Prepares an audio-video presentation or hand-outs of the college to be presented to potential employers.
- Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
- Prepares a placement brochure having all the student profiles.
- Undertakes a rigorous placement campaign
- Assists employers achieve their hiring goals
- Empowers students with life-long career decision-making skills
- Provides resources and activities to facilitate the career planning process
- Acts as a link between students, alumni and the employment community
- Up gradation of the students' skill sets commensurate with the expectations of the industry
- Generation of awareness in the students regarding future career options available to them
- Assists different companies in recruiting candidates as per their requirements
- Assists students in obtaining final placement in reputed companies
- Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants

- Communicates the resume of suitable candidates to the potential employers.
- Provide the right placement to the right candidate so that students excel in their future life.
- Organizes placement training for the students and makes them ready for interviews and group discussion.
- Shall be a live wire connecting the students and the industrial houses.
- Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
- Provides information on the schedule of recruitment drives well in advance to all departments' placements coordinator, HoDs, Deans, Registrar, CoE, Principal, and students.
- Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
- Details of placed candidates from various companies is sent to all HoDs, departments' placement coordinators, Dean, Students Affairs, Registrar, CoE immediately after the recruitment drive is completed and placements announced
- Sends hard copies of all appointment orders of students recruited to the concerned HoDs.

Administrative Officer

- Administrative officer is the overall in-charge of administrative functions, responsible for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, Public relations, Health Centre, among others.

Responsibilities

- Assists the Principal/Dean in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations
- As the custodian of the college property records, manages the filing, storage and security of documents.
- Assists in the preparation of contract agreement/document for canteen operations, Security services, and general maintenance
- Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.

- Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
- Liaisons with consulting architects/engineers for translating college's needs into specific requirements.
- Coordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus green cover, transport vehicles, telephones, photocopiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
- Ensures campus security and safety of personnel through administering the agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
- Monitors CCTV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Principal, and management, and to Police, with proper approvals.
- Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.
- Represents the college at meetings convened by DCE, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, conduct of University examinations, NSS, NCC etc
- Coordinates response to legal notices, filing of petitions and liaisons with advocates representing the college
- Coordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise
- Manages distribution of incoming mails, and dispatch of out-going mails
- Identifies training needs of office staff, and organizes staff development programmers.
- Recruits ministerial, contingency staff, and drivers in coordination with HR department, following proper procedures
- Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in coordination with HoDs/Sections-in-charge, following proper procedures.
- Prepares capital and operating budgets for the Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision

in the approved budget.

- Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
- Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., coordinates annual verification of the assets.
- Convenes meetings with Bus-In-charges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, and forwards a copy of the minutes to Principal
- Convenes meeting of the General Services Committee, at least once in 3 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to the Principal.
- Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance.
- Set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
- Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources
- Any other functions assigned by the Registrar /Principal from time to time.

Responsibilities of Department Academic Coordinator (DAC)

- Monitors the class timetable, individual timetables, and faculty workloads
- Keeps track of students' attendance through the DCE Courseware Portal
- Monitors syllabus coverage and records communication with parents about students' performance
- Analyzes various feedback related to academics and executes Academic Audit for each semester

Responsibilities of Timetable Coordinator

- Manages roll call lists, student data, and attendance records for theory and practical classes
- Organizes substitute arrangements for lectures and practical's when faculty members are absent

- Prepares provisional and final detention lists and handles scheduling for make-up classes
- Conducts course faculty meetings and monitors late reporting students

Responsibilities of Course Faculty

- Prepares and maintains course schedules, attendance records, and instructional materials
- Conducts internal examinations, make-up classes, and counseling sessions for students
- Engages in research and development activities, curriculum development, and professional involvement

Responsibilities of Mentors

- Understands students' needs and potential
- Provides personal guidance and support to students for academic and personal development
- Holds meetings with students regularly and maintains records of their progress
- Acts as a counsellor, guide, and mentor to help students overcome challenges and excel in their goals
- These roles and responsibilities are crucial for ensuring effective academic planning, monitoring, and development within the institution

Functions and Responsibilities of Librarian

- To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities
- To manage library as well as digital library of the college
- Arranges to prepare the library budget and policies relating to the library/Digital library
- To encourage widespread usage of available information access facilities
- To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
- Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty
- Provides URL links/resources for information on various study material
- Weeding out obsolete study material as per the college norms
- Disposal of weeded out material
- Ensures availability of reprographic facilities
- Maintain the books in good condition

- Seeks reviews on books recommended
- Seeks suggestions / feedback on databases used
- Provides digital library access from anywhere on campus
- Establishes specialized search facilities for faculty's teaching and research needs.
- Establishes a repository of cases and keeps adding new cases on a continuous basis
- Provides adequate access and borrowing facilities to faculty pursuing Doctoral program
- Provides content page service
- Encourages use of smart card for library services
- Facilitates conduct of reading sessions
- Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff
- Makes arrangements in the library for hooking up laptops
- Develops a system for posting new additions online
- Any other work related to library that may be assigned from time to time
- Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports

Functions and Responsibilities of Physical Director

- Reports to Dean, Students Affairs
- Ensures smooth conduct of sports
- Ensures proper use of sports material and facilities
- Purchase of sport items by coordinating with AO
- Encourages students to participate in Zonal /University tournaments
- Creation and upkeep of sports facilities
- Proposing annual budget for sports
- Ensures discipline among students in campus
- Ensures NO Ragging activity takes place
- Oversees medical facilities on campus
- Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean, Students, Affairs with a copy forwarded to Principal on monthly basis

SERVICE RULES

1. General

- (a) These rules shall be called, the Dhanalakshmi College of Engineering, Chennai, Employees service and conduct rules and shall come into force from the date of its approval by the Governing Council. These rules supersede all other rules previously enforced.
- (b) Except as otherwise provided, these rules shall apply to all categories of employees except part-time employees and employees borne on contingent establishment.

2. Definition

- (a) The term 'College' wherever used in these rules shall mean the Dhanalakshmi College of Engineering, Manimangalam, Chennai
- (b) 'Trust' means the Dhanalakshmi Education Trust, Chennai
- (c) 'Teaching Post' means a post, the duties of which involve teaching and training the students and other academic responsibilities.
- (d) 'Supporting Staff' mean persons appointed to Non-Teaching and Non-Executive posts.

3. Appointing Authority

All appointments of faculty members and staff of the College are made based on suggestions from a selection committee whose convener is the Principal and ratified by the Managing Trustee, subject to the approval of the Governing Council.

4. Appointments on Contract

Apart from appointments on regular basis, appointment of faculty and other staff can be made on contract basis by the Managing Trustee, subject to the approval of the Governing Council.

5. Delegation of financial and sanctioning powers

- a) Financial power of Principal is approved by the chairman upto Rs. 2,00,000 (Two lakh rupees) per year. He is also authorized to sign upto Rs. 50,000 (Fifty thousand rupees) to purchase of research items and other non- consumables.
- b) Financial power of HODs is approved upto Rs. 20,000 (Twenty thousand rupees) per year and under single signature upto Rs. 10,000 (Ten thousand rupees).

6. Termination of Service/Resignation

- (a) The appointing authority shall have the power to terminate the services of an employee by giving one month notice, or payment of salary in lieu thereof.
- (b) If, in the opinion of the appointing authority, the efficiency of an employee has been

impaired due to any infirmity, he will be considered for a less laborious job if such a vacancy exists and the employee is willing to accept it.

- (c) Resignation of an employee will come into effect only after the specific Approval/Acceptance by the appointing authority. The appointing authority may, in the interest of students call upon the employee concerned to continue till the end of the academic session in which the notice is received.
- (d) The one month notice by the appointing authority is not necessary if the services of an employee are terminated on grounds of moral turpitude.

7. Retirement

The age of retirement of faculty members shall be normally 65 Yrs. If the Management is satisfied that a person who has crossed 65 Yrs has not reached the stage of efficiency bar, may retain his/her services beyond 65 Yrs.

8. Leave

- 1) Staff are eligible for 12 days C.L in a calendar year
- 2) Each staff shall be entitled to one day optional religious holiday for every four months. This optional religious holiday eligibility is only to those who actually celebrate the religious festivals.

3) Medical Leave

Those who have completed 2 years of service in the college are eligible for a maximum of 15 days medical leave with full pay in a year. This leave is allowed for hospitalization/bone fracture cases.

4) Maternity leave

Female staffs who have completed 2 years of service in the college are eligible for 3 months maternity leave. This leave is allowed for a maximum of two children only. The concerned staff must join duty immediately on the expiry of 3 months leave.

5) Marriage Leave

Those who have completed 2 years of service in the college are eligible for 5 days leave for his/her marriage.

6) Summer vacation is allowed in a staggered manner, as described below:

9. Teaching Staff

Sl. No.	Eligibility	No. of days
1	Staff who have rendered more than three years of service	30

2	Staff who have rendered 1 to 3 years of service	25
3	Staff who have rendered 6 months to 1 year of service	15
4	Staff who have rendered less than 6 months service	Nil

10. Non-Teaching Staff

Sl. No.	Eligibility	No. of days
1	Above 1 year service	2 weeks
2	6 months to 1 year service	1 week
3	Below 6 months	Nil

Winter vacation to the faculty members will be decided depending upon the exigencies of academic activities and other relevant factors.

11. Qualification

Qualification of the faculty member shall be as per AICTE norms.

12. Provident fund (PF)

Staff must contribute 12% of their pay plus D.A towards EPF

The Management will make equal contributions to the fund as per rules.

13. Group Gratuity Cum insurance

All the regular staff who retire after a minimum of 5 years of continuous service in the college are eligible for payment of gratuity subject to the rules of the scheme.

14. Other Concessions

Transportation for the staff to and fro will be provided at free of charges for travel by the college bus. This is applicable only to the staff residing in the areas where college

buses are operated. Food for the staff will be provided with nominal charges of Rs1000/ per month.

15. Pay Scales

Pay scales of faculty are as per AICTE norms. Pay scales of supporting staff shall be decided by a committee appointed by the Governing Council.

16. Promotion

Promotion to higher posts shall be based on qualification, experience, performance and participation in the Institutional development activities.

17. Traveling and Daily Allowances

The Employees of the college are entitled to travel with daily allowances based on actual expenditures.

18. Awards/Incentives

Cash incentive for faculty members for result oriented performances

Sl. No.	Description	Amount (Rs./-)
1	Teachers producing 100% pass in the theory subject handled by them	Rs. 2,000/- per subject
2	Teachers producing more than 95% pass in the theory subject handled by them	Rs. 1,000/- per subject

19. Financial Assistance/Sponsorship for Higher Studies

1. The Management will allow the faculty members to avail 'other duty' facility with full pay for a reasonable duration, subject to the condition that the faculty member after the completion of higher studies, agrees to serve this college as per the terms specified in the contractual obligation tendered.

2. The following assistance/awards will also be extended to the faculty members.

(a) Paper presentation

i) In India

- OD for the period of conference including travel period
- Registration / delegation fee
- One way second class train fare

ii) Abroad

- OD for the period of conference including travel period
- 50% reimbursement

(b) Faculty Development programmes

- OD for the period of the programme
- Registration fee
- One way second class train fare

(c) Incentives for Publication of paper

- In National Journal - Rs. 1,000/-
- In International Journal - Rs. 2,000/-

(d) Incentives for Publication of text Books

- With Standard publishers like prentice Hall, McGrew Hill etc. - Rs.10,000/-
- With South Indian Publishers - Rs. 5,000/-

(e) Incentives for funded project approvals from Government / Private Agencies

(f) Faculty welfare

The institution is implementing a number of efficient welfare programmes for teaching and non-teaching staff that are listed below.

Teaching Staff:

1. Medical welfare for the staff and their dependents
2. Free transport facility
3. Marriage gift with leave
4. Providing festival gifts
5. Cash awards with memento for securing 100% pass in university examinations
6. Vacations for faculty members and special leaves for religious festivals
7. Maternity leave
8. Providing on duty to pursue Ph. D. Programme
9. Registration fees are paid for attending conferences. Workshops and FDPs
10. Providing professional body membership fees
11. Providing financial support to present and publish research papers
13. Employee provident fund
14. Blazers for all teaching staff
15. On campus medical facilities and free check-up
16. Cafeterias and Stores

Non-Teaching staff:

1. Medical Insurance for non-teaching staff and their departments
2. Educational support to their wards
3. Three sets of uniform per year
4. Marriage gift for staff with leave
5. Providing festival gifts

6. Vacations for non-teaching faculty and special leaves for religious festivals
7. On campus medical facilities and free medical check-up
8. Employee Provident Fund
9. Free accommodation in hostel for out station employees
10. Free transport facilities
11. Cafeterias and Stores

RECRUITMENT POLICY

1. Dhanalakshmi College of Engineering believes in strengthening its human resources annually by reviewing the current status of every department during the end of each academic year.
2. After assessing the requirements of appointing teaching faculty members for various departments, advertisements are made in leading newspapers and applications are received from eligible candidates.
3. The eligibility criteria fully conform to the norms and standards prescribed by the statutory bodies namely, AICTE and Anna University.
4. The cadre-wise vacancies are filled up after giving due weightage to the promotion of existing faculty members.
5. The applications received and scrutinized are shortlisted before being invited for an interview.
6. The interview process comprises online tests in communication, aptitude and domain specific technical aspects.
7. An expert team comprising external members along with Heads of the Department and Management Representative conducts the interview after assessing their scores in the online tests.
8. During the process of interview the candidates are also required to present a lecture to assess their audibility and oral communication.
9. At the end of the interview, recommendations are forwarded to the Governing Council through Principal.
10. Offer letters are then issued after obtaining the approval of Management Trustee.
11. The following documents are required to be submitted by the candidate after accepting the offer.
 - a. Joining report
 - b. Aadhar card photo copy

- c. Pancard photo copy
- d. Bank pass book photocopy
- e. Ph. D. degree certificate
- f. P. G. degree certificate
- g. U. G. degree certificate
- h. Experience certificates
- i. Photo / ID card form

PROMOTION POLICY

The college adopts the norms and standards prescribed by the statutory bodies namely, AICTE and Anna University for career enhancement of faculty members. Based on the cadre- wise vacancies, applications are invited from the internal faculty members who would be followed by a formal interview by a panel of expert members. The recommendations of the committee would be forwarded to the Governing Council through the concerned HoD and the Principal. After the approval of the Governing Council, promotion orders would be issued to the deserving faculty members.

Eligibility criteria

Professor

M.E./M. Tech. first class with Ph. D. and minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor.

(Or)

Minimum of 13 years experience in teaching and / or research and / or industry

In case of teaching and research experience, good academic record, research paper publications (at least 3 papers in refereed journals / with impact factor / IPR / patents records) and guiding Ph. D. scholars are highly desirable.

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 etc.,

Associate Professor

M. E. / M.Tech. First class with Ph. D. and minimum of 8 years experience in teaching / research

/ industry of which at least 2 years post Ph. D. experience is desirable.

In case of teaching and research experience, good academic record and research paper publications (at least 2 papers in referred journals / with impact factor / IPR / patents records) and guiding Ph. D. scholars are highly desirable.

If the experience in industry is considered, the same shall be at managerial level equivalent to Sr. Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training etc.

GRIEVANCE REDRESSAL MECHANISM

- i) Any student can represent his/her grievance be it academic or otherwise
- ii) For any academic grievance he/she can approach his mentor who would resolve the issue or forwarded to the concern HoD for immediate action
- iii) For any exam oriented grievance, the Department Academic Audit Committee (DAAC) would address the grievance
- iv) Any student can represent a non academic grievance through the class committee/mentor/HoD for an appeal
- v) All students who are not convinced with any of the above can represent orally, writing to the grievance redressal cell of the institution headed by the principal. Students can also mail their grievances to grievance_redressal@dce.edu.in