



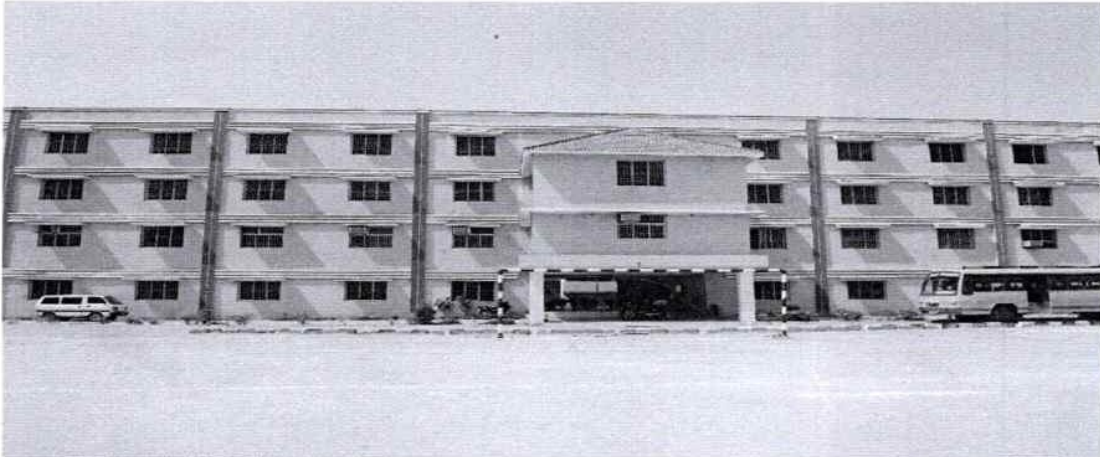
CHRIST

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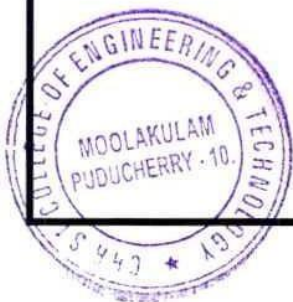
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HR POLICY MANUAL

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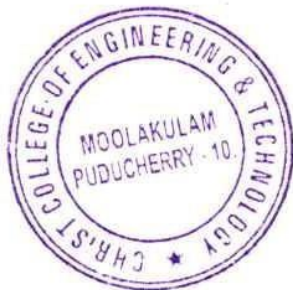
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HUMAN RESOURCE MANUAL

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1. GENERAL INFORMATION

1.1 ABOUT INSTITUTION

Christ College of Engineering and Technology, a unit of Sam Paul Educational Trust, was established in the year 2007 with the aim of empowering young aspirants into successful professionals. This Premier Institution was founded with a Nobel vision by Dr. S. R.S. Paul, a multi-faceted personality – A philanthropist, an Entrepreneur, an Educationist, a Sportsman, and a Lawyer. His dynamic leadership won widespread appreciation. Dr. A. Siva Kumar is administering this Temple of Technological Education, Principal, a beacon of light who has been directing both the students and staff in the right way toward academic exploration.

Approved by the All-India Council for Technical Education (AICTE), Government of India, and affiliated with Pondicherry University, the College offers courses of study that are on the frontiers of knowledge, and it connects the spiritual and practical dimensions of intellectual life, in a stimulating environment that fosters rigorous scholarship and supportive community.

Our Institution has been progressing to new heights every year in the pursuit of Technical Education and it offers Six B. Tech courses-CSE, IT, ECE, EEE, MECHANICAL, CIVIL and Two PG courses- MBA and MCA. The institution has rich ambience for learning, excellent infrastructure facilities with state-of-art laboratories, well stocked digital library with huge collection of books, national and international journals, highly qualified and experienced faculty.

The Institution has an excellent Academic and Placement Record, and has produced 18 Gold Medalists, 155 University Rank Holders and 85% of our students are graduated since its inception. It is noteworthy to mention that 3321 students of our college have been placed in Top Multinational and Core Companies from the year 2011 to 2020 and 27% of our students are working abroad. Helping Drops Scheme has been functioning in our college to support economically backward cum meritorious students financially to pay their tuition fees. The college is located in the heart of Puducherry city and operates its own fleet of buses in and around the city for the convenience of students and staff.





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In addition to the curriculum, Inter-Collegiate Technical Symposiums, Workshops, Seminars, Guest Lectures, and Webinars are being conducted eventually to enrich the knowledge of the students. To bring out the inherent talent of our students, we also encourage them to participate in the project exhibit, presenting papers, technical quizzes and other competitions organized by our institution and other institutions.

1.2 ADDRESS OF THE INSTITUTE

Christ College of Engineering and Technology,
Moolakulam, Oulgaret Municipality,
Puducherry – 605010

Website: www.christcet.edu.in

Phone Number: 0413-2293493

Mobile: 97866 14888

1.3 DETAILS OF THE INSTITUTION

a) WORKING HOURS

S. No.	College	Time	Office	Time	Holiday
1.	Monday to Friday	9.30 am to 4.45 pm	Monday to Saturday	9.30 am to 5.30 pm	All Sundays
	Saturday	9.30 am to 4.45 pm			

1.4. EMPLOYEE CODE OF CONDUCT

- All Faculty members should adhere to the Campus' formal dress code. All Employees on Campus should carry an ID card, and they are required to provide it whenever the administrative authorities want it.
- Employees must maintain their biometric records by 9.10 a.m. every day.
- It is mandatory for staff members to sign the Faculty Attendance Register by 9.10 a.m. every day.





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2. VISION & MISSION OF INSTITUTION

2.1.VISION

- Our vision is to contribute to the society through the technical education and research at the highest level of excellence and to provide a platform for the students and faculty members to upgrade their skills and knowledge by simultaneously encouraging freedom of thought and expression inculcating the values of courage and concern.

2.2.MISSION

- To impart value-based Education, Research and Consultancy in Engineering and Management by which bringing out Technically competent, ethically strong and Quality professionals to keep our Nation ahead in the competitive global arena.

2.3. QUALITY POLICY

- The main objective of CCET is to facilitate teaching, research, and entrepreneurship in the interdisciplinary areas encompassing engineering.
- To provide quality technical education.
- To prepare students to develop all round competitiveness.
- To extend the frontiers of knowledge through Research and Development.
- To encourage creative talent and establish epicenter of excellence in Learning & Research.
- To inculcate in the minds of students a sense of value and to equip them to serve the society well.





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3. STANDARD OPERATING PROCEDURE

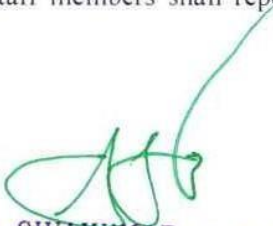
3.1. HIERARCHY OF REPORTING

The following table should be followed when reporting by various Staff employees to higher authorities:

No	Staff	Reporting Authority
1	Principal	Chairman
2	Head of the Departments	Principal
3	Placement Officer	Principal
4	Librarian	Principal
5	Teaching Staff	Head of the Department
6	Laboratory Staff	Head of the Department
7	Library staff	Principal
8	PED	Principal

In absence of reporting authority as defined above, the Staff members shall report to the next nominated person in charge.




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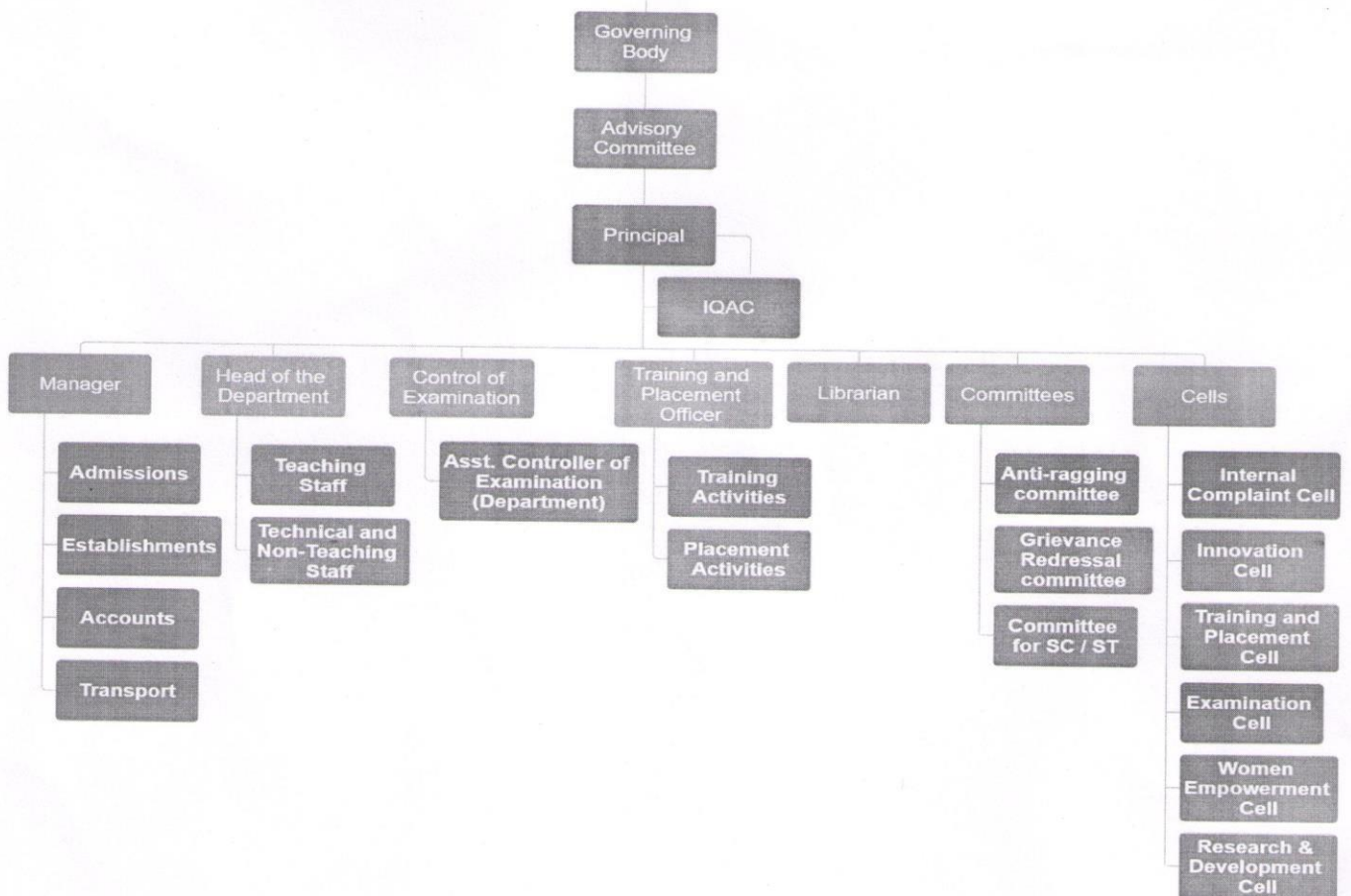


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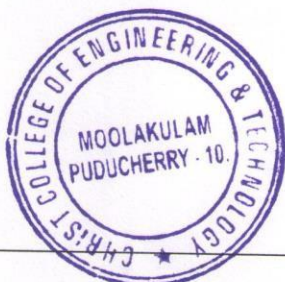
3.2.ORGANOGRAM

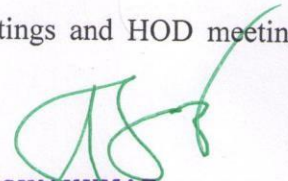


3.3. ROLES AND RESPONSIBILITIES

GOVERNING COUNCIL

- Examine and suggest changes to the budgets of different departments and keep track of last year's budget usage.
- Examine the minutes of the institution's committee meetings and HOD meetings on a regular basis.




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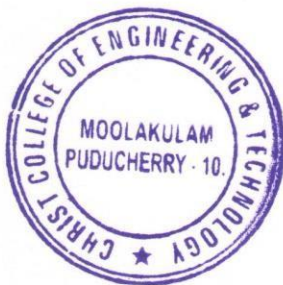
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- Give your approval to the department's and institution's academic timetable and calendar, and set aside the necessary finances for its execution.
- Organizing extracurricular, co-curricular, and academic events for the upcoming semester or academic year.
- Examine the stakeholder feedback analysis report and recommend remedial actions to enhance the institution.
- Examine the College's annual research and development efforts and offer recommendations for additional enhancements in this area.
- Periodically monitoring and assessing the institution's numerous procedures in order to continuously improve the performance

PRINCIPAL

- The Principal will serve as the College's Executive and Academic Head.
- They will oversee the work of the Academic, Administration, Accounts, and other departments. External bodies, including AICTE and UGC, will communicate with the Principal in order to meet regulatory obligations.
- Meeting with the Chairman to establish the Institute's goals and objectives, as well as to create an operational strategy and organization to make use of the resources at hand in order to reach objectives can communicate with parents, students, staff, and other institution stakeholders to foster a trusting environment that benefits all parties.
- Feedback to Chairman about the activity conducted in all with respect to Academic and future plan for implementation.
- Monitoring the working of Dean as per their authorities.




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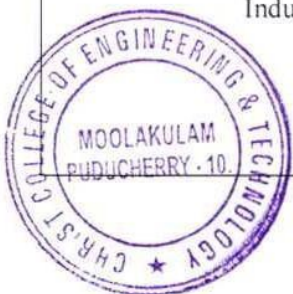
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

- To create a framework for intentional, continuous, and stimulating activity to improve the institution's academic and managerial performance.
- The aim is to promote policies that will enhance the performance of institutions by incorporating best practices and creating an internal culture of quality.
- Ensuring that academic, financial, and administrative activities are completed in a timely, efficient, and progressive manner.
- All social groups should have equitable access to and affordability of academic programs. The improvement and integration of modern teaching strategies. The validity of the assessment procedures.
- Making certain that the services and support system are appropriate, up to date, and distributed correctly. establishing connections and exchanging research results with other Indian and foreign institutions.

HEAD OF THE DEPARTMENT (HOD)

- To offer guidance and inspiration in both graduate and undergraduate programs in pertinent fields of study.
- To accomplish departmental goals and quality targets. should concentrate on imparting effective knowledge to students.
- To actively participate in departmental and institutional monitoring, evaluation, and promotional efforts.
- Providing space for the creation of curriculum and resource materials for faculty and students.
- Deputing personnel for the University Practical's external examination session.
- Deputing and actively taking part in various working committees.
- Up-gradation of old technology and increasing the quality of Student Projects through Industry collaborations.





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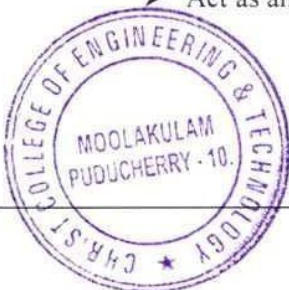
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LIBRARIAN

- The management of the library involves coordination with staff and non-teaching personnel, as well as proper stock management of books, magazines, manuscripts, journals, and electronics media in library equipment.
- Regular material validation and improvement of Central Library facilities are developed. Making sure that the choices made by the library committee are implemented correctly and adhered to.
- It is imperative to highlight the advantages of the library to both staff and students in order to stimulate a greater passion for reading.

TRAINING AND PLACEMENT CELL

- The Training & Placement Cell is a vital component of the Institute and holds significant importance in the future of students. This cell works tirelessly to support students as they pursue their professional objectives by providing them with the tools they need to find employment and, eventually, land the job they want. Building a solid collaboration between students, alumni, faculty, and industry members enables this.
- Through centralized placement activities, MGM's COE provides every branch with an equal chance to develop for long-term career excellence through training and placement. In order to help students develop their academic and career interests and aid them in reaching their short- and long-term goals through individual counselling and group discussions, a Training and Placement Cell has been developed with the following main goals.
- Assist Students to develop and implement successful job search strategies.
- Work with Faculty Members, Department Heads and Administration to integrate career planning with Academic Curriculum.
- Empower Students with life-long, career decision-making skills.
- Providing resources and activities to facilitate the career-planning process.
- Act as an interface among Students, Alumni and the employment community.





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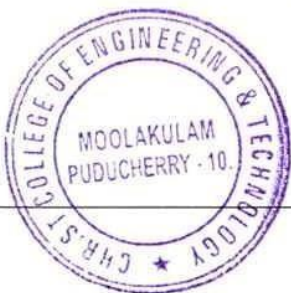
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PHYSICAL DIRECTOR

- Reports to Principal
- 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.
- Helps in the Organization of various events in the College

CONTROLLER OF EXAMINATION

- Conducting Internal and External Examination.
 - Examination registration and upload the marks to Pondicherry University portal in time. Download the Results and Communicate to the Concern departments.
 - Prepare and circulate the seating arrangement Invigilation duty - 7 days in advance.
 - Prepare the schedule for Practical Examination and identifying the External Examiner in consultation with the HODs /Principal.
 - Circulars down load from Pondicherry University website or from emails and Communicate to Principal /HODs /Faculty and Students.
 - Strictly maintain the confidentiality.
 - Purchase, Collection, Maintenance dispatch of Examination materials.
- Maintenance of all Exam cell files up to the standard as well as on date.





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STUDENT GRIEVANCE CELL

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student Teacher relationship etc.
- Encouraging the Students to express their grievances I problems freely and frankly, without any fear of being victimized.
- Suggestion Complaint Box have been installed in front of the Administrative Block in which the students, who want to remain anonymous, put in writing their Grievances and their suggestions for improving the Academics, Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College Administration Advising all Staffs to be affectionate to the students and not behave in an indictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the Institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the principal.

ANTI-RAGGING COMMITTEE

- Anti-Ragging Committee to ensure compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the Institution. As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any Student or group of Students on:
 - Any act of Indiscipline, Teasing or Handling with Rudeness.
 - Any act that Prevents, Disrupts the Regular Academic Activity.
 - Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.





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- Any Act of Financial Extortion or Forceful Expenditure.
- Any Act of Physical Abuse causing Assault, Harm or danger to Health.
- Any Act of abuse by spoken words, emails, SMS or public insult etc.
- Any Act of injury or infringement of the fundamental right to the human dignity.
- Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences use of criminal forces, trespass or intimidation.
- Any unlawful assembly or conspiracy to ragging.
- Know Rotary's key messages and be able to use them when speaking in public.


RESEARCH AND DEVELOPMENT COMMITTEE

- Research and Development (R&D) manages oversee Research activities and develop knowledge- based products for a Company. They develop research programs incorporating current developments to improve existing products and study the potential of new products.
- The main role of the R&D department is to help a Company or Organization to maintain its competitiveness. This means keeping an eye on developing trends, and on what the competition is doing. R&D is therefore also about analysis and a sound understanding of current conditions within a specific sector or market.

ALUMNI ASSOCIATION

- All Alumni Council members will serve on an Association Committee.
- All Alumni Council members shall play an active role as Ambassadors of the School, attending functions and events when possible, and supporting alumni volunteers in their role.
- All Alumni Council members shall assist in identifying deserving alumni for consideration for CCET.




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4. RECRUITMENT POLICY

4.1. RECRUITMENT PROCEDURE

- The concerned department head will submit a request to the principal based on the department's need for workers. The request will be sent in writing by the principal to the HR department, who will also include the job description and responsibilities to support the demand. The request will be sent to management for review and approval.
- Following management approval, the HR recruitment team will choose qualified applications from the database, including resumes from newspaper advertisements and online job search sites. The HR HEAD will then approve the shortlisted resumes and forward them to the relevant HOD for a candidate shortlist.
- Upon receiving the list of shortlisted candidates, the HR staff will send out call letters for interviews.
- A panel of interviewers will conduct the interview in order to make the ultimate selection. Verification will be done on all educational credentials and work history.
- HR Department on receipt of the selected candidates will work out the salary as per the institute salary structure, and by the rating given by the panel members; obtain signatures of the panel members and put up for the approval of the Management.
- Provisional orders will be sent to the selected Candidates.

Teaching: (Assistant Professor / Associate Professor/Professor/ Principal)

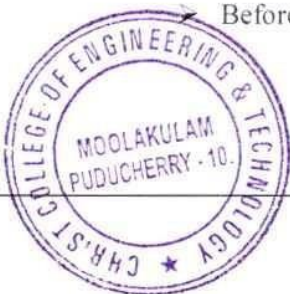
Non- Teaching: (Lab In charge I Librarian I Placement & Training) /Administration)

4.2. HR EXECUTIVE RULES

a) MAN POWER PLANNING IS THE FIRST STEP IN RECRUITMENT

- This must be done at the beginning and conclusion of each Semester, which is the Institute's six- month period of instruction.

Before the start of the Semester, all Staff recruitment should be finished.




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- This is to be completed both before and after the Institute's six-month semester of instruction. All staff recruitment should be completed prior to the semester commencing.
- The process planning falls under the purview of the Department Head. After consulting with the management and principal, the HR manager will choose whether to fill the position internally or if a new hire needs to be selected within a month. Throughout the semester, he or she will turn in the requirements for their particular department to the HR department.
- Every attempt will be made by the Human Resources Manager, Principal, and Management to provide current workers with the opportunity to apply for available positions. Screening candidates for available roles is essential. There are guidelines that must be followed in order to contact the qualified candidate.
- The department head calculates the required number of staff members by aggregating the subject-specific teaching load calculations. Teacher-to-student ratio (as per AICTE rules)
- Associate Professor may be promoted to Professor after being made Associate Professor. A possible succession is:
 - ABSOLUTE SUCCESSION: The selected Candidate meets all criteria for appointment; as a result, there are no more requirements for the appointment.
 - CONDITIONAL SUCCESSION: The selected Candidate meets the necessary requirements, but the appointment is contingent upon meeting further requirements within the specified time frame. Special requirements could include obtaining a higher education, Certificates, a qualified substitute, etc.

b) APPROVAL OF FACULTY BY THE UNIVERSITY

- The Institute will ensure that all of the Pondicherry University's faculties are approved to the best of its ability and within the bounds of the law. Even if a Faculty Member is unable to obtain the University's permission while possessing the necessary qualifications,





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experience, and competence, they will still be treated equally to other recognized Professors in terms of pay, allowances, and other perks.

c) FILLING TEMPORARY VACANCY

- When a teacher vacancy needs to be temporarily filled for a length of time that does not exceed one term, the HR Manager, on the principal's proposal, starts the procedure of temporary appointment.

d) CREATING A NEW POSITION

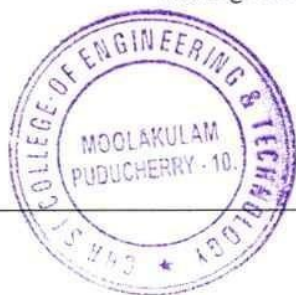
- The Principal evaluates the description and chooses the best title in accordance with the job requirements after consulting with the authorized authority. The description of a new position must be prepared by the Head of the Department and presented to the Principal. It is possible to request reclassifications of open posts at any point during the Academic year. A pay grade will be assigned based on the available market data if a classification is selected that is not included in the existing pay plan. Post titles should, to the greatest extent feasible, correspond to the nomenclatures used by the Pondicherry University, Directorate of Technical Education, and All India Council for Technical Education.

e) JOB ANNOUNCEMENT

- For a minimum of fifteen working days, all positions are externally advertised. In extremely unusual instances, the Management will approve an exception. The Institute's website will occasionally have a list of new positions available.

f) CLOSING DATE

- Every listed post is available for fifteen working days. The HR Manager may decide to keep the position available until it is filled on occasion. In such cases, the HR Manager Evaluates each application received up to the point in time and notifies Management I Principal when a decision is made.





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g) ADVERTISING

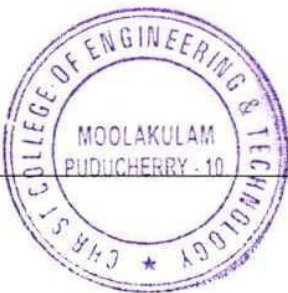
- Once the job listing is complete, it is published online and in at least one local or national English or Tamil Newspaper. When putting an external Ad, the Ad will state that all resumes or applications should be directed to the HR Department and that all correspondence should refer to the appropriate employment opening.

h) EMPLOYEE SELECTION

- An applicant who approaches any Department is instantly directed to the HR Department. In order to satisfy the Organization's requirements for labor and research, the HR Manager may also contact prestigious Institutions and outsourcing Companies.
- When a job is open, the Department's senior Staff will shortlist Candidates in accordance with the standards of the Pondicherry University, the All-India Council for Technical Education, and the Directorate of Technical Education. Interviews with the Candidates will be conducted by a selection panel that consists of the Principal, the Head of the Department, and a few people with outside Academic expertise. According to established standards, a panel will interview each Candidate. The Management always conducts a personal interview with each short-listed Candidate at the conclusion.

i) INTERVIEW CONDUCTION

- The Selection Committee receives a list of shortlisted Candidates. The shortlisted candidate should attend the interview with all required documentation and educational references, and they must produce them upon request from the interviewer. The selection Committee should submit interview reports with recommendations for appointment.





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j) APPOINTMENT ORDER

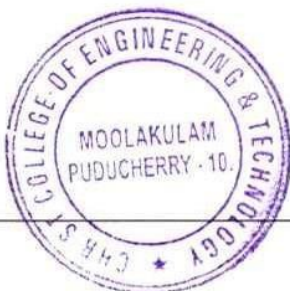
- The final list of Candidates has been determined, and appointment orders should be prepared. Management's approval for issuing appointment orders.
- The HR Manager issuing orders for appointments.
- Acceptance Letter: The Candidate must submit an acceptance letter in order to be appointed.
- Joining Report: Faculty Members must submit a joining report to the office at the time of hire, along with the principal and the appropriate head of the Department's signatures. When joining, Faculty must also provide the HR Department with the original documentation.


k) EVALUATION CRITERIA

- A form for evaluating applicants is created by the interview panel, and it contains a list of the skills and experience that have been listed as required and preferable. A Candidate's qualifications for
- further consideration for the open post is evaluated by a panel of experts.

l) INTERVIEW GUIDELINES

- A panel that has already been defined in the preceding section conducts both a technical and a personal interview with each Candidate.
- Internal applicants are treated equally to external applicants in all aspects of the selection process. The Management appointed and approved Panel of Experts selects candidates for interview for advertised regular positions.




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m) INDUCTION AND ORIENTATION

- On the day of employment or within a week of beginning work, all new hires are required to attend a formal orientation program. Orientation sessions address a variety of topics, including the Institute's history, buildings, important regulations, staff duties, benefits for faculty and staff, and educational opportunities. The HR Department will be in responsibility of providing the necessary on-the-job orientation to each new faculty member or staff member, with assistance from the relevant Head of the Department. The HR Manager informs all relevant stakeholders upon the arrival of a new employee at the institution. The HR department trains recently hired staff members on all work procedures, leave guidelines, etc.

4.3.RULES AND REGULATIONS APPLICABLE TO EMPLOYEES

- The Employee working hours are well defined according to the area of work.
- Every Employee should be present at their respective work place at the scheduled time and should not leave the work place except at the time fixed and notified.
- All Employees are allowed 10 minutes grace time at the beginning of their shift.
- The Employees have to punch attendance while entering and leaving the premises and vice versa even during lunch break.
- The Employee has to make an 'in' and 'out' entry in the movement register while leaving and returning to the work station during working hours.
- Any Employee not found in the designated work area after punching his / her attendance will be marked absent.
- The Employee can avail permission from HOD immediate Supervisor to leave their workplace 1 hour earlier for 2 hours per month. Permission shall not be prefixed or affixed to any leave available.
- Employees who are absent from their workplace without prior permission / leave will be marked absent for that respective half of the shift.




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- The Employee who wants to leave the premises during working hours 'on duty'; the 'on duty' slip should be duly signed by the concerned HOD and forwarded to the principal.

4.4.EMPLOYEE CLASSIFICATION POLICY

- PERMANENT EMPLOYEE is one who has satisfactorily completed the prescribed period of probation in the same or higher or equivalent category in the Institute.

4.5. FREE TRANSPORT

- The college provides free transport facility for the teaching staff and supporting staff. Special buses are available after college hours for the convenience of the staff.



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5. LEAVE & VACATION POLICY

- The Leave Policy is calculated from June to May

5.1. CATEGORIES OF LEAVE (Leave Applicable Details)

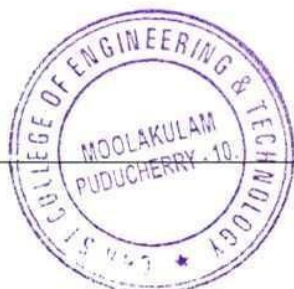
- Casual Leave - Employees are eligible for 12 days of casual leave with salary per year.
- Earned Leave - All Employees after completion of one year are eligible for 6 days of earned leave in a year.
- Maternity Leave: Female Employees are eligible for 6 months under ESI scheme.

5.2. GENERAL CONDITIONS FOR LEAVE

- Sanction of leave is dependent on the conditions and emergency of work; it cannot be claimed as a matter of right.
- Employees are permitted to avail one category of leave at a time and clubbing of different
- categories of Leave (Refer Leave Policy) will not be permitted.
- If leave is not sanctioned by the HOD but availed, it would be considered as 'Absent' - 'Loss of pay'.
- Maternity leave shall be sanctioned only on the basis of a Medical Certificate issued by a registered
- Medical Practitioner. The concerned employee is to produce a Medical Certificate while rejoining the duty.
- All leave form /application should be approved by the immediate reporting Head and forwarded to Head of the Department Institution, then sent to the HR Department for verification and Approval.

5.3. PERMISSION

- If the Employee is given one hour permission form for going early, he or she should leave precisely before an hour and not earlier.





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5.4.VACATION LEAVE (VL)

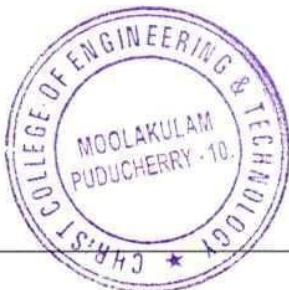
- In a Calendar Year, Faculty Members who have worked for OUR INSTITUTION for a full year are eligible for 10 days of summer vacation and 6 days of winter vacation. Faculty Members who have worked for six months at OUR INSTITUTION are only eligible for a prorated vacation leave at the Management's discretion. The vacation is not available to Employees who have not worked at OUR INSTITUTION for six months.
- The winter vacation can be taken in one spell of 6 days, which includes non -working Saturdays, Sundays, and Government Holidays. The summer vacation leave (10 days) can be taken in two spells.
- After one year of employment at OUR INSTITUTION, the Director of Physical Education and the Librarian are eligible for 8 days of vacation time per Year (3 days in winter and 5 days in summer).
- After one year of employment at OUR INSTITUTION, Office Employees, Lab Instructors, and Lab Technicians are eligible for a 5-day summer vacation. The vacation is not available to Employees who have not worked at OUR INSTITUTION for a full year.
- The above-mentioned leave of absence also includes any common holidays that the College may announce at the conclusion of the Academic Year.

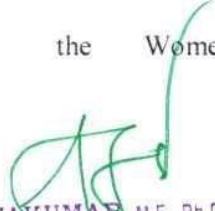
5.5.COMPENSATION OFF (COMOFF)

- Faculty who worked on holidays or leave days can avail compensation off leave during the working days.

5.6. MATERNITY LEAVE

- 180 days maternity leave will be given to the Women Staff Members.




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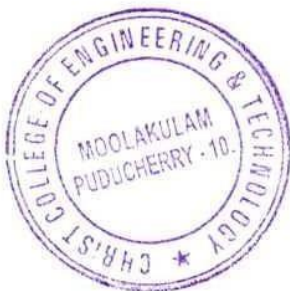
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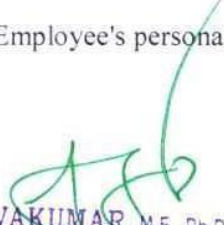
6. PERFORMANCE APPRAISAL POLICY

- All permanent Employees will be appraised formally once a year. Employees on probation will be assessed on their completion of one year of service.
- The appraisal is to rate an Employee for the given period in the following criteria. Job knowledge, competency, quality of work, efforts towards work, Organizational goals, co-operation, interaction with other members of the Organization, initiative, communication, team work, attendance and punctuality, care taken towards appearance, details of disciplinary procedures if any, training undergone by the Employee and outcome of post training evaluation.

6.1. THE APPRAISAL HAS 4 LEVELS OF RATING

- The criteria of the appraisal will be made known to the Staff at the time of induction itself.
- The Employee will be given an opportunity for self-appraisal in which they rate themselves.
- The appraiser will review the self-assessment and the remarks of the employee and discuss his evaluation with the Employee.
- The evaluation will be used as a tool for further development.
- The results of both, the rating by the appraiser and the individual will be reviewed by Dept. HOD and HR-Head for further action.
- All recommendations for counseling promotion increment will be reviewed and approved by Management.
- The completed performance appraisal form will be kept in the Employee's personal file and will be treated as confidential.




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4. STAFF WELFARE SCHEMES / INCENTIVES

The Management has put in place a number of programmes and incentives to support the Faculty Members and advance their Education. The following are the specifics of the programme and the rewards:

Sl. No	Details of the scheme	Particulars on incentives and
1	Paper presentation in National Conferences	Registration fee up to Rs. 1000/- will be sponsored, provided College name should appear in the
2	Paper presentation in International Conferences held in India	Registration fee up to Rs. 3000/- will be sponsored, provided College name should appear in the
3	Paper presentation in Intimation Conferences held in abroad	Registration fee up to 50% is sponsored
4	If the paper is selected as the National & International Conference's best paper	Full registration fee is sponsored
5	Publications in National or International journals with an impact factor of at least 2	Rs.5,000/- is sanctioned as incentive (once in a year)
6	Publications in National or International journals with an impact factor of at least 1	Rs.3,000/- is sanctioned as incentive (once in a year)
7	publications in National or International journals with an impact factor under 1	Rs.1,500/- is sanctioned as incentive (once in a year)
8	Attending Conferences, Workshops, Seminars etc.,	Registration fee up to Rs.2000/- per event is sponsored.
9	End Semester Examination results 100%	An honorarium of Rs.1000/- Plus appreciation Certificate



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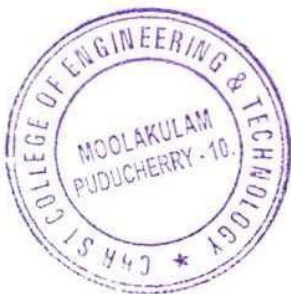
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In addition, the Institution will provide the instructors and Employees with the following amenities, services, and facilities:

1. ESI/PF facilities are provided to the Tutors and Clerical staff.
2. The faculties and the relatives are given concession in the admission.
3. Transport facility is available for the faculty members.
4. Provided with a dedicated mineral water plant to provide clean drinking water.
5. Development of Coffee Shops and Canteens on Campus.
6. A scholarship will be given to a Staff Member's child who wants to major in Engineering, Technology, or Management and further their Education. Each year, a total of four scholarships will be given out. Based on the scholarship holder's satisfactory performance, the scholarship will be renewed each year. If the performance is deemed subpar, the Management will refuse to provide the scholarship for that particular academic year.




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