

**GRT INSTITUTE OF ENGINEERING AND  
TECHNOLOGY,  
Tiruttani - 631 209**



**HR  
Manual**

Approved By AICTE, Affiliated to Anna University  
Accredited by NBA (ECE)

Website: [www.grt.edu.in](http://www.grt.edu.in)

# GRT INSTITUTE OF ENGINEERING AND TECHNOLOGY

## HUMAN RESOURCE POLICY MANUAL

### About Us:

GRT Institute of Engineering and Technology has become the crown jewel in the field of technical education since its inception. The institution was promoted by GRT Mahalakshmi Charitable Trust and is governed by visionary extraordinaire philanthropist Shri. G. Rajendran, since 2010 whose contribution to the Indian Jewel Industry and Tourism and Hotel Industry remains outstanding.

Located on the Chennai-Tirupathi Highway near Tiruttani, GRTIET is perched amidst a sprawling 87-acre plot where 24.25 acres is dedicated for the institution, with a robust contemporary architecture befitting global standards.

Approved by AICTE, New Delhi and affiliated to Anna University, the institution has dawned as a present day doyen of Engineering Education. The institution aims at moulding students into technologically sound, efficient, creative and responsible global citizens capable of engaging with next generation challenges.

GRTIET is run by a team of eminent educationists whose dedication, commitment and expertise impart quality education, blended with a contemporary, yet pragmatic touch.

### COURSE OFFERED

1. B.Tech. Artificial Intelligence and Data Science
2. B.E. Bio-Medical Engineering
3. B.E. Computer Science Engineering
4. B.E. Electronics & Electronic Engineering
5. B.E. Electrical & Electronic Engineering
6. B.E. Mechanical Engineering
7. MBA

### Vision:

To be at the forefront of technical education, turning out high quality engineering and technical manpower to meet global needs, through academic excellence, stimulating a research-oriented ambience and inspiring teaching



  
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GRT INSTITUTE OF ENGINEERING & TECHNOLOGY  
GRT MAHALAKSHMI NAGAR  
CHENNAI-TIRUPATHI HIGHWAY  
TIRUTTANI - 631 209.

**Mission:**

- Inculcating a culture of quality in all spheres of teaching and learning
- Providing fully equipped state of the art infrastructure and facilities
- Creating an academic ambience for students to realize their dreams
- Practicing innovative and interactive teaching in theory and practice across curriculum
- Implementing placement and training activities for holistic development, from year one onwards
- Generating a future – ready culture, that embraces challenges and acts as a change catalyst

**Quality Policy:**

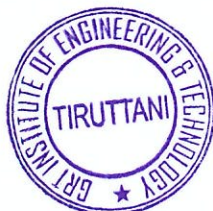
We, at GRT IET, shall strive hard continuously to achieve academic excellence in Science, Engineering & Management to produce the most competent Scientists, Engineers, Entrepreneurs, Managers and Researchers through objective and innovative teaching methods, dedicated and duty conscious and consistent updation of facilities, welfare and quality improvement of the faculty and a system of continuous process improvement.

**A. Preamble:**

GRT IET believes that, for a sustainable development, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the vision, mission and quality policies of the institution.

**B. Objectives:**

- To ensure that, the recruitment of the different categories of staff / faculty, defining their roles and responsibilities.
- To respect basic human values, culture, loyalty, commitment, dedication, discipline, devotion and practices that promotes team spirit, responsibility and participatory functioning.
- To build capacity of staff / faculty through STTPs, FDPs, workshops, symposiums, professionals interactions and associations.
- To create opportunity for career development and commitment to support the overall development of its human resources.
- To enable the staff / faculty share their personal and professional issues.



## HUMAN RESOURCE MANAGEMENT

### 1. Definition of Terms used in the Manual

“Basic pay” means the component of pay scale which forms part of allomoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her but does not include

**DA:** Dearness Allowance declared by the Management periodically.

**AGP:** Academic Grade Pay declared by the AICTE for the Faculty members.

**HRA:** House Rent Allowance declared periodically by the Management.

**ACADEMIC YEAR:** The normal period stipulated in the Academic calendar for activities of odd and even semesters. In the present system it is stipulated from June to May.

**DATE OF APPOINTMENT:** The first day of joining employee as mentioned in the appointment order.

**GB:** The Governing Body of GRT IET.

**HOD:** Head of the Department.

**EMPLOYEE:** Any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of GRT IET and who gets his salary directly from GRT IET.

### Classification of Human Resource

GRT IET recognizes the following classification of its staff.

**Administrative Staff:** Principal, Deans, Administrative Officer, Accountants, Office and Accounts staff, Library staff, Principal office staff, Librarian and Physical Director .

**Teaching Staff:** Principal, HoDs, Professors, Associate Professor and Asst. Professors,

**Technical Support Staff:** System Administrator, Computer Programmer, Workshop Superintendent and Lab Instructors / Technicians.

**Non-Technical Support Staff:** Junior Assistant, Lab Assistants / Attendants, Drivers, Cook, Helpers, Securities and House keepings.

### 2. Job Responsibility

The responsibilities of various faculty positions are designed as per the norms of AICTE, New Delhi and Anna University, Chennai in line with the vision & mission of the GRT IET.



## **Academic:**

Class room teaching with modern aids.

Lab instruction and demonstration with master readings.

Development of laboratory, curriculum and resource materials by using modern techniques.

Student evaluation and assessment.

Participation in curricular and co-curricular activities.

Student guidance, counseling, personality and overall development.

To prepare, provide, generate and disseminate knowledge in the interest of students.

## **Research and Development:**

R&D activities through projects and research guidance.

Potential search for opportunities to provide consultancy services.

Promotion of institute – industry interaction.

Promotion of Patent development and Inventions.

## **Administration:**

Planning, designing and development of new programs and promotional activities.

Mobilizing resources for the institution.

Administration both at departmental and institutional levels.

Development, administration and management facilities.

Monitoring and evaluation of academic and research activities.

Participation in policy planning for development of technical education

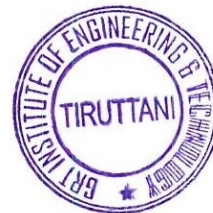
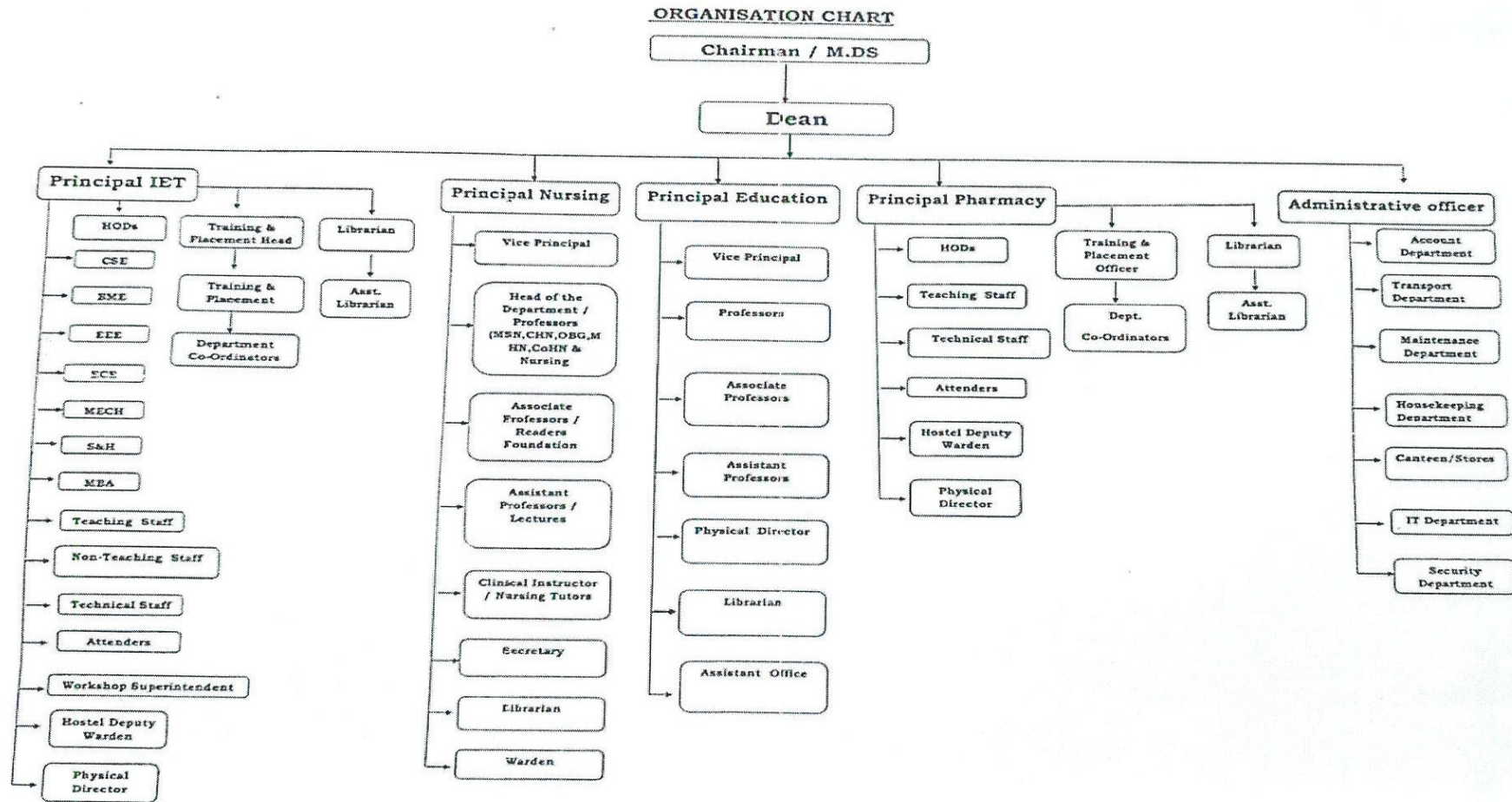
Maintain accountability.

Conduct performance appraisal.



  
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### 3. Organizational structured /Administrative Setup



  
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## Duties and responsibilities of the Principal

- ✓ Principal shall be the Head of the Institution
- ✓ Principal is responsible for the overall excellence in a
- ✓ He will be the Ex-Officio Member-Secretary of the Governing Council.
- ✓ He will issue circulars on all matters of Administration and Academics
- ✓ He will be the reporting authority for all academic and administrative staff. He will sanction and regulate leave in accordance with leave rules.
- ✓ He will forward all personal and official correspondence from staff and HODs addressed to the Management with his remark / comments / recommendations. He will conduct monthly meeting of HODs and Monthly Staff meeting and arrange to send the minutes to the Management
- ✓ He will regularly report all activities pertaining to administration and academics to the Management
- ✓ He will ensure smooth conduct of theory and lab classes, syllabus coverage, and orderly conduct of the internal and university examinations.
- ✓ He will monitor the co-curricular and extra-curricular activities, initiate and encourage measures for the participation of staff and students in such activities.
- ✓ He will guide the staff members in their career development and ensure their dedicated participation and performance in all institutional activities.
- ✓ He will call for annual budgets from various departments.
- ✓ He will form a committee which will scrutinize the budget proposals and then finalize the annual budget.
- ✓ Principal is authorized to make financial approval upto Rs. 25,000/-

## Duties and responsibilities of the Dean

- ✓ Accreditation and inspection related activities and monitoring
- ✓ Support for AICTE / Anna University approval process
- ✓ Guide the Principal in Academics / Teaching Learning process
- ✓ Part of quality initiatives in Teaching learning
- ✓ Accreditation related activities
- ✓ Research enhancement activities / monitoring Research Labs
- ✓ Carry out the tasks assigned by the management
- ✓ Mentoring faculties for writing proposals.

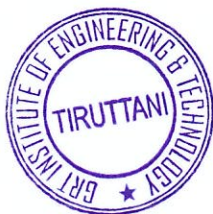


## **Duties and responsibilities of the IQAC Coordinator**

- ✓ Planning of academic activities,
- ✓ Monitors the academic activities,
- ✓ Assessment audit and analysis
- ✓ Implementing and analysis of activities,
- ✓ Ensuring quality in all the institutional process, etc.
- ✓ Ensuring the quality in Institutional Activities

## **Duties and Responsibilities of the Heads of the Department**

- ✓ Will be responsible for the overall development of the department
- ✓ Will design the mission, quality objectives and the short term, medium term and long term goals for the department
- ✓ Will be directly responsible for the performance of staff of the department Will assign workload for various faculty members.
- ✓ Will have periodical review of all academic activities and send a copy of the review to the Principal and the Management
- ✓ Will draft proposals for academic activities such as Symposia / Workshop / Seminar, value added courses, purchases for labs / other activities and send them for the approval of the Management through the Principal.
- ✓ Will interact with industries and arrange for In-plant training, Guest Lectures, Industrial Visits, etc. and coordinate with the Placement & Training cell for Placement Activities.
- ✓ Will form Staff Advisory Committee consisting of Senior Faculty Members to handle the different activities of the department in his / her absence.
- ✓ Will form Staff Panels for different activities and monitor the progress activities.
- ✓ Will ensure effective coordination for all centralized activities such as ISO, IQAC Accreditation and other activities related to institutional functions such as College Day, Graduation Day, etc.,
- ✓ Will ensure, maintain and develop active intra and inter departmental coordination towards achieving the quality objectives of the department and the College.
- ✓ Will send periodical confidential report on staff performance and discipline and assist the Principal and Management in maintaining dedicated team of staff.
- ✓ Will maintain active interaction with students, collect feedback and take steps to improve the service delivery of the department.
- ✓ Will prepare the annual budget and send the same to the principal
- ✓ HODs are authorized to make financial approval up to Rs. 20,000/-.





## **Duties and Responsibilities of the Faculty members**

- ✓ Will maintain punctuality in reporting to the college, class and lab
- ✓ Will maintain a high sense of dedication towards duties and responsibilities
- ✓ Will maintain a sense of belongingness towards the institution and work towards achieving the vision and mission of the institution.
- ✓ Will discharge all the duties and responsibilities assigned by superiors from time to time.
- ✓ Will abide by the rules and regulations of the institution and maintain very high order of integrity and character.
- ✓ Will formulate Course Outcomes (CO's) for the subjects handled by them and design the course delivery in such a way that the Program Outcomes (PO's) and Program Specific Objectives (PSO's) are aligned with them.
- ✓ Will conduct the classes with thorough preparation and use the best teaching practices to make the classroom learning an interesting and productive experience for students. Will be responsible for all the equipments and materials learning process provided by the institution for effective teaching-
- ✓ Will attend to teaching, lab guidance, counseling and guidance, R&D, publication of books and papers and other such activities as prescribed by the AICTE and the college.
- ✓ Will supplement the syllabus with upgraded and updated inputs.
- ✓ Will motivate students towards constant improvement in performance and kindle their R & D pursuits
- ✓ Will maintain the class in perfect order and discipline.
- ✓ Will encourage students participation in co- curricular and extra activities
- ✓ Will pursue higher studies, equip with latest development in the chosen field and will always upgrade the knowledge base
- ✓ Will actively associate with all departmental and institutional activities

## **Duties and responsibilities of the Non-Teaching Staff:**

- ✓ Will abide by the rules and regulations of the institution and maintain very high order of integrity and character.
- ✓ Will maintain punctuality in reporting to the respective work place in the college
- ✓ Will discharge all the duties and responsibilities assigned by superiors from time to time, either individually or as a team, be they in the Administrative office, Academic departments, central facilities and all other General services.

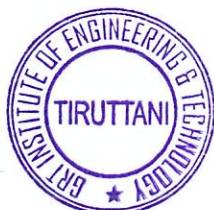


## Duties and responsibilities of the Administrative Officer

- ✓ Overall in-charge of administrative functions responsible to register for Transport, Campus maintenance, Security of college property. Canteen operations, Public Relations, Health Centre etc.,
- ✓ Co-ordinates with Directorate of Technical Education / AICTE.
- ✓ Drafting letters to University /AICTE/ Government / UGC/ affiliation work.
- ✓ Co-ordination with all concerned for preparation of Calendars, College Magazines, Brochures, invitations, Greeting Cards, Advertisement etc.,
- ✓ Collect and maintain MIS Report of department Activity
- ✓ Liaison with Police / Panchayat/ Labour Office / other government and private agencies as and then required with the approval of Vice Chairman.
- ✓ Liaison with Head Office
- ✓ A custodian of the college property maintains records and manages filing, storage and security of documents.
- ✓ Responsible for the preparation of contract agreements / documents for Security Services.
- ✓ General maintenance, as required.
- ✓ Oversees and manages the transport operations with the assistance of Transport-incharge and ensures provision of convenient, safe and hassle-free transport to the students and staff.
- ✓ Liaisons with consulting architects/engineers for translating colleges 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, photo copies, Air conditioners, Computers, Printers, CCTV cameras, Water Coolers etc.
- ✓ Manages admission process for students
- ✓ Ensure the required Statutory and Institution related compliances and regulations. with regard to AICTE/ UGC/SSC regulations are fulfilled within the stipulated time. Participate and provide documents required pertaining to various accreditations like NAAC, NBA etc. Administrative Officer is authorized to make financial approval up to Rs. 10,000/-.

## Duties and responsibilities of the Medical Officer

- ✓ Undertaking patient consultations and physical examinations (Inside the college, boys hostel and girls hostel)
- ✓ Monitoring and administering medication
- ✓ Promoting health education



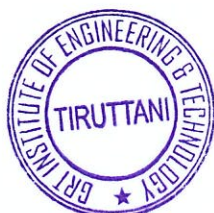
- ✓ Treating the students and employees of the Organization
- ✓ Free Medical facilities
- ✓ Attend to Minor Accidents inside the laboratories
- ✓ Check the quality of the food in the hostel mess and canteen

### **Duties and responsibilities of the Systems Administrator**

- ✓ Manages all the activities relating to Computer systems and networking
- ✓ Looks after the repairs and maintenance of Computer systems and its networking
- ✓ Prepares a schedule for providing computer service to all concerned
- ✓ Arrange availability of Internet connection whenever required.
- ✓ Performing systems requirements and related activities pertaining to obtaining quotations for procurement of software and hardware.
- ✓ Administering and configuring servers and system performance tuning
- ✓ Facilitating and maintenance of software for the systems in the campus including operating system updates and configuration changes
- ✓ Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running.
- ✓ Installing and configuring new hardware and software.
- ✓ Performing back up of data and files.
- ✓ Adding, removing or updating user account information, resetting passwords etc.

### **Duties and responsibilities of the Accounts Manager**

- ✓ Keep account of financial transactions such as admission fees, semester fees, Hostel fees etc.,
- ✓ Maintenance of Salary pertaining to IT, PF etc.,
- ✓ Keep account of all the financial transactions related to repair, maintenance, purchase etc.
- ✓ Disburse salaries for teaching and non-teaching staff.
- ✓ Coordinate with SC/ST/BC/MBC/Minority Department for Scholarship.
- ✓ Property Insurance remittance
- ✓ Prepare the annual accounts and get it audited
- ✓ Responsible for all bank transactions
- ✓ Payment regarding purchases made and maintenance of records.
- ✓ Will be responsible for filing of annual returns
- ✓ Liaison with Head Office in connection with Accounts Maintenance of all Accounts books.



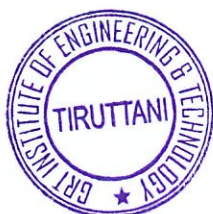
- ✓ Will abide by the rules and regulations of the institution and maintain very high order of integrity and character.
- ✓ Will maintain punctuality in reporting to the respective work place in the college.

### **Duties and responsibilities of the Librarian**

- ✓ Overall Library Administration
- ✓ Arrangement of books following Dewey Decimal Classification
- ✓ Maintenance of Library Management System in LMS Software
- ✓ Planning for and procurement of books and Periodicals
- ✓ Collect the requirement of student text books from faculty members, procure and issue the same
- ✓ Coordinate Photography and Videography and maintain photos and videos of various events.
- ✓ Maintenance of soft/hard copies of project reports of students
- ✓ Maintenance of Books and Periodicals
- ✓ Library Circulation Counter Activities (Issue and Receipt of books to students and members
- ✓ Returning and Renewal - Overdue books fine collection)
- ✓ Displaying on the college notice board, news items of importance and news items that come in dailies about the college
- ✓ Increasing Library Utilization
- ✓ Maintenance of Digital Library comprising of DELNET, NPTEL, NDL & E Journals Carry out stock verification once a year and report status
- ✓ Monitor the timely receipt of periodicals and follow up against delayed or nonpayment of subscriptions.
- ✓ Review of feedback received from students and members and initiating corrective action

### **Duties and responsibilities of the Physical Director**

- ✓ Maintaining stock of sports goods.
- ✓ Planning & organizing selection trials.
- ✓ Selection of house team / college team.
- ✓ Conducting practice trials before representing college in external events.
- ✓ Arranging for purchase of sports goods.
- ✓ Review of student's feedback on physical education and its activities
- ✓ Analysis of data related to physical education process and plan for improvements in consultation with the Principal
- ✓ Ensure students participate in Inter College and Inter State Competitions.

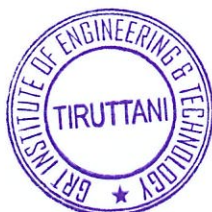


## **Duties and responsibilities of the Warden / Dy.Warden**

- ✓ Maintaining list of admitted students
- ✓ Allocation of rooms to students
- ✓ Ensuring dress code among hostellers when they go to classes
- ✓ Providing medical assistance to hostellers, whenever required
- ✓ Ensuring discipline among hostellers including adherence to study hours and upkeep of rooms
- ✓ Ensuring timely provision of food to the students
- ✓ Collecting feedback from students on overall hostel facilities including food, hygiene etc.
- ✓ Communication to parents on status of studies, health and outdoor visits of hostellers
- ✓ Monitoring hostellers' leave and permission
- ✓ Alert the management on any disciplinary issues observed
- ✓ Vendor coordination for proper maintenance of hostel infrastructure including electricity, water, plumbing, house-keeping etc.
- ✓ Ensuring hygiene and cleanliness in the hostel premises
- ✓ Counseling the students if any indiscipline is observed
- ✓ Regular monitoring of hostellers' activities including study hours Managing security guards stationed in different places of the campus
- ✓ Vendor coordination for Natural's Salon located inside the campus
- ✓ Ensuring hoisting and de-hoisting of the National Flag in the campus
- ✓ Ensuring attendance of hostellers for coaching classes conducted after college working hours

## **Duties and responsibilities of the Transport In-charge**

- ✓ The institute buses are running on "No Profit No Loss" basis.
- ✓ Making sure vehicles are properly maintained
- ✓ Inspecting vehicles
- ✓ Arranging repairs and routine maintenance
- ✓ Ensuring that all drivers and operators have the correct, up to date qualifications Reducing the risk of vehicle overloading
- ✓ Maintaining and completing accurate records
- ✓ Keeping schedules and organizing team members.
- ✓ A full-fledged Transport department functions in the college with buses to provide transport facility to students and staff from various places. This service is offered ensuring a hassle-free and safe transportation.



## Duties and responsibilities of the Canteen In-charge

- ✓ The provision of an efficient and effective canteen within the college campus provides opportunities to reinforce healthy eating practices.
- ✓ Maintain safe work environment in accordance with the Work Health Safety Act
- ✓ Day-to-day management and operation of the canteen services
- ✓ Manage Canteen Staff and workload of Canteen Staff
- ✓ Manage stock levels of the Canteen and timely ordering of stock
- ✓ Manage catering for functions when required
- ✓ Monitoring the general cleaning and maintaining of a hygienic kitchen.

Serving customers - staff and students

Maintaining and balancing of financial transactions

Any other tasks as determined by the Business Manager.

The college is equipped with a vegetarian canteen to serve hygienically prepared food to staff and students where food is sold at subsidized rates.

We also provide free lunch for all staff on all days the college is operational.

## Duties and responsibilities of the Head - Training & Placement

- ✓ To build strong network with top MNC's for arranging on campus drive.
- ✓ To motivate, guide and prepare students towards final placement.
- ✓ To visit core domain companies and build contact with HR for arranging campus drive
- ✓ Arrange interaction programme for students with Core Company
- ✓ Prepare and categorize the students based on their eligibility and capability for successful

### 5. Appointing Authority:

The Chairman / Trustee of the GRT Mahalakshmi Educational Charitable Trust shall be the appointing authority for the post of Principal, Dean , Directors and Administrative Officer of GRT IET. All other staff of GRT IET will be appointed by the Principal with the approval of the Chairman.

### 6. Qualifications and Experience:

The qualifications and experience required for the candidates to fill various posts shall be the norms prescribed by the AICTE, New Delhi / and Anna University, Chennai.



## 7. Recruitment and Selection:

- The recruitment of faculty members is need-based. HoD projects the staff requirement based on workload.
- The rules prescribed for selection of employees from AICTE/Anna University shall be followed. Staff selection committee shall be constituted, time to time by a post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.
- The candidates for Assistant Professor, Associate Professor and Professor are required to give a demo lecture and take an interview by a selection committee followed by one-on-one interview by the Principal / Chairman.
- Candidates for non-teaching posts are selected based on practical test conducted by concern department head and if need be a final round of one-on-one interview by the Principal.
- Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the institution.
- An appointment letter duly signed by the Appointing Authority is issued to the candidate.
- On joining, the candidate should give the joining report duly filled and signed.

## 8. Pay, Allowances & Increments:

- Scales of Pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE / Anna University / Government of Tamil Nadu.
- Annual increments shall be sanctioned by the Principal with the approval of Chairman on satisfactory performance of the employee based on the recommendations of HoDs

## 9. Salary and Disbursement:

Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct. As a policy of the Institution, the salaries of all the staff members will directly be credited to their respective SB accounts in Axis Bank Pvt. Ltd., Tiruttani Branch. In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned.



## 10. Salary Advance:

GRT IET discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. with the special can be made approval by Principal / Chairman.

## 11. Provident Fund:

GRT IET is committed to comply with statutory provisions of Employees Provident Fund Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail benefits as prescribed by law.

## 12. Leave Rules and Leave Policy:

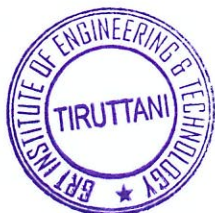
### i. General:

- ❖ Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- ❖ An employee shall not take up any service or accept while on leave on any employment,
- ❖ Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for Casual Leave (CL), intimation by telephone, SMS or email is to be given to the HoD/Institution, if prior sanction cannot be obtained for justifying reasons.
- ❖ Leave accounts of all staff members are maintained in the office of the principal.

### ii. Casual Leave (CL)

- ❖ All the regular employees of the college are entitled to twelve days of casual leave in a calendar year.
- ❖ Unused CL at the end of a calendar year is NOT carried forward to the next year
- ❖ Casual leave cannot be combined with any other type of leave
- ❖ Casual leave for half a day may also be granted for forenoon or afternoon

Newly joined / employees on during probation period shall normally avail one day CL in a month or in exceptional cases two CL in a month. However, the Principal can use his/her discretionary power to sanction leave depending on the circumstances.





### iii. Medical Leave (ML)

- ❖ All employees are entitling to 7 days of leave on medical grounds.
- ❖ The leave will be granted against production of medical certificate from a registered medical practitioner.

### iv. Compensatory Casual Leave (CCL)

All the regular staff members who work on public holidays are eligible for one day compensatory leave for each day of work. This leave must be used within 3 months of the date of work/eligibility.

### v. On Duty (OD)

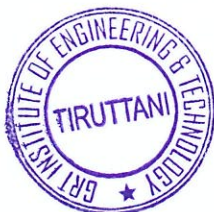
All regular faculty/staff members shall take OD with prior approval from HoD and Principal.

The On Duty is categorized into three types as follows:

- ✓ On Duty for participation and/or presentation of paper in National /International seminars / Conferences / Symposium / Workshops.
- ✓ Exam On Duty for University examination supervision work.
- ✓ Other On Duty for any other institution related work.

### vi. Vacation Leave

- All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to three week's vacation leave. This three weeks period is split up as follows:
  - i) 2 weeks during summer
  - ii) 1 week during winter
- All the regular Non-teaching staff members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to 2 week's vacation leave. This two weeks period is split up as follows:
  - i) 1 weeks during summer
  - ii) 1 week during winter
- ❖ For the purpose of computing the service period the cutoff date would be the first day of vacation period notified by the Principal at academic year.
- ❖ Un-used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Principal.



### 13. Financial Benefits

- Post appraisal incentives provided for best performing staffs.
- PhD allowance is given to the Doctoral Faculty members.
- Marriage gift for staff members.
- Providing financial support to attend FDP, workshop, Journal publications, training programs and National & International Conferences.
- Providing ON Duty and financial support for the faculty members interacting with industries.
- Three sets of free Uniform are provided for Non-Teaching Staff.
- Maternity leave for the woman Teaching & Non-teaching Staff members as per norms.
- Special leave for religious festivals.
- Celebrations of the festivals in the campus.
- Monthly one-day Casual Leave and two one-hour permission will be allowed to avail.

### Non Financial Benefits

- Subsidized Transport facilities to and from their home to Institute.
- Subsidized canteen facility for breakfast & Lunch for Teaching and Non-teaching members
- Free breakfast & Lunch for supporting staffs
- On any medical need, medical room available in campus.
- Free accommodation in hostel for out station employees.
- ATM inside the campus.
- Free Wi-Fi inside the campus.
- All non-doctoral faculties are encouraged to get enrolled for Ph.D. program in various Universities.
- Providing professional body membership fees.

### 14. Teaching and Learning Process:

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester / year. The following are some of the contents of learning modules irrespective of the subjects:

- ❖ Course files
- ❖ Lesson Plan and Micro Plan
- ❖ Additional Topics and Assignments
- ❖ Provision for Mid Tests and Distribution of scripts
- ❖ Delivery sheets and Tutorial sheets
- ❖ PPTs
- ❖ Lesson and Course material



- ❖ Web downloads
- ❖ Case studies
- ❖ Self Learning Materials
- ❖ E-Learning materials through Digital Library
- ❖ Guest/Expert Lectures
- ❖ Industrial visits and tours relevant to their respective specialization
- ❖ State-of-art technology through journals, articles and magazines

### 15. Feedback Evaluation:

Twice in every year, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to teaching process dimensions viz: punctuality and regularity of the teachers, teacher's discussion coverage of class tests, tutorial & assignments and syllabus.

Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned.

### 16. Faculty Self-Appraisal:

At the end of each academic year, the faculty shall evaluate themselves using prescribed Faculty Self-Appraisal filled and submit it to the Principal which may taken into consideration at the time of increments or promotion.

### 17. Incentives and Awards:

Incentives and Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, Hod remarks, student pass percentage, publications.

### 18. Redeployment / Transfer:

GRT IET enjoys the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another. All employees may be transferred depending on the needs and priorities of the organization. Transfers may be in any of the following manners:

- ❖ From one department to another department.
- ❖ From one post to another post.



## 19. Resignation, Relief & Termination:

### i. Resignation and Relief:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

Sl.No.	Category	Notice Period
1.	HoDs and Professors	Three months notice or salary in lieu of notice at the discretion of Principal
2.	Teaching Staff	Three months notice or salary in lieu of notice at the discretion of Principal
3.	Non Teaching Staff	Three months notice or salary in lieu of notice at the discretion of Principal
4.	Administrative Staff	Three months notice or salary in lieu of notice at the discretion of Principal

The employees of the Institution should get the No-Due Certificate dully signed by the authority mentioned in the NoC as prescribed by the Institution as annexed. Only after submitting the NoC , they can get back their experience certificate and relieving order from the Institution.

### ii. Termination:

The institution reserves the right to terminate the services of an employee by giving two month notice or one month salary in lieu thereof without assigning any reasons.

## 20. Code of Conduct and Discipline

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect

### Do's:

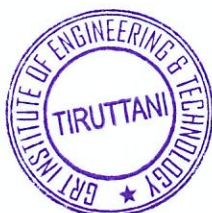
- Maintain absolute integrity and devotion to duty.
- Attend the college regularly and punctually.
- Engage classes, both theory and practical, punctually and effectively.
- Correct the assignments and lab records systematically.
- Be meticulous in submitting the question papers & marks of the internal tests.
- Conduct guest/expert lectures with academic/industry professionals.
- Valuation of internal and external examinations.
- Attend internal invigilation and observer / squad duties.



- Attend guest lectures, FDPs, Workshops, Seminars, Industrial visits and tours.
- Downloading e-material from digital library, authorized online journals and legitimate sites.
- Preparing soft/hard copy of course files, delivery sheets and web materials.
- Monitoring and Counseling of student academic performance and mentoring.
- Be honest, impartial in dealings and courteous with others.
- Abide the rules and regulations of the institution.
- Promote decency, decorum, dignity and discipline among staff and students.
- Use the infrastructure facilities to improve the academic standards.
- Acquire and develop professional/interpersonal competence to enhance skills of students.
- Building team work, team efficiency and reinforcement of skills/knowledge in students.
- Administrative compliance.
- Authoring / Co-authoring of text books with other institution/organization professionals.
- Publication of papers in Seminars / Conferences / Conventions / Journals / Magazines.
- Publication and attending FDPs / Workshops / Conferences / Symposiums / conventions.
- Chairing sessions and delivering keynote address in any FTTP / WS / Seminar / Conferences.
- Professional, rational and intellectual behavior like an academician.

**Dont's:**

- Gross negligence of duties and responsibilities.
- Propagation of religious, communal and anti-social activities in the campus.
- Discriminate by caste, creed, religion, language, domicile, social and cultural background.
- Encouraging any form of 'Malpractice/unfair practices' in exams.
- Leaving the campus without proper prior permission of institutions.
- Absconding from the connection with the Head of the institution.
- Undertake private assignments whether remunerative or not.
- Enter into any monetary transactions with any stakeholder of the institution.
- Cause damage to institution or stakeholder's property in any form.
- Encourage or involve in immoral practices with stakeholders.
- Organize, attend, involve in any duty outside the college without proper approval.
- Passing comments on religious, regional, personal, racial and cultural sentiments.
- Taking membership of a political party or taking part in politics.
- Any act which is detrimental to the interest of the institution.



## 21. Disciplinary action:

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend him/herself

- Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Principal
- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management and the University as the case may be.
- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.
  - i) Withholding increments/promotion Recovery caused to from his salary whole or part of any pecuniary loss the college due to negligence of duty or breach of orders/rules.
  - ii) Suspension
  - iii) Removal from service

## 22. Facilities and Amenities:

### i. Identity Card (ID):

All GRT IET employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. GRT IET will issue these cards to new staff within 05 days of their joining the organization. At the time of cessation of service, employees are required to return their Identity Card to the organization which should be destroyed by GRT IET immediately.

### ii. Chapters and Professional Associations:

All departments of the institution, through the active participation, of faculty and student associations need to initiate, establish and organize various academic and professional activities such as technical quiz, technical symposiums, workshops, guest lectures, technical fairs, seminars.

### iii. Library:

Institution has an excellent library facility with a treasure of knowledge related to various disciplines and in addition digital library with a separate sever, space and internet facilities which are available for faculty/staffs and students. The faculty/staff members can take the books by using their ID cards. The library subscribe for National/International journals to encourage and create research atmosphere.



**iv. Transportation:**

Driven by a team of trained drivers, a large fleet of buses ply from all places catering to the needs of students and staff members for a comfortable and hassle free transport. The faculty/staff members can claim transport facilities, any such event, during the conduct of conferences/workshops or any other institution related official work and they can use the institution vehicles for guest pick-up using the prescribed vehicle booking form as annexed.

**v. Medical Care:**

Within the campus 24/7 General medical services are available along with Ambulance facility. The institution has appointed trained doctors & nurse with primary health equipment to attend on emergencies and / casualties and provide general medicine available for students and staff.

**vi. Food Court:**

The food courts are located at various locations to cater to the needs of the staff and students.

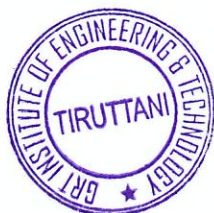
**vii. Sports and Games:**

The Physical Director provides sports facilities to the staff members of the institution. Apart from this, competitions are conducted during annual sports day celebrations of the institution. The winners and runner-ups are awarded prizes.

**23. Students Merit Scholarship:**

The GRT Institute of Engineering and Technology was established in 2010 with the vision of providing quality technical education for students from rural backgrounds. Taking into consideration the economic status of the students and to assist them in realizing their academic dreams, our institution has decided to provide scholarships for the students who come from economically backward families. The management made the following policy decisions as providing scholarships to deserving students who come from rural backgrounds and economically weaker sections

- Students who scored more than 170 cutoff in the higher secondary exam can obtain a 100% tuition fee waiver, and those who scored more than 150 cutoff can get a 50% tuition fee waiver.
- A two-year tuition fee waiver is provided to the school topper, who ranks in the top seven.
- Students who scored more than 1,000 marks will be eligible for a special scholarship.
- Special fee concessions will be provided to the sports person who is awarded by the state or central government.
- Students from other states who scored more than 75% of marks will be eligible for a merit scholarship.



## 24. Admissions Eligibility Criteria:

Candidates of HSC (Academic) and Other Equivalent Examinations

Community	Pass with minimum average marks in Maths, Physics & Chemistry put together
General Category	45%
Backward Class including Backward Class Muslim	40%
MBC and DNC	40%
SC/ST/SCA	40%

### MBA:

Marks required- Candidates belonging to the General category need to obtain at least 50% marks (in aggregate), and those belonging to the reserved category need to secure 45% in the qualifying degree of examinations.

## 25. Mobilization of Funds:

The main financial resource for the Institute is by way of tuition fee. As per fee fixation committee and Anna University guidelines the tuition fee is fixed. The Sponsoring trust, GRT MAHALAKSHMI CHARITABLE TRUST, extends financial support to the Institute for the shortfall and ensures the availability of requisite funds.

### a. Optimal utilization of resources:

An annual budget is prepared to ensure optimal utilization of financial resources, based on the estimates received from the departments and functional units of the Institute. The amount is sanctioned by the Chairman / Board of Trustees. Monthly statements are prepared for income and expenditure. Audit is performed periodically to ensure that the budget is optimally utilized for the purpose it is intended. The resources in the form of facilities and equipment are maintained to ensure optimum performance. Annual maintenance contract is in position for the equipment and software.





Mobilization of Funds for various resources:

Funds are mobilized from the following resources.

1. Student Tuition Fees, Fixed Deposit Amount, Government and Non-Government Agencies.
2. Additional funding sanctioned from various funding agencies such as AICTE, TNSCST for research and seminar proposals submitted by various departments.

#### **b. Budget Preparation**

Systematic process of preparing budget, accounting, systematic purchase and bill settlement process along with regular periodical audit are the important aspects of making best use of financial resources. Our institution has a proper system for effective and efficient use of available financial resources. The funds are allocated to each department during the preparation of yearly budget. This budget is generally for the requirement or up-gradations.

#### **c. Auditing**

A qualified Chartered Accountant reviews the accounts/entries on quarterly basis. Suggestions/objections, if any, raised by the Chartered Accountant are discussed with the management for necessary action. Every year the accounts are further reviewed and finalized by external auditors and audited financial statements are prepared. The balance sheet is verified by the internal auditors and submitted to the management. Based on this report the budget for the next academic year is prepared effectively. The internal audit helps the management to understand the financial requirements and the suitable suggestions are given / taken to utilize the fund mobilized through various sources.



  
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# Energy Policy



## Energy Policy

Date of Implementation	10.11.2020
Type Policy	Energy Policy

The Environment and Energy usage Policy of GRT institute of Engineering and Technology (GRTIET) is to manage energy in such a systematic way to minimize its impact on the environment.

The policy implies to explore the renewable energy resources to reduce the burden of the government and to find out alternate resources as solutions to the energy crisis. This environment and energy policy is binding for all the components of the institution and applies to all its stake holders and to the various activities undertaken by the institution.

It will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage.

Green Campus Committee is devoted to the cause of environmental awareness, to undertake green initiatives and to conduct green literacy programmes for saving the energy and protecting the environment.

Policies:

- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles and use of pedestrian-friendly roads.
- To install photovoltaic solar panels for the generation of Green energy.
- To install LED bulbs in the whole campus to save energy.

This policy is being communicated to the students and the employees via internal communication channels and the same is made available to all the stakeholders in the institutional website. The Environment and Energy Policy, objectives and targets are reviewed on a regular basis by the Green Campus Committee Convener and its members under the guidance of the Principal of the college.

Place : Tiruttani

Date: 10.11.2020



  
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# **Degradable and Non-Degradable Policy**



## Degradable and Non-Degradable Policy

<b>Date of Implementation</b>	10.11.2020
<b>Type Policy</b>	Degradable and Non-Degradable Waste Policy

GRTIET is committed to make its campus as a place where education is combined with environment friendly practices to promote sustainable development by

- **Degradable and Non-Degradable waste bins**

The college encourages the employees and students to use waste bins for collecting degradable and non-degradable wastes. Separate waste bins for degradable and non-degradable waste are placed at the entrance in each block.

- **Use of Garbage collection vehicles**

All the agriculture, food, degradable and non-degradable wastes are being collected with the aid of garbage collecting vehicles including trucks and tractors which help in transporting these wastes.

- **Bio gas plant**

GRTIET campus has planned to erect a bio gas plant which will be helpful in converting wastes into bio-fertilizer. Bio gas obtained from the food waste is used for cooking.

- **Food waste collection**

Food waste obtained from canteen, guest houses and hostel is being collected separately using bins placed in each place which is sent to poultry farm.

- **Segregation of non-degradable waste**

Non-degradable wastes is being collected and it is stored in separate rooms for segregation.

- **Sewage treatment plant**

Sewage water is treated, recycled and the treated water is used for watering the gardens and lawns maintained in the campus. The sludge settled in Sewage Treatment Plant is removed and dried on drying beds and used as manure for the gardens. The entire sewage waste is recycled and used for other purposes in the campus.

- **E-waste management**

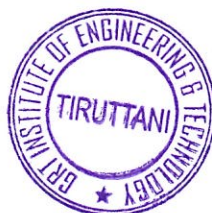
E-waste is collected and it is stored in separate rooms which may be further sold out to the needy every year.

Non repairable e-waste like obsolete devices such as computer systems, servers, monitors, compact discs, printers, scanners, calculators, fax machine and battery cells are used as models to explain concepts to the students.

The faculty, the non-teaching staff and the students are encouraged to contribute collectively to develop the clean and eco friendly campus.

**Place : Tiruttani**

**Date: 10.11.2020**



  
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# **Water Conservation Policy**



## **WATER CONSERVATION POLICY**

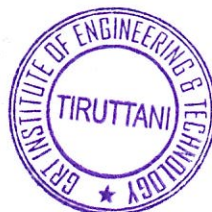
<b>Date of Implementation</b>	10.11.2020
<b>Type Policy</b>	WATER CONSERVATION

### **Water Conservation facilities in the Institution**

The water management and waste water management techniques are well-maintained in the campus. The institution implemented excellent waste management procedures in the hostel, kitchen, toilets and bathrooms. The following are the water conservation services provided by the institution.

#### **1. Rain water Harvesting**

- Rain water harvesting facility is available in the campus. The rain water is collected from the roof top of the buildings and in open areas which have high run off co-efficiency.
- The rain water collected from the roof top of the buildings are collected through percolation method.
- The RWH facility is scientifically planned in order to maximize the collection and the water is channeled to the specifically constructed college pond.
- Almost 70% of rain water in the campus is collected and directed to the pond which is located in the college campus. The total capacity of the pond is about 5924000 Liters.
- Rain water harvesting system with Bore well is located in the campus
  - a. A Block
  - b. B Block
  - c. C Block
  - d. D Block
  - e. GROUND



  
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## 2. Bore Well

➤ Stored Rain Water is able to effectively recharge the bore wells. The bore wells are periodically monitored and maintained by the plumbers and if any problem is identified, immediate action is taken.

➤ Bore wells located in the campus

- A Block

Dimensions (depth 600 ft, water level: 60 ft)

- B Block (2 bore well)

Dimensions (depth 600 ft, water level: 300 ft)

- C Block

Dimensions (depth 600 ft, water level: 200 ft)

- Ground

Dimensions (depth 800 ft, water level: 400 ft)

- Near pond

Dimensions (depth 600 ft, water level: 250 ft)

## 3. Construction of Tanks and Bunds

➤ Overhead tanks are constructed at the top of the buildings for the purpose of supplying the water to be distributed among the floors.

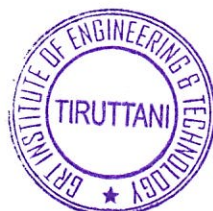
➤ The water stored in the tanks are used for fulfilling the water requirements in the campus such as rest rooms, hand wash, cleaning purposes, gardening etc.

➤ The over tank capacity is 20KL is located in A Block, B Block (2), C Block, and D Block.

## 4. Maintenance of Water Bodies and Distribution System in The Campus

➤ Water distribution in the campus is well established with adequate facilities to fulfill the water needs of users.

➤ Rain water is also one of the sources of water available in the college. Nearly five rain water harvesting tanks are constructed to collect rain water. The overhead tank is supplied from Ground Water Source after getting treated in the RO Plant which is then distributed to all buildings inside the campus through properly connected taps.







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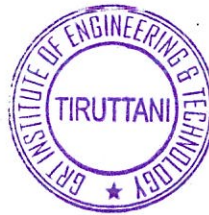
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- A well laid pipe network is arranged to distribute the water. This ground water is pumped up to storage tanks located at various places inside the college campus.
- Water is purified and desalinated in the RO plant and supplied for drinking purposes. The rejected water from RO is collected and it is used for campus gardening purposes.

1 KLD can be distributed through RO plant in each block. (Block A, B, C, D).

**Place : Tiruttani**

**Date: 10.11.2020**



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# **Green campus Policy**



## Green Campus Policy

<b>Date of Implementation</b>	10.11.2020
<b>Type Policy</b>	Green Campus Policy

GRTIET is committed to make its campus as a place where education is combined with environment friendly practices to promote sustainable development by

- **Restricted entry of vehicles**

All the vehicles of the college and personal vehicles of the staff members must have the emission certification in order for getting green signal for entry into the campus.

The college encourages the employees and the students to frequently use public transport facilities, bicycles, etc. to limit the emissions.

- **Use of Bicycle/ battery powered vehicles**

College uses the Battery-powered vehicles for in- house transport. The electricity used in the campus is generated within with the Green - Technology.

- **Pedestrian-friendly pathways**

GRTIET campus prides itself in ensuring the Pedestrian-friendly pathways in all the buildings. Pedestrian-friendly pathways are properly marked with suitable logo/sign.

- **Ban on use of Plastic**

GRTIET is strongly committed to work towards plastic-free campus. In the GRTIET campus, there is complete ban on single-use plastics.

- **Landscaping with trees and plants**

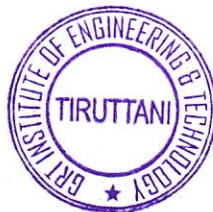
As per the green practices in the campus GRTIET is moving in the direction of a Green Institution in Tiruttani by planting more number of saplings of trees within and outside the campus.

Medicinal plants and fruit bearing plants and trees are being cultivated to ensure the conducive atmosphere.

The faculty, the staff and the students are encouraged to contribute collectively to develop eco-friendly and sustainable campus and disseminate the concept of eco-friendly culture to the nearby community and wherever possible.

Place : Tiruttani

Date: 10.11.2020



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# **Divyangjan Policy**



## INSTITUTIONAL POLICY ON DIVYANGJAN

Date of Implementation	10.11.2020
Type Policy	POLICY ON DIVYANGJAN

### Introduction:

The Institute is well aware of its role in providing necessary guidance and counseling to the students with Locomotor Disabilities (Divyangjan). Accordingly, the institute follows certain practices to support the Divyangjan students.

### Objective:

To understand the various rights, regulations, scholarship provisions, facilities and opportunities guaranteed by the legislation on the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) rules, 1996 and Amended Rules for Persons with Disabilities and to implement the same for the Divyangjan.

### Policies and Measures

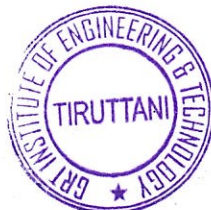
- The institute ensures admission to as many differently-abled students as possible.
- The institute provides fee concessions and assistance during examinations if required and other needs are also fulfilled pertaining to differently-abled persons.
- Assesses their educational needs, determines and ensures the availability of assistive devices.
- Assists in placement opportunities.
- Celebrates important days pertaining to disability such as the World Disabled Day and Blind Walk for differently-abled persons.

### Infrastructural facilities:

- All existing structures are disabled friendly and the future as well as future construction projects in the campus will be made differently-abled friendly.
- Special facilities such as ramps, battery car, wheelchair and special toilets are available to suit the special needs of differently-abled persons.

Date : 10.11.2020

Place: Tiruttani



  
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