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- Vision
- Mission
- Goals and Objectives
- Quality policy

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- Governing Council
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- Approval from Management
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- Constitution of Expert committee
- Scrutiny of applications and short listing
- Fixing date for interview
- Informing the candidates and Expert panel about interview
- Interview and selection process
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- Form of Appointment Letter
- Performance Evaluation – Format
Velammal Institute of Technology was established in the year 2008 by the Velammal Educational Trust to impart quality technical education. It is a self-financing non-minority institution, approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Anna University, Chennai. Velammal Institute of Technology (Velammal I Tech) is headed by Dr. T.Chandrashekar, Principal.

**COURSES OFFERED**

- B.E. Computer Science and Engineering
- B.E. Electronics and Communication Engineering
- B.E. Electrical and Electronics Engineering
- B.Tech. Information Technology
- B.E. Mechanical Engineering

**VISION**

To be a leader in imparting quality technical education, research and enterprising skills in pursuit of professional excellence.

**MISSION**

- To promote quality education and technical skills to meet the industry requirements.
- To incorporate team work, leadership skills and lifelong learning.
- To facilitate career development and higher education assistance.
- To encourage innovative ideas for research and development and entrepreneurship for societal needs.
- To inculcate ethical responsibility and human values.

**GOALS AND OBJECTIVES**

- Uncompromising regularity and punctuality
- Academic excellence
- Curiosity of learning, research and development
- Depth in subject and general knowledge
- Proficiency in Communication skills
- Suitable placement or higher education or entrepreneurship
- Professional values and Social ethics
- Keeping good health and following good habits
QUALITY POLICY

- The Institution commits to offer quality professional education in pace with latest technology
- The Institution aims at academic excellence and overall development of students.
- The Institution within the framework of the quality policy identifies quality objectives and will strive for continual improvement.
- The Institution will review the quality policy for continued compliance.

THE MANAGEMENT

Change is the law of nature and the sign of life; growth is the sign of development, be it of an individual or Institution and Velammal Educational Trust stands testimony to these words. The year was 1986, when a tryst was made with destiny; a seed with social consciousness was sown in the form of Velammal Educational Trust. Velammal Educational Trust was registered on 22.01.1986 under the Trust act, bearing registration No. 85 of 1986 by the Registrar of Madras North.

FOUNDER CHAIRMAN

SHRI. M. V. MUTHURAMALINGAM
An educationalist with a motto of producing qualified professionals with human values.

DIRECTOR

Mr. M. V. M. SASIKUMAR
Young & Dynamic administrator with exceptional caliber to achieve benchmark quality in each sphere of activity.

GOVERNING COUNCIL

- CHAIRMAN
- DIRECTOR
- Nominated External Member / Industry Person
- AICTE/DOTE Representative
- PRINCIPAL
RECRUITMENT PROCESS

The recruitment and selection of staff is highly effective in terms of its rigorous adherence to the policy and procedures laid down by the College Management and it ensures transparency in terms of maintenance of files and records. The process goes as follows:

- Need based requirement of manpower is prepared at the department level by HoDs which are scrutinized and finalized by the Principal
- The consolidated manpower requirement, is then sent to Management for approval
- Applications for various posts are invited through Advertisement in the newspapers and online like- facultyplus.com.
- The interview date is informed through call letter to candidates by giving sufficient time. The External expert is also informed about the interview.
- The Interview committee will comprise of the External expert, the HoD and the Principal in the case of selection for the cadre of Professor and above. This panel selects candidates on the basis of merit- through demo sessions followed by Personal interviews. This Committee finalizes suitable candidates and recommends to the Principal for a personal interview. They will take the final decision regarding the appointment of the individual.
- After this, the Chairman / Director / Advisor or any authorized person will offer the appointment order indicating pay package and service rules.

EXCEPTIONAL RECRUITMENT

- During the selection process candidates whose performance is below the standard assessment, may be considered for appointment on consolidated pay depending on the management decision
- Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET for Basic Sciences / Physical Education/Library posts.
### 1. ENGINEERING & TECHNOLOGY DISCIPLINES

Qualifications & Pay Scale for TS:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Pay band &amp; AGP</th>
<th>Recruitment Norms (Qualifications, Experience Etc)</th>
</tr>
</thead>
</table>
| AP I        | Basic as per AICTE norms | **Faculty Positions:** M.E/M.Tech with first class in B.E/B.tech or M.E/M.Tech with at least 2 yrs. experience.  
**Basic Science Positions:** M.Phil in relevant subject for Humanities/physical education & Library. |
| AP II       | Basic as per AICTE norms | 5 years with M.E/M.Tech /M.Phil Teaching Experience |
| AP III      | Basic as per AICTE norms | **Core Faculty Positions:**  
10 yrs and above of service as AP (or) 8 years of service & PhD (or) Registered for PhD and perusing Course work.  
**Basic Science Position:**  
12 yrs of service after M.Phil. With at least a year service after Ph.D.  
Published at least three papers in referred National / International Journal during assessment period having impact factor of three or more.  
Supervised at least four PG theses or two PhD theses  
Published at least Two research papers. Should have attended two workshops / training /Professional Development Programmes / Teaching-Learning-Evaluation Technology Programmes of 3 to 7 days duration. |
## III. SCIENCES AND HUMANITIES DISCIPLINE

<table>
<thead>
<tr>
<th>Position</th>
<th>Basic as per AICTE norms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Basic as per AICTE norms</td>
</tr>
</tbody>
</table>

### Core Faculty Positions:
5 years of experience as Associate Professor with PhD or 10 years of teaching after PhD or Research Industrial Experience

### Basic Science Position:
14 years with M.Phil. (6 yrs as Associate Prof. for Humanities + 8 yrs as AP)

### Other Desirable Skills:
For Industrial exp Candidates: The candidate shall have record in Designing, planning, executing, analyzing, Innovating etc. (or) Supervised R&D projects, Technology, developed, adapted and Patented, Published books, Organized Conferences / Workshops, chaired Technical sessions in National and International Conferences.

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<table>
<thead>
<tr>
<th>Position</th>
<th>Basic as per AICTE norms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor</td>
<td>Basic as per AICTE norms</td>
</tr>
</tbody>
</table>

### Core Faculty Positions:
8 years of service after M.Tech. (2 years’ service with Ph.D is essential).

### Basic Science Position:
12 years with M.Phil. Out of which 4 yrs with Ph.D for Humanities is essential. Published at least 5 research papers in Referred national/International journals with impact index of 2.0 as main author.

Supervised at least five PG thesis or two PhD thesis. Attended two workshops / training / Professional Development Programmes / Teaching-Learning-Evaluation Technology Programmes of 3 to 7 days duration

### Other Desirable Skills:
Supervised R&D projects, Technology developed, adapted and Patented, Published books, Organized Conferences / Workshops, Chaired the Technical sessions in National and International Conferences.
1. AMIE is equivalent to B.E. 60% marks in AMIE is considered as 1 class.
2. All UG and PG degrees (full time/ part time) awarded by any UGC approved universities are eligible degrees.
3. UG and PG Engineering degrees (B.E./ B.Tech. or M.E. / M.Tech.) obtained by correspondence/ Distance education are non-eligible degrees.
4. Ph.D. or M.S. degree International Universities (obtained by correspondence / Distance mode) are non-eligible degrees.
5. Non-engineering degrees such as MBA / MCA / M.Sc. / M.Phil. / M.A. obtained by correspondence / distance mode from UGC approved universities are eligible degrees.
6. Interdisciplinary degree holders could work as faculty in any of the departments from which either the UG or PG degree was obtained. [e.g. 1. B.E. (CSE) and M.E. (VLSI) degree holder could work in either CSE or ECE] [e.g. 2 B.E. (EEE) and M.E. (Environmental Engineering) could work as faculty either in chemical Engineering department or in EEE Department.]
7. M.E. / M.Tech. Degree holders after M.Sc. / MCA are eligible to work as faculty in their respective engineering Departments.

ORIENTATION AND TRAINING

- The new incumbents are inducted to the concerned departments where they are familiarized to the people, process and practices, in order to orient them towards the work culture of Velammal I Tech.
- To make them familiar with the other colleagues and to know the process. The new recruits are introduced in the orientation meeting along with all staff members.
- The Management of Velammal I Tech strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize or attend FDP (Faculty Development Program) for the benefit of its faculty and also lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

WELFARE MEASURES

Increment & Promotion Policies
To reward the performer and to distinguish the talents, Velammal Institute of Technology has decided to come out with a suitable Performance appraisal system as prescribed by the AICTE.
THE OBJECTIVES

- To evaluate the extent of achievement of results / targets by the individual staff during the Academic year.
- To review and plan for better performance.
- To identify the potential of individual staff and involve them as various executive committee members for institutional development process.
- To form a base for salary increment.
- To identify the training needs
- To distinguish performers from non-performers

INCENTIVES AND ALLOWANCES

- AICTE scale of pay with 66% DA Merger.
- As per norms, HRA+CCA+EPF.
- 50% School fee concession to the wards of Faculty members up to 5 years of service and 85% School fee concession to wards of faculty with above 5 years in our group of institutions.
- Free transport for Faculty members
- CUG facility for all Essential services staff and HoDs

AWARDS

To recognize the services of a Staff in the College, the Management offers cash rewards as below:

- 10 Years service completion (Common for TS & NTS) : Rs 5000/-
- 5 Years completion (Common for TS & NTS) : Gold Coin
- Teaching staff producing 100% results in Academics-Rs.3000
- Teaching staff producing 95% results (Critical subject-Rs.2000,Non-Critical subject-Rs.1500)
- Teaching staff producing 100% attendance in one academic year will be awarded a cash prize of Rs.5000. Non teaching staff will be awarded a gold coin.

PROMOTION

The promotion policy of Velammal I Tech is very categorical that just fulfilling the norms laid down in performance evaluation alone will not render oneself eligible for promotion, and that the same would be subject to their satisfying the other parameters as availability of vacancies.
RESIGNATION

A staff will be at liberty to tender his/her resignation from the services of Velammal I Tech in compliance with the conditions as laid down in the order of Appointment.

If a staff intends to resign from the services of the college, the following conditions would apply:

- The employee has to request in writing well in advance of his / her intention to resign from the services at college to the Competent Authority through proper channel.

- The employee has to give either three months notice or pay three months salary in lieu thereof and he/she will be relieved from the services of the college, subject to the acceptance of their resignation by the Competent Authority.

- The employee shall not be granted any leave except casual leave during the notice period.

- On acceptance of resignation, the employee will be required to hand over charge as directed by the Principal which includes handing over of all official Documents, Records, Library books, Project details including funded project details, Room, Table and shelves keys before collecting the No Dues certificate from all concerned departments prior to release in a prescribed format.

- All properties of the College should be returned in proper condition to the HOD/ PRINCIPAL for the issuance of Relieving Order.

- All staff leaving the services of the College will be issued a Service Certificate on the date of relieving.

- The Management reserves the right to terminate the services of any employee at anytime without giving prior notice and without assigning any reason thereto.
LEAVE RULES

GENERAL CONDITIONS

• Leave shall not be claimed as a matter of right and the granting or leave shall be the prerogative of the Management.

• A staff shall not normally on any occasion absent himself / herself from his / her duties without prior permission of his/her HoD/Principal.

• Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.

• In case of absence on Medical grounds, intimation should be sent to the HoD /Principal within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

CASUAL LEAVE

• All employees are eligible for 12 days of casual leave per year @1 day per month during the academic year from 1st June to 30th April / May.

• Carryover of unavailed CL is not permissible.

• The staff on Maternity Leave /Break of Study Leave will be eligible for CL only after completing 15 days of service from the date of rejoining.

PERMISSION

• Permission of one hour per month is permitted.

• If the number of permissions exceeds more than one in a month, it shall be considered as half a day LoP.

LATE COMING

• Staff will be permitted to report late by 15 minutes once in a month.

• Reporting late more than once will be treated as half an hour permission.

• More than one permission will be treated as half a day CL / LoP.
Leave on Loss of Pay (LoP)

- Any Unauthorized Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 10 days at a stretch Management has the right to either call for explanation/or to terminate the services.
- Before availing leave, an alternate arrangement must be made.
- If employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are Leave on Loss of Pay, then all intervening declared holidays and Sundays will also be treated as Leave on Loss of Pay.
- If the 2nd half of preceding day and 1st half of succeeding day are Leave on Loss of Pay then all intervening leave will be treated as Leave on Loss of Pay.

VACATION LEAVE

- All teaching staff of Velammal Institute of Technology who has rendered one year of continuous service from 1st June of a calendar year to 31st May of the following calendar year either at Velammal I Tech or who has been transferred from any one of constituent unit of VET are entitled to avail 40 days of vacation during an academic year.
- Teaching Staff who has rendered a continuous service of one to six months are eligible for 12 days vacation leave during that academic year. And those with continuous service from 6 months to 12 months are eligible for 21 days vacation leave during that academic year.
- The Vacation Leave has to be availed during the relevant academic year itself. Any unavailed part of vacation leave cannot be carried over to the next academic year.
- The total number of vacation leave 40 days meant for an academic year is distributed in such a way that 10 days can be availed at the end of odd semester (winter Vacation- December to January) and the remaining 30 days can be availed at the end of even semester ( summer vacation – May to June, July)
- However the period of vacation leave and the spells for ODD & EVEN Semester are subject to change in accordance with Anna University Schedule and the policy of the Management.
- When all or majority of the staff are opting for spells in such a way, and if the HOD feels that it would disrupt the normal function of the department, the HOD can direct the staff to avail leave without affecting normal work in which case the decision of the Principal shall be final.
- The staff, after giving option for the slot(s), will not be allowed to change the slots under any circumstances. He/ she should not break the vacation leave unless he/she is permitted to do so by the Management.
- While on vacation, if the situation warrants, any or all the staff members can be called to attend duty by the HOD or the Principal or any other Designated Authority. However, the staff who attends the duty for the whole day (marking his attendance) during the vacation or any staff member who is not permitted to avail vacation leave in the interest of the College by the orders of the Principal/ Designated Authority, compensation leave shall be considered within the vacation period. Such a consideration would rest solely at the discretion of The Principal / Designated Authority.
• For the purpose of calculating number of days of vacation leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.

• Casual Leave cannot be clubbed with Vacation Leave. That means a staff will not be eligible for CL, a day before or after the Vacation Leave. However, clubbing of OD with Vacation Leave will be allowed in case of any work related to Anna University Chennai, and FDPs of Anna University subject to a maximum of 2 days.

• It will be the responsibility of each faculty to see that their academic commitments like invigilation work, correction of Model Exam papers, and conduct of coaching classes are not disrupted while they are proceeding on vacation leave. Staff going for External invigilation should report to college in the afternoon.

• While availing vacation, any kind of University work within the vacation period will be treated as vacation leave only.

• Note: Vacation period and slots are subject to change based on the closing and reopening dates announced by the Anna University Chennai or interim orders from Management.

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**VACATION LEAVE FOR NON-TEACHING STAFF**

The following staff members are considered as NTS: All Admin staff, Lab Instructor, Maintenance, House Keeping and Sanitation, Dy.Wardens etc. The number of days of Vacation Leave for Non-Teaching Staff is restricted to 21 days per year which should be availed within the vacation period declared for them as 5 days for Winter Vacation and 16 days for Summer Vacation. Other rules and conditions of availing Vacation Leave are similar to that for Teaching Staff.

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**MATERNITY LEAVE RULES**

A woman employee of the College, who has completed at least one year of continuous and satisfactory service, after the completion of the probationary period, is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal/Designated Authority. However, she will not be entitled to any salary during the maternity leave.

---

**ON DUTY (OD)**

• On Duty (OD) will be granted when the members of Staff are required to go out on official duties or to participate in Seminars, Conferences, Consultancy, and University related work, etc. as approved by the Principal/Designated Authority. When the members of staff go for examination related work, OD will be regulated as per the norms of Anna University and other colleges affiliated to Anna University.

• Granting OD to a faculty should not affect the regular classes in any way. The Designated Authority of the Dept. should ensure that the classes of the faculty who is on OD are properly substituted.
**ACADEMIC WORKING DAYS**

*Working days*: 180 /academic year with 8 hours/day.
- Instructional Hours: Minimum 36 weeks (5 days / Week)
- Non-Instructional Hours: 8 weeks (admission and examination activities)

*Vacation Days:*
- 6 weeks of holiday (4 weeks Summer + 2 Weeks Winter)
- 2 weeks of Holiday (Public Holidays)

**CODE OF CONDUCT**

- Faculties shall be at the assigned classroom 5 minutes before the designated time without fail
- Every faculty must take attendance at the beginning of the Teaching hour
- Every Faculty must close the attendance punctually at the end of the hour/month
- A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action (reporting to the Principal / taking corrective action)
- Every staff member shall attend to all departmental and institutional functions and carry out responsibilities assigned by deploying best of their skills and attention
- Faculty members shall not receive gifts from students or their parents
- Faculty members shall not use their mobile phones in the classrooms
- Teachers shall maintain a respectable work conduct in terms of preparing course material and teaching aids/tools.
- Meticulous planning and maintenance of course files
- Following course plan without any backlog.
- Proper maintenance of log books, course files and log books signed periodically by HoD and Principal
- Evaluation of students assignments promptly.
- Evaluating Test/Examination Papers.
- Ensuring cleanliness of class rooms and labs
IDENTIFICATION, ATTENDANCE AND IDENTITY CARD

- Every employee shall be provided with an Identity Card indicating his/her name, personal number and also a stamp size photograph. The employee shall show the Identity Card to the Security guard on duty at the gate or to any person authorized by the Management on this behalf, while entering and coming out of the College, and/or whenever asked for.

- Identity Card is not transferable and any breach of this order shall be treated as misconduct and the employee is liable to punishment in accordance with the Standing orders.

- Every employee, to whom Identity Card have been issued, on the termination of his / her service or before proceeding on leave preparatory to retirement or on his / her suspension from work, must surrender his/her Identity Card to the College office.

ATTENDANCE

- Every employee shall ‘PUNCH IN” and “PUNCH OUT” his or her attendance at the time of entering and leaving the institution premises respectively.

- The wage period is calculated from 26th to 25th of the succeeding month.

DRESS CODE: MEN

- The employee should wear full sleeve shirt. It is recommended that color of the shirt is mild and basic. Avoid anything bright or bold.

- Dress should be clean and not crumpled.

- Always use a mild deodorant.

- Wrist watch and other accessories should be formal and with appropriate size.

DRESS CODE: WOMEN

- Saree is the dress code for the female faculties.

- Hair should be well kept and neatly combed.

- Make-up should be light, subtle and properly applied.
Velammal Institute of Technology
Velammal Knowledge Park,
Chennai Kolkata-highwayPanchett,
Thiruvallur District-601204
Ph:30446300-306,Fax-30446309
Website: www.velammalitech.edu.in

Velammal I Tech /CALL LETTER//2016-17/ 001                      19th November 2018

DR. T. CHANDRASHEKAR
Principal

Sir / Madam
Sub: Call Letter for interview -reg.

With reference to your application, you are requested to attend the interview for faculty position in the Department of Mechanical Engineering on Tuesday, 4th December 2018 at 10.00 am. You are requested to bring all your original certificates, 2 passport size photographs & one set photocopies of all testimonials.

Kindly confirm your presence by replying to this mail.

Thanking You,

---

**PRINCIPAL**

1. **Bus route:** Thachur Koot road Stop
   58C, Nellore, Arani Thirupathi buses from Koyambedu Via Thirumangalam to Thachoor koot Road stop

2. **Train route:** Ponneri Railway Station
   All Trains stopping at Ponneri Railway Station (8km From station). T47,T33, 588 buses from Ponneri to Thachur Koot Road Stop
ANNEXURE - II

(To be submitted to the Inspection Committee)
ANNA UNIVERSITY
CHENNAI - 600 025

INDIVIDUAL FACULTY DATA SHEET
[Details to be typed including Principal of the college]

Name of the College : 
Name of the Department : 
Name of the faculty member : 
Present Designation : 
Residential Address : 

Contact Nos. : Landline: 
Mobile: 
Email: 

Gender : Male / Female / TG
Community : OC / BC / MBC / SC / ST
PAN Number : 
Passport Number : 
Date of Birth and Age : 
Date of joining the present post : 
Scale of pay : 
Present basic pay : 
Total salary : 

I. Particulars of Educational Qualification: (only completed)

<table>
<thead>
<tr>
<th>Category</th>
<th>Name of the Degree</th>
<th>Specialization</th>
<th>Year of Passing</th>
<th>Name of the College</th>
<th>Name of the University</th>
<th>% of Marks / Grades obtained</th>
<th>Class obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG</td>
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<td>PG</td>
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<tr>
<td>Ph.D.</td>
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* Enclose copies of certificates duly attested by the faculty member and the Principal as proof.
I. Additional Qualification
   
i. GATE Score (In case of B.E. / B.Tech.) :
   
ii. NET / SLET (In case of M.C.A. / M.Sc. / M.A.) :

II. Title of Ph.D. Thesis *

III. Faculty in which Ph.D. was awarded

IV. Academic Experience

<table>
<thead>
<tr>
<th>Name of the College</th>
<th>Designation</th>
<th>Joining Date</th>
<th>Relieving Date</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Years</td>
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</tbody>
</table>

Total

V. Industrial Experience :

<table>
<thead>
<tr>
<th>Name of the Organisation</th>
<th>Designation</th>
<th>Nature of Work</th>
<th>Joining Date</th>
<th>Relieving Date</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td>Years</td>
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</tr>
</tbody>
</table>

Total

VI. Other Relevant Information :

It is certified that all the information provided are true to the best of my knowledge.

Signature of the Faculty

(Endorsement by the Principal)
Madam

Sub: Administration-Velammal Institute of Technology, Panchetti, Chennai.
Appointment of Assistant Professor-I, in the Department of English. Orders issued.
Ref: Your application and personal interview on 17th February 2014

With reference to the above, you are appointed as Assistant Professor-I, in the Department of English in this college on a Basic salary and other allowances and subject to terms and conditions noted below:

<table>
<thead>
<tr>
<th>Basic Pay</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>AGP</td>
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<tr>
<td>DA</td>
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<td>HRA</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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</tbody>
</table>

1. You will have to report for duty on or before 15th June 2014, failing which this appointment order will automatically stand cancelled. Your appointment will take effect from the date of joining duty. If you resign after receipt of this order, you will be governed by Clause 4 of this appointment order.

2. You will be on probation in the post of Assistant Professor-I, in the Department of English in this college for a period of two years. The Management has the right to extend the period of probation to a further period of one year or a part thereof at its discretion.

3. If necessity arises, your services can be terminated at the discretion of the Management at any time without giving any prior notice.

4. In the event of your resignation of appointment, the resignation will be effected only at the end of the Academic year. If you resign after receipt of this order and if resignation is considered, you will have to pay an amount equivalent to three months salary to the College.

5. Any application for appointment outside this Institution must be routed through proper channel.

6. You will be in the whole time employment of the College and will not engage yourself directly or indirectly without the prior permission in writing from the Management in any trade, business, services nor shall undertake any activities which are contrary to or inconsistent with the Management’s interests.

7. You should deposit all your original certificates in the College for verification by the University/statutory bodies

8. You will be governed by the leave rules as applicable to the Teaching faculty of this college.

9. You should produce satisfactory evidence for having been relieved from your previous employment, if any.

10. You should produce physical fitness certificate issued by a civil assistant surgeon of Government hospital for the issue of orders of satisfactory completion of probation.

11. You should abide by the job responsibilities of teachers prescribed by AICTE (1. Academic 2. Research & Consultancy 3. Administration and 4. Extension) and any other relevant work assigned by the Head of the institution.

12. A minimum of two papers and one article per semester should be made by you

13. Your services are liable for transfer to any of our institutions at the discretion of the Management.

14. The duplicate copy of this appointment order should be signed and returned as an acceptance of the terms and conditions.

With Best Wishes,

M.V.M. Sasikumar
Director
VELAMMAL INSTITUTE OF TECHNOLOGY
“Velammal Knowledge Park”, Panchetti, Chennai-601204

FACULTY PROFILE

Post Applied For: 
Name: 
Qualification: 
Teaching Experience: 
Date of Birth & Age: 
Gender: Male / Female 
Nationality & State: 
Marital Status: 
Salary Last Drawn: 
Expected Salary: 
Communication Address: 
Contact Nos.: 
Email ID: 

Details of Educational Qualification

<table>
<thead>
<tr>
<th>Name of the Degree</th>
<th>Subject / Branch / Specialization</th>
<th>College</th>
<th>University</th>
<th>Regular / Part Time / Distance Edn.</th>
<th>Month &amp; Year of Passing</th>
<th>Percentage of Marks &amp; Class</th>
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### Details of Work Experience

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<th>Dept</th>
<th>Name of the Organization</th>
<th>Duration</th>
<th>Total Years of Experience</th>
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**Grand Total**

### Academic Performance (Previous 3 Years)

<table>
<thead>
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<th>Academic year</th>
<th>Subjects handled</th>
<th>University exam pass %</th>
<th>Academic year</th>
<th>Subjects handled</th>
<th>University exam pass %</th>
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<tbody>
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</table>


Guidance / Supervision / Training etc. :

<table>
<thead>
<tr>
<th>No. of Projects Guided</th>
<th>No. of Ph.D thesis guided</th>
<th>No. of Important Training Programs</th>
<th>No. of Conferences</th>
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</thead>
<tbody>
<tr>
<td>UG</td>
<td>PG</td>
<td>Completed</td>
<td>On-going</td>
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</table>

Notable Academic / Professional achievements :

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Details</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Publications, R & D, Consultancy etc. :

<table>
<thead>
<tr>
<th>No. of publications in refereed Journals</th>
<th>No. of R &amp; D Projects / Consultancy</th>
<th>No. of sponsored Conferences, FDP’s, etc.,</th>
<th>Total funding (Lakhs)</th>
<th>No. of Patents</th>
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</thead>
<tbody>
<tr>
<td>National</td>
<td>International</td>
<td>On-going</td>
<td>Completed</td>
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Place :
Date :
Signature
## NON TEACHING STAFF - PROFILE

<table>
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<tr>
<td>Name</td>
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<tr>
<td>Dept applied</td>
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<td>Qualification</td>
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<tr>
<td>Experience</td>
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<td>Date of Birth &amp; Age</td>
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<td>Gender</td>
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### Details of Work Experience

<table>
<thead>
<tr>
<th>Designation</th>
<th>Dept</th>
<th>Name of the Institution</th>
<th>Duration From</th>
<th>To</th>
<th>Total Years of Experience</th>
<th>Remarks</th>
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</table>

Grand Total

Place:
Date:  
Signature
# PERFORMANCE APPRAISAL FORMAT

**VELAMMAL INSTITUTE OF TECHNOLOGY**

**PERFORMANCE APPRAISAL ACADEMIC YEAR 2015-16**

**DATE:**

**A: EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>NAME :</th>
<th>DESIGNATION :</th>
<th>DEPT :</th>
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<table>
<thead>
<tr>
<th>TOTAL TEACHING EXPERIENCE (YRS)</th>
<th>VIT EXPERIENCE (YRS)</th>
<th>INDUSTRY EXPERIENCE (YRS)</th>
<th>DOJ at VIT</th>
<th>QUALIFICATION</th>
<th>CURRENT SALARY</th>
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<tbody>
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**B: ACADEMICS**

<table>
<thead>
<tr>
<th>B1: SELF ATTENDANCE</th>
<th>60 MARKS</th>
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<tbody>
<tr>
<td>ATTENDANCE %</td>
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<tr>
<td>MARKS SCORED</td>
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</table>

**B2: INTERNAL TEST - Relative Ranking**

<table>
<thead>
<tr>
<th>25 MARKS</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Rank1 = 25 marks, Rank 2 = 23 marks, Rank 3 = 20 marks, Rank 4 = 17 marks, Rank 5 = 14 marks, Rank 6 &amp; 7= 10 mark</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ODD SEM</th>
<th>EVEN SEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT NAME</td>
<td>SEM</td>
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<table>
<thead>
<tr>
<th>ODD SEM</th>
<th>EVEN SEM</th>
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<tbody>
<tr>
<td>SUBJECT NAME</td>
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<td>SUBJECT NAME</td>
<td>SEM</td>
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</table>

<table>
<thead>
<tr>
<th>ODD SEM</th>
<th>EVEN SEM</th>
</tr>
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<tbody>
<tr>
<td>SUBJECT NAME</td>
<td>SEM</td>
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<tr>
<td>SUBJECT NAME</td>
<td>SEM</td>
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</table>

<table>
<thead>
<tr>
<th>ODD SEM</th>
<th>EVEN SEM</th>
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<tbody>
<tr>
<td>TOTAL RANK AVERAGE</td>
<td>TOTAL RANK AVERAGE</td>
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<table>
<thead>
<tr>
<th>ODD SEM</th>
<th>EVEN SEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MARKS SCORED</td>
</tr>
</tbody>
</table>
### B3: UNIVERSITY RESULTS PASS % & SUBJECT AVG

**25 MARKS**

PASS %<br>(95 -100% = 25 MARKS, 90-94.4% = 23 MARKS, 85-89.4% = 20 MARKS, 80-84.4% = 17 MARKS, 75-79.4% = 14 MARKS, 70-74.4% = 12 MARKS, 65-69.4% = 10 MARKS, <60 = 5 MARKS)

SUBJECT AVG [ABOVE 75% = 25 MARKS, 70-74.4% = 23 MARKS, 65-69.4% = 20 MARKS, 60-64.4% = 17 MARKS, 55-59.4% = 13 MARKS, 50-54.4% = 10 MARKS, <50% = 5 MARKS]

<table>
<thead>
<tr>
<th>ODD SEMESTER</th>
<th>EVEN SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT NAME</td>
<td>SEM</td>
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<tr>
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</table>

**AVERAGE MARKS**

**AVERAGE MARKS**

MARKS SCORED

### B4: ORDER OF CRITICAL SUBJECTS HANDLES & NO. OF S GRADES

**5 MARKS**

('S' Grades > 20% = 5 marks, 15-19.4% = 4 marks, 10-14.4% = 3 marks, 5-9.4% = 2 marks, 1-4.4% = 1 mark, <1% = 0 marks)

(critical subject order I = 5 marks, II = 4 marks, III = 3 marks, IV = 2 marks, V & VI = 1 mark)

<table>
<thead>
<tr>
<th>ODD SEMESTER</th>
<th>EVEN SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>Subject Name</td>
<td>Sem</td>
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</table>

**Total Avg Marks**

**Total Avg Marks**

MARKS SCORED

Note: For Slow Learner Section add 2 marks (Maximum total Avg Marks should not exceed 5)
### C: DEPARTMENT DEVELOPMENT ACTIVITIES

12 MARKS

C1: Attended / Organising Events (If Satisfied by Works Each 2 marks)

| Parameters                  | Details | Odd Semester | | Even Semester | | Marks | Details | | Marks |
|-----------------------------|---------|--------------||----------------||--------|---------||--------|---------|
| Conf / Workshop / FDP       |         |              | |                | | Marks |         | | Marks |
| Attended                    |         |              | |                | | Marks |         | | Marks |
| Seminars Arranged           |         |              | |                | | Marks |         | | Marks |
| Workshop Arranged           |         |              | |                | | Marks |         | | Marks |
| FDP Arranged                |         |              | |                | | Marks |         | | Marks |
| Symposium Organised         |         |              | |                | | Marks |         | | Marks |
| Conference Organised        |         |              | |                | | Marks |         | | Marks |

**Total Marks** | **Total Marks**

**AVERAGE MARKS SCORED**

### D: SELF DEVELOPMENT & RESEARCH

15 MARKS

D1 Publications

10 MARKS

(Each Peer reviewed international conference = 5 marks, Each international Journal Publication = 5 Marks, Each national conference)

<table>
<thead>
<tr>
<th>NC/INC/INJ</th>
<th>No. of Papers</th>
<th>Details</th>
<th>Marks</th>
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<td>Journal Papers</td>
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**Total Marks Scored**
### D2: Research Proposals Applied / Sanctioned

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<th>Proposals Details</th>
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<th>MARKS</th>
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Total Marks Scored

### E: PLACEMENT & HIGHER STUDIES ASSITANCE

### E1: Technical Subjects Handled For Placement (General)

(For a course of minimum 24 hrs and batch size of size of 60 = 5 Marks)

<table>
<thead>
<tr>
<th>Technical Subjects / Topics Handled</th>
<th>Period</th>
<th>Class &amp; Strength</th>
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Total Marks Scored

### E2: Company specific technical training

(Minimum 16 Hrs duration)

<table>
<thead>
<tr>
<th>Dream Company Name</th>
<th>Student Name</th>
<th>Training Topics</th>
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</table>

Total Marks Scored
<table>
<thead>
<tr>
<th>College / University Name</th>
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<th>Training Topics</th>
<th>Marks &amp; Status</th>
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<th>Section</th>
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<td>Academics</td>
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<tr>
<td>department development</td>
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<td>self development &amp; research</td>
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<td>placement &amp; Higher Studies</td>
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<tr>
<td>Total Marks</td>
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Faculty signature

HOD Signature

Principal Signature
STAFF EVALUATION

VELAMMAL INSTITUTE OF TECHNOLOGY
Velammal knowledge park, Panchetti, Chennai - 601 204

31st August 2017

Velammal I Tech/ staff Evaluation / 2018 - 19 / 009

To
Madam

Sub: Evaluation - reg.

We are pleased to inform you that you have been elevated as Head of the Department, in the Department of Computer Science Engineering with effect from 1st September, 2018.

You are requested to lead and co-ordinate all the activities in the department of CSE.

Expecting your fullest co-ordination in this regard.

Best wishes

Director