

T.J.S ENGINEERING COLLEGE

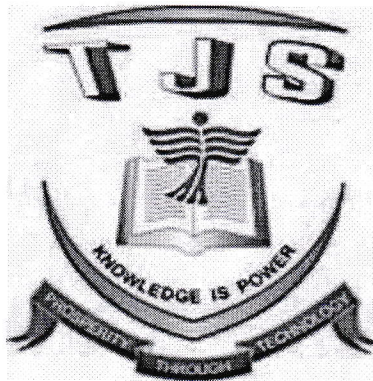
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.

Accredited by NAAC / ISO 9001:2015 Certified Institution

TJS Nagar, Peruvoyal, Near Kavaraipettai, Gummidipoondi Taluk,

Thiruvallur District -601 206.

Ph: 044 27967600, E-mail: tjsivanandam@gmail.com, Web: www.tjsec.in



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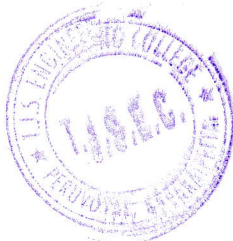
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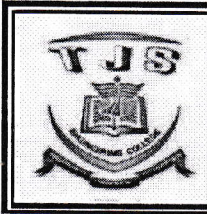
Thiruvallur District -601 206.

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HR POLICY MANUAL




PRINCIPAL
T.J.S. ENGINEERING COLLEGE
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ABOUT US

T.J.S. Engineering College, established in 2009 by T.J. Sivananda Mudaliar Educational Trust, is dedicated to make this college a well-known institution for engineering education. The institution is located in Thiruvallur District, Tamil Nadu, approximately 30 km from Chennai on the Chennai-Vijayawada-Kolkata National Highway (NH5).

The college is approved by the All India Council for Technical Education in New Delhi and affiliated to Anna University in Chennai. With ISO: 9001: 2015 certifications, our college is a reputable institution. A governing board was established to oversee the college's growth efforts and long-term planning, which would finally lift the organization into a higher level of fame and glory.

The tranquil, wide green meadow and superb infrastructure create an intellectual atmosphere. The institution strives to provide high-quality interactive education that will shape young minds for success. Its highly qualified and experienced faculty members uphold high educational standards while allowing the students to be free and responsible.


VISION

To empower the youth by developing their capabilities through quality education based on values.

MISSION

- To promote education through a holistic manner to make them employable.
- To make them responsible citizens to participate in the advancement of the society.
- To make them contribute to the national growth and the world at large.
- To promote excellence, quality and relevance in the field of technology to suit the industry needs.




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QUALITY POLICY

- T.J.S. Engineering College strives to elevate the standards of comprehensive education by enhancing student's intellectual capacity and inspiring them to pursue technological growth.
- Students from diverse backgrounds are provided with the most opportunities for academic pursuit and overall development at TJS. Our extracurricular and co-curricular programs make sure that every student has several opportunities to showcase their unique hidden skills.
- Students that participate in these programs acquire leadership, self-control, organizational skills and fundamental competency. We help them comprehend the demands of the forward-thinking industrial society.

COURSES OFFERED

UG PROGRAMMES

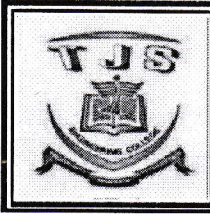
1. B.Tech – Artificial Intelligence and Data Science (AI&DS)
2. B.E – Computer Science and Engineering (CSE)
3. B.E – Electronics and Communication Engineering (ECE)
4. B.E – Electrical and Electronics Engineering (EEE)
5. B.E – Mechanical Engineering (MECH)

PG PROGRAMMES

1. M.E – Computer Science and Engineering (CSE)
2. M.E – VLSI Design




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DEFINITION OF TERMS USED IN THE MANUAL

- “TJSEC” means TJS Engineering College.
- “Employee” means any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of TJS Engineering College.
- “Academic Year” means the normal period stipulated in the Academic calendar for activities of odd and even semesters. In the present system it is fixed.
- “Basic pay” means the component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages.
- “Date of Appointment” means the first day of joining the duty by the employee as mentioned in the appointment order.

ORGANIZATIONAL STRUCTURE OF THE INSTITUTION

The organizational structure of the institution indicates that the organization is supported by the Board of Trustees, the Governing Council, and the Academic Council. This institution is a unit of the T.J. Sivananda Mudaliar Educational Trust. Shri. T.J. Govindarajan., an educationalist, industrialist and philanthropist, is the Chairman of the Governing Council of the college. The Governing Council accommodates renowned academicians as its members along with a higher level of faculty members at the college. The major decisions for the college are taken by the governing council meeting to arrive major policy decisions. The admission, financial administration and academic administration are carried out by the executive committee. The principal is assisted by the staff council and the office administrative members. The appointment of faculty and staff members is based on norms issued by the affiliating university, while the service rules are formulated and amended through meetings at various levels. The policies of the institution help in the successful functioning through the implementation of optimal procedures instructed by AICTE, UGC NBA, and NAAC standards.



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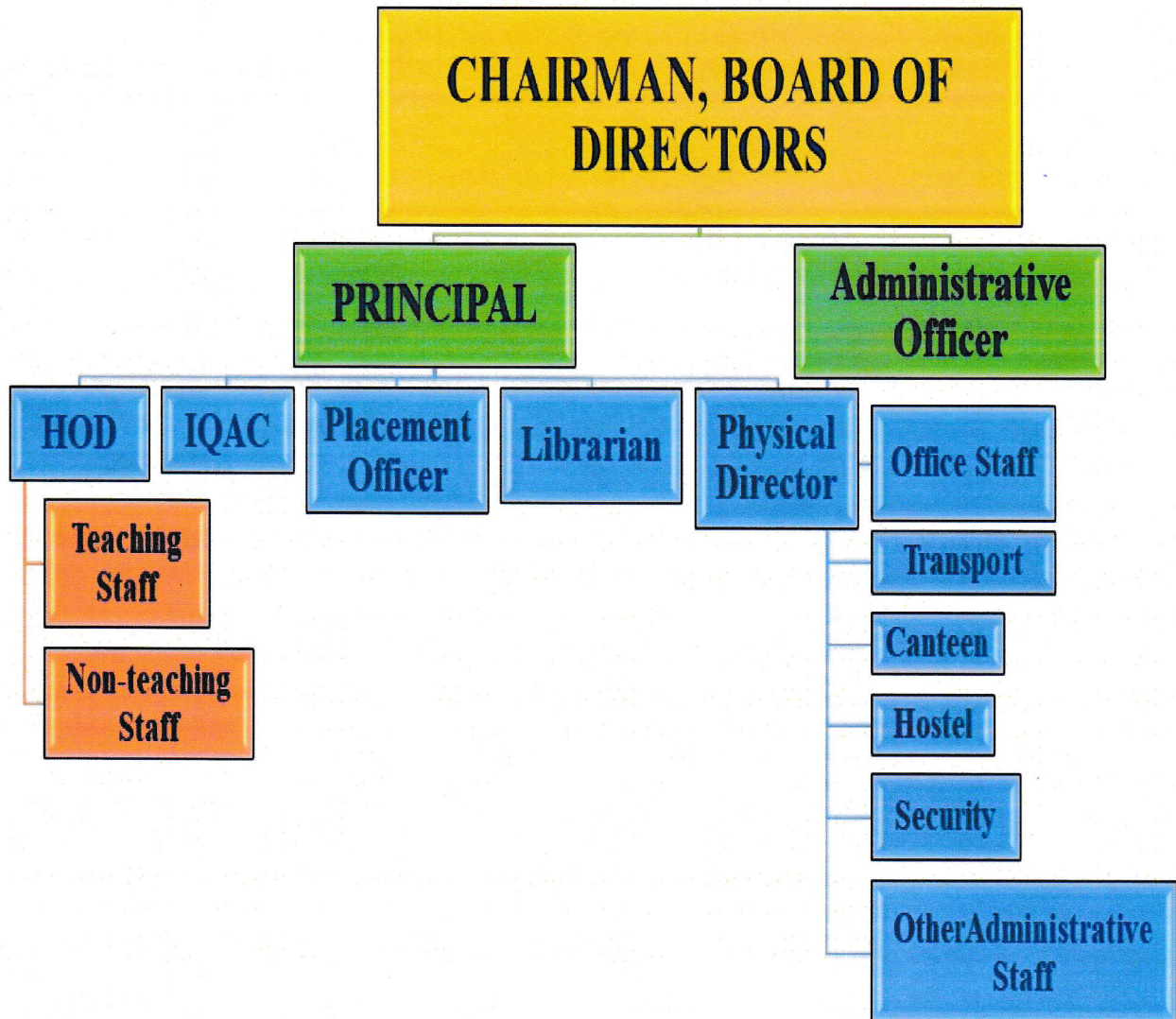


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ORGANIZATIONAL STRUCTURE (OR) ONOGRAM OF THE INSTITUTION



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CLASSIFICATION OF HUMAN RESOURCE

TJSEC identifies the following classifications of its staff:

ADMINISTRATIVE STAFF

Principal, Administrative Officer, Heads of the Departments, Course Coordinators, Accountants, Office staff and Library staff.

TEACHING STAFF

Professor, Associate Professor, Assistant Professors, Course Coordinators.

TECHNICAL SUPPORT STAFF

System Administrator, Computer Programmer, Lab Demonstrator / Technicians.

NON-TECHNICAL SUPPORT STAFF

Attenders. Drivers, Supervisor, Housekeeping, Security and Gardeners.


ROLES & RESPONSIBILITY

CHAIRMAN

Responsibility & Authority

- He is the higher authority of the institution.
- Articulation of long-term policies by the management.
- Overseer the policy implementation. Acquiring endorsement of the annual budget.
- Releasing funds according to budgetary approvals and contingent cases on specific requests.
- A constituent member of the staff selection committee approves all appointments and relieving orders.
- He is authorized to take decisions on all college-related activities.




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SECRETARY

Responsibility & Authority

- He is assisting the Chairman in all the execution activities and he takes over the charge in the absence of the Chairman.
- He is authorized to sign the college cheque to release the funds for the development of the institution.
- He is responsible for the arrangements like general body meetings and other meetings among the office bearers and committee members.
- He is responsible for collecting monthly financial and inventory audits for the college.
- To coordinate with the director on all vital issues related to the functioning and development of the college.
- Releasing funds according to budgetary approvals and contingent cases on specific requests.
- A constituent member of the staff selection committee forwards all appointments and relieving orders to the chairman.

DIRECTOR

Responsibility & Authority

- He is authorized to take decisions on all college-related activities in consultation with the Chairman and Secretary.
- He assists the secretary in academic and other activities.
- Conduct of management review meetings and maintenance of their minutes.
- Responsible for planning and implementing various welfare measures for faculty, staff, and students.




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PRINCIPAL

Responsibility & Authority

- The principal is an ex-official member of the governing council.
- The formulation of strategic planning for expeditious implementation is the responsibility of the principal.
- The principal is responsible for the conduct of all academic activities.
- To define the responsibility and authority of all teaching and non-teaching staff.
- Initiate corrective measures to be carried out within the time limit.
- Respond positively to all queries on the operational effectiveness of the quality management system.
- Responsible for student admission as per the norms.
- To collaborate with the management in policy-making and decision-making on goal achievement and to prepare a master plan to transform the college into a residential institution with a good academic climate on a green campus.
- Adhering to the norms of Anna University and the All India Council for Technical Education (AICTE).
- Setting priorities for short-term and long-term goals.
- Marching towards quality policy with prime importance to specific objectives, discipline, and quality education.
- Training and appraising faculty members and managing curricular and co-curricular activities.
- To bring out the natural talents of students and appreciate the worthy task by the students and staff.
- Conducting both internal and external examinations as a chief superintendent.
- Identify and recommend standardization of various activities through appropriate software and hardware.




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- Identify and conduct in-house programs for the value addition of faculties, staff and students.
- To review and give approval of the lesson plan for theory and practical and subject allocation of faculty.

HoD/HoD IN-CHARGE

Responsibility & Authority.

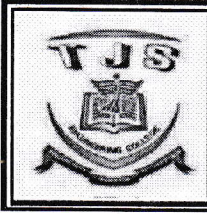
- Affiliating the activities of the faculty and the supporting staff in the department towards achieving the institutional goals and department objectives. Systematic planning and supervision of overall activities.
- Setting of a time frame for syllabus coverage, internal examinations, and dates for reopening and closing of the semester.
- Fulfil the departmental requirements like staff, equipment, books, class rooms and other learning materials.
- Preparation and submission of the annual departmental budget to the principal
- Installing, upkeeping and improving the existing laboratories.
- Conducting departmental staff meetings periodically.
- Act as a facilitator to motivate high achievers and encourage slow learners.
- Explore the opportunities for staff development programs, including projects and research, for both the teaching and non-teaching categories.
- Coordinating with the principal in the administration of the college.
- Reporting to the principal regularly regarding academic activities.
- Co-ordinate with the university in curriculum upgrading.
- Enroll faculty members in professional organizations.
- Allocate and share workloads evenly among the faculty.
- Delegation and decentralization of staff and power.
- Fix the deadline for the assigned work.



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- Conduct a class committee meeting involving student representatives.
- Review and approve the faculty lesson plan for theory and practical.
- Selecting faculty for each subject and getting approval from the principal.
- Identify and organize counseling programs for the students through the student counselors, tutors and class teachers.
- Equip the faculty and students for accessibility to national and international resource materials.

PROFESSOR / ASSOCIATE PROFESSOR / ASSISTANT PROFESSOR

Responsibility & Authority

- To coordinate with the head of the department in all academic and non-academic activities.
- Undertaking specific and special tasks assigned by the head of the department.
- Completion of syllabus including practical.
- Close follow-up of absenteeism.
- Answer script valuation and mark statement submission as mentioned in the procedure.
- To act as invigilators and examiners during the conduct of examinations.
- To shoulder the responsibilities of the head of the department in his absence.
- Guiding students on specific tasks like educational tours, industrial visits, etc.
- Maintaining ethical standards both inside and outside the campus.
- Taking on additional responsibilities like timetable in-charge, purchase in-charge, maintaining student records, sending progress reports, getting student feedback, student counselor, tutor, class teacher, project guide, etc.
- Attending FDP / Refresher courses, summer schools, winter schools, seminars, etc.
- To keep abreast of the state-of-the-art technologies in their field.
- Maintain the course file with the lesson plan, ensure that the syllabus of each unit is covered on time and get the summary of class work, assessment and attendance record certified by the HoD.

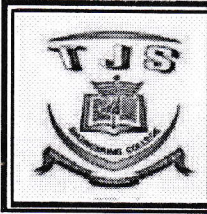


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- Ensures that all laboratory programs and projects are planned and completed well in time.
- Ensures that any arrears in the laboratory programs by any students for any reason are taken care of by the student, helping them to complete the program immediately.
- The faculty ensures that all unit tests and model examinations for theory and practical are held as shown in the calendar.
- Ensures that the students maintain their notebook, records, etc., for the subjects systematically by making periodical random checks.
- Ensures that maximum possible references to various university questions are made possible by widening the scope of question banks in advance of the university examination.
- Ensures that their knowledge level is enhanced by various means, like attending seminars and presenting papers, utilizing libraries, journals, periodicals, etc.
- Ensures that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.
- Ensures that wherever necessary, special classes are arranged and makes himself or herself available for the students seeking clarifications and to clear doubts.
- Faculty assists HoD in getting the exam result analysis, progress report, maintaining student records, feedback from students, etc., to ensure improvement wherever needed.

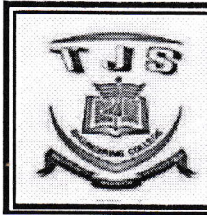
STUDENT COUNSELOR / TUTOR / CLASS IN-CHARGE

Responsibility & Authority

- Each student counselor, tutor, or class in-charge takes on the responsibility of a maximum number of 20–30 students.
- In carrying out the counseling process, the student counselor establishes a system of consultation with the HOD and other connected faculty members and updates the relevant information and requirements of his or her students.
- The student should keep in constant touch with the members of the faculty regarding the discipline and academic program of the students.



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- The student counselor works as a liaison officer or person between the student and parent on matters pertaining to them, with particular emphasis on studies, attendance, performance and matters of discipline.
- The student counselor ensures that the results of the internal tests, model examination and university examination are collected.

LABORATORY ASSISTANT

Responsibility & Authority

- Installation, operation, identification, maintenance and service of repaired items of laboratory equipment, instruments, tools, accessories, spares, etc.
- Assistance in conducting laboratory sessions.
- Reporting the damages, worn-out parts and setting them right.
- Help faculty with consultancies and project tests.
- Attending all other assignments assigned by the HoD.
- Assisting the HoD with clerical work.
- Assigning a unique identification number for all the equipment or instruments purchased.
- Assigning a unique location for the items stored in the laboratory or workshop.
- Carry out preventive maintenance as per plan and maintain records for the same.
- Identifying the faulty equipment or instrument and taking the necessary steps to rectify the fault.

ADMINISTRATIVE OFFICER

Responsibilities & Authority

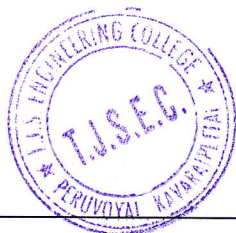
- Responsible for the entire administration of the college activities in consultation with the principal in matters related to course approval.
- Supervision of office files and all establishment matters related to staff.
- Responsible for executing all other works assigned by the management and principal from time to time.



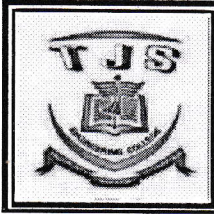

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- Responsible for the implementation of ISO 9001:2008 requirements in office.
- Responsible for identifying the training needs of the office staff.
- Maintenance of the following registers and related documents.
 - Leave letters of all kinds.
 - Permission letters.
 - Office stock, consumables and contingencies.
 - Staff attendance register.
 - Preparation of admission reports for getting approval from DOTE, Chennai.
 - Preparation of nominal rolls and associated work.
 - Preparation of exam fee details
- Preparation of staff details for sending to the university, related to exams.
- Sending of exam TA and DA bills, remuneration forms, letters, and related work.
- Making all exam-related correspondence to the university.
- Receiving degree certificates, professional certificates and mark sheets and sending them to the corresponding department heads for distribution, Maintenance of related records.
- All work related to the smooth conduct of university theory and practical examination.
- Maintenance of data related to university examination marks.
- Filling and maintenance of records related to readmission, transfer of students, etc.
- Issue of transfer certificates to students.
- Maintenance and safe custody of the admission register.
- Safe custody of the following.
 - Files and documents related to the above subject matter
 - Original certificates of all the students
 - Preparation of question papers for monthly and model tests.




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TRANSPORT MANAGER

Responsibility & Authority

- Responsible for maintaining all the transport vehicles in good condition.
- Authorized to change the route depending on the requirement.
- Attending work related to the issue of the bus.
- Preparing and monitoring the route plan.
- Maintaining all statutory and regulatory requirements for transport vehicles.
- Maintaining the driver's attendance report.

LIBRARIAN

Responsibility & Authority

- To achieve optimum efficiency of library resources.
- Collection and processing of indent from various departments.
- Procurement and maintenance of books and journals.
- Renewal of subscriptions.
- Automation of the library.
- Protecting important volumes, records and discarding the obsolete.

ASSISTANT LIBRARIAN

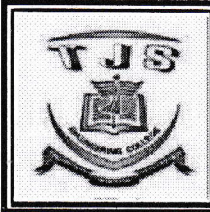
Responsibility & Authority

- Assisting in the library with all types of work.
- Preparation of consolidated quarterly reports of photocopier usage.
- Contacting a photocopier service agency at the time of need and following up.



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PHYSICAL EDUCATION DIRECTOR

Responsibility & Authority

- Undertaking state-level tournaments and conducting them successfully.
- Participating in advanced training programs.
- Inculcating a strong code of discipline in sports among the students.
- Developing interpersonal relationships with various departments.
- Select participants for the competing team at the college-level tournaments.
- Arranging coaching camps and friendly matches for the players.
- To insist on mandatory practice for the team players.

SECURITY OFFICER

Responsibility & Authority

- Responsible for protecting the institution from theft.
- Responsible to keep watch on the person entering the institution.
- Responsible for maintaining records for the entry of persons, vehicles, or materials to the institution.
- Maintain the attendance register.
- Maintain the shift register.
- Allocation of shifts for all security persons.

JOB RESPONSIBILITY

In keeping with the goals and objectives of the TJSEC, the duties of the various faculty posts are created in accordance with the guidelines of the AICTE in New Delhi and Anna University in Chennai.



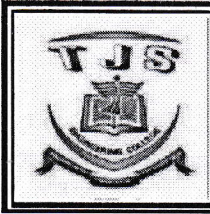
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RECRUITMENT AND SELECTION POLICY FOR TEACHING STAFF

Faculty recruitment is based on necessity. The Head of the institution, Heads of the Departments and Course coordinators projects the staff requirement based on workload. Whenever there is a vacancy in the department, the approval is sent to the management after discussions with the principal. Once the approval is obtained, an advertisement is released in leading newspapers requesting the eligible candidates as per AICTE norms to apply within a given time limit to the Principal. The applications are chosen for shortlisting in accordance with the number of open positions. A committee for selecting staff members will be formed.

The candidates are called for an interview on 1:5 ratios. The candidates are required to give a demo class and take an interview by a selection committee followed by one on-one interview by the Principal and Chairman and a subject expert. A merit list will be prepared as per the requirements of the individual departments. The deserving candidates will be intimated about their joining through email (or) phone. The candidate receives an appointment letter signed by the appointing authority.

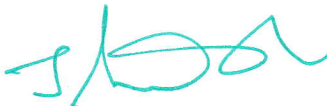
THE APPOINTMENT LETTER CONTAINS

- The designation/title of the job and responsibilities specific to the job.
- When a candidate enters the Department, the joining report must be acknowledged, counter signed by the in-charge and sent to the Principal Office.
- Candidates selected to the faculty position are requested to bring the original certificates for verification.

JOINING PROCEDURE

- The candidate must report to the human resources division for signing the joining report.
- The candidate should submit the following documents.
 1. photocopy of Aadhaar card
 2. photocopy of PAN card




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3. Educational certificates
 4. Experience certificates
 5. Relieving orders from the previous employer
 6. Photo
 7. Acceptance of appointment order etc.
- Submit the joining report to the Principal.
 - Reporting to the assigned department's HoD.
 - To open a bank account for salary credit, submit an application to the HR/Accounts department.
 - A staff mail ID is generated for paperless transactions and internet access from the data center.
 - Employee data is entered into the institution's website, Anna University portal, and AICTE portal.

PAY SCALE AND ALLOWANCE

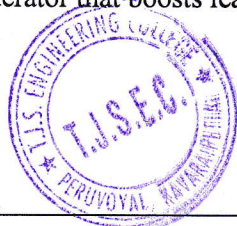
The institutions follows AICTE pay scale Structure.

HOURS OF WORK

The regular working hours for the college shall be 8.30 a.m. to 3.30 p.m., with a lunch break between 12.20 p.m. and 1.00 p.m. during the weekdays. Depending on the exigencies of the work, the staff members are expected to be available beyond the office hours indicated above. Saturday and Sunday are normal holidays in a week.

FEEDBACK EVALUATION

Through the use of an updated well-organized design, students evaluate the instructors handling their specific courses, twice a semester. covering various aspects of student educator interaction. It has a significant effect on student learning and has been described as the most powerful moderator that boosts learning.




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PERFORMANCE APPRAISAL

Performance reviews are based on how well an employee is performing in relation to annual goals that were set with management. Employees receive feedback on their work through the assessment process, which also helps management decide whether to offer incentives and salary increments.

A well-defined performance appraisal forms are given to all faculty every year. It includes

1. Academic performance assessment.
2. Innovative teaching and learning methodology.
3. Participation in FDP, Conferences, Seminars and other training programmes.
4. Research Innovation & Extension.
5. Publication of Research findings in the National and International Journals and the filing the Patents
6. Institutional development and academic leadership.

The self-filled form needs to be verified by the HoD and submitted to the principal. The management decides the promotion and it is based on the recommendations of the HoD and the Principal.

Performance appraisal is performed in two ways.

1. Monthly Feedback.
2. Post metric Evaluation Feedback.




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1. MONTHLY FEEDBACK:

Monthly evaluation of teaching staff members is done by using the student's feedback, syllabus completion based on lesson plan, the delivery of lecture, communication and subject knowledge. All the relevant matters are discussed through class committee meeting.

CLASS COMMITTEE MEETING (CCM):

Students and faculty from different subject backgrounds including tutors, senior faculty, fast learners, and slow learners, constitutes the class committee. Attendees may also include the Principal and the Head of Department. The purpose of the meeting is to discuss on the student's academic achievement and the need for improvement in the teaching and learning processes.

- Anna University exam results are analyzed.
- Portion coverage of each and every subject is discussed. Performance on the common assessment test is discussed.
- Student discipline in the college is discussed. Student's seminar and presentation is analyzed and suggestions are provided for improvement.

2. POST METRIC EVALUATION FEEDBACK:

Post metric evaluation feedback is taken at the time of university examination. It contains information about the question paper, difficulties in answering the question, questions covered under the syllabus and out of syllabus.

CODE OF CONDUCT

- Faculty members follow institutional norms and regulations.
- Faculty members must follow the direction and guidance of the HoD and Principal and perform assigned tasks.
- Faculty members must get formal authorization from the Principal/Management before working outside the institution, whether paid or unpaid.




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- Faculty members must adhere to the dress code, which includes formal pants, a tucked-in shirt, belt, and leather shoes for men and a saree for female faculty members.
- All faculty members must wear their ID cards.
- Faculty members should avoid disciplinary actions that harm the institution's reputation.

NATURE OF LEAVE

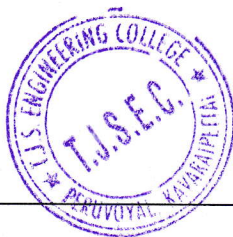
- Casual Leave
- General Leave
- Maternity Leave
- On Duty
- Compensation Leave
- Medical leave
- Vacation Leave

1. CASUAL LEAVE:

- Employees with one or more years of service get 12 days of casual leave every year; beyond one year of service, CL is awarded based on the remaining duration until December of that year.

2. GENERAL LEAVE:

- Leave cannot be taken as a right; staff members are only entitled to additional leave benefits following a year of satisfactory employment at the institution. The principal reserves the right at any time and in accordance with needs, to grant, deny, or revoke leave.
- If an employee misses more than four months of work without permission, they run the risk of being fired or having their employment terminated.




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3. MATERNITY LEAVE:

- Female employees have the privilege of taking maternity leave for a duration of sixty days from the date of its initiation.
- In addition, maternity leave can be granted in the event of a miscarriage or abortion, including one that was induced in accordance with the Medical Termination of Pregnancy Act, 1971, provided that
 - (i) The period of leave cannot exceed two weeks.
 - (ii) A medical certificate from an authorized doctor accompanied the leave request.

4. ON-DUTY LEAVE:

- In addition to the leave facility given to the staff members, ON Duty facility is also provided to all the faculty members to facilitate the following:
- On Duty is limited to 12 days per year and can only be requested by colleges or other organizations for academic purposes.
- Applications must be submitted to the principal ahead of time with accompanying documentation and attendance certificates are essential after return to duty.

5. COMPENSATION LEAVE:

- Compensation leave is permitted for working on Sundays and other holidays with the prior approval of the principal. However, this leave should be availed before the end of the particular month or in the succeeding month.

6. MEDICAL LEAVE:

- Medical leave is provided for all staff up to 8 days every three consecutive years. Medical leave should be applied to the principal well in advance or after with a copy of the supporting medical records.




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7. VACATION LEAVE:

- All the regular faculty members who have put in not less than one year of service are eligible to avail of 30 days of summer vacation leave during May/June after every calendar year and 15 days of winter vacation leave.

Permissions

- Two permissions are allowed in a month. One hour each, either in FN or AN session. If third permission is availed of, CL for half a day will be applicable.
- Permission is allowed as stated above only when the staff concerned has no class.

LEAVE RULES

- Taking leave is not a matter of right. All employees must utilize leave very carefully. Before taking leave, it is required to obtain prior permission from the relevant Department Heads and Coordinators. Furthermore, it is the obligation of every institution employee to file for leave in advance and make necessary substitution arrangements for their classes in order to ensure that students don't get disrupted or deprived of their class or learning time.
- When an employee seeks leave, the leave authorizing authority must reply and grant the required authorization. The employee may only take an OD and other leaves with the proper authorization from the relevant authorities. If the authority does not authorize an employee's leave, that employee cannot take the leave. Every leave is computed in accordance with the academic year.

ON DUTY FOR SKILL DEVELOPMENT PROGRAMS

The faculty members must attend one activity (FDP/ Workshop/ Seminar/ Conference) per year organized by the other institution.




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FINANCIAL ASSISTANCE FOR FACULTY ATTENDING THE FDP/ WORKSHOP/ SEMINAR/ CONFERENCE

S. No	Details	National / International Conference in India	Paper presentation at International Conferences abroad
1	Registration Fess	Assistance to the extent of Rs.2000/- or Actual whichever is lower	Assistance to the Extent of Rs.3000/-
2	Travel allowance	Assistance to the extent of to and fro first class / AC two tire train fare or Rs. 2000/- whichever is lower	Assistance to the extent of 50 % of the actual fare by economy class excursion fare by Air India /any other airline or Rs. 10,000/- whichever is lower
3	Daily allowance	As per Government Norms	US \$ 75 per day for the duration of the conference or Rs. 10,000/- whichever is lower
4	Local Allowance	Rs. 100/- Per day subject to a maximum of Rs. 200/-	Rs. 500/-

CONDITION FOR SANCTION OF FINANCIAL BENEFIT

- Faculty member should present the paper.
- Faculty should be a full-time employee.
- If there are one or more authors for a paper, only one author will be eligible for financial assistance.



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STAFF INDUCTION

All recently joined employees are motivated and encouraged to fulfil their roles to the highest standards of excellence. Ensuring a continuous and high-quality orientation equips new staff to adjust to the demands of their role quickly and perform tasks with distinction

IDENTITY CARD

All TJSEC 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. ID cards to new staff within 15 days of their joining will be provided by the organization. At the time of cessation of service, Employees are required to return their Identity Card to the organization which should be destroyed immediately.

PROMOTION / INCREMENT POLICY

The organization recognizes and rewards the employees through annual increment and promotions based on performance evaluations.

STAFF PERFORMANCE IS CARRIED OUT EVERY YEAR AS PER THE FOLLOWING CRITERIA

1. Teaching Learning and Evaluation
2. Research Innovation and Extension
3. Professional Responsibility

STAFF WELFARE:

Staff welfare refers to all aspects of a workplace environment that support the well-being of its staff. It also encompasses staff benefits such as health insurance, vacation leave, free transport and other support services. It creates flexible working arrangements and offers




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appropriate benefits, it makes sure that staff members are safe in the workplace. Staff Welfare programs can help promote physical and mental health among employees.

HARASSMENT

TJSEC management is committed to provide a work environment free from all kind of intimidation or offences which might interfere with an individual's dignity or work performance.

Welfare Measures

All the staff members in TJSEC are provided with the following welfare Measures:

1. Medical claim (Accidents) for staff and students:

Medical expense reimbursement is a strategic approach to employee benefits where employers provide financial assistance for eligible medical expenses.

2. School Fee concession to children of TJSEC staff/employees:

Fee concession up to 50% is given to children whose parents either father or mother working in TJSEC organization. Applying for concession shall be applicable every year along with the fee payment schedule.

3. Festival Gifts and Advance:

Gifts and sweets are provided on festive occasion to all staff members of TJSEC. Special gift hampers are also given on Women's Day and Ayutha Pooja celebration. Faculty members who have served more than one year at TJSEC are eligible to get a festival advance once in a financial year. This facility can be availed of on any one of the festivals like Diwali, Pongal, Ugadhi, Ramzan and Christmas, subject to recovery in ten installments from their salary.

4. Free bus facility:

Bus facility for (Teaching and Non-Teaching) staff members of TJSEC is provided with free of cost, by considering the welfare of staff members.




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5. PF Scheme:

TJSEC 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. Employee provident.

6. No Objection Certificate:

The management issues the No Objection Certificate to the faculty members who wish to do a Ph.D. program in order to get developed in this field of teaching, based on the condition that they are expected to serve at least two years in this institution.




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