



SUPPORTING DOCUMENTS

CRITERIA NO :6 Governance, Leadership and Management

KEY INDICATOR:6.2 Strategy Development and Deployment

METRIC NO. 6.2.1 The institutional Strategic/ perspective plan is effectively deployed

Exhibit No:	Document Name	Page No.
6.2.1-A	Certified copy of Quality policy Statement	1
6.2.1-B	Strategy for HR Management	3
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CERTIFIED COPY OF QUALITY POLICY STATEMENT



AKSHAYA



COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)

Kinathukadavu, Coimbatore - 642 109.

Quality policy

Akshaya is committed to provide quality education and inculcate ethical values in students and faculty to achieve Global standards in Academics and Research through self evaluation and continuous improvement.

Dr. J. JAYA, M Tech Ph D
PRINCIPAL
Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109

STRATEGIES FOR HR MANAGEMENT

- i. Certified copy of Recruitment policy**
- ii. Certified copy of Welfare measures**
- iii. Certified copy of Leave policy**
- iv. Certified copy of Career advancement policy**

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date : 04.05.2018

Recruitment Policy - Revised

Recruitment Procedure:

I. Selection of Teaching Staff:

It comprises of persons who are involved in teaching /Research at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis.

Eligibility:

As per the norms prescribed by AICTE for the faculty positions at all levels.

Manpower Planning:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He/She will put up the requirement for his / her respective department to the Principal during the semester. The Principal will consult with the Management and then determine if the vacancy is to be filled through in-house staff or a new employee. As far as possible the Management/Principal will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. The eligibility proposed by AICTE are followed for calling the qualified candidates for interview.

Student - Teacher Ratio (as per AICTE guideline)

For UG: 1: 20 from the academic year 2018-19.

For PG: 1:12.

Job Announcement:

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management.

Advertising:

Once the job advertisement is ready, the advertisement is posted on the faculty plus website and/or at least one of the National or local English/Tamil newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Principal and all correspondence refers to the appropriate job position.

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A. B. B. B.

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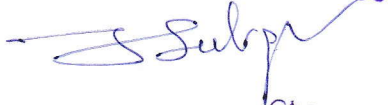
Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date :

- c. At the time of joining duty, the candidates selected will submit the joining report to the office with the signature of the Principal, along with the following enclosures:
- Relieving letter from the previous employer, if any.
 - DOB Proof/Aadhaar Card Copy / PAN Card Copy / Residence Proof.
 - Original certificates of qualification for verification and experience certificates (if any), with one set of the copies of these certificates.
 - Three copies of the candidates colour photograph.
 - Any other documents specified by the Principal.

For AKSHAYA CHARITABLE TRUST


Chairman

CHAIRMAN

For AKSHAYA CHARITABLE TRUST


Managing Trustee

MANAGING TRUSTEE

AKSHAYA CHARITABLE TRUST

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Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date :

14.10.2015

Welfare measures for Teaching staff:

The following welfare measures are applicable to the Teaching staff serving at Akshaya College of Engineering and Technology

- **Free Accidental Group Insurance Scheme for all teaching staff.**
 - Sum Insured for Accidental Death / Permanent Total Disability is Rs.1,50,000/-
 - Accidental Medical Expenses – In Patient - Rs.50,000/- & Out Patient- Rs.10,000/- (Per Incident).
 - Weekly Benefit @ Max. 52 Weeks – Rs.1500/-
- **Transport Facility** for all the Teaching staff at concessional rate.
- **Common Mobile facility** under CUG to the Head of the Departments.
- **Tea and Snacks** to all the teaching staff at free of cost on all working days.
- **Free accommodation and boarding** in the hostels for Deputy Warden and Faculty.

For AKSHAYA CHARITABLE TRUST

CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST

MANAGING TRUSTEE

Managing Trustee

AKSHAYA CHARITABLE TRUST

EXHIBIT NO: 6.2.1-B

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date :

14.10.2015

Welfare measures for Non-Teaching Staff

The following welfare measures are applicable to the Non- Teaching staff serving at Akshaya College of Engineering and Technology.

- **Free Accidental Group insurance scheme for all Non-Teaching staff.**
 - Sum Insured for Accidental Death /Permanent Total Disability is Rs.1,20,000/-
 - Accidental Medical Expenses – for In Patient - Rs.50,000/- & Out Patient- Rs.10,000/- (Per Incident).
 - Weekly Benefit @ Max. 52 Weeks – Rs.1200/-.
- **Free Transport Facility** for all the Non-Teaching staff.
- **Uniforms** for maintenance staff every year during Diwali and Pongal celebrations.
- **Free mid day meals** provided for Administrative staff.
- **Common Mobile facilities** under CUG for essential Administrative staff.
- **Employees' Provident Fund (EPF) facility** is extended to all eligible Non-teaching employees.
- **Tea and Snacks** to all the Non-teaching staff at free of cost on all working days.

For AKSHAYA CHARITABLE TRUST

CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST

MANAGING TRUSTEE

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, COIMBATORE - 642 109.

EXHIBIT NO: 6.2.1-B


14.11.2019

Welfare measures for Non-Teaching Staff - Revised

The following welfare measures are applicable to the Non- Teaching staff serving at Akshaya College of Engineering and Technology.

- **Free Accidental Group insurance scheme for all Non-Teaching staff.**
 - Sum Insured for Accidental Death /Permanent Total Disability is Rs.1,20,000/-
 - Accidental Medical Expenses – for In Patient - Rs.50,000/- & Out Patient- Rs.10,000/- (Per Incident).
 - Weekly Benefit @ Max. 52 Weeks – Rs.1200/-.
- **Free Transport Facility** for all the Non-Teaching staff.
- **Uniforms** for maintenance staff every year during Diwali and Pongal celebrations.
- **Free mid day meals** provided for Administrative staff.
- **Common Mobile facilities** under CUG for essential Administrative staff.
- **Employees' Provident Fund (EPF) and Employees State Insurance (ESI) facility** is extended to all eligible Non- teaching employees. Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI dependents get Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit, funeral expenses and other benefits.
- **Tea and Snacks** to all the Non-teaching staff at free of cost on all working days.

For AKSHAYA CHARITABLE TRUST


CHAIRMAN Chairman

For AKSHAYA CHARITABLE TRUST


MANAGING TRUSTEE Trustee

Working Hours for the Teaching and Non – Teaching staff:

College	Time	Office	Time	Holiday
Monday to Saturday	8.45am to 5.00pm	Monday to Saturday	8.45am to 5.00pm	First Saturday, Third Saturday, all Sundays, Government and Local Holidays

Leave Rules for Teaching, Non – Teaching and Ministerial staff.

1) Casual Leave (CL)

- a) Twelve Days are permitted per calendar year.
- b) CL will be calculated from **January - December**.
- c) No advance CL will be given.
- d) Maximum of 3 days can be availed out of the eligible CL during a month.
- e) Staff who have taken Maternity Leave will be eligible for CL only after completing one month of service from the date of rejoining duty.
- f) Compensation leave can be sanctioned to any staff working on a declared holiday subject to the condition that the nature of work is not a remunerative one. This will be treated like the case of casual leave.

2) Permission – For teaching, non-teaching and ministerial staff, one-hour permission will be allowed twice in a month either in the morning or evening, only on emergency and medical grounds.

3) Medical Leave (ML)

- a) 5 Days Leave on Medical grounds in case of hospitalisation, can be availed by the staff in a year after successful completion of one year probation period.

4) Maternity Leave

- a) 6 Months maternity leave with one month salary can be availed twice in her career.
- b) One month salary will be sanctioned only if the faculty rejoins during the seventh month.

5) On Duty Leave [Attendance Certificate is mandatory for the sanction of OD]

- a) **Examination Work** - 14 Days per Semester which includes Practical Examination and Hall Invigilation Duty.

Valuation and AUR Duty (Mandatory duty as instructed by Anna University).

- b) Teaching and non-teaching staff participating in educational tours are eligible for on duty.
- c) The period of absence of teachers who are Programme Officers conducting NSS/YRC Programmes during working days is treated as On duty. O.D. is also applicable to such Programme officers of NSS who participate in General Orientation Courses conducted by the University.
- d) **For Part – Time Ph.D. Scholars sponsored by ACET** – 3 Days per Semester.
- e) **Workshop / Seminar / Conference / invited Lectures / Committee Members / STTP / FDP** – 6 Days per year.
- f) **OD** is applicable for ministerial staff also in case of any official duty including AICTE, DOTE, Anna University and office administrative works.

6) Vacation Leave (VL)

a) Staff who have not completed one year of service are not eligible for VL.

b) Continuous service with completion of 12 months and upto two years

Vacation Leave (VL) : Odd Semester – 3 Days & Even Semester – 6 Days.

c) After completion of two years of continuous service

i) Odd Semester – 7 Days & Even Semester – 14 Days.

ii) CL cannot be clubbed with VL.

iii) All declared holidays and Sundays (prefix, suffix and intervening) will be included.

iv) Clubbing of OD with VL will be allowed in case of any work related to Anna University.

v) Anna University work within the vacation period will be treated as VL only.

vi) Vacation period and slots are subject to change based on the closing and reopening dates announced by Anna University, Chennai or interim orders from ACET Management.

vii) 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.

viii) Any unavailed part of VL cannot be carried over to the next semester.

ix) Staff should report for the duty after availing VL, otherwise, the VL will also be treated as LoP.

d) **Vacation Leave for Non-Teaching technical staff** – Odd Semester – 3 Days & Even Semester - 7 days for those who have completed two years of continuous service.

e) **Vacation Leave for Ministerial staff** – Odd Semester – 3 Days & Even Semester - 7 days for those who have completed two years of continuous service. If the ministerial staff is prevented from availing vacation, an equal number of days can be sanctioned as casual leave subject to the same conditions applicable for casual leave.

7) Leave on Loss of Pay


a) 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 7 days at a stretch, Principal has the right to call for explanation.

b) Before availing leave, an alternate arrangement must be made.

c) If an employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are leave on LoP, then all intervening declared holidays and Sundays will also be treated as Leave on LoP.


d) If the second half of preceding day and first half of succeeding day are Leave on LoP then all intervening leave will be treated as Leave on LoP.

NOTE: The above mentioned leave policy will be effective from 01 January 2020 for the calendar year at Akshaya College of Engineering and Technology, Coimbatore.


Chairman
I. SUBRAMANIYAN
CHAIRMAN

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109




Managing Trustee
A. NAGARASAN
MANAGING TRUSTEE

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109



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14.06.2018

Submitted To Managing Trustee/Chairman through Trustee Sri.P.Rangaraj

Sir,


A proposal for career advancement/eligibility for career advancement applicable to the members of faculty is presented herewith for your kind perusal. It is requested to consider the recommendation and grant approval for implementation with effect from the academic year 2018-2019.


Proposal for Career Advancement /Eligibility for Career Advancement

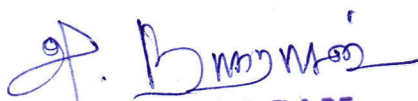
Position	Qualification	Experience	Other Requirements
AP	BE/BTech and ME/MTech in relevant branch with First class		
AP (Senior grade)	BE/BTech and ME/MTech in relevant branch with First class	<ul style="list-style-type: none"> • Successful completion of Probationary period at ACET • 5 years Experience as AP 	
AP (Selection grade)	BE/BTech and ME/MTech in relevant branch with First class or Ph.D. in relevant engineering discipline	<ul style="list-style-type: none"> • Successful completion of Probationary period at ACET • 5 years Experience as AP(Senior grade) (or) 10 years Experience in Engineering colleges (or) Candidate with Ph.D. 	
Associate Professor	Ph.D. in relevant engineering discipline.	<ul style="list-style-type: none"> • Successful completion of Probationary period at ACET • 5years Experience out of which 2 years post Ph.D.(or) 5 years of Experience at the level of AP(Selection grade) (or) 13 years Experience in Engineering colleges 	<ul style="list-style-type: none"> • Publications in WoS/Scopus/SCI etc Indexed (or) Anna University Listed Journals/Patents/Books Publication/ Funded projects etc..

Professor	Ph.D. in relevant engineering discipline.	<ul style="list-style-type: none">• Successful completion of Probationary period at ACET• 10 years Experience out of which 5 years post Ph.D. (or) 5 years experience at the level of Associate Professor (or) 15 years of teaching experience in Engineering Colleges	Publications WoS/Scopus/SCI etc Indexed (or) Anna University Listed Journals/Patents/Books Publication/ Funded projects etc.
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Note: 50% weightage shall be given for industrial experience.


T.SUBRAMANIYAN
CHAIRMAN
Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109


PRINCIPAL
Dr. J. JAYA, M Tech Ph.D
PRINCIPAL
Akshaya College of Engineering and Technology
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A.NAGARASAN
MANAGING TRUSTEE
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INDUSTRY INTERACTION STRATEGY

- At Akshaya College of Engineering and Technology, industry interaction is given much importance. Several efforts have been taken to implement the strategy effectively.
- ACET is a member with ICT Academy. ICT Academy is an initiative of the Government of India in collaboration with the state Governments and Industries. ICT Academy is a not-for-profit society, endeavors to train the teachers and students with speakers and trainers drawn from industries with a motive to develop industry ready students.
- Industrial visits to industries in and around the city gives a real firsthand experience for the students to know about what is happening in an industry.
- Guest lecture and webinar by industry personnel provide opportunity for the students to know industry practices.
- Internship and Industrial projects carried out by students give opportunity for them to visit the industry and interact with industry personnel.


Dr. N. KATHIRAVAN M.E., Ph.D.

PRINCIPAL

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.



STAFF DEVELOPMENT STRATEGY

Human resource is considered to be a valuable asset to any organization. Continuous up gradation of the knowledge and other skills of the staff is vital for the overall growth of institution. This is enabled through the following:

- Participation in faculty development programme
- Participation in skill development programme
- Participation in Conferences, Seminars and Workshops
- Taking up NPTEL and other online courses
- Industry Institute interactions


Dr. N. KATHIRAVAN M.E., Ph.D.
PRINCIPAL

Akshaya College of Engineering and Technology
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EXHIBIT NO: 6.2.1-E

PERSPECTIVE PLAN FOR DEVELOPMENT



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Strategic Plan

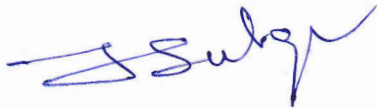
The perspective plan for the next 5 years (2017 to 2022) / Short term goals and objectives

S. No.	Key Area	Planned Activities in the next 5 years (2017-2018 to 2021-2022)
1.	Introduction of New UG Programmes	Planned: New Programmes in Emerging field like Data Sciences, Machine Learning, Artificial Intelligence etc
2.	Introduction of New PG Programmes	Existing: M.E (VLSI), M.E (Structural Engineering) and M.E (CSE) Planned: M.E (Engineering Design) and M.E (AI and Expert systems)
3.	Approved Research Centre	Existing: ECE Planned: Research centers in CSE, Civil and Mechanical Engineering
4.	Admission to UG and PG programmes	<ul style="list-style-type: none"> Increasing the admissions to 75% and above Increasing the geographical area of UG and PG admissions
5.	Teaching - Learning (TL) Process and experiential learning	<ul style="list-style-type: none"> Increasing the use of ICT tools for TL process Creating more ICT based resources by faculty Making Experiential learning as an effective tool for TL practice Increasing the students participation in various Govt. & Corporate contests.
6.	Placement and Training, Higher Education	<ul style="list-style-type: none"> To achieve "Placement for all" Increasing domain specific placements. increasing the GATE/GRE participation and obtain eligible score rate 10% every year.
7.	Curriculum Design and Delivery (CDD)	Establishing Curriculum Development and Delivery (CDD) Centre and training the faculty in CDD
8.	Faculty Development Programme (FDP)	Equipping faculty in all aspects of CDD, TL Process, Effective Research, Administration Skills and Mentoring.
9.	Research	<ul style="list-style-type: none"> Establishing one Centre of Excellence (CoE) per department for research Improving the publications and citations, joint publications and collaborative research with industries and Institutes of repute.

10.	Industry Institute Interaction (III) & Outreach	<ul style="list-style-type: none"> Increasing the MoUs with industries and Institutes of repute. Increasing Improving numbers of Industrial Visits, Inplant Training and Internship.
11.	Funded Projects and Co-Curricular activities	Increasing Co-Curricular activities and projects with external funding
12.	Innovation, EDP and patents	<ul style="list-style-type: none"> Industry enabled VAP Increasing the enrolment in IEDC Programs. Establishing more incubations facilities Improving the patent filing @ 2 per Dept. per year. To establish start up Industries
13.	Professional Society Membership (PSM)	Increasing the No.of PSM & Active Participation
14.	Accreditation and UGC 2f and 12B	Planned: NAAC (A or A+) in AY 2020-21
		Planned: Getting Permanent affiliation of all eligible programmes and obtain UGC 2 f and 12 B recognition
		Planned: NBA for all eligible programmes
15.	Autonomous Status	Planned: To get Academic Autonomous Status

Long Term Goals and objectives (2017 – 2027):

- ✓ To Secure NIRF ranking within Top 200 institutions (applied since 2016)
- ✓ To establish Technology driven Entrepreneurship Park
- ✓ To become a National Renowned Engineering college / University



CHAIRMAN

T.SUBRAMANIYAN
CHAIRMAN

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109



Dr. J. JAYA, M Tech Ph D
PRINCIPAL

Akshaya College of Engineering and Technology
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MANAGING TRUSTEE

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MANAGING TRUSTEE

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