



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manvilai, Vellichanthai, Kanyakumari District - 629 203.

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

(An ISO 9001 : 2015 Certified Institution)

HR POLICY

About ACEW

Arunachala College of Engineering for Women (ACEW) was established in 2009 by the Educationalist Dr.T.Krishnaswamy with a goal to provide quality education to women in rural area. The college is located at Manavilai, near Nagercoil and it is run by Thottam Madavan Educational and Charitable Trust. This institution reaches out to the economically and educationally most backward people of this area by providing good amenities and fine infrastructure. ACEW is an AICTE, New Delhi approved institution and affiliated to Anna University Chennai.


ACEW offers 4 BE programmes, 2 B. Tech programmes, 5 ME programmes, MCA and MBA programme. It also offers 2 Ph.D. programmes. The Institution has been recognized by UGC (2F) and it is also an ISO 9001:2015 certified Institution. The aim of the institution is to empower the women to meet the challenges in life.

Vision

To inculcate value - based technical education and produce outstanding women graduates to compete with the technological challenges with right attitude towards social empowerment.

Mission

- To equip resources and establish infrastructure for a beneficial process that paves way for ideal technocrats.
- To educate and make efficient students with needed skills and make them industry ready engineers.
- To establish high level learning and research skills to confront the technological scenarios.
- To provide valuable resources for social empowerment and lifelong learning process.


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Definition of terms used in the manual

“ACEW” means Arunachala College of Engineering for Women

“HOD” means Head of the Department.

“IQAC” – Internal Quality Assurance Cell.

“IIC” – Institution’s Innovation Council.

“ISO” – International Organization for Standardization.

“MNC” – Multi National Corporation.

“ICC” – Internal Complaint Committee.

"Employee" refers to any individual who works for compensation in any capacity, whether manual or otherwise, at Arunachala College of Engineering for Women.

"Academic Year" refers to the regular time frame that the academic calendar designates for events during the ODD and EVEN semesters. It is fixed under the current system from June to May.

"Basic Pay" refers to the portion of the pay scale that makes up all benefits received by an employee for working or taking paid time off.


"Date of appointment" refers to the employee's first day on duty as specified in the appointment order.

Classification of Human Resource

ACEW acknowledges the following staff classifications:

Administrative Staff: Principal, Director, Accountants, Office Staff and Library Staff

Teaching Staff: Course Coordinators, Professors, Associate Professors, Assistant Professors, Placement Officer.


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Technical Support Staff: System Administrator, Lab Assistants, Physical Director, Exam Cell Staff.


Non-Technical Support Staff: Attenders, Drivers, Supervisors, House Keeping, Hostel Staff, Security and Gardeners.

Job Responsibility

The responsibilities of various faculty positions are designed as per the norms of AICTE, New Delhi and Anna University, Chennai in line with the Vision and Mission of ACEW.

RESPONSIBILITIES AND AUTHORITIES OF THE PRINCIPAL

- Principal shall be the Head of the Institution.
- Principal is responsible for the overall excellence in the institution.
- Principal will issue circulars on all matters of Administration and Academics.
- Principal will be the reporting authority for all academic and administrative staff. He will sanction leave and OD in accordance with the Institution Policy.
- He has to fix the parameters and goal sheets for the teaching and Non- Teaching employees and asses the same every year.
- He has to monitor and evaluate Teaching, Research, Publication, Real Knowledge application etc.
- To monitor & follow up the proceedings of meeting of the Departmental committee & activities.
- To conduct periodic meeting of various bodies such as Heads of the Department, Management Committee, Academic Council, Library Committee, Women's Grievances Redressal Committee, Anti-Ragging Committee, IIC, ICC.
- Principal will forward all personal and official correspondents from staff and HODs addressed to the management with his remark/ comments/ recommendations.


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- Principal will ensure smooth conduct of theory and lab classes, syllabus coverage, and orderly conduct of the internal and university examinations.
- Principal will monitor the co-curricular and extra-curricular activities, initiate and encourage measures for the participation of staff and students in such activities.
- Principal will guide the staff members in their career development and ensure their dedicated participation and performance in all institutional activities.
- Principal will call for annual budgets from various departments.
- Principal will form a committee which will scrutinize the budget proposals and then finalize the annual budget.

Duties and responsibilities of the IQAC Coordinator


- Planning and monitoring the academic activities,
- Assessment audit and analysis
- Implementing and analyzing the academic activities.
- Ensuring quality in all the institutional processes.
- Ensuring the quality in Institutional Activities.
- Maintaining all the records related to IQAC activities.

Duties and Responsibilities of the Heads of the Department

- Will be responsible for the overall development of the department.
- Will design the mission, quality objectives and the short term, medium term and long term goals for the department.
- Will conduct monthly meeting to discuss the progress and also review the syllabus completion of the faculty members. He/ she has to send the minutes of the meeting to the Principal.
- He/ She shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the university.


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- He/ She shall prepare a list of books and laboratory manual etc. well before the beginning of the semester and forward straight to the principal for early procurement.
- Will be directly responsible for the performance of the staff of the department.
- Will assign workload for various faculty members.
- Will have periodical review of all the academic activities and send a copy of the review to the Principal and the Management.
- Will draft proposals for academic activities such as Symposia / Workshop / Seminar, value added courses, purchases for labs / other activities and send them for the approval of the Management through the Principal.
- Will interact with industries and arrange for In-plant training, Guest Lectures, Industrial Visits, etc. and coordinate with the Placement & Training cell for Placement Activities.
- Will form Staff Advisory Committee consisting of Senior Faculty Members to handle the different activities of the department in his / her absence.
- Will form Staff panels for different activities and monitor the progress activities.
- Will ensure effective coordination for all centralized activities such as ISO, IQAC Accreditation and other activities related to institutional functions such as College Day, Graduation Day, etc.,
- Will ensure, that maintain and develop active / intra and / inter departmental coordination are maintained and enhanced in order to achieve the departments and colleges quality goals.
- Will send periodical confidential report on staff performance and discipline and assist the Principal and Management in maintaining dedicated team of staff.
- Will maintain active interaction with students, collect feedback and take steps to improve the service delivery of the department.
- Will prepare the annual budget and send the same to the Principal.
- Will check the course note and course file and ensure the periodic updates.


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- Will sent the theory and practical course notes to the Principal every month for Principal verification.

RESPONSIBILITIES AND AUTHORITIES OF FACULTY MEMBERS

- The assigned faculty should be present at the respective classes five minutes before the scheduled time.
- The subject teacher should take the attendance at the beginning of each class and enter in the assessment record immediately.
- Those who handle the classes should come out only when the faculty for the next period reaches the class room.
- If the faculty for the next period does not turn up to the class in time, the class representative should be sent to the HOD for alternate arrangements.
- Detailed lesson plan should be given to the students in the first class of the course.
- Students should not be sent out for drinking water, bringing chalk, etc during the class time.
- When a faculty takes leave, he/she should make alternate arrangement only with the faculty taking classes for that particular class.
- Divide the subject into 5 units. On an average, every unit may be covered in 10-12 lecture periods.
- Lecture plan (approximately 50-60 lectures / subject) has to be prepared one week before the start of the semester and at least 75% of lecture notes need to be ready at any given time.
- The HOD / Principal will check the lecture plan and lecture notes and ensure advance preparation. Classes will be monitored by the HOD and the Principal.
- Test paper correction by the subject teacher is the most essential part of this exercise. It should be checked by the HOD on regular basis. The Principal would make random checks.


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- Planning of Laboratory Classes and any requirements for the laboratory must be informed well in advance to the HOD.
- The entire faculty should complete the whole syllabus before the stipulated time.
- Use of cell phones inside the class, seminar hall, library and laboratory is strictly prohibited.
- The staff members should sit in the allotted laboratories & Staff rooms only.
- The concerned teacher should evaluate the answer paper as well as assignment within 2 working days after the test is conducted.
- The marks obtained in the tests should be handed over to the HOD / Principal after showing the paper to the students.
- The details of student's performance in the respective tests and cumulative attendance during that week should be prepared and informed to the HOD.
- The staff members must ensure that whether the students are submitting the Assignment / Laboratory Record in time. The defaulters must be reported to the HOD immediately.
- Implementing the schemes introduced and adopting the rules and regulations framed by the HOD / Principal / Management.
- Conducting coaching classes for weak students in consultation with the HOD and producing very good result in the University Examinations.
- Accompanying for Education Tour / Field Visit / Industrial Visit along with students.
- Performing all additional work allotted by the HOD / First Year coordinator / Principal / Management.
- Attending seminar, workshop, faculty development programs in recent technologies and also publish papers in National / International conference and Journals.
- Updating the course notes and course files every day and send to HOD for verification and also to Principal every month.


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- Submitting the performance appraisal of faculty members to the Principal through the HOD every year.

Duties and Responsibilities of the Administrative Staff:

- All matters related to UGC/ university is to be checked, corrected and made available to the Principal and the management.
- The office workers should maintain the list of students with fee arrears and take appropriate follow-up as per the direction of the Administrative office.
- Every staff should assist the purchase of the departments by inviting quotations from different vendors and study on price and quality before the purchase. The purchase shall be done after the approval of the management.
- Will abide by the rules and regulations of the institution and maintain very high order of integrity and character.
- Will maintain punctuality in reporting to the respective work place in the college.
- Maintain the documents of the staff & Students.
- Maintain all the files of the college.
- Preserving fee records and informing the relevant authorities of impending fee collection.
- Maintaining the result copies of Anna university Examinations.
- Keep up and intimate the Principal about the correspondence from Anna University & AICTE.
- Will discharge all the duties and responsibilities assigned by superiors from time to time, either individually or as a team.
- Will service duties have allotted by the administrative office, academic departments, central facilities and all other general services



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Responsibilities of Lab Assistants.

- To maintain the laboratory and equipment clean.
- To assist students and teachers in conducting practical's and experiments.
- To issue the equipment's and components based on the student's request.
- To check the equipments' and components' working condition after the experiments are done by the students.
- Arranging periodic service of faulty equipments and components.
- Assess the lab requirements in coordination with lab in charge and forward to the HOD
- Periodically update the stock register and get signature from the HOD/ Principal
- Adhere to correct procedures, policies & health/ Safety guidelines.
- Coaching the students in handling of hand tools involved in carpentry work, welding and plumbing work in the workshop.
- To ensure the safety of the students during the lab classes by carefully following the safety instructions.

Duties and Responsibilities of the System Administrator


- Manages all the activities relating to Computer systems and networking
- Looks after the repairs and maintenance of Computer systems and its networking
- Prepares a schedule for providing a computer service to all concerned
- Arrange availability of Internet connection whenever required.
- Performing system requirements and related activities pertaining to obtaining quotations for procurement of software and hardware.
- Administering and configuring servers and system performance tuning
- Facilitating and maintenance of software for the systems in the campus including operating system updates and configuration changes.
- Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running.


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- Installing and configuring new hardware and software.
- Performing back up of data and files.
- Adding, removing or updating user account information, resetting passwords etc.
- Coordinate Photography and Videography and to maintain photos and videos of various events.
- Arranging periodic service of faulty computers and printers.
- Ensure all the computers and printers are in working condition.

Duties and Responsibilities of the Accounts Manager

- Keep account of financial transactions such as admission fees, semester fees, Hostel fees etc.,
- Maintenance of Salary pertaining to IT, PF etc.,
- Keep account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburse salaries for teaching and non-teaching staff.
- Coordinate with SC/ST/BC/MBC/Minority Department for Scholarship.
- Property Insurance remittance
- Prepare the annual accounts and get it audited
- Responsible for all bank transactions
- Payment for all purchases made and maintenance of all records.
- Will be responsible for filing of annual returns
- Liaison with Head Office in connection with Accounts Maintenance of all Accounts books.
- Will abide by the rules and regulations of the institution and maintain very high order of integrity and character.
- Will maintain punctuality in reporting to the respective work place in the college.



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Duties and responsibilities of the Librarian

- Overall Library Administration
- Arrangement of books following Dewey Decimal Classification
- Maintenance of Library Management System in LMS Software
- Planning for and procurement of books and Periodicals
- Collect the requirement of student text books from faculty members, procure and issue the same
- Maintain digital course materials and video lectures.
- Maintenance of soft/hard copies of project reports of students
- Maintenance of Books and Periodicals
- Library Circulation Counter Activities (Issue and Receipt of books to students and members)
- Displaying important news items and daily news articles about the college on the notice board.
- Checking and renewal of books and collecting fine for overdue books.
- Increasing Library Utilization
- Maintenance of Digital Library comprising of DELNET, NPTEL, NDL & E Journals.
- Carry out stock verification once a year and report status.
- Monitor the timely receipt of periodicals and follow up against delayed or *nonpayment of subscriptions*.
- Review of feedback received from students and members and initiating corrective action.

Duties and Responsibilities of the Physical Director


- Maintaining stock of sports goods.
- Planning & organizing selection trials.
- Selection of house team / college team


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- Conducting practice trials before representing college in external events.
- Arranging for purchase of sport goods.
- Review of student's feedback on physical education and its activities.
- Analysis of data related to physical education process and plan for improvements in consultation with the Principal
- Ensure students participation in an Inter College and Inter State Competitions.
- Conducting periodic coaching to the students.

Duties and Responsibilities of the Warden / Dy.Warden

- Maintaining list of admitted students
- Allocation of rooms to students
- Ensuring dress code among hostellers when they go to classes
- Providing medical assistance to hostellers, whenever required
- Ensuring discipline among hostellers including adherence to study hours and upkeep of rooms
- Ensuring timely provision of food of the students
- Collecting feedback from students on overall hostel facilities including food, hygiene etc.
- Communication to parents on status of studies, health and outdoor visits of hostellers
- Monitoring hostellers' leave and permission
- Alert the management on any disciplinary issues observed
- Properly maintain hostel infrastructure including electricity, water, plumbing, house-keeping etc.
- Ensuring hygiene and cleanliness in the hostel premises
- Counselling the students if any indiscipline is observed
- Regular monitoring of hostellers' activities including study hours.


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- Managing security guards stationed in different places of the campus.
- Taking the students to the hospital during the health problems.

Duties and Responsibilities of the Transport In-charge


- Make sure vehicles are properly maintained
- Inspecting vehicles
- Arranging repairs and routine maintenance
- Ensuring that all drivers and operators have the correct, up to date driving qualifications
- Reducing the risk of vehicle overloading.
- Maintaining and completing accurate records.
- Keeping schedules and organizing team members.

Duties and Responsibilities of the Canteen In-charge

- Maintain safe work environment in accordance with the Work Health Safety Act
- Ordering, purchasing and checking all supplies against invoices.
- Day-to-day management and operation of the canteen services
- Manage Canteen Staff and workload of Canteen Staff
- Ensuring a pleasant working environment for the workers.
- Ensure that the stock is kept at appropriate levels and stock take is undertaken at the end of each term.
- Use food preparation and food handling skills to minimize the waste.
- Manage catering for functions when required
- Monitoring the general cleaning and maintaining of a hygienic kitchen.

Duties and responsibilities of the Head-Training & Placement

- Notifying the students about job opportunities.
- Maintain all data base of the students necessary for placement of the students.
- To build strong network with top MNC's for arranging on campus drive.


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- To motivate, guide and arrange training programmes to students towards final placement.
- To visit core domain companies and build contact with HR for arranging campus drive
- Arrange interaction programme for students with Core Company
- Prepare and categorize the students based on their eligibility and capability for successful placement
- Organize campus recruitment training programme.
- Conducting career guidance sessions.
- Maintaining the record of students placed and the copy of their appointment.

Appointing Authority:

The Chairman / Trustee of the ACEW Thottam Madhavan Educational and Charitable Trust shall be the appointing authority for the post of the Principal. All other staff of ACEW will be appointed by the Chairman in consultation with the Principal.

Recruitment and Selection:

- The recruitment of faculty members as per AICTE norms. HOD intimates the staff requirement based on workload.
- The rules prescribed for selection of employees from AICTE / Anna University shall be followed. Staff selection committee shall be constituted, time to time by the Principal.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.
- The candidates for Assistant Professor, Associate Professor and Professor are required to give a demo lecture and take an interview by a selection committee followed by one-on-one interview by the Principal / Chairman.


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- Candidates for non-teaching posts are selected based on practical test conducted by concern department head and if need be a final round on one-on-one interview by the Principal.
- Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the institution.
- An appointment letter duly signed by the Appointing Authority is issued to the candidate.
- On joining, the candidate should give the joining report duly filled and signed.
- Selected candidates will be given a one year probation period. Based on their performance, they will be assigned as permanent faculty.

Resignation, Relieving & Termination:

i. Resignation and Relieve:

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

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


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


ii. Termination:

The Employer reserves the right to dismiss the faculty from employment for the following causes.

- Frequent ununiformed leaves or ununiformed leaves for more than two days continuously will be considered as neglect of duties, in such circumstance's management is empowered to take disciplinary action including termination of employment.
- Any public behavior that results in damage to the college.
- Attending college whilst under the influence of alcohol and /or illegal substances.
- Failure to fulfil one's duties or damaging the business operation of the college due to reasons of the faculty's interests in employment elsewhere.
- In case if any staff want to resign the job immediately without any valid reasons three months' salary will be incurred.
- Misconduct with the students.

Feedback Evaluation

Twice in every semester. the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format. The computer on-line-evaluation pertains to Teaching process dimensions such as punctuality and regularity of the teacher. Teacher's discussion of class tests, tutorial & assignments and syllabus coverage are taken for evaluation. Assessment of college environment, facilities and management


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responsiveness measured on the following dimensions such as college environment, cleanliness/sanitation, library facilities, canteen water supply, games/sports, transport, etc.

Absolute privacy and confidentiality are maintained so as to avoid the individual student assessors identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with cash awards and excellent increments or promotion.

Age

For any post including Assistant Professors, Associate Professors and Professors, the person recruited should not be above 60 (Sixty) years.


- ACEW does not permit any child labour
- Maximum Age limit for teaching staff engaged should be 60.
- ACEW reserves the right to do a background check on any person selected for employment.

Staff Induction

All newly joined employees shall upon completion of the formalities undergo induction and appropriate training programmes intended to familiarize them with the dynamics of the organization.

Identity Card

All ACEW 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 will be issued within 15 days of their joining the organization. At the time of cessation of service. Employees are required to return their Identity Card to the organization which should be destroyed immediately.


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Salary Fixation

- a) Faculty: The Management shall respect the practice of Grades and varying Scales for regular staff on service. Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.
- b) Non-Teaching Staff: Scales of Pay & Grade is based on their qualification and experience. Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

Promotion/ Increment Policy

In an effort to recognize and reward the performance and service of employees, it is the organizations philosophy that enhance compensation through annual increment and promotions based on performance evaluations.

Staff Performance is carried out every year as per the following criteria's

- I. Teaching Learning & Evaluation
2. Research Innovation & Extension
3. Professional Responsibility


Provident Fund/ ESI

ACEW is committed to comply with statutory provisions of Employees Provident Fund and ESI 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.

Welfare Measures

All the staff members in ACEW, irrespective of their cadre enjoy the following welfare measures:

- i. ESI/EPF


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- ii. Reward for employees for producing 100% result, publishing books, papers in reputed journal and patents.
- iii. Fee concession in Arunachala Education Institution to children of ACEW staff/employees.

Leave Rules


Leave has to be used reasonably by all the employees. It is mandatory to seek prior approval from the concerned Heads of the Departments and Coordinators before proceeding on leave. Also it is the responsibility of every employee of the institute to apply for leave prior with necessary alternate arrangements of his/her classes to ensure the students will not be put into any inconvenience /deprived of their class/learning. The leave approving authority shall respond to employee leave requests and accord the necessary approval. Please be informed that an employee can proceed with the OD and other leaves only after obtaining the due approval from the concerned authorities. Any employee shall not proceed on leave if their leave is not approved by the immediate authority. All the leave are calculated as per the academic year.

Nature of Leave

- Casual Leave
- Vacation Leave
- Medical Leave
- Maternity Leave
- Long Leave
- On Duty
- Compensation Leave

Casual Leave

Casual Leave is not earned by duty, but it is provided to employees so as to enable them in special circumstances, to be absent from duty for a specified period


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without such absence being treated as any other leave. Any employee on Casual Leave is not treated as absent from duty. The following are the conditions for Casual Leave.

All Teaching and Non-Teaching Staff can avail this leave.

- A total of 12 days shall be allowed per academic year.
- Staff can avail one-day casual leave per month. However, exemption may be granted in exceptional cases.


Vacation Leave -Teaching Staff

For the eligibility of Vacation, salary completion of continuous service of two semesters is absolutely necessary. Vacation cannot be combined with any other leave. All teaching staff must be present and sign the Attendance Register on the last working day of the semester and on the first working day of the next semester. Failure to comply with the above shall make the entire vacation period as leave without pay. All teaching staff those who has completed more than one year experience is eligible 2 weeks of vacation in every semester and less than one year experience staff is eligible for 1 week.

Medical Leave

An employee is allowed to avail Medical Leave in case of medical emergencies. The following are the conditions to avail Medical Leave.

- Staff Member who has completed two years of service in this institution is only eligible to avail Medical Leave.
- A total of 10 days shall be allowed per calendar year.
- Medical Leave can be availed for 3 days and above.
- Medical Leave in the prescribed form must be applied to the Principal with a Medical Certificate from the Registered Medical practitioner and a fitness certificate to be submitted to the Principal at the time of joining the duty after Medical leave.


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Maternity Leave

Employees will be sanctioned Maternity Leave for a period of 6 months. Maternity leave may be taken in part prior to delivery or in total following the date of delivery. The staff must join duty after the maternity leave and serve the Institution continuously or at least for a minimum period of one year.

Long Leave

If permanent Member of Staff take long leave, they can rejoin only on the reopening day of the next academic year. Salary/Increment cannot be considered when they are on long leave.

Vacation Leave- Non-Teaching Staff (Calendar Year)

A total of 12 days can be availed in a calendar year during the vacation period. It should not be less than five days at one time. Vacation for shorter periods will be treated as Casual Leave (CL) or Leave on Loss of Pay (LOP). This Leave shall be availed only during vacation. No exemption is permissible.

Compensation Leave for Teaching & Non-Teaching Staff

Compensation leave is permitted for working during the holidays with the prior approval of the Principal. However, this leave should be availed before the end of that particular month or in the succeeding month.

On-Duty Facilities

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 can be availed of up to a maximum of 12 days in a Calendar year.
- On Duty can be applied for only if sent by the college or called by Other Institutions for academic purposes only.


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- Must apply to the Principal well in advance with a copy of the supporting document and the Attendance Certificate is mandatory when returning to the duty.
- Copy of the participation Certificate must be handed over to the Department & IQAC.

Permissions and Late


- Two Permissions and two late are allowed in a month.
- Permission of one hour each either in FN or AN Session. If third permission is availed of, CL for half a day will be applicable.
- Late of 10 minutes each can be taken in the FN Session. If third late is availed of, one permission will be reduced.
- Permission & Late coming are allowed as stated above only when staff concerned has no class.

Sexual Harassment

The Policy on Prevention of Sexual Harassment at Work place declared by the ACEW is in place and framed as per the statutory requirements/the orders passed by the Honorable Supreme Court of India. The definition of sexual harassment, mode of complaint, enquiry procedures, punishment, etc. are as per the policy declared by ACEW. Zero percent tolerance with immediate termination, if found.

Grievance Procedure

A faculty should first bring the problem informally and orally to the attention of the Head of the department, who will make every effort to reach a satisfactory solution. If the problem is not solved with the Head of the department, the faculty may contact the Grievance Redressal committee, in writing, which will review the


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problem with the faculty. The committee will then discuss the situation with the faculty's Head of the Department and advise the faculty of the results of the discussion. If, to the dissatisfaction of the faculty, the matter is still unresolved, the faculty may write to the Head of the Institute. Necessary action will be taken by the Head of the Institute in consultation with the Chairman.



DR. T. KRISHNASWAMY
CHAIRMAN
ARUNACHALA
COLLEGE OF ENGINEERING FOR WOMEN
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