ANAND INSTITUTE OF HIGHER TECHNOLOGY

(Approved by AICTE, New Delhi, Govt. of Tamilnadu & Affiliated to Anna University)

Kalasalingam Nagar, IT corridor, Old Mahabalipuram Road, Kazhipattur, Chennai – 603 103
Tel: 044-27471330, 27471320. Fax: 91-44- 27471310.

Human resources Policy

Revised January 2025
(Rules & Regulations)

CONTENTS

S. No.	CONTENTS	PAGE NO
1,2	GOVERNING COUNCIL MEMBERS & TRUSTEES	1
3,4,5	VISION, MISSION & QUALITY POLICY	2
6	WELFARE MEASURES (ACADEMIC)	3
7	RECRUITMENT OF FACULTY MEMBERS (CADRE STRUCTURE FOR FACULTY MEMBERS)	4
8	SERVICE CONDITIONS	6
9	CODE OF CONDUCT	10
10	TEACHING FACULTY JOB RESPONSIBILITIES – AICTE GUIDELINES	13
11	PERFORMANCE APPRAISAL	15
12	WORKING HOURS	16
13	TEACHING DAYS	16
14	TRANSPARENCY	16
15	LEAVE RULES	17
16	CAREER ADVANCEMENT	19
17	WELFARE MEASURES (GENERAL)	22
18	APPENDIX	23

1. MEMBERS OF THE GOVERNING COUNCIL & TRUSTEES

S. No.	Name	Position	Qualification	Present Designation Occupation	Telephone Numbers	Address
1	Dr. K. Sridharan	Chairman	M.Com. MBA., Ph.D	Chairman	24353053	No.52, Sriman Srinivasan Road, Alwarpet, Chennai – 600 018
2	Dr. S. Arivalagi	Members	M.B.B.S.	Secretary	24353053	No.52, Sriman Srinivasan Road, Alwarpet, Chennai – 600 018
3	Mr. N. Harihara Subramaniyan	Member	Ph.D	MD, Mayura Automation & Robotics System Pvt.Ltd.,	9940314575	Mayura Automation & Robotics System Pvt.Ltd., 25, Crescent Road, West Shenoy Nagar, Chennai – 600 030
4	Dr. Shasi Anand	Member	Ph.D	CEO, Anand Group of Institutions	42031738	No.52, Sriman Srinivasan Road, Alwarpet, Chennai – 600 018
5	Mr. Arjun Kalasalingam	Member	M.S.	Director, Anand Group of Institutions	24353370	No.52, Sriman Srinivasan Road, Alwarpet, Chennai – 600 018
6	Dr. K.Ramalingam	Advisor	Ph.D	Retd.Chairman, Airport Authority of India	9311521109	House No. B5/54, Safdarjung Enclave South West Delhi - 110029
7	Dr.K.Karnavel	Member Secretary	Ph.D	Principal, AIHT	27471330	Anand Institute of Higher Technology, Kazhipattur - 603103
8	Ms.Lakshmi Kruthivasan	Member			9940167636	67/1, Jageshwar Apartments, 4th Main Road, Gandhi Nagar, Adayar, Chennai-600020.
9	Mrs.M.Maheshwari	Member		Professor, Department of CSE, AIHT	9381745691	Anand Institute of Higher Technology, Kazhipattur
10	Dr.S.Bharathivasu	Member	Ph.D	Professor, Department of Management Studies, AIHT	9841673788	Anand Institute of Higher Technology, Kazhipattur

2. KALASALINGAM AND ANANDAM AMMAL CHARITIES
CHENNAI – 603 103

COMPOSITION OF TRUSTEES

1. Dr. K. Sridharan : Chairman
2. Dr. Mrs. S. Arivalagi :Secretary
3. Dr. Shasi Anand : CEO Anand Group of Institutions
4. Mr. Arjun Kalasalingam : Director

VISION, MISSION & QUALITY POLICY

3. Vision

To be a Centre of Excellence in Multi-Disciplinary Education and Research.

4. Mission

To produce technically competent, Socially committed Technocrats and Administrators through Quality Education, and to carry out inter-disciplinary Research that would contribute to the Global knowledge base.

5. Quality Policy

Anand Institute of Higher Technology is committed to Provide High Quality Education and Training in Engineering, Science and Management, addressing the changing needs of industry and society to achieve customer satisfaction with continual improvement.

The Students – Our Prime Assts

The Parents Mean – Our Customers

The Staff – Our Means

6. WELFARE MEASURES

Decentralization in working and grievance addressal system:

Decentralization is achieved by delegation of power to certain faculty members as office bearers of a number of committees with which each committee has been assigned specific task and duty.

The committees are

1. Placement committee
2. Parent teachers associations
3. Transport
4. Time table
5. Exam cell committee
6. Alumni Association
7. Website
8. Extra- curricular and co – curricular committee
9. Library
10. Placement
11. Grievances Redressal committee
12. Anti ragging committee
13. Women's Grievance redressal committee
14. SC / ST students grievance redressal committee
15. Students counseling committee
16. NSS
17. Centre for entrepreneur and research and development
18. Library committee

7. RECRUITMENT OF FACULTY MEMBERS

7.1 CADRE STRUCTURE FOR FACULTY MEMBERS:

	LEVEL	CADRE
1.	Principal	Head of the Institution
2.	Professor	Head of the Department
3.	Associate Professor	Department Faculty
4.	Assistant Professor III	Department Faculty
5.	Assistant Professor II	Department Faculty
6.	Assistant Professor I	Department Faculty
7.	Placement Director	Placement Cell
8.	Physical Director	Department of Physical Education
9.	Librarian	Incharge of Library

7.2 Qualifications:

Recruitment of Faculty Members is done based on the norms prescribed by AICTE/Anna University for various Cadres. The fixation of seniority or additional increment for past service in institutions / industries is done based on the norms prescribed by AICTE/Anna University.

7.3 Mode of selection of Faculty Members:

Direct recruitment to all cadres is based strictly on merit. Selection is done by duly constituted committees. The following procedure is adopted in selection of faculty members.

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Selection Committee is constituted.
4. Intimation to candidates about the date and time of Interviews.
5. Candidates are interviewed and demo class observed by the constituted selection committee.
6. Based on the recommendations made by the selection committee the candidates are informed of their selection.
7. Appointment orders are issued to the selected candidates.

7.4 Composition of Selection Committee to recruit faculty members:

The selection committee is constituted by the following members.

1. Secretary & Director	- Kalasalingam and Anandammal charities
2. Principal	- AIHT
3. Heads of the Department Concerned	- AIHT
4. Field Expert Members	- Experts from Anna University / IIT

8. Service conditions including promotion policy:

1. A person shall be deemed to have been appointed to the service when his appointment is made to the post in accordance with the existing AICTE norms but it shall not include staff appointed on deputation or on contract or temporary / adhoc basis.

2. Every appointee shall be subject to the conditions that he / she is certified to be in sound mental health and is physically fit for service by a medical authority as specified from time to time.

3. The pay of teaching Staff shall be as fixed by the selection committee in accordance with the scale of pay prescribed by AICTE.

4. Performance Appraisal would be considered for promotion.

5. The pay of Non–Teaching Staff shall be as fixed by the selection committee in accordance with AICTE & Central Government.
    i. The Seniority of an Employee in any grade shall, unless he / she been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his / her first appointment on probation.
    ii. The Appointing authority shall, at the time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the selection committee at the time of appointment, irrespective of date of joining

iii. All appointment in the academic services shall be made by open competition by an advertisement and selection, wherein all the in-service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make adhoc appointments in specific cases or recruit by deputation. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

8.1 Increments:

i. Increments will be sanctioned only on satisfactory report of performance of the employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with – holding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.

ii. **In all cases, the increment is sanctioned based on the report of the appraisal of the employee by**

a. Students
b. HODs concerned
c. Principal
d. Management

In case of Non-Teaching employee, the appraisal is made only by

i. HODs concerned
ii. Principal
iii. Management

8.2 Promotion Policy:

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all – round development

/ improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

8.3 Probation:

i. Initially the appointment of the selected candidates will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.

ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made of probation for a period of 2 years and the period or probation can be extended by management incase of non-satisfactory performance.

iii. If any candidate is appointed on purely temporary basis in a vacancy, he / she has no right to claim a permanent post. However, such candidates may also apply for permanent post following the regular procedure adopted to the candidates of open competition.

iv. If a person, having been appointed temporarily to a post is subsequently appointed regularly, he / she shall commence probation from the date fixed for appointment on probation.

v. The services of any candidate appointed on temporary / adhoc basis, similar to Government Rule 10(a) (1) can be terminated without any notice and without assigning any reason.

8.4 Resignation:

i. Any member of the faculty in permanent service shall give three months notice in case he / she desires to be relieved on resignation or in the alternative he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief

whichever is earlier. Normally they will not be relived in the middle of a semester.

ii Any member of the support staff in permanent service shall give one month notice in case he / she desires to be relieved on resignation or in the alternative he / she shall pay one month salary in lieu thereof. The resignation shall come into force from the data from which the appointing authority accepts the resignation or the date of relief whichever is earlier.

iii Any member of the faculty / support staff during probation shall give one month notice in case he / she desires to be relieved on resignation or in the alternative he / she shall pay one month salary in lieu thereof. The resignation shall come into force from the date form the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.

iv However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

8.5 Retirement:

i An Employee of the College shall be retired on superannuation when he / she attains the age of 65 years provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58) years for reasons of inefficiency, ill-health and the like.

ii However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

8.6 Termination of service of an Employee.

i The services of temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.

ii The Management reserves the right to terminate the service of any employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.

iii The management may terminate an employee whether temporary, probationer or permanent if he / she is involved in political activity, or in a criminal case or in the event, it is proved by the competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turbitude or negligence of duties.

iv A service file shall be maintained in respect of each employee of the college where all his / her service particulars shall be recorded under the signature of the Principal.

v In case of doubt or interpretation of rule, as these rules are applicable to Anand Institute of Higher Technology the decision of the Chairman / Secretary & Director will be final.

vi Not withstanding any service rules, which involve financial commitments, will be subject to availability of funds and decision of the management will be final.

vii The management, subject to ratification of the governing council is the authority or introducing, repealing or amending any service rule it deems necessary for day– to-day administration.

9. Code of Conduct:

i An employee of the college shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another Institution or any other work, which is likely to interfere with the proper discharge of his / her duties. This provision

shall not apply to academic work like giving guest lectures, giving talks and any other work under taken and any other work undertaken with prior permission of the principal.

ii Every Employee shall, at all times, maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college, particularly in his relationship with the Principal, Staff, Students and visitors to the College.

iii No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the college.

iv No staff member of the college shall, engage himself / herself in coaching privately, students for any remuneration.

v No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the college.

vi No employee shall, except with the previous sanction of the principal, own wholly or in part, conduct or participate in editing or management of any new paper or other periodical publications.

vii No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the state legislature or the parliament or take part in any other election as independent or on any party ticket.

viii No Employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the

college to disrepute, nor shall he / she resort to media with his / her grievances.

ix An employee shall not, without the knowledge and approval or the Principal and Management, have recourse to any organization / authority, court, or to the press for vindication of this grievance.

x The Governing Body in exercising the provisions of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his / her case.

xi No employee may absent himself / herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he / she must explain the circumstance, which were beyond his / her control before rejoining duty.

xii Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his / her supervisor.

xiii No employee shall after reporting himself / herself for work, be found absent during the period of work assigned to them. However the above rules do not apply to employees appointed on deputation, contract basis and persons appointed temporarily for a specific period.

The following acts of commission / omission shall be treated as misconduct:

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful order of his / her superior officer.
- Gross negligence in teaching or other duty assigned.
- No outsider shall be allowed to get inside the premises of the college or to damage the college property.
- Intemperate habits affecting the efficiency of the teaching work.
- Any act involving moral tribute is punishable under the provisions of the IPC.
- Failure on the part of an Employee to give full and correct information regarding his / her prevision history and violating any violating any other specific directions or instructions given by his / her superior officer.

9.1 Disciplinary Proceedings (As detailed below)

No order imposing any punishment on a Member shall be imposed except after:

i The member will be informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he / she may wish to make in person orally or in writing.

ii Such representation, if any, is taken into consideration by the authority competent to impose penalty.

9.2 Disciplinary Punishments and appeals:

These rules shall apply to all Employees of the College. The following penalties may, for sufficient reasons be imposed upon the employees of the college namely,

i Censure
ii Fine
iii Withholding of increments / promotion.
iv Reduction to a lower post or a lower stage in time scale.
v Recovery from the pay either the whole or part of any pecuniary loss caused to the College by negligence or breach of orders.
vi Suspension
vii Compulsory Retirement
viii Dismissal from the college service
ix Removal from the college service

10. Teaching Faculty job responsibilities – AICTE guidelines.

Job responsibilities as a faculty consist of four components viz. Academic, Research & Consultancy, Administration and Extension Services.

The individual annual increment is subject to the satisfactory performance in the above components.

10.1 Job responsibilities of faculty:

As per AICTE Pay Commission (1997) recommendations, the job responsibilities or Faculty consists of four components viz.

i) Academic

ii) Research & Consultancy

iii) Administration

iv) Extension Service

Each of them is described below

10.2 Academic

- Class Room Instruction
- Laboratory Instruction
- Curriculum Development
- Development of Learning Resource material & Laboratory Development
- Students Assessment & Evaluation including examination work of University
- Participation in the co-curricular & extra-curricular activities.
- Students guidance, counseling and helping their personal, ethical, moral and overall character development
- Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books, research paper publication, seminars etc.
- Continuing education activities
- Self development through upgrading qualification, experience and professional activities.

10.3 Research & Consultancy:

- Research & Development activities and Research guidance
- Industry sponsored projects
- Providing consultancy and testing service
- Promotion of industry-institution interaction and R&D.
- Incentive policies for the research papers, publications, conferences are also initiated.

10.4 Administration:

- Academic and Administrative Management of the Department / Institution
- Policy Planning, Monitoring & Evaluation and Promotional Activities both at Departmental and Institutional Level.
- Design and development of new programmes.
- Preparing project proposals for funding in areas of R & D work, Laboratory development, modernization, expansion etc.,
- Monitoring and Evaluation of academic and research activities
- Helping mobilization of resources for the institution
- Participation in policy planning at the regional / national level for development of technical education
- Develop, update and maintain MIS
- Plan and implement staff development activities
- Maintain accountability
- Conduct performance appraisal

10.5 Extension Services:

- Interaction with industry and society
- Participation in community services
- Providing R & D support and consultancy services to industry and other user agencies.
- Providing non-formal modes of education for the benefit of the community
- Dissemination of knowledge
- Providing technical support in areas of social relevance.
- Promotion of entrepreneurship and job creation.

11. Performance Appraisal

Annual Staff performance appraisal systems have been introduced. The system consists of

- Self Appraisal
- Appraisal by Head of Department
- Appraisal by Principal
- Appraisal by Management
- Appraisal by Students

11.1 Weightage given to the Appraisals

In case of faculty

- Appraisal by Principal / Management 20%
- Appraisal by Head of Department 30%
- Self Appraisal 10%
- Appraisal by Students 40%

In case of supporting staff

- Appraisal by Laboratory Incharge
- Appraisal by Head of Department

12. Working Hours

The College's working week consists of 40 working hours per person. This excludes lunch break. The normal working hours of the college is from 8.30a.m to 3.35 p.m. The College normally works for 5 days in a week. However, the 6th day in the week will be a working day if necessary / if there is shortage of working days / hours.

13. Teaching Days

The college shall have at least 180 full teaching days per year of 90 full teaching days per semester. Teaching Days here shall mean actual classroom / laboratory conducting teaching days and do not include days of examination / tours, sports etc.

14. Transparency:

The Principal and HOD will discuss results of the appraisal with each staff. Sustained good performance will be a requirement for:

- Internal Promotions.
- Selection of HODs / Chairmen of Committees.
- Selection Grade Promotions
- Awards

15. Leave Rules:

These rules shall be called PEC Leave rules.

15.1 Casual Leave:

- Leave is not a matter of right.
- All faculty and staff are eligible for 12 days CL in a year during the calendar year.
- Faculty and staff who have not completed one year of service can avail only on a pro – rata basis of one day CL a month.

- Mondays (if not working days), Sunday and Holidays availed during the period of casual leave are not counted as part of casual leave and compensatory leave.
- In case of emergency, leave intimation should be given though phone or person to be supplemented proper leave application after return.
- Proper job allocation should be made prior to proceeding on leave.
- In case of emergency leave, HOD / AO should make alternate job arrangement and normal working hours should not be affected.
- AO will be the leave sanctioning authority for the office staff.
- Principal will be the leave sanctioning authority for all the teaching staff, HODs and AO.
- LOP leave has also to be got sanctioned with proper justification. Leave without sanction will be treated as absence. 3 absences over a period of 3 months will invite suspension.
- Leave "on duty" can be considered only after prior approval. Otherwise, it will be treated as leave on loss of pay.
- Prefix and suffix are not permitted for LOP leave.
- No leave can be prefixed or suffixed to vacation.
- Vacation and OD cannot be combined with CL.
- Casual leave, not availed in any calendar year, cannot be carried over to the next calendar year. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- It is the responsibility of the faculty to make an alternative arrangement for the classes the faculty missed because of the casual

leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the principal.

15.2 Permissions:

Two permission of one hour duration each can be availed of by the faculty and staff in a month either during first or hour last or hour of the working day and not in between.

15.3 Vacation Leave:

- Faculty who have completed one year of service are eligible for a vacation leave of 35 days. Those who have not completed one year of service are eligible for the College's closed vacation only.
- The vacation leave can be availed of at one stretch of days or in part of a minimum of 10 days each.
- Only intermediate Saturdays, Sundays and Public Holidays will be added to the vacation leave.
- Vacation leave cannot be combined with CL or OD.
- Vacation leave should not be availed during the course of semester except in case of emergency and with prior permission.
- Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year.

15.4 Sick Leave

- 5 Days of sick leave for faculty and staff per year for approved probationers.
- Sick leave letter must be accompanied by medical certificate for leave of more than 3 days.

15.5 On Duty

- Faculty are allowed 12 days of OD per Year which included practical, theory valuation and university related examination work.
- OD related to sponsored programme are not covered in clause 1.
- Faculty on duty is expected to produce proof of attendance to the HOD concerned immediately on return.
- If persons sponsored for higher education are away from the college for more then 6 hours per week; they shall not function as department co-ordinator, acting HODs / Wardens etc.,

15.6 General Value:

As far as possible, faculty and staff are requested to avail leave without affecting regular working.

15.7 Maternity Leave:

All Women employees irrespective of cadre appointed on regular basis, including probationers, are eligible for 3 months of maternity leave only for first two child deliveries. This leave is not debited to leave account.

16 Career Advancement

- For movement in to Grades of Assistant Professor and above, the minimum eligibility criteria will be Ph.D., Teachers without Ph.D., can go up to the level of Lecturer (Selection Grade).
- An Assistant professor with Ph.D., & a minimum of 5 years service will be eligible for consideration for appointment as Professor.
- For every upward movement, a selection process as per the rules and regulation of Anna University, to which the college is affiliated, would be followed.

16.1 Appointment to important Functional Posts:

The position of Head of Department, Dean, Chairman of Committees, Representation in Management Committee, etc., if any is to be made by rotation on tenure basis following one person, one position Principle. This gives to all the Senior Professors a sense of involvement and enhances their commitment to the institution.

Automatic Advancement Scheme to be implemented in respect of non-teaching staff

Subject to the stipulations mentioned here under:

- That there are no adverse comments against him by the superiors in his personal file.
- That he should not have been on leave or on loss of pay during the qualifying period, in which case the award of special grade gets postponed to the extent of duration of leave on loss of pay.

16.2 Faculty Development

Higher Studies

The faculty is granted study leave for higher studies in the fields of specialization desirable from approved university. The above said facility is limited to one faculty member every year.

Preference will be given for the doctoral programmes, followed by Master Degree and Second Master Degree Programmes on execution of a bond to the effect that he / she shall serve the institution for a period of 5 years in respect of Doctoral programmes and 3 years in respect of Master's programmes and that in case he / she fail to successfully complete the said programmes and further that he / she does not serve the college for the full period as per the bond on return after successful completion of studies. He / she would refund the assured amount as per bond executed.

Faculty are encouraged to pursue Doctoral research work within the college by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified

period based on the progress made as certified by the Research Committee in which the Research Guide will be a member.

16.3 Seminars / Workshops / Conferences

Selected faculty members are sponsored by the Management for seminars, workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY"

The faculty members are being deputed to short term / orientation courses during vacation or non-vacation days without hindrance or dislocation to the academic work, preference will be given to those, who have to fulfill the requirement of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

16.4 Promotion of Research

The college aims at providing, promoting research, development, consultancy and such other profession-promotional activities, involving the faculty at various levels. Such of those faulty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.

16.5 Awards

Best Teacher Awards have been instituted to encourage the staff members to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.
Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India and abroad.

16.6 Staff Development & Training: Support Staff (Technical)

In respect of Technical Staff such as Lab Assistance, Lab Technicians, etc. Refreshers Training & Retraining Programmes shall be arranged in such technical

areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Head of the Service Benefits & Welfare Measures.

17 Welfare Measures:

The following are the service benefits and welfare measures extended to the staff of the College:

- The management grants maternity leave to the women employees, for period of 90 days and limited to the first two living children.
- Medical reimbursement for major accidents.
- Educational Loan for Higher Studies
- Personal Loan
- Free admission for children of employee and concession of fees for them.
- College Transport for Staff & Students.
- In the event of death of an employee, while in service his / her dependant will be considered for employment on compassionate grounds.
- College Break Fast, Lunch and Refreshment for Staff & Students.
- The members of staff are covered under EPPF as per the State Government Act.
- Group Insurance scheme is to be implemented shortly to the staff members.

APPENDIX

COMPOSITION OF GOVERNING BODY (GB) OF THE COLLEGE

The Governing Council of Anand Institute of Higher Technology was constituted on 01.11.2000. The first meeting was held on 12.11.2000. In the first meeting the Human Resource Policy and the Financial Regulation of the College were approved, in addition to other terms.

Members present were :

1.	'Kalvivallal' Thiru T. Kalasalingam	:	Chairman
2.	'Ilayavallal' Thiru K. Sridharan	:	Secretary
3.	Dr. S. Arivalagi	:	Director
4.	Engineer. M.S. Rajamanickam	:	Member
5.	Prof. S. Palanichamy	:	Member
6.	Regional Officer AICTE Southern Region	:	Member
7.	Nominee of ACITE	:	Member
8.	Nominee – Anna University	:	Member
9.	Director of Technical Education (Nominee of Tamilnadu State Govt.)	:	Member
10.	Nominee of State / Central Govt.	:	Member
11.	Prof. Dr. S. Meenakshisundram	:	Principal (Ex- Officio Secretary)

NB: Composition of Governing body is changed as per regulations of the AICTE, from time to time.

The members of the Governing body highly appreciated the excellent efforts of 'Kalvivallal' Thiru T. Kalasalingam, Chairman of the Governing Body, for having started the Anand Institute of Higher Technology, and showered their best wishes for the healthy and prosperous growth of the institutions.