



VSB College of Engineering Technical Campus

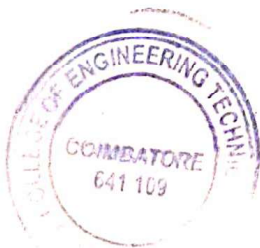
Approved by AICTE, New Delhi & Affiliated to Anna University

Coimbatore to pollachi Road NH - 209, Ealur Privu, Kinathukadavu Taluk,

Coimbatore - 642109, Tamilnadu, India. Email: office@vsboetc.com Website : www.vsbcoetc.com

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PRINCIPAL
V.S.B. COLLEGE OF ENGINEERING TECHNICAL CAMPUS
KINATHUKADAVU, COIMBATORE - 642 109.

V. S. B. COLLEGE OF ENGINEERING TECHNICAL CAMPUS, COIMBATORE

Human Resource Department

Service Rules

The faculty service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance.

1. The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a certain period of time.
2. Faculty salary is provided as per AICTE norms.
3. Resignation will not be accepted in the middle of the academic year.
4. Three months notice is a must for resignation in all cases to enable the institution to make alternative arrangement.
5. Based on faculty performance, they will be honored with promotions and increment.



Thirup

Principal

V.S.B. College of Engineering Technical Campus,
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V. S. B. COLLEGE OF ENGINEERING TECHNICAL CAMPUS, COIMBATORE

Human Resource Department

Procedures for Leave and Related matters

1. Leave / Vacation

(a) **Casual Leave (CL):** Each Staff member shall avail 1 CL per month subject to a maximum of 12 CL per calendar year. In case of emergency, they can opt for 3 days of CL continuously.

(b) On-Duty Leave (OD):

- HS/UR Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office.
- External Examiner Duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office.
- Central Evaluation Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

(c) **Compensatory Leave (CCL):** Staff members are eligible to avail CCL in lieu of working for the Institute / Management on Sundays / general holidays.

(d) **Permission:** The faculty members shall avail a permission for 1 hour per month to attend an urgent work in the end or start of any working day, without affecting their academic work.

(e) Vacation:

- Faculty members who have more than **2 years of experience** in our Institution are eligible for a **VL of upto 3 weeks** during summer.



Thirupathi
Principal

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- Faculty members who have completed **1 year of experience** in our Institution are eligible for a **VL of upto 2 weeks** during summer.
- Faculty members who have completed **6 months of experience** in our Institution are eligible for a **VL of upto 1 week** during summer.
- In addition to the above spell of vacation, the faculty members are eligible for additional vacation equal to the number of days of CL un-availed during that academic year.
- Non-teaching staffs who have completed **2 years of experience** in our Institution are eligible for a **VL of 1 week** during summer.
- Non-teaching staffs who have completed **1 year of experience** in our Institution are eligible for a **VL of 3 days** during summer.

2. Participation in Conferences / Seminars / Workshops, FDP, etc.

- Each member of faculty shall avail 2 days on-duty leave to participate in Conference / Seminar / Workshop / FDP, etc., in a semester.
- Faculty members with postgraduate or doctoral qualification shall present / publish papers (each faculty atleast one paper per year) in National / International Conferences or Journals.
- A sum of Rs.2000/- and Rs.5000/- is rewarded for presenting the papers in National and International Conference respectively.

3. Organising Conferences / Seminars / Workshops, FDP, Guest lectures, etc.

- Each Department shall organize atleast one Conference / Seminar / Workshop, FDP, etc., during every academic year. HODs and faculty members shall take initiatives to generate fund for organizing the Conference / Seminar / Workshop.
- Every Department shall conduct atleast 2 Guest lectures / Special lectures per year to impart students with knowledge beyond syllabus.
- College shall sponsor Rs.10000/- per year to each Department for organizing Guest lectures / Special lectures, Seminar or FDP, etc., to meet the expenses of honorarium and travel for experts.




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4. Encouraging faculty members to pursue Higher Studies (M.E. / M. Tech. / Ph.D.)

- Faculty members who have completed 2 years of experience, demonstrating satisfactory level of academic performance and interested in pursuing Higher Studies (M.E. / M. Tech. / Ph.D.) on Part-Time basis shall submit an application to the Management through the HOD/Principal seeking permission for registration.
- The College shall grant 12 ODs per year to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, writing the course work examination at the end of the first/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall request for a special leave as the case may be to enable him/her prepare and submit the thesis. This may be decided by the Management based upon the recommendation of the Principal on case-to-case basis.

5. Maternity Leave

- 6 months of maternity leave with 3 months salary is granted for women faculty members.




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V. S. B. COLLEGE OF ENGINEERING TECHNICAL CAMPUS, COIMBATORE

Procedures for Teaching Faculty

1. Staff members should enter the college and sign in the Attendance Register at Principal Office between 8.30 a.m. and 8.50 a.m. and in the evening after 5.00 before leaving.
2. Lesson Plan for teaching the subjects should be prepared by the teaching staff and should be submitted to the HOD and Principal for approval.
3. The Staff should prepare the notes of lesson as per Lesson plan and Academic schedule and submit the same to the HOD before the commencement of every semester.
4. All the teaching Staff should follow the Academic schedule and daily schedule of activities issued from the Principal's office. Before taking classes they should prepare well (preparation of notes, charts, models, transparencies, etc.).
5. They should enter into the class on time and leave the class only after the bell.
6. While taking attendance, mark the students who are absent correctly and avoid overwriting.
7. They should write the log book as per the class taken and submit it to the HODs.
8. The Lesson plan, notes of lesson and log book must be correlated. Otherwise it may be treated as deficiency in performance. If any amendment in Lesson plan is found necessary during the course of action, the staff shall intimate the same to the Principal well in advance and not after the date of execution.
9. They should conduct Unit tests, internal tests and Model examination as per the Academic schedule and Time Table.
10. They should evaluate the answer scripts correctly and submit the same to the HOD within four days from the date of test.
11. The copies of the mark list should be submitted to the HOD immediately, without any delay.
12. They should conduct Retest in the evening between 5.00 and 6.30 to the students, who failed in any subject.
13. The practical classes should not be cancelled at any cost.




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14. Staff should correct the observation notes and value the Records periodically. Accumulation of records for verification and signing with ante-date will be viewed seriously.
15. The teaching staff should implement the tutorial system effectively..
16. The staff in-charge for the project work should submit the details regarding the title of the project work, No. of students in a batch and name of the guide in time to the HOD.
17. The staff should instruct the students to keep the area in and around the class rooms as well as respective laboratories clean.
18. The teaching staff should instruct the students to come with proper dress, identity cards and shoes.
19. They should check and warn the students not to involve in any immoral activities.
20. The teaching faculty members are responsible for problems in the class rooms, irregularity of students etc. They should maintain complete discipline among the students.
21. If the teaching staff comes across any problems relating to students' discipline and conduct, it should be reported to the HOD immediately and then to the knowledge of the Principal.
22. Memo will be issued to those who
 - a) are irregular
 - b) do not follow the rules and regulations
 - c) do not discharge the duties properlyIssuing of 3 memos will be viewed seriously.
23. Principal must be informed in advance by the Department in-charge about the requirements for the Labs, Library, etc. for the forthcoming year as per the Anna University Syllabi.
24. The staff shall be in his / her department. They are not permitted to go to other departments during the working hours to chat with other staff.
25. Male staff members should wear formals, shirts properly tucked in, along with tie, shoes and ID Card.
26. Female staff members should wear Saree, overcoat and ID card.




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27. Teaching staff have to work hard with dedication and involvement. They are expected to discharge their duties as per the guidelines given above without any deviation or shortcoming. The students' problems should be sorted out immediately at the grass root level itself.
28. The faculty members are expected not to take leave without proper reason. For genuine reasons, they can avail maximum 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance. In case of emergency, they can opt for 3 days CL continuously. The faculty members are expected not to take leave on Saturdays and Mondays. The staff may be called for explanation if they fail in their duties in any aspect and subsequently action will be taken.
29. The teaching faculty, in addition to their regular academic work are expected to actively participate in training and placement of students, publication of papers, organizing conferences/seminars/workshops and undertaking funded research projects. The College grants OD for this purpose.
30. 6 months of maternity leave with 3 months salary is granted for women faculty members.
31. Appreciation will be there with rewards to the teachers who are identified as the best teachers.




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V. S. B. COLLEGE OF ENGINEERING TECHNICAL CAMPUS, COIMBATORE

Procedures for Non-Teaching Staff

1. Staff members should enter the college and sign in the Attendance Register at Principal's office between 8.30 a.m. and 8.50 a.m. and in the evening between 5.00 p.m. and 5.15 p.m. both at the Department and Principal's office.
2. Non-teaching staff are responsible for keeping all the equipment, machinery, computers, items, furniture in the Laboratory/work place neat and clean, and also to keep all the papers, files, etc., in order. They should discharge their duty with care and involvement and should stick to the daily schedule of activities issued from the Principal's office.
3. Principal must be informed in advance by the staff through HoD, about the requirement for the office/Laboratory, etc.
4. The staff shall be in his / her seat. They are not permitted to go to the other areas during the working hours and chat with other staff members or students.
5. The staff are expected not to take leave without proper reason. For genuine reasons they can avail a maximum of 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance.
6. Male staff members should wear formals, properly tucked in and ID Card.
7. Female staff members should wear Saree and ID Card.
8. Staff is responsible for problems and irregularities in the working place. Any kind of indiscipline, irresponsibility, damage caused to the College property due to negligent act will be viewed seriously. The concerned staff member has to compensate the loss caused to the College accordingly.
9. Memo will be issued to those who
 - a. are irregular
 - b. do not follow the rules and regulations,
 - c. do not discharge the duties properlyIssuing of 3 memos will be viewed seriously.
10. Staff discharging their duty with involvement and dedication will be appreciated, encouraged and honored with increment.



Thiruvengal
Principal
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V. S. B. COLLEGE OF ENGINEERING TECHNICAL CAMPUS, COIMBATORE

Human Resource Department

Promotion Policy

- The College follows AICTE norms for qualification and experience in respect of promotion of faculty members.
- In addition, due consideration is given to academic performance and overall contribution by the faculty members.
- Additional increments are offered to staff members who excel in academics.
- Performance appraisal for faculty is carried out at the end of the academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in journals, presenting papers in conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.
- Based on their performance in the academic year, they are suitably rewarded and honored.



Shreegan
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Annual Performance Appraisal and Training Identification for FACULTY MEMBER Academic Year 2022-23

FORM - A

(To be filled in by the Faculty Member)

Name of Faculty Member : A. Logeshwari
Date of Birth : 24.06.1996
Designation : Assistant Professor
Highest Qualification : M.E.
Department /Centre : Electronics and Communication Engineering
Date of Joining the Institute : 23.12.2019
Present post held from : Assistant Professor

I(a). Innovativeness in Teaching: (5 Marks)

(Describe the details here or attach a separate sheet)

- Gave counseling for Students to score high marks in university examination.
- Gave idea on Interview Preparation.

I(b). Teaching performance(Result produced):

(15 Marks)

Sl. No.	Semester	Subject Code	Name of the Subject taught	Class strength	Result produced (Pass %)
1	II	EC8251	Circuit Analysis	32	100%
2	IV	EC8451	Electro Magnetic Fields	44	100%
3	III	EC8391	Control System Engineering	32	100%
4	VII	EC8701	Antennas & Microwave Engineering	44	100%
5	V	EC8553	Discrete Time Signal Processing	32	100%
6	V	OR0551	Renewable Energy Sources	32	100%
7	VI	EC8095	VLSI Design	31	96.77%
8	V	EC8553	Discrete Time Signal Processing	31	90.32 %
9	VII	EC8701	Antennas & Microwave Engineering	31	93.54 %



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II. Supervisory support and Project guidance provided:

(1 Mark)

Thesis supervised / Projects guided at B.Tech./M.E./M.Tech./M.S./Ph.D.:

(attach separate sheet if necessary)

Sl. No.	Title of Thesis / Project	Name(s) of the Student(s)	Semester	(completed / in progress)	Date of Submission
1	Energy Efficient street Lighting System	Deepika. N Keerthika. S Pavithra. D Sreeja. M	VIII	Completed	June 2022
2	Automatic ration product distribution system using RFID technology	Dharani M Gayathri C Monika B Sathiyapriya G	VIII	Completed	June 2022

III. Activities organized (Seminars/Workshops/Conferences/Symposia/FDPs, Project Exhibition, Continuing Education Programmes, etc.): (attach separate sheet if necessary)

(1 Mark)

Sl. No.	Title of Programme	Duration	Sponsor(s)	Level (International/National)
NIL				

IV. Activities participated (Seminars/Workshops/Conferences/Symposia/FDPs, Continuing Education Programmes, etc.): (attach separate sheet if necessary)

(1 Mark)

Sl. No.	Title of Programme	Duration	Organising Institute	Level (International/National)
1	15 days arduino master class	30.11.2020 to 14.12.2020	Pantech pro labs India Pvt Ltd	National
2	Machine learning and AI	28.12.2020 to 02.01.2021	Knowledge Solutions india	National
3	Robotics process Automation tools & techniques	07.12.2020 to 12.12.2020	Rajalakshmi Engineering College	National
4	Wearable devices	30.11.2020 to 04.12.2020	Karunya Institute of Technology and Sciences	National
5	Augmented Reality (AR)/ Virtual Reality	15.12.2020 to 19.12.2020	Dr. Mahalingam College of Engineering and Technology	National
6	Emerging Trends and Challenges in VLSI Mixed-Signal Processing for Fourth Industrial Revolution	08.02.2021 to 20.02.2021	Kongunadu College of Engineering and Technology	National
7	Future trends in Artificial intelligence and data science	31.12.2021 to 08.01.2022	Rajalakshmi Institute of Technology	National



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V. Papers presented in Seminars/Workshops/Conferences/Symposia/FDPs, Continuing Education Programmes, etc. (attach separate sheet if necessary) (1 Mark)

Sl. No.	Title of Paper	Name of Conference / Seminar/FDP	Duration	Organising Institute

VI. Research Papers published / Books, Monographs, Lab manuals authored, etc.: (attach separate sheet if necessary) (1 Mark)

Sl. No.	Title of Paper / Book/ Monograph / Lab Manual	Author(s)	Journal / Conference / Publisher details	Level (International, National)
1	Reconfigurable RF Filter for Mobile Device	Abiramasundari S Meenashi Sundaram V Logeshwari A	INTERNATIONAL JOURNAL OF INNOVATIVE RESEARCH IN TECHNOLOGY	INTERNATIONAL

VII. Research grants obtained / Funded projects, etc.: (attach separate sheet if necessary) (1 Mark)

Sl. No.	Title of Research Project	Grant received (Rs. in Lakhs)	Name of the Funding Agency	Project Duration (Years)
NIL				

VIII. Patents filed / granted: Yes / No (if Yes provide details on a separate sheet) (1 Mark)

NIL

IX. Participation as Resource Person for delivery of special lectures / Chairing sessions, etc. (provide details on a separate sheet) (1 Mark)

NIL

X. Administrative / Co-curricular activities coordinated (as HOD / Class Adviser / Exam Cell/ QIC / Counselling / Laboratory development / Industrial Visits / Career Guidance / Placement Training / N.S.S. / Professional Club)(provide details on a separate sheet) (1 Mark)

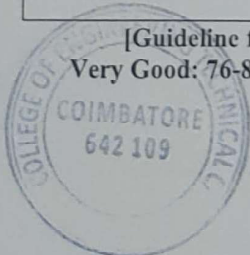
Sl.No.	Position held	Period	Activities carried out
1	Class Advisor	02.01.2020 to till date	Monitored student attendance and dress code

XI. Achievements / Awards / Recognition received during the year (please specify): (1 Mark) (provide details on a separate sheet)

Self-Assessment Score:

I(a) (5)	I(b) (15)	II-XI (10)	Total (30)

[Guideline for Self-Appraisal rating: Outstanding: 91-100%; Excellent: 81-90%; Very Good: 76-80%; Good: 71-75%; Average: 66-70%; Satisfactory: 60-65%; Poor <60%]



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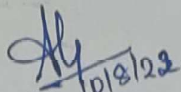
XII. Overall Self-Appraisal rating (please tick):

Poor/Satisfactory/Average / Good /Very Good /Excellent /Outstanding

XIII. Identification of Training needs (please tick the relevant need for improvement):

- Participation in FDP / SDP / STTP in the subject area for training and updating
- Participation and presentation of papers in conferences / seminars / symposia
- To pursue Higher Education for qualification upgrading and enhanced learning
- Any other need (specify)


Date: 10/8/22


Signature of the Faculty Member



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FORM -B

Assessment of the Faculty Performance

(Assessment of Faculty Members by the HOD and Assessment of HOD by the Principal)

Name of the Faculty Member: A. Logeshwari

Designation & Department : Assistant professor / ECE

Attitude, Interpersonal Skills, Soft Skills and Personality (give ratings on a 5-point scale)
(5: Excellent; 4: Very Good; 3: Good; 2: Satisfactory; 1: Poor)

1	Attitude: right thinking, self-disciplined and has unbiased approach	4
2	Initiative: self-starter, able to work with interest and goal-oriented	3
3	Punctuality: arrives on time, available fully during working hours	5
4	Responsibility: understands duties, accepts responsibilities readily	3
5	Commitment: committed to his/her work and completes tasks on time	4
6	Loyalty: supports and follows Institute's policies and guidelines	4
7	Professional development: keeps updating knowledge regularly	4
8	Innovative: Interested in learning and using modern teaching techniques	4
9	Oral communication: speaks effectively in English with students, colleagues and higher authorities	3
10	Written communication: quality of letter drafting, content and modalities	3
11	Leadership and Team work: effective in a team work, takes initiative, gives clear directions, offers guidance and assumes leadership role	3
12	Accountability: accepts his/her role in results and outcomes	3
13	Support: extends support to students, motivates and counsel for learning	4
14	Ethics and professionalism	4
15	Maturity and Temperament	3
16	Sincerity, decency and dedication at work	4
17	Relationship with students (strictness, guidance, not cheap popularity)	5
18	Relationship with fellow faculty and staff members (team work)	4
19	Relationship with higher Officers and College administration	4
20	Overall Personality	4
<i>Total (out of 100)</i>		75
Overall Rating out of 10		8

Total Score and overall performance rating:

Form-A			Form-B	Students' Feedback	Total	Percentage	Overall performance rating
I(a)	I(b)	II-XI	(10)	(10)	(50)	(100)	
(5)	(15)	(10)					
3	12	8	8	8	39	78	Very good.

[Guideline for overall performance rating: Outstanding: 91-100%; Excellent: 81-90%;
Very Good: 76-80%; Good: 71-75%; Average: 66-70%; Satisfactory: 60-65%; Poor <60%]

Comments / Remarks / Observations / Decisions of the Reporting Officer(HOD)/ Principal

HOD
[Signature]
21/122

[Signature]
Principal



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Academic year 2022-23

Self Appraisal Form

Non-Teaching staff

Name : N. Vignesh Kumar.
Department : ECE
Designation : Lab Technician.
Qualification : D.E.C.E
Date of joining VSBCETC : 22/09/2021
Experience before joining VSBCETC : 4 years.

1. Academic work :

a) Details of lab handled during year/semester:

S.No	Name of the practical	Year/Branch	My Role	Remarks by HoD
1.	Circuits and Analysis lab	II / ECE	Lab Asst.	Good
2.	Engineering Practices	II / All Branch	Lab Asst	Fair
3.	Electronics & Devices lab	II / ECE	Lab Asst.	Good
4.	Linear Integrated Circuit	II / ECE	Lab Asst	Good

b. Details of Equipment handled:

S.No	Name of the Equipments	Year/Branch	No of students participated in each practical class	Equipments handling	Others (if any)
1.	CRB	All / ECE	30	-	-
2.	Function Generator	All / ECE	30	-	-
3.	Digital Trainer kit	II / ECE	30	-	-
4.	Power supply	All / ECE	30	-	-

II. If any Programmes attended related to skill development Inside/outside college (past year)

No of Programmes attended:

S.No	Type of Event(STTP/FDP/Workshop)	Topic	Organized by/Venue	Duration	
				From	To



Vignesh Kumar
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III. Technical knowledge in handling lab:

- i) To install os and Basic softwares
- ii) Hardware Trouble Shooting.

IV. Observations by HoD(35 points-5 for each criteria):

S.No	Criteria	Points	Remarks
1	Punctuality in attending duties	4	Good
2	Lab maintenance work involved	3	Fair
3	Coordinated/worked in establishment of labs	4	Good
4	Coordinated/worked in establishment of labs	4	Good
5	Adaptability and ability to work in a team	3	Fair
6	Enthusiasm in attending duties allotted	3	Fair
7	Human relations	4	Good
Total			

V. Consolidated remarks and recommendations by HOD

HoD's Observation: *Fair*

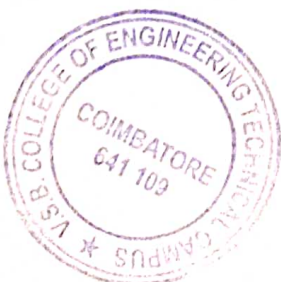
Overall remarks
Over all lab Maintenance need to be improved.

Overall performance: A. Very Good B. Good C. Average D. Below Average

[Signature]
Signature of the HoD

Remarked (if any) from principal :

[Empty box for principal remarks]



[Signature]
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[Signature]
Signature of principal