FRANCIS XAVIER ENGINEERING COLLEGE
AN AUTONOMOUS INSTITUTION
ACCREDITED BY NBA

ISO 9001:2015 Certified | DST-FIST Supported Institution
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
Vannarpettai, Tirunelveli - 627003, Tamil Nadu

Decentralization and Grievance Redressal

VISION

To provide education in Engineering with excellence and ethics and to reach the unreached.

MISSION

To create innovative and vibrant young leaders and entrepreneurs in Engineering and Technology for building India as a super knowledge power

HR POLICY MANUAL

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FOUNDERS

Dr. S. CLETUS BABU & Dr. AMALI CLETUS BABU

> We, in SCAD look at education differently. We don't just cater knowledge, but we form caliber and character of our students. We want them to become competent, committed, creative and compassionate global leaders.

OUR VISION:

"To provide Education with Excellence and Ethics and to reach the Unreached"

SCAD GROUP OF INSTITUTIONS

SCAD Group of Institutions is an offshoot of SCAD (Social Change and Development) a socially committed institution striving for the development of deprived communities in Southern India for the past 34 years. It was founded by Dr. S. Cletus Babu, along with Dr. J. X. Amali Cletus Babu who walked along with him in accord, understanding and untiring support for the great cause of service. Their far - reaching goals are well executed by its versatile Managing Director, Mr. C. ArunBabu, with the help of highly qualified and committed faculty members, able educational administrators, Industry - Institute partners and community at large.

The educational institutions of SCAD have been established in chosen areas with the principle of "Reaching the Unreached". It is an exemplary outcome on the demand of the people for a quality Engineering & Higher Education in the Southern Region. Dr. Babu's dreams are guided by God's direction and his dedication. His emotional and spiritual intelligence transforms risks into opportunities and threats into avenues to serve the community as much as possible. A man with enormous power in his vision is entreated to offer quality education at an affordable cost.

ABOUT THE COLLEGE

The Francis Xavier Engineering College, now an Autonomous Institution, came into being in the year 2000. This college is a Christian minority institution run by St.Xavier's Educational Trust with the vision of empowering the budding engineers with technical and entrepreneurial skill enabling them to contribute to the socio-economic augmentation of the nation. The college is located in a beautiful campus at Vannarpettai, the heart of Tirunelveli town exactly equi- distant about 3 kms from the main Bus Station, 4 kms from the City Railway Junction, and 38 kms from the nearest Airport at Vagaikulam, Tuticorin. It is well connected with all the neighbouring cities and towns and is easily reachable.

The institution was approved by AICTE and affiliated to Anna University Chennai. The Institution has all necessary requirements such as infrastructure, Lab facilities which includes Physics, Chemistry and basic Engineering labs, Library and Playgrounds. All the students at FXEC are given the opportunity to pursue first-rate and advanced technical education regardless of background, gender or financial constraints.

At present the FXEC is accredited by NBA with the sanctioned intake of 720 strength for UG and 210 strength for PG. Eight UG programmes are offered which include B.E Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering, Civil Engineering and B.Tech Information Technology, Artificial Intelligence and Data Science, Computer Science and Business Systems. Seven PG Programmes such as M.E Computer Science and Engineering, Communication Systems, Power Electronics and Drives, Industrial Safety Engineering, M.Tech Information Technology, Master of Business Administration and Master of Computer Applications.

FXEC has an excellent infrastructure, Well-equipped Laboratories and Workshops, state- of-the-art Computer and IT Centres, Central Library, spacious Auditorium, Indoor Stadium, Play Ground with synthetic court, hygienic Canteen and separate Hostels for Boys and Girls. In our efforts towards academic excellence and growth, we have initiated action to bridge the gap between the institution and industry.
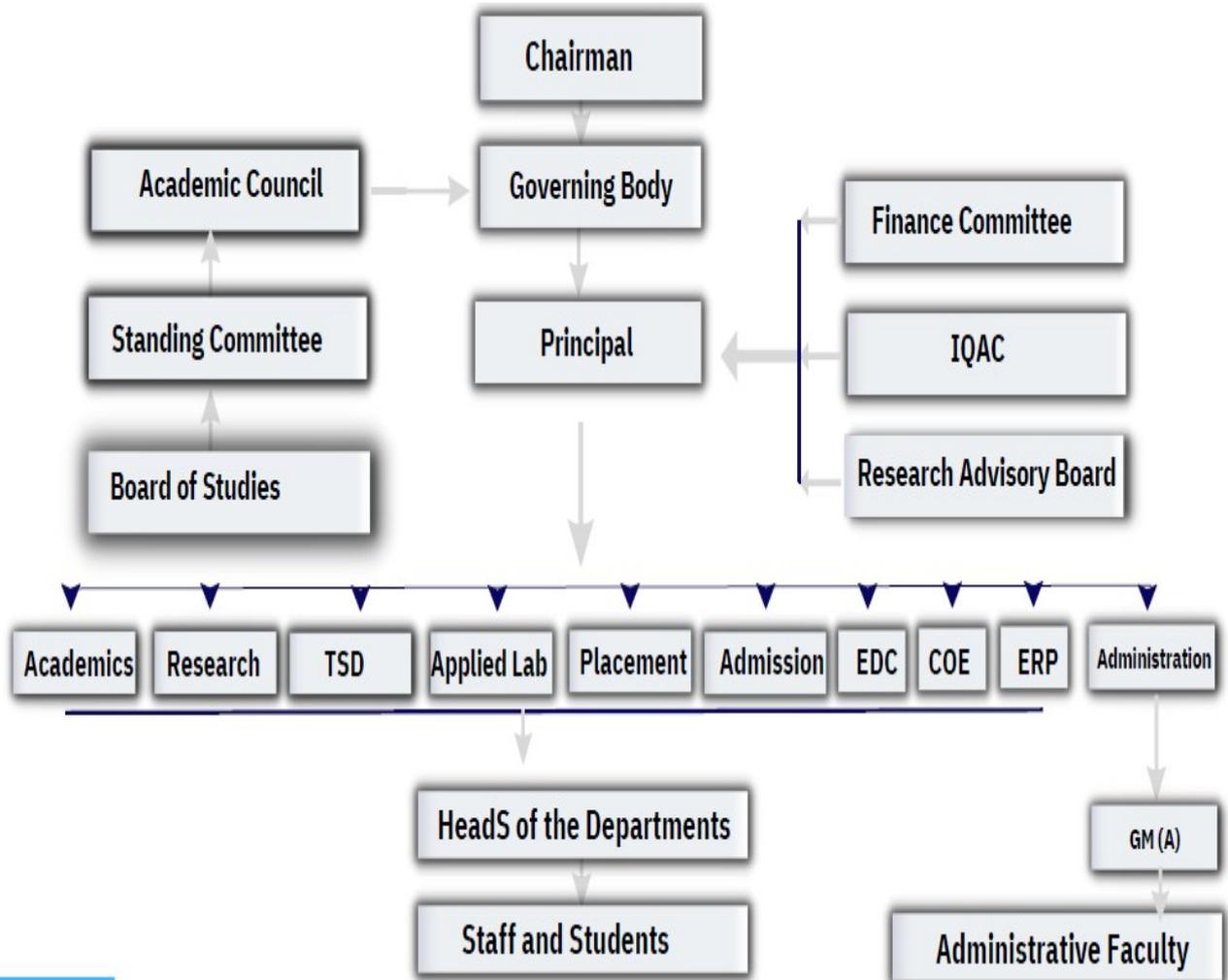
I. DECENTRALIZATION OF POWER AND FUNCTIONALITIES

In order to facilitate the college to achieve an extraordinary feat, decentralization and delegation of powers has been exercised with decentralization of the responsibilities.

- Governing council meets twice a year and forms general guidelines.
- Management teams takes care of various college activities of organization.
- A separate M team member is allocated for each activities
- Principal is given full Academic freedom to manage the Institution based on the guidelines.
- HODs are given authority and responsibility for the development of students and faculty.
- HODs' meeting with the Principal is convened every week. Various matters pertaining to Institution, Department and Student
- Developments are discussed and decisions are made in a democratic way.

Each department plans for their Non-recurring and recurring expenditure. The budget is approved by the Management. The HODs make various purchases though purchase committee

S.NO	Name	Roles
1	Dr.K.Jeyakumar	M Team/ General Manager - Development
2	Dr.V.Velmurugan	M Team-Principal & Research
3	Dr.L.R.Priya	Professor Academics
4	Prof.Zahariah Gabriel	Professor Admission
5	Dr. P. Annapandi	Professor Placement
6	Dr. A. Jainul Fathima	Professor Training and Skill Development
7	Mr.David Ayling	Professor Brand building
8	Dr.Lourdes Poobala Rayan	Professor EDC
9	Prof.Krishna Kumar.S	M Team
10	Dr.M.Mohamed Sathik	M Team
11	Dr.G.Rajakumar	Controller of Examinations
12	Dr.M.Caroline Viola Stella Mary	Professor ERP
13	Dr.K.Lakshmi Narayanan	Professor Applied Lab

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                              │  Chairman   │
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│ Academic Council │─────────▶│ Governing Body  │          │ Finance Committee   │
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│ Standing Committee│         │    Principal    │◀─────────│       IQAC          │
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│ Board of Studies │                  │                    │ Research Advisory Board│
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| Academics | Research | TSD | Applied Lab | Placement | Admission | EDC | COE | ERP | Administration |

HeadS of the Departments

Staff and Students

GM (A)

Administrative Faculty

I. Defined Responsibilities of Planning & Development and Student Affair

1. Mission 18, Short Term Goals
2. Planning, Implementation and Monitoring of Policies for Development
3. Experts Follow up
4. Execution of Focused Group activities
5. Policy for addressing student's grievances

II. Defined Responsibilities of Academics

1. Curriculum Development based on POs of NBA (i.e., VAC, CBS)
2. Curriculum implementation activities
3. Implementation of Teaching Learning Process
4. Conduct of Examinations
5. Teaching, Non Teaching Training
6. Lab and Academic infrastructure policy
7. Academic Audit and Follow up
8. API Audit and Follow up
9. CLC Monitoring and Follow up
10. Result Analysis, Conduct of Remedial Class, Improvement Tests and Follow up
11. Students Identification and Coordinating with Professor TSD in organising Training for Competitive exams
12. Student's feedback collection on various academic activities
13. SPI - 15 Pt indicator
14. Class Committee and Follow up
15. Course Committee and Follow up
16. Class Advisors Review
17. Preparation of detailed academic calendar and follow up
18. Conduct of DAB meeting and follow up
19. Conduct and Monitoring of HOD meeting, Review of Minutes and Follow ups

III.   Defined Responsibilities of Research and Development

1	Framing research policy addressing focussed areas, resource utilisation, budget eligibility and etc
2	Listing resourceful faculty members and skill identification from Institute for Research Promotion
3	Formation of central research facility by bringing all existing research facility at various Departments
4	Yearly planning for establishing new research facilities based on the current scope
5	Preparing list of scientists (Retired or in Service) to bring to FXEC for interaction and promoting research ambiance
6	Identifying experts and consultants to vet, forward and get grant various proposals prepared by faculty members
7	Framing policy and coordinating with Departments for managing faculty workload who are involved in research
8	Recruiting faculty members for targeted funding agencies or research areas
9	Half yearly Budget preparation and approval for Institute level R&D activities
10	Forming a cell to prepare chart of yearlong workshops, value added courses, guest lectures and other short term technical activities to be organised by various departments
11	Setting targets for IPR activities and providing support for promoting patenting of inventions
12	Organising Institute level national and International Research events, Summits and conferences
13	Signing MoUs with reputed research institutes across the globe
14	Promoting consultancy projects through identification of Industry based research projects and deputing faculty experts for completion
15	Framing policy for motivating faculty members to publish at reputed journals
16	Monitoring the PhD Guides, their research scholars for consistency and progress
17	Establishing Sponsored research centres such as DSIR Recognized

research centre, CSIR Labs etc

IV.   Defined Responsibilities of Placement and Industry Institute Interaction

Responsibility

1	Framing placement policy for inviting core Industries, Code of conduct for students, salary targets and for continuous improvement for all the above
2	Students capacity Assessment (Year wise)
3	Identification of department wise target companies or Industries and their expectations
4	Forming inter disciplinary students team per Industry from first year and train them on Industry expectation
5	Organising internships at targeted Industries for selected students from first year
6	Offering advanced Industry projects to selected students team
7	Identifying industry requirements based on the trend and equip students to fit for such requirements
8	Inviting experts at all levels from all targeted Industries and conduct programmes at Institute throughout the year
9	Identifying international placement forums which provide online technical challenges to students and offer placements based on their performance and form students team to participate in such forums.
10	Assessing reasons for students not getting through or failing in the interview processes and addressing the issues
11	Conducting placement interviews at campus and taking care of all activities including Students and Faculty coordination
12	Preparing Institute placement profile and coordinating with marketing team for promotional activities

V.   Defined Responsibilities of Training and Skill Development

1	Framing training policy for making the training effective, target based training, training feedback, training resources keeping in mind of attracting core Industries and for continuous improvement for all the above
2	Year wise and Department wise benchmarking for students skill and

knowledge level

3	Students capacity Assessment (Year wise)
4	Resource identification and conduct of training for all students from first year for meeting year wise skill and knowledge benchmark
5	Identification of department wise target companies or Industries and their expectations regarding skill and corresponding training
6	Forming inter disciplinary students team per Industry from first year and train them on Industry expectation
7	Identifying industry requirements based on the trend and equip students to fit for such requirements
8	Inviting experts at all levels from all targeted Industries and conduct programmes at Institute throughout the year
9	Assessing reasons for students not getting through or failing in the interview processes and addressing the issues
10	Utilisation of NPTEL, SWAYAM Etc., Portal
11	GATE, IES, TOFEL, BEC

VI. Defined Responsibilities of the Office of Prof. Brand Building:

1. Preparing Budget proposal for marketing needs

2. Devise new marketing strategies

3. Photo and video-graphing and documenting all events that takes place inside the college

4. Finding ways to increase traffic to the website

5. Getting connected through all social media

6. Increasing the likes for the posts

7. Creating a YouTube channel

8. Formulating a team for documentation

VII. Defined Responsibilities of the Office of Prof. Admission:

1. Preparing a ore process agenda

2. Targeting the prospective students

3. Organizing events at school on Android, Robotics and the like

4. Website development

5. Conducting various workshops

VIII. Defined Responsibilities of the Office of Prof. Planning & Development

1. All planning with regard to the development of the institute

IX. Defined Responsibilities of the Office of Prof. Alumni Association/ PRO

1. Collect the details of alumni spread across the globe

2. Maintain a good contact with them

3. Creating a strong network & Sharing their expertise

X. Defined Responsibilities of the Office of Prof. Entrepreneur Cell

1. Devise strategies to make should focus on becoming an entrepreneur

2. Creating a wide platform to impart skills required

 3. Making the students aware of the governmental and non-governmental schemes available for starting a new venture.

XI. Responsibilities of the COE

1. Question Paper Setting

2. All Purchase with regard to conduct of End Semester Examination

3. Fees Collection/ Checking Exam Applications/ Final Fee Abstract

4. Preparation and Circulation of Examination Timetable

5. Conduct of End Semester Examination

6. Appointment of Chief Superintendent for Theory and Practical Exams

7. Hall Ticket Generation
8. Question paper Collection and Scrutinizing

9. All work with regard to Paper Valuation

10. Publishing Results For UG/ PG

11. Revaluation procedures

12. Distribution of Grade Sheet to Students

13. Distribution of Provisional and Degree Certificates

XII. Responsibilities of the Office of the ERP

In a move to make FX a digitalized campus, the following responsibilities are vested to ERP Team.

1. Maintain a centralized Data Centre.
2. Server Installation and Configuration
3. Server and Network Routing
4. Third-party Component update
5. ERP Hosting and Management
6. Manage the Data with local area and wide area Network
7. ERP Software version update
8. Database backup on Daily basis
9. Co-ordinate with ERP vendor(PALPAP) for implementation and bug solving
10. Institution and Academic setup
11. Geographical mapping
12. Bell Timing for Time Table
13. Time Table mapping (Class Section wise) and Staff Mapping with Server
14. Holiday marking
15. Staff allocation for Time Table
16. Bulk Data enhancement for Staff / Students
17. Add and remove staff / student
18. ID Card Processing
19. Mapping Staff bio-metric attendance with server
20. Bulk SMS processing
21. Mapping Syllabus with server
22. Mapping Regulation and Subject with server
23. Creating Internal Exam criteria

24. Mapping student exam application with server

25. University mark, Revaluation & Review copy data enhancement and mapping with server

26. Moving students to consecutive semester

27. Class Section allocation and student transfer

28. User privileges and permission allocations

29. Hostel student data enhancement and mapping

30. Department wise Feedback Analysis – Academic and Non-Academic

31. Library - Bulk data enhancement and mapping

32. Transfer Certificate Processing

33. Mapping Bus, Route, Diver details for Transport Module

34. Reporting Students Attendance to the Head of the Institution.

II. GRIEVANCE REDRESSAL SYSTEM

Grievance Redressal Mechanism:

- To formulate the policy to investigate and review complaints or grievances of students and members of the faculty.

- To create awareness of availability of members for students and faculties to report grievances.

- To investigate the cause of grievances.

To ensure effectual solution depending upon the gravity of the grievances.

The Grievance Committee will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Chairman or at the request of the other members to discuss the various issues received.

At least three members of the Grievance Committee shall be present in a meeting.

If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individuals case.

If the aggrieved person happens to be a member of the Grievance Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.

The Grievance Redressal Committee shall consider all grievances submitted in writing by an individual member of the Centre regarding employment/ working conditions and any other alleged injustice done to an employee/ student while discharging his/her duties at the Institution.

The Grievance Redressal Committee shall study the petition/ application and after looking into the relevant documents discuss with those concerned and submit its recommendations and report to the Chairman as expeditiously as possible, but in any case within three months of the date of petition/application.

The Grievance Redressal Committee may mediate between the complainant and defendant against whom the complaint has been made, if required.

The final settlement of any grievance shall be made within a reasonable period (normally not

exceeding one month) after the recommendations are submitted to the Chairman by the Grievance Redressal Committee.

The grievance Redressal committee includes the following members.

S. No	Name	Position	Category	Mail Id	Contact Number
1	Dr.V.Velmurugan	Chairperson	Principal	principal@francisxavier.ac.in	9942978550
2	Dr.L.R.Priya	Member	Prof (Academics)	academic@francisxavier.ac.in	9944147265
3	Dr.N/Shenbegavinayagamoorthy	Member	Dean Regional office /AUTVL	deanautvl@annauniv.edu	0462-2552877
4	Dr.M.Caroline Viola Stella Mary	Member	HOD/IT	ithod@francisxavier.ac.in	9489862711
5	Mrs.D.Angeline Ranjitha Mani	Member	HOD/MCA	mcahod@francisxavier.ac.in	9942978531
6	A.Julius	Student	III year/ CSE	juliuscse@francisxavier.ac.in	9677325770

For Faculty & Staff

- Principal and HODs regularly address to the problems of the faculty and staff

- Department meeting with HOD is held on regular basis.

Grievance redressal cell:

ANTI RAGGING COMMITTEE

Ragging is a social menace and is strictly prohibited at the SCAD Group of Institutions, its hostels, playgrounds and other college premises. The top management of SCAD Group of Institutions and the respective colleges in association with the Anti-Ragging Committee consisting of members of college governing council members, teachers and students endeavor constantly to make every campus in the SCAD Group of Institutions Ragging Free.

The offense of ragging is not only punishable under the provisions Tamil Nadu Prohibition

of Ragging Act, 1997, but also under various provisions envisaged in several sections of Indian Penal Code, 1860. Students involved in such obnoxious practices will be liable in addition to prosecution before the criminal courts, for rustication, dismissal and expulsion from the colleges.

S.No	Name/Designation	Position
1	Dr.V.Velmurugan, Principal	Chairman
2	Thasildar Palayamkottai	Member
3	Mr.C.Venkatesan, Chief Reporter/ Dinna malar (Representing Media)	Member
4	Mr.Prabhakaran, Malarchi Trust (Representing NGO)	Member
5	Mr.Tirupathi Inspector of Police, Palayamkottai	Member
6	Dr.R.Samuel Hansen, HOD /MECH	Member
7	Dr. M.Caroline Viola Stella Mary HOD/IT	Member
8	Mr.Samuel Prabhakaran.J HOD/Civil	Member
9	Dr.P.Anna Pandi, Prof /EEE	Member
10	Mrs.Friska.J Prof /ECE	Member
11	Prof.Vimal Ananth.V, Asso.Warden (Boys Hostel)	Member
12	Prof.P.Suresh Kumar,Physical Director	Member
13	Prof..J.Zaharia Gabriel, Prof / CSE	Member
14	Prof.Mr.G.Prince Devaraj, Asso . Prof /IT	Member
15	Prof. M. Subbulakshmi,AP/MCA	Member
16	Prof.Lirish Lenny,AP/MBA	Member
17	Dr.Suman, Prof/Chem, S&H	Member
18	Mr. T.Kannan, Lab Technician Mech – Dept / NonTeaching Staff	Member
19	Mr.Pon Arasu.K , IV year -ECE - Senior student representative	Member
20	Mr.Allen Roi, II year AI & DS Junior Student representative	Member
21	Ms.Maimoon Shirin.M- IV CSE A Senior student representative	Member
22	Ms.Gladys II CSE A- Junior student representative	Member
23	Mr.Athiramasubramanian .S, (Businessman) F/o Ms.Rajarajeswari.S.K, III IT - Parent Representative	Member
24	Mr.S.Christopher Jeyaraj (Deputy Collector Tuticorin) F/o Renita Jeslin I M.E -CS - Parent Representative	Member

SEXUAL HARRASSMENT COMMITTEE

The Committee aims to evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution. The committee shall also ensure to: implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures. As per the guidelines of AICTE and the Supreme Court an Anti Sexual Harassment Cell has been established to provide a healthy and congenial atmosphere to the staff and students of the College. The cell was constituted to meet the four basic objectives:

- To develop the guidelines and norms for a policy against sexual harassment.

- To develop principles and procedures for combating sexual harassment.

- To work out details for the implementation of the policy.

- To prepare a detailed plan of action, both short and long term.

Its Internal Complaints Committee (ICC) members, who can be contacted by any aggrieved person, are as follows:

S.NO	NAME	POSITION	CATEGORY
1	Dr.V.Velmurugan,	Principal	Chairman
2	Dr.M.Caroline Viola Stella Mary	HOD / IT	Member
3	Mrs.Angel Ranjithamani	HOD/MCA	Member
4	Dr.A. Ravi	HOD/EEE	Member
5	Mr.M .Clement	Warden/Boys Hostel	Member
6	Mr.Boominathan	Security Officer	Member
7	Mrs.S.Jecintha	Warden/Girls Hostel	Member
8	Dr.G.Rajakumar	Prof/ECE	Member
9	Dr.J.Daniel Sathyaraj	AP/EEE	Member
10	Dr.K.Ariyanayagam	AP/Mech	Member
11	Mrs.M.Subbulakshmi	AP/MCA	Member
12	Dr.S.Balammal @ Geetha	Prof / ECE	Member
13	Mr.Santiago Stephen	AP/Maths	Member

| 14 | Mrs.D.Annie Rose Nirmala | Asso.Prof/MBA | Member |