

# **Stella Mary's College of Engineering**

## **Admin Manual**



# CONTENTS

<b>SECTION 1: INTRODUCTION</b>	<b>04</b>
1.1: Preamble	05
1.2: Definitions	05
1.3: About the Institution	06
<b>SECTION 2: VISION, MISSION, QUALITY POLICY AND POLICY STATEMENT</b>	<b>06</b>
2.1: Vision-Mission	06
2.2: Quality policy	07
2.3: Policy statement	07
2.4: Goal of the college	07
<b>SECTION 3: GOVERNANCE OF THE COLLEGE</b>	<b>08</b>
3.1: Statutory bodies	09
<b>SECTION 4: GOVERNING BODY</b>	<b>09</b>
4.1: The Primary Accountabilities	09
4.1.1: To approve the mission and strategic vision of the institution	09
4.1.2: To ensure the establishment and monitoring of a proper, effective and efficient system of control and accountability	10
4.1.3: To monitor institutional performance and quality assurance arrangements	10
4.1.4: To put in place suitable arrangements for monitoring the performance of Managerial and administrative positions	10
4.2: Openness and Transparency in the Operation of Governing Bodies	10
4.2.1: To promote transparency and openness at every level	11
4.2.2: To maintain register of interests	11
4.3: Key Attributes of Governing Bodies	11
4.3.1: Composition of governing body	11
4.3.2: Role and Responsibilities of Chairman of GB	12
4.4: Effectiveness and Performance Review of Governing Bodies	13
4.5: Regulatory Compliance	13
<b>SECTION 5: COLLEGE ACADEMIC COMMITTEE</b>	<b>13</b>
5.1: Functions of Academic Committee	14
5.2: Term of Academic Committee	14
5.3: Meetings of Academic Committee	14
5.4: Composition of Academic Committee	15
<b>SECTION 6: FUNCTIONS OF HEAD OF THE INSTITUTION</b>	<b>15</b>
6.1: Functions of Principal	15
6.1.1: Academic Administration	16
6.1.2: General Administration	17
6.1.3: Financial Administration	18
<b>SECTION 7: RESPONSIBILITIES OF PROFESSORS, ASSOCIATE AND ASSISTANT PROFESSORS</b>	<b>18</b>
<b>SECTION 8: HUMAN RESOURCES</b>	<b>20</b>
8.1: Faculty	21
8.1.1: Qualifications: College Policy	21
8.1.2: Recruitment Procedure	21
8.1.3: Work Load	22
8.1.4: Attitudes and Commitments	22
8.1.5: Faculty Development	22
8.2: Supporting staff	24
8.2.1: Qualification and Skills	24
8.2.2: Recruitment Procedure	24
8.2.3: Attitudes and Involvement	25
8.2.4: Skill Up-gradation	25

8.2.5: Roles and responsibilities of the staff.....	25
<b>SECTION 9: HUMAN RESOURCES – STUDENTS.....</b>	<b>28</b>
9.1: Policy of admission.....	28
9.2: Admission Criteria.....	28
9.3: Admission policy for lateral entry.....	29
9.4: Academic Results.....	29
9.5: Admission to PG Courses.....	29
9.6: Employment of graduated students during last year .....	29
9.7: General Conduct of the students.....	29
<b>SECTION 10: SPORTS &amp; GAMES.....</b>	<b>30</b>
10.1: Physical Director.....	31
<b>SECTION 11: MOTIVATIONAL INCENTIVES.....</b>	<b>32</b>
11.1 Employees provident Fund (EPF).....	32
11.2 Incentives and Awards.....	32
11.3 Faculty and Staff Development programmers’ and services Initiative.....	32
<b>SECTION 12: LEAVE RULES AND LEAVE POLICY.....</b>	<b>33</b>
12.1: General leave.....	33
12.2: Casual leave (CL).....	34
12.3: Special leaves.....	34
12.4: Compensatory casual leave (CCL).....	34
12.5: Study leave.....	34
12.6: Maternity leave.....	35
12.7: Vacation leave.....	35
<b>SECTION 13: CODE OF CONDUCT AND DISCIPLINE.....</b>	<b>35</b>
13.1: Do’s.....	35
13.2: Don’ts.....	36
13.3: Disciplinary action.....	37
<b>SECTION 14: ADMINISTRATIVE PROCEDURES.....</b>	<b>38</b>
14.1: Personal Records.....	38
14.2: Custody and Maintenance of Attendance Registers.....	38
14.3: Punctuality.....	38
14.4: Feedback and Suggestion Scheme.....	39
<b>SECTION 15: PROCUREMENT PROCESS.....</b>	<b>39</b>
15.1: Guidelines to Be Adopted For Initiating Procurement Process.....	41

## **SECTION 1: INTRODUCTION**

The guidelines published in this document are for the Governance of STELLA MARY'S COLLEGE OF ENGINEERING sponsored by Nova Educational Trust. The document is a fusion product based on

- a. Anna University, Chennai, rules and regulation for affiliated colleges
- b. By-laws of Nova Educational Trust
- c. Existing Best Practices in the institution.

It has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of the Governing Council. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilisation of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will picture the transparency and accountability in the administration. The following benefits are expected on implementation of good governance through the guidelines presented in the document:

- Strengthening the existing good practices.
- Implementing transparency at all levels of governance and administration.
- Following integrity in appointments at all levels.
- Strengthening the Industry-Institute interaction.
- Establishing fair and transparent processes in internal control.
- Complying with rules and regulations.
- Establishing strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- Maintaining registry of interests of members of the Governing Council.
- Achieving optimum utilization of infrastructure, resources for better output.
- Establishing processes in risk management.
- Meeting the requirements of accreditations.
- Enhancing the quality of teaching-learning process.
- Setting up centres of excellence in research & development and enhancement of quality of research and consultancy.
- Setting up and strengthen student support programs, training for enhancing quality in placements and higher education.
- Feedback system and self appraisal of faculty and staff.
- Creating bench marking with other institutes of repute.

- Accomplishing appraisal of Head of the Institution.

## 1.1: Preamble

The document provides information on organisation of the institute along with its organization structure, functions, and responsibilities of all three statutory bodies namely Governing Council (GC), Academic Committee and Finance Committee. For the smooth and effective functioning of the college, it also outlines the responsibilities of various functionaries in academics and administration

### **Title, application, and the authorities to interpret, clarify, modify and to amend**

- a) The regulations stated herein below shall be called the **“Stella Mary’s Admin Manual”**.
- b) These regulations shall be in force from the academic year by the date of ratification by the Governing Council of the college.
- c) In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the Governing Council and its decision shall be final.
- d) The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations.

## 1.2: Definitions:

### **In This Document, unless there is anything repugnant to the Subject or context**

- i. **“College”** refers to “Stella Mary’s College of Engineering, Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District , ”.
- ii. **“Student”** refers to a candidate who has taken admission into B.E/M.E course of this college as per the guidelines stipulated from time to time by the Government of Tamil Nadu for admissions into various courses of study and the affiliating university, i.e Anna University, Chennai.
- iii. **“Government”** refers to the Government of Tamil Nadu .
- iv. **“Governing Council”** refers to the member of Governing Council constituted.
- v. **“Chairman”** refers to Chairman of the Governing Council of Stella Mary’s College of Engineering, Tamil Nadu.
- vi. **“Secretary & Vice Chairman”** refers to the Secretary & Vice Chairman of Stella Mary’s College of Engineering, Tamil Nadu.

- vii. **“Chief Executive Officer”** refers to the CEO of Stella Mary’s College of Engineering, Tamil Nadu.
- viii. **“Principal”** refers to the Head of the institution
- ix. **“Head of the Department”** refers to the Head of an Academic Department of the College.
- x. **“Faculty member”** refers to the teacher (Assistant/Associate/Professor) working on regular or adhoc basis in any of the Academic Departments of the College.

### **1.3: About the institution**

Established in the year 2012 by Nova Educational Trust with a modest beginning with five undergraduate programmes, viz., B.E degree programs in Computer Science and Engineering, Electrical and Electronics Engineering, Electronics & Communication Engineering, Mechanical Engineering and B.Tech Information Technology, has now grown adding B.E. degree programme in Civil Engineering and Postgraduate programme in Engineering(M.E)in Computer Science and Engineering,(CSE).

The college is recognised by AICTE and affiliated to Anna University, Chennai.

The educational experience at the college is enlivened and enriched by an array of extra-curricular activities to fulfil the cultural and emotional needs of students. The all round development of a student is achieved by exposing him/her to the outside world in a systematic and well planned manner. Just not marks and ranks, but also human values are incorporated into psyche of a student at the college in a cautious way. This unification of tradition and technology makes the college an ultimate adobe of learning.

## **SECTION 2: VISION, MISSION, QUALITY POLICY AND POLICY STATEMENT**

### **2.1: Vision-Mission**

#### **THE VISION**

To emerge as a premiere institution, acknowledged as a center for excellence imparting technical education, creating technocrats who can address the needs of the society through exploration and experimentation and uplift mankind.

#### **THE MISION**

To provide an education that transforms students, through rigorous course-work and by providing an understanding of the needs of the society and the industry.

## **2.2: Quality policy**

Stella Mary's College of Engineering, committed to imparting technical education, creating technocrats strives to achieve the institution's goal by

- Focusing on the overall development of the students in strengthening their leadership skills.
- Building a environment that is conducive for effective teaching, learning and research.
- Improving the job prospects of students incorporating value-added programmes to the curriculum
- Periodically assessing the effectiveness of the programmes offered at the institute and responding positively to the needs of the industry
- Contributing effectively to the growth of the nation, by exposing the students to demonstrate their entrepreneurship skills
- Adopting the best practices for quality improvement that continuously benchmarks the institution against premier institutions

## **2.3: Policy statement:**

We are committed towards developing and advancing the college as an institution of higher learning by offering quality education through excellent infrastructure, quality teaching learning process and congenial ambience. The innate talents of students are nurtured through the overall development by providing a number of curricular, co-curricular and extracurricular activities. We are committed to implementing effective and transparent appraisal system.

A good exposure to the students will be offered through enhanced industry-institution interaction, MOUs, expert lecturers, entrepreneurship, research and consultancy.

The college provides a conducive work environment to the faculty and staff by offering the best facilities and salaries as per the AICTE norms for knowledge updation, pursuing higher studies etc.

## **2.4: Goal of the college**

### **Short Term Goals:**

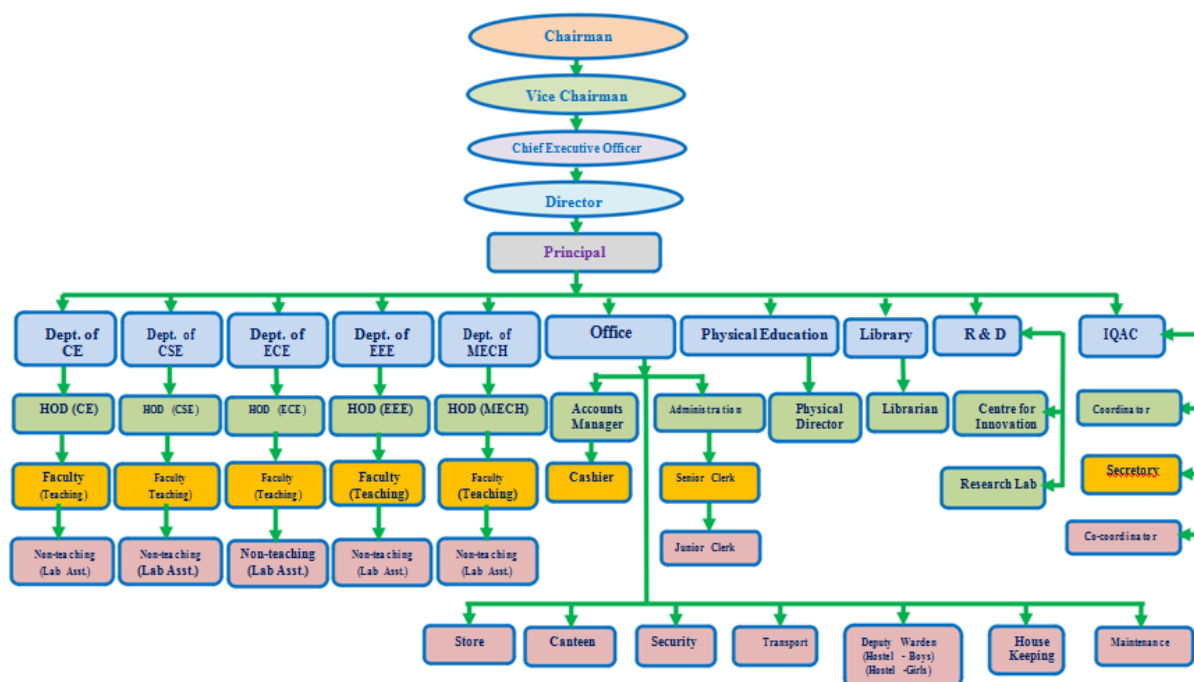
- ❖ Constantly upgrading the learning content to bridge gaps between learning outcomes and employability.
- ❖ Offering value added courses beyond the curriculum during off hours for students.

- ❖ Upgrading quality of faculty and staff through extensive training in content, pedagogy, management capacity building and qualification up gradation.
- ❖ Improving interaction with industry, alumni and involving them in a variety of institutional activities and growth.
- ❖ Special support to slow learners, focusing on ensuring equity among all categories of students.
- ❖ Inculcating team spirit through Peer Learning Groups to help fellow students.
- ❖ Improving employability of students through strong training and placement services.
- ❖ Encouraging innovation and self-employment through entrepreneurship development.

### Long Term Goals

- ❖ Sponsoring collaborative research with industries, custom-made training for working professionals, testing and calibration services.
- ❖ Transforming faculty's priority from teaching to research, development and innovation.
- ❖ Offering special courses to the students in the college through external experts.
- ❖ Inviting industry to start value added programmes in the college.
- ❖ Offering online and offline courses through electronic library, video conferencing, World Wide Web etc.

## SECTION.3: GOVERNANCE OF THE COLLEGE



### **3.1: Statutory bodies**

The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted.

1. Governing Body
2. College Academic committee
3. Board of Studies

## **SECTION 4: GOVERNING BODY**

The Governing Body is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution.

The main objective of the Governing Body is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.

### **4.1: The primary accountabilities**

The Governing Body of an institution is collectively responsible for overseeing the institution's activities, directing its future, and fostering an environment to achieve the destined mission.

#### **4.1.1: To approve the mission and strategic vision of the institution**

The prime duty of the Governing Body is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priority as time passes. It gives suggestions to the institute to achieve quality in the teaching-learning process, academic and administrative practices, bench marking, risk management that includes financial, physical, staff so as to meet the interests of students, parents, alumni, employers, local communities, government and others representing public interest.

#### **Governing Body (GB)**

To meet the vision and mission statements in its true sense, the GB should be supported by various other committees in aspects like revision of curriculum, operational planning of strategic issues. The Institutional Development Committee ensures the implementation of the GB suggestions.

The strategic plan may be reviewed once in five years.

#### **4.1.2: To ensure the establishment and monitoring of a proper, effective and efficient system of control and accountability**

The Governing Body shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- Submit to the State Government the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college, on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Committee.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

#### **4.1.3. To monitor institutional performance and quality assurance arrangements**

The **Governing Body** shall advise the institute from time to time in respect of the following:

- Timely submission of documents for accreditation
- Ensuring that the statutory requirements are met in respect of accreditation for the purpose of maintaining quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution
- Carrying out gap analysis and indentifying the areas for improvement.

#### **4.1.4: To put in place suitable arrangements for monitoring the performance of managerial and administrative positions**

In order to maintain high ethical standards, transparency and openness are to be ensured in the working environment of the institution by the Governing Body.

### **4.2: Openness and transparency in the operation of governing bodies**

Members of Governing Body shall ensure that

- The Head of the institution implements the decisions of GB in true spirit for the growth of the institution using the process of decentralisation

- The Head of the institution shall plan the future growth of the institution
- The required documentation is maintained to meet the statutory requirements
- Desire processes to evaluate the performance of Head of institution are established.

#### **4.2.1: To promote transparency and openness at every level**

- All the minutes of meetings of various committees shall be made available.
- Preparing annual reports showing the activities in an academic year and uploading the report on the website.
- Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure the integrity of the processes used with respect to the selection and admission of the students showing clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are usually publicised both within and outside the institution.

#### **4.2.2: To maintain register of interests**

All members of GB shall give a declaration of interests, if any in the working of the institute. The register of interests should be collected, made available to the stakeholders if any in future and keep them updated whenever necessary.

### **4.3: KEY ATTRIBUTES OF GOVERNING BODIES**

After the constitution of the GB, Chair of the GB is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution, and also is accountable to the governing body, and regular reviews, having regard to the authority conferred by the instruments of governance.

#### **4.3.1: Composition of Governing Body**

The Governing Council is constituted as per the Guidelines of the AICTE.

Number	Category	Nature	Period
1 Chairman	Industrialist	Chairman	As per the resolutions and bylaws of Stella Mary's
3 members	Management	Management	As per the resolutions and bylaws of Stella Mary's
5 members	Teachers of the College	Nominated by the Principal based on seniority.	2 years from the date of appointment
1 member	Educationist	Nominated by SMCE	2 years from the date of appointment
1 member	State Government Nominee	Nominated by the State Government, Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education	As per State Government
1 member	University nominee	Nominated by the university	As per the University
1 member	Principal of college	Member Secretary	As per the resolutions and bylaws of Stella Mary's

#### 4.3.2: Role and Responsibilities of Chairman of GB

Some important roles and responsibilities of Chairman of the GB are listed below for effective administration as well as for the future growth of the institution.

- Provide inspiring leadership for transparent and effective administration
- Ensure effective, efficient and optimal use of resources towards the growth and development of institution.
- Develop processes and controls for financial resources with the help of finance committee.
- Motivate the members and other committees to function in unison to implement strategic plan of the institution.
- Help create appropriate risk management systems.

- Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- Suggest to implement the best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.
- Allow the head of institution to work independently and effectively.
- Prepare appropriate appraisal systems including the Head of the institution.

#### **4.4: Effectiveness and performance review of governing bodies**

- Ensure that the members are properly inducted for further development, as deemed necessary.
- Regular review process to be conducted and revise the regulations as deemed necessary.
- Item wise bench marking may be adopted for review process.

#### **4.5: Regulatory compliance**

Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE, as well as regulations laid down by the State government and affiliating university .

- Take all final decisions on matters of fundamental concern to the institution.
- The regulatory compliance includes demonstrating compliance with the 'not-for-profit' purpose of education institutions.

### **SECTION 5: COLLEGE ACADEMIC COMMITTEE**

The Academic Committee will be solely responsible for all academic matters. Academic Committee shall propose ways and means to maintain quality norms. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Committee will not be subjected to any further ratification by the Academic Committee or other statutory bodies of the university. The decisions of the Academic Committee are to be placed before the Governing Body for final approval and changes, if any, by its member secretary.

### **5.1: Functions of Academic Committee**

Without prejudice to the functions mentioned, the Academic Committee will have powers to:

- (a) Implement the orders issued time to time by the State Government and the affiliating University in the admission of students to different programmes of study offered by the college.
- (b) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (c) Frame regulations consistent with University norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and advisory system in the College.
- (d) Approve the list of successful candidates for the award of degree, diploma / certificate.
- (e) Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- (f) Recommend to the Governing Body proposals for institution of new programmes of study.
- (h) Recommend to the Governing Body the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (i) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (j) Perform such other functions as may be assigned by the Governing Body.

### **5.2: Term of Academic Committee**

The term of the nominated members shall be two years.

### **5.3: Meetings of Academic Committee**

The Principal shall convene a meeting of the Academic Committee at least twice a year, once discuss proposals for the next academic session.

## 5.4: Composition of Academic Committee

The composition of the Academic Committee consists of following members

S. No	Category
1.	<b>The principal</b> (Chairman).
2.	<b>All the heads</b> of department in the college.

## SECTION 6: FUNCTIONS OF HEAD OF THE INSTITUTION

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Governing Body, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Committee.

He is the ex-officio member of Governing Body, Chairman of Academic Committee and Chief Superintendent of the Examinations. He monitors admissions, internal examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes the various functionaries in the administration, with the approval of Academic Committee .

### 6.1: Functions of Principal

- To conduct the meetings of the Governing Body as per the stipulated guidelines
- To hold Academic Committee meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so as to make them to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Governing Body, Academic Committee , University, State Government, AICTE, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

**6.1.1: Academic Administration:**

- (i) On academic matters the Principal is generally guided by the rules and regulations as well as the norms laid down by Anna University, AICTE, State Government and the Governing Body of the college.
- (ii) Will be assisted by the various Heads of the departments and various committees mentioned in the manual.
- (iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Committee of the college.
- (iv) In matter of admissions, Coordinator, admissions will assist the Principal
- (v) In academic matter, he will be assisted by the Director, and the Heads of Department.
- (vi) An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Principal.
- (vii) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in charges.
- (viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- (ix) Shall hold meetings of Heads of Department to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- (x) If necessary, shall instruct the class work coordinators and Heads of the Department to conduct remedial classes academically to support the slow learners.
- (xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Examination Incharge, Internal Assessment and University Exam Cell Coordinator.
- (xii) In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Academic committee.

- (xiii) The Principal should plan for Training Need Analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- (xiv) Principal shall also ensure quality assurance and he should be assisted by the IQAC coordinator.
- (xv) Shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the Principal in this matter. He should advise the faculty members to go for sponsored research projects from various funding agencies.
- (xvi) The Principal should promote industry-institute interaction for better employability of the students.
- (xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.
- (xviii) Shall put efforts to look after the overall welfare of staff and students.
- (xix) For effective functioning of the college he shall build close rapport between faculty, students and management.
- (xx) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- (xxii) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, Anna University, State Council of Higher Education, Department of Technical Education authorities.
- (xxiii) Shall involve faculty members at different levels for various institutional activities.

#### **6.1.2: General Administration**

On general administrative matters Principal shall be assisted by Examination Incharge, Internal Assessment and University Exam Cell Coordinator, IQAC Coordinator, Heads of Departments, etc.

- (i) Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees
- (ii) Shall make regularization of services, declaration of probation, and release of increments, including faculty and staff.
- (iii) Arrange performance appraisal of faculty and supporting staff.
- (iv) Shall have power to sanction CL, ML/PL up to the level of Heads of Departments, except himself.

- (v) Empowered to initiate disciplinary proceedings ( with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- (vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the Principal.

### **6.1.3: Financial Administration**

- (i) Principal is assisted by the Finance committee in financial administration.
- (ii) Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- (iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
- (iv) All contracts for and on behalf of the college (except himself and the college) when authorised by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
- (v) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- (vi) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- (vii) Shall have power to sanction advances and final withdrawal of EPF of the staff.

## **SECTION 7: RESPONSIBILITIES OF PROFESSORS, ASSOCIATE AND ASSISTANT PROFESSORS**

### **Professor**

- a) Teaching.
- b) Development of Curriculum. Developing Learning Resource Material & Laboratory Development.
- c) Students Assessment & Evaluation including examination work of University.

- d) Participation in the Co-curricular & Extra-curricular Activities.
- e) Student Guidance & Counselling.
- f) Helping the student in personal, ethical, moral and overall character development.
- g) Continuing Education Activities.
- h) Keeping abreast of new knowledge, skills and help dissemination of such knowledge through book publications seminars etc.
- i) Self development through upgrading qualification, experience & professional activities.
- j) Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- k) Involving in the Academic and Administrative Management of the institution.
- l) Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- m) Promotional activities both at Departmental and institutional level.
- n) Involving and Assisting the HoD in the Design and development of new programmes.
- o) Preparing project proposals for funding in areas of R & D Work.
- p) Laboratory Development, Modernisation, Expansion, etc.
- q) Monitoring and Evaluation of academic and research activities.
- r) Participation in policy planning at the Regional/National level for development of technical education.
- s) Assisting the HOD in Planning and implementing Staff Development activities.
- t) Maintain accountability, Conduct performance appraisal.
- u) Guiding Research
- v) Any other work assigned by the Principal/Management from time to time.

### **Associate Professor**

- a) Teaching including laboratory work.
- b) Evaluation including administering tests, invigilation during conduct of tests
- c) Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- d) Leading consultancy projects and extension services. Curriculum development and developing resource materials.
- e) Research activities and research guidance.
- f) Assisting in conduct of and organising seminars/workshops/guest lecturers etc.
- g) Development of the Curriculum and Learning Resource materials.

- h) Guiding research
- i) Any other work assigned by HOD/Principal /Management from time to time.

#### **Assistant Professor**

- a) Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab In charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
- b) Students assessment and evaluation, besides acting as paper setter
- c) Assisting in consultancy and R & D Activities.
- d) Developing resource material and laboratory development.
- e) Co-curricular and extracurricular activities / student welfare activities.
- f) Assisting in departmental administration.
- g) Involvement in departmental / institutional developmental activities.
- h) Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- i) Shall attend to the work allotted by Head/ Principal / Management from time to time, helping in the cause of Academic development of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc are clearly spelt out in the administrative manual of the college. The functions of various non-statutory committees are given separately along with their composition.

## **SECTION 8. HUMAN RESOURCES**

### **FACULTY & STAFF**

The College will maintain a minimum staff, student ratio of 1:20 at all times for UG Courses and 1:12 for PG Courses. A minimum of one Professor with Ph.D. and three Associate Professors must be maintained at all times by every department. All the four should preferably specialize in four different major areas of specialization. The balance of the faculty should be Assistant Professors and all of them should be postgraduates. The above policy is for a department with an intake of 60 students. The faculty strength should be doubled for a department with an intake of 120 students. A minimum of one Professor and one Associate Professor is a must for PG courses and the rest can be Assistant professors.

Each department should also take into account the strength of I year students on its rolls and calculate the requirement of faculty as per the statutory norms.

However, in the departments like CSE, ECE, EEE etc., where more number of courses are handled by other departmental/Discipline faculty this ratio is maintained to a level sufficient to handle all the activities prescribed in the policy document.

1. His application and Appointment Orders, Joining report, agreements etc..
2. His Academic certificates, selection committee minutes, etc..

These will be maintained by the college.

## **8.1. Faculty:**

### **8.1.1: Qualifications: College Policy:**

Institution is recruiting the faculty as per AICTE Norms.

#### **Professors:**

Ph.D. with 10 years experience in teaching / Research / Industry or Candidates from industry/R&D with M.Tech, with professional work done equivalent to Ph.D., with 10 years experience and with good no. of publications in reputed national and international journals.

#### **Associate Professors:**

Ph.D record with good number of publications in reputed national and international journals.

**Assistant Professors:** M.E/M.Sc/M.Phil.

## **8.1. 2. Recruitment Procedure:**

Selection for permanent posts is made by the selection committee constituted as per Norms of the statutory bodies and the university. Open advertisement will be given for positions in two leading newspapers, one in English and the other in Tamil. Temporary vacancies at any level may be filled through college selection on as time bound term appointment / on contract basis through the selection committee comprising of the Chief Executive Officer, Principal, HoD, subject expert of program concerned by giving an open advertisement in two leading newspapers, one English and the other Tamil. Internal promotions are made based on their performance, feedback reports, results and

contribution to the Department / College development.

#### **8.1.3. Work Load:**

The college shall run on all working days for 8 hours. Faculty should work for 48 Academic hours in a week out of which 16 clock hours should be teaching hours. Two Tutorial / Lab hours is counted as one teaching hour.

#### **8.1.4. Attitudes and Commitments:**

Faculty should develop and implement innovative ideas in teaching and conducting laboratory work to improve upon the students learning process. This in turn projects the positive attitude of the teacher towards progressive development of the college.

#### **8.1.5 Faculty Development:**

Subject to the College service rules and regulations and guide lines issued by the board from time to time, the faculty development programs shall be initiated by the college. All sanctions require prior approval. However the general guide lines shall be:

##### **1. Q.I.P.**

- a. Permanent faculty should be sent for short-term course/training and development programs every year during vacation / free time.
- b. Permanent staff should be sent for workshop / seminar / symposium. Record of brochures, correspondence, material, application, copies of proceedings, certificates are to be filled.
- c. Organized faculty orientation programs half yearly once.

**I. Conference:** Faculty members will be sponsored for attending relevant subject conferences and presentation of papers in each branch.

##### **II. Continuing Educations program :**

- i. Permanent teaching faculty with good performance record of five years in college will be allowed to pursue Ph.D. without pay subject to adequacy of the faculty position in the department.
- ii. Candidates desirous of under-going part time Ph.D. program will be permitted.
- iii. On Unsatisfactory – performance at any stage, faculty on leave can be recalled by the college.
- iv. Permanent faculty only will be considered for up-gradation of

qualifications/skill etc. All the service rules and regulations of the college shall be applicable to all such cases. College reserves the right to impose further restrictions from time to time.

- v. He/ She should give an assurance that after acquiring higher qualification or getting trained for any specialization, will serve the college for minimum period of two years in case of M.E and three years in case of Ph.D.
- vi. He should have a proven record in the college in terms of Good class room teaching, research activity and exhibit such an up-gradation can be pursued by him/her successfully.
- vii. College can sponsor candidates for any up-gradation program subject to the availability of faculty for conducting the normal activities of the college and the applicant can be sanctioned leave.

- 2. Professional Societies:** Faculty will be encouraged to become members of the professional bodies like IE(I), IETE, IEEE, ISTE , etc depending upon their professional areas of interest. Every teacher should become a Member of his societies concerned.
- 3. Industrial Exposure to the Faculty:** Encouraging faculty for participation of Industrial Training.
- 4. Professional Support:** All the record containing the particulars of various staff members sent for various programs like conferences, seminars, industrial training, higher education, Q.I.P. etc. should be consolidated with all the relevant papers and filed. The amount of expenditure involved in each case should be mentioned and a consolidated statement of expenditure should be made available.
- 5. In house Training:** In house training for all faculties shall be provided in two ways.
  - a. Teachers Training Programs :** These will be conducted by senior faculty / external experts in the emerging areas, new subjects, modern/specialized equipment and their use, teaching workshops for improving the class room performance of the lecturers, etc.
  - b. Personality Development:** Faculty shall attend these classes regularly and will be aimed at improvement of communication skills, personality development and class room performance. The management can utilize the services of outside experts to impart training.

## 8.2. Supporting staff

### 8.2.1: Qualification and Skills:

1.	Lab Technicians	3 year Diploma with First Class
3.	System analyst	B.Tech. with seven years experience in system Administration
4.	Various trades in workshop	ITI with 4 years experience
5.	Office Assistant	Degree with computer knowledge
6.	Administrative Officer	Degree with minimum 10 years administrative Experience.
7.	College Librarian	First class in Masters Degree in Library Science with 10 years of experience with good knowledge of running computerized library
10.	Physical Director	First class in Masters Degree in Physical Education with 10 years of experience Record of having represented the university National / University Championships

**8.2.2: Recruitment Procedure:** An advertisement will be issued in one local leading newspaper of Telugu. Written test and skill test will be conducted for the candidates called for interview, and after that personal interview is conducted by the college selection committee.

Constitution of Selection Committee:

- i. Principal
- ii. HoD
- iii. Subject Experts in the concerned subject
- iv. Senior Professor of the Department.

**Role of HoD:** The Head of each department will initially identify the requirement of supporting personnel and forward the list to the Administrative Office through the Principal. He will scrutinize applications of the candidates received and shortlist the same. He is responsible for conducting skill test. When the candidate report for the duty in his department he has the liberty to employ him in any of the labs or place of his choice and assign him the duties. He also recommends him for deputing for up-grading courses, workshops and industrial training.

**8.2.3:Attitudes and Involvement:** Individual files will be maintained for all the supporting staff All supporting staff members will maintain a work dairy to include all day- to-day work in the department. The extract of the diary will be scrutinized by the HOD. A report on the following parameters will be completed and filed respect of all the supporting staff.

1. Punctuality
2. Behaviour with students / faculty
3. Upkeep of the equipment in the particular laboratory
4. Additional works assigned to him
5. Whether all the safety measures are followed or not
6. Contribution to lab development
7. Contribution to the development of Department/Institution
8. Skill level and urge to learn (confidential) (Semester)
9. Workload details

Supporting staff will be assessed in the following parameters

1.	Punctuality	-	10%
2.	behaviour with students / faculty	-	10%
3.	Disposal of works assigned	-	25%
4.	Disposal of additional works assigned	-	15%
5.	Confidential report of HoD / Higher Authorities	-	25%
6.	Skill Level	-	15%

Use of camera cell phones is prohibited on the campus.

**8.2.4: Skill Up-gradation:** Subject to the College rules and regulations and guide lines issued by board these programs can be taken up with prior permission. General guide lines are given below.

1. Minimum period of one week internal training by the Senior Faculty per semester.
2. FDP Programs organized by senior faculty.
3. Workshops organized inter department level.

**8.2.5: Roles and responsibilities of the staff:**

**a. Laboratory Assistants :** The laboratory assistants are responsible for

- (i) Up keep of all equipment/experimental set ups for 100% in working condition.
- (ii) Maintaining the inventory of equipment and consumables.
- (iii) Stock verification and accountability to stock .
- (iv) Issue of consumables to students for experimenting .
- (v) Physical cleanliness of the Laboratory.
- (vi) Complying with the work assigned by Faculty in-charge.
- (vii) Helping students while experimenting.
- (viii) Collection/Distribution of Laboratory records for faculty.
- (ix) Helping the Faculty in preparing the Lab requirements for Budget approval.
- (x) Reporting the breakages.
- (xi) Setting up and checking the condition of each equipment before the session.
- (xii) Checking the condition of all furniture and fixtures.
- (xiii) For getting all the experimental setups, furniture, floor, removing cob webs, with the help of Contract Sweepers, Attenders.

**b. Senior/Junior Assistants**

**Senior/Junior Assistants** are normally given a set of tasks to be attended by them. Hence they are responsible for

1. Maintaining registers/files including filling all necessary papers.
2. Drafting all communications in this regard, Photo copying.
3. Interface with the Offices involved like exam section.
4. Interfacing with students and receive/make payments through cheques and cash to University, DOTE and Government Sector.
5. Preparation of bills/vouchers for receiving/paying money in case of scholarships.
6. Handling Dak of the office both inward and outward and maintain Dak registers.
7. Maintaining the Payments through registers of the department.
8. Maintaining Office stock of equipment/Consumables, Stock ledgers and audit.
9. Circulation/Display of notices in notice Boards.
10. Maintaining the Attendance registers, Office stationary, issues and receipts.
11. Over all control on office attenders and Local purchase if any.
12. Any other work deemed fit in running the office.
13. Up keep and maintaining of the Computer System and interfacing with the

System engineer for maintenance.

14. Maintenance of printers, stationery, ribbons, etc..

15. Preparation of Documents for meetings, Typing minutes etc.

**c. Office Assistants**

- a. All activities like opening / locking the rooms, cleaning tables, file racks, Cup boards, furniture and fixtures, filling drinking water, etc..
- b. Serving water, and refreshments, delivering dak/notices/circulars, carrying files, etc..
- c. Carrying luggage, helping in shifting furniture etc..
- d. Supplying stationeries to the Departments
- e. Rearranging stacks, stacking books in the respective places, Dusting Books and racks.
- f. Cleaning all computer accessories, Computer tables etc.. Helping systems maintenance engineer in carrying equipment etc..
- g. Opening class rooms, Laboratories, etc. Windows etc.. ten minutes before the scheduled time of class work as per the schedule given.
- h. Closing class rooms and windows, after getting the floor, tables, black board etc. Cleaned by the contract sweepers after the class work is over.
- i. Report to the Principal– first in the morning when they arrive in the college 15 minutes before the class work scheduled time and then report to the place of work.
- j. Opening all Faculty rooms and the windows, clean the faculty tables, arrange fresh drinking water, cleaning of computers in the office, faculty rooms, all other relevant work, etc. as per the schedule allotted.
- k. Report to the Principal – after completing all the tasks by 5.00 PM and attend to the work assigned by him for central / College works.
- l. Depart from the college with the permission of the Principal.
- m. Supervising work and signing the work cards issued to the contract sweepers.
- n. His/or her work place is defined by the Principal from time to time.

**d. Librarian:**

They are responsible for

- I. Manage issues and return of books and enter the date in the computers.
- II. Accession and updating the computer data.
- III. Manage the Central Reprography Services, providing services, collecting

payments, issue of receipts, depositing the collected amounts, maintaining the stock of spares like, toners, ribbons, stationery etc.. maintain consumable ledgers.

- IV. Contact and interfacing with the maintenance/Service personnel.
- V. Up keep of all equipment in the library as assigned by the College librarian.
- VI. Stock verification and audit of books every year.
- VII. Reporting all damages of books by Students, faculty/staff.
- VIII. Issue and renewal of library cards, collecting fines.
- IX. Managing all the computerized operations of the Library.
- X. Any other work deemed fit in relation to the library and the institution.

## **SECTION 9: HUMAN RESOURCES – STUDENTS:**

**9.1: Policy of admission** – Central / Institutional to be maintained by the Principal's office only

- 1. Capacity, Intake, Highest / Lowest Ranks admitted, Local / Outstation students, Hostel / Day Scholar.
- 2. Latest AICTE approval letters
- 3. State Govt. orders for establishment of College
- 4. Govt. orders – Counselling Admissions
- 5. Govt. orders – Management quota.
- 6. University Affiliation Orders

### **9.2: Admission Criteria:**

As per Tamil Nadu State Govt. 65% of seats to be filled by the Government and the remaining 35% by Management on open merit and first come first served basis. All records to be with Principal's Office only.

- 1. Admission Register
- 2. Students Admitted through Counselling.
  - a. Certified copy from the Government for 65% of the admissions.
  - b. Copy from the Administrative Office for the balance 35% of the admissions
  - c. Concerned G.O. copy for 65% & 35% admissions
  - d. Under policy of reservation & details of students admitted, OC / SC/ST/OBC.

### 9.3: Admission policy for lateral entry:

To be kept with Principal's Office only.

1. G.O. on lateral entry
2. Certified copy of list of students given by the Admission Committee.

### 9.4: Academic Results:

University results shall be analyzed subject wise and follow up action on subjects with high failure rates will be initiated for improving upon the following:

- a. Poor performance of the teacher
- b. Poor comprehension by students
- c. Paper setting too difficult or the subject is a difficult one.

Eligible students are to be identified and recommended for awards as per college policy.

All student performances are analyzed and computerized and slow learners are to be called and counselled.

**9.5: Admission to PG Courses:** List of students who have secured admission in P.G. Courses in India / Abroad with some kind of proof should always be obtained and efforts to obtain all the previous data should be initiated

Immediately passed out students	100%
Students passed out 1 year back	90%
Student passed out 2 years back	80%
Student passed out 3 years back	70% and so on to a minimum of 50% at the least.

### 9.6: Employment of graduated students during last year

The details of the employment are to be given as per the following format.

Sl. No. Branch	No. of students	Number	Campus
	Passed / Graduated	Employed	Interviewed Jobs

Information regarding employment of graduated students should be obtained with proof. Targets are, for current year 100%, immediate preceding year 90%, next preceding year 80% and so on till to a minimum of 50%

### 9.7: General Conduct of the students:

Student's primary and sole objective shall be to pursue his / her program of studies, develop professionally, enhance their career, opportunities, participate in permitted extra and co curricular activities and emerge as well trained professional. Conduct rules apply to

all students and they must observe at all times and at all places and does not get limited to college premises only. The following are treated as misconduct.

- ❖ All students must be conversant with the academic regulations of Anna University. Ignorance of rules and regulations cannot be accepted as a reason for condonation of punishments.
- ❖ Ragging in any form (mild or severe) will attract penal punishments as per Govt. orders in addition to suspension from the College for one year.
- ❖ Organizing or participating in any activity based on caste, religion and/or community will be viewed seriously. Students indulging in such activities will be dismissed from the College. Those who contributed money for organizing such events shall be treated on par with those organizing such events.
- ❖ Organizing functions in the name of cinema stars, releasing advertisements or putting up banners in the name of cinema stars shall be considered as unethical practices. Students indulging in such activities will be dealt with severely.
- ❖ Driving the vehicles in the campus is strictly prohibited.
- ❖ Students manhandling fellow students for any reason what so ever shall be severely dealt with. Students are expected to report to the authorities of any provocative or offensive behaviour.
- ❖ Causing damage to the furniture and equipment will be viewed seriously. The amount required for repair or replacement of damaged property shall be recovered from the concerned students.
- ❖ Copying in examination, falsifying or giving proxy attendance, writing examinations in proxy or any relevant matter deemed fit towards such shall be treated as gross misconduct and is punishable as per norms in vague.
- ❖ All students and faculty should use proper names only in addressing others. Use of any family names or nickname is prohibited in the campus.

## **SECTION 10. SPORTS & GAMES:**

The participation of the students in Sports & Games should be encouraged. Provision for indoor games will be made available for chess, caroms, table tennis. The outdoor facilities for tennis, volleyball, ball badminton, basket ball, cricket, hockey, foot ball, hand ball, base ball, throw ball, Kabaddi, Kho-Kho, tennicoit, running track for all athletic events, shot put, discus throw, cross bars, rings, javelin, high jump and long jump should be made available:

P.D should take active part in maintaining all the courts and participation of students in maximum numbers be ensured. Games and Sports should be conducted regularly and record of the same should be maintained by the P.D.

The responsibilities and duties of the personnel of physical education are:

**10.1:Physical Director:**

- i. Report on departmental staff and maintenance of play fields should be submitted once in a month to the Principal.
- ii. Should maintain the correspondence of the department.
- iii. Maintain the record of students involved in sports activities and participation in other events.
- iv. Responsible for the conduct of sports and games regularly and maintenance of records in the institution.
- v. Maintains the record of all inter-departmental, inter-collegiate and inter-university schedules and college day games and timetables.
- vi. Maintenance of records of all prize winners in inter-departmental, inter-collegiate and inter-university sports and games with a copy to each department and also enter these in the college web-site.
- vii. Ensures maximum participation of students in sports and games.
- viii. Maintains a suggestion book in his department.

All the university tournaments, events, schedules and college games timetable should be properly recorded in the Physical Education Department by the P.D.

The inter departmental sports competition should be conducted, the details of the events and the results recorded. Prizes should be awarded to the winners on the College Day function.

The record of all the prize winners in Inter Collegiate / Inter University / National / International Tournaments if any in all the events should be maintained by Physical Education department with a copy to all departments. These details to be read out in each classroom too and also posted in college website.

## **SECTION 11: MOTIVATIONAL INCENTIVES:**

### **11.1 Employees provident Fund (EPF)**

The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary .This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time

### **11.2 Incentives and Awards**

Awards are instituted for the faculty as well as supporting staff members .In case of faculty members, variables to consider are academic performance measured by student feedback , student pass percentage, student grades/marks obtained by the student ,no. of top ranks at university level secured by students in their respective subjects . These awards are in the form of cash, appreciation letter, commending letters and promotions, etc. There is an institutional incentive for bright and meritorious student by way of fee waivers, merit scholarships, attendance awards, year and programme wise institution rankers and university rankers in any subject and/or year.

### **11.3 Faculty and Staff Development programmers' and services Initiatives:**

As institutional development is a by product of developed faculty and student groups, the institution extends its efforts in this direction and offers incentives to faculty, some of which are listed below:

<b>No</b>	<b>Nature of Conference</b>	<b>Category</b>	<b>Amount Rs.</b>	<b>No. of days of OD</b>
1.	Publication of papers in National Level Conference	Faculty	Rs.1,000/-100 Registration Fee and OD	Maximum of Two Times in a year for 2 Days
2.	Publication of papers in International Conference	Faculty	Rs.1,500/-100 Registration Fee ,50% and OD	
3.	Publication of papers in National Journals	Faculty	Rs.1,000/-100 Registration Fee and OD	
4.	Publication of papers in International Journals	Faculty	Rs.2,000/-100 Registration Fee ,OD, Publication Charges	

5.	Participation in FDP/TDPS/Workshops conducted by Anna University/Premiere Universities/IITs/IIM(4 and 8 weeks only in summer vacation)	Faculty	Registration Fee and OD	Maximum of 8 Weeks Once in three years of service
6.	Text Book Authorship	Faculty	Maximum of Rs.10000/-	Not applicable
7.	QIP and Career Development to graduate/post graduate technical staff members (B.Tech./M.Tech./Ph.D.)	Faculty	Maximum of Rs.15000/-	Need Based
8.	Loans and Advances, Transport Allowance , Medical Insurance and PF	All Staff members eligible	Interest Free Loans/Advances and Transport, Medical Insurance allowances at concessional Rates	Need Based
9.	Result Oriented Financial Incentives	All Eligible Faculty members	Rs.500/- Cash Award / Certificates of Appreciation	Only for Theory Subjects

## SECTION 12: LEAVE RULES AND LEAVE POLICY:

### 12.1: General leave

- ❖ Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- ❖ An employee shall not take up any service or accept any employment, while on leave.
- ❖ Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS, Whatsapp or E-Mail is to be given to the Head of the department/institution, if prior sanction cannot be obtained for justifying reasons.
- ❖ Leave accounts of all staff members are maintained in the Office of the Principal.
- ❖ Sanctioning Authority: Principal/Director of the college is the competent authority to grant all kinds of leaves to all the employees.
- ❖ All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in

the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.

### **12.2: Casual leave (CL)**

All the regular employees of the college are entitled to avail 12 days of casual leave in a calendar year.

- ❖ The total number of CLs used in one spell shall not exceed 03 days and the total period including prefixed(for Ratified faculty)(not ratified faculty will consider only one day), suffixed and intervening holidays shall not exceed 10 days.
- ❖ The total number of CL's used shall not exceed 3 at the end of I quarter, 6 at the end of II quarter and 9 at the end of III quarter.
- ❖ Unused CLs at the end of a calendar year shall NOT be carried forward to the next year.
- ❖ Casual leave cannot be combined with any other kind of leave
- ❖ Casual leave for half a day may also be granted for fore-noon or after-noon.

### **12.3: Special leaves**

- ❖ All regular faculty members are eligible for leave up to 8 days in a calendar year for performing university examination duties as observer / valuer / examiner.
- ❖ All regular faculty members are eligible for leave up to 02 days in a calendar year for participation and /or presentation of paper in National / International seminars/ Conferences / Symposium /Workshops.
- ❖ All the regular staff members of the college, who have put in not Less than one year of service in the college and who marry while in service in the college are eligible for 07 days leave, including the day of marriage. This leave can be used with public holidays Prefixed and / or suffixed.

### **12.4:Compensatory casual leave (CCL)**

ALL the regular staff members who work on public holidays are eligible for one day's compensatory leave for each day of work. This Leave must be used within 3 months of the date of work / eligibility. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

### **12.5: Study leave**

Study leave without pay may be granted to deserving Employees for pursuing higher studies at the discretion of the management. The terms of the leave will be worked out on case to case basis.

### **12.6: Maternity leave**

A regular eligible female employee is entitled to maternity leave up to six weeks with service. This leave is granted only once during the service at the college. Maternity leave applications must be accompanied by medical certificates.

### **12.7: Vacation leave**

- ❖ All the regular faculty members (vacation staff) who have put is not less than two year of service in the college and who undertake to continue in service for the next Academic year are eligible for vacation leave of 2 weeks.
- ❖ The faculty members whose service in the college is less than 12 months are not eligible for vacation leave upto one week.
- ❖ For the purpose of computing the service period the cut off date would be the first day of vacation period notified by the Principal at the end of the academic year.
- ❖ Unused vacation leaves shall not be carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Head of the institution.

## **SECTION 13: CODE OF CONDUCT AND DISCIPLINE:**

All employees of the institution in general shall abide by the following rules , unless and otherwise expressly circulated to this effect:

### **13.1: Do's**

Maintain absolute integrity and devotion to duty.

1. Attend the college regularly and punctually.
2. Engage classes both theory and practical; punctually and effectively.
3. Correct the assignments and lab records systematically.
4. Be meticulous in submitting the question papers and marks of the internal tests.
5. Conduct guest /expert lectures with academic /industry professionals.
6. Valuation of internal and external examinations.
7. Attend internal and external invigilation and observer duties.
8. Attend guest lectures, FDPs, workshops, seminars, industrial visits and tours.

9. Downloading e-material from digital library authorized online Journals and legitimate sites.
10. Preparing soft/hard copy of course files, delivery sheets and web materials.
11. Monitoring and Counseling of student academic performance and Mentoring.
12. Be honest, impartial in dealings and courteous with others.
13. Abide by the rules and regulations of the institution.
14. Promote decency, decorum, dignity and discipline among faculty and students.
15. Institute devices and mechanisms to improve academic standards.
16. Acquire and develop professional/interpersonal competence to enhance skills of students.
17. Building team work, team efficiency and reinforcement of skills/knowledge in students.
18. Administrative compliance.
19. Authoring/Coauthoring of text books with other college professionals.
20. Publication of papers in Seminars/Conferences/Conventions/ Journals/Magazines.
21. Publication and attending FDPs/Workshops/Conferences/Symposiums/conventions.
22. Chairing Sessions and Delivering Keynote Address in any FDP/WS/Seminar/Conference.
23. Professional, rational and intellectual behavior like an academician.

### **13.2: Don'ts**

1. Gross negligence of duties and responsibilities.
2. Propagation of religious, communal, anti-social, terrorist activities in the campus.
3. Discriminate by caste, creed, religion, language, domicile, social and cultural background.
4. Encouraging any form of 'malpractice/unfair practices' in connection with exams.

5. Leaving the campus without proper prior permission of the Head of the Institution.
6. Absconding from the institution.
7. Undertake private assignments whether remunerative or free.
8. Enter into any monetary transactions with any stakeholder of the institution.
9. Cause damage to institution property in any form.
10. Encourage or involve in immoral practices with stakeholders.
11. Organize, attend, involve in any duty outside the college without proper approval.
12. Passing comments on religious, regional, personal, social and cultural sentiments.
13. Taking Membership of a political party or taking part in politics.
14. Any act which is detrimental to the interest of the institution.

### **13.3: Disciplinary action:**

1. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after reasonable opportunity has been provided to the employee to defend himself/herself.
2. Complaints of misconduct by a staff member are investigated by a disciplinary committee constituted for the purpose by the Principal.
3. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend an employee if it is in the interest of the college and report his action to the management, and the University as the case may be.
4. As part of the disciplinary action, the following punishment for necessary and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
5. Censure (disapproval).
6. Withholding increments/promotion.
7. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.

8. Suspension
9. Removal from service

## **SECTION 14: ADMINISTRATIVE PROCEDURES:**

### **14.1: Personal Records:**

The basic information of staff will be collected and maintained by PA- of the Head of the institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with covering letter along with two photographs applying for position in the institution; call letter if any; appointment letter; all original certificates along with photo copies in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution.

### **14.2: Custody and Maintenance of Attendance Registers:**

Attendance record is maintained in a manner that it remains authenticated and unquestionable. Every staff member has to give attendance two times in a day (i.e., First time 9.00AM on arrival and Second time at 4.20 PM on departure). The custody of attendance Register will be with the Head of the Institution/Director; any deviations call for Permission of Head of the institution. Primarily, the attendance registers will be with Head of the Departments up to 9.30 AM everyday and Then they will be submitted to the head of the institution/Director and the same will be drawn again by HODs at 4.00 PM to make it convenient for the Employees to sign.

### **14.3: Punctuality:**

The institution is very serious in enforcing punctuality through its Heads of the Departments who scrutinize the attendance registers. Surprise checks are also made by the Head of the Institution .A special Limited provision is made available to all the staff members of all Departments to avail themselves of early going and late coming Permissions which will be granted at the discretion of Head of the institution.

#### **14.4: Feedback and Suggestion Scheme**

The institute encourages both open and close participation and Involvement of the all the employees, students and parents, academicians, Industrialists, professional experts, alumni ,employers of alumni in finding innovative ideas in the process of achieving its purpose, vision mission ,objectives, goals and quality policy. Any Employee or student can voluntarily give his/her suggestions orally or in writing in a closed envelope without mentioning his identity and put the same in suggestion box available in administrative office. However, the institution has a provision to collect suggestions and Feedback twice in a semester from students and once in a year from all the faculty members. All these suggestions and feedback will be Examined to consolidate an submit a report to the head of the institution which in turn will be submitted to the Management for implementing some of the constructive feedback and suggestion in the interest of the institutional development . The student feedback will be collected by the IQAC cell coordinator and faculty/staff members feedback will be collected by HoDs concerned.

### **SECTION 15: PROCUREMENT PROCESS**

The Procurement policy is to ensure Transparency, fairness and fraud prevention, Equal opportunity, Economy and Efficiency through Effective means.

- a. The Procurement processes as per the Identification of requirements, Developing specifications, Identifying suppliers/service providers, Inviting bids/proposals, Evaluating and awarding contracts, Contract management, Receipt and Certification of goods/services.
- b. Goods can be procured in the following three ways in the college;
  - i. Direct Contract –All Proprietary items.
  - ii. Shopping – Items worth less than Rs. 10 Lakhs (inclusive of all taxes) by way of calling minimum 3 Quotations.
  - iii. National Competitive Bidding-Items worth Rs.10 Lakhs and more.
- c. All procurements will be fully processed and monitored through Procurement Management Support System (PMSS) and any procurement outside it will have no recognition.
- d. Important Aspects of Shopping are:

- a. No need for advertisement in newspapers, however the advertisement can be displayed in the institution website.
- b. Minimum three Quotations to be received.
- c. Not less than 2 weeks' time for bid submission.
- d. There should not be any negotiations either for price or terms & conditions of the tender submitted with suppliers.
- e. Bidders are required to submit tender valid for the period specified in the tender documents & Generally 30 to 40 days for shopping.
- f. Earnest Money/Bid security is not required.
- g. The Procurement Authorities entrusted with evaluation of Tender shall ascertain whether the tenders meet the eligibility requirements specified, Tenders have been properly signed are valid for the period specified in the tender document and substantially responsive (commercially and technically) to the tender documents and are otherwise generally in order.
- h. If the bidder meets the above stipulation indicated in the bid documents, it is determined as substantially responsive and is considered further for evaluation.
- i. Payment terms should be 90% payment after delivery to the consignee and the balance 10% after receiving the goods or in accordance with the practices applicable to the specific goods and works.

## 15.1: Guidelines to be adopted for initiating procurement process

The entire procurement process is divided into four stages, which are as detailed below:

**Stage1:** Departmental Procurement Committee (DPC)

**Stage2:** Central Procurement Committee (DPC)

**Stage3:** Post Procurement Process (PPP)

### Stage 1: Departmental Procurement Committee (DPC)

#### ❏ Composition of the committee:

1.	Concerned HOD	Chairperson
2.	Two faculty members*	Member
3.	Procurement Manager	Member
4.	Department Procurement Coordinator	Member-Convener
5.	PROPOSER(S)	Invitee(s)

\*The Two faculty members may be drawn from the same department or from cluster or any other department in the college (deciding factor would be the knowledge & experience of the faculty in the matter). If need be the DPC can opt for one or two external experts.

Note: **Three members constitute the quorum.**

- a) Responsibility:** The DPC shall evaluate & ensure that the proposal conform to the guidelines of the Institution. The DPC may accept/reject the proposal by recording its observation. The proposal will be forwarded to the Principal by the concerned HOD concerned, only if it is recommended by the DPC. The decision of the DPC is critical & final.

### Stage 2: Central Procurement Committee (CPC)

#### a) Composition of the committee:

1.	(a) Principal	Chairman
	(b) DOA	Associate Chairman
2.	Concerned HOD or his/her nominee	Member
3.	Officer-Procurement	Member
4.	Officer-Finance	Member
5.	Manager	Member
6.	PROPOSER	Invitee
7.	Procurement Manager	Convener

**Note:** The CPC may be headed either by the Chairman or Associate Chairman (to be decided by the Chairman of CPC). Three members shall constitute the quorum.

**Responsibility:** The CPC shall ensure that the proposal has been made in accordance with guidelines of the Institution. The CPC shall verify that all the committees have accorded necessary recommendation.

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